



**STUDENT / PARENT  
HANDBOOK**

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Dear Idyllwild Parents and Students:

You have joined a community where the Mission is “Changing lives through the transformative power of art.” We take our Mission seriously, and we look forward to your involvement!

Communities are accountable to one another, and in that sense Idyllwild Arts is no different than other communities in your lives. Because we are accountable both for ourselves and for our behavior toward one another, we have created this Handbook to guide our community.

A key purpose of this Handbook is the capacity to bring balance in your school life. Structuring your day will help you include both a measure of spontaneity and socializing amidst your artistic and academic pursuits.

Additionally, understanding the rules and guidelines in this Handbook can help you make healthy choices. Our policies promote student safety and a strong community by encouraging individuals to show mutual empathy, respect, and consideration.

Together, we can realize the values inspired by our founders, Max and Bea Krone, who believed “we are all in service to the creative spirit.”

Once again, welcome!

Sincerely,

Craig N. Sellers  
Interim Head of School

## SECTION 1: IDYLLWILD ARTS – AT A GLANCE

### **A. Mission Statement of the Idyllwild Arts Foundation**

Changing lives through the transformative power of art.

### **B. The Arts Academy Program and Educational Philosophy**

The Arts Academy is a selective boarding high school for talented students from the United States and countries around the world. Specialized arts education is the single most appropriate description of Idyllwild Arts Academy. Serious, intensive study of the arts is the purpose of the School. The distinguished artistic faculty shares the importance, the integrity, the historical significance, and the joy of the arts with their students. At the same time, faculty demand that students demonstrate dedication to learning and mastering the technical requirements and basic skills necessary to succeed in production and presentation.

In the Arts Academy, students are also instructed in the traditional academic disciplines, which constitute a liberal arts education. They are challenged to accumulate necessary facts, to solve problems, to study intelligently, to reason soundly, to question carefully, and to communicate effectively.

### **C. Idyllwild Core Values**

Idyllwild Arts Academy students know “who they are and what they stand for.” They are young artists and scholars who strive for excellence and aspire to the following values: Integrity, Respect, Responsibility, Aspiration, Passion, Imagination, and Positive Contribution to the School Community.

As you read through this handbook, please consider the policies outlined in its pages in the context of these shared values, agreed upon by all constituencies of the School: faculty, staff, administration, students, and parents. Understanding, appreciating, and adhering to the expectations of the School is required by everyone in order to participate as a positive member of our artistic community. Committing yourself to share in these common values and striving to honor the intention of the quote in Krone Museum—“We are in service to the creative spirit”—will make following the rules at Idyllwild Arts Academy a natural and simple achievement.

*INTEGRITY* - IAA recognizes the integrity of both the individual and the larger community. Academy students strive to be sound, complete, unimpaired, and whole individuals who also acknowledge the importance of matters that affect the entire School.

- Aim for a principled consistency in your thoughts and actions.
- Recognize that no single aspect of you can be separate from you as a whole.
- Keep your actions consistent with your ideals and your words.
- Recognize that any action you take as an IAA student directly affects your School community, and take responsibility for the consequences of your actions.

*RESPECT* - Respect for others requires that you hold all in high regard and do not interfere with their beliefs and pursuits. IAA is a diverse community composed of artists with a broad variety of talents from different cultures and with different identities.

- Treat all with acceptance and tolerance.
- Appreciate other students and their work.
- Appreciate faculty and staff and their work.
- Embrace new ideas.
- Respect your environment.
- Respect your physical being.

*RESPONSIBILITY* - The IAA community asks all of us to make large and small decisions every day. These decisions, often made independently, must be made with careful consideration. Each decision carries with it an action. We are accountable for those actions.

- Consider and accept the results of your actions.
- Aim high.
- Demonstrate a positive attitude.
- Be a loyal friend.
- Follow through on your commitments.

*ASPIRATION* - In the context of life at IAA, aspiration refers to the strong desire to live in the best possible way, cultivating ambition based on the values of altruism, creativity, mindfulness, and intention.

- Create vows that give substance to aspirations.
- Go beyond what limits personal growth and the growth of the community.
- Be an inspiration to others through daily actions that reflect your aspirations.

*PASSION* - Passion is the intense enthusiasm and the strong or even extravagant fondness and desire that an artist has for his or her art form. It is the driving force behind our art. Passion is a deep insatiable need to practice art. It manifests in the inability to stop creating art. Our lives as artists are imbued with passion.

- Care about your art form so much that you barely notice the tiring work that it requires.
- Urge yourself each day to love and be alive in your work.
- Find support and feel nurtured by the love for your work.
- Learn and grow through the work, through sharing in the creative process and through celebrating your accomplishments.

*IMAGINATION* - Imagination is a vital part of an artist's existence. It is the source of our creative genius.

- Form mental images of ideas and things not present to the senses.
- Take command of these images to develop and create new aspects in your art form.
- Look at existing objects with your own eyes.
- Never settle for anything less than your greatest idea.

*POSITIVE CONTRIBUTION TO THE COMMUNITY* - IAA is a community that grows and succeeds because of the contributions and cooperation of all of its members. The behavior of each person directly impacts the School as a whole.

- Be informed and involved.
- Actively protect the environment.
- Take responsibility for the appearance of the school buildings and grounds.
- Know and obey the school's rules.
- Be a good friend to all of the students.
- Make the School better artistically, academically, and socially because of your presence.

#### ***D. Community Ethos:***

"We are in service to the creative spirit." This quote representing our communal ethos hangs in the Krone Museum, a special space on campus named for Max and Bea Krone, the visionaries who founded Idyllwild Arts in 1946. The museum houses works of art by former students, faculty, and friends of Idyllwild Arts, as well as memorabilia that celebrate the School's rich history. It serves as a beautiful gathering place for the community.

#### ***E. Notice of Non-Discrimination Policy***

Idyllwild Arts Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other Academy-administered programs.

#### ***F. Parent Responsibilities***

A positive and constructive working relationship between IAA and a student's parent(s) (or guardian), or other individuals interacting with the School and/or the School community by virtue of their relationship with a student, is essential to the fulfillment of IAA's mission, educational objectives, and operations. The School expects parents and other individuals interacting with the School and/or the School community by virtue of their relationship with a student to support IAA's philosophy of education and its implementation and operation in the day-to-day School and classroom programs, as well as IAA's community expectations and guidelines, as expressed in this Handbook and other policies and procedures.

At IAA, all students are expected to show respect, courtesy, kindness, and consideration to others. Parents are expected to model the same high standards of respectful and professional behavior in their communications with others at the School. The School reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the President and/or Head of School concludes, in his/her sole discretion, that the actions of the student's parents, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, impede the School's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies, and standards, or make it difficult to have a positive or constructive relationship with the parents.

## SECTION 2: IAA – INSTRUCTION

### **A. Course Structure**

The Academy operates on the semester system. Although most academic courses are year-long, individual departments may offer one-semester courses for those whose programs permit.

The Assistant Head of School supervises the faculty and is responsible for the curriculum. Questions regarding curriculum and faculty should be directed to the Assistant Head of School, who can be reached at ext. 2378.

Department-specific questions should be directed to the appropriate Chair. More general questions can be addressed to the Assistant Head of School.

The Director of Student Information (ext. 2222) acts as Registrar and coordinates scheduling, the IAA Accounts, and student records, and can answer questions regarding School records, grades, transcripts, and access to our grading programs.

### **B. Classroom Norms**

Idyllwild Arts upholds academic freedom wherein the classroom is a haven for inquiry, exploration, and the expression of multiple perspectives, and where all views can be challenged, examined, and appreciated. The free exchange of ideas is fundamental to an education that lays the groundwork for students to become strong critical thinkers who are able to form their own educated opinions, while at the same time understanding and respecting the views of others.

#### **Community of Respect**

At Idyllwild Arts we aim to lead with empathy, trust, and respect. Faculty provide content, material, opportunities, and approaches that educate students and prepare them for what comes next. The professional standards for Arts and Academics mean that students will learn about artists, thinkers, writers, historians, and others who may have engaged in acts and/or have beliefs that could be viewed as controversial, and yet their contributions are valuable and worth studying. Teachers choose to do this because these figures and their work and ideas are foundational in their field, and thus students who do not know about them would have gaps in their foundational knowledge. We understand that including these figures in our curriculum could be problematic, and also believe that such inclusion is a necessary part of ensuring that students are deeply educated and equipped as artists in their field.

Faculty approach these subjects with sensitivity and understanding that some material may cause discomfort. Therefore, teachers provide necessary background, context, and warning before endeavoring in a subject that may be challenging. Faculty research those whose ideas and work they share, and share concerns with students before introducing the material. They

will also select thinkers and artists who are models and examples of the values of diversity and inclusion. Faculty have help and guidance from Chairs and administration in this work.

Both faculty and students work to create an inclusive classroom environment. Students learn to recognize and understand the complexity of studying controversial subjects and artists. They will approach their teachers respectfully, engaging in dialogue to resolve concerns that may arise. If the dialogue with their teacher is not resolved, students may go to the Department Chair. If further discussion is still necessary, students can meet with the Assistant Head of School, who will initiate and facilitate a dialogue with the teacher and the student. Also, students may always seek advice from any trusted adult, remembering that the goal is to strengthen dialogue and trust between the student and the teacher.

All community members will commit to approaching each other using these elements of respect, making an effort to “call in” rather than to “call out.” We are each in different places in our understanding of these topics and our skill to live in uncomfortable spaces, yet we must confront biases, whether conscious or unconscious, that we hold. We will all commit to not assuming or promoting a single worldview in the classroom, as our goal is to promote inclusivity and dialogue.

**The following are Schoolwide norms. Each teacher may expand on this list and co-create their own additional classroom norms with students, relevant to their particular class.**

- Assume positive intent on the part of fellow participants.
- It is OK to disagree, but not OK to shame, attack, or falsely accuse another person.
- Speak personal concerns directly with that person, and not about them.
- Avoid generalizing your personal view as being a universal truth.
- Practice “both/and” thinking instead of “either/or” thinking.
- Practice “calling in” rather than “calling out.” Ask for clarification and use an “I” statement, rather than accusing the other person of harmful intent. Example: “Can you please clarify what you mean? Because when I hear you say \_\_\_\_\_, I feel offended or belittled.”

### ***C. IAA Expected School-Wide Learning Results (ESLR)***

Idyllwild Arts Academy graduates are expected to be:

Creative Artists/Thinkers who:

- Have a good grasp of the formal, theoretical, and conceptual aspects of their discipline.
- Understand the scope and influence of the history of their artistic discipline, especially in its contemporary forms.
- Are able to articulate clearly their creative process.
- Are willing to take risks and think outside the box.
- Understand the complementary relationship between arts and academics.
- Have mastery over the technical aspects of their discipline.

- Are able to comfortably use the language and vocabulary of their arts and academic disciplines.
- Are critical thinkers who are able to articulate ideas in speech and writing.
- Are intellectually curious and have a life-long love of learning.

Responsible Citizens who:

- Understand the connection between art and social responsibility.
- Make informed choices and take responsibility for their actions.
- Are aware of global diversity and respect differences.
- Understand the importance of a solid work ethic.
- Work effectively with others to accomplish specific goals.
- Contribute to making a safe, clean, and caring environment.
- Understand their role not only as students, but also as teachers of their peers.
- Have an ability to establish criteria for evaluating art.
- Actively cultivate a sense of aesthetic appreciation in order to advocate for the arts.

## ***D. Enrollment and Graduation Requirements***

### *Course Enrollment*

In the spring, students who have been offered and have accepted enrollment for the following academic year will pre-register for the next academic year with the Assistant Head of School and Director of Student Information. The students' current teachers will be the ones who recommend sequential courses and Honors courses. Other courses are chosen by students to complete their programs. Parents or students may contact the Academy during the summer if there is a need to change course selections.

New students may be given placement tests during student orientation to determine placement in required or sequential courses. Placement in certain Arts classes is determined by audition or portfolio evaluation.

Within the first ten days of the academic year, a student who wishes to add or drop a course must go to the Assistant Head of School in Log Lodge for approval and implementation of this action. After the ten-day add/drop period, changes in schedules will only be possible to correct an inappropriate placement or to balance a section.

After the add/drop period, a student who wishes to drop a course must request a course withdrawal. This process requires approval of the Assistant Head of School. If the withdrawal is approved, the class will appear on the student's permanent record with a grade of "WP" if the student is passing at the time of withdrawal, or "WF" if the student is failing at that time. No credit is given for a class from which a student has withdrawn. (Note that the grade of "WF" is averaged as an "F" into the student's grade point average.)

Ninth, tenth, and eleventh grade students are expected to enroll in at least four academic classes. (This does not include Physical Education.) Twelfth grade students and Post-Graduate students are advised to take at least four academic classes in consideration of college admissions requirements.

## *Enrollment and Re-Enrollment*

In February, the School begins to invite students to re-enroll for the next academic year, unless their academic work, artistic progress, or behavior has been unsatisfactory or the School determines in its sole discretion not to offer re-enrollment for other reasons. Every student's status is reviewed at the conclusion of the year to determine whether or not the student has successfully completed his or her coursework and remained in good disciplinary standing.

In the event that the School determines that a student or family is no longer complying with the School's policies or community expectations, or otherwise determines that continuation of the student's presence at the School is no longer in the best interest of either the student or the School community, the School may rescind an enrollment agreement at any time.

If a student's re-enrollment contract is rescinded, or when a student is required to withdraw during the School year—for non-disciplinary reasons—there will be full consultation on the part of the Enrollment Committee and appropriate faculty members.

If the parent(s) do not plan to re-enroll a student, the School requests a written statement to that effect. If there are unusual circumstances surrounding the decision, parent(s) are asked to share this information with the Vice President of Enrollment Management & Strategic Partnerships prior to the due date for re-enrollment.

## ***E. Graduation Requirements***

IAA students are expected to enroll in a minimum of four academic courses for credit, as well as those courses required by their arts major. To graduate, students complete the following courses:

- 4 years of English
- 3 years of History/Social Studies, World History, U.S. History and Government/Economics
- 2 years of World Language (consecutive courses in the same language)
- 3 years of Mathematics (Algebra I, II, Geometry)
- 2 years of Laboratory Science (Biology, Physics, or Chemistry)
- 2 years of Physical Education

These required courses meet the University of California minimum admissions standards. In order to position themselves to apply to the colleges of their choice, students are encouraged to take at least three years of World Language, three years of science, and four years of math. College counselors and the Assistant Head of School will work closely with students to guide them on their path to college, university, art school, or conservatory.

## ***F. Grade Levels***

Idyllwild Arts Academy is committed to preparing its students for successful matriculation to and graduation from the finest universities, art schools, and conservatories. These programs consider all aspects of our students' achievements, which include demonstrated artistic

proficiency and social development in addition to credits and grades. To prepare our students for postsecondary education, we do not allow them to skip grade levels.

### ***G. Change of Arts Major***

We understand that our students have many talents and interests, and that selecting a major can be challenging for some students. On occasion, a student may wish to change to a different Arts major. The process has important sequential steps, as follows:

1. The student initiates a discussion with their current Arts Chair.
2. The student initiates a discussion with the desired new Arts Chair.
3. The student writes to both Chairs, copying the Assistant Head of School, confirming the conversation and explaining why they would like to move into the new major.
4. The student submits a portfolio or audition for the new major to the desired new Arts Chair.

The materials will be reviewed by the desired new Arts Chair, the Assistant Head of School, and the applicable Admissions Team member. The Assistant Head of School may also meet with the student and/or their parent(s)/guardian(s) regarding the request to change majors. The Assistant Head of School will inform the student, their parent(s)/guardian(s), their advisor, current Chair, and new Chair of the decision.

All requests to change majors will be given thorough consideration, though a change of major is not guaranteed in every instance. While a student may begin the above process at any point during the school year, the implementation of the change of major may only occur at the beginning of a new semester, and no changes of major are permitted beyond the add/drop week of each semester. Any merit-based aid associated with a student's original major may be lost upon changing to a new major, and the new major may have a difference in fees. We encourage students and parents/guardians to review and consider all of these things prior to initiating a change of major.

## **H. Standardized Testing**

Idyllwild Arts Academy (CEEB code 051236) offers the PSAT and SAT on campus. Juniors have the option of taking the PSAT in October and the SAT in the Spring. Seniors have the option of taking the SAT in the Fall. IAA does not require the SAT.

It is recommended that international students take an English Proficiency test during the end of their junior year. These tests include: TOEFL, Duolingo, or IELTS. These tests may be required for college admission. However, there are exceptions. Students should confirm this with their College Counselor.

Duolingo is an online test and requires only a private room and a computer. IAA will assist students in finding a room to test. TOEFL (Test of English as a Foreign Language) is not administered on campus and should only be scheduled on Saturdays. Away permission for TOEFL on other days of the week will be extremely limited and any classes missed may be considered unexcused. Students wishing to schedule TOEFL testing must register online and request transportation from the Assistant Dean of Students. The approved location for school transportation for the TOEFL is Rancho Cucamonga.

## **I. Summer Coursework**

Students intending to enroll in summer courses for credit must have the course approved by the Assistant Head of School in advance. A copy of the course description and information about the type of school should be emailed to the Assistant Head of School. Courses without pre-approval will not be credited to the student's transcript.

