



# STUDENT/FAMILY HANDBOOK

2025/2026

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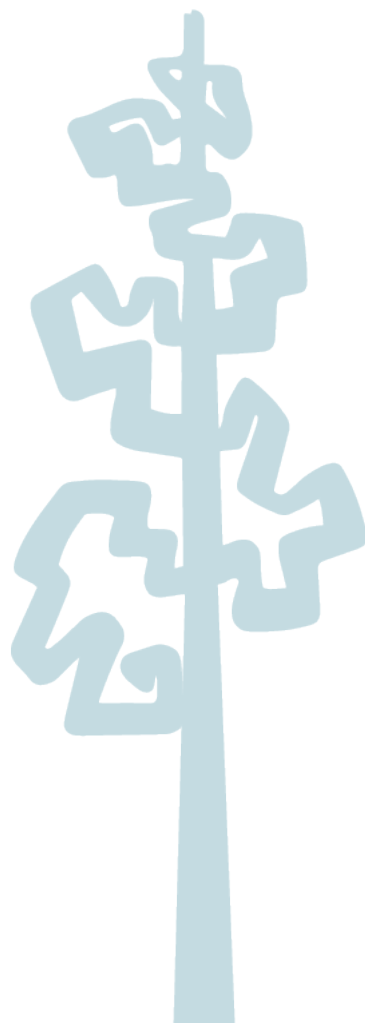
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Dear Idyllwild Arts Families and Students:

You have joined a dynamic community of artists, dreamers, and world changers. We work hard and challenge each other to become better artists, students, and human beings. In the words of Idyllwild Arts founder, Dr. Max T. Krone, "There is no challenge in a small dream." At Idyllwild Arts, we dream big.

Living in community comes with responsibility and accountability; both to yourself, to your peers, and to the faculty and staff that support your education. This handbook exists to help you understand what is required of you as a member of the Idyllwild Arts community. Be sure to read it carefully and ask any questions you may have.

Ultimately, our policies exist to give you the safety and space to find your artistic voice. We cannot wait to see the amazing work you will create here. I cannot wait to see the joy your work will bring to the world.

Jason Hallowbard  
Head of School  
Idyllwild Arts Academy

# 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 boarding high school for students from the United States and countries around the world. The faculty shares the importance, the integrity, the historical significance, and the joy of the arts with their students. At the same time, 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 receive a rigorous liberal arts education designed to develop well-rounded critical thinkers. Courses across academic disciplines prepare them for college and university study, global citizenship, and conscientious artistic practice by challenging them to build factual and contextual knowledge, evaluate information carefully, solve problems creatively, study intelligently, reason soundly, question deeply, and 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 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.”

**INTEGRITY** - IAA recognizes the integrity of both the individual and the larger community. Academy students strive to be whole and informed individuals who 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 their 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 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 creativity.

- 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 Library, a special space on campus named for Max and Bea Krone, the visionaries who founded Idyllwild Arts in 1946.

## **E. NOTICE OF NON-DISCRIMINATION POLICY**

Idyllwild Arts is an inclusive community, welcoming and inspiring artists from around the world. Idyllwild Arts Academy admits students of any sex, race, religion, color, national and ethnic origin, sexual orientation, gender identification, and other protected characteristics 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 sex, race, religion, color, national and ethnic origin, sexual orientation, gender identification and other protected characteristics, in administration of its educational policies, admissions policies, , scholarship and financial programs, and athletic and other school-administered programs.

# **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 for Academics supervises the academic faculty and is responsible for the academic curriculum. Questions regarding curriculum and academic faculty should be directed to the Assistant Head of School for Academics.

Department-specific questions should be directed to the appropriate Chair. More general questions can be addressed to [academy@idyllwildarts.org](mailto:academy@idyllwildarts.org).

The Registrar (ext. 2263) 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 where 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 believe that such inclusion is a necessary part of ensuring that students are deeply educated and equipped as artists and scholars 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. Students may 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 for Academics, 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.”

## **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 in Section 16F, Dress, applies to online classes.

Zoom sessions are intended to simulate a classroom environment, therefore students are expected to be position themselves so that they are sitting up at a table or other similar environment so they can take notes as necessary, and not in bed or walking around. 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.

## **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 without their consent.

## **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

## **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 for Academics and Registrar. The students' current teachers will recommend sequential courses and Honors courses, some of which may also require an application process. 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 two weeks of the academic year, a student who wishes to add or drop a course must submit a Schedule Change Request. Course changes may require approval from the Registrar, a student's assigned Counselor, and/or the Assistant Head of School for Academics prior to implementation and are dependent on scheduling and space availability. After the two week add/drop period, changes in schedules will only be possible to correct an inappropriate placement or to balance a section. Exceptions may only be granted by the Assistant Head of School for Academics or Arts Department Chair.

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 for Academics. 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 Life Skills, Idy 101, or Assisted Study.) Although twelfth grade and post-graduate students are required to be enrolled in a minimum of three academic courses, we recommend twelfth grade students and post-graduate students 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 their 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 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.

## **Graduation Requirements**

IAA students in grades 9, 10, and 11 are expected to enroll in a minimum of four academic courses for credit, as well as those courses required by their arts major. 12th grade and Post-graduate students need to be enrolled in a minimum of three academic courses for credit. To graduate, students must successfully pass the following courses:

- 4 years of English
- 3 years of History/Social Studies, World History, U.S. History and Government/Economics\*
- 2 sequential years of World Language or equivalent to the 2nd level of high school instruction, of the same language other than English
- 3 years of Mathematics (Algebra I, II, Geometry)
- 2 years of Laboratory Science (Biology required; choice between Physics or Chemistry for second course requirement)

These required courses meet the University of California A-G 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. Academic and College Counselors and the Assistant Head of School for Academics will work closely with students to guide them on their path to college, university, art school, or conservatory.

