

Dell'Arte International
School of Physical Theatre
Student Catalogue and Handbook
2022-2023



Professional Training Program

PO Box 816/131 H Street
Blue Lake, CA 95525
+1 707 668-5663 phone/ +1 707 668-5665 fax
info@dellarte.com; www.dellarte.com

Quick Contact Reference

Mailing Address:
Dell'Arte International
P.O. Box 816, Blue Lake, CA 95525

PHONE: 707-668-5663

Address for Student Mail:
c/o Dell'Arte
P.O. Box 128, Blue Lake, CA 95525

Alyssa Hughlett	Managing Director / Faculty	alyssa@dellarte.com
Tony Fuemmeler	Faculty Head of PTP	tony@dellarte.com
Julie Douglas	Faculty & Head of Arts Engagement	juliedouglas@dellarte.com
Cleo DeOrio	part-time Faculty	cleo@dellarte.com
Suzanne Santos	Adjunct Faculty	suzanne@dellarte.com
Brian Kuwabara	Adjunct Faculty	brian@dellarte.com
Erin Leigh Crites	Adjunct Faculty	erin@dellarte.com
Michelle Matlock	Adjunct Faculty	michelle@dellarte.com
David Powell	part-time Faculty	davidpowell@dellarte.com
Espaco Mendes	part-time Faculty	espaco@dellarte.com
Tawni Savage	part-time Faculty	tawni@dellarte.com
Samantha Williams-Gray	Guest Instructor	samantha@dellarte.com
Tawny Foskett	School Administrator / Registrar	tawny@dellarte.com
Trish Riel	Housing & Community Resources	trish@dellarte.com
Emma Dobbins	Stage Manager	emma@dellarte.com
Jaiden Clark	Technical Director	jaiden@dellarte.com
Albert Cervantes	Marketing Coordinator	albert@dellarte.com
Janessa Johnsrude	Faculty: Prison Program Director	janessa@dellarte.com
Melanie Harmon	Enrollment Coordinator	admissions@dellarte.com

I. ACADEMIC CALENDAR	5
II. WHO WE ARE	6
<u>DELL'ARTE MISSION AND VISION STATEMENTS</u>	7
<u>PROGRAMS OF DELL'ARTE INTERNATIONAL</u>	8
<u>TRAINING AT DELL'ARTE INTERNATIONAL</u>	8
<u>THE PROFESSIONAL TRAINING PROGRAM</u>	9
<i>PTP Curriculum</i>	9
<u>ADMISSIONS POLICY</u>	10
<i>Transfer Credits</i>	11
<u>FACULTY</u>	12
III. GENERAL INFORMATION	12
<u>ABOUT OUR LOCATION</u>	12
<u>DESCRIPTION OF FACILITIES</u>	14
<u>ACCESSIBILITY</u>	14
<u>BUILDING HOURS AND SECURITY</u>	15
<u>RESPECT FOR THE STUDIOS AND THEATRE</u>	16
<u>STUDIO USAGE</u>	16
<u>RESPONSIBILITIES AT DELL'ARTE</u>	17
<u>CONSERVATION</u>	17
<u>COSTUMES, PROPS, MASKS, AND OTHER EQUIPMENT</u>	17
<u>LIBRARY</u>	18
<u>COMPUTER LABS</u>	19
<u>PHOTOCOPY AND FAX MACHINES</u>	19
<u>MAIL</u>	19
<u>LOST AND FOUND</u>	19
<u>MILEAGE REIMBURSEMENT</u>	19
<u>DELL'ARTE COMPANY VEHICLES</u>	19
<u>APPROPRIATE ATTIRE</u>	20
<u>WHAT TO BRING</u>	20
<u>WEEKLY SCHEDULE</u>	21
<u>ENGLISH AS A SECOND LANGUAGE</u>	21
<u>VISITORS</u>	21
<u>ATTENDING PRODUCTIONS</u>	21
<u>PERFORMANCE OPPORTUNITIES</u>	22
<u>THEATRE IN COMMUNITY</u>	22
<u>ADMINISTRATIVE COMMUNICATION</u>	22
<u>HOUSING</u>	23
<u>CAMPUS SAFETY</u>	24
<u>SAFE WORKPLACE</u>	27
<u>PHYSICAL CONTACT & MOVEMENT TRAINING</u>	27
<u>NON-DISCRIMINATION NOTICE</u>	28
<u>STUDENT CONFLICT SUPPORT AND COMPLAINT PROCESS</u>	28
<u>SEXUAL ASSAULT AND OTHER INTIMATE PARTNER VIOLENCE PREVENTION AND RESPONSE PROCEDURES</u>	29
IV. FINANCIAL INFORMATION	30
<u>PTP TUITION & FEES, 2021-2022</u>	30
<u>PAYMENT OF TUITION AND DEPOSIT</u>	32
<u>STUDENT TUITION RECOVERY FUND</u>	34
<u>FINANCIAL AID</u>	35
<i>For United States Citizens</i>	35
<i>For Non-US Citizens</i>	36

<u>SCHOLARSHIPS AND GRANTS</u>	37
<u>REFUND POLICY</u>	37
<u>VETERANS</u>	39
V. POLICIES AND PROCEDURES	39
<u>ATTENDANCE & LATENESS POLICIES</u>	40
<u>DISMISSAL, AND WITHDRAWAL POLICIES</u>	42
<u>SATISFACTORY ACADEMIC PROGRESS</u>	44
<u>GRADUATION REQUIREMENTS</u>	48
<u>RETENTION AND COMPLETION RATES</u>	49
<u>STUDENT RECORDS</u>	49
<u>VIDEOGRAPHY AND PHOTOGRAPHY REGULATIONS</u>	52
<u>COPYRIGHT INFRINGEMENT</u>	53
<u>PERFORMING, TEACHING, AND ATTENDING OUTSIDE CLASSES WHILE ENROLLED</u>	53
<u>CAMPUS SAFETY</u>	53
<u>HEALTH</u>	53
<u>COVID 19</u>	55
<u>DRUG FREE CAMPUS</u>	58
<u>RETURN OF TITLE IV, HEA POLICY</u>	59
<u>WITHDRAWAL POLICY</u>	60
VI. RESOURCES AND GUIDES	67
<u>HOW TO REACH BLUE LAKE</u>	67
<u>DRIVERS LICENSE AND CAR REGISTRATION</u>	68
<u>VOTER REGISTRATION</u>	68
<u>AN INFORMAL GUIDE TO DELL'ARTE'S NEIGHBORHOOD</u>	68
<u>LOCAL MEDICAL RESOURCES</u>	71
<u>LOCAL RESOURCES FOR STUDENTS OF COLOR</u>	73
<u>LOCAL MENTAL HEALTH RESOURCES</u>	73
<u>FINANCIAL LITERACY RESOURCES</u>	75
<u>CONSUMER INFORMATION - GAINFUL EMPLOYMENT DISCLOSURES</u>	75
<u>STUDENT RIGHTS & RESPONSIBILITIES</u>	76
VII. FORMS	78
<u>DIRECTORY INFORMATION OPT-OUT</u>	78
<u>STUDENT COMPLAINT FORM</u>	78
<u>NOTICE OF CANCELLATION</u>	80
<u>ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM</u>	81
<u>HEALTH QUESTIONNAIRE</u>	82
<u>COVID CHECK LIST</u>	85
ALTERNATIVE EMERGENCY CONTACT INFORMATION	86
<u>RECEIPT OF STUDENT HANDBOOK</u>	87

I. ACADEMIC CALENDAR

Dell'Arte International School of Physical Theatre
ACADEMIC CALENDAR 2022-2023
Professional Training Program

ORIENTATION *

Weekend of October 1, 2022

FIRST DAY OF CLASSES

Monday, October 3, 2022

LAST DAY OF CLASSES

Friday, June 16, 2023

GRADUATION

Sunday, June 18, 2023

ACADEMIC TERMS

3 quarters, totaling 33 quarter credits/990 clock-hours

Breaks & Academic Holidays

Yom Kippur: Tuesday, October 4th

Veteran's Day: November 11th

November Break: Thursday, November 24-25

2-week Winter Break: December 19th - January 3rd 2023

MARTIN LUTHER KING DAY: Monday, January 16th

PRESIDENTS DAY: February 20th

Easter: Monday, April 10th

1-Week Winter Break: February 13-17

1-Week Spring Break #1: March 27-31

Spring Break #2: May 8-9

Advance Notice**

Nature Day Immersion: 1st week of October 2022

Saturday Notes/Rehearsal: Saturday after performances

Rural Residency Postmortem: June 3rd 2023

Schedule of Blocks **

Foundations of Mask Performance & the Physical Theatre: October 3--December 16

Commedia Dell'Arte: January 4-February 12, 2023

Truth in Size (The Dramatic Mask): February 21- March 25, 2023

Clown: April 3- May 6, 2023

Rural Residency: May 22-June 2 (includes weekends)

Public Performances

Commedia Dell'Arte: February 9-11, 2023

Truth in Size (The Dramatic Mask): March 23-25, 2023

Clown: May 4-6, 2023

Physical Theatre Finals Festival: June 14-16, 2023

***Attendance is required at Orientation and all classes / ** Dates are subject to change due to Covid-19**

II. WHO WE ARE

Dell'Arte International School of Physical Theatre is a full-time professional actor training program set in the breathtaking ancestral homeland of the Wiyot Tribe of Northern California. The PTP, or Professional Training Program (a certificate program offering 990 hours of training from October through mid-June each year), is designed for those who have made a commitment to acting as their profession. The Dell'Arte International School is an institutional member of the National Association of Schools of Theatre (NAST), and the PTP is accredited through NAST. NAST accredited institutional members include 128 schools such as UCLA, Northwestern, California Institute for the Arts, Dartmouth, Circle in the Square Theatre School, and the University of Missouri Kansas City. It is authorized to train veterans and to enroll international students.

The Dell'Arte School is located in the small town of Blue Lake, surrounded by the majestic wilderness of California's North Coast. For over 45 years, Dell'Arte has welcomed students from all over the world to our home in this unique natural setting, to train, research and discover what is possible in the theatre.

Characterization must begin at home, in the body. Some of us are not at home in our bodies. We must discover what that means. Therefore, the main emphasis of my work is physical self-discovery. “

Carlo Mazzone-Clementi, Co-Founder

The one-year Professional Training Program (PTP), was the first full-time program in the U.S. to focus on physical theatre skills and ensemble creation. It is designed for those currently embarked on or intending to undertake a performance path of actor-created, physically dynamic, ensemble theatre making. The goal of the program is the development of an ensemble performer with perspective and prowess, a physical actor with an articulate, incisive, and poetic voice, capable of contributing to the shape of contemporary theatre.

Dell'Arte is a member of the Association for Theatre in Higher Education (ATHE), Theatre Bay Area (TBA), the Southeastern Theatre Conference (SETC), Theatre Communications Group (TCG), National Association of Schools of Theatre (NAST), and the Mime Action Group in Europe. Dell'Arte International was awarded the 2005 Prize of Hope by the Danish Popular Theatre Institute, a 2005 Otto Award by the Castillo Theatre, New York City, and the 2005 National Theatre Conference Award for Achievement. In 2008, Dell'Arte awarded the first ever North American Prize of Hope to actor and activist Tim Robbins and the Actors Gang Theatre.

Land Acknowledgement

We begin by acknowledging that Dell'Arte, *Tsawitsguquk Hougawuqu'l* (the work of being comical), is a guest on the unceded ancestral and aboriginal lands of the Wiyot People, which includes the Bear River and Blue Lake Rancheria. Blue Lake is known as *Dadiquoghuk*, which means “trail descending” or “where the trail comes down.” We are grateful that the Wiyot People continue to remain in relationship with these lands through ceremony, culture, and

stewardship and they are an important part of the history of this area but also in continuing knowledge of this place.

Dell'Arte Mission and Vision Statements

OUR IDENTITY

Dell'Arte International is the North American center for theatre training, research and performance of the actor-creator. We are a committed community of artists who model and share in a sustained ensemble practice.

OUR MISSION

International in scope, grounded in the natural living world, inspired by our rural setting, Dell'Arte International explores theatre making, theatre practice and theatre training for ourselves, the world and the future.

OUR VISION

Dell'Arte International seeks to create resonant works of theatre that are visceral, poetic, and engage the mystery underlying all experience. We revel in ferocious play.

OUR VALUES

WE BELIEVE IN:

- *Reflecting the cultural, racial, social and historic diversity of our community as well as expanding it.*
- *Exploring the relationship between art and place, artist and community.*
- *Teaching by our example as well as our pedagogy.*
- *The power of the arts to enrich the education and lives of young people.*
- *The power of theatre to transform artists and audiences.*
- *The ability of the actor-creator to make art that reflects the complexity of living, art that is both specific and universal.*
- *Ensemble and art-making practices that place collaboration at the center of the work and the organization.*
- *The importance of independent cultural production to our society's health.*
- *The value of our work to the field as a laboratory for exploration and development.*
- *The importance of play.*
- *The seriousness of comedy.*

Programs of Dell'Arte International

Dell'Arte International School of Physical Theatre – a professional actor training program attracting students from all over the world to study in a full time, one-year Professional Training Program, summer workshops, and a one-month study abroad in Bali, Indonesia.

The Dell'Arte Company –This multi-generational ensemble of artists has created over 35 award-winning, original works of theatre since 1977. The company has toured extensively in the United States and to international festivals.

The Dell'Arte Mad River Festival (Baduwa't Summer Series) – This month-long summer event is the largest performance event in our community. Its indoor and outdoor events draw over 5,000 people locally and along the North Coast.

Internships and Observer-ships - These programs are offered to those interested in learning more about our process of training the actor-creator and/or about our point of view regarding theatre making. To begin the conversation, submit a letter of interest with a current CV.

Training at Dell'Arte International

The mission of the training at Dell'Arte International School of Physical Theatre is: to serve, train, and inspire the next generation of theatre makers; to assert that profound possibilities come into view only when confronted by the impossible; to confirm that all things change and that movement is the basis for life.

As with poetry, the goal of a dynamic theatre is not to depict the world naturalistically, but rather to develop a theatrical language which embodies and communicates a perspective on the world. This is first a matter of observation and empathic identification with the world and its forms: forces of the natural world, as well as the appetites of the human body and the longings of the human spirit. This is the work of the dramatic imagination, the curious mind, the articulate, poetic body, and the collaborative ensemble.

Dell'Arte is a private institution that is approved to operate by the Bureau of Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the (CEC 94909(a)(2) and 94897(I)(1)(2)).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The Professional Training Program

Physical training is based on the investigations of the body and its capacities—strength, stamina, flexibility, articulation, connectivity, and balance; the pursuit of body-knowledge or physical thought; and movement in space and time as the fundamental basis for a dynamic theatre. Acting and devising are taught through the study of Commedia, Melodrama and Clown. The single most important attribute for the student of the PTP is curiosity.

PTP Curriculum

PTP 101/201/301	Performance Lab	80hours
PTP 103/203/303	Acrobatics	60hours
PTP 105/205/305	Ensemble Devising & Rehearsal	80hours
PTP 105/205/305	Poetic Dynamics	60hours
PTP 111/211/311	Play & Improvisation	20hours
PTP 113/213/313	The Embodied Voice	60hours
PTP 115/215/315	Movement Principles & Practices	60hours
PTP 117/217/317	Natural Movement Studies	60hours
PTP 119/219/319	Movement	20hours
PTP 121	Physical Acting & Mask Performance	60hours
PTP 123/223	Colloquium: History of the Actor-Creator	20hours
PTP 131/231/331	F.M. Alexander Technique	30hours
PTP 233	Mask Construction	20hours
PTP 241	Commedia	70hours
PTP 251	Melodrama	80hours
PTP 361	Clown	70hours
PTP 371	Rural Residency	80hours
PTP 181/281/381	Supplemental Classes	60hours
	<i>Total Clock Hours</i>	<i>990hours</i>
	<i>Total Quarter Credits</i>	<i>33credits</i>

Supplemental Classes:

Ensemble Singing

Dance

Stage Combat

Physical Comedy/Slapstick

Circus/Vaudeville Skills

Viewpoints

All required classes are offered each year at approximately the number of the hours listed above. There will be variations due to scheduling. Each supplemental class may or may not be offered each year. Supplemental classes are offered for the hours listed in the curriculum and may be offered in substitution for some of the hours of other required classes to a maximum of 100 hours. No single supplemental class is offered for more than 60 hours.

The courses at Dell'Arte International are holistic in nature and are based on principles that, in practice, may be covered over multiple classes in the weekly schedule.

Admissions Policy

NON-DISCRIMINATION STATEMENT

Dell'Arte, Inc. does not discriminate on the basis of race, color, age, religion, gender identity, national origin, physical disability, sexual preference or ethnic origin in the administration of its educational policies, admission policies, scholarship programs and other school administered programs.

A. APPLICATION REQUIREMENTS

Students who wish to enroll in the Professional Training Program at Dell'Arte International may apply for admission by submitting an application portfolio which contains the following:

B. REQUIRED MATERIALS

1. Online Application Information Form
2. A Statement of Purpose (*Why Dell'Arte, and why now? To what end do you hope to apply your training?*)
3. 3 letters of recommendation
4. Resume and current photo
5. \$35 Application Fee
6. Financial Plan (foreign nationals only- a simple statement outlining your plans for paying for the program and costs of living)
7. Students must submit either undergraduate transcripts or a high school diploma (or the equivalent) by the first day of class.
8. Students must be at least 18 years of age by the first day of class.