Idyllwild Arts offers the following Summer academic programs: Summer MathLab, Summer EAC Intensive (English for Academic Communication), and Summer Humanities Skills Intensive. MathLab allows students the opportunity to recover credit or to accelerate their pace so that they can advance in Math. EAC Intensive helps students gain skills to become confident in their language acquisition, and possibly to advance to a higher EAC level. Humanities Intensive Skills is an opportunity for students to recover credit in either History or English. Students who enroll in Summer MathLAB but who do not return to IAA the following semester must complete all of their coursework by the final day of Summer MathLAB or they will not earn credit for the course.

## **SECTION 3: SPECIALIZED CURRICULUM**

### **A. Private Music Instruction**

Private instruction is required for all Music majors. Upon registering, all Music students will be assigned a private instructor from the IAA faculty in their performance area. Eleventh and twelfth grade Theatre students with a Musical Theatre concentration are required to take private Voice lessons with an assigned IAA Voice faculty member. Any student in the School may voluntarily opt to register for private instruction in any subject where private study is deemed typical and appropriate. A special fee is assessed for all private instruction offered

through the Academy. Private lessons are always subject to the availability of a suitable instructor.

Academy students are expected to study with instructors assigned to them by the School. In extremely unusual circumstances and after careful consideration, the School may choose to change a student's private instructor to another member of IAA's faculty.

## **B. English for Academic Communication (EAC)**

Idyllwild Arts Academy offers English for Academic Communication (EAC) courses to international students. All new international students whose first language is not English are assessed during the application process and during the first two weeks of classes. Based on their scores, communication skills and learning needs, students are placed in one of the three EAC levels. Subsequently, the EAC customized curriculum evaluates students every semester to assess their language acquisition development and the possibility of moving them to an upper EAC level without having to wait a full school year. The EAC program is designed to provide quality instruction to English Language Learners (ELL) so that they may meet the academic requirements for graduation as outlined in the Student/Parent Handbook and prescribed by the University of California Admissions Standards. Three levels of instruction are offered to develop proficiency in oral and written English: beginning, intermediate, and advanced. Core classes include listening, speaking, reading, writing, and grammar. The program assists ELL to build English proficiency, refine the academic use of English, and provides students access to subject area content such as history, social studies, mathematics, literature, and world cultures. Class size is limited to provide individual attention and instructors are committed to increasing intercultural understanding as well as language proficiency. Students must achieve an average grade of "C-" (seventy percent) in each EAC class before they can proceed to the next level. Please refer to the "Standardized Testing" section (p. 15) for information about the TOEFL, IELTS, and other standardized tests.

The goal of the EAC Program is to prepare its students to take mainstream courses by the beginning of twelfth grade, if not sooner. This ensures that ELL students are well prepared for the demands of college level courses in writing, research, critical thinking, and oral presentation. Idyllwild Arts Academy offers up to five years of coursework for those ELL students requiring extra support and reinforcement of speaking, reading, and writing skills.

## **SECTION 4: GRADING POLICIES**

### **A. Grading**

Letter grades are given on the following basis:

College Prep			Honors
100 - 93	A	4.00	5.00
92 - 90	A-	3.70	4.70
89 - 87	B+	3.30	4.30
86 - 83	B	3.00	4.00
82 - 80	B-	2.70	3.70

79 - 77	C+	2.30	3.30
76 - 73	C	2.00	3.00
72 - 70	C-	1.70	2.70
69 - 60	D	1.00	1.00
59 - 0	F	0.00	0.00

A grade of "C-" or above is required in Mathematics, World Language, and EAC courses to advance to the next level.

World Language students are assessed for their correct level within the first two weeks of school.

EAC students are generally given a video conference test to ascertain their English level. Math placement tests are also used if there are questions regarding appropriate math level. These tests are generally given in the summer via video conferencing.

### ***B. Grade Point Average***

A student's grade point average (GPA) is calculated at the end of each semester by multiplying the numerical value of the letter grade earned in each course by the number of credits completed in that course, adding the products and then dividing the sum by the total number of credits completed. Pass/fail courses are not included in the determination of GPA.

### ***C. Class Rank***

Idyllwild Arts Academy does not rank its students. We have transfer students entering our curriculum as tenth, eleventh, and twelfth graders from throughout the United States and the world. It is not possible to rank them fairly using a numerical or decibel system due to their varying educational backgrounds and the Academy's selective criteria for admission.

### ***D. Incomplete Grades***

Students who have not been able to complete the requirements for a subject due to an extended absence or other extenuating circumstances must contact the Assistant Head of School to establish a time frame for submission of all missing assignments. In such cases, the report card will show an "I" for all incomplete work. When missing work is completed, the "I" will be replaced by the grade earned in the course. Students failing to make up incomplete work will receive an "F" for all missing assignments, which will then be averaged into the semester's final grade.

Students enrolled in the MathLAB program during the Academy school year will receive an "In Progress" notation on their grade reports until each semester of material is completed. At that point the student's grades will appear on their reports and transcripts in an identical manner to those students enrolled in our traditionally paced math courses. However, if students do not complete their required coursework before graduating, or exiting our school for any other reason, they will receive an "Incomplete" for the course and will not earn the necessary credits for graduation. This includes students who enroll in Summer MathLAB but do not complete all of the required coursework by the final day of Summer MathLAB.

### ***E. Auditing Classes***

On occasion, students may request or be required to audit a class for no credit. This may occur to refresh a student on course material previously taken so that a student is better prepared to advance to the next level in a sequence of courses or for enrichment. Attendance requirements, tests, and homework assignments are contractual arrangements between the instructor and the student, subject to approval by the Assistant Head of School. No grade will be assigned.

### ***F. Scholastic Probation***

At the end of each semester, any student receiving a grade of “D” or below in two or more classes (including both arts and academics) will be subject to scholastic/artistic review and probation. If the terms of probation are not met, the student may not be invited back for the following semester.

Students placed on scholastic/artistic probation at the end of the second semester will remain on probation throughout the first semester of the next academic year when scholastic review will take place.

### ***G. Artistic Probation***

Occasionally a student fails to meet the expectations of their Arts major, aside from or in addition to grades as outlined above in scholastic probation. If, after a student has been counseled by teachers and the relevant Arts Chair, the student continues to exhibit less than satisfactory performance in his or her major or shows a lack of commitment, that student is subject to review and to being placed on artistic probation at the end of the semester. If the terms of probation are not adequately met, a student may not be invited to re-enroll the following semester.

## **SECTION 5: SCHOLASTIC HONORS**

At the end of each semester, the faculty recognizes significant scholastic achievement among the students by publishing a Scholar Distinction List and an Honor Roll. These are designed to identify, praise, and encourage those students who have worked diligently and distinguished themselves with noteworthy scholastic records.

### ***A. Scholar Distinction***

At the end of each semester, students are named to the Scholar Distinction List for outstanding scholastic performance. To qualify, students must attain a grade point average of 3.7 or higher (on a 4.0 scale), with no grades of “C” or below.

## ***B. Honor Roll***

At the end of each semester, students are named to the Honor Roll for excellent scholastic performance. To qualify, students must attain a grade point average of 3.3 (on a 4.0 scale), with no more than one "C" in any course, and no grades below "C-".

## ***C. National Honor Society***

The Dr. Robert M. Krone National Honor Society Chapter of Idyllwild Arts Academy (NHS) is an exciting opportunity for current and prospective students to showcase their achievements in the areas of scholarship, leadership, community service, and character development.

Membership is open to students in the tenth, eleventh, and twelfth grades who meet the required standards in four areas of evaluation: a cumulative GPA of 3.8 or better, leadership, community service, and character. The national office of the NHS establishes standards for selection. A Faculty Council bestows this honor upon qualified students on behalf of the faculty of our School. Induction ceremonies take place during the Friday All-School of Family Weekend in October. The Idyllwild Arts Chapter welcomes new students who are current NHS members at their previous schools. The national organization requires all interested new students to have completed at least one semester at Idyllwild Arts before submitting materials for chapter membership. For additional information please contact the Idyllwild Arts Chapter Faculty Advisor.

## ***D. Awards***

The following awards are presented at the Awards Assembly, Baccalaureate, or Commencement at the end of the school year:

- Valedictorian
- MacNeal Award
- Outstanding EAC Scholars
- George Pratt Memorial Award
- Jerry McCampbell Science Memorial Award
- Jerry McCampbell Math and Science Scholarship Award
- Academic Departmental Awards
- The Richard H. MacNeal Award for the Outstanding Graduating Senior
- John and Lillian Lovelace Outstanding Artist
- The Outstanding Creative Writing Student Award
- The Outstanding Dance Student Award
- The Outstanding Interdisciplinary Arts Student Award
- The Outstanding Fashion Student Award
- The Outstanding Film and Digital Media Student Award
- The Outstanding Music Student Award
- The Outstanding Theatre Student Award
- The Outstanding Visual Arts Student Award
- The Outstanding Scholar Award (at each grade level)
- The Outstanding Citizen Award
- The Attendance Award

- Art in Society Award
- Community Service Award

## SECTION 6: ARTS AND ACADEMIC SUPPORT SYSTEMS

### **A. *Advisory Program Mission***

The advisor sees the “whole child” and may serve a variety of roles in the student’s life to:

- Act as a liaison between the student, the parent, and the School.
- Monitor progress in classes and programs.
- Offer counseling on classes, student life, and enrichment activities, and know where to refer students when the advisor doesn’t know the answer.
- Help students handle problems and reinforce our School core values: Integrity, Respect, Responsibility, Aspiration, Passion, Imagination, and Positive Contribution to the School Community.
- Serve as a first responder for physical or mental health problems and social and emotional issues.
- Provide students with Health and Wellness Education and positive coping skills using curriculum supplied by Student Services.

Advisors meet with their advisees at least once a week and also attempt to schedule social activities for their advisor group. Advisory groups are organized by grade level and students who are offered and accept re-enrollment typically stay with the same advisor year-to-year. Students who wish to change advisors must meet with the Dean of Students and will only be assigned a new advisor if they have had their current advisor for at least a year and their current advisor feels that changing advisors is in the best interest of the student.

### **B. *Parent / Teacher Conferences***

We encourage ongoing communication between faculty and parents. The parents or the School may find it necessary to request a conference to discuss a student’s artistic, academic, or social progress. Parents are encouraged to request such conferences at any time by contacting the Head of School. These conferences are vital to ensuring that a student receives the support needed to succeed in our challenging environment. Parent Weekend is a good opportunity for parents to meet with teachers and/or administrators in person.

### **C. *Resource***

Resource is staffed in the morning by the Director of Resource, who is a full-time faculty member who provides individual and small-group support for academic and artistic success. Resource is a support system for students with documented learning differences who are struggling with time management, organization, completing assignments, test anxiety, or any other learning issues that may be preventing the student from achieving their full potential. The Director of Resource will look at a student’s documentation and notify teachers of which classroom accommodations the student requires.

The Assistant Head of School may enroll a student in Resource on a regular basis, with documentation of a learning difference.

#### ***D. Faculty Office Hours***

Each academic faculty member holds regularly scheduled office hours Tuesday, Wednesday, and Thursday during X-block (11:20 am to 11:50 am). Students are encouraged to seek assistance from their teachers when needed. Attendance may be mandated for any student whose grade drops below a "B" in any class.

#### ***E. The Writing Tutors***

The Writing Tutors are students who assist other students with their writing. The mission of the Writing Tutors is to help all of Idyllwild Arts Academy's young artists to communicate as clearly, efficiently, and eloquently as possible. We understand that the Academy schedule can be rigorous and demanding, and the Writing Tutors are there to help relieve some of the stress inherent in large or small writing assignments.

The Writing Tutors focus on helping writers with higher-order writing skills so that in the future they can help themselves. Higher-order concerns include strength and clarity of thesis, clarity and relevance of evidence, unity, organization, and focus. Help is not limited to essay writing. The tutors are a valuable resource for numerous other assignments, and because of the diversity of the Idyllwild Arts community, we strive for flexibility in meeting the needs of various types of writing. The tutors also provide assistance to non-native English writers with their EAC assignments. We hold workshops that are available to the entire community, covering topics such as the SAT essay and college essays. Teachers can also recommend that students see writing tutors for extra help on specific assignments. The Writing Tutors are a dedicated and versatile group of students who aspire to help the rest of the community with all of their writing needs.

#### ***F. SAT Review***

A few weeks before the spring administration of the SAT, all juniors have the opportunity to attend a seminar for a review session. The review course familiarizes students with the exam format and content. Students who feel they need additional preparation for the SAT are encouraged to take an SAT prep course during the summer.

#### ***G. College Counseling***

The College Counselors work directly with students and parents. In conjunction with the faculty, the Counselors facilitate the college admission process by providing guidance in choosing appropriate colleges and/or conservatories. The Counselors also help students obtain and complete application materials and write recommendations and School reports. In addition, the arts faculty provide direction in the students' preparation of auditions and portfolios.

The Idyllwild Arts Academy College Counseling office works to create individualized guidance for each of our students. Valuing the personality and strengths of each student, we work to

help students find programs that fit their particular interests. An important component of the college application is the Counselor's letter of recommendation. The relationship that the Counselors form with the student helps inform the content of this letter.

A college application should highlight the student's unique voice. It is the Counselors' goal to help students showcase that voice. We encourage our families to partner with the guidance of the College Counseling staff. We will not accept requests for materials from independent counselors. All communication regarding a student's application must come from the student or their family.

## ***H. Library***

Krone Library is conveniently located on campus near the majority of the academic classrooms. Because the Arts Academy is unique, the library collection is unique. Our students' interest in the Arts has prompted the library staff to fill a third of the collection with art-related volumes and magazines. In addition, there are many books written especially for EAC students. The library subscribes to many international newspapers upon request. There is a listening lab with a collection of records, discs, tapes, and sheet music for student use. A photocopier is located in the library for both faculty and students to use.

The library is staffed during the day and in the evenings, seven days a week. The library operates on the honor system, with students permitted to check out and return books on their own. Notices are sent to students with overdue books. If students need additional research material, they may use the library's interlibrary loan service to borrow materials from California libraries belonging to the Online Computer Library Center (OCLC) and the California Resource Sharing Network (XPRS).

## ***I. Gallery Exhibitions***

Visual Arts and Interdisciplinary Arts students have the opportunity to exhibit their work in several Idyllwild Arts Academy venues. The appearance and content of each show is evaluated by the appropriate faculty prior to opening. The School does not allow:

- Representation of nudity or illicit behavior of IAA students in photographs, paintings, or any other images.
- Production of images of nudity or illicit behavior of IAA students (in photographs, paintings, or any other media) by IAA students.

## ***J. Practice Rooms and Studios***

Practice rooms and studios are available for student use. When using the practice facilities, students should follow these guidelines:

- Food and beverages are not allowed.
- Personal property should not be left in practice rooms.
- When keys are issued, they should not be lent to other students.
- Doors and windows should be closed after use.
- Pianos should be closed and, where appropriate, covered after use.
- Students may not be in locked rooms anywhere on campus.

## **SECTION 7: PARENT VOLUNTEERING**

### **A. *Volunteering on Campus***

Many opportunities exist for parents to become involved as volunteers on campus. Contact your child's Arts Chair or Student Services to ask about organizing a cast party, chaperoning the prom, hosting an international student during a vacation break, or any other idea you may have. IAA would also love to enlist you as a contact for prospective families or as a host of an admissions event at your home.

### **B. *Join the Associates***

The purpose of the Associates of the Idyllwild Arts Foundation is to raise money for scholarships to Idyllwild Arts Academy and the Idyllwild Arts Summer Program. Equally important to many is working with others who care about music, theatre, dance, and the other arts. Some love Jazz and want to get involved with the annual Jazz in the Pines festival. Please email [associates@idyllwildarts.org](mailto:associates@idyllwildarts.org) for more information.

## **SECTION 8: ATTENDANCE AND AWAY PERMISSION POLICIES**

### **A. *Attendance***

When a student misses a class, a rehearsal, or any mandatory event, they miss valuable information and classroom activities, and because most classes are discussion-based, the overall class dynamic suffers. When a student has excessive absences, whether excused or unexcused, they are unable to fully participate in our programs.

Students must be present for at least 80% of the classes in a course in order to receive credit for that course. If a student misses 20% or more of a course, whether the absences are excused or unexcused, they may be dropped from the course. Exempt absences are not included in this calculation.

Once a student has missed 10% of a course, a notification will be sent to the student and their parents in the IAA account. If they continue to accumulate absences, the Assistant Dean of Students will schedule a meeting with them to check in. Once a student misses 20% of a course, a notification will be sent to the student and their parents, and the student will meet with the Assistant Head of School to be dropped from the course. Extenuating circumstances like absences due to illness and a student's effort and ability to make up missing work are always taken into consideration before dropping any student, and students may be allowed to miss more than 20% of a course in some cases.

If a student drops below three academic courses or the minimum numbers of classes/hours required in their Arts Department after being withdrawn from a course due to excessive absences, they may be asked to leave the school.

Parents are encouraged to track attendance through our attendance and grading program, which is updated daily. Parents and students will be given login information at registration. Questions regarding attendance should be directed to the Assistant Dean of Students at ext. 2263.

In addition to the direct consequences that come from missing class or mandatory events, failure to comply with attendance policies and expectations is a disciplinary matter and will be addressed by the Dean of Students.