## **E. 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.

## **F. 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 conversation with their Academic and College Counselor.
2. The student schedules a meeting and discussion with their current Arts Chair.
3. The student schedules a meeting and discussion with the desired new Arts Chair.
4. The student writes to both Chairs, copying the Head of School, confirming the conversation and explaining why they would like to move into the new major.
5. The student submits a portfolio or audition for the new major to the desired new Arts Chair. A portfolio may be waived at the discretion of the Arts Chair.

6. The Head of School makes the final decision.
7. Once admissions verifies parental approval and possible fee changes, the Registrar will inform the student, their parent(s)/guardian(s), their counselor, advisor, current Chair, and new Chair of the decision and update their status in the system.

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.

## **G. SUMMER COURSEWORK**

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

Idyllwild Arts offers a Summer MathLab program, which allows students the opportunity to recover credit or to accelerate their pace so that they can advance in Math. Students who enroll in Summer MathLAB but who do not return to IAA the following semester must complete all of their coursework and exams by the final day of Summer MathLAB or they will not earn credit for the course.

## **H. ONLINE COURSEWORK**

Under certain circumstances, students may enroll in online Math, Science, or World Language courses not available to them via the IAA Academic Program, such as AP courses or courses in languages not offered via World Language Lab, in place of Academy courses during the school year and at the family's expense. Students wishing to take online classes must petition for prior approval from the Assistant Head of School for Academics, who will review platforms and courses for transfer credit eligibility.

Students petitioning to complete online coursework in place of Academy classes must have a strong academic record with no prior grades below a B- (80%) and are still required to enroll in a full-time course load of four academic classes minimum for grades 9-11 or three academic classes for grade 12 and post-graduates, including the online courses. Students may petition to take a maximum of two online courses per semester. Students approved to take online courses in place of Academy coursework will be assigned an Assisted Study block for each course during the Academic school day in order to account for student whereabouts and provide a structured classroom environment for learning. Asynchronous courses are preferable, as the School may not be able to accommodate live online classes within a student's schedule and/or campus facilities.



Students must maintain consistent attendance per the attendance policy in Section 8 of this Handbook, and must stay on track and complete coursework within the regular semester and year-long timelines published on the Academy master calendar. Otherwise, they will receive Incomplete “I” grades until the coursework is completed. Coursework not completed within the timeline established by the Assistant Head of School for Academics may prevent a student from receiving credit, and/or the student may be required to complete credit recovery for the course in order to meet graduation requirements.

## **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, as determined by IAA in its discretion. 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 rare 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 LANGUAGE LEARNING (ELL)**

The Idyllwild Arts Academy English Language Learning (ELL) program provides an immersive language-learning approach with a holistic focus, integrating English proficiency with cultural acclimation. The program is designed to help students develop the language skills necessary for success in academic and arts classes at the Academy, ensuring that ELL students meet graduation requirements and are well prepared for the demands of college level courses at English-speaking institutions. Core classes emphasize TOEFL-relevant skill development, including listening, speaking, reading, writing, grammar, and vocabulary. ELL courses also provide students access to subject area content ranging from history, social studies, mathematics, science, literature, world cultures, and the arts, in alignment with mainstream Academy curriculum. Class size is limited to provide individual attention, and instructors are committed to increasing intercultural understanding as well as language proficiency.

The Academy offers up to five years of coursework for those ELL students requiring extra support and reinforcement of speaking, reading, and writing skills. All new international students whose first language is not English are required to submit Duolingo or equivalent test scores during the application process and are re-assessed via Academy-specific placement testing on campus during the ELL Orientation. Based on their test scores, communication skills, and learning needs, students are placed in one of the three ELL levels: beginning, intermediate, or advanced. The ELL curriculum evaluates students regularly to assess their

language acquisition development and the possibility of moving them to subsequent levels as soon as they are ready. Please refer to Section 2G, Standardized Testing, for information about the TOEFL, IELTS, and other standardized tests. Students must achieve an average grade of “C-” (seventy percent) in each ELL class before they can proceed to the next level. Students must progress through advanced level courses in time to take mainstream courses by the beginning of twelfth grade, if not sooner, in order to meet the academic requirements for graduation as outlined in the Student/Parent Handbook and prescribed by the University of California admissions standards.

## SECTION 4: GRADING AND CREDIT 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 ELL courses to advance to the next level.

World Language students are assessed for their correct level within the first two weeks of school. Math placement tests are also used if there are questions regarding appropriate math level. These tests are also given during the first two weeks of school. Please refer to “English Language Learning (ELL)” (Section 3B) for information on ELL levels and placement testing.

### 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. Credit/No Credit (CR/NC) 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 work with the Assistant Head of School for Academics and their assigned counselor 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. CREDIT RECOVERY

Since most institutions of higher education accept "C-" (70%) as the minimum passing grade eligible for credit, students who receive a grade below "C-" (70%) in any course are required to complete credit recovery. In some cases, credit recovery for math and world language classes can be completed via Idyllwild Arts Academy's mathLab or World Language Lab, if there is adequate time for the student to complete credit recovery prior to graduation. Otherwise, students must complete credit recovery via approved online programs, summer programs, or community college programs for credit at the family's expense within the timeline determined by the Assistant Head of School for Academics in order to receive an Idyllwild Arts Academy high school diploma.

## F. TRANSFER CREDIT

Families must request official transcripts from all prior schools from middle school (grade 7) and above to be sent to the Registrar for review at the time of enrollment in order for the School to determine which credits may be eligible for transfer credit and create an academic course plan for the student that ensures they meet all graduation requirements on time. The School can only accept official transcripts received directly from educational institutions. Transcripts received from a student's family cannot be considered official. All transfer transcripts will be reviewed by the Registrar, Counseling Center, and/or Assistant Head of School for Academics. Only coursework equivalent to the University of California A-G course content guidelines can be accepted for credit. The School may require access to materials beyond the transcript, including but not

limited to curriculum guides and course syllabi in order to determine credit transfer eligibility. The school may also require official translations of transcripts that are not in English at the expense of the family. If the School cannot determine credit eligibility, students may be required to retake classes at IAA and/or complete credit recovery (see above).