VIDEO OR IN-PERSON AUDITION

One piece of theatre: It should include two contrasting monologues (one in heightened language), a song, and dynamic movement.

Video auditions are uploaded to Vimeo or YouTube and shared via link along with the other required admissions materials.

UNIVERSITY RESIDENT THEATRE ASSOCIATION (URTA) AUDITIONS

Dell'Arte attends the University/Resident Theatre Association (URTA) Auditions that are usually held in San Francisco, Chicago, and New York. Applicants who are planning to attend URTA's can contact Dell'Arte Admissions to notify recruiting staff if they plan on auditioning. This audition will count in lieu of the video audition, however some applicants who have auditioned may be asked to visit Dell'Arte for a callback.

C. EVALUATION CRITERIA

PTP Applications are evaluated by Admissions Staff and Faculty based on two main criteria:

1. Applicants must demonstrate a basic threshold of theatrical capacity, experience, and/or perspective that will allow them to benefit from the advanced training at the school, and must be able to express a clear understanding of the nature of the training and its relevance to the work they wish to do. Will the training be worthwhile and valuable for the student? The training is especially beneficial to artists who possess an artistic or theatrical point of view, a willingness to take risks, a desire to grow and change, and an ability to engage the theatre viscerally and physically. This criterion

- is evaluated through the audition, statement of purpose, resume, letters of recommendation, and through communications with Staff during the application process.
2. Does the student demonstrate the desire and willingness to engage in ensemble-based practices with regard to the creation of theatre and community engagement? Will the student's enrollment benefit the ensemble and the community? Dell'Arte considers it essential that a student be able to work via collaborative processes. This criterion is established through letters of recommendation, resume, and communications with Staff.

D. APPLICATION DEADLINES

Application deadlines will be posted on our website: www.dellarte.com

Complete application portfolios will be reviewed directly following the current posted application deadline. In the case of a rolling application deadline (which typically begins in the late spring), completed applications will be reviewed immediately upon receipt. *The results of the application will be announced via email or telephone within three weeks.*

International Students and Visas

Dell'Arte International assists international students in the obtaining of a M-I visa, primarily by supporting their obtaining of all documents required with form I-20. Dell'Arte International works closely with them to insure they know the school deadlines for Embassy's to process visas by and also follows SEVIS guidelines. The costs and obtaining of required visa documents are the sole responsibility of the incoming student. Please refer to our International Student Handbook and Resource Guide for more in-depth information on what is required to obtain a student visa and to complete the I-20 documentation.

Transfer Credits

Due to the unique nature of this course and its instruction, its intensive nature, and the importance of continuity, transfer credits are not accepted from other institutions. Also, no credit toward completion is granted for previous experience or training.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you receive at Dell'Arte International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree you earn in all of Dell'Arte's programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dell'Arte to determine if your certificate or degree will transfer.

Faculty

The Faculty at Dell'Arte International School of Physical Theatre is made up of artists and teachers who continue to work as professional theatre artists. The Faculty supports the development of the school as we teach and train in the studio: in Ensemble. Each Faculty member holds a different aspect of the whole. These responsibilities shift and change as the Faculty responds to our collective strengths and talents. The class schedule for members of the faculty may vary each year depending upon research and/or performance commitments. Faculty may change without prior notice. Current faculty is listed at www.dellarte.com.

III. GENERAL INFORMATION

About Our Location

Dell'Arte School is in Blue Lake, California, a small town of 1,200 people on the banks of the Mad River. Both Blue Lake and Mad River are the colonized names for these places, in use for less than 200 years. This place is called Dadiqhoughuk by the Wiyot people, meaning "trail descending" or "where the trail comes down." The river is Baduwa't derived from the word buda'w, the Wiyot word for stream. To hear the Wiyot place names used in this document, spoken by Wiyot speakers, watch this video: <https://www.youtube.com/watch?v=gJPfPHiHHQ>. Dadiqhoughuk is located within the ancestral homeland and unceded traditional territory of the Wiyot people. The Wiyot territory has stretched from the Baduwa't to the Wiya't (Eel River) and across the Wigi (Humboldt Bay) for time immemorial. The Wiyot people were some of the last indigenous people on the North Coast of California to be removed from their land by white colonizers 170 years ago. The Wiyot people have lived through massacres, enslavement and genocide practiced openly here into the 20th century. Despite this, the Wiyot have survived and continue life here, to exercise their tribal rights, grow and revive their language, advance indigenous land stewardship and provide for their health and wellbeing. One area of healing for the tribe has focused on the return of Tuluwat. In 2000 the Wiyot people purchased 1.5 acres of Tuluwat, and cleaned up a century's worth of abuse to the land and sacred site. Through years of continued advocating, Tuluwat was returned in 2019 by an unanimous vote of the Eureka City Council. More about the Wiyot Tribe's mission, presence and projects can be found on their website: <http://www.wiyot.us/> or on their social media accounts. Ted Hernandez, Wiyot Tribal Chairman, tells the history of Arcata Bay and the Wiyot people, and describes the way forward to a better future: <https://www.youtube.com/watch?v=1V0pseRQU20>.

Dadiqhoughuk became a white settler town along the same timeline as the genocide practiced on the Wiyot. The town was first settled as Scottsville in 1854, five years after white colonizers began arriving in Humboldt en masse. It was transformed into a resort town in 1861 with the creation of a lake, a year following the brutal massacres at Tuluwat (Indian Island), Wiya't (Eel River), Eagle Prairie and the South Spit in Jaroujijij (Eureka). The town was incorporated as the city of Blue Lake in 1910, the same year that the Wiyot people numbered 100. The "Lake" in "Blue Lake" was created by flooding of the north fork of the Baduwa't, then diminished by the construction of the levee in the early 1900's. The winter rains bring a smaller version of the lake back on occasion to the enjoyment of migrating waterfowl.

Blue Lake's history of colonization also traces the rise and fall of the gold and timber industry, which accelerated local Indigenous people's removal from their land. First used as a staging area for pack trains during the Gold Rush, this area then expanded into a mill town, only to wither as local timber was decimated. The thirteen mills in the valley closed down in the 1950's and 1960's. Blue Lake is now a small community with multi-generational families and a pride in civic engagement. All three of the civic buildings--the City Hall, Fire Station and Prash Hall--were built by community volunteers. Dell'Arte came to town in 1974, attracted by the vacant Odd Fellows Hall, which we purchased and renovated. The Blue Lake Fire Station is located in the center of town and operated by a volunteer fire department. There is a beautiful vintage fire truck displayed in the front window of the station. Every once in a while, you may hear a siren. There is no reason to be alarmed! The siren is a call to our volunteer firefighters.

Blue Lake Rancheria is the federally recognized tribal entity in Blue Lake, and owns and operates the gas station, market, hotel and casino on the west side of town. The Rancheria was a federal designation for homeless indigenous people in the early 1900's, of the Wiyot, Yurok and Hupa tribes. This federal designation was removed and stripped some time later, and finally restored in 1983. Since then, Blue Lake Rancheria has been rebuilding. They operate Blue Lake's only public transportation.

Situated near the Pacific Ocean in the heart of redwood country, this intimate community offers the opportunity to work in a natural setting, free from the distractions of the city. The extraordinary beauty and abundant nature of the surrounding area are a source of inspiration to students, who are only minutes from walks along the river, forest hikes, and some of the world's most stunning beaches.

Blue Lake has few services. Within city limits, there are two gas stations, a laundromat, a casino, a brewery/pub, a roller rink, and a small industrial park, and there is a small grocery store one highway exit down. We recommend that students bring cars if they have the option. (For students without cars, the school will help facilitate weekly trips to town for grocery shopping and other necessities.) Seven miles southwest of Blue Lake, on the north end of Humboldt Bay, is the college town of Arcata (population 18,000). Arcata was called Goudi'ni by the Wiyot people, meaning over in the woods. Home to Cal Poly Humboldt, Arcata has many grocery stores, restaurants, shopping, movie theatres, banks, Mad River Hospital, the Redwood Community Forest and a great farmers' market held year round on Saturdays on the Plaza. Ten miles south of Arcata is Eureka (population 27,000). Eureka was known to the Wiyot people as Jaroujiji, where you sit and rest, a stop along the waterways and Bay that connected Wiyot villages. Eureka is the county seat of Humboldt, with a courthouse, the College of the Redwoods, a mall, grocery stores, restaurants, shopping, movie theatres, St. Joe's Hospital, banks and several farmers markets in the summertime. McKinleyville is another mid-sized town (population 17,000) about eight miles north of Blue Lake with several grocery stores, restaurants, banks and a summertime farmer's market. Arcata, Eureka and McKinleyville offer a full range of services and students carpool into these towns regularly.

Description of Facilities

Dell'Arte International acknowledges the Wiyot people on whose ancestral homeland the Dell'Arte buildings are located, whose traditional territory we occupy. Our gratitude for our presence here does not overlook the painful history and necessary continued work of

reconciliation with the local indigenous people of Wiyot descent and their neighbors, the Bear River Rancheria, the Blue Lake Rancheria, the Hupa, Karuk, and Yurok people, the Redwood Creek and Tolowa Dee-ni'. We give thanks to the Wiyot people for their stewardship of this land for time immemorial. We are moving beyond solidarity and into action as we actively work to return this land to the Wiyot people, and we are committed to working in partnership and in service to the Wiyot People.

Dell'Arte International School of Physical Theatre operates in two locations in Blue Lake, California. The Main Building of the School is housed in a former Odd Fellows Hall owned by Dell'Arte at 131 H Street. This two story, old growth redwood building was built in 1912 after a 1910 fire devastated the downtown. Purchased by Dell'Arte in 1974, the building retains its historic exterior and the two large, light-filled upstairs studios serve as the main classrooms. A 1995 to 1998 series of renovations has created a 110-seat modern theatre downstairs, meeting rooms, studio, concession and box office areas, and guest artist housing. The building also holds offices, dressing rooms, a student lounge, computer area, library, and bathrooms. A 400-seat outdoor amphitheater abuts the rear of the building.

PTP instruction is split between the Main Building and the River Campus. River Campus is located two blocks away from the main building, at 113 Taylor Way. The River Campus includes a mask fabrication studio, prop storage and costume shop/storage.

This institution, the facilities it occupies, and the equipment it utilizes, fully complies with federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, and health.

Dell'Arte International School of Physical Theatre shares the facilities with the Dell'Arte Company, the Baduwa't Festival, and the administrative offices of Dell'Arte.

Accessibility

Dell'Arte has the following in place to ensure accessibility to our programs and services for our audience members, participants and partners:

- Ground-level entry, ramped access to the venue
- All entrances are accessible entrances
- Integrated and dispersed wheelchair seating in assembly areas
- Wheelchair-accessible box office, stages, and dressing rooms
- Wheelchair-accessible display cases, exhibit areas, and counters
- Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers
- Wheelchair-accessible toilet stalls
- Accessible emergency exits and audio/visual emergency alarms
- Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance.

We also strive to provide accessibility in our organization's communications in the following ways:

- Organization has a designated staff member who is responsible for overseeing accessibility and Section 504/ADA compliance

- Scripts and text of verbal presentations
- Live Open/Closed captioning of audio visuals
- Print materials in alternate formats, including Braille, computer disk, and large print
- Large-print labeling with high contrast
- A professional audit and assessment of our website was conducted and we are currently in progress on a website rebuild that will address the tiny details that will make sure our site works seamlessly with accessibility tools used by disabled visitors so they can browse our site with ease; part of this rebuild includes changing our messaging to meet this goal

As we continue to envision a future Dell'Arte through our Strategic Action Planning Process, we have committed to making the following changes to integrate even more accessibility into our future vision:

- Examine if and/or how an assumed ableist perspective has created barriers of accessibility to our work and what fertile creative and engagement opportunities lie beyond these assumptions once they are confronted
- ASL interpreters at dedicated live performances as well as online content
- Open Captioning at dedicated live performances
- Continue to scale out accessibility to any and all future online content
- Seeking out teachers and artists that identify as disable-bodied to help shape our concept of physical theater performance and training

Building Hours and Security

- Students may use the studios, student lounge, and kitchen from 8:00am to 11:00pm. Other hours require instructor approval.
- Studios should be shared during rehearsals.
- On nights when there is a performance in the Carlo Theatre, students will not be able to rehearse in the upstairs studios past 6:30pm.
- Students may not use the Carlo Theatre, office or the staff lounge at Dell'Arte unless with instructor/staff approval.
- No personal belongings are to be stored in the building outside of assigned personal cubbies.
- All access doors must be closed and locked at all times.
- Doors to the main building must be closed and locked after 5pm or when the office is not staffed.
- Student access to Dell'Arte buildings during non-class hours is by a key in a lockbox with a changeable combination. Lockbox codes are changed annually upon completion of the school year. Students receive this combination upon signing a Release from Liability Form (See Appendix). Once the form is signed, building access is granted for the duration of a student's program.
- Dell'Arte studios are closed to students not in session, including during summer months.
- Absolutely no open flames or heating devices (such as portable hot plates) are allowed in any Dell'Arte building at any time.

Respect for the Studios and Theatre

The studios and Carlo Theatre are places of work and focus. This is true even in the most raucous, fun and high energy of classes and rehearsals. To help students make the most of their time, we ask:

- Between and immediately before and after classes to keep conversation to a minimum.
- Conversation that does not relate to the work at hand is to be done outside of the studios, in the hallway, or outside.
- To protect the floors, no street shoes are allowed in the studios, and no open containers of liquid. Closed containers, water bottles, etc. are OK.
- No food is allowed in the studios. Food and drink is allowed in the theatre, but can only be consumed during designated breaks. Food is allowed in the kitchens and student lounges. The backyard at Dell'Arte and the kiosk outside in the parking lot at River Campus are open for eating lunch and other activities.
- Students, faculty and staff are responsible for maintaining clean and clutter-free studios, and re-setting each space after all classes and rehearsals.
- Candles and hotplates are not allowed in any buildings.
- Promptly report any breakage, accident, injury, lack of supplies, hazardous condition or other circumstance that needs attention to the School Administrator.
- The garbage container must be used for organic waste. Our buildings are prone to ants and other pests.
- All personal belongings must be returned to personal cubbies after each class, with the exception of journals or other materials necessary for class.
- Dell'Arte studio equipment should not be removed from the studios.
- No Dell'Arte property may leave the premises without prior staff/instructor approval.
- No dogs or cats are allowed in the buildings or on the grounds without approval.
- **NO SMOKING** is allowed inside the buildings or within 20 feet of any entrance to a public facility in town. If smoking outside of the buildings, cigarette butts should be thrown in the garbage and not on the ground.

Studio Usage

Studios are not available to use for any purposes outside the context of: scheduled classes, rehearsals for Dell'Arte performances and productions, and activities that have been sanctioned and scheduled by the School Administration, such as approved clubs and all-school potlucks.

Responsibilities at Dell'Arte (Buckstopping)

As part of a small community of individuals committed to the arts, all members of the Dell'Arte community have responsibilities that contribute to the upkeep of the organization. Upon arrival, students take on tasks in particular areas (Buckstopper) of the organization that require

approximately one-two hours of commitment per week. Examples of these tasks include: cleaning studios, working costume storage, and serving as a liaison to the office administrative staff. In addition to this student responsibility, every student *will also work no more than 5 front of house shifts for the Dell'Arte student and company season*. In the sense of community and ensemble, everything students contribute is in service to the organization as a whole.

Dell'Arte is a community within a community. In our small town, no one is anonymous. While here, students represent Dell'Arte within this community. We ask that students be respectful of their neighbors and of each other.

Conservation

Dell'Arte practices as much conservation of resources as possible, both to cut down on the consumption of our natural resources and to keep expenses down. We encourage students, faculty, and staff to practice the conservation of resources by recycling, keeping photocopies to a minimum, keeping the heat at 68 degrees, turning out the lights upon leaving the office or studios, etc.

Blue Lake Garbage Company provides curbside recycling service for twice monthly pick up on either the 1st or 3rd Monday or Tuesday of each month, corresponding with the regular garbage pick-up day (garbage pick-up is weekly). The monthly fee for the recycling pick up service is \$4.00 for regular garbage pick-up customers and \$5.25 for non-regular customers. Students living in town can arrange to participate in this program at home by calling the Blue Lake Garbage Company at (707) 444-2903 to receive recycling containers for curbside pickup. For more information on local recycling, visit www.arcatarecycling.org.

Costumes, Props, Masks, and Other Equipment

Students have a designated area in the Costume Shop with hundreds of available costume items, select fabric, and sewing machines, and in Company Storage ("CoSto"), with a wide variety of props to use for class work and productions. The Costume Shop/CoSto Managers and trained Student Workers can direct students to available items. If a student cannot find a desired item in Dell'Arte stock, they should contact the Production Manager. Dell'Arte provides a small budget for additional student production materials, as necessary.

Sound equipment in classrooms may be used at all times (with sensitivity to time of day and volume). It should not be removed from the studios at any time.

Equipment such as masks and tools are not for student use without administrative permission and instruction in correct use.

Equipment such as costumes and props are not to be removed from the studio *unless* prior permission from the Production Manager has been granted. (There are occasions on which students performing at community events borrow props and costumes from Dell'Arte.). In order to request permission to use props and costumes outside of the studio, ask the Production

Manager at least one week in advance of the performance, with a description of what props/costumes are requesting to be borrowed and for how long.