### ***B. Excused Absences***

Excused absences are those occurring due to required School trips, required performances, religious observance, family emergencies, or urgent family needs. For the School to approve an excused absence or an away permission, parents or guardians must communicate with the Assistant Dean of Students at ext. 2263.

If you need to take your child out of School, please make sure that the School approves your request for a leave before you purchase a plane ticket or make any other travel arrangements.

### ***C. Extended Absence***

If a student must miss more than two days of classes for any reason, a parent or guardian must contact the Assistant Dean of Students (ext. 2263) to discuss the situation.

In cases of extended absence due to medical or other extenuating circumstances, the Dean of Students and Assistant Head of School will determine the requirements for successful course completion or withdrawal with no credit. Although the School will do its best to support a student on leave, if the leave is extended for too long the student may no longer be able to maintain course standards. Thus, the course load may need to be reduced or the student may need to withdraw from all courses. For further information about Medical Leave, see Section 10 in the Handbook, Health Services (p. 31).

### ***D. Academy Leave***

An Academy Leave may be initiated by the Academy or requested by the student/parent.

- The Academy must approve a student's return to campus following a recuperation/recovery period. The length of the leave will be determined by Academy Administration after consultation with parents and physicians and/or mental health counselors.
- An Academy Leave that involves any type of substance use may also include a Drug and Alcohol Assessment.
- Absences: Absences from classes are exempt. Taking each student's individual circumstances into account, the student is encouraged to complete as much work as possible while absent. The Assistant Head of School will work with the student's Arts Department Chair, advisor, and teachers on the artistic and academic plan, and will

help the teachers communicate their assignments to the student. The Assistant Head of School will also be available to the student for clarification about their artistic and academic plan while they are away.

#### **At 4 Weeks (in 1 semester)**

- Assess continuing participation in programs
- Program modification if needed regarding which assignments can be waived
- All courses may be changed to Credit/No Credit

#### **At 6 Weeks (in 1 semester)**

- Per IAA's attendance policy, any student who misses 20% of their classes or more may be withdrawn from their classes. While IAA Administration takes into consideration any extenuating circumstances prior to withdrawing a student, missing too many classes during an Academy Leave will typically require withdrawal from classes for the semester.

**Return:** Students may return only after receiving approval from Academy Administration. When the student, guardians, and students' health providers feel the student is ready to return, letters, as outlined in the student's Academy Leave letter, must be submitted for review. When all requested items are received, Academy Administration will review this information to determine if the student's return is appropriate. The family will be contacted once a determination has been made, usually within two days.

**Initial Re-entry Meeting:** Upon returning to campus, the student's advisor, Arts chair, dorm head, the Dean of Students, Assistant Head of School, and a member of the Health Center or Wellness Center will meet with the student as soon as possible to assist with their transition to campus.

**Re-entry Meeting:** After 2-3 school weeks, we will meet with the student again to discuss any remaining issues in an effort to help them smoothly return to campus.

**Re-enrollment:** For students who are eligible to return the following year, a re-enrollment decision may be delayed until the current school year has been completed.

**Record of Academy Leave:** All medical and mental health information remains confidential. There is no notation of a leave in the student's permanent file shared with outside agencies or colleges.

### ***E. Exempt Absence***

Absences for verified illness or while students are on medical leave or college auditions are classified as exempt.

**Boarding Student Illness:** Boarding students who become ill must go directly to the School nurse, in the Health Center. Students who are too ill to get to the Health Center should

contact the nurse (ext. 2275), Log Lodge (ext. 2228), a dorm parent, or the Administrator on Call (AOC). Students are not excused to their dorm rooms during the School day except under special circumstances as determined by the Health Center staff. Students sent to their rooms due to illness during the day must remain in their dorm during the evening. Students who do not check in with the nurse may receive unexcused absences. Parents of boarding students may not call to excuse their child for illness.

*Day Student Illness:* Day students unable to attend School due to illness must have their parents call (or email) the Assistant Dean of Students at ext. 2263 by 8:30am that day. Students may not call or email on their own behalf. Day students who become ill during School hours must go immediately to the Health Center. Parents who come to School to pick up a sick child must notify the Health Center or Assistant Dean of Students. Only the Health Center staff may excuse a student from class due to illness once the student is at School.

*Novel Viruses, Pandemic, and Community Health:* Due to the recent pandemic and the possibility of outbreaks of novel viruses, coronavirus, etc., all students who are ill must report immediately to the Health Center. The School has a zero tolerance policy regarding illness in order to protect the safety and health of all Idyllwild Arts community members. Violations of this policy may result in discipline up to and including suspension or expulsion. Students may be monitored by having their temperatures taken frequently on their way to and from classes, upon exiting and entering dorms, and at any time throughout the day.

## ***F. Unexcused Absence***

An unexcused absence from an academic class, an Arts class, a required X-Block, a required study hall, a required rehearsal, and/or performance is defined as any absence not approved by the School.

Absences from other events (All-School meetings, advisor lunches, Health Center appointments, etc.) are not defined within this system and will be addressed separately by the office of the Dean of Students.

It is the responsibility of each student who misses a class to take all necessary steps to catch up with missed material in order not to fall behind, although they may not be given credit for work missed due to an unexcused absence.

## ***G. Online Attendance***

For any classes which meet online, online attendance will be taken according to policy. Students are required to be present for online instruction, with their camera turned on. When students are not present, students are required to watch pre-recorded online instruction and are responsible for all in-class online work, as well as work assigned during the online session.

For all classes, teachers will take attendance for the live component or class. If a live class consists of group work or individual check-ins, all students must attend at some point, so attendance should be taken on these days as well.

The attendance policies outlined above, in Sections 8A through 8E, apply to our synchronous (classes where students attend live sessions with an instructor) online classes as well. Attendance in asynchronous classes will be measured by other means including, but not limited to, confirmation that assigned videos, recordings, etc. have been watched (or listened to, for audio recordings), completion of assignments according to due dates, and attendance at periodic in-person office hours or meetings.

### ***H. Absences Related to Auditions and College Visits***

Students who will miss class days due to college auditions must complete an Away Permission request. If an Away Permission request is completed and approved, days missed will be recorded as exempt absences. If a request is not obtained in advance, days missed will be recorded as unexcused absences. Non-audition college visits will be reviewed, and if these visits are deemed necessary, they will be excused.

Students are still responsible for completing all coursework missed during college auditions and college visits.

### ***I. Tardiness***

Students are expected to arrive for class on time. If tardy, a student will be admitted to class only at the discretion of the instructor. Students who are repeatedly tardy by less than fifteen minutes will face consequences determined by the instructor.

A tardy exceeding fifteen minutes will be defined as a "T15." Three "T15" tardies will be considered equivalent to one unexcused absence.

### ***J. Closed Weekends***

Closed Weekends are specifically designed to improve attendance at important School events and to give students ample study time to prepare for exams. During a Closed Weekend, overnight permissions are not granted and daytime town trips are limited. It is vital to our community to require attendance at certain major arts events and community-building activities. Closed Weekends are always scheduled for the first weekend of the year and for any weekend that falls immediately before semester Final Exams. The weekends before and after breaks are also closed. Closed Weekends for performances are scheduled as needed.

## ***K. Vacations***

All boarding students are required to provide complete information about their travel plans and obtain IAA authorization prior to leaving for vacation. All travel plans should respect both the School calendar and the Transportation Department. No flights for students requesting School transportation should be made at any of the area airports before 10 am or after 7 pm. Students will not be excused from classes, exams, or performances to facilitate travel. Travel days are scheduled to prevent students from missing classes and to facilitate transportation of students to area airports. Questions should be addressed to the Assistant Dean of Students at ext. 2263.

Dorms are closed during the fall, winter, and spring breaks. Students should not plan to leave later or to return earlier than the dates indicated on the School calendar.

## ***L. Homestays***

Homestays are available for students during fall, winter, and spring breaks and can be arranged by the Student Services Coordinator. Some students may also be required to do a homestay as part of our disciplinary process. The cost of a homestay is \$90 per night. Student Services must be contacted at least three weeks before break if your child requires a vacation homestay. The Assistant Dean of Students (ext. 2263) manages homestays.

## ***M. Away Permission for Trips Not Organized by IAA***

All Away Permission requests are processed and tracked by the Assistant Dean of Students (ext. 2263) through REACH, a boarding school-specific program. Any questions about REACH or Away Permissions should be directed to the Assistant Dean of Students. Away Permission for trips not organized by IAA must be obtained whenever a student will be out of the dorm overnight, will miss classes during the academic week, or be away from School for any occasion other than a trip organized by IAA. Please keep in mind that the School reserves the right to deny permission if a student has outstanding responsibilities on campus (including weekend consequences, a performance, or rehearsal) or if in our judgment the safety or well-being of a student will be jeopardized (by, e.g., spending an unchaperoned night in a hotel or spending a weekend at a home in which the parents are not present).

Families should request Away Permission well in advance of the event. Occasionally, unforeseen circumstances can make advance notice impossible, and in such cases the School will endeavor to be flexible when appropriate. Permission requests that come in after 12pm (noon) on a Wednesday for the upcoming weekend may be denied.

Depending on the nature of the Away Permission, the School may need some or all of the information detailed below. (Collection of this information is built into the REACH system.)

- Date and time the student is leaving
- Date and time the student is returning
- Reason for Away Permission (auditions or college visits require written confirmation from schools or organizations and will be verified by the College Counselors)
- Where the student is traveling to and staying while off campus
- Travel plans (Does the student need School transportation?)
- Flight details, including departure and return airport, airline, flight number, and flight time
- If School transportation is not required, who will transport the student? (At minimum, we need the driver's cell number or the taxi company's number, etc.)
- Who will accompany/chaperone the student?
- Chaperone's phone number
- Student's cell number
- Approval from some or all of the following, depending on the situation: teachers, dorm parents, relevant Arts Chair, Director of Student Life, Dean of Students. The Assistant Dean of Students will determine who needs to give approval for each Away Permission.

Classes missed when students leave at their parents' request for non-medical, non-religious, or non-family emergencies are defined as "other" requests for Away Permission. This includes non-School-sponsored concerts or other events, non-immediate family weddings, friends' birthdays, etc. Students who miss class for these types of events will receive unexcused absences. Students who give sufficient advance notice to teachers will be allowed to turn in assignments prior to departure and will receive appropriate credit. Students who do not give notice and do not turn in assignments prior to departure will receive zeroes on all missed assignments, tests, etc. They will not be allowed to make up the missing work.

## **SECTION 9: STUDENT SERVICES**

Idyllwild Arts Student Services promotes the health and safety of our community while teaching students the importance of time management, interpersonal relationships, and individual accountability. Our residential life curriculum teaches practical skills for healthy living, fosters an environment of cooperation, trustworthiness, and fun, and provides enrichment for personal growth.

### **A. *Staffing***

The Dean of Students supervises the Student Services staff, which includes the Director of Student Life, the Assistant Dean of Students, the Student Services Coordinator, and the dorm

parents. Questions regarding Student Services should be directed to either the Student Operations Administrative Assistant (ext. 2228) or the Dean of Students (ext. 2234).

## ***B. Food Service***

Sage Dining Services provides food service. Whenever practical, Sage caters to specific student needs and food preferences (vegetarian, vegan, food allergies, etc.).

Meal times are announced and posted during student orientation and when schedule changes occur. Guidelines ensuring the dining hall's safety and cleanliness are as follows:

- All students must wear appropriate attire in the dining hall. Health and safety regulations require that a shirt and shoes be worn in the dining hall, which does not permit bare feet.
- Students may have as many helpings as they like (during dining hall hours), but will be served only one portion at a time.
- When using the salad bar or any communal serving bowl or plate, students must use serving tongs or forks.
- Students should carry sandwiches or small servings on a plate, not in the hand.
- Students may not remove trays, cups, glasses, dishes, and silverware from the dining hall at any time.
- Students must clean up after themselves. This includes leaving tables and chairs clean, taking plates and trays to the back, separating and dumping trash and compostable materials in the appropriate bins, and placing plates and trays on the conveyor to the dishwasher.

## ***C. Transportation***

The Transportation Department ensures that students are transported safely to and from medical and dental appointments, music lessons, performances, and activities. A fleet of well-maintained vans is available for this purpose. We do not provide transportation for non-essential trips off campus.

Transportation to and from Los Angeles International Airport (LAX), Ontario (ONT), and Palm Springs (PSP) airports is provided for a fee of \$125-250 per person, each way. At all other times, transportation to and from any other destination is provided for a fee of up to \$1 per mile. Under extenuating circumstances (e.g., unavailable drivers or vans or unavoidable scheduling difficulties or conflicts), IAA reserves the right to use public transportation or private transportation vendors (e.g., taxi or airport shuttle) and the student will be billed at the taxi or shuttle company's rate. All student transportation not required by the School, including transportation to and from medical and dental appointments, is billed to the student's incidental account.

Students using private transportation or ride-sharing services must get permission through REACH and check out with Log Lodge or a dorm parent before leaving campus. Failure to obtain permission will generally result in the car service being turned away at the entrance to campus.

The Assistant Dean of Students (ext. 2263) manages student transportation.

## **SECTION 10: HEALTH SERVICES**

The Health Center is dedicated to supporting the health of all students so that they can participate fully in IAA programs. This is accomplished by way of an open and communicative relationship between students, parents, and the Health Center. IAA maintains appropriate medical records and provides appropriate communication with students, parents, physicians, and staff regarding medical intervention. In accordance with current law, IAA also maintains confidentiality for both families and students.

IAA requires that students comply with School policy and the reasonable instructions of physicians, nurses, and parents concerning health care. In addition, parents are asked to provide and update as needed the consent to treat their children, and proof of required immunizations. All prescriptions are filled by Idyllwild Pharmacy, in the town of Idyllwild. Parents must never mail medication directly to students and student medical insurance must be in force and up to date.

The full-time boarding setting of Idyllwild Arts necessitates that the institution, acting *in loco parentis* (in place of the parent), must be responsible for each student's medical care. Health Center staff work to accommodate students' health needs, but some health conditions may necessitate a medical leave. The Dean of Students will make such decisions on the basis of input from appropriate professionals.

### **A. Health Services Requirements**

The Health Center Admission Packet is made available to families soon after acceptance. Health Center forms are available on Magnus Student Medical Records (SMR). Parents and guardians will be sent an informational letter that includes username and password, as well as instructions for logging in to the Magnus SMR website. The records of students who are eighteen or older may be treated differently in accordance with current California law.

State law mandates that as a safety practice IAA must have these forms completed before a student arrives on campus. Your child will not be allowed to take part in our programs until the forms are complete.

### **B. Hours of Operation**

A certified medical professional is available for student care 24 hours per day. Health Center hours of operation are posted there. If a student needs medical attention during the night or on weekends, a dorm parent will call the Health Center on-call staff. If the Health Center office is closed or in the middle of a shift change, a staff member will remain available on call. Each time a student visits the Health Center and is seen by a nurse, the following services may be provided:

#### Assessment

- For degree of illness
- Variation in vital signs

- To see if the student is contagious
- Appropriateness of next level of care
- To see what treatment is appropriate in house

#### Treatment

- Observation, isolation, and/or rest
- Orthopedic interventions (ACE wrap, ice pack)
- Referral to practitioners
- Over-the-counter medications

### **C. *Clinic Services***

A private medical clinic is located fewer than ten minutes from campus in the town of Idyllwild. If a student needs to see a physician or nurse practitioner, an appointment will be made by the Health Center and the student's parents will be notified. Appointments can also be made for specialized care. Please call the Health Center to make arrangements if specialized care is necessary.

If a student misses an appointment, the parents may be held financially responsible, depending upon the practitioner's missed-appointment policy.

### **D. *Hospital Services***

The closest emergency care is available in Hemet, about half an hour from campus, but students may be taken to other emergency care facilities, depending upon factors such as acuteness of condition and hospital diversion status.

### **E. *Emergency services***

Ambulance/paramedic services are available locally. Parents will be notified by Health Center staff or Student Services staff as soon as it is practical to do so if their child has been transported or seen by paramedics. In the event of hospitalization, the parent or guardian should make every effort to be at their bedside as soon as possible in order to take over the student's care. If no parent or guardian is available to take over, an Idyllwild Arts employee will stay with the student until hospital check-in is complete.

### **F. *Illness procedure***

Students who are ill must report in person to the Health Center for assessment by the nurse. Students who are too sick to get out of bed should inform the dorm parent on duty, Health Center (ext. 2275), Log Lodge (ext. 2228), or let the Assistant Dean of Students (ext. 2263) know. If a student becomes ill during the day, their teacher, dorm parent, or Student Services Coordinator can excuse the student to the Health Center, or, in the case of non-urgent medical needs, require the student to stay in class until the next free period.

Medical absences for day students must be reported before 8:30am on the day of the absence. Parents of boarding students may not excuse their children for illness by phone or other means.

Students excused from classes for illness may not participate in School activities until they have received permission from the School nurse to resume classes. Every effort is made by the nursing staff to work with the student's arts and academic schedules. If, in the nurse's judgment, a student requires the services of a medical practitioner, the nurse will arrange such services and the parents will be notified and billed accordingly.

If it is determined that a student falls under the Flu/Fever protocol and the parents are local to Southern California, the student must be picked up and convalesce at home until cleared for return to School. Caring for students who could convalesce at home places an excessive burden on the Health Center. Minimizing contact by sick and contagious students with other students is in the best interest of the community.