## **G. 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 for Academics. No grade will be assigned.

## **H. ACADEMIC PROBATION**

At the end of each semester, any student receiving a grade of “D” or below in two or more classes will be subject to possible academic review and probation. Students on academic probation will be required to attend Assisted Study and to work with their assigned counselor and the Assistant Head of School for Academics on an improvement plan. If the terms of probation are not met, the student may not be invited back for the following semester.

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

## **I. 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 academic 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 their major or shows a lack of engagement, that student could be subject to review and placed on artistic probation at the end of the semester by their arts chair. If the terms of probation are not adequately met, a student may not be invited to re-enroll the following semester.

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

# **SECTION 5: ACADEMIC HONORS**

At the end of each semester, the faculty recognizes significant academic achievement among the students by publishing a Head’s List and a Dean’s List. These are designed to identify, praise, and encourage those students who have worked diligently and distinguished themselves with noteworthy scholastic records.

## A. HEAD'S LIST

At the end of each semester, students are named to the Head's 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. DEAN'S LIST

At the end of each semester, students are named to the Dean's List 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 early in the fall semester. 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

## SECTION 6: ACADEMIC AND ARTS 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.
- Provide students with Health and Wellness Education and positive coping skills using curriculum supplied by Student Services.

Advisors meet with their advisees regularly and 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 Assistant Head of School for Student Life 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. ACADEMIC AND COLLEGE COUNSELING

At Idyllwild Arts, the Counseling Center’s intention is to provide comprehensive, personalized support that empowers every student to confidently navigate their academic, college and career, and social-emotional journeys. Through individualized guidance and a structured, supportive environment, we strive to equip students with the tools, self-awareness, and resilience necessary to graduate successfully and thrive in their future pursuits.

The Idyllwild Arts Counseling Program offers comprehensive support tailored to the unique needs of creative students. Services focus on three key areas:

## Academic Support

Academic and College Counselors assist students in balancing rigorous arts and academic coursework, developing effective time management and study skills, and creating individualized academic plans that align with graduation requirements and artistic aspirations.

## College and Career Support

Academic and College Counselors guide students in exploring a wide range of post-secondary options, including arts colleges, conservatories, and traditional universities. They provide support with applications, auditions, portfolios, résumés, and identifying financial aid resources, while also introducing students to career opportunities within and beyond the arts.

## Social-Emotional Support

Recognizing the emotional intensity of both artistic and academic pursuits, counselors provide a safe and supportive space to address stress, performance anxiety, peer relationships, identity development, and overall mental health and well-being. Counselors do not provide psychological therapy to students. If a student is in need of private psychological therapy, then counselors can assist families in identifying outside private resources for that purpose.

Together, these services foster creative, academic, and personal growth, empowering students to thrive at Idyllwild Arts and beyond.

## C. AVAILABLE ACADEMIC ACCOMMODATIONS

For students with a documented learning difference, the School can provide:

- Extra time on tests via X-Block or Assisted Study (pre-arranged with teacher/counselor)
- Use of a laptop or tablet for in-class essays
- Use of audiobooks
- Verbal clarification from teacher on tests

The School does not:

- Provide one-on-one tutoring for students (though families are welcome to secure private tutors for their children at their own expense, granted that tutoring sessions work within the student's class and dorm schedules)
- Modify assignments, reduce homework, or extend deadlines
- Require teachers to share lesson slides or notes (though they may do so)

## D. ASSISTED STUDY

Assisted study is staffed by Academic and College Counselors and/or academic faculty members. Assisted study is a support system for all students who need assistance with learning or 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.

In addition, parents may request enrollment by completing a designated form and submitting supporting

documentation of any learning differences. This documentation helps inform the development of a Learning Support Plan, a tool created by the Assisted Study team to monitor and track a student's progress throughout the school year. The Assisted Study team will also work with

Section instructors will look at a student's documentation and learning differences and work with teachers on classroom accommodations available at the school. Students do not need a diagnosed learning difference in order to participate. The Assistant Head of School for Academics may enroll a student in Assisted Study on a regular basis if academic progress is in jeopardy.

Additional academic support for ALL students will be available during Assisted Study X-block on Mondays, Tuesdays, Thursdays and Fridays.

## **E. PEER TUTORS**

Student Writing Tutors and Math/Science tutors are available during Assisted Study and X-Blocks, and on request, depending on individual tutor availability.

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 ELL assignments. Teachers can also recommend that students see writing tutors for extra help on specific assignments or may invite Writing Tutors into their classes to assist peers during structured in-class work time. 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. FACULTY OFFICE HOURS (X-BLOCKS)**

Each academic faculty member holds regularly scheduled office hours each day and on Wednesdays, in the morning. 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.

## **G. FAMILY / TEACHER CONFERENCES**

We encourage ongoing communication between faculty and families. The family, a student's teachers, or the School may find it necessary to request a conference to discuss a student's artistic, academic, social progress, as well as any behavioral concerns. Families are encouraged to request such conferences at any time by contacting the instructor directly. These conferences are vital to ensuring that a student receives the



support needed to succeed in our challenging environment. Family Weekend is a good opportunity for families to meet with teachers and/or administrators in person.

## **H. 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.

## **I. 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. Any 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 Student Services. The approved location for school transportation for the TOEFL is Rancho Cucamonga.

Similarly, students wanting to take other exams not offered on campus, such as AP and ACT exams, must register online at an approved location near Idyllwild and request transportation from Student Services. Class absences due to standardized testing must be approved by the School in advance in order to be excused, and students are still responsible for completing all coursework missed during absences due to standardized testing.

## **J. LIBRARY**

Krone Library is conveniently located on campus near the academic classrooms. Because the Arts Academy is unique, the library collection is unique, containing a large amount of art-related and international materials, alongside classic and contemporary literature, reference materials, and many books written especially for ELL students. The library also provides access to a variety of EBSCO Research Databases for academic and school community use.