Students may not use edged weapons or firearms capable of firing a charge.

There will be no use of a live flame (lit candle, incense, lighter, etc.) in the Dell'Arte facilities at any time.

Library

Dell'Arte has a small performing arts library available for student, staff and faculty use on the second floor of the Main Building. The library contains a broad collection of writings on theatre, with sections devoted to theater history and theater studies, commedia dell'arte, mask, movement, melodrama and clown, containing plays, artist biographies, story and poetry collections, and music instruction books. The library also has theatre magazines and periodicals, as well as research materials regarding contemporary theatre companies and ensemble practice. There are movies, documentaries, biographies and reference tapes in the video library.

During the posted hours, the library will be open for browsing, and a student librarian will be available to check out books and videos. Items may not be checked out from the library at any other time. The collection can also be searched at <http://library.dellarte.com/>

In order to allow maximum use of the library for study and student meetings, PTP students will be given access to the library via a key in a lock box by the door of the library. Students will be given the combination upon signing an acknowledgement of receipt of this student handbook. This accessibility of the library space for PTP students does not alter the protocols regarding the checking out of books for all levels of the school. Posted "open hours" are the only times when books can be checked out with student librarians.

Students are responsible for knowing what books or videos they have borrowed and when they are due. Normally, the due date for books is two weeks from the date of check-out. At the end of the current school term, all books on loan are recalled. Videos may be checked out for one week only. Students, staff and faculty may check out up to three videos from the Video Library list at a time. When needed, you may return borrowed materials in the Dell'Arte main office, and notify the School Administrator. When items are overdue and students fail to return the item after one email notification, the fine will be \$1 per day from the day after the notification was sent until the item is returned. All fines will be automatically deducted from the student's deposit at the end of the year. In the case of lost or damaged books, the fine deducted will be the cost of replacing the book. For lost or damaged videos, the replacement fee is \$15.

Computer Labs

There are computers in the Student Lounge for student use. Computers and mobile devices may not be used during class breaks, except at lunch hour. Students should not download any files onto these computers, but instead use personal flash drives. Dell'Arte has a wireless Internet connection. Students can obtain the username and password from the School Administrator.

Printing is available through the office for 10 cents per page. Students must adhere to the Dell'Arte copyright policy when using our computers.

Photocopy and Fax Machines

There is a printer/photocopier and fax machine in the Dell'Arte office available for student use for 10 cents per page. Please note this machine is available only during Dell'Arte office hours (Monday – Friday, 9am – 5pm).

Mail

In Blue Lake, mail is delivered only to the Post Office. Students may use the following address to receive their personal mail: c/o Dell'Arte School, P.O. Box 128, Blue Lake, CA 95525. Monday–Friday, mail will be collected and put into the student mailbox in the office. Student mail will be picked up by a student mail person generally by 2pm Monday – Friday and distributed to individual student mail cubbies. Upon graduation, Dell'Arte will forward student mail to a provided address for up to 6 months.

Lost and Found

There are “lost and found” boxes in both Dell'Arte buildings. After a month, items are donated to the local Thrift Store. See the office for more information.

Mileage Reimbursement

Dell'Arte will reimburse .57 cents/mile to and from the designated location, for the following instances only:

- Nature Days
- Monday Physical Training Outdoors
- Rural Residency-related travel
- Community Engagement Activities
- Postering for student performances

To be reimbursed, students must:

- Submit to the School Administrator a “Request for Payment” form. These can be found in the second room of the Main Office, on a long table to the right of the door.
- All requests must be made before the end of the current 10-week term.

Dell'Arte Company Vehicles

Dell'Arte's company vehicles are not available for student use, and are only to be used for Dell'Arte business-related purposes that have prior staff approval. Only US citizens with valid driver's licenses are allowed to drive the vehicles.

Appropriate Attire

Studio clothes should be simple and reasonably form fitting, so that the form and movements of the actor's body are clearly visible. In certain classes focused on movement, mask performance, and technique, students may be asked to wear all-black, form fitting clothes for class and/or performance labs. Bare chests are not permitted in classes. Bare feet or training shoes are the only approved footwear. Jewelry, including all piercings, should be removed so as to prevent injury in ensemble physical activity and training. Daily body cleaning and clean studio clothes are a must, as are undergarments. Hair should be kept securely out of the eyes and off the face, so that the actor's face is clearly visible.

Outside of the above class-specific requirements, all cultural expressions and traditions in terms of clothing, jewelry, and hairstyle are welcome at Dell'Arte, and are valued as an enrichment of the school community and culture.

What to Bring

- **Studio Clothes** – (see Appropriate Attire, above)
- **Studio Shoes** (only if a student prefers to work in shoes, rather than bare feet) – soft-soled shoes (sneakers, tai chi shoes, or jazz shoes are OK) for studio wear. These should have enough traction to allow the student to move rapidly across the floor without slipping. We do not allow street shoes in the studios. Please note: Some classes will require you to work in bare feet.
- **Cross Trainers or Running Shoes** – During classes, there will be some running outside for cardio-vascular training. We recommend that you avoid running shoes with elevated heels, if possible.
- **Stage Make-up** – The Carlo Theatre is an intimate 110-seat house. You can use street make-up as a stage foundation. In addition to your base, bring a pot each of clown white, black and red. (This can be purchased locally, but you must have it on hand by the first day of Clown.)
- **Rain Gear** – The weather here is cool, with a lot of rain in the winter. Students are advised to bring warm socks, sweaters and rain gear (raincoats, rain boots, rain pants, and umbrella) as part of their wardrobes.
- **Camping Gear** - All students should bring with them, or expect to acquire here, a sleeping bag and sleeping mat. In addition, they may wish to bring camping gear for the end-of-year Rural Residency.
- **Notebooks, Pens and Pencils**
- **Water Bottle** – Sturdy, and able to close tightly.
- **Songs** – For Ensemble Singing, bring one song committed to memory that you can sing. These can be as simple as “Three Blind Mice.”
- **Musical Instruments** – We welcome all instruments. Every year a new student band forms and jam sessions abound.
- **Electric Outlet Adaptors** – If you come from another country, a plug adapter for the United States.

Recommended

- **Swimsuit** – For river swimming.
- **Water Shoes** – For traversing the river. Old tennis shoes, “Barefoot” shoes, or closed-toed water shoes are okay.

What Not to Bring

- **Pets** – The program is extremely time consuming, and pet-friendly lodging is difficult to find.

Weekly Schedule

Weekly schedules of classes are posted on the central bulletin board in the Front Office and distributed to students. Students also are expected to access a Google Calendar that reflects all classes.

Classes generally run Monday through Friday from 9:00am-5:00pm with a 1.5-hour lunch break. In the evenings, students spend 1-2 hours rehearsing or attending Colloquium. Classes generally do not run on the weekends. Exceptions include a mask-making preparation class (fall term, PTP), and performance weekends.

English as a Second Language

Instruction in English as a Second Language is not offered at Dell’Arte International School of Physical Theatre. Students should have a working knowledge of the English language. Applicants should demonstrate this via an interview in English and by presenting most of the audition in English. The statement of purpose must also be written in English. Dell’Arte does not require the TOEFL exam.

Visitors

Dell’Arte welcomes visitors to tour the campus and facilities. Visitors should check in at the front office. Our policy is that classes and student clubs are not open to casual observation by friends, family and the general public. We do allow class observation for prospective students and other visitors from the field, as arranged by the recruiting team, or by prior arrangement with the Faculty Chair and School Administrator. Dell’Arte faculty members, board members and staff are welcome to visit classes as well. All such classroom observation is at the discretion of the class instructor. Performance Labs are generally considered to be open for visitors to attend.

Attending Productions

Students are required to attend at least 1 professional show outside of Dell’Arte International for each year they are a student here. School Administration will regularly inform students of upcoming professional performances at Center Arts, the performing arts center in Arcata.

Students may see all Dell’Arte Company and student shows in the Carlo Theatre for free provided there are seats available, with the exception of two yearly Company Cabarets. We are

sometimes unable to offer free seats to students when guest artists are performing in house; however, there are often opportunities to usher for these events. Notification will come through weekly Community Meetings or via email from the School Administrator.

Performance Opportunities

Performance opportunities are frequent. The PTP features the creation of devised work and in-house presentations each week through the Performance Lab, as well as public performances at the conclusion of each style block, the Rural Residency, and Finals.

Dell'Arte International does not produce performances by current students outside of the work of the School.

Theatre in Community

In the spirit of "Theatre of Place," students collaborate with local communities and explore the beauty of our local environment throughout the year.

The PTP year of study includes a 10-day Rural Residency in the Spring, during which the class camps in a remote community, in naturally spectacular locations, teaching, working with community members, and ultimately devising a piece of site-specific theatre as a gift for their host community.

Every PTP student at Dell'Arte is also required to fulfill 12 hours of community service in order to graduate.

Community service hours must be fulfilled with an organization outside of Dell'Arte International, as their intention is to foster exchanges and learning between Dell'Arte students and the larger Humboldt County community. A few of the many past collaborations include: serving breakfast at the local Grange hall, clowning for children at an elementary school fundraiser, and planting native flora in a marsh restoration project.

Administrative Communication

Most communication from the School Administrative Office will occur via email, so students should plan to check their email regularly. The School Administration also frequently uses Google Suite (Google Documents, Google Forms, and Google Sheets) in order to facilitate communication and sharing of information within the school. If a student has any difficulties accessing or familiarizing themselves with these platforms, please contact the School Administrator. Communication may also be via phone, written notice, or in person during class or weekly community meetings.

There are two computers available in the River Campus, and two computers available in the Main Campus for student use.

Housing

Students are solely responsible for securing their own housing. Dell'Arte does not guarantee or place students, nor have dormitories, but rather assists them in securing their own housing within the community. Students should try to find housing in Blue Lake. Although students can look for housing in Arcata and McKinleyville, those options are only viable if a student owns a vehicle or has regular access to one. We do not recommend that students look for housing outside of Blue Lake, Arcata, or McKinleyville - as all other towns are quite far. Housing can be difficult to find in this area and may take weeks.

Dell'Arte does provide lists of current landlords they are aware of who are willing to consider students as renters. Students usually pay rent between \$525 and \$950 per month. Utilities are generally not included and will cost on average another \$85-\$125 per month. Please include expenses such as cleaning deposits, utility deposits, first and last month's rent and set-up housekeeping costs in your first month's budget.

It is against city ordinance to live in a vehicle on a city street and there are no residential campsites or RV Parks within the vicinity of Blue Lake.

Dell'Arte manages one housing option available to a limited number of students, called the Railroad House. Located at 210 South Railroad in Blue Lake, it has 9 bedrooms, 2 full bathrooms and 1 bathroom with shower and sink. All rooms include a bed (with bedding provided), a dresser, desk, and a lamp. There is a very large fully-equipped kitchen, including 2 refrigerators, a microwave, & basic appliances. There is no living room. All utilities, Wi-Fi, and garbage pickup is included. There is no landline phone, so we recommend a cell phone. **NO PETS - NO SMOKING ALLOWED.**

Monthly Rent: \$525

Refundable Security Deposit: \$975

Total move-in cost for the Railroad House is \$1500

Upon departure, if there has been no damage to the property, we will refund most of the security deposit. Please note that all students must move out of the Railroad House within 2 days of graduation.

If a student enjoys living with a lot of people, the Railroad House can be the perfect place. Keep in mind, however, that several people share the kitchen and bath spaces, so everyone does their fair share of cleaning & maintains the kitchen as a "crumb-free zone." A live-in Student Resident Manager ensures that everyone keeps the Railroad House a functioning home. Benefits for the Resident Manager include discounted monthly rent. If a student is interested in living at the Railroad House or wants to be the Resident Manager, they can contact Trish Riel (707) 668-5663 or Trish@dellarte.com for more information.

Other Housing Contacts:

Housing Humboldt – <https://www.housinghumboldt.org/> – (707) 826-7312

Humboldt Property Management – <https://www.humboldtrentals.com/> – (707) 825-1515

Bode Properties – <http://www.bodepropertymanagement.com/> – (707) 445-2020

Real Property Management – <https://rpmeureka.com/> – (707) 444-3835

Arcata Property Management - <https://www.arcatapropertymanagement.com/> (707) 599-2873

Craigslist Humboldt – <https://humboldt.craigslist.org/>

Campus Safety

Crime

As a two-building campus in a small, rural town, crime has not been a problem at Dell'Arte or in the surrounding community, except for occasional petty theft and vandalism. As a small community, we share the responsibility together with our neighbors to protect and care for each other. Though Blue Lake is a predominantly white town, there have been no incidences of violence or harassment of our students, staff or faculty of color. Dell'Arte partners proactively with the Humboldt County Sheriff's Department to ensure that our students will be protected and served in this community. Dell'Arte is committed to being allies and co-conspirators for our students. We will not tolerate any discrimination or harassment based on race, gender, identity, sexual orientation or religion. While we may not have had any incidences, we are vigilant to ensure they do not arise. We are committed to supporting and protecting our community.

Each year, Dell'Arte issues an annual report about safety and security programs and crime statistics as part of compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

The Clery Act requires all public and private postsecondary institutions that participate in federal Title IV student financial assistance programs to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to campus, and certain non-campus facilities. The statistics must be gathered from local law enforcement, and Dell'Arte employees who have "significant responsibility for student and campus activities."
- Provide "timely warning" notices of those crimes that have occurred and "pose an ongoing threat to students and employees."
- Disclose in a public crime log "any crime that occurred on campus."
- Disclose any agreements with state and/or local law enforcement.

A copy of this data is available to prospective students and employees, at any time, by request to the School Administrator.

Crimes or other emergencies should be reported in a timely manner to the School's Administrative Office during working hours. During after hours or off hours, the school administration should be notified via cell phone. (Every student receives a wallet card with staff to contact in case of emergency. The staff emergency phone tree is posted in all buildings.)

While the small town of Blue Lake does not have its own police department, the city has contracted with the Humboldt County Sheriff's Department for police services. The Sheriff's Department currently provides 24 hour coverage.

There are 2.5 assigned Deputies for our town: Seth Crosswhite, Bang Cao and Nate Cumbow.

For emergencies dial 911.

For non-emergencies please contact Sheriff dispatch at: 707-445-7251.

If you are the victim of a crime and do not want to pursue action with the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Administrator can file a report on the details of the incident without revealing your identity to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. If the nature of the crime includes sexual abuse or child abuse, the School Administrator will be required to report the crime to the local law enforcement agency.

In the event that a situation arises that, in the judgment of the School Administrative Office and/or the local law enforcement agency, constitutes an ongoing or continuing threat, the School Administrator will issue a "timely warning" to Dell'Arte students, faculty and staff via email and posted statements on official school bulletin boards.

Campus Law Enforcement Issues, Activities and Programs

Our small size, the absence of any serious local crime and the close proximity of local law enforcement result in no need for campus police. Incoming students and new employees receive a mandatory orientation on existing security procedures and resources, and are reminded whenever failure to observe procedures is noted. Emergency and evacuation policies are updated every year and are posted on school bulletin boards.

Dell'Arte offers informational lectures in crime prevention and sexual assault prevention upon request with the assistance of local law enforcement officials and other local professional resources.

If the School Administrative Office receives confirmation from the local law enforcement agency of a significant emergency or dangerous situation involving an immediate threat to the health and

safety of the full community of students, faculty or staff, federal law requires that the Dell'Arte School Administrative Office, without delay, take into account the safety of the Dell'Arte community, determine the content of the notification and how much information is appropriate to disseminate at a given point in time, and inform the community immediately in the most efficient way appropriate to the situation, unless issuing a notification will, in the professional judgment of the local law enforcement, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If the local law enforcement deems it necessary, Dell'Arte will assist them in informing the greater Blue Lake community of an emergency via the methods they suggest.

Dell'Arte students, faculty and staff are provided guidance about the direction they should travel for short term building evacuations. In the unlikely event of a long-term evacuation, Dell'Arte students, faculty and staff will be directed to a safe location. The School Administrative Office does not tell the Dell'Arte community in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations, and other factors such as the location and nature of the threat. Dell'Arte follows the Humboldt County Emergency Operations Plan found at <http://co.humboldt.ca.us/sheriff> for emergency response and evacuation procedures and tests the procedures at least once per calendar year.

Missing Student Notification Procedures

Dell'Arte does not provide on-campus student housing facilities and, as such, is not required to maintain student notification procedures. However, if a student is believed to have been missing for 24 hours, faculty, staff and students are advised to alert the School's Administrative Office who will then file a report with the local law enforcement agency. If the student has been determined missing by local law enforcement, the School Administrator will notify the student's emergency contact, as listed on his or her confidential Health Questionnaire form (or the Alternative Emergency Contact Information Form, if applicable), within 24 hours. Student confidential contact information is kept in a locked, fire safe filing cabinet accessible only by authorized School Administration officers and will be used only in case of emergencies.

Campus Fire and Earthquake Safety

Incoming students and new employees will receive an orientation as to the location of emergency exits and fire extinguishers, and emergency evacuation routes are posted in every room of the Dell'Arte facilities. Students must not block fire exits with personal items. To prevent a fire or other emergency, students are advised to turn off all lights and heaters and close windows and doors when leaving classrooms. Dell'Arte conducts at least one fire and earthquake drill per calendar year. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. A member of the School Administrative staff conducts a short "debriefing" after the evacuation drill with all participants to assess the procedures and provide further education, if necessary. The staff member will evaluate the drill in a written report, available in the School's Administrative Office upon request.