### ***G. Medication Services***

The Health Center will oversee the use of all prescription and over-the-counter medications by boarding and day students, and generally, medications must be stored in the Health Center. For purposes of this policy, "medications" are defined to include any prescription or over-the-counter medication, vitamin, or supplement taken by mouth, inhaler, or injection, or as drops, creams, or lotions. The Health Center must be notified of all student medications, including prescribed, and over-the-counter medications, and parents must complete and sign authorization forms to permit the Health Center staff to dispense over-the-counter medications as listed on the form (such as pain relievers, allergy medicine, cold tablets, cough medicine, or antacids) and prescription medications.

The authorization forms for administration of prescription medications must also be completed and signed by the student's prescribing physician.

Students are not allowed to store medication in their rooms or have medication in their possession without approval from the School nurse and Dean of Students. Generally, the following medications may be self-administered by students and carried/stored by students with prior approval from the School nurse and Dean of Students, and when an authorization form has been completed and signed by the student's medical provider and parents:

- Prescription medications that are applied topically, such as topical cream for the treatment of acne;
- Oral contraceptives; and
- Emergency medications, including but not limited to, asthma inhalers, epinephrine auto-injectors, and insulin.

Requests to self-carry and/or self-administer other medications will be reviewed on a case-by-case basis and must be approved in writing by the School nurse and Dean of Students. The School retains the sole discretion at any time to deny permission, or revoke permission it has given, to a student to self-administer medication.

Students may never give medication, whether over-the-counter or prescription, to other students.

Scheduled medications that have not been picked up after the student no longer requires the medication will be destroyed for safety reasons.

The Health Center makes every effort to assist students with medication compliance. Students are contacted via email if they miss any medication ordered for morning or evening administration. Students missing any regularly-scheduled medication will have an email sent to their parents, and the Dean of Students will be notified.

All medication must be registered with the Health Center before arrival at School and be provided in their original containers. Prescription medications must come with the pharmacist's label, which includes the student's name, medication name, dosage, and time schedules. This includes all prescription medications, any over-the-counter medication, herbals, homeopathic medication, or supplements. Medication labeled in any other language is strictly forbidden for safety reasons. Students found taking or possessing medication not registered with the Health Center, or who fail to follow this policy, will be subject to discipline.

#### ***H. Electric Scooters***

Electric scooters are available, when prescribed by a doctor, through the Health Center.

#### ***I. Consent to Treat***

A signed Consent to Treat Form is required for every student before they return to campus each year.

#### ***J. Immunizations***

All required immunizations are required to be complete upon initial admission to the School, unless the student has a valid immunization exemption on file with the School. If further immunizations are given, parents must provide updated immunization information to the Health Center. Required and recommended immunizations are detailed in the Health Center admission packet forms.

#### ***K. Custody Information and Family Contact Information***

Information regarding joint or sole custody (legal and physical) is required by the Health Center so that questions and information regarding your child may be appropriately addressed. In addition, parents are required to keep the administration informed about changes to their work or home locations, family contact information, and/or custody arrangements.

All students must have a guardian on file who will be able to pick them up from campus within 48 to 96 hours in case of emergency.

#### ***L. Flu Permission Form***

The flu vaccine is offered annually to Idyllwild Arts students and is highly recommended. Any student who wishes to receive the flu vaccine must have a signed consent and release form

on file with the School. We have found that when the majority of the student population receives this vaccine, the number of flu cases is reduced and symptoms for those infected are less severe and of shorter duration. This form is in the Health Center admission packet and must be completed annually.

### ***M. Student Medical Coverage***

All students must have medical insurance that is accepted by the local clinic providing our primary medical service. This clinic accepts many preferred provider plans (PPO) and some local health maintenance organization (HMO) plans. Please contact the local clinic, Idyllwild Health Center, at (951) 659-4908, to confirm that your coverage is accepted. Idyllwild Arts provides a comprehensive medical insurance plan that is available for international students at a reasonable cost.

Parents or students are required to provide proof of an insurance plan by registration. If we do not have this information, we will purchase Student Medical Insurance for your child. Parents will be billed for the cost of the premium. This cost is not refundable.

If your family has medical insurance through Kaiser, please know that there are no Kaiser facilities available locally. If you have Kaiser insurance and do not wish to purchase the Student Insurance plan, you must provide a valid credit card for all medical appointments and prescription services, as well as for urgent or emergency care.

### ***N. Counseling Department Mission***

The Idyllwild Arts Academy Wellness Center provides high quality mental health services to promote the overall well-being, retention, and success of our diverse student population. Our work is guided by ethics, professional standards, and appreciation for diversity.

#### **Vision**

Maximize student success at IAA and beyond by providing responsive and effective support, education, and mental health care interventions and referrals.

#### **Diversity Statement**

Staff members of the IAA Wellness Center are committed to continued development of the awareness, and appreciation, of individual differences within our diverse school community. We value diversity among our faculty, staff, and students and we endeavor to be a supportive force on campus as our community members explore their own identities and beliefs about diversity. It is our intention that the Wellness Center be an emotionally safe and respectful environment for members of the IAA community. To this end, we strive to provide quality services which are sensitive to diversity of all kinds including age, gender, race, ethnicity, ability, religion, sexual and gender identities, and values.

#### **Counseling and Mental Health Services for Students**

Idyllwild Arts Academy is committed to supporting and empowering students for personal, social, and academic success. The Wellness Center of IAA, as supervised by the Dean of Students and in collaboration with the Director of Counseling Services, supports the mental health needs of all students in our programs within the boundaries of a school social work model. Individual counseling is offered on a short-term basis, in one-on-one sessions dealing with a wide range of personal concerns that may include issues such as Adjustment, Stress Management, Anxiety, Depression, and Relationship Concerns. These counseling services are provided in a professional, private, and confidential setting, at no cost, for all students who wish to address any potential obstacles or barriers to their success at IAA. IAA mental health services will operate in accordance with all applicable laws and regulations.

All Wellness Center services are provided under a policy of strict confidentiality except where personal safety is concerned. If our Wellness Center staff recognize that a higher level of care is needed than what the Wellness Center can provide, the Counselor will initiate appropriate steps. Minimal information may also be shared with families, faculty, or residential life instructors on a need-to-know basis in order to support the education and well-being of a student.

In California, children under 18 years of age are considered minors and starting at age 12 (or otherwise having the mental capacity to consent to their own treatment) they are allowed to consent to their own mental health treatment.

### **Counseling Scope of Practice**

*Counseling* - Provide mental health counseling services for all students at no additional cost.

- Provide individual counseling services to foster the psychological and emotional well-being of students.
- Develop, host, and facilitate small group sessions that center on a shared issue or problem.
- Refer students whose counseling mental health needs are more intensive or long-term in nature, or beyond the scope of the Wellness Center, or beyond the scope of practice or competency of the counseling staff, to an appropriate community resource.
- Provide educational programming regarding alcohol, drugs, suicide prevention, healthy relationships, and other mental health and wellness topics.
- Provide mandated evaluative assessments and/or counseling as requested by IAA administrators and/or the Student Care Multidisciplinary Team.
- Provide mandated remediation sessions for those who have been found in violation of campus policies.
- Evaluate and assess for accommodation for the Accessibility and Disability Services program will be referred to outside providers. Psychological testing, psychiatric evaluations, and medication management are not provided.
- Manage student departures that emerge from mental health issues.

- Manage student returns to campus that involve mental health concerns.

*Crisis Intervention* - Respond to mental health acute distress and emergency crises during business hours and after hours.

- During business hours provide crisis intervention services to students who are in serious, acute, or immediate emotional distress. Crises may include, but are not limited to: suicide attempts, suicidal ideation, sexual assault, physical assault, or any other type of serious crisis that may require urgent, immediate, same-day or next-day attention or services.
- Provide limited on-call crisis intervention after hours. If an acute distress or imminent crisis or emergency occurs after business hours, the on-call counselor may be contacted through Security, the IAA Administration, or the Residence Hall staff. IAA cannot guarantee the 24/7 availability of counseling staff, and in such cases IAA may use local hospital services, or call 911 in case of a life-threatening emergency.

*Prevention and Outreach* - Provide prevention, education, consultation, and other outreach wellness activities or services to students and employees.

- Prevention and outreach efforts include, but are not limited to: individual or group counseling; mental health screenings or assessments; limited case management; on-campus or off-campus psychosocial or educational outreach workshops or presentations; classroom instruction; residence hall activities; promotional and education campaigns and resources; consultation with faculty, staff or administration; and consultation or team-building activities with various student clubs and organizations.
- Offer advocacy, consultation, and educational services upon request to students and employees.
- Offer educational or training workshops on various mental health or wellness topics to the campus community.
- Network with off-campus groups and organizations and collaborate as appropriate.
- Help to make referrals for more in-depth long-term mental health services outside the school, as well as make referrals for educational and/or psychological assessments. (Note that the student and their family will be financially responsible for such services.)
- Provide case management and coordination with students' off campus mental health care providers.

### **A Note about Self-Harm**

Whenever a student is at risk of self-harm for any reason, their safety is the first priority. In accordance with that concern, whenever a student presents to any faculty/staff/peer with concerns about or evidence of self-harm or suicidality, the school counselor and the Director of Counseling Services will become involved and appropriate steps will be taken. Further

actions may be needed to ensure the student's safety. Such actions may include, but are not limited to:

- Contact with parent/guardian to inform of incidents of self-harm
- Recommended continued meetings with school counselor or therapy with an off-campus provider
- Referral to an outside provider for further or more intensive treatment
- Academy leave, or other action needed to ensure student safety

### **Licensed Clinical Staff**

Direct counseling services will be provided with licensed or Associate-level providers licensed by the California Board of Behavioral Science.

- Counselors are responsible for knowing and adhering to the legal and ethical codes outlined by their corresponding mental health professional association and licensing board. Failure to do so may result in disciplinary action by IAA and/or a report to the California Board of Behavioral Science.
- Wellness Center staff will provide an informed consent or disclosure statement upon intake of each student seeking services. The disclosure will contain a confidentiality statement and include exceptions to confidentiality established by state statute.

**Counseling Records, Viewing Records, and Storage of Records** - The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that student records maintained by physicians, psychologists, psychiatrists, or other recognized professional and paraprofessionals are not educational records. Therefore, client files are classified as protected health information and are subject to the Health and Insurance Accountability and Portability Act (HIPAA) and are not part of any permanent record of IAA, but are property of the Wellness Center.

- Counselors are responsible for maintaining individual client files. These files will be stored, in a protected and confidential manner in accordance with all applicable laws, in individual counselors' offices. In addition to paper files, online records are protected by security features provided by the institution.
- A fully executed Release of Information form will be required when a client would like their counseling information to be shared with a third party.
- Counselors will maintain files for a period of seven years following the last contact with a client. In the case of minors, the record is kept until the client turns 25 years of age as outlined by California law. Files are appropriately deleted or destroyed after that time.
- Reminder: In California children under 18 years of age are considered minors and starting at age 12 (or otherwise having the mental capacity to consent to their own treatment) they are allowed to consent to their own treatment.

- Counselors, upon separating from the school, will appropriately terminate and/or transfer clients in accordance with ethical guidelines and assure that all records are up to date.

## **Confidentiality**

As a general rule, Counselor will keep the information the student shares within sessions confidential, unless the Counselor has the student's written consent to disclose certain information. There are, however, important exceptions to this rule that are important for the student to understand before sharing personal information within a therapy session. In some situations, Counselors are required by law or by the guidelines of the profession to disclose information whether or not they have the student's permission. A list of some of these situations follows below.

Confidentiality cannot be maintained when:

- A student tells a Counselor that they plan to cause serious harm or death to themselves and the Counselor believes that the student has the intent and ability to carry out this threat in the very near future. The Counselor must take steps to inform a parent or guardian of what the student has told them and how serious they believe this threat to be. The Counselor must make sure that the student is protected from harming themselves.
- A student tells a Counselor that they plan to cause serious harm or death to someone else who can be identified, and the Counselor believes that the student has the intent and ability to carry out this threat in the very near future. In this situation, the Counselor must inform the student's parent or guardian, and the police, and must inform the person whom the student has expressed the intent to harm.
- A student is doing things that could cause serious harm to themselves or someone else, even if they do not intend to harm themselves or another person. In these situations, the Counselor will need to use professional judgment to decide whether a parent or guardian should be informed.
- A student tells a Counselor that they are being abused (physically, sexually, or emotionally) or that they have been abused in the past. In this situation, the Counselor is required by law to report the abuse to the California Department of Child Protective Services.
- A student tells a Counselor about an elder or dependent adult who is being abused (physically, sexually, or emotionally). In this situation, the Counselor is required by law to report the abuse to the California Department of Adult Protective Services.
- A student is involved in a court case and a request is made for information about their counseling or therapy. If this happens, the Counselor will not disclose information without the student's written agreement unless the court requires them to. The Counselor will do all they can within the law to protect the student's confidentiality; if

required to disclose information to the court, the Counselor will inform the student that this is happening.

### **Communicating with parent(s) or guardian(s)**

Except for situations such as those mentioned above, the Counselor will not tell the student's parents or guardians specific things that the student has shared during the private therapy sessions. This includes activities and behavior that the student's parent/guardian would not approve of or would be upset by, but that do not put the student at risk of serious and immediate harm. However, if the student's risk-taking behavior becomes more serious, then the Counselor will need to use professional judgment to decide whether the student is in serious and immediate danger of being harmed. If the Counselor believes that the student is in such danger, they will communicate this information to the student's parent or guardian.

Even if a Counselor has agreed to keep information confidential and not to tell the student's parent or guardian, the Counselor may believe that it is important for them to know what is going on in the student's life. In these situations, the Counselor will encourage the student to tell their parent/guardian and will help the student find the best way to tell them. Also, when meeting with the student's parents, the Counselor may sometimes describe problems in general terms, without using specifics, in order to help them know how to be more helpful to the student.

### **Communicating with other adults**

*School* - The Counselor will share any information with IAA Administration or Nurses when it falls under the exceptions to confidentiality. This is done to coordinate care and get the student the support and services they need. Sometimes the Counselor may ask to speak with other IAA faculty or staff to find out how things are going for the student. Also, it may be helpful in some situations for the Counselor to give suggestions to the student's teachers or dorm parents. The Counselor will discuss these situations with the student and ask for their written permission. An unlikely situation might come up in which the Counselor does not have the student's permission, but believes it is important to share certain information with someone at IAA for the sake of the student's safety or the safety of others. In this situation, the Counselor will use professional judgment to decide whether to share information.

*Doctors* - Sometimes a student's doctor or previous doctor and their IAA Counselor may need to work together. For example, a student may need to take medication in addition to seeing a Counselor. The Counselor will get the student's written permission in advance to share information with their doctor. The only time a Counselor will share information with the student's doctor, even if the Counselor does not have the student's permission, is when the student is doing something that puts them at risk for serious and immediate physical/medical harm.

## **Student Care Multidisciplinary Team**

The school has a multidisciplinary team that collaborates on interventions to ensure student success and safety.

Students or parents who decline to consent to release information regarding Counseling or Health records may be asked to leave IAA if the student's safety or the safety of others on campus cannot be assessed without the information.

It is appropriate to refer a student when the student may be experiencing undue stress or has needs beyond what could be addressed by a simple referral to a direct resource on campus. Anyone can refer a student to the team.

Core members:

- Director of Counseling Services
- Director of Health Services
- Head of School and/or Assistant Head of School
- Dean of Students
- Rotating members (based on who student is and what the concern is):
  - Department Chair
  - Student Advisor
  - Dorm Head
  - Resource Teacher as needed
  - Other personnel as needed
  - The student of concern

## **ON CAMPUS SUPPORT AGREEMENT**

With the goal of helping students receive appropriate care while remaining at IAA and fully participating in the program, the Wellness Center will utilize On Campus Support Agreements as needed and indicated. The use of these agreements may be indicated when a student is recovering from self-harm, suicidal ideation, a current or previous eating disorder, or any other diagnosis which requires engaging in additional services on campus and/or treatment with outside practitioners. Requirements may include but are not limited to:

- Psychiatric Consultation: medication consultation and management with a psychiatrist of the family's choosing
- Body Work for Nervous System Support: to aid in integration and nervous system regulation for psychosomatic diagnosis
- Psychotherapy: individual therapy appointments, which can be via telehealth with therapists licensed in the state of California
- Tracking: for behavioral interventions, tracking recurrence of behavior in order to best support the student's recovery and treatment progress

- Group Counseling: focusing on coping skills, emotional regulation, or a shared topic of concern for multiple students
- Check-in appointments with a counselor to review the above supports and to address any setbacks to completing this Care Plan
- For suicidal ideation and self-harm, Safety Contracts signed and revisited once a month or as needed
- For self-harm, the Health Center performs weekly randomized body checks
- Dorm parents, Health Center staff, Log Lodge staff, and Faculty may be informed on a need-to-know basis to ensure safety and so that we can best support the student across campus and in dorm life

## **GENDER, TRANSGENDER AND NON-BINARY STUDENT TRANSITION SUPPORT**

IAA accepts the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected by IAA. The assertion may be evidenced by a desire expressed by the student and their family for the student to be consistently recognized as being of the sex consistent with the student's gender identity. Students ready to transition socially may initiate a process to change their name, pronoun, attire, and access to gender-related programs, activities, and facilities consistent with their gender identity.