The library is staffed during the day and in the evenings, seven days a week. Library staff assist students in checking out and returning materials. Notices are sent to students with overdue books. Photocopiers are located in the library for both faculty and students to use.

## **K. 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, or content that is racially offensive, discriminatory, or harassing of others.
- Production of images of nudity or illicit behavior of IAA students (in photographs, paintings, or any other media) by IAA students, or other images that are racially offensive, discriminatory, or harassing of others.

## **L. 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 RESOURCES**

## **A. PARENT AND FAMILY 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, guardians, 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 and guardians are expected to model the same high standards of respectful and professional behavior in their communications with others at the School, including with administrators, faculty, staff, students, and others, including other family members of students.. 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 their 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.

## **B. 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 containing names and contact information, 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 to be used for IAA purposes only. Families are prohibited from using the IAA Directory for solicitation or commercial purposes, or from disclosing it to others outside the IAA community.

## **C. 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.

## **D. 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. Please email [associates@idyllwildarts.org](mailto:associates@idyllwildarts.org) for more information.

# **SECTION 8: ATTENDANCE, ACADEMY LEAVE, AND AWAY PERMISSION POLICIES**

## **A. ATTENDANCE**

Students are expected to engage fully in their education at Idyllwild Arts and are required to attend all of their classes and scheduled commitments, and to arrive on time. When a student misses a class, a rehearsal, or any mandatory event, they miss valuable information, classroom activities, and learning opportunities, 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 and benefit from our programs.

Students must be present for at least 80% of the classes in a course, based on the total number of class days in the school year and in each semester, in order to receive credit for that course. If a student misses 20% or more of a course (excused + unexcused absences), they may be dropped from the course or need to petition

for credit. Students who miss 10% of a course through unexcused absences may also be dropped from the course or need to petition for credit. Exempt absences are not included in this calculation. Please refer to the Excessive Absence Policy chart below.

### Attendance Interventions Per Individual Class

NOTIFICATION LEVEL	RESPONSE
<b>WARNING LEVEL</b>	
<b>Absences per semester</b>	<ul style="list-style-type: none"> <li>Academic Office notifies in writing the student, advisor, teacher, and the parent/guardian.</li> <li>The teacher may meet with the student to review the impact of the absences.</li> </ul>
<ul style="list-style-type: none"> <li>10% excused + unexcused in a semester-long academic or arts course</li> </ul>	
<b>Absences per year</b>	
<ul style="list-style-type: none"> <li>10% excused + unexcused in a year-long academic course</li> </ul>	
<b>PETITION LEVEL</b>	
<b>Absences per semester</b>	<ul style="list-style-type: none"> <li>Academic Office notifies the student, counselor, advisor, teacher, and the parent/guardian.</li> <li>Student may be asked to meet with their counselor, advisor, teacher, Assistant Head of School for Academics, and/or Assistant Head of School for Student Life.</li> <li>Student will need to petition for credit for the course.</li> </ul>
<ul style="list-style-type: none"> <li>20% <b>excused + unexcused</b> in a semester-long academic or arts course</li> </ul>	
<ul style="list-style-type: none"> <li>10% <b>unexcused</b> in a semester-long academic or arts course</li> </ul>	
<b>Absences per year</b>	
<ul style="list-style-type: none"> <li>20% <b>excused + unexcused</b> in a semester-long academic or arts course</li> </ul>	
<ul style="list-style-type: none"> <li>10% <b>unexcused</b> in a semester-long academic or arts course</li> </ul>	

If a student's petition for credit is denied, and they drop below the minimum course load after being withdrawn from a course due to excessive absences, they may be asked to leave the school. The minimum course load is four academic courses in grades 9-11, three academic courses in grades 12 and PG, or the minimum number of classes/hours required in their Arts Department.

Students in danger of being dropped from a course due to excessive absences need to petition for credit for the course. It is possible that they might earn pass/fail grades in place of letter grades for the year, as determined by the Assistant Head of School for Academics in consultation with the relevant teacher(s) and Department Head(s), and the student's counselor. Extenuating circumstances such as 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.

Parents are encouraged to track attendance through their student's "Progress" tab on our Learning Management System (LMS), which is updated daily and can be found at [idyllwildarts.myschoolapp.com](https://idyllwildarts.myschoolapp.com). Parents and students will be given login information at registration. Questions regarding attendance should be directed to the Attendance Office at [attendance@idyllwildarts.org](mailto:attendance@idyllwildarts.org).

## **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 Attendance Office at [attendance@idyllwildarts.org](mailto:attendance@idyllwildarts.org).

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. Parents must email the Attendance Office by no later than 8:30 am on the day of the absence. 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 Attendance Office. Only the Health Center staff may excuse a student from class due to illness once the student is at School.

**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. 2227 or 2239), a dorm parent, or the Administrator on Duty (AOD). 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, unless the student has also gone to the Health Center due to the illness.

**Day Student Illness:** Day students unable to attend School due to illness must have their parents email the Attendance Office by no later than 8:30 a.m. on the day of the absence. 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 Attendance Office. 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. If the Health Center advises that the student must take precautionary measures to avoid the spread of a virus, the student must comply with those measures (e.g., masking; isolation).

## C. EXEMPT ABSENCES

Absences for academy leave, religious observances, or approved college auditions are classified as exempt. There may be other circumstances when a student's absences may be classified as exempt, as determined in IAA's discretion. Exempt absences are not included in percentages of classes missed for the purposes of credit, as outlined in Section 8A.

## D. EXTENDED ABSENCE

If a student must miss more than two days of classes for any reason, a parent or guardian must contact the Attendance Office at [attendance@idyllwildarts.org](mailto:attendance@idyllwildarts.org) to discuss the situation.