Fire emergencies should be reported in a timely manner to the School's Administrative Office during working hours and to the Blue Lake Fire Department and/or School Administrators'

homes after hours as appropriate. The School Administration reviews fire safety each year and implements improvements if determined necessary.

Safe Workplace

Dell'Arte is dedicated to a workplace that is creative, productive and beneficial to all. Physical assault such as hitting, tripping, or kicking will not be tolerated. Verbal assault or harassment, including sexual assault or harassment and racial assault or harassment, will not be tolerated. Violation of this policy can be grounds for dismissal of an employee, student, volunteer, officer or member of the Board of Directors.

Each staff member, student, volunteer or visitor has the absolute right to object to what he or she feels is physically or verbally abusive behavior.

Any person who feels this policy has been violated is urged to bring the circumstances to the attention of a member of the faculty or staff, who then must bring the reported issue or circumstance(s) to the Managing Director (Alyssa Hughlett) or the Human Resources Manager (Melinda Pedersen, Evenstar HR). Students, Staff, and Faculty, are also encouraged to take complaints to the Board of Directors if they do not have good faith or trust in Management heads. Dell'Arte International School also actively maintains a Title IX policy which applies to all persons working and studying at the organization. The Title IX policy outlines the procedures for complaints and defines the basis for sex and gender misconduct.

Physical Contact and Movement Training

Standard actor training includes physical contact between teacher and student, student and student, and student and self. Touch may be used to facilitate:

- Breathing and sound production
- Improved alignment
- Identification and release of habitual holding patterns and areas of tension
- Increased flexibility, mobility and strength
- Deepening of an emotional, physical or vocal response

There is not a context for touch of sexual organs between faculty and students as part of the training at Dell'Arte.

If a student has an injury, chronic condition, or an area of sensitivity or pain, they should notify the instructor at the conclusion of the first class meeting.

If a student is uncomfortable with any physical contact that occurs as part of their training, the student may say "STOP" or move away from the contact in order to end it. A REQUEST TO CEASE ANY PHYSICAL CONTACT WILL HAVE NO EFFECT ON THE STUDENT'S GRADE. If a student feels comfortable doing so, they should immediately inform the instructor or classmate of their discomfort, or wait until after class, whichever the student prefers. In the event that the student is not comfortable speaking directly with another student or instructor

about their discomfort with a particular form of contact, they may feel free to contact the School Administrator and/or the Faculty Chair at any time. The School Administrator and the Faculty Chair will bring the student's concern to the Collective Leadership Council (the governing committee of Dell'Arte) for investigation, deliberation, and setting an appropriate course of action.

A signal to stop physical contact is not necessarily an implication of impropriety. Students and faculty agree to a "no questions asked" policy of ceasing physical contact immediately upon request to do so.

Non-Discrimination Notice

Dell'Arte Inc. does not discriminate on the basis of race, color, national origin, gender identity, disability, religion, sexual orientation, or age in its programs and activities.

Title IX of the Educational Amendments of 1972, and other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all educational programs and activities operated by Dell'Arte (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding the non-discrimination policies:

Tawny Foskett
PO Box 816
131 H Street Blue Lake CA 95525
707-668-5663 ext. 122
tawny@dellarte.com

Student Conflict Support & Student Complaint Process

Training and practice in conflict-resolution, nonviolent communication, and mediation is offered to students and faculty on an ongoing quarterly basis. Peer-to-Peer mediation and Faculty Mediators are identified, trained, and supported through professional services and resources throughout the year. Dell'Arte is committed to addressing "fear of open conflict" which is one of the characteristics of White Supremacy Culture, and equipping students with intercultural models and methods for resolving and transforming conflict, whether that is in artistic or interpersonal disputes. A current list of independent and outside mediators is available for any student, faculty, or staff member who is requesting a conflict-resolution process.

Conflict Support Counselors

If a student experiences a problem with a faculty or staff member, or with a Dell'Arte volunteer or board member with which they need assistance, advice and support in resolving the conflict can be supported by two non-faculty staff members, designated as Conflict Support Counselors for this purpose each year.

In 2022-2023 the Conflict Support Counselors are:

Alyssa Hughlett (Managing Director): alyssa@dellarte.com

Janessa Johnsrude (Prison Arts Program Director): janessa@dellarte.com

If a problem is not resolved through a Conflict Support Counselor to the student's satisfaction, the student may use the "Student Complaint Form" to file a formal written complaint with the School Administrator, who will then bring the student's complaint to the the Managing Director for investigation and determination of an appropriate course of action. The institution, shall, within ten (10) calendar days of receiving the Complaint Form, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the specific relief requested by the student is rejected, the response shall include the reason for the rejection.

If a student has any complaints, questions, or problems, which cannot be resolved with the school, the student should write or call:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento, CA 95798-0818
Phone: (916) 574-8900
Fax: (916) 263-1897
Toll Free: (888) 370-7589
Website: <http://www.bppe.ca.gov>

Sexual Assault and Other Intimate Partner Violence Prevention and Response Procedures

In accordance with the VAWA (Violence Against Women Act) Amendment to the Clery Act, Dell'Arte offers resources and prevention programming for sexual assault and other intimate partner violence, as defined by VAWA to mean "any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual," including domestic violence, dating violence, and stalking.

Dell'Arte offers general information on the definition of consent in sexual relationships, reporting sex offenses, bystander intervention, and risk reduction at mandatory student and employee orientations. Every October, all students and employees receive and review the *Dell'Arte International Sex/Gender Harassment, Discrimination and Misconduct Policy and Procedures*.

Resources and crisis lines for victims of sexual assault and other intimate partner violence can be found on the list of Mental Health Resources in the Student Handbook and posted on official school bulletin boards.

If a student is a victim of sexual assault or an offense of other intimate partner violence at this institution, the first priority should be to get to a place of safety. The student should then obtain

necessary medical treatment. Time can be a critical factor for evidence collection and preservation. Ideally, the student should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam.

Sexual assault and offenses of other intimate partner violence that happen on or off campus should be reported directly to the School Administrative Office and/or the local law enforcement agency. The School Administrative Office will assist in contacting the local law enforcement agency if requested by the student. Filing a police report will not obligate the student to prosecute, nor will it subject the student to scrutiny or judgmental opinions from the officers. Filing a police report will ensure that the student receives the necessary medical treatment and tests at no expense to the student, provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later, and ensure the student has access to mental health and counseling resources available to them.

If the perpetrator is a student, employee, or volunteer of Dell'Arte, the victim can choose to pursue school disciplinary action regardless of the choice to pursue criminal action. A detailed description of this process can be found in the *Dell'Arte International Sex/Gender Harassment, Discrimination and Misconduct Policy and Procedures*.

In accordance with the "Campus Sex Crimes Prevention Act," of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Dell'Arte International School of Physical Theatre is providing a link to the California State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising Dell'Arte students, faculty and staff where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Under California state law, some sex offenders are not subject to public disclosure, so they are not required to register with local law enforcement. Information on sex offenders required to register with local law enforcement under California's Megan's Law can be found at: <http://www.meganslaw.ca.gov/>.

The information on this website is made available solely to protect the public. Anyone who uses this information to commit a crime or to harass an offender or his or her family is subject to criminal prosecution and civil liability.

IV. FINANCIAL INFORMATION

PTP Tuition & Fees, 2022-2023

This program begins with orientation on Saturday, October 1, 2022 and ends with graduation on Sunday, June 18th, 2023. It consists of 990 clock hours of class work over a period of 37 weeks. Tuition and fees total \$17,650 for the PTP. This includes a \$200 non-refundable registration fee and a \$400 deposit, which are due 4 weeks within signing the Enrollment Agreement. The \$400 Refundable Deposit will be used to cover any charges the student incurs due to: lost or damaged

library books, lost or damaged props, costumes, masks, and scenic elements, any damage to Dell'Arte grounds and property, and any Tuition and Fees outstanding invoices at the time of graduation. If the student does not incur any of these charges, the refundable deposit will be returned in full upon the student's graduation from the program.

All Tuition and Fees are due by September 1st unless the student is a recipient of Federal Financial Aid, in which case payments are due when aid funds are disbursed. If costs will exceed the amount of Federal Financial Aid for which a student is eligible, the excess amount is due by September 1st.

TOTAL COSTS FOR THIS COURSE ARE:

Item	Due Date	Amount
Registration Fee	February 9, 2022	\$200
Refundable Deposit	February 9, 2022	\$400
Tuition	September 1, 2022	\$16,600
Student Activity Fee	September 1, 2022	\$350
Student Wellness Fee	September 1, 2022	\$100
Student Tuition Recovery Fund	(California Residents only)	\$41.50
TOTAL OWED:		\$17,650

Description of Fees:

The Student Activity Fee covers tickets and travel to local theatre and dance performances; student community engagement activities which are woven into the curriculum, such as the Rural Residency Program, the Dell'Arte Prison Project at Pelican Bay State Penitentiary, and other residencies/performances in the local community; travel expenses for school training outings in the natural world at local beaches, rivers, and forests.

The Student Wellness Fee covers expenses to the school associated with several health-related trainings and support networks provided to all students that are managed and made available through Dell'Arte. These include:

- Required* baseline neurocognitive testing at the North Coast Concussion Program
- Concussion Testing & Symptom Management
- Up to date listings and contact information for local Mental Health Counselors and Services **
- Injury prevention/management and Safety training for faculty and students
- Annual workshops and Survivor Support services through North Coast Rape Crisis Team

**A student may choose to opt out of this test for any personal or religious reason. Opting out of the test does not render the student exempt from paying the Student Wellness fee as this fee covers general costs that allow all students access to these services and programs.*

***The student is responsible for scheduling all appointments and paying all mental health care providers. The Student Wellness fee does not cover any costs which accrue should a student seek care from a provider on our listing.*

The Student Tuition Recovery Fund (STRF) is a fund administered by the Bureau for Private Postsecondary Education (of the California Department for Consumer Affairs) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution, in the event that the institution closes its doors while students are enrolled. As of April 1, 2022, the total charge for all (California resident) students has been increased to \$41.40. For more information, see “Student Tuition Recovery Fund.”

Payment of Tuition and Deposit

Payment to the Dell'Arte International School of Physical Theatre must be made either by a check in US dollars drawn on a US bank, by an international money order, by a wire transfer, in person in cash, by credit card over the phone or on www.dellarte.com (School > Make a Payment > PTP Admissions > Deposit/Registration. Tuition payments made by wire or credit card will be assessed a processing fee (2.5% for credit card payments).

For payment by credit card, call Dell'Arte (707-668-5663) and provide the name that appears on the card, the card number and expiration date, the address including zip code associated with the card, and the 3 “v code” printed on the back of the card. Reference the student’s name. We accept Visa and MasterCard.

For a wire transfer, please contact Mrs. Pritchett at finance@dellarte.com to request banking information. The student's name, program, and purpose of transfer should be referenced. It is not cost effective to wire small amounts of money such as application fees.

Any payments should be made out to Dell'Arte School.

Installment Payment Plan (IPP) for Tuition & Fees

Eligibility

Dell'Arte students *may be considered eligible* to pay current tuition and fees for the Professional Training Program, Master of Fine Arts, and Advanced Ensemble Program by Installment Payment Plans (IPP's). Any student who would like to be considered eligible for an IPP must have a conversation with the Director of Admissions, who then refers their case to the School Director for approval. All IPP eligibility cases are adjudicated by the Director of Admissions and School Director and then, upon approval, are referred to the Student Financial Aid Coordinator for next steps.

IPP Contracts & Administrative Fee

Dell'Arte charges a non-refundable \$30.00 administration fee for this service, and the Installment Payment Plan will not be considered valid until the student’s eligibility has been approved, they have selected a payment plan, agreed to the terms and conditions, signed and dated their IPP contract, and paid the administration fee. The administration fee is due at the time the student signs the agreement.

The Installment Payment Plan *must be renewed each year of the program* and administration fees apply for every IPP that a student enters into.

Students Receiving Financial Aid & Scholarships

Financial aid and scholarships are applied to the student's account as they are received by Dell'Arte, reducing the amount of the monthly payment. If financial aid or scholarships pay the account in full, the payment plan becomes invalid.

Changes in financial aid, enrollment, or any other charge may cause the account balance to change resulting in a change in the monthly installment amount.

Basic Installment Payment Plan Tuition and Billing Calendar 2022 Fall

DATE	DESCRIPTION
09/01/2022	Installment Payment Deadline #1 to meet <i>at least 1/3</i> of the program year's Tuition/Fee Payment Deadline
09/30/2022	First Day of Classes – Fall Quarter: late fees will be assessed on outstanding Installment Payment Plans beginning on this date.
12/07/2022	Installment Payment Deadline #2; students who have outstanding & delinquent tuition and fees payments resulting from the first payment deadline will not be permitted to continue into the Winter Quarter and will be forced to Withdraw.
03/15/2023	Final Installment Payment Deadline
06/06/2023	Graduation; Students who have outstanding & delinquent accounts will have a hold placed on their transcripts and certificate until the account has been fully paid (for more information reference Section: Delinquent Accounts).

DELINQUENT ACCOUNTS

If payments are not kept current on the payment plan actions up to discontinuation of the program (Withdrawal) can occur. For more information on Withdrawal and Re-enrollment please read pages 44 and 68-72 of the Student Catalogue & Handbook. Charges must be paid by the date due as specified in the student's IPP contract. Billings not paid by the date due are subject to late charges **beginning at 30 days past due and continuing monthly until paid in full**. Late fees are assessed as follows:

LATE CHARGES

Past Due Balance	Monthly Late Fee
\$25.00-\$50.00	\$5.00
\$50.01-\$400.00	\$10.00
\$400.01-\$1,000.00	\$25.00
\$1,000.01-\$3,000.00	\$50.00

\$3,000-\$5,000.00	\$75.00
Greater than \$5,000.00	\$100.00

SUSPENSION OF INSTITUTIONAL SERVICES

Dell’Arte prohibits anyone with delinquent obligations from registering for classes in the following year, receiving refunds, obtaining transcripts and degree/professional certificates, and use of institutional services. Registration for the following year of a program or new program may be withheld when the financial obligations are 60 days past due and greater than \$100.00 in aggregate. If your statement shows past due charges, you can avoid delays in registering for the next year or term by immediately making payment.

The registrar or treasurer is authorized to withhold registration, transcripts, and degrees/certificates from students and former students who have failed to meet financial obligations owed to Dell’Arte.

COLLECTION AGENCIES

Dell’Arte reserves the right to refer any account that is delinquent by more than 8 months for any amount to an outside collection agency, which will be reported to national credit bureaus. Should it become necessary for Dell’Arte to retain an attorney or collection agency to secure payment of any amount due, the debtor is responsible for paying all attorney’s fees, court costs, and collection agency charges. Late fees may continue to accrue monthly or be assessed as a flat fee when accounts are transferred between agencies until the balance is paid in full.

**Deadlines for payments and assessment of late fees may be subject to variation based on the students IPP and contractual agreement. All contracts and IPP’s must be signed before a student enrolls in the first day of classes within the program.*

STUDENT TUITION RECOVERY FUND

The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution – generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Accreditation

The National Association of Schools of Theatre (NAST) has been designated by the U.S. Department of Education as the agency responsible for the accreditation throughout the United States of free-standing institutions that offer theatre and theatre-related programs (both degree-and non-degree-granting), including those offered via distance education. In this role, NAST serves as a Secretary-recognized institutional accrediting body. This recognition enables NAST to serve as a gatekeeper for the purpose of Title IV funding eligibility for the independent schools of theatre. In such cases, the NAST review encompasses the entirety of the institution including all operational activities and all curricular programs

Financial Aid

For United States Citizens

For the PTP, the Dell'Arte School is authorized to participate in the following Federal Financial Aid Programs: Pell Grants, Stafford Student Loans and Parent Plus Loans. Stafford Loans alone do not cover a student's full tuition cost. The maximum Pell Grant in 2021-2022 was \$6,496. A freshman student with Independent status on his/her FAFSA can qualify for a maximum of \$9500 in Stafford loans. A freshman student with Dependent status can borrow \$5500 in Stafford loans. In addition, the parents of a student with Dependent status can take out a Parent PLUS Loan for up to the full "Cost of Attendance" which includes living expenses and comes to around \$25,500. Individual circumstances will determine each student's actual award. There are non-Federal education loans available that allow an independent student to borrow the full "Cost of Attendance."

Pell Grants and loans are disbursed in two payments: the first at the beginning of the program, the second in February after half of the program has been completed. Awards in excess of school costs are disbursed to the student for living expenses.

Federal aid is applied for with the Free Application for Federal Student Aid (FAFSA), available on the web at www.fafsa.ed.gov or downloaded as a PDF at www.FederalStudentAid.ed.gov. U.S. citizens interested in Federal Student Aid are advised to start the Financial Aid process promptly in order to know what level of aid will be available to them.

Federal Student Aid programs define the Professional Training Program (PTP) program as a “one year (first year) vocational program leading to a certificate.” In this context, it is not “graduate or professional training” even though some students attend after having already earned a B.A. **Thus, for the FAFSA, the PTP is a “certificate for completing an occupational program of less than two years.”**

The PTP student’s grade level on the FAFSA will be either 0 or 1 depending on whether the student has attended college before.

Dell’Arte’s Federal School Code is 030256.