Each student has a unique process for transitioning. IAA customizes support to optimize each student's equitable access to the school's educational programs and activities. Students and their families wishing to transition should contact a school counselor or any school administrator with whom the student is comfortable to initiate the process. IAA encourages student and family collaboration throughout the student's transition process and advocates that the school and the student communicate with the student's family at each step. IAA maintains some gender-neutral facilities in several buildings and is continually investigating opportunities to provide more of these facilities.

### ***O. Safe Harbor Policy***

The purpose of the School's Safe Harbor Policy is that students may come forward without the risk of discipline when they are in need of help either for themselves or for other students. The School's Safe Harbor is designed to help students seek and receive assistance for themselves or other students in times of crisis or potential crisis. The goal is to encourage students to help themselves and to help others when health and safety may be in jeopardy.

The Policy encourages students to seek help when a student's health and/or safety is at risk because of:

- Involvement with drugs and alcohol.
- An attempt to harm himself or herself or another member of the community.

- Any abusive situation and/or any situation that may be harmful to a member of the School community.

The Safe Harbor Policy is not intended to cover behaviors that do not threaten the health and safety of a student, such as academic dishonesty.

Students are encouraged to seek help from the School's faculty and administration, counselors, health care providers, law enforcement, or other adults when any situation arises that may require immediate medical attention or other assistance with any of the above described situations.

The Safe Harbor may be invoked when a student brings to a School nurse, a counselor, the Dean of Students, the Assistant Head of School, the Head of School or the Director of Student Life information concerning an at-risk student. A student can invoke Safe Harbor for him/herself or for another student. School faculty and administration will not, to the extent possible, disclose the names of students who assist others in seeking Safe Harbor.

Students who request Safe Harbor for themselves, or for another student will not be subject to a disciplinary response, as long as the concern is honest and there is no malicious intent, absent the following exceptions:

- A student cannot evade discipline by violating School policy, and then after being threatened with discipline, invoke the Safe Harbor policy.
- Exceptional aggravating circumstances, including threats of violence towards others, may result in a disciplinary response.
- Safe Harbor does not apply to a student who distributes illegal substances or aids others in obtaining them.
- Safe Harbor is not intended as a haven or shield for a student who seeks sanctuary after he or she knows or suspects that an adult is aware of unacceptable behavior.
- The Safe Harbor does not exempt a student from any local, state, or federal laws.

It is expected that during any Safe Harbor request a student will demonstrate honesty and fully disclose the extent of his or her involvement. The absence of full disclosure may result in discipline.

The following outlines, in general terms, actions the School may take when a student seeks assistance under the Safe Harbor policy:

- Notify parents.
- Seek an assessment by a trained counselor/therapist.
- Seek an evaluation by a physician.
- Create a plan, with the assistance of the above-mentioned people, to help the student address his or her situation. Part of this plan may require drug testing and/or separation from School for a period of time to seek professional help, i.e., medical leave.

Students who have utilized the Safe Harbor policy for themselves may be required to participate in periodic drug testing when appropriate, and/or ongoing counseling/therapy. If a student fails, refuses, or does not appear for a drug test or does not attend or cooperate in the counseling process, the benefits of Safe Harbor may be terminated and his or her standing with respect to discipline may change.

The Safe Harbor Policy may be utilized without a formal disciplinary response only one time during a student's enrollment at the School. A student who requests or is assisted by this Safe Harbor policy more than once may, on the second occurrence, be subject to disciplinary action.

### ***P. Medical Leave of Absence***

Certain circumstances regarding health and well-being may necessitate placement of a student on Medical Leave. In conjunction with the Health Center and/or Wellness Center, the Dean of Students initiates all Medical Leaves. Students and parents may also request a Medical Leave by contacting the Dean of Students.

Students on Medical Leave are expected to return to School if and when the Dean of Students, the Health Center, and the medical professional(s) treating the student deem it appropriate. Return will generally be contingent on the following conditions:

- Clearance from the appropriate medical specialist that the student is safe to return.
- A time off campus agreed upon between the practitioner and IAA to ensure the efficacy of the medical and/or therapeutic treatment.
- A medical and/or therapeutic treatment plan that IAA can support effectively.
- Keeping up with coursework with a plan connected to the Leave, directed by the Assistant Head of School. (A plan will be devised and disseminated at the beginning of the Medical Leave.) We do not permit students on Leave to Zoom into their classes aside from private lessons, or individual meetings with a teacher.

In order to support the student, parents may be asked to authorize IAA and the medical professionals treating their child to communicate with each other about their child.

### ***Q. Reasonable Accommodations Policy***

IAA adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this Policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the School.

#### ***Request for Accommodation***

A student with a disability who desires a reasonable accommodation in order to access the goods, services or operations of the School, or his or her parents, should make a request in writing to the Assistant Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

### *Reasonable Documentation of Disability*

Following receipt of the request, the Assistant Head of School may require additional information, such as reasonable documentation of the existence of a disability.

### *Interactive Process Discussion*

After receipt of reasonable documentation of a qualified disability, the School will arrange for a discussion with the student and the student's parents. The discussion may include other individuals that may help the School better understand the student's disability limitations or the need for accommodations. The purpose of the discussion is to work in good faith to discuss fully all feasible potential reasonable accommodations.

### *Case-by-Case Determination*

The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide after it has engaged in the interactive process described above, unless the parents and student refuse to engage in an interactive process. The School will not provide accommodation(s) that would pose an undue burden upon the School finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services, or operations. The School will inform the student of its decision as to reasonable accommodation(s) in writing.

## **SECTION 11: SAFETY GUIDELINES AND SECURITY**

### **A. Fire Safety Guidelines**

The following rules have been developed in compliance with California State Fire Codes and the State Fire Marshal to ensure the safety of all dormitory residents:

*Appliances:* Heating appliances such as popcorn poppers, heating coils (hot plates), hot pots, coffee pots, ovens, rice cookers, and irons are not to be used in student rooms. Electric hair dryers and curlers may be used in the rooms, but must be unplugged when not in use.

*Decorations and furnishings:* Students must take care to avoid overcrowding their rooms and to avoid bringing items that may be unnecessary. These items can be sent to the campus later if needed. Special care and consideration should be given to the nature of decorations chosen for rooms in a dormitory. Any item that takes up excessive space or is flammable must be avoided.

*Ceilings:* Flammable materials such as paper posters or cloth tapestries may not be used on the ceilings. Ropes and other materials cannot be hung from the ceilings as they may obstruct freedom of movement in the room in an emergency. No items should be placed near the automatic fire sprinklers in each room, since spray could be diverted when needed during a fire.

*Room Requirements:* Room entrances must be clear of obstructions and the entire room must be visible from the doorway. Students may not hang tapestries to conceal their beds.

Candles, flammable incense, kerosene lamps, etc. are not allowed in dorm rooms, and smoking in dorm rooms and anywhere else on campus is absolutely prohibited. Due to our location and the risk of wildfire, having a lighter or open flame on campus is viewed as a violation of the code of conduct and may result in suspension or separation.

The original window coverings must remain in the room. Since the window is a possible emergency escape route, care should be taken to avoid placing flammable materials or obstructions in this area. For safety reasons, screens may not be removed except in an emergency.

Torch halogen lamps are not allowed. Decorative lampshades may be used on desks or study lamps only if non-flammable.

Bulbs used in lamps and ceiling fixtures may be no more than sixty watts. For safety reasons, cellophane, theatre gels, or colored paper may not be used inside fixtures to add color.

### ***B. Fire Drills and Disaster Preparedness***

There will be periodic fire/disaster drills, requiring absolute cooperation. At the opening dorm meetings, students will be informed of the correct procedure to be followed for drills. The School also maintains a disaster preparedness plan. Faculty and staff are informed of the procedures in the case of a disaster.

### ***C. Security on Campus***

A security guard patrols the campus in a marked car during the day and night.

Faculty can contact security guards at any time by radio or telephone. Security contact numbers appear on the campus phone list posted in all dorms and campus buildings.

## **SECTION 12: ADDITIONAL SERVICES**

### ***A. Bookstore***

The campus bookstore sells textbooks, personal items, and supplies. Students can charge their textbook and incidental purchases at the bookstore if there are sufficient funds in their accounts at the School's business office and no parental restrictions are in place.

### ***B. Student Incidental Accounts and Required Deposit***

There should be little need for money at Idyllwild Arts Academy on a day-to-day basis. Most personal needs can be charged at the bookstore. Parents must maintain an incidental charge account at the School in their child's name. The account must have at least \$1,500 at the start of the school year to cover charges the student incurs for bookstore purchases, field trips, Health Center services, transportation, postage, storage, and cleaning or repair of dorm

rooms. Periodic replenishment is required in order to maintain a deposit balance of at least \$500.

### ***C. Cash***

If students need cash disbursed from their incidental account, permission must be granted by the parents and given to the Accounts Receivable Specialist. Parents are required to pay by credit card for any cash given to their children at the time permission is granted to disburse the cash. Incidental cash and payment transactions will be reflected on a student's billing account statement. Questions regarding this or any student billing should be directed to the Accounts Receivable Specialist at ext. 2209.

Students should never keep large amounts of money in their dorm rooms. If theft occurs, it is difficult (if not impossible) to recover the money. If Student Services staff become aware of an excessive amount of money in a student's possession, they will help that student make a bank deposit. Students who wish to open bank accounts can do so at any time of the year. Transportation to the nearest bank will be arranged.

### ***D. Student Identification Badges***

Every student is issued an identification badge that must be in their possession anytime they are outside their dorm. The badge must be presented at the bookstore to charge purchases to the student's incidental account. Badges must also be presented at the dining hall during meals and some mandatory School events. Badges are issued by the Student Services Assistant in Log Lodge (ext. 2228).

### ***E. Mail and Post Services***

Students are able to send outgoing mail from the School and mail is delivered to them Monday through Friday. Postage stamps can be purchased at the campus bookstore.

Student mail should be addressed to:

(Student's name)  
Idyllwild Arts Academy #38  
52500 Temecula Road  
Idyllwild, CA 92549

UPS and FedEx pick up and deliver packages Monday through Friday, excluding federal holidays. If students need to ship belongings, they can do so at the School.

### ***F. Internet and Network Services***

The School provides wifi coverage in all indoor and most outdoor spaces. Students must use the IAStudent wifi network and may not use other networks, including the IAGuest network. (Per-client bandwidth is slowed down on this network and certain services like streaming video are blocked.)

The School is required by federal law to provide content filtering services that block access to certain types of content. If you are attempting to access a legitimate site but find it blocked, simply email [ithelp@idyllwildarts.org](mailto:ithelp@idyllwildarts.org) with the site URL and state why you need access to the site.

Students are strictly prohibited from installing their own wifi equipment on the school campus as this will interfere with the existing infrastructure.

Internet timers are used to help manage responsible use, and the wireless network may be switched off between 12am and 6am to encourage healthy sleep habits.

### ***G. Electronic Communications Resources and Email Use Policies***

This Policy applies to student use of Electronic Communications Resources owned or maintained by the School. The School offers its entire community a wide range of electronic communications resources and technologies to support its educational objectives. These include, but are not limited to, computers, mobile devices, and internet connections. This Policy also applies to the use of personal devices, such as a student's personal laptop, while using the School's Electronic Communication Resources. The use of the School's Electronic Communication Resources is a privilege, not a right. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including suspension or expulsion.

The following terms and conditions are meant to provide students with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct that violates the School's policies, or is detrimental to the School and its mission, and/or harmful to other students.

#### *Laptops*

Students are required to bring laptop computers to IAA and to bring them to class with a fully charged battery every day.

#### *Email, Google Apps and Google Drive*

Every student is assigned an IAA email account that comes with access to Google Docs, Sheets and Slides, and Google Drive for storage. Students are required to check their email accounts daily for messages from teachers, dorm parents, and Student Services staff and for homework assignments, grades, feedback, etc. Students can continue to use their IAA Google account once they graduate.

#### *IA Account (Blackbaud)*

Every student is provided with an account in our Learning Management System. Known colloquially as the IA Account, students should check this system daily for homework assignments, coursework, feedback, and grades.

#### *Adobe Creative Cloud*

The School provides full access to the Adobe Creative Cloud suite of software (including Photoshop, Lightroom, Premiere, After Effects, and more) along with 80GB of Adobe Cloud

storage. Adobe Creative Cloud accounts and storage will remain accessible for 90 days after students graduate.

### *Proper Usage*

All School standards of conduct apply for use of the School's Electronic Communications Resources. During class time, School Electronic Communications Resources are to be used for academic purposes only. In addition, students agree never to use School technology resources, including the School computers or networks, for purposes such as the following:

- To send messages using abusive or otherwise objectionable language.
- To access or use chat rooms.
- To engage in personal attacks, including prejudicial or discriminatory attacks.
- To harass or bully another person.
- To knowingly or recklessly post false or defamatory information about a person or organization.
- To enter contests, advertising, political lobbying, or personal commercial activities including online purchasing on sites such as eBay or Craigslist.
- To post, send, or download copyrighted material without permission. Users are to respect the rights of and the intellectual property of others in accordance with state and federal copyright laws. Transferring copyrighted material without the expressed permission of the owner is a violation of Federal Law.
- To access, send, or retrieve pornographic material.
- To post inappropriate text files or files dangerous to the integrity of any network.
- To circumvent security measures on School or remote computers or networks (hacking).
- To attempt to gain access to another's resources, programs, or data.
- To falsify one's identity to others.
- To engage in the unauthorized exploration of the School's network or to change any installed School software.
- To disclose personal information, such as address, phone number, or age, on the School system to third parties unless the student has parental consent.
- To download or upload software, games, or shareware.
- To communicate any credit card number, bank account number, or any other financial information.
- To gamble.
- To use the name Idyllwild Arts Academy and/or Idyllwild Arts Foundation on a social networking site.
- To agree to meet with someone the student has met online.
- To engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- To post chain letters or engage in spamming, i.e., sending an annoying or unnecessary message to a large number of people.

In addition, peer-to-peer file sharing and use of any torrent sites are prohibited. Any student whose computer is identified as having been file sharing, torrenting, or downloading copyrighted material, including movies and television shows, will be immediately blocked

from the network and may be subject to disciplinary consequences. Use of proxy servers and applications and other filter-avoidance sites and applications is prohibited.

#### *Communication is Not Private*

Each student's online communication is a reflection of our School. Email to and from our School is like a postcard: it is not private and may be monitored as needed. The School does not actively monitor student communications but may do so if policies have been violated. Therefore, students have no right to privacy in email or other School technology resources as it relates to use of the School's electronic resources. The School has the right to monitor and review all use of its Electronic Communications Resources of any kind, including communications on its server/network and electronic equipment.

#### *Safety*

Students must promptly disclose to their teacher or another administrator any message they receive that is inappropriate or makes them feel uncomfortable. If a student mistakenly accesses inappropriate information, the student must immediately tell his or her teacher or an administrator.

#### *Security*

It is essential that the School's computers never be disrupted by any virus. For that reason, using School computers to open any email system other than the School's official email account is strictly prohibited. When work must be transferred from home to School, it must be via the School's official email address.

#### *Vandalism*

The entire community suffers when computer systems are disrupted. Students agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or circumventing any computer software or network settings; or changing any hardware connections or cabling.

#### *Password Protection*

Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their passwords.

#### *Copyright & Plagiarism*

Students are responsible for producing their own work in completing School assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author.

#### *Misuse*

Students agree to report any misuse of the system to a teacher or an administrator.

## **H. Social Media**

This Policy applies to all IAA students in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of the School or any other devices or resources.

IAA understands that students use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family and friends.

In general, students are expected to use good and ethical judgment in their use of the internet and social media and in their electronic communications generally. In addition, the following particular rules apply to students of the School:

### *Adhere to IAA Policies and Regulations*

To the extent a student's internet, social media, and electronic communications use anywhere and in any context affects other IAA students or employees, IAA families, or their participation in the IAA community through work, education, or otherwise, the student is required to follow IAA rules, including but not limited to the provisions of this Policy, the School's Policy Against Harassment, Discrimination and Retaliation, and the School's Policy Against Bullying. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at the School or materially interferes with School activities, that reasonably leads the School to foresee such disruption or interference, or which interferes with the rights of students, employees, or School families, the School may take disciplinary action against the student.

### *Do Not Engage in Prohibited Harassment, Discrimination, Retaliation, or Threats*

Students cannot post statements, photographs, video, or audio that reasonably could be viewed as harassment, discrimination, retaliation, or violating the law, such as unlawful threatening conduct. Examples of such conduct include offensive posts that could contribute to a hostile educational environment at the School on the basis of actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state, or local law. Please refer to the Policy Against Harassment, Discrimination and Retaliation.

### *Do Not Engage in Bullying of Fellow Students*

Students are prohibited from engaging in conduct that violates the School's Policy Against Bullying. Bullying of minors of any age in the School environment can cause psychological and personal harm and can serve as an obstacle to their succeeding in an educational environment.

### *Do Not Make Inaccurate or Defamatory Statements*

Students should never communicate any information or rumors that the student knows to be false about his/her fellow students, employees of the School, or anyone. Students should strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to their sources of information. If a student makes a mistake they should correct the information or retract it promptly.

### *Do Not Infringe On Others' Rights or Privacy*

Do not disclose information that may violate student, School family, or employee rights. For example, do not disclose another individual's social security number, medical information, or financial information in a manner that violates that person's privacy rights.