In cases of extended absence due to medical or other extenuating circumstances, the Assistant Head of School for Student Life, Assistant Head of School for Academics, and the Executive Director of Counseling Services will determine the requirements for successful course completion or withdrawal with no credit. For further information about Academy Leave, see Section 8F below, as well as Section 10, Health Services.

## E. 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. A student's assigned counselor will work with them to complete a college auditions absence form to ensure the student is communicating with all of their teachers ahead of their departure and tracking all missed assignments in one place.

## F. ACADEMY LEAVE

An Academy Leave may be initiated by the Academy or requested by the student/family for various reasons. If the leave is related to medical issues, the student is expected to return to School if and when the Assistant Head of School for Student Life, the Health Center, and the healthcare provider treating the student deem it appropriate. Return will generally be contingent on the following conditions:

- Clearance from the appropriate healthcare provider that the student is able 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.
- 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 for Academics, the Executive Director of Counseling Services, and the student's assigned counselor will work with the student's advisor and teachers on the academic plan, and will

help the teachers communicate their assignments to the student. The Assistant Head of School for Academics, the Executive Director of Counseling Services, and the student's assigned counselor will also be available to the student for clarification about their academic plan while they are away.

### **At 3 Weeks (in 1 semester)**

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

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

- o 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 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 and before returning to classes, the student's assigned counselor, Arts chair, dorm head, the Assistant Head of School for Student Life, Assistant Head of School for Academics, and a member of the Health 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.

## **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 Section 8 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. 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 may also face academic consequences related to assignments and participation grades as determined by the instructor.

A tardy can occur any time prior to the midpoint of a class block. Three tardies prior to the midpoint of a class block or one tardy after the midpoint of a class block will be considered equivalent to one unexcused absence. If a student arrives after the midpoint, it is deemed an absence.

## **I. UNEXCUSED ABSENCE**

An unexcused absence from an academic class, an arts class, or a required X-Block is defined as any absence not approved by the School.

Absences from other events (All-School meetings, advisor lunches, Health Center appointments, rehearsals, private lessons, performances, etc.) are not defined within this system and will be addressed separately by Department Chairs, Counselors, and/or the office of the Assistant Head of School for Student Life.

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 it is at the teacher's discretion to give credit for work missed due to an unexcused absence.

Students and parents will be notified of unexcused absences automatically via the LMS attendance portal. Note: Teachers can only mark students present, absent, or tardy.

Only attendance managers can designate an absence as excused or unexcused, based on appropriate documentation. Please direct all questions regarding attendance records directly to the Attendance Office at [attendance@idyllwildarts.org](mailto:attendance@idyllwildarts.org), rather than to individual teachers.

If a student continues to accumulate absences, intervention will occur according to the warning levels listed in the Excessive Absence Policy (Section 8J).



## J. EXCESSIVE ABSENCE POLICY

The Academic Office and the Counseling Center monitor student attendance records regularly for excessive absences. Attendance warning levels are cumulative throughout a semester/year and trigger tiered interventions for students who incur absences across their arts and academic classes, as well as for individual classes.

### Attendance Interventions (cumulative across all arts and academic classes):

**Detention** – For every 1 unexcused class absence or 3 unexcused tardies in a class over the course of an Attendance Week, the student will be assigned to a detention. The student is responsible for following up with the Attendance Office immediately and securing the appropriate approval if they believe an absence should be excused and that they should be released from detention.

#### Warning Level I – (12 cumulative unexcused absences; 15 cumulative tardies)

The student will meet with their assigned counselor, and a warning letter will be sent home to the student's parents/guardians. The student should work with their counselor, advisor, family, and other supports to determine, what, if any, interventions are appropriate to improve their attendance.

#### Warning Level II – (20 cumulative unexcused absences; 25 cumulative tardies)

The student will meet with the Assistant Head of School for Student Life or their designee, and appropriate disciplinary action\* will result.

\* Please note that continued patterns of absences are considered repeated minor infractions, and thus, are a violation of a Major School Rule and may result in the Major Disciplinary Process and meeting with the Disciplinary Committee. Exceptions to this policy may be made by IAA in extenuating circumstances in the discretion of the School.

## K. 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.

## L. 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 should be scheduled to prevent students from missing classes

and to facilitate transportation of students to area airports. Questions should be addressed to Student Services at ext. 2234.

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.

## **M. HOMESTAYS**

Homestays are available for students during fall 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 \$110.00 per night. Student Services must be contacted at least three weeks before break if your child requires a vacation homestay. Contact Student Services (ext. 2228) if you have questions about homestays.

## **N. AWAY PERMISSION FOR TRIPS NOT ORGANIZED BY IAA**

All Away Permission requests are processed and tracked by Student Services (ext. 2228) through REACH, a boarding school-specific program. Any questions about REACH or Away Permissions should be directed to Student Services. 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), if the request will negatively impact the School's operations, 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 12p.m. (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 and relation to 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 Campus Life, Assistant Head of School for Student Life, Assistant Head of School for Academics. Student Services 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 Assistant Head of School for Student Life supervises the Student Services staff. Questions regarding Student Services should be directed to the Academy Office Manager (ext. 2227).

### 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 \$175-\$350 per person, each way. At all other times, transportation to and from any other destination is provided for a fee of up to \$1.50 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 and possible disciplinary action.

Student Services (ext. 2228) 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 all required medical information regarding their child(ren), including proof of required immunizations.

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 making decisions regarding each student's medical care. The Assistant Head of School for Student Life, Director of Health Services, and Assistant Head of School for Academics 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 with 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

The Health Center is open 7 days a week and is staffed by health care professionals. 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
- Risk of contagiousness
- 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

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. There is a \$125 transportation fee for any off-the-hill appointments.

When an appointment is scheduled for a student, they receive reminders via email about the date/time to be at the Health Center for transportation. There will be a \$25 missed appointment fee from the Health Center for any appointment that is missed or canceled without 24-hour notice (when applicable). When an appointment is missed, it impacts the practitioner who could be seeing another patient, the school's transportation department, and the health center staff that took the time to make the appointment, schedule the driver, and complete all registrations/ insurance paperwork etc.