The address is:
131 H Street/PO Box 816
Blue Lake, CA 95525

Subsidized Stafford Loan repayment begins 6 months after the student graduates or withdraws from the program. Unsubsidized Stafford, Plus, and Graduate PLUS repayment begins 60 days after the final disbursement, but can be deferred for 6 months, although interest accrues during this six months.

For the past two years, financial aid disbursements have come in several weeks after classes have begun. Be prepared to cover living expenses until then.

If a student obtains a loan to pay for an educational program, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal financial aid funds the student is entitled to a refund of the monies not paid from federal financial aid funds.

For Non-U.S. Citizens

Many countries have government funding for their citizens to study abroad. For example, Canada, Sweden and Denmark each have programs that past students have used to fund their education at Dell’Arte International.

Foreign students from over 150 countries may qualify for funding from the U.S. government through the Fulbright Scholarship for Foreign Students program. For more information, visit foreign.fulbrightonline.org.

Financial Literacy

Dell'Arte International School of Physical Theatre encourages student borrowers of Federal Financial Aid to develop skills in financial literacy in order to make educated decisions about borrowing and repaying student loans, personal budgeting, etc. Dell'Arte International offers financial literacy online resources in the Student Handbook (See Section VI. Resources and Guides, page 70.)

Scholarships and Grants

Dell'Arte has a few scholarships available for qualified students. For more information contact the Director of Admissions.

In some cases, Dell'Arte may provide additional scholarships in the form of tuition reductions. These awards are made at the discretion of the Director of Admissions based on financial need, the school's determination that a student will be an asset to the program, and availability of funds.

For private funding sources, we recommend students research loans, grants and scholarships through local organizations, such as churches and religious organizations, unions, banks, parents' companies, and fraternal organizations (i.e. The Benevolent and Protective Order of Elks). International students can research the Fulbright Scholar Program and funding through their embassies and departments of cultural affairs. Scandinavian students can research the American-Scandinavian Foundation (www.amscan.org), which offers fellowships and grants for advanced study in the USA. We also suggest looking at online scholarship giving organizations (i.e. Humboldt Area Foundation). Students can research available grants and scholarships online and at their local libraries.

Students in the past have found creative ways to successfully raise funds through online campaigns with Kickstarter, GoFundMe, and Indiegogo, as well as through benefit performances and busking.

Dell'Arte will gladly produce support materials (i.e. letters of recommendation) for a private scholarship application or fundraising campaign. Please email the School Administrator to request these support materials.

Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In order to cancel their enrollment agreement, any student may follow the steps outlined in "Student Right to Cancel" on page 43.

In the event that a student cancels their enrollment, any refunds due will be made by the school within thirty (30) days of the date on the Notice of Cancellation. If the Notice of Cancellation is

dated on or prior to the first day of instruction, 100% of the amount paid, less a registration fee of \$100, will be refunded.

After the first day of instruction, and until 75% of the course has been completed, tuition refunds are prorated based upon this formula:

Total Tuition divided by total hours = hourly charge

Total owed = Total hours attended times hourly charge

Refund = Any amount paid in excess of Total Owed

Once 75% of the course has been completed, no tuition is refunded.

The refundable \$400 deposit is refunded at graduation or cancellation, less any charges for breakage, loss, etc. This refund policy is published in all student enrollment contracts.

Re-Enrollment after Withdrawal

In the event that a student chooses to withdraw and then re-enrolls in the program (as outlined in “Student Right to Cancel” on page 39), Dell’Arte International will grant a scholarship to the student. The amount of the scholarship will be prorated based on the previous withdrawal date of the student. See example below:

A student decides to withdraw after 3 weeks (90 hours).

Total tuition of \$16,600 (tuition) + \$350 (student activity fee) divided by 900 hours =
Hourly charge of \$18.83

Total hours attended is 90 x the hourly charge of \$18.83 = scholarship of \$1,564.20

Return of Title IV Funds after Withdrawal

Dell’Arte International School of Physical Theatre returns Title IV program funds. The requirements for Title IV program funds are separate from the Dell’Arte International School of Physical Theatre refund policy.

The Title IV programs are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When students withdraw during their payment period or period of enrollment, the amount of Title IV program assistance earned up to that point is determined on a prorata basis. For example, if a student completes 30% of his or her payment period or period of enrollment, he or she earns 30% of the assistance he or she was originally scheduled to receive. Once a student completes more than 60% of the payment period or period of enrollment, he or she will earn all the assistance that he or she was scheduled to receive for that period. There are some Title IV funds that cannot be disbursed upon withdrawal because of other eligibility requirements.

For detailed information on Return of Title IV funds procedure and calculations, please see page 52 of this Handbook.

Post Withdrawal Disbursement

If a student did not receive all of the funds they have earned, they may be due a post-withdraw disbursement. The School may use a portion or all of their post- withdrawal disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds.

However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Excess Title IV Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that they must repay is half of the grant funds they received. The student must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Veterans

This school has and maintains a policy of the refund of the unused portions of tuition, fees and other charges in the event the student, veteran or other eligible person fails to enter the course, withdraws, or is discontinued at any time prior to the completion. The school provides that the amount charged to the student, veteran or other eligible person for tuition, fees or other charges for a portion of the course does not exceed the approximately pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The school will retain \$10.00 of the tuition deposit and the balance will be prorated.

V. POLICIES AND PROCEDURES

Attendance Policies

Attendance is mandatory. Chronic absence or lateness is not tolerated. Students are expected to attend all scheduled classes, rehearsals, performances, individual tutorials (as scheduled by instructors), project evaluations, and individual evaluations. Teachers and production stage managers record absence and lateness daily.

What defines attendance?

At the class scheduled start time, students must be in the room and fully prepared for class to begin.

If a student excuses themselves from class and is absent for more than 5 minutes, they are considered absent for the entire class.

Absences

One (1) missed class = One (1) absence.

Lateness

Two (2) lates to any one Subject are equivalent to one absence. ('Subject' definition to follow.)

A student who arrives late may or may not be admitted to a class-in-progress, at the discretion of the instructor.

What defines 'late'?

For classes in Watershed, Salon, Student Lounge, Main Studio, Mask Studio, Mime Studio, and Carlo Theatre: students will be counted late if they are not in the room and prepared for class to begin at the scheduled start time.

For classes outdoors: students will be counted late if they are not in the School parking lot (or other agreed-upon meeting place) at the scheduled start time.

Excused Absences

In the 2022-2023 school year, due to Covid-19, any absence due to a student running a temperature or experiencing symptoms of illness may be excused, with or without a note from a physician's office.

Requests to be absent for any part of the curriculum, including for religious observance, must be submitted in writing to the School Administrator at least two (2) weeks in advance of the requested absence. The School Administrator will notify the student if the request has been approved or denied. Approval of the request means the absences will be excused.

All other absences are not considered excused.

All excused absences will be excused from the student's absence count for the Term, but they *will* count as absences in overall instructional time, and will not be excused from a student's absence count for the entire academic year (See "Withholding of Certificate").

Excused absences may, at the discretion of the instructor, also impact a student's Subject Grade, should absences impact the students' academic progress in the subject.

In the event a personal emergency prevents you from attending classes, you MUST notify the School Administrator within 24 hours.

Absence Accommodations

If any student is experiencing mental or physical health circumstances that require them to be absent in excess of two weeks, they may submit in writing to the School Administrator a request for accommodation. The School Administrator and Faculty Chair will approve or deny this request, and notify the student of their response.

Accommodation can include, but is not limited to, the following:

Absence Accommodation - If an injury or illness will prevent a student from fully participating in his or her program of study for a prolonged period of time, they may request a Leave of Absence, indicating the specific date range of the request, not to exceed one week, by emailing the School Administrator. This request may or may not be accompanied by a note from a doctor.

Absences during this period *will* count as absences in overall instructional time, and will not be excused from a student's absence count for the entire academic year (See "Withholding of Certificate"). Absences due to Absence Accommodation may, at the discretion of the instructor, impact a student's Subject grade, should this period of absence impact the students' academic progress in the subject.

Class-Specific Accommodation – If an injury or illness will prevent a student from fully participating in a specific class, they may request specific accommodation for that class by emailing the School Administrator, indicating A) The date range of the request, and B) The specific nature of the accommodation required. This request may or may not be accompanied by a note from the doctor. Absences or Non-Participation due to Class-Specific Accommodation may, at the discretion of the instructor, impact a student's Subject grade, should this period of absence impact the students' academic progress in the subject.

Leave of Absence

If a student is going to miss more than 2 weeks of class, either consecutively or over time, because of a family emergency or recovery from illness or injury, then a Leave of Absence may become appropriate. A Leave of Absence can last from 3 weeks to several months. Absences during this period will be excused from the student's Term-based absence count. Absences during this period *will* count as absences in overall instructional time, and will not be excused from a student's absence count for the entire academic year (See "Withholding of Certificate"). Absences due to Absence Accommodation may, at the discretion of the instructor, impact a student's Subject grade, should this period of absence impact the students' academic progress in the subject.

If the requested Leave of Absence will be for more than three weeks, the student may be advised to suspend instructional activity and return to the program the following fall term, so as to start

the year over again. A Leave of Absence of this nature means that a student can return to their program afterwards, without re-applying. In the event of a Leave of Absence of this nature, the “Re-Enrollment After Withdrawal” Refund Policy will apply to the refund of all tuition and fees.

If a student chooses a Leave of Absence for a period longer than three weeks, but does not choose to leave the program and return the following fall term, the Faculty Chair will make a determination as to whether or not the student may be allowed to continue in the program without receiving a certificate (See “Withholding of Certificate”).

Mandatory Leave of Absence

If the Faculty Chair and/or the Production Manager determines that an injury or illness creates a safety hazard to other persons at the school, or otherwise significantly prevents a student from participating in his or her program of study at the desired level of commitment and/or skill, the Faculty Chair and/or the Production Manager may, with or without warning, issue a Mandatory Leave of Absence. Notification will be via a written notice indicating the date range and reason for the Mandatory Leave of Absence.

This Mandatory Leave of Absence is in lieu of dismissal from the school because the Faculty Chair and/or the Production Manager has determined that upon healing from the injury or illness, the student will be able to re enter their program of study at the desired level of participation. If a student does not agree to the terms of the Mandatory Leave of Absence, the student can choose to withdraw from the school (See “Student Right to Cancel" page 39).

Withholding of Certificate

If, for any reason, a PTP student is absent for the equivalent of three weeks of class hours (10% of the entire course of study), they may, at the discretion of the Faculty Chair, be allowed to continue in the program, but they will not receive a Certificate of Completion.

Dismissal and Withdrawal Policies

Dismissal

A student may be dismissed from the school because:

1. It has been determined that the student is not able or willing to participate in the program at the desired level of commitment and/or skill; because they lack the mental, emotional or the physical health to successfully complete the program; or because they lack the maturity to complete the program. Such dismissal will be preceded by a written probationary warning as indicated above. Determination of the need for such a probationary warning and dismissal is made by the Faculty Chair upon the recommendation of the faculty.
2. A student may be dismissed from the school for behavior creating a safety hazard to other persons at the school, for disrespectful behavior to other students, administrators, or

faculty members, for sexual misconduct, or for any other stated or determined infraction of conduct. Depending on the severity of the behavior, such dismissal may or may not be preceded by a probationary warning. The possession of weapons or firearms in school facilities is grounds for immediate dismissal.

3. Dell'Arte is a drug-free campus. Due to the physical rigor of the training, students who arrive to class or rehearsal under the influence of drugs or alcohol pose a severe health risk and will be placed on immediate probation. Underage drinking, and the possession, use, sale, manufacture or distribution of any controlled substances are illegal under both state and federal laws. Such laws are strictly enforced by Dell'Arte, and violations can lead to dismissal from the school. Except in cases of sudden mental health circumstances, criminal offenses or blatantly anti-social behavior, such a dismissal will be preceded by a written probationary warning.

Student Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In the event a student chooses to withdraw, the student must complete in full the Notice of Cancellation form found on page 77 of this Handbook and submit this form to the Faculty Chair in person or via mail or email. The date on this form will serve as written notice of the student's last official day. Students who cancel their enrollment prior to 75% of the course being completed are eligible for a refund for the part of the course not taken. The policy for how this refund is calculated is published under "Refund Policy" on page 33 of this Handbook.

Following cancellation, any equipment that has been given to the student by the school must be returned within ten (10) days of the date on the Notice of Cancellation. If the student does not return the equipment within this ten (10) day period, the school may withhold an amount equal to the price of the equipment.

Due to the cumulative and ensemble-based nature of the programs, it is not possible for a student who has withdrawn to re-enroll within the same academic year. It is also not possible for a student to enroll mid-way or part-way through a subsequent academic year. If a student withdraws from the program, and chooses to re-enroll, they must begin the program at the start of the academic year, completing the entirety of course credits in the weeks they are presented and within the normal timeframe of the program. If a student chooses to re-enroll, the student will receive a scholarship for the portion of the course they have already completed. The policy for calculating this scholarship is published under "Refund Policy" on page 33 of this Handbook.

If a student re-enrolls in the following academic year, he/she will return to the same academic status of all students beginning the program in that academic year.

Satisfactory Academic Progress

Satisfactory Academic Progress standards, determined by the institution, ensure a student is successfully completing all coursework and progressing through the program in a way that qualifies the student to continue receiving federal financial aid (Title IV).

The Curriculum

The entire course of study at Dell'Arte is an integrated whole. There are no elective subjects. Within the Professional Training Program, every subject within that program's curriculum is compulsory.

In order to successfully complete a year of training, students must complete all courses of study in a satisfactory manner, which includes but is not limited to demonstrating appropriate professional behavior, proactive engagement in class work and ensemble creation, notable progress in the capacities focused on in class, and completion of all class assignments.

PTP class work is recorded in transcript format on a credit/no credit basis, showing the designated hours of completed coursework. .

Evaluations

Student work is evaluated in several ways throughout the year:

- All students have formal evaluation sessions with faculty feedback about their progress no less than two times per year.
- All students may request individual evaluation or consultation with a faculty member by appointment.
- Faculty meets weekly to discuss class goals and progress. If any particular student issues arise, the faculty may determine to set a formal evaluation or meeting with the individual student to address the concerns.

Academic Evaluation Periods

Scheduled formal evaluations are as follows, reflected in academic weeks (not calendar weeks).

- PTP: at 10 weeks (roughly 300 clock hours), 22 weeks (roughly 660 clock hours) and 30 weeks (roughly 900 clock hours).

Grading – Class Work

While grades are a measure of a student's progress, Dell'Arte also values the larger picture of what constitutes a student's growth and development in their course of study. To this end,

ongoing assessment and dialogue between faculty and students is an integral component of student evaluation.

Calculating Standard Academic Progress through grades at the end of each Term offers a comprehensive, objective standard of evaluation for all students (not only those receiving financial aid), and works in partnership with the in-person and in-class evaluations all students receive from faculty.

How grading works:

A student receives a **Term Grade** at the end of each term.

- The PTP has three Terms per year

The **Term Grade** is made up of all the Subject Grades for that term.

- A **Subject** is an individual class (i.e. Daily Practice, or Voice)
- **Subject Grades** are weighted. **Style Blocks** (ie Commedia, or Melodrama) weigh twice as much as other classes.

At the end of each Term, each faculty member submits to the School Administrator a Pass (P)/Low Pass (LP)/Fail (F) **Subject Grade** reflecting a student's academic progress for the Subject in which they are lead instructor.

Each **Subject Grade** for the Term is made up of the student's **Attendance**, plus the faculty-given **Grade** for the Subject.

- Attendance is weighted as 40% of the student's Subject Grade
- The faculty-given Grade is weighted as 60% of the Subject Grade

All grades (whether Term Grade, Subject Grade, or faculty-given Grade) are reported in the following format:

- Pass** (3.0 - 4.0) or (81 - 100%)
- Low Pass** (2.1 - 3.0) or (61 - 80%)
- Fail** (0 - 2.0) or (0 - 60%)

If a student's Term Grade is in the Fail range numerically, they are put on academic Probation. (For definition of Probation, see page 53.)

The Pass (P)/Low Pass (LP)/Fail (F) Grades are submitted by faculty at the following times annually:

- PTP: at 10 weeks (330 clock hours/11 quarter credits), 19 weeks (660 clock hours, 22 quarter credits), and at 30 weeks (990 clock hours/33 quarter credits)

A student may submit a request to view their grade records, but they are not published, notated on the final transcript, or considered to be a complete means of determining academic standing. Faculty may determine to reference these records if deemed appropriate during a formal

evaluation with the student. Students will be notified via email by the School Administrator in the event they receive a 'Fail' grade for any course work.

PTP: (These dates are subject to change due to Covid-19)

Term 1: October 3 - December 16

Term 2: January 4 - March 25

Term 3: April 3 - June 16

Criteria for Grading

PTP class work is evaluated on a Pass/Low Pass/Fail basis, according to the following criteria:

Pass (P): The student is fully engaged with the work, demonstrates a command of the skills and capacities focused on in class, consistently performs at the top of their capacity, and continually strives to make progress. The student is professional, regularly punctual, present and prepared to work.

Low Pass (LP): The student demonstrates partial or adequate command of the skills or capacities focused on in class, without notable development or improvement. The student may be inconsistent in their ability to be present, punctual, and prepared to work, or may be physically present but remain unengaged with the work at the level required for artistic and professional development.