IAA recommends that, if a student would like to keep his/her personal life separate from his/her School life, use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social networks, as those individuals will have access to their profile, photographs, etc. Understand that even if a student has private settings, those whom that student invites into his/her network can easily print, save, cut, paste, modify, or publish anything he/she posts. Also, as a general matter, consider that a student's online reputation may follow him/her into his/her future academic, personal, and professional life. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in online posting and activity.

### *For More Information*

Please contact an administrator with any questions or for further guidance.

## **SECTION 13: STUDENT LIFE**

The mission of Student Services at IAA is to manage the health and safety of our community while teaching the importance of time management, interpersonal relationships, and individual accountability. Our student life curriculum fosters an environment of cooperation, trustworthiness, fun, and personal growth, while our Health and Wellness Program teaches practical skills for healthy living.

### **A. *Dormitory Supervision***

Dorm parents live in or adjacent to every dormitory building on campus to provide supervision and to create a nurturing, familial environment. They are visible, available, and approachable for students and it is not uncommon for students to visit their dorm parents for conversation or advice. Students also cook and eat in faculty apartments, walk faculty dogs, and baby-sit or play with faculty children. Similarly, dorm parents spend time each evening visiting students in their rooms. Student prefects (defined below) assist in dormitory supervision, as well.

### **B. *Prefect Program***

Prefects are upper-class students who have been chosen to work closely with faculty members to monitor and govern the dorms and to serve as role models for younger students. Approximately one prefect is assigned for every fifteen students in the larger dorms and for every nine students in the smaller dorms. Prefects attend weekly meetings with the dorm parents on their team to discuss all dorm-related matters. They also work with the Director of Student Life to plan activities on and off campus. Prefects may conduct or assist in conducting room inspections in the dorms and may be responsible for monitoring dorm

rules. They also provide informal counseling and advice to other students. The prefects are chosen in April by the dorm parent teams in recognition of their leadership potential, honesty, dependability, fairness, and good conduct.

### **C. Privacy**

Everyone deserves a certain degree of privacy in his or her living space, and dorm parents strive to respect student privacy by knocking on doors before entering. But a dorm room is not an inviolable space. Dorms are the property of the School, and the School reserves the right to enter student rooms to conduct inspections and repairs. In addition, dorm rooms are subject to search and special inspection if Student Services staff suspect that a student is engaged in illegal, illicit, harmful, or unsafe activity.

For safety reasons, students are not allowed to lock their doors when they are in their rooms, including when students are sleeping. (The only exception is for students residing in Lower Wayne, where rooms open to the outdoors.) Students may not enter other students' rooms without the express permission of the inhabiting students. The School strongly encourages students to lock their doors when they leave their rooms for extended periods of time. Visitors, including family members and former students, are not permitted to stay overnight in the dorms.

### **D. Dorm Safety**

The dorms are locked at 10pm every night and unlocked at 6:30am every morning.

During the night hours when the dorms are locked, outside doors and various windows are protected by an alarm system.

### **E. Dorm Theft**

In the case of theft, a student should immediately report it to a dorm parent and the Dean of Students. The School will ask the student to complete a detailed theft/loss report and often the School will notify the student's parents. Sometimes it is necessary to involve the local police. Student Services staff are intolerant of theft in the dorms and staff members do what they can to locate stolen goods. This can include dorm room searches.

## **SECTION 14: RESIDENTIAL LIFE EXPECTATIONS**

### **A. Roommates**

An IAA student should expect to have at least one roommate. The School considers the interests, tastes, and habits of each student while assigning roommates. Returning students are encouraged to request a specific roommate before the end of the preceding school year. English Language Learner (ELL) students studying in an English-speaking country for the first time will be assigned roommates who do not speak their native language. Whenever possible, they will be assigned roommates fluent in English to accelerate their linguistic and cultural acclimatization to IAA.

IAA houses students based on gender identity.

We believe that the negotiation involved in living with a roommate is an important part of boarding school life and provides a useful dress rehearsal for many of the close living and working relationships that students will experience during their lives. Changes in roommate assignments will therefore be considered as a last resort and will not ordinarily be granted. Yet counseling, support, and mediation are available to all students who are struggling with their living situations. Students should seek out their prefects and dorm parents, the Director of Student Life, or any member of the counseling staff at the first sign of trouble with their roommates to help find swift solutions.

Single rooms are not generally available. When space allows, however, a single room may be assigned to an individual at the discretion of the Student Services staff.

## ***B. Dorm Rules***

Meeting basic student life expectations is essential for the comfort, health, and safety of all who live in the dorms. Compliance with these rules indicates respect and positive participation in the community. To support compliance, each dorm uses a system of immediate consequences that holds accountable those students who fail to meet dorm-specific expectations, while rewarding those who exceed expectations.

Dorm-rule accountability is enforced in all dorms by dorm parents and is supported by Student Services. Behaviors or expectations that are tracked include (but are not limited to):

- Respecting dorm staff, faculty, and fellow students.
- Respecting quiet hours from 8 pm to 7 am.
- Adhering to visitation rules.
- Being on time for dorm curfew and room curfew.
- Attendance at pod and dorm meetings.
- Observance of lights-out.
- Maintaining a clean room on a daily basis and passing weekly room inspections..

Systems may change based on specific dorm needs. All dorm rules are documented in the Dorm Reference Manual, are posted in each dorm, and are explained in detail to students at opening dorm meetings.

Each time a student violates a rule, he or she will receive an immediate dorm consequence, such as cleaning the common room, laundry room, hallways, etc.

Students who repeatedly violate rules will be assigned at least one of the following:

- Weekday morning detention or weekend work crew.
- Roomed at 8 pm on Saturday night.
- Campused on Saturday and/or Sunday.
- Log Lodge study hall/detention.

Students who violate rules on a regular basis may face escalating consequences including, but not limited to, suspension or separation, depending on the situation.

### **C. Quiet Hours, Dorm Curfew, and Room Curfew**

Quiet hours are maintained campus-wide from 8 pm to 7 am. From 8 pm to 10 pm, completing homework is the top priority. Students who complete their homework can use this downtime to rest and relax. Between 10 pm and 11 pm, students should be relaxing and getting ready for bed. After 11 pm, when all lights should be out, the Internet may be shut off and students should be sleeping.

Monday through Thursday, students are subject to the following curfews:

9th and 10th grade students:

- 9:00pm dorm curfew, face-to-face check-in with dorm parent.
- 9:30pm room curfew, dorm parent will circulate through dorm and check rooms

11th, 12th, and Post-grad students:

- 9:30pm dorm and room curfew, face-to-face check-in with dorm parent.

On Friday and Saturday nights, dorm and room curfew for all students is 10 pm.

On Sunday nights, dorm curfew is 8 pm for students.

### **D. Lights-Out Policy**

Sunday through Thursday, all lights in the dorm should be turned off by 11 pm for freshmen and sophomores and by midnight for juniors and seniors. School security takes note of lights remaining on past midnight and relays that information to Student Services. Students who fail to adhere to lights-out expectations and quiet hours guidelines will be subject to discipline.

On Friday and Saturday nights, students are encouraged to use good sense and turn their lights off at a reasonable time.

### **E. Routine Room Inspections**

Students are expected to keep their rooms, bathrooms, and the common areas in their dorms neat and clean. Vacuum cleaners and bathroom-cleaning supplies are available in the laundry areas of the large dorms and in the hallways of the small dorms. Dorm parents teach use of these tools, if necessary. Rooms will be inspected for cleanliness and compliance with fire safety rules on a weekly basis. Failure to comply will result in disciplinary consequences.

### **F. Breakfast Check-In**

Breakfast check-in encourages students to wake up and make it to class on time. With this in mind, breakfast check-in is enforced as follows:

- Any student required to do breakfast check-in gets one sleep-in day per week. (They can choose any day of the week.)

- Students do not have breakfast check-in unless they are on academic probation or have attendance problems, in which case they will be notified by administration that they will be required to have breakfast check-in.

Students subject to breakfast check-in must report to the dining hall by 7:55 am and sign in with Student Services staff on duty. Students who are required to have breakfast check-in and repeatedly miss it will be subject to disciplinary action.

### ***G. Weekend Daytime Check-In***

All students are required to have a face-to-face check-in twice per day on Saturday and twice per day on Sunday during their free time. Students must check in with the dorm parent on duty in their dorm before 11:00am and once again between 5:00 and 7:00pm on both Saturday and Sunday.

### ***H. Dorm Room Visitation Policy***

Visitation is permitted to all students once the Dean of Students announces that dorms are open for visitation. At the discretion of the Dean of Students, visitation may be temporarily suspended at different times throughout the year.

- Open to all students.
- You must be invited to visit.
- Dorm room visitation is allowed Saturday and Sunday 11:00 am to 5:00 pm.
- Must sign in and sign out in the dorm office with the dorm parent. Dorm parents must be present and aware of the visit.
- Dorm room doors must remain open at all times when visitors are present.
- During dorm room visits, a dorm room should be considered a supervised public space, and public displays of affection will be deemed inappropriate.
- Roommates should be aware of the visit and should never be made uncomfortable by it.
- Other dorm common room visitation is permitted outside the hours noted above.
- Dorm room visitation for residents within the same dorm is permitted outside the hours noted above.

Weekday daytime dorm visits are discouraged as students are expected to be in class or working on classwork during the day. Visits should be considered a free-time activity. Please be mindful of weeknight evening quiet/study hours.

Consequences for violating the room visitation policy are as follows:

- First offense: four-week ban from visiting other dorms, a letter home, and one day of detention.
- Second offense: additional six-week ban from visiting other dorms, either weekend work crew or two days of detention, and a letter sent home and placed in the student's file.
- Third offense: separation with the right of appeal to a judicial committee.

- Please note that some violations of the visiting policy may be deemed more significant than others and thus could be subject to separation before the third violation.

### ***I. Television, Gaming, and Movies***

Students are not allowed to have televisions or large monitors, defined as 28 inches wide or larger, in their dorm rooms. Gaming consoles like the Microsoft Xbox or Sony Playstation are prohibited. Network and cable TV are not available to students, but there are TVs in the common rooms. Students are free to watch TV or movies or play video games on their computers when they have no other commitments. Students who repeatedly watch TV or movies or play video games on their computers despite having other commitments may have their computers and/or phones confiscated. Dorm parents may monitor the content of TV, movies, or video games and confiscate inappropriate materials.

### ***J. Refrigerators and Food***

Full-size refrigerators, microwave ovens, and ample counter and cupboard space are available in each of the large dorms. The small dorms are equipped with small refrigerators, microwave ovens, and a more limited amount of storage space for food and supplies. All students can use the communal refrigerators to store food, and every dorm room is equipped with one small refrigerator. Students are not allowed to bring their own refrigerators when they move in. Students wishing to keep non-perishable food in their rooms should store it in airtight containers. Individual dorms may require storage of all food and cooking equipment in the communal kitchen. Students who create sanitation hazards as a result of food or cooking equipment in their rooms will be counseled by their dorm parents and may lose the privilege of storing food in their rooms. Students with refrigerators in their rooms should expect these appliances to be checked for cleanliness as part of their routine room inspections.

Small appliances such as hot pots, rice cookers, coffee makers, and blenders may not be used in student rooms, but students are welcome to use these items in communal kitchens. Students are encouraged to label these items clearly with their names. Water kettles smaller than two liters with an automatic shutoff are the only appliances allowed in student rooms.

Any student who creates a fire hazard through improper use of cooking equipment will receive disciplinary consequences.

### ***K. Displays of Inappropriate Material***

Inappropriate material is not allowed on the doors or walls of dorm rooms or any campus buildings. This includes ads for cigarettes or alcohol and any pictures which are sexually explicit or contain vulgar language, or which are personally offensive to other community members for reasons related to sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law.

### **L. *Gambling, Pets, Tattooing, and Piercing***

Gambling is not permitted on campus. Students may not pierce or tattoo themselves or anyone else while on campus because this poses a significant health and safety hazard. Boarding students are not allowed to keep any type of pet on campus, and day students are not allowed to bring their pets to campus.

### **M. *Dorm Meetings***

Dorm get-togethers and meetings will be held for both social and informational purposes on a schedule determined by the dorm head and prefects. Meetings are mandatory for all residents unless otherwise announced. Dorm parents and prefects may also choose to disseminate information in other ways, such as by maintaining a detailed bulletin board in the dorm or by emailing residents. Students are responsible for knowing how information is communicated in their dorms and for checking their email daily. Besides in-house meetings, each dorm will also sponsor weekend activities and off-campus trips for its residents throughout the year.

### **N. *Room Keys***

Students will be issued keys to their rooms and mail boxes at registration. They are expected to keep their dorm rooms and mailboxes locked and to carry their keys at all times. Lost keys can be replaced in Log Lodge with the Student Operations Assistant for a fee of \$10. Excessive key losses will result in replacement of the lock, the cost of which will be charged to the student.

### **O. *Dorms and School Property***

IAA expects students to treat School property with respect. Dorm rooms, furniture and fixtures, classroom furniture, library books, etc. should be treated with care. Maintenance of School property is the responsibility of all students.

At the beginning and the end of the school year and each time roommate assignments change, dorm parents will assess the condition of the rooms. Students should carefully read and sign the Dorm Room Inventory Checklist sheet completed by the dorm parents when they move into a room to ensure that all previous damages are listed. Room assessments are performed throughout the year. If damage is discovered, the student will be charged at that time.

Any student who abuses School property will be subject to disciplinary action and will be charged accordingly for replacement, repair, or cleaning of damaged property.

Dorm hallways, common rooms, and laundry facilities are not private, and School personnel may observe these areas at any time to ensure the safety and security of students. Members of the maintenance and housekeeping staff may enter dorm rooms during normal working hours, 7am to 7pm, to repair and clean rooms.

### ***P. Personal Property***

IAA is not responsible for students' belongings at the School. We suggest that parents include their children's belongings in their homeowners insurance. Every student is encouraged to bring a safe deposit box or lockable trunk to store valuables and any cash in excess of \$20.

### ***Q. Laundry Facilities***

Washers and dryers are available to students either in or next to their dorms. Students should have a laundry bag or basket and their clothes should be clearly marked. Students are expected to keep their clothes neat and clean.

## **SECTION 15: STUDENT PRIVILEGES**

### ***A. Town Privileges***

Town privileges are available only on weekends. There are generally no town privileges during the week, but students may visit the town of Idyllwild with a faculty member, dorm parent, or member of the Student Services staff, provided this does not result in missing class, room study, or another commitment. All students have town privileges on weekends unless they have been campused as a disciplinary consequence.

On weekends the School provides transportation to and from town. Students may walk to town, but should know that the distance is approximately two miles.

### ***B. Senior Privileges***

Seniors are allowed coed visits as previously described.

After spring break, excluding Finals Week, town van runs will be available one or two weekdays per week for seniors only between 3pm and 7pm. Vans will drop off and pick up seniors at the Strawberry Creek shopping center, just as they do on weekends.

Any or all senior privileges may be revoked for individuals or for the entire class, if the privileges are abused, at the School's sole discretion.

## **SECTION 16: CAMPUS LIFE**

### ***A. Student Activities***

Residential students are strongly encouraged to stay at School on the weekends while School is in session and to participate in a variety of activities, all of which are also open to day students. The Director of Student Life plans activities in conjunction with other faculty members and student leaders. Activities on campus include dances, open-mic coffee houses, movie screenings, games and competitions, pool parties, and open houses in dorm parent

apartments. Activities off the hill include trips to museums, concerts, theatre productions, amusement parks, beaches, ski areas, skating rinks, shopping malls, movie theatres, sporting events, and many other cultural and recreational activities. Some trips may include a community service component. All students and parents are invited to suggest possible trip destinations and should do so by contacting the Director of Student Life. Students who sign up for off-campus trips are charged according to the cost of that event, including transportation, entrance fees, tickets, and other related expenses. In most cases students should bring pocket money on off-campus trips in order to cover food and incidental costs.

### ***B. Student Council***

The IAA Student Council is composed of one student from each grade level, in addition to an international representative and senior class president. The student council helps share ideas, interests, and concerns of the students with school administration. Elections take place in the spring preceding the next school year so that newly elected representatives will be ready to begin service in the fall, with the exception of the freshman representative who is elected in early October. Other students are welcome to attend and participate in student government meetings.

### ***C. Automobiles***

Residential students are not permitted to have automobiles (or other motorized vehicles including motorcycles, etc.) either on School grounds or garaged in the Idyllwild area. A residential student who brings an automobile or other motorized vehicle on campus without prior authorization risks having the vehicle impounded or towed at the owner's expense.

Residential students are not allowed to ride in any car without the express permission of their parents and the Dean of Students.

### ***D. Cell Phones***

IAA reserves the right to restrict student cell-phone use when appropriate. Students should never use cell phones during class unless specifically requested to do so by a teacher for academic purposes. Cell phones should also be silenced during class. Faculty may confiscate cell phones that are used during class or used inappropriately. Parents should be aware that Idyllwild is geographically isolated and that many cell phone plans do not work in town or on campus.

### ***E. Biking, Jogging, Hiking, and Walking and Prohibited Areas***

Students are encouraged to hike, jog, and cycle around campus, but they must stay within the bounds shown below in red. In general, a student who can no longer see a School building has gone out of bounds. The exceptions are the Point and the path up to the Point, near Holmes Amphitheatre. Students can visit the Point during daylight hours, but are never allowed to go past the Point or to the area known as "The Grotto."