If there are more than two missed appointments in a semester, the Health Center will not reschedule the appointment for the student (unless urgent/emergency care). It will be up to parents/guardians to

reschedule the appointment and provide/coordinate transportation if it is still needed.

Any missed appointment fee will be charged to the student's account. Parents may also be held financially responsible by the practitioner's office, depending upon the practitioner's missed-appointment policy.

## **D. HOSPITAL SERVICES**

The closest emergency care is available between 30-60 minutes 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 parent or guardian arrives.

## **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. 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 8:30 a.m. 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. Efforts will be 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 likely has a contagious illness and the parents are local to Southern California, it is expected that the student 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

students, and generally, medications must be stored in the Health Center. For purposes of this policy, “medications” are defined to include any prescription, 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. Any medications that day students need to take while on campus need to be stored in the Health Center and administered by Health Center staff.

The authorization forms for administration of prescription medications must also be completed and signed by the student’s prescribing Health Care Practitioner.

Students are not allowed to store medication in their rooms or have medication in their possession without approval from the School nurse and Director of Health Services. Generally, the following medications may be self-administered by students and carried/stored by students with prior approval from the School nurse and Director of Health Services, 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 Director of Health Services. 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, per policy.

The Health Center will make efforts to assist students with medication compliance, but students are encouraged to set their own reminders and become responsible in their own medical care.

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. All medication must be accompanied by an English translation signed by the student’s health care provider. Students found taking or possessing medication not registered with the Health Center, or who fail to follow this policy, will be subject to discipline. Prescription medications may also be filled or transferred to the local pharmacy, Idyllwild Pharmacy, with parent permission. Parents should mail any medication directly to the Health Center and student medical insurance must remain up to date.

## **H. ELECTRIC SCOOTERS**

Electric scooters are available, when prescribed by a doctor or at the discretion of the Health Center staff, through the Health Center. Students are required to sign a contract and are responsible for any damage that may occur while in their possession.

## **I. CONSENT TO TREAT**

A signed Consent to Treat Form is required for every student before they arrive on campus each year. State law mandates that as a safety practice, IAA must have this form completed before a student arrives on campus. Your child will not be allowed to take part in our programs until this form is complete.

## **J. IMMUNIZATIONS**

All required immunizations are required to be completed upon initial admission to the school, unless the student has a valid California immunization exemption on file with the school. If further immunizations are given, parents must provide updated immunization information to the Health Center. The Health Center may schedule vaccine appointments for any student who is missing a required immunization upon arrival to campus. Required and recommended immunizations are detailed in the Health Center admission packet forms. The State of California does not accept or recognize personal belief exemptions, only documented medical exemptions, per Senate Bills (SB) 276 and SB 714 .

## **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.

IAA is not a party to any child custody agreement that may exist between the parents of a student. In the event of a custody dispute that results in a court order impacting an IAA student and their attendance at IAA, the parents are expected to provide notice and a copy of such order to IAA. This could include, but is not limited to restraining orders and visitation orders

## **L. IMMUNIZATION PERMISSION FORM**

Certain vaccines, including influenza and COVID-19 may be offered annually to Idyllwild Arts students and are highly recommended. Any student who wishes to receive these vaccines must have a signed consent by their parent or guardian 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/ COVID cases is reduced and symptoms for those infected are less severe and of shorter duration.



## **M. STUDENT MEDICAL COVERAGE/ CARE**

All students must have medical insurance that is accepted by the clinic providing our primary medical service. The local 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 requires and provides a comprehensive medical insurance plan for international students. Parents or students are required to provide proof of an insurance plan by registration. If your family has medical insurance through Kaiser, please know that there are no Kaiser facilities available locally. The closest Kaiser facility is located over an hour away and any transportation to this facility will result in additional transportation fees.

Health Center staff work to accommodate students' health needs, but some health conditions may necessitate an Academy Leave. The Assistant Head of School for Student Life will make such decisions on the basis of input from appropriate professionals.

## **N. COUNSELING AND MENTAL HEALTH SERVICES FOR STUDENTS**

The Counseling Center follows a Multi-Tiered System of Supports (MTSS) to promote mental wellness and provide comprehensive social-emotional support to all students. MTSS includes universal programming for all students (Tier 1), targeted small-group support (Tier 2), and individualized counseling (Tier 3).

The Counseling Center is an extension of IAA's educational mission and plays a vital role in supporting students' emotional well-being. Students can access counseling services voluntarily or be referred by faculty, peers, or parents.

### **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 Executive Director of Counseling Services will become involved and 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 counselor or therapy with an off-campus provider
- Assist parents in identifying potential outside provider for further or more intensive treatment
- Academy leave, or other action needed to ensure student safety

### **Student ID Card – Crisis Resource Information**

**In compliance with California Education Code § 215.5, all school IDs for students in grades 7–12 at IAA will include information about the Suicide & Crisis Lifeline (988) and National Domestic Violence Hotline (1-800-799-7233). These numbers are printed clearly on each student ID card and are there to ensure that every student has immediate access to critical mental health and safety resources.**

**Students are to carry their ID cards with them at all times while on campus. The card is intended for use in crisis situations—students are encouraged to share it with trusted adults if someone is in crisis.**

### **Student Care Multidisciplinary Team**

The school has a multidisciplinary team that collaborates on interventions for purposes of 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:

- Assistant Head of School for Student Life
- Assistant Head of School for Academics
- Executive Director of Counseling Services
- Director of Health Services
- Rotating members (based on who student is and what the concern is):
  - Student Counselor
  - Student Services
  - Department Chair
  - Student Advisor
  - Dorm Head
  - Assisted Study Coordinators as needed
  - Other personnel as needed
  - The student of concern

## **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 Assistant Head of School for Student Life, the Assistant Head of School for Academics, the Head of School or the Director of Campus Life information concerning an at-risk student. A student can invoke Safe Harbor for themselves 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 they know or suspect 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 their 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 or other health care provider.
- Create a plan, with the assistance of the above-mentioned people, to help the student address their 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., Academy Leave.