Fail (F): The student is consistently unable to demonstrate the basic skills or capacities focused on in class and may be inconsistent in their ability to be professional, punctual, present, or prepared to work. A consistent attitude of reticence, laziness, or complacency may be observed, or they are unwilling to move beyond their comfort zones or take the risks necessary to make creative discoveries.

ADDENDUM ON FAILURE:

At Dell'Arte, failure, or the act of failing, is counted as *a necessary aspect of the process of learning*. To fail at a task in which one has enlisted all of one's faculties -- physical, imaginative and mental, in pursuit of the unknown -- is to advance. By contrast, the term "Fail" is used in school evaluations to denote lack of investment, lack of development, or, in some cases, the failure to risk failing.

Defining "Subjects:"

Daily Practice
Voice
Acro Lab
Ensemble Singing
Play
Performance Lab
Poetic Voice
Colloquium
Movement
Physical Comedy
Mask Making
Alexander Technique
Community-Based Arts
Singing and Musicality
Ensemble Training

Defining "Style Blocks" (weighted twice as much as "Subjects"):

Dynamics of Nature
Mask Performance
Commedia
The Dramatic Mask
Clown
Rural Residency

Defining Probation

A student will automatically be put on Probation if their **Term Grade** is in the Fail range numerically (0 - 2.0).

Other reasons a student may be put on Probation: Violation of Safe Workplace policies, of Studio Usage and Respect for Studio and Theatre protocols, or of the Drug Free Campus policy.

The student will be notified in writing of his or her probationary status, the reason for the action, the expectations for advancement through the probation period, and the date that the probation period will end. Probation will end with a faculty-student evaluation, wherein the student will either be taken off of probation or dismissed.

Once a student has been put on probation, continued absence, failure to complete written or class assignments, or failure to meet the Satisfactory Academic Progress standards outlined above will become possible grounds for further administrative action, up to and including dismissal.

A student may only go on Probation once during the course of their program. If a subsequent Term Grade is in the Fail range after an initial Probation period, or a subsequent violation of the above policies occurs, this will be grounds for dismissal.

Calculating Standard Academic Progress:

Attendance

Any **absence** will bring a Subject Grade down .2 points

Any **late** will bring a Subject Grade down .1 points (i.e., 2 lates = 1 absence)

- 4 absences brings the Subject Grade to a LP
- 6 absences brings the Subject Grade to a F
- Lates and absences will combine.
 - 3 absences + 4 lates will bring the Subject Grade to LP
 - 2 absences + 6 lates will bring the Subject grade to an LP, etc.

Faculty Grade

A Pass faculty grade will not affect the Subject Grade.

A Low Pass faculty grade will bring the Subject Grade down .9 points.

- A 4.0 becomes a 3.1, which is barely a Pass.

A Fail faculty grade will bring the Subject Grade down 1.5 points

- A 4.0 becomes a 2.5, which is a Low Pass.

Remember! A Subject Grade is made up of both Attendance and Faculty Grade, so any combination of these will affect the Subject Grade. Some examples:

LP faculty grade + 1 Absence = 2.9 Subject Grade (LP)

LP faculty grade + 2 Absences = 2.7 Subject Grade (LP)

LP faculty grade + 3 Absences = 2.5 Subject Grade (LP)

F faculty grade + 1 Absence = 2.3 Subject Grade (LP)

F faculty grade + 2 Absence = 2.1 Subject Grade (LP)

F faculty grade + 3 absence = 1.9 Subject Grade (F)

Graduation Requirements

PTP students will be eligible for graduation at the end of thirty-two weeks and at the completion of 33 credits. Students who complete the course according to the Satisfactory Progress standards outlined above will receive a Certificate of Completion for 33 Credits.

Retention and Completion Rates

PTP

2013/14 – of 27 students enrolled, 24 graduated

2014/15 – of 28 students enrolled, 28 graduated

2015/16 – of 16 students enrolled, 16 graduated

2016/17 – of 19 students enrolled, 18 graduated

2017/18 – of 20 students enrolled, 17 graduated

2018/19 – of 10 students enrolled, 10 graduated

2019/20 – of 18 students enrolled, 17 graduated

2020/21 – *[no program due to pandemic]*

2021/22 – of 13 students enrolled, 10 graduated

Student Records

Dell'Arte International operates in compliance with the Family Educational Rights and Privacy Act (FERPA). FERPA is a body of laws enacted by the United States Congress to protect the privacy of students. The act is designed to ensure that students may obtain access to the student's educational records and challenge the content or release of such records to third parties.

Information retained in student records includes application information, enrollment agreement, I-20 or other international documentation (if applicable), liability release, health questionnaire, grading, archival video footage of student performances and performance labs, and evaluation notes.

You have the right to review your education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education. To review your records, make a request to the School Administrator.

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for no more than a five-year period. It is our policy to keep records in a fire-safe filing cabinet and within password protected folders on the Dell'Arte International server for the duration of five years from the date of graduation, after which time the records are stored in locked, archival storage indefinitely.

Disclosing Student Records

Under FERPA law, an institution may disclose student records to **school officials** within the agency or institution whom the agency or institution has determined to have **legitimate educational interests**.

Dell'Arte International defines **“school official”** as the following:

- A person employed by the Dell'Arte International in an administrative, student advocate, academic, promotional/marketing, student financial aid, accreditation, research position, or a support person to these positions; or
- A third party employed by or under contract to Dell'Arte International to perform an administrative, student advocate, academic, promotional/marketing, student financial aid, accreditation, or research task.
 - The party must be performing an institutional service or function for which the agency or institution would otherwise use employees.
 - The party must be under direct control of the agency or institution with respect to the use and maintenance of education records.
 - The party will use the information only for purposes for which the disclosure was made, and that the party will not disclose the information to any other party without the prior consent of the student.

Dell'Arte International defines **“legitimate educational interest”** as the following:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the purposes for which the data are maintained.

Having access to education records or the information within the records does not constitute authority to share this information with anyone who does not have legitimate educational interest.

If there is any doubt or question regarding the request or the legitimate educational interest, the school official will not disclose the information without the approval or concurrence of the appropriate agency or school officials or written permission from the student.

Directory Information

FERPA law defines directory information as “information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.” Because it is not harmful or invasive in nature, a school's Directory Information may be disclosed to a third party without receiving prior consent from the student.

Examples of this would include, but are not limited to, the following: sharing a Student Contact Sheet including your email and phone number to all main office staff, posting the Front of House schedule in the public lobby of the Main Building, listing your name, grade level, and country of origin in a Dell'Arte newsletter announcing the new class of students, or confirming your dates of attendance to a future employer who contacts the school.

At Dell'Arte International, we define our directory information as follows:

- Name
- Telephone
- Email
- Citizenship
- Identified country of origin
- Gender
- Age
- Birth Date
- Program Enrolled: PTP
- Student ID Number
- Student Class Schedules
- Enrollment Status/Dates of Attendance
- Photograph/video/audio recording used in Dell'Arte school marketing, promotion, and development.
- Student Job Description and Responsibilities
- Student Front of House Schedules
- Degrees and Certificates Conferred

Directory Information Opt-Out

If a student wants to revoke their consent to disclose Directory Information as defined by the school, they must fill out the Directory Information Opt-Out form on page 74 of this Handbook.

This form must be signed and submitted to the FERPA Administrator before the first day of Orientation. The FERPA Administrator may be contacted by emailing ferpa@dellarte.com or via mail at:

Attn: FERPA Administrator
Dell'Arte International
PO Box 816
Blue Lake, CA 95525

If at any point in the school year, following Orientation, the student wishes to revoke their consent to disclose directory information, they may do so by filling out the Directory Information Opt-Out form on page 74 of this Handbook. A hard copy of this form must be submitted in person to the school FERPA Administrator. (The faculty in the role of FERPA Administrator rotates each year, and students will be informed who holds this position on a yearly basis.) Requests filed will be effective only with respect to the inclusion of materials prepared after the receipt of the request.

It is important to note that a student's request for confidentiality does not permit the student to be anonymous in the classroom, nor to impede or be excluded from classroom communication.

Viewing and Amending Records

All students have a right to view, and request amendments to, their own student records.

In order to view their records, a student must: submit, in writing, a request to the FERPA Administrator. The request must state specifically what record the student wishes to view, and in what form the record should be sent to the student (email, hard copy, in person). Dell'Arte International must comply with the request within 45 days after receiving the request. According to FERPA policy, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, an educational agency may charge a fee for a copy of an education record which is made for the student.

In order to amend their record, a student must: submit, in hard copy and in person, a request to amend the record. The educational agency or institution shall decide whether to amend the record as requested within a reasonable time after the agency or institution receives the request.

Once a decision has been made, the school will notify the student in writing of the decision within 45 days. If the educational agency or institution decides not to amend the record as requested, it shall inform the student in writing of its decision and of his or her right to a hearing.

Videography and Photography Regulations

Dell'Arte videotapes student work for archival purposes and may occasionally take photographs for archival and promotional purposes. Dell'Arte retains exclusive rights to any photographs or videotapes (with or without sound) taken of student work. Archival photo and video of student classwork and performances is considered a student record according to FERPA law. It is therefore not available for student use or viewing. (Note: If a student performs in a company show, such as the annual cabaret, any archival footage of this event is also considered a student record under FERPA law, and is therefore not available for student use or viewing.)

Students may use personal video, photography and audio recording equipment in the classroom and during student presentations only when authorized by Dell'Arte faculty and/or staff. If a student wishes to take personal video, photo, or audio recording, they must first request permission of the Dell'Arte faculty or staff.

If a student wishes to video record a public performance, they need to request approval from the Production Stage Manager at least 48 hours in advance. Only one evening of a given run (or one evening per cast for multiple-cast shows) can be recorded.

If you want to film your piece with technical elements outside of a performance, it needs to be during Production Week, no later than Friday before 5pm. It will be up to all members of the performing ensemble to communicate and make agreements about photo and video releases should these outside arrangements be made.

Copyright Infringement

Unauthorized distribution of copyrighted material may subject the student to civil and criminal liabilities. The school does not condone unauthorized peer-to-peer file sharing. Unauthorized downloading or distribution of copyrighted materials using the school's information technology system via the school or Dell'Arte housing will result in disciplinary action.

Performing, Teaching, and Attending Outside Classes While Enrolled

Humboldt County is home to many artists, and there are several local theaters, dance studios, and two other universities in the area. While Dell'Arte International supports and often partners with these organizations, the school highly discourages students from performing, teaching, and taking regular classes outside Dell'Arte International while enrolled as a student here. (This includes taking online courses or finishing an online degree.)

The immersive schedule of the school simply does not allow time for consistent commitment outside of the Dell'Arte training. It is in the interest of your own mental and physical health to not place additional demands on your schedule, and it is in the interest of your condensed and focused time here at Dell'Arte International to allow your attention to remain wholly on your work here as a student.

Campus Safety

Crime

As a two-building campus in a small, rural town, crime has not been a problem at Dell'Arte or in the surrounding community, except for occasional petty theft and vandalism. As a small community, we share the responsibility together with our neighbors to protect and care for each other. Though Blue Lake is a predominantly white town, there have been no incidences of violence or harassment of our students, staff or faculty of color. Dell'Arte partners proactively with the Humboldt County Sheriff's Department to ensure that our students of color will be protected and served in this community. Dell'Arte is committed to being allies and co-conspirators for our students. We will not tolerate any discrimination or harassment based on race, gender, identity, sexual orientation or religion. While we may not have had any incidences, we are vigilant to ensure they do not arise. We are committed to supporting and protecting our community.

Health

Because of the physical and mental rigor of our programs, Dell'Arte requires that students be in good physical and mental health upon acceptance. Dell'Arte requires all students to have medical insurance while attending school. The School requires that all students be fully vaccinated for COVID-19. If you are unable to do so, please contact the Faculty Chair and School Administrator. Additionally, contact the School Administrator to pursue a medical or

religious exemption. All admitted students must fill out and return a Health Questionnaire with their Enrollment Agreement. All student medical information is kept strictly confidential.

Students with special needs must notify the Director of Admissions of their precise nature immediately after acceptance to the program. Upon notification, Dell'Arte, in compliance with the Americans with Disabilities Act, will then consider what reasonable accommodations may be available to meet those needs. DAI acknowledges the ableism that has existed in physical theatre and in our own engagement with this work. We actively commit to making the program more accessible to all bodies and will work alongside a student, visitor or guest artist to ensure we create a space where all bodies can find artistic liberation and play, while researching and developing here at Dell'Arte.

At the beginning of the year, students are informed of all existing injury protocols, in the event that an injury occurs on the Dell'Arte premises. Faculty are required to follow specific injury protocols and policies to minimize risk and maximize safety. It is important to note that faculty are not qualified to give you medical diagnoses or advice for your injury. All faculty are certified in basic First Aid and follow up-to-date concussion protocols and standards as developed and maintained by the North Coast Concussion Program.

As health resources are limited in Humboldt County, Dell'Arte suggests that, immediately upon arrival, the student call to schedule an Established Care Visit at an Open Door health clinic in Arcata or Eureka. For more information on California state insurance, visit Covered California (<http://coveredca.com/>) to read about Medi-Cal services.

If students plan to use out-of-state health insurance while at Dell'Arte, we advise that they find out if their insurance will cover them for out-of-state service. Kaiser Permanente is almost never accepted in Humboldt County.

Health Management Plan

Students with a history of any physical or mental health condition which could affect their work in the program are asked to submit a plan for managing this condition while in school, along with their Health Questionnaire and Enrollment Agreement. This Health Management Plan may include seeking support from physicians or mental health care providers, medication, a physical therapy plan, or other self-care practices. Dell'Arte's training program is intensive and demanding, so it is important for students to be proactive in setting up a management plan and an outside support system for ongoing health concerns which could impact their work in the school. Should it be deemed necessary, the Faculty Chair may mandate a student to submit a Health Management Plan in order to ensure safety and well-being of the student and school.

Dell'Arte does not have a professional counselor on staff, but does maintain a list of local mental health counselors and resources available to students (See "Mental Health Resources")

Head, Neck and Spine Injuries

If a student receives an injury to the head, neck or spine while enrolled at Dell'Arte, however minor the impact or injury, the school's policy is to strictly limit the student's participation in all school activities until it is determined by a doctor whether or not a concussion has occurred.

Concussions

It is extremely important to report a possible concussion as soon as possible no matter how mild it may seem. Students and Faculty are trained at the beginning of the year to recognize symptoms and understand how to treat themselves should a concussion occur.

All students who are diagnosed with a concussion are immediately excused and not allowed to come to class or rehearsal for at minimum 24 hours. If a concussion has occurred, the student is required to follow Dell'Arte Concussion Protocol. The student will receive a series of written acknowledgments and forms that are necessary to be signed and dated by their doctor in order to return to class and rehearsal. It may be necessary for faculty to determine whether or not a student can safely continue in the training program, should be placed on a Leave of Absence, or should withdraw from the program. Should a student fail to follow necessary treatment, the Faculty Chair may place any appropriate sanctions on the student, including but not limited to probation or dismissal from the program.

Spine

To continue in the program following a neck or spine injury, a student needs to provide Dell'Arte with all the appropriate forms signed by their doctor or qualified healthcare provider, detailing which, if any, physical training activities the student should avoid, and for how long.

Protocol for Concussion, Neck, and Spine injuries will be discussed in more detail at the Injury Protocol meeting at the start of the school year.

Covid-19, Coronavirus and Campus Safety

Dell'Arte International School of Physical Theatre has put in place a **new** set of policies and expectations, which is designed to reduce the spread of COVID-19 at Dell'Arte. Our Fall 2022 update is in response to the declining case rates and widespread use of antiviral treatments available and newly improved vaccine boosters available.

Each student should recognize and understand that this policy, and Dell'Arte's efforts, follow both California and federal law, and align with the recommended guidelines from the Centers for Disease Control and Prevention (CDC) and the best available guidance from the medical community. As a result, the measures and expectations detailed in this policy may be updated at any time. All students are required to read, and adhere to the following Dell'Arte policy.

Vaccination

Vaccination or proof of medical/religious exemption is required for all students in training programs or intensives at Dell'Arte. All vaccination exemption information is kept strictly confidential. The School Administrator, Tawny Foskett, oversees this information regarding students.

Masking

What you need to know as students:

Masks Required:

- Anytime you are beginning a new session, OR when coming back from breaks, for the period of one week.
- When (the School Administrator) alerts that county levels have exceeded 200 cases per day (gone above “moderate risk”) OR risk levels surge due to new sub variants*
- When you travel and for a week after returning from traveling.
- In the Administrative Office or the Faculty Office
- If requested by a teacher, as they may do while you are working in close proximity to them or other students, especially indoors.
- If requested while you are engaging with other communities, such as with tribal relationships, or while on Rural Residency.

*Weekly snapshots of the COVID rates will be included in each Friday’s Newsletter.

Masks Strongly Encouraged:

- While indoors, whenever the above doesn’t apply, and county rates remain below 200 per day (moderate to low range).
- In any shared spaces of shared housing
- While in public, indoors

Hygiene / Health & Safety

- Windows should be opened for venting and circulation fans are recommended
- Hand Washing: for 20 seconds (sing Happy Birthday twice) using soap and water
- Use supplied Disinfectant solution, and see the School Administrator if needing re-supplied in the Student Lounge or Studios.