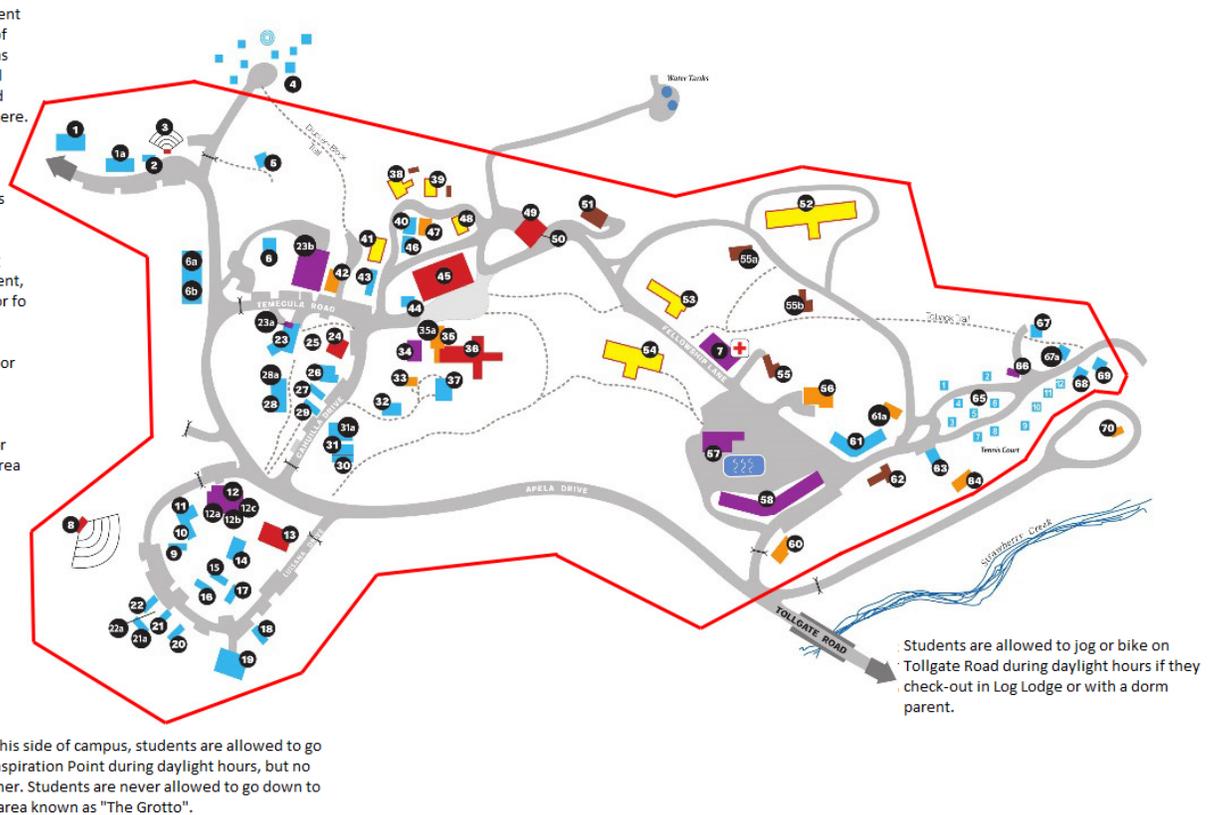
- If a student wishes to leave campus and go out of bounds on a walk, hike, or bike ride:
  - The entire hike, walk, or bike ride must take place during daylight hours.

- o Students must leave and return in daylight.
- o All other School commitments must be satisfied.
- o Any student riding a bicycle, skateboard, or scooter must wear a helmet at all times.
- o For students hiking or biking on trails that leave from "The Hub":
  - Never go alone. Any student hiking or biking these trails must do so in a group of two or more and notify a faculty member, dorm parent, et al. that they are leaving and when they plan to return.
  - Do not hike or bike without familiarity with the area.

Where the pavement ends on this side of campus is known as "The Hub". Several miles of hiking and biking trails start here.

Students are allowed to hike or bike on these trails if they:

1. Check out at Log Lodge, a dorm parent, or with the Director of Student Life.
2. Never go hiking or biking alone.
3. Have gone on at least three hikes or bike rides in this area led by a faculty member or dorm parent.



## F. Dress

IAA believes that appropriate dress contributes to a safe learning environment. In order to meet these goals, the following guidelines must be followed.

Students must wear:

- Bottoms, i.e., pants, sweatpants, leggings, shorts, skirts, or dresses
- Tops
- Shoes
- Idyllwild Arts lanyard and ID card

Students may wear:

- Hats, including religious headwear
- Fitted pants, including leggings, yoga pants, and skinny jeans

- Pants, sweatpants, shorts, dresses, skirts
- Ripped jeans, as long as underwear is not exposed
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the guidelines in the "Cannot Wear" section

Students cannot wear clothing that features:

- Violent language or images
- Images or language promoting drugs or alcohol, or any illegal item or activity
- Hate speech, profanity, pornography
- Images and/or language promoting a hostile or intimidating environment based on race, ethnicity, gender, religion, national origin, or sexual identity
- Visible undergarments or bathing suits

Appropriate dress for special events, specific classes, and departments will be designated.

Students that are dressed in a manner deemed to violate this policy may be asked to change or turn clothing inside out. Dress code policy violations will be recorded and may also result in disciplinary action. Questions about the appropriateness of dress or concerns about the dress code being unfairly applied should be directed to the Dean of Students.

### ***G. Religious Practices***

Transportation to and from religious services in the town of Idyllwild is available each week. Students who have dietary or other restrictions for religious reasons should notify the School.

### ***H. Visitor Policy***

Visitors other than family members must have approval from the Dean of Students before visiting. Students must have parental permission to receive visitors. Each visitor must obtain a visitor pass from the Dean of Students' office, in Log Lodge, to carry while on campus. Campus security may stop a visitor to check for the visitor pass.

Students must make it clear to their visitors that while on campus they are to remain with their hosts. Students are held responsible for their guests and guests must follow the rules of the community. Visitors are permitted only in the common areas of dorms and are not allowed in dorm rooms. Exceptions to this policy are for admission candidates who may stay overnight in dorms

Visitors may be asked to pay for their meals in Nelson Dining Hall. A visitor's meals cannot be charged to the host student's account.

## **SECTION 17: DAY STUDENTS**

### **A. *Communication***

Day students are encouraged to participate in all activities. So that day students can be informed about School activities, they are required to attend School meetings, department meetings and faculty advisor meetings. Day students are responsible for reading any posted announcements and for checking their mailboxes in the mailroom opposite Nelson Dining Hall. Day students are also expected to observe all general School regulations.

Medical excuses for day students must be reported to the Assistant Dean of Students (ext. 2263) by 8am on the day of the absence.

In the event of a School-day cancellation, day students will be notified by the day student advisor or an administrator.

### **B. *Day Student Policies***

Day students are expected to take part fully in their arts and academic programs, requiring them to be on campus throughout the day and evening and on weekends. Otherwise, there shall be no visiting after dinner on study nights. On Sunday through Friday, day students are not allowed in dorms after 9 pm unless they are working with a faculty member or waiting for a parent or guardian to pick them up. On Saturday evenings they may visit until the dorm curfew.

### **C. *Lockers and School Property***

Lockers provided for day students are located adjacent to the Lewitzky Dance Studio and adjacent to the library. Lockers, cubbies, desks, and other resources are all the property of the School and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these items and locations. The School reserves the right to inspect any lockers, cubbies, desks, or other School property at any time.

## ***D. Day Student Driving and Parking***

Operating a car on campus is a privilege granted only to day **students at IAA's** discretion. Day students who receive prior IAA authorization and drive to School must register their car in Log Lodge with the Dean of Students and must park in designated parking spaces. They are not allowed to drive around campus during the School day without permission from the Dean of Students. Day students may never drive boarding students in their cars without prior permission from the Dean of Students, the boarding student's parents, and the day student's parents. Disobeying this rule may result in the loss of campus driving privileges and may also **result in** further **disciplinary action**. A 15 mph speed limit is enforced on campus, where pedestrians always have right of way. Pedestrians on campus may include the young children of faculty and staff. If the speed limit and safe driving practices are not observed, the offending student will lose the privilege of driving on campus and may be subject to further discipline.**SECTION 18: CODE OF CONDUCT AND DISCIPLINE**

## ***A. Code of Conduct***

Violations of IAA policies as well as the behaviors listed below (in a non-exhaustive list) may result in student discipline, including and up to suspension and/or expulsion:

- Bringing or using weapons of any kind, including knives, firearms, fireworks, or explosives to School;
- Destroying, defacing, or stealing School property or the property of others;
- Leaving the School grounds without permission;
- Entering portions of the campus that are either locked or out of bounds to students without express permission of IAA authorities, including entering the School grounds during non-operational hours without permission;
- Vandalism or defacing school property
- Using profanity;
- Disrespectful behavior or language;
- Misuse of the School's technical resources, including violation of the Electronic Communications Resources and Email Use Policy;
- Bullying in any form (e.g., face-to-face, via an electronic device, or on the Internet) of another student, IAA employee, or parent whether on or off campus, which would violate IAA's policy against bullying;
- Fighting with, or threatening physical violence toward another student, IAA employee, or parent, whether on or off campus;
- IAA does not tolerate racial/ethnic, religious, or sexual/sexual orientation slurs made on or off campus towards another student, IAA employee, or parent. IAA does not tolerate any other violation of IAA's harassment, discrimination, and retaliation prevention policy. In particular, the "n" word is not allowed to be spoken in or out of the classroom as it is harmful, insensitive, and dehumanizing.

- Use or possession of tobacco, alcohol, marijuana, illegal substances, drug paraphernalia, or prescription drugs not specifically prescribed for the student on campus or at any School function;
- Insubordination or disobedience;
- Forgery, plagiarism, or cheating of any kind;
- Repeated violation of IAA rules or policies;
- Behavior, whether on or off campus, which brings disrepute to IAA.

## ***B. Student Discipline***

Each student has responsibility for embracing the School's values of integrity, respect, responsibility, aspiration, passion, imagination, and positive contribution to the community, and living accordingly. The primary purpose of discipline at IAA is to support these values. When disciplinary action is taken, it is generally intended as positive intervention.

IAA may impose discipline for student misconduct that occurs either on or off campus, and there is no distinction between boarding students and day students in the application of relevant IAA rules, policies, and expectations. During the time that students are enrolled at IAA (including vacation breaks), they are held to the standards of the School.

Students willingly *in the presence of* other students who are violating School rules may be subject to disciplinary action.

IAA reserves the right at any time to suspend or expel any student whose conduct is not compatible with the standards of the IAA community. IAA is also not required to follow progressive discipline before making a determination to suspend or to expel a student.

Unless there are extenuating circumstances present, when a student is accused of engaging in misconduct, the School will inform parents of the suspected misconduct. The student's advisor and Arts Chair will also be notified in most cases to help support the student.

## ***C. Expulsion / Dismissal***

Students who have been expelled or dismissed must leave campus as soon as possible. The Director of Student Life or designee will help the student pack up his or her belongings and arrange to ship them if needed. Parents must either pick up their child from campus or immediately arrange transportation off campus. If the student cannot be transported off campus on the day of expulsion or dismissal, the School will arrange a homestay until the student can be picked up.

## ***D. Separation and Appeal Guidelines***

When a student is being considered for expulsion, the student may be placed, at the School's discretion, on a "Separation," which is a temporary exclusion from campus and IAA activities that can last from one to ten or more days. Unless there are extenuating circumstances, in the School's sole determination, the student and his/her parents have the opportunity to meet with IAA using the following Separation and Appeal Guidelines. IAA reserves the right,

however, to modify and/or bypass some or all of the guidelines and proceed directly to a final determination of discipline, at the School's sole discretion.

If IAA places a student on Separation, the School will notify the student's parents, the student's advisor, and the student's Arts Chair. The student will be separated from the IAA community as soon as separation is practical. In the case of a boarding student, the student on Separation will be placed in a homestay with his/her advisor, Arts Chair, or other School community member at the expense of his/her parents. The separated student is required to keep up with School assignments by communicating with teachers via email.

Separated students wishing to be reinstated may submit a formal appeal to IAA within three calendar days of the student's notice of the separation by submitting a written appeal to the Dean of Students. After three days, if the student has not submitted an appeal, the student will be withdrawn or expelled from IAA, depending on the circumstances, and as determined by IAA.

Students who have submitted a timely written appeal will meet with a Judicial Committee. A separated student meeting with a Judicial Committee will have as his/her advocate either his/her advisor or a faculty member chosen by the student and who has agreed to appear with the student as his/her advocate at the Judicial Committee meeting.

Each Judicial Committee is composed of three students, three faculty members, and one Judicial Chair. Several faculty members serve as Judicial Chairs on a rotating basis. The Committee does not determine whether the underlying misconduct or behavior that resulted in the Student's placement on separation occurred, because the Dean of Students' office has already made that determination. Rather, the Committee's goals are:

- To consider the separated student's offense and appeal and to meet with the student.
- To examine the separated student's contributions to the community in the context of our core values. This may include looking at the student's performance and role in their Arts Department, performance in academic classes, grades, attendance, and possible past rule violations. Please note that some actions are so egregious that they outweigh any contributions the student may have made to the community. These actions include but are not limited to violence, hate speech, vandalism, and bullying.
- To determine whether IAA has the resources to support the separated student if return is permitted.

The Judicial Chair runs the meeting and is responsible for ensuring that the Committee operates with the foregoing goals in mind.

A typical Judicial Committee uses the following process. Please note, however, that these are guidelines only and the Committee may choose to modify and/or bypass some or all of these guidelines:

- The Chair calls the meeting to order.
- The Chair explains the procedure to all present.
- The Dean of Students reviews the case for the Committee and then exits the hearing.
- Committee members read the student's appeal for readmission.
- The Committee discusses the case.

- The student and the advisor or faculty advocate join the Committee.
- The student speaks to the Committee; the advisor or faculty advocate may also speak.
- The student and the advisor or faculty advocate exit the meeting.
- The Committee concludes its discussion and the members vote blindly about whether the student should be allowed to return to IAA. The Chair votes only to break a tie.
- If the Committee votes that the student should return, the Committee recommends consequences for the student in addition to the automatic consequences.
- The Chair calls the Dean of Students to discuss the Committee's recommendations. The Committee stays in the room until this process is complete.
- The Dean of Students brings the Committee's recommendation to the Head of School.
- The Head of School or their appointed delegate(s) will decide whether or not the School accepts the Committee's recommendation.
- The Dean of Students meets with the student, the student's Advisor, and the Chair to notify them of the School's decision, and discuss consequences in cases where the student is allowed to return to School. Parents and the School are then notified of the School's decision.
- If the student is allowed to return, the Dean of Students, the student's Advisor, and the Chair meet two weeks after the student returns to follow up and make sure that all consequences are being followed.

The judicial process is intended to operate solely between IAA and the separated student. Parents and/or a legal guardian may submit a written statement of support for the Judicial Committee to consider.

### ***E. Consequences***

The following is a description of potential disciplinary consequences, but is not an exhaustive list.

*Detention* takes place throughout the week and is supervised by Student Services staff.

*Work Crew* takes place on Saturday or Sunday afternoon. Groups of students perform community service organized by one of the dorm parents on duty. Typical work crew duties include cleaning dorm common areas, kitchens, hallways, windows, etc.

*"Campused"* students cannot leave campus during the weekend. They must get a signature from a dorm parent on duty in any dorm every hour from 11 am to 7 pm on Saturday and Sunday.

Students may also be *"roomed"* on Saturday night. This means that they have room curfew starting at 8 pm and are not allowed to take part in Saturday night dorm or campus activities.

The Student Services Coordinator tracks weekend consequences and follows up with students who fail to meet their obligations. Generally, missed consequences are dealt with as described below, but IAA reserves the right to modify and/or bypass some or all of the below process:

- First missed detention results in a weekend of camping.

- The first time a student leaves campus while campused, they will receive another weekend of campusing in addition to finishing the remainder of the current weekend of campusing.
- The second time a student leaves campus whilecampused, they may be confined to their room for the weekend, in addition to being assigned another weekend of campusing.
- The fourth time a student misses either detention or campusing they may be separated with the right of judicial appeal.

### ***F. In-School Suspension***

During in-School suspension, students must report to the Dean of Students' office and work quietly during any free time they have between 8 am and 5 pm. This is also known as Log Lodge detention.

### ***G. Dorm Consequences***

Dorm consequences are assigned in conjunction with weekend consequences when students are disrespectful or violate dorm rules and/or expectations. Consequences are immediate and must be completed within twenty-four hours of the infraction. Consequences may include cleaning the common room, laundry room, hallways, kitchen or community bathroom counters, and floors.

### ***H. Idyllwild Arts Academy Online Learning Code of Conduct***

Zoom meeting sessions are equivalent to in-person classroom sessions. Students who use inappropriate language, share inappropriate images, or behave inappropriately in any way on a video conference will be subject to appropriate discipline. Students may not record or take pictures of Zoom meeting sessions without the instructor's permission, exactly as in the classroom.