Students who have utilized the Safe Harbor policy for themselves may be required to participate in 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 their 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. REASONABLE ACCOMMODATIONS POLICY**

IAA prohibits discrimination against qualified individuals with disabilities. As part of this Policy, students with qualified disabilities, or their parents or guardians, 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 their parents or guardians, should make a request in writing to the Assistant Head of School for Academics. 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 for Academics 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 or guardians. The discussion may include other individuals that may help the School better understand the student's 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/guardians 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's or its goods, services, or operations. The School will inform the student and the student's parents/guardians of its decision as to reasonable accommodation(s) in writing.

If a parent or guardian has a disability that requires accommodation (e.g., to attend meetings with IAA staff such as teacher conferences), the parent or guardian should provide notice to IAA, so that accommodations can be discussed in advance.

# SECTION 11: SAFETY GUIDELINES AND SECURITY

## A. FIRE SAFETY GUIDELINES

*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 avoid overcrowding in their rooms and 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 removed.

*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, 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 serious violation of the code of conduct and may result in suspension or expulsion.

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 and staff 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 snacks, personal items, and supplies. Students can charge their 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 in Log Lodge (ext. 2227).

## 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 Wi-Fi coverage in all indoor and most outdoor spaces. Students must use the IASchool Wi-Fi 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 restricts and blocks 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 Wi-Fi 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. 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 may never 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, including but not limited to drug or alcohol purchases or sales, engaging in criminal 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 for operational reasons including if there is an actual or potential policy violation. Therefore, students should have no expectation of 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 or websites, the student must immediately tell their 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. Students take responsibility for all activity on their account, on their personal electronic device(s), and under their IAA login

### **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. See Section 19A for additional information about Academic Integrity, including plagiarism and AI use policies.

### **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.

Students are discouraged from sharing passwords to their social media accounts and take responsibility for all activity on their account(s) and on their personal electronic device(s)

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, School families, or the School's operations, 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, ethnic group identification, age (over 40), mental disability, physical disability, medical condition, genetic information, marital status, sexual orientation, gender expression, or any other basis protected by federal, state, or local law ("Protected Characteristics"). 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 anyone in the School environment, regardless of age, 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 their 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 their personal life separate from their 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 their network can easily print, save, cut, paste, modify, or publish anything they post. Also, as a general matter, consider that a student's online reputation may follow them into their 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: RESIDENTIAL AND COMMUNITY 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 Counseling 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. 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 Campus 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 their 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, make repairs, and other operational reasons. 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 10 p.m. every night and unlocked at 6:30 a.m. 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 Assistant Head of School for Student Life. 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. We suggest that students leave valuable items at home or purchase a lock box for their room to avoid issues.

# **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. 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, their Dorm Head, 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 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 infractions 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 p.m. to 7 a.m.
- Adhering to visitation rules.
- Being on time for dorm curfew and room curfew.
- Attendance at mandatory 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.

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

- Weekday morning detention or weekend work crew.
- Roomed at 8 p.m. on Friday and Saturday night.
- Campused on Saturday and/or Sunday.

\*\* Please note that continued patterns of misconduct violate the Major School Rule for repeated infractions, and may be subject to the Major Disciplinary Process.

## C. QUIET HOURS, DORM CURFEW, AND ROOM CURFEW\*\*

Quiet hours are maintained campus-wide from 8 p.m. to 7 a.m.. From 8 p.m. to 10 p.m., completing homework is the top priority. Students who complete their homework can use this downtime to rest and relax. Between 10 p.m. and 11 p.m., students should be relaxing and getting ready for bed. Lights are required to be turned off and Internet access will be shut off at 12 a.m.

**Please see the chart below outlining dorm and room curfew for students:**

GRADE LEVEL	MONDAY- THURSDAY	FRIDAY AND SATURDAY	SUNDAY
9TH AND 10TH	8:30 P.M.	10:00 P.M.	8:00 P.M.
11TH AND 12TH	9:00 P.M.	10:00 P.M.	8:00 P.M.

## **D. LIGHTS-OUT POLICY**

Sunday through Thursday, all lights in the dorm should be turned off by 11pm for 9th and 10th grade students and by midnight for 11th grade, 12th grade, and Post-grad students. 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.

## **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 11:00 a.m. and once again between 5:00 and 7:00 p.m. on both Saturday and Sunday.

## **H. DORM ROOM VISITATION POLICY**

Visitation is permitted to all students once the Student Services announces that dorms are open for visitation. At the discretion of the Assistant Head of School for Student Life, 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 Thursday / Friday 6:00 to 9:00 p.m. and Saturday / Sunday 11:00 a.m. to 5:00 p.m.
- 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.

## **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, drugs, 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 any Protected Characteristics.

## **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. Boarding students are not allowed to keep pets on campus, and day students are not allowed to bring their pets to campus.



## **M. POD 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 (in certain dorms) 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 or another school 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. The school may cancel Town Privileges at any time.

## **B. SENIOR PRIVILEGES**

After spring break, excluding Finals Week, town van runs will be available one or two weekdays per week for seniors only between 4 p.m. and 7p.m. Scheduling and availability may vary depending on availability and interest. 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 Campus Life Supervisor 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 rooms. 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/guardians are invited to suggest possible trip destinations and should do so by contacting the Director of Campus 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 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.

Faculty and staff remain impartial during student campaigns and do not endorse individual candidates.