Symptomatic

Symptoms may appear 2-14 days after exposure (per the CDC). Possible Symptoms include:

- Fever or chills
- Cough Shortness of breath or difficulty breathing
- Fatigue Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student develops symptoms they should follow these steps:

1. Contact the School Administrator, Tawny (tawny@dellarte.com) or 707-668-5663 ext. 122)
2. Abstain from attending class for 24-48 hours
3. Take a **rapid test**, and if the test is negative they can discuss returning if symptoms are resolving.
 - a. Note that taking a **PCR test** is always recommended as well and Tawny can advise on where to obtain a PCR test in Humboldt County. See the below resource, and as of this writing you would go to the **Wharfinger Building** in Eureka.
4. If the test is negative, and symptoms are resolving, they can discuss returning to class.

Testing

Online Resource for ordering Rapid Tests:

<https://www.covid.gov/tests>

Humboldt County Test Sites (including PCR tests):

<https://humboldt.gov.org/2787/Test-Registration>

OptumServe Testing Sites

To schedule a test at one of the OptumServe sites listed below, go to lhi.care/covidtesting or call **888-634-1123**. Making an appointment in advance is strongly encouraged.

Wharfinger Building, 1 Marina Way, Eureka
7 a.m. to 7 p.m., seven days a week
Closed from 11 a.m. to noon and 4 to 5 p.m.

Positive for Covid

- If you test positive for COVID-19, stay home **for at least 5 days and isolate** yourself from others in your home. (You are most infectious in the first 5 days)
- Contact the School Administrator (tawny@dellarte.com) and she will advise on when you will be allowed to return, masked, to classes, based on the CDC guidelines and your rate of improvement.

From here the School will be using [current CDC guidance](#) with when you can return, and how long you'll mask at school. [Here are two possible scenarios:](#)

If you had no symptoms:

- You may end isolation after day 5.

If you had moderate or severe symptoms:

- You need to isolate through day 10

Regardless of when you end isolation

Until at least day 11:

- Avoid being around people who are more likely to get very sick from COVID-19.
- Remember to wear a high-quality mask when indoors around others at home and in public.
- Do not go places where you are unable to wear a mask until you are able to discontinue masking (see below).

Removing Your Mask:

After you have ended isolation, when you are feeling better (no fever without the use of fever-reducing medications and symptoms improving),

- Wear your mask through day 10.

OR

- With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.

Railroad House Residents

If a student housing resident suspects they have been in contact and they have managed to not come in contact with their housemates, or if they test positive for Covid 19, Trish Riel must be notified (trish@dellarte.com) along with the School Administrator, and they will advise on how to proceed. All rules regarding safety and living in the apartment must be met and adhered to accordingly or Dell'Arte reserves the right to appropriate disciplinary actions up to and including ending any lease agreement or academic probation or leave of absence.

Travel

The Administration Office has a Form for you to fill out before traveling.

CDC Guidelines

Can be referenced here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Drug Free Campus

Students are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in this facility, and any criminal drug statute conviction for a violation occurring in this facility shall be cause for dismissal of the convicted student.

Students are further notified that drug abuse in this facility is dangerous and can lead to serious accidents; that Dell'Arte has a policy of maintaining a drug-free campus; that Dell'Arte will assist any student who requests aid to find a suitable drug abuse assistance or rehabilitation program; and that conviction of a drug abuse violation in this facility may invoke the penalties stated above.

RETURN OF TITLE IV, HEA POLICY

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less). The Payment Period for a Credit Hour school is one semester.

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

Notification (whichever is later)

Leave of Absence Related:

Withdrawal Date: Date LOA began

Date of Determination: Earlier of date ending LOA or date student
Notifies the school he/she will not return

Withdrawal after rescission of Official Notification

Withdrawal Date: Student's original W/d Date from previous Official notification

Date of Determination: Date school becomes aware student did not complete the payment period.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or Faculty Chair in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.

Or

2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind their notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

- b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. Include: "I have decided that I will not be returning to matriculate at Dell'Arte. I am still here in Blue Lake and would love to stay involved as a community member."
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with a ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as of the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on the student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned is based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with a final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Clock Hour Program: Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9 %.)

- b) Credit Hour Program: Divide the number of calendar days completed in the period by the total number of calendar days in the period

NUMBER OF CALENDAR DAYS COMPLETED

TOTAL NUMBER OF CALENDAR DAYS IN THE PERIOD

Scheduled breaks of at least five consecutive days and days students were on an approved Leave of Absence are excluded.

- c) If this percentage is greater than 60%, the student earns 100%.
- d) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Students are not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 worksheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. The School may use a portion or all of your post-withdrawal disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds. There are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School Refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice**

VI. RESOURCES AND GUIDES

How to Reach Blue Lake

Blue Lake is located about 290 miles north of San Francisco; six miles inland from the Pacific Ocean on Highway 299.

Driving From San Francisco to Dell'Arte:

It takes about five and a half hours to drive here from San Francisco. Take highway 101 North for about 270 miles. Just north of Arcata you will see signs for Highway 299 East. Take 299 East for about 5 miles. You will see the exit for Blue Lake. Exit to the right and stay to the right. Go straight through the roundabout and take the next right, which is Greenwood. Greenwood runs in front of the elementary school. Once on Greenwood, follow the road as it curves to the left. Turn left at the second (2nd) stop sign. Dell'Arte is the large yellow and red building on your left.

Driving from Portland or Seattle to Dell'Arte:

It is about eight hours from Portland to Blue Lake. Take Interstate 5 South. At Grants Pass, OR, you will get on Highway 199 West. This ends at Highway 101 in Crescent City, CA. Take Highway 101 South. It is about 80 miles, or an hour and a half to Highway 299. Take Highway 299 East and follow the directions above.

Tip:

Many students who are flying into San Francisco contact each other in advance and arrange to share the rental of an Avis rental car, which they can drop off at our local airport. Bear in mind that whoever will be driving must be 25 and have a credit card to rent a car in California. Also, please be sure that the rental car agent marks the ARCATA airport as the final destination, not the Arcadia airport.

By Bus

The nearest Greyhound Bus station is in Arcata, just south of Blue Lake on Highway 101. The Greyhound bus line travels to Arcata from San Francisco or Portland. It costs about \$55 one way and takes about twelve hours from Portland and eight from San Francisco. Call Greyhound at 1-800-321-2222 or visit: <https://www.greyhound.com/en>.

Note that the Greyhound bus schedule to Arcata is very limited. One bus per day leaves San Francisco and arrives in Arcata, and one bus per day leaves Arcata and arrives in San Francisco.

Flying

The nearest airport is the Arcata-Eureka Airport and is located a few miles north on Highway 101 in McKinleyville. It is served by United Express, Alaska Air, & Avelo (from Burbank). The airport code is ACV. Please make sure to use this code when booking travel online. Also have it available for the travel agent. It is usually very expensive to fly to Arcata from anywhere so book at least three weeks in advance.

Local Services

There are a few **taxi services** that go from Arcata to Blue Lake.

Contact City Cab at: (707) 442-4551. Cab Louie: (707) 599-3391 Plaza Cab: (707) 822-4742.
The ride costs about \$28.

There is a **local bus** run by the Blue Lake Rancheria that goes from Arcata (including the Greyhound bus station) to Blue Lake. Pre-pandemic, it ran every hour on the hour MONDAY-FRIDAY beginning at 7:05AM. Now, it leaves Blue Lake at 7am, 8am, 1pm, 4pm, + 5pm). Fares are reasonable and subject to change. Their # is: (707) 668-4272.

<https://www.bluelakerancheria-nsn.gov/initiatives/transportation/>

Student Fares are \$1.50 (Seniors ride for \$1.25, Regular Fare is \$1.65). They also have 10-ride passes, which cost \$13.50 for students. Passes can be purchased from the Bus Driver or the Blue Lake Rancheria. Additionally there is a “healthy families pass” (if you qualify)

Driver’s License and Car Registration

If you bring your car from out of state, California State law requires that those who move here, age 23 and older, **must register their car in California within 20 days and get a California driver’s license within 10 days of moving here.** Those under the age of 23 are not affected by this law. Foreign students who want to be able to drive while in the US should get an International Driver’s License before leaving home. Once here, the only option is to get a California license. For more information, visit <http://www.dmv.ca.gov>.

Voter Registration

U.S. citizens over the age of 18 who reside in California can register to vote in the state of California. Students who would like to register to vote can pick up a voter registration form at the Blue Lake post office or register online at <https://registertovote.ca.gov/?t=s>

An Informal Guide to Dell’Arte’s Neighborhood

BLUE LAKE

Blue Lake is a safe and friendly community. For a small town, there are a surprising amount of historic homes and buildings. A large concentration of these Historic buildings can be found on I street. Find more information, history, pictures and resources here: <https://sunnybluelake.com>

BADUWA’T - also called the Mad River

Baduwa’t is the Wiyot name for the river that runs through town, derived from the Wiyot word, buda’w, meaning stream or spring. Baduwa’t is a three-block walk to the southwest of Dell’Arte on Hatchery Road, which merges with H Street just beyond the

Mad River Grange. Walkers, joggers, bird watchers and other recreational users favor the riverside levees. The beaches of the river are wide and stoney. The Mad River's colonized name comes from an argument that occurred on its banks between members of an exploring party in 1849. Salmon runs are in the Fall and Spring and are a cultural cornerstone of the Wiyot people.

THE BLUE LAKE MUSEUM

The Blue Lake Museum is housed in the former Arcata and Mad River Railroad Depot at Railroad and G streets. It has many local historical photos and artifacts.

THRIFT STORE (Abundance)

There is a thrift store located a block from the Dell'Arte Main Building.

MAD RIVER HATCHERY

Hatchery Road leads out to the Fish Hatchery, about a mile up the river. Visitors are welcome.

BLUE LAKE RANCHERIA TRIBE

The Blue Lake Rancheria is a Sovereign Native American tribe adjacent to the City of Blue Lake, located in traditional Wiyot territory. Members belong to the local tribes of Wiyot, Tolowa, Hupa, Karuk, Yurok, and Redwood Creek. They are an economic engine of this area, a leader in sustainable technology and resilience, supply the only local public transport, and are involved in ongoing environmental justice and restoration efforts locally. They own several businesses in town including Powers Creek Brewery, the hotel and casino with several eateries inside, and one of the gas stations.

FOOD AND DRINK

1. Mad River Brewery Tap Room – Just next to River Campus. Currently Low n Slow is doing the [menu](#)
2. Powers Creek Produce - sets up Tuesdays from 3-6pm at the park next to DAI.
3. Produce: 3rd and 4th Thursdays of the month (by Food for People) at City Hall 10-1:30pm.
4. The Blue Lake Casino/Gas Station – On Chartin Rd. at the beginning of town. Open 24hrs. 3 restaurants (including pizza) and gambling. **MUST** be 21 years and over to enter the casino. This gas station has the cheapest gas around, convenience store food, sandwiches and slots. 10 minute walk.
5. 76 Gas Station –Blue Lake Ave. Open 'til 10pm. Gas, snacks, etc.
6. Jewell Distillery – 120 Monda Way, Unit C / Gins, Moon Shines, Brandies, and Spirits / Tuesday-Friday 1-4 pm.
7. Blue Lake Grange – Half a block from Dell'Arte, towards the right. 2nd Sunday of each month, pancake breakfast \$4 - 8:30am to noon, Coffee Club on Mondays @ 9am
8. E & O Lanes (bowling) & Bar – 1417 Glendale Drive, (707) 825-9160
9. Murphy's Groceries – Right next to E & O Lanes. 1 exit West on 299 at Glendale Drive, turn right off off-ramp and left at Glendale. 30 minute walk.

NECESSITIES

1. Gas – Patriot Gas station on Blue Lake Blvd.
The Blue Lake Casino/Gas Station (see above)
2. Post Office – Across the street and down the block from DA, 1st and H St.
3. Laundromat – 4 blocks from D’A, Blue Lake Blvd. and I Street (also “Emerald Laundry” in Arcata, across the street from Wildberries on G Street).
4. FAX – Dell’Arte’s fax # is 707-668-5665. There is a fee to send or receive faxes.
5. Police – Humboldt County Sheriff Blue Lake substation. Located in the City Hall Building. (707) 668-5895
6. Library – County library located in the City Hall Building.
7. Banks – In Arcata, McKinleyville and Eureka.

GROCERY

1. Murphy’s Groceries – 1 exit West on 299 at Glendale Drive, turn right off ramp and left at Glendale. 30 minute walk.
2. Ray’s Food Place: 24-hour supermarket, 5000 Valley W Blvd, Arcata
3. North Coast Co-op (Arcata) – 8th and I St. Arcata (707) 822-5947 – Dell’Arte Sponsor. Excellent selection of natural food, local fruits, vegetables; bakery, juice bar, & bulk foods.
4. North Coast Co-op (Eureka) - 24 4th St. Eureka (707) 443-6027 (Excellent selection of natural foods, similar to Co-op in Arcata)
5. Wildberries Marketplace – 747 13th St (bet. G + H Streets). Arcata (707) 822-0095. Groceries, deli, Ramone’s Bakery, juice bar, hot bar, & salad bar.
6. Safeway – 600 F St. Arcata (707) 822-5217 - Traditional grocery store.
7. Eureka Natural Foods - 1450 Broadway, Eureka (707) 442-6325. Located in Eureka, follow 101 south, it’s on the right.
8. Eureka Natural Foods, Mckinleyville – 2165 Central Ave, McKinleyville, CA. Follow Central Ave north. It’s on the right before town thins out.
9. Grocery Outlet - 625 Commercial Street, Eureka, right off the 101. Low prices with a variety of natural food selections.
10. Grocery Outlet -- 1581 Central Ave, McKinleyville, CA. Low prices with a variety of natural food selections.
11. Winco – 636 W Harris, Eureka - Low-priced, 24-hour, employee owned. Buy in bulk and for low prices.
12. Costco – 1006 Wabash Ave, Eureka, CA. Bulk buys. Must have a membership.

REST AND RELAXATION

1. Swimming in the Baduwa’t – from Dell’Arte’s front door, turn right and continue past the Grange, and over the bridge. Great swimming spots on either side of the road

there. **Careful** of Blue/green algae blooms when the river is low (late summer/early fall). The algae can be toxic to your dog friends.

2. The Finnish Country Hot Tubs & Saunas (Café Mokka) - 5th and J St. (707) 822-2228
Private tubs and saunas, plus a quaint café. Call for reservations.
3. The Arcata Community Pool – 1150 16th St. (707) 822-6801 - Lap and recreational swimming, outdoor jacuzzi + sauna, plus weight room. Call for seasonal hours.
4. The Arcata Marsh Bird Sanctuary – Look for signs near G and I St. and Samoa Blvd. that say “Coastal Access.” This huge marsh project is an innovative wastewater treatment center leading into Humboldt Bay. There are many trails and picnic areas and dozens of species of ducks, birds, and waterfowl that live or pass through there. A wonderful place to spend the sunset. A one-minute walk from downtown Arcata.
5. Redwood Park – Entrance is located near 14th St. and A St. Miles of peaceful hiking and biking trails alongside some of nature's most majestic creations. There are also grassy areas for picnicking and Frisbee playing.
6. Beaches -Mad River Beach – Located off Janes Road - Nearby, but often windy.

Moonstone Beach – Exit off 101 North. Not as close, but less windy.

Clam Beach – Exit off 101 North. (It’s the beach you see to the left after you pass the airport. Exit is to the right.) Also windy.

Trinidad Beach – Multiple access points from within the seaside town of Trinidad (25 minutes North on the 101).

*Swimming in the ocean at Northern California beaches without a board and wetsuit is extremely dangerous, due to freezing cold temperatures and strong currents. Never turn your back on the ocean! Sneaker waves are a prevalent danger on the North Coast and lives are lost every year. Be vigilant and know tides and weather warnings before you go.

Local Medical Resources

The services listed here are offered as an initial reference. Dell’Arte does not have any contracts or agreements with these resources. All students must have medical insurance while attending Dell’Arte. Establishing primary care upon arrival is highly recommended.

For any emergency service: fire, police, or ambulance, call 911. One can also call the Humboldt County Sheriff’s office 24-hour line: (707) 445-7251.

The Open Door Clinic takes all insurance except for Kaiser. The Clinic is not always accepting new patients, so it is important to call ahead. If someone’s situation is urgent, they can call to make an appointment with the triage nurse. Depending on the situation, it is possible to get an appointment on the same day or the next day. If someone is an established patient, and they call before 8 am, same day appointments may be available. The Open Door Clinic has a sliding scale fee for patients without insurance. For more information, including dental, go to:

<http://www.opendoorhealth.com/humboldt.php>. The Open Door Clinic’s branches are:

Humboldt Open Door Clinic

770 10th St. Arcata (707) 826-8610

Monday - Friday: 8am - 5pm, Saturday: 9am - 1pm

Eureka Community Health Center

2412 Buhne Street, Eureka, CA 95501 (707) 441-1624

Monday - Friday: 8am - 5pm, Saturdays: 9am - 1pm:

McKinleyville Community Health Center

1644 Central Avenue, Suite F McKinleyville, CA 95519 (707) 839-3068

Monday - Friday: 8am - 5pm

For minor medical care in the evenings or on weekends, or urgent care that is not an emergency:

St. Joseph's Urgent Care Clinic at St. Joseph's Hospital (approx. 30-minute drive from Blue Lake)

2700 Dolbeer, Eureka

(707) 445-8121,

Open seven days a week 8am – 7pm

Charges higher rates than a primary care physician, but less than an emergency room.