Zoom meeting sessions occur in multiple student homes, so please understand that other individuals, including siblings and other family members, may be able to hear what is happening in the Zoom meeting session. There is no expectation of privacy. It is the parents' responsibility to monitor their child's use of the Internet and devices, especially when students are involved in classroom discussions or video conferences.

We understand that students and families may have circumstances or internet connectivity issues that prevent them from joining a live session. If this is the case, please message your teacher so they can provide you with information to help you stay current with the most recent instruction.

### **Webcam Etiquette**

During Zoom sessions the student's webcam should be turned on and the student should remain visible to the teacher and classmates so that the student can participate in class time discussion. Because of this, the IAA dress code (pp. 59-60) applies to online classes.

Zoom sessions are intended to simulate a classroom environment, therefore please do not lie in bed or walk around your house. Please do not set up live sessions in home spaces where privacy is expected, such as washroom/bathroom/toilet areas. Also, try and avoid any part of the home where multiple people will be present as this may distract other participants. If your location is noisy, please mute the microphone out of consideration for others. Students should position themselves so that they are sitting up at a table or similar environment where they can take notes as necessary.

### **Accurate First and Last Name on Profile**

Only the student's first name, nickname, and last name as listed in their IAA account may be used during Zoom Sessions. Do not use inappropriate, humorous, or otherwise distracting images for profile pictures.

### **Chats**

Your language in all discussion and in chats must be appropriate and free from lewdness or profanity. Use your words to build others up and to enhance the learning environment. All prohibitions on bullying behavior will be enforced.

### **Protection of Privacy**

Protect your privacy and the privacy of others. Do not share other student's private information and do not post stories or pictures of other students or any other item that involves another person to social media.

### **School Rules**

All School Rules as covered in this Handbook apply during online Zoom Sessions, including but not limited to prohibition of bullying, harassment, sexual harassment, academic dishonesty, and plagiarism, as well as the Online Code of Conduct.

### **Discipline**

Discipline for violations of the Online Code of Conduct and this Handbook will be handled by the Dean of Students.

## **SECTION 19: POLICIES**

### **A. Directory**

At the start of each year, families can choose if they would like to be included in the School Directory, which is a shared document accessible to families throughout the year. Parents are urged to update their directory entry promptly as contact information changes. Families are reminded that the IAA Directory is a confidential document and is to be used for IAA purposes only. Families are prohibited from using the IAA Directory for solicitation or commercial purposes.

## **B. Academic Honesty**

The Idyllwild Arts community is dedicated to upholding the values of integrity and honesty and educating students about their importance. Students will be counseled and educated about the importance of submitting authentic work and establishing a solid reputation among faculty and peers.

Academic dishonesty mainly involves two distinct but related behaviors: plagiarism and cheating.

Plagiarism involves claiming the work of another as one's own. Students must carefully document the sources of their information and distinguish between their ideas and the ideas of others. Presenting either the language or the ideas of another as one's own is plagiarism. Unless otherwise directed (such as with group projects), any work submitted by a student must be the original work of that student.

Cheating includes copying from another student, whether on a test, quiz, homework assignment, or any other student work, as well as allowing another student to do so from one's own work. Other examples of cheating include the unauthorized use of notes, books, internet resources or other aids, or giving out information about tests or quizzes to other students.

If a faculty member or administrator suspects cheating or plagiarism, the following process will generally be used, but IAA reserves the right to bypass or modify some or all of the following process. Generally, the faculty member will notify the Assistant Head of School and meet with the student to give the student an opportunity to explain the matter. If the faculty member determines that no cheating or plagiarism occurred, the matter will end there. If after that initial conversation, the faculty member or administrator still suspects that the student violated IAA's Academic Honesty Policy, the matter will be referred to the Assistant Head of School and the appropriate Department Chair. If the Department Chair and the Assistant Head of School determine that the student violated the Academic Honesty Policy, they will notify the Dean of Students and the student will be subjected to discipline, up to and including suspension, separation and/or expulsion. Parents will be notified when a student has been found to have violated this Policy. If the academic dishonesty does not warrant a consequence, a note will still go in the student's file. Students and parents should be aware that, consistent with IAA's Policy on Disclosure and Reporting to Colleges, IAA may report academic honesty violations to colleges and universities to which the student has applied.

Academic Honesty violations do not "reset" each year. They remain part of the student's record for the duration of their enrollment at IAA.

## **C. Smoking Policy**

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21

Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including Schools.

#### ***D. Drug and Alcohol Policy***

Possession and/or use of illegal drugs and/or alcohol on campus, or attending School or class, including School activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion. This also includes the use of substances, controlled or otherwise, which cause students to be or appear to be under the influence.

If a student is found to be in possession of a prohibited substance (drugs, alcohol, tobacco, cannabis, etc.) administration will conduct an investigation. If it is determined that the prohibited substance belongs to a particular student, that student will be expelled from Idyllwild Arts.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used, or cultivated in or near schools.

A student that the School has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students, either on or off campus, may be subject to immediate discipline up to and including expulsion.

If the School has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that student to submit to a drug and/or alcohol screening test. "Reasonable Suspicion" means a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol. If a student is suspected of substance use, faculty or staff will take the student to the Health Center where the nurse on duty (or on call) will perform a physical assessment and a drug screen test.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information about whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

Any failure to abide with the School's Drug and Alcohol-Free School Policy will result in discipline up to and including expulsion.

As a condition for remaining at the School in lieu of being dismissed, a student may be required to complete a drug and/or alcohol substance abuse program at the expense of the student's parents.

Upon completion of the drug and/or alcohol substance abuse program, the student may be required to continue with maintenance sessions and random drug and/or alcohol testing for

up to the remainder of his/her time at the School (including summers and other vacations), per any recommendations of the student's certified counselor or certified program.

Any failure to complete a drug and/or alcohol substance abuse program made a condition of the student's continued enrollment and/or the failure to comply with any follow-up conditions of that program (including maintenance sessions and random drug and/or alcohol testing, if applicable), may result, at the School's sole discretion, in the student's expulsion.

A student with a confirmed drug and/or alcohol substance abuse problem who notifies the School prior to any violation of a School rule may at the School's sole discretion be permitted to participate in a drug and/or alcohol substance abuse program during School time and at the parents' expense.

### ***E. Prohibited Items***

Students must not bring or store any weapons, including but not limited to, firearms, knives, explosives, and/or imitation weapons or toy weapons, to School or any School-sponsored or School-related events, whether on or off campus. A student found to have brought or stored weapons or imitation or toy weapons, or who has threatened to use a weapon, or imitation or toy weapon, will be subject to discipline, up to and including immediate expulsion.

### ***F. Search and Seizure Policy***

Lockers, cubbies, and desks are the property of IAA and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these locations. IAA School reserves the right to inspect any lockers, cubbies, or desks or other School property at any time.

IAA may also search student property, including backpacks or outer clothing such as pockets, if the School has reasonable cause to believe that a student has violated any School rules. In the case of reports that a student has engaged in conduct which threatens the safety of the School and its students, the School may confiscate the student's personal property and turn it over to law enforcement.

### ***G. Sexual Conduct***

Our health and wellness program offers grade-specific classes that provide sex education and encourage students to make choices that contribute to a healthy lifestyle. Sexual activity involving students of any age, even if consensual, is not allowed while students are in IAA's care. In the State of California, the age of consent is eighteen. Please be aware that engaging in sexual intercourse with anyone under the age of eighteen is against the law in California.

We expect students to be conscious of what constitutes appropriate behavior, both in public spaces and in dorms. A generally reliable way to determine appropriate behavior is to ask if one would feel comfortable engaging in a given "display of affection" in front of one's parents. Inappropriate behavior includes contact that can be reasonably construed as being for the purpose of sexual arousal or gratification. This includes the intentional touching of a person's intimate areas, including the anus, breasts, buttocks, and genitalia.

Generally, a student's first violation of the sexual conduct policy will result in an in-School suspension, and the parents of all students involved will be contacted. Depending on the nature of the violation, students may be referred to a School counselor. After a student's second violation of the consensual sexual conduct policy, the student may be subject to more serious consequences, including but not limited to suspension or expulsion. Any student perpetrating a non-consensual sexual act may be immediately expelled.

This policy and the consequences listed above are for students found to have engaged in consensual sexual conduct. Please refer to Section J below for definitions of sexual harassment and assault and the consequences for students who violate our harassment/assault policies.

#### *Definition of Consensual Sexual Activity and Affirmative Consent*

Affirmative consent is a knowing, voluntary, unambiguous, and mutual decision among all participants to engage in sexual activity. Students can consent only by using affirmative words, and as long as those words create clear permission, given freely without coercion, regarding willingness to engage in sexual activity. All parties must give consent in affirmative words to every sexual act in which the individuals participate. This policy is a reflection of the respect we expect each of our students to afford each other.

- The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- Silence or lack of resistance do not constitute consent.
- If there is confusion or uncertainty about whether a participant is consenting to sexual activity, stop and clarify verbally the person's willingness to continue.
- Consent may be initially given but withdrawn at any time, before or during sexual activity, through words or clear and unambiguous actions or behavior.
- It is important to note that relying solely on nonverbal communication can sometimes lead to misunderstandings.
- When consent is withdrawn or can no longer be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated. Incapacitation may be caused by the lack of consciousness or being asleep, being restrained, or if an individual otherwise cannot consent. Someone under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, which includes but is not limited to force, threats of physical, material, or emotional harm, or repeated requests or other forms of pressure.

Some consensual sexual conduct violates state laws, and School personnel are required to report such instances to state or local authorities, such as the County of Riverside Department of Public Social Services.

#### ***H. Disclosure and Reporting to Colleges***

Disciplinary consequences are generally not part of a student's cumulative student record unless he or she is subjected to serious discipline, such as expulsion. Expulsions are noted on transcripts, absent the details. Details of disciplinary decisions are documented in written form and emailed to parents.

Institutions of higher learning are interested in the character of applicants as well as their academic ability and performance. Some colleges specifically ask the School about disciplinary actions.

The School has the responsibility to communicate honestly to colleges about these matters.

Students who have been subject to discipline by the School prior to their senior year are expected to respond honestly on any college application that asks questions such as “Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?” or “Have you ever been dismissed, placed on probation, or suspended from an educational institution?” The Head of School and/or Assistant Head of School will be available to assist in the process of notification of a college regarding disciplinary infractions.

The School will not proactively inform colleges that a student has applied to or been admitted to of a disciplinary change in status. However, if a college asks directly about a change in disciplinary status of a student, the School will respond truthfully.

## ***I. Bullying***

IAA believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with School values and principles and will not be tolerated.

### *Scope*

This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the School community, including teachers, staff, parents, and volunteers, from engaging in conduct towards students that is prohibited under this policy.

### *Prohibited Conduct*

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), that is directed toward one or more students and that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student’s person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property;
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website for the purpose of having one or more of the effects listed above.

### *Student Reporting*

Students should immediately report any incidents of bullying that they observe, or that are directed toward the student or others, to the Head of School, the Assistant Head of School, the Dean of Students, a teacher, or an administrator.

### *Investigation*

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Head of School or designee will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action, including any interim support or protective measures.

### *Interim Measures*

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

### *Remedial and Disciplinary Action*

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the School's policy against Harassment, Assault, Discrimination, and Retaliation.

## ***J. Harassment/Assault, Discrimination, and Retaliation Prevention Policy***

IAA is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community. Violations of this Policy will not be tolerated and will result in corrective action, up to and including expulsion from the School.

### *Harassment / Assault*

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law ("Protected Classifications"), as applicable. This Policy prohibits both harassment by students and parents towards others in the community, including other students, parents, and employees, and harassment by others in the community towards students and parents. Harassment violates this Policy and will not be tolerated. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students and/or parents by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

### Examples of Harassment

Harassment can take many forms, and may include verbal, physical, or visual conduct. Examples include, but are not limited to:

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically, or in posters, cartoons, drawings, or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes focusing on race, national origin, religion, or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking, blocking, or impeding a person's movement.

### Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written conduct, including by notes, letters, emails, text messages, or social media postings, etc., consisting of, e.g., suggestive comments, derogatory comments, sexual innuendos, slurs, unwanted sexual advances, invitations, comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings, graffiti of a sexual nature, use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Assault is defined as the act of inflicting physical harm or unwanted physical contact upon a person.

Sexual assault is defined as non-consensual sexual penetration or sexual contact of one person by another. *Complaint Procedure*

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment or assault should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, their advisor, or their department chair, all of whom must report the matter to the Head of School under this Policy. While the School does not limit the time frame for reporting,

immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide a range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

*Interim Measures*  
The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures. This may include removing a student accused of harassment or assault from the community while an investigation is conducted. Students removed under these circumstances are still allowed to participate in our programs remotely while an investigation is conducted.

#### *Supportive Measures*

Counselors are available to support any of our students who believe they have experienced, witnessed, or have relevant information about harassment or assault. During the investigation process, counselors will be available to meet with students and the designated investigator.

#### *Investigation Process*

Upon receipt of a report of alleged harassment or assault and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or their designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the School has determined that the report pertains to behavior that may be in violation of this Policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed, and any student accused of harassment/assault must participate in the investigation or they may be dismissed. The School will not, however, force a student who has experienced sexual harassment/assault to participate in an investigation, but the School will follow mandatory reporting obligations and will still conduct an investigation to the best of its ability. Note that in such circumstances, non-participation in the investigation by a student who has experienced sexual harassment/assault may limit the School's ability to conduct a thorough investigation and may be more likely, in some situations, to result in a no-fault finding. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to discipline and corrective action. In some cases, an investigation may result in a no-fault finding. In these cases, the School will provide support and guidance to all students involved as they continue with their activities on campus.

### *Confidentiality*

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

### *Discrimination*

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students and parents who believe they have experienced, witnessed, or are otherwise aware of discrimination should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment. The above sections on interim measures, investigation, and confidentiality for harassment reports will also apply to reports of discrimination. Discrimination by students and/or parents will result in appropriate corrective action, including discipline up to and including suspension or expulsion from School.

### *No Retaliation*

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation toward an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

### *Remedial and Disciplinary Action*

IAA will determine if the conduct violates School policy and, if so, will determine the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion. Below is a list of consequences for students found to be in violation of these policies. These consequences are for policy violations over the course of a student's time at the School and do not reset each year.

- Assault (including sexual assault): students found committing or attempting to commit an assault, sexual or otherwise, will be subject to immediate expulsion.
- Harassment (including sexual harassment)
  - First offense: separation and required education
  - Second offense: expulsion
- False allegations of harassment or assault: students found making false allegations of harassment or assault will receive the consequences listed above for those violations. For example, a student making false assault allegations would be subject to expulsion and a student making their first false harassment allegation would be subject to separation and required education.

## ***K. Communicable Disease Policy***

The School has implemented safety rules and precautions in order to mitigate the spread of COVID-19 and other communicable diseases, such as the flu. However, those measures do not completely protect against the spread of any disease.

All students must comply with any rules and precautions in place which may include, but are not limited to, mask wearing, hand washing, hand sanitizing, and social distancing where appropriate. Additional rules and precautions may include, but are not limited to, suspending town privileges, restricting trips off campus and visitors to campus, and revising programs and events to accommodate for preventing the spread of illness. Any student that fails to comply with these rules and precautions, may be subject to discipline up to and including dismissal from the School. These rules and precautions may need to be adjusted depending on the situation. Even if students follow all directions, instructions, and rules, and exercise utmost personal care, there will remain a certain irreducible inherent risk that parents accept by voluntarily sending their students to campus.

If a student is exhibiting symptoms of illness, a fever of 100.4°F or higher, or any other known symptoms of COVID-19, they may be excluded from on campus programs until they have satisfied the School's policy to return to School. Students are required to immediately inform the School if they test positive for COVID-19 or have been exposed to anyone who has tested positive for COVID-19 in the prior 14 days.

## SECTION 20: CAMPUS PHONE DIRECTORY

### Idyllwild Arts Campus

Switchboard	(951) 659-2171 Monday through Friday 8 am to 5 pm
Administrator On Duty (AOD)	(951) 850-8245 After hours for emergencies
Finance Offices FAX	(951) 659-5463
Academy Offices FAX	(951) 468-7060
Administration Offices FAX	(951) 659-2323
Admission Offices FAX	(951) 659-3168
Development Offices FAX	(951) 659-7716

### Phone Extensions on Campus

President, Pamela Jordan		2205
Interim Head of School, Craig Sellers	2224	
Assistant Head of School, Jeanette Louise Yaryan		2378
Director of Student Information, Lainie Huddleston		2222
Assistant to the Head of School, Claudia Nava		2227
Director of College Counseling, Andrew Moss		2322
College Counselor, Rebecca Kandel		2329
Vice President of Enrollment Management, Tara Sechrest		2345
Assistant Director of Admission, Christy Wilke		2223
Student Billing and Incidental Accounts, Finance Office		2209
Student Operations Administrative Assistant, Megan Kenyon		2228
Dean of Students, Eric Bolton		2234
Director of Student Life		2229
Assistant Dean of Students, Maggie Lam		2263
Student Services Coordinator, Robert Cervantes		2229
Health Center, School Nurses		2275
Health Center Director, Sarah Klitzke		
2276Wellness Center Director, Julie Anne Steiger, LCSW		
2284		
Lower Wayne Office		6100
Small Dorms Office		6200
Husch Dorm Office		6300
MacNeal Dorm Office		6500
Pierson Dorm Office		6700

# REVISIONS AND UPDATES