Express Care at Mad River Hospital (approx. 10-minute drive from Blue Lake)

3800 Janes Road, Arcata

(707) 826-8264

Open seven days a week 1pm -9 pm

Charges higher rates than St. Joseph's Urgent Care, but they are fabulous.

The Emergency Room at the Mad River Hospital is open 24 hours. (707) 826-8264

The Emergency Department at St. Joseph's Hospital is open 24 hours. (707) 269-4250

Gynecological, Reproductive, and Sexual Health:

Planned Parenthood Northern California

Eureka Health Center

3225 Timber Fall Court, Eureka

(707) 442-5700

Monday & Thursday 11:30 am- 8 pm

Tuesday 8:30 am - 5 pm

Wednesday 8:30 am - 5 pm

Thursday 8:30 am - 5 pm

Friday 8:30am – 5:00pm

Planned Parenthood provides treatment on a sliding scale, low cost/free exams, STD/AIDs testing, birth control, and other information and services. For more information, call or visit www.PlannedParenthood.org

In California, women, men, and teens who are able to become pregnant or cause a pregnancy, can get Family PACT services if they are low-income California residents. If someone qualifies for Family PACT, they can enroll in this program during their first visit to Planned Parenthood. The program enables access to reproductive health resources at little or no cost if someone is uninsured. Inquire at the Planned Parenthood desk for details.

Local Resources for Students of Color

Black Humboldt

<http://www.blackhumboldt.com>

Black Humboldt was started in 2018 and has expanded as a non-profit organization since. Co-founded by Dionna Fletcher and Mo Desir, Black Humboldt seeks to promote existing Black businesses, professionals and organizations, support Black navigation through the overwhelming whiteness of Humboldt County, and unify people of color. Black Humboldt's mission is to enlighten, empower, and liberate the Black community in Humboldt County, through events that are "FOR US and BY US." Black owned businesses, resources, events, and more can be found on their website.

Centro del Pueblo Humboldt

<http://www.cdphumboldt.wixsite.com/santuario>

A grassroots group which unites diverse people who have strong cultural, social, and political roots and reside in Humboldt County. Also runs a Rapid Response Network aiding community members (and their allies) targeted by ICE.

NAACP Eureka

<http://www.eurekanaacp.org>

Empowering the Humboldt community for almost 70 years, the NAACP Eureka is an active chapter of the nationwide National Association for the Advancement of Colored People, and offers support in numerous ways, from legal to education resources for our local community.

The Native Women's Collective

<http://www.nativewomenscollective.org>

The Native Women's Collective is a grassroots nonprofit started by local Indigenous women, supporting continued growth of Native American arts, culture, leadership, and community development through education, resources, and programs.

Humboldt State University (Cal Poly Humboldt)

The University hosts many events, workshops, clubs, film screenings, and community gatherings year-round. As the largest post-secondary school in the area, it has many resources to be shared with the community, including:

- **Black Student Union**

bsu@humboldt.edu

- **Social Justice, Equity and Inclusion Center**

<https://mcc.humboldt.edu/>

Works to make sure all students are comfortable here. Coordinates Social Justice Summit, Dialogue on Race, and other annual events.

- **Cultural Center for Academic Excellence**

<https://caae.humboldt.edu/>

The CAE has culturally based support programs designed to provide HSU students with networks that blend cultural, community and faculty engagement with structured mentoring. These include:

Umoja Center for Pan African Student Excellence

<https://umoja.humboldt.edu/about>

Native American Center for Academic Excellence or the ITEPP

<https://itepp.humboldt.edu/>

El Centro Académico Cultural de HSU

<https://lcae.humboldt.edu/>

Humboldt Area Foundation

<https://www.hafoundation.org/>

Promotes and encourages generosity, leadership, and inclusion to strengthen our communities. Offers workshops and training locally, focused on diversity, equity, inclusion, and access.

Black, Indigenous and People of Color-Owned Local Restaurants, Stores, Salons, Businesses, Places of Worship:

For up to date, comprehensive listing of Black owned and operated Humboldt businesses, visit:

<https://www.blackhumboldt.com/black-owned-businesses>

This is not a complete list. Some other businesses included:

Bless My Soul Cafe (California Creole and Southern Cuisine)

29 5th St., Eureka

<http://www.blessmysoulcafe.com>

Fregoso's Mexican Market (Open 8:00am-3:00pm)

815 J St, Arcata

(707) 825-8827

<https://www.facebook.com/fregosos>

Little Japan

Japanese Grocery Store

2848 F St, Eureka

(707) 798-6003

<https://www.facebook.com/littlejapanmarket>

Local Mental Health Resources

Visit the [North Coast Association of Mental Health Professionals website](https://www.ncamhp.org/) for a complete list of mental health professionals, and a filter search engine of mental health professionals in Humboldt County. Important note: it is possible that providers on this list may not be available immediately or able to provide service. Please contact providers for further information. (707) 441-3832

<https://ncamhp.org/>

Financial Literacy Resources

Dell'Arte International School of Physical Theatre encourages student borrowers of Federal Financial Aid to develop skills in financial literacy in order to make educated decisions about borrowing and repaying student loans, personal budgeting, etc. The following links are free online financial literacy resources:

<https://www.annualcreditreport.com/index.action>

<https://www.cashcourse.org/>

<https://www.360financialliteracy.org/>

<https://spendster.org/>

<http://educationcents.org/>

<https://cheapscholar.org/>

<https://mappingyourfuture.org/>

<https://www.jumpstart.org/>

<https://mint.intuit.com/>

<https://www.mynextmove.org/>

Financial Disclosure

Per BPPE requirements, Dell'Arte discloses that it has never had a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Consumer Information - Gainful Employment Disclosures

The following data, from the 2018-2019 academic year and other sources, is presented in accordance with the US Department of Education's Gainful Employment Guidelines for non-degree granting programs.

1 year Certificate Professional Training Program (PTP)
Classification of Instructional Program (CIP) Code: 500501

Number of students who graduated:	10
% of Students who graduated on time:	100%
Program Level:	Undergraduate certificate
Program Length:	1 year
Tuition and fees:	\$15,400
Books and supplies:	\$0
On-campus room and board:	\$525-\$950 per month (+ food)

What financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans?

Median Federal Loan Debt:	\$9,106.67**
Median Private loans:	\$0
Median Institutional loan debt:	\$0

29% of the program graduates used loans to help finance their cost for this program

**Dell'Arte does not have on-campus housing. The average cost of rent and food spent by students living in Blue Lake area are based on estimates of \$8,440*

***Of the 10 students that completed Dell'Arte PTP in 2019, 5 borrowed student loans. These 5 borrowed an average of \$9,106.67 in Direct Loans. No students borrowed Institutional Loans and no students borrowed private loans.*

United States Department of Labor's Standard Occupational Classifications

PTP

Art, Drama, and Music Teachers, Postsecondary Actors
Producers
Directors- Stage, Motion Pictures, Television, and Radio
Program Directors
Entertainers and Performers, Sports and Related Workers, All Other

Student Rights & Responsibilities

You have the right to ask the school:

- The cost to attend and the school's refund policy.
- How the school determines whether you are making satisfactory academic progress, and the results of not meeting these standards.
- What financial help is available, including information on federal, state, and school financial aid programs.
- What the deadlines are for submitting applications for each of the financial aid programs available.
- The method and frequency of financial aid disbursements.

You have the responsibility to:

- Review and consider all information about a school's program before enrolling.
- be aware of your ability to pay any charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Fill out the FAFSA application completely and accurately. If selected for verification, you will provide all requested documents in a timely manner and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a violation of law and a criminal offense subject to penalties.
- Read, understand, and keep copies of all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
- Know and comply with all policies and procedures of Dell'Arte.
- Compare your anticipated monthly student loan payment and other expenses, to your expected take-home pay after graduation.
- Respond promptly and return all requested additional documentation, verification, corrections, and/or new information to Dell'Arte or the appropriate agency.
- If you have loans, notify the school and the lender(s) of changes in your name, permanent mailing address, marital or enrollment status.
- Repay your student loans, even if you don't complete your education.
- File for a deferment or forbearance, or change repayment plans, if you are at risk of default.
- Complete entrance counseling before you receive your first loan disbursement - and exit counseling before you leave school.

Bureau for Private Postsecondary Education (BPPE)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
PO BOX 980818, West Sacramento, CA 95798-0818

<https://www.bppe.ca.gov/>

(888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free at: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at: https://www.bppe.ca.gov/forms_pubs/complaint.pdf

VII. FORMS

Directory Information Opt-Out

DELL'ARTE INTERNATIONAL SCHOOL OF PHYSICAL THEATRE
Withdrawal of Consent to Disclose Directory Information Form

Legal Name (printed): _____

I request the withholding of the following personally-identifiable information identified as Directory Information by Dell'Arte International. I understand that upon submission of this Form, the information checked cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked directory information will not otherwise be released from the time the School receives my Form until my opt-out request is rescinded. I further understand that if directory information is released prior to the School receiving my opt-out request, the School may not be able to stop the disclosure of my directory information. I understand that I may request and challenge how my directory information is used by contacting the School Administrator in writing. I understand that if I want to rescind my opt-out request, I can do so by appearing before the School Administrator in person.

____ CHECK HERE TO OPT OUT OF ALL DIRECTORY INFORMATION IDENTIFIED BELOW

OR CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT OUT OF INFORMATION SHARING (you will "opt out" of any information by which you put a check)

____ Name

____ Telephone

____ Email

____ Citizenship

____ Student Identified Country of Origin

____ Gender

____ Age

____ Birth Date

____ Program Enrolled

____ Student ID Number

____ Student Class Schedules

____ Enrollment Status/Dates of Attendance

____ Photograph/video/audio recording used for school marketing, promotion, and development.

____ Student Job Description and Responsibilities

____ Student Front of House Schedules

____ Degrees and Certificates Conferred

SIGNATURE: _____

DATE: _____

This form must be submitted in person or via email (ferpa@dellarte.com) to the FERPA Administrator in order for your opt-out to be considered active.

Student Complaint Form

**DELL'ARTE INTERNATIONAL SCHOOL OF PHYSICAL
THEATRE**

If a complaint is not resolved to a student's satisfaction through a Student Advocate or Conflict Support Counselor, the student may use this form to file a formal written complaint with the School Administrator. The School Administrator will then bring the student's complaint to The Management Team (the governing committee of Dell'Arte) for investigation and to determine an appropriate course of action. The institution, through the Management Team, shall, within ten calendar (10) days of receiving the written complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the response shall include the reason for the rejection.

Name: _____

Date: _____

Nature of complaint and, if applicable, your desired resolution: (if necessary, continue on the back of sheet)

Notice of Cancellation

First Day of Instruction: October 3, 2022

Students have the right to cancel their enrollment agreement at any time without any penalty or obligation and receive a refund for the part of the course not taken. To cancel the contract with the school, mail, email, or deliver a signed and dated copy of this Notice of Cancellation to:

Alyssa Hughlett
alyssa@dellarte.com

Attn: Managing Director
Dell'Arte International
P.O. Box 816
Blue Lake, CA 95525

If the Notice of Cancellation is dated on or prior to the First Day of Instruction, 100% of the amount paid, less a registration fee of \$100, will be refunded. Any refunds due will be made by the school within thirty (30) days of the date on the Notice of Cancellation.

After the first day of instruction, and until 75% of the course has been completed, tuition refunds are prorated based upon the formula outlined under the "Refund Policy," published both on the Dell'Arte Enrollment Agreement and in the Student Catalog and Handbook.

I hereby cancel my contract with the Dell'Arte International School of Physical Theatre.

Date: _____

Student Name (please print) _____

Student Signature _____

Forwarding Address: _____

REMEMBER, YOU MUST SUBMIT YOUR CANCELLATION IN WRITING. YOU DO NOT HAVE THE RIGHT TO CANCEL BY TELEPHONE OR NOT ATTENDING CLASSES.

Accident Waiver and Release of Liability Form

Dell'Arte Inc.

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH DELL'ARTE INC. (hereafter called "activity"), including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS:
Dell'Arte, Inc. and/ or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that Dell'Arte, Inc. and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I certify that I have read this document and I fully understand its content. I am aware that this is a release of liability and a contract and I sign it of my own free will.

Participant's Signature

Date
Age

Participant's Name

Parent/Guardian Signature

(Please print legibly.)
Date

(If under 18 years old, Parent or Guardian must also sign.)

Health Questionnaire

CONFIDENTIAL

Dell'Arte International School of Physical Theatre

Name _____

PART 1: MEDICAL HISTORY

Do you have any family history of:

Cancer Yes _____ No _____
Diabetes Yes _____ No _____
Tuberculosis Yes _____ No _____
Blood Disease Yes _____ No _____

Other (What) _____

Are you allergic to:

Penicillin Yes _____ No _____
Sulfa Yes _____ No _____
Tetanus Yes _____ No _____
Bee Stings Yes _____ No _____

Other (What) _____

Do you have any personal history of:

Surgery or major illness? Yes___ No___

Hospitalization? Yes___ No___

Major Fractures? Yes___ No___

Depression or Anxiety Disorders? Yes___ No___

Borderline Personality Disorder? Yes___ No___

Post-Traumatic Stress Disorder? Yes___ No___

Manic Depression? Yes___ No___

Addiction or Substance Abuse? Yes___ No___

Do you have any chronic medical condition such as hypertension, ulcers, epilepsy, diabetes, etc.?
Yes___ No___

Do you have dyslexia or any other learning disability? Yes___ No___

List any medications taken regularly, including those for depression, asthma, anxiety, etc., especially those that would be significant to medical personnel:
*We strongly urge you to not change your medication while you are here unless advised to do so by a physician.

List any parts of your body that regularly give you pain in active physical work:

Is there any reason you cannot work in bare feet?

List any part of your body that you know to be weak:

Is there anything else that we should know about your health in relation to participating in a strenuous physical program?

Part II: Health Management Plan

If you answered “yes” to a personal history of any major illness or injury, or any physical health or mental health condition which could possibly impact your training at Dell’ Arte, please attach a page outlining your plan for management of this health issue while you are in school. This plan may include support from physicians or mental health care providers, medications, a physical therapy regimen, self-care practices, etc.

Dell’ Arte does not intend to monitor your health care. However, we do require students to have a proactive plan for managing any physical or mental health conditions which could potentially impact their participation in training activities.

Part III: Contacts and Signature

Emergency Contact:

Name _____ Phone _____

Address _____

Email _____

Health Insurance Details (if applicable)

By my signature below, I verify that the information I provided on and in connection with this form is true, accurate, and complete. I understand that any false statements or omissions on this form may be grounds for dismissal from Dell’ Arte.

Signature of PTP Student _____ Date _____

COVID-19 Daily Self Checklist

Review this COVID-19 Daily Self Checklist **each day before reporting to school**. If you reply YES to any of the questions below, STAY HOME and call or email Alex (alexander@dellarte.com)

If you start feeling sick at the school, go home immediately.

Do you have a fever (temperature over 100.30F) without having taken any fever reducing medications?

Yes No

Loss of Smell or Taste?

Yes
 No

Muscle Aches?

Yes
 No

Sore Throat?

Yes
 No

Cough?

Yes
 No

Shortness of Breath?

Yes
 No

Chills?

Yes
 No

Headache?

Yes
 No

**Have you experienced any gastrointestinal symptoms such as nausea/
Vomiting, diarrhea, loss of appetite?**

Yes No

**Have you, or anyone you have been in close contact with, been diagnosed with
COVID-19, or been placed on quarantine for possible contact with COVID-19?**

Yes No

**Have you been asked to self-isolate or quarantine by a medical professional or a
local public health official?**

Yes No

(Note: Please fill out this form only if it is applicable to you.)

Dell'Arte International School of Physical & Ensemble Based Theatre acknowledges that there are unique cases in which students may not wish to have any personal information given to their legal parents or guardians regarding the state of their welfare in an emergency situation, including but not limited to:

Hospitalization

Traumatic physical/mental injury in which the student is incapacitated

Perilous circumstances under which the student is in immediate and definite danger

Or life threatening circumstances or situations in which the student is incapacitated

In such cases, Dell'Arte requires the student to provide alternative emergency contact information and sign an agreement of non-disclosure that absolves Dell'Arte in the event that said student's legal parents or guardians seek to hold Dell'Arte legally responsible for any damage or harm resulting in the student's crisis or emergency situation.

By signing this form the student agrees that Dell'Arte under no circumstances shall contact the student's legal parents or guardians in a crisis or emergency as stated above, and that the student has provided truthful and reliable alternative emergency contact information should Dell'Arte need to notify the contact.

Student Name: _____ Date of Birth: _____
/ /

Signature: _____ Date: _____
/ /

Emergency Contact #1:

<u>Name:</u>	<u>Relationship to Student:</u>	<u>Home Phone:</u>
		<u>Work Phone:</u>
<u>Address:</u>		<u>Email:</u>

Emergency Contact #2:

<u>Name:</u>	<u>Relationship to Student:</u>	<u>Home Phone:</u>
		<u>Work Phone:</u>
<u>Address:</u>		<u>Email:</u>

Receipt of Student Handbook

Dell' Arte International School of Physical Theatre
131 H Street
P.O. Box 816
Blue Lake, CA 95525-0816
(707) 668 - 5663
www.dellarte.com

The Dell'Arte Student Handbook is effective October 1, 2022 – August 31, 2023.

I have read and agree to the policies in this handbook.

Signed _____ Printed Name _____

Date _____

Handbook Last Updated: 9/30//2022 - Tawny