## **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 Assistant Head of School for Student Life.

## **D. CELL PHONES**

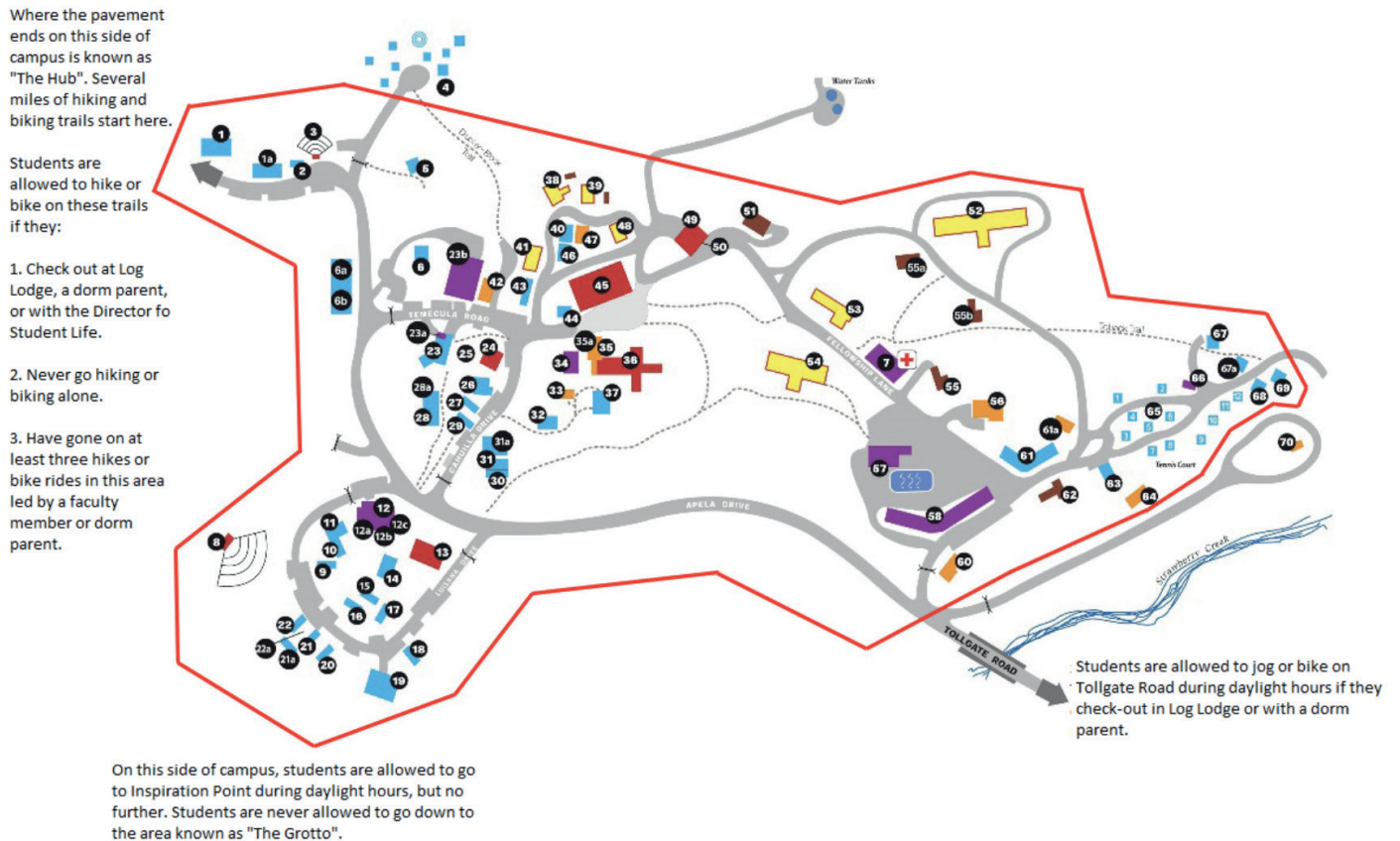
IAA reserves the right to restrict student cell phone use when appropriate. Students should never use cell phones during class unless specifically requested to do so by a teacher for academic purposes. Cell phones should also be silenced during class. Faculty may confiscate cell phones that are used 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 walk, 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." Violation of campus boundaries will result in 2 weeks of camping. Repeated violations may result in more severe discipline.

- 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.
  - 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.



## 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 any Protected Characteristic
- 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 Assistant Head of School for Student Life.

## **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 Assistant Head of School for Student Life before visiting. Students must have parental permission to receive visitors. Each visitor must obtain a visitor pass from the Assistant Head of School for Student Life’ 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 [attendance@idyllwildarts.org](mailto:attendance@idyllwildarts.org) 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. 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 Assistant Head of School for Student Life and must park in designated parking spaces. They are not allowed to drive around campus during the School day without permission from the Assistant Head of School for Student Life. Day students may never drive boarding students in their cars without prior permission from the Assistant Head of School for Student Life, 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: MAJOR SCHOOL RULES AND DISCIPLINE

### A. MAJOR SCHOOL RULES

Violations of IAA policies and Major School Rules may result in student discipline, including suspension and/or expulsion. The following is a non-exhaustive list:

- Use or possession of matches, lighters, or any other device with open flame without faculty supervision, or other violations of IAA's Fire Safety Guidelines that have the potential to compromise the safety of the community
- Violation of the Prohibited Items Policy (including but not limited to, firearms, knives, explosives, and/or imitation weapons or toy weapons) at School or School-sponsored or School-related events, whether on or off campus
- Destroying, defacing, or stealing School property or the property of others;
- Leaving the School grounds without permission; including any deception or dishonesty in the sign-out and permission process
- 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 or property belonging to other members of the IAA community
- Extreme or chronic disrespect for others, and/or behavior that is in violation of IAA's Core Values, whether on or off campus
- Violation of the IAA Electronic Communications Resources and Email Use Policy and/ or Social Media Policy on or off campus
- Behavior toward another student, IAA employee, or parent on or off campus that violates IAA's Bullying Policy and/or Harassment/Assault, Discrimination, and Retaliation Prevention Policy
- Use or threat of physical force or violence toward another student, IAA employee, or parent, whether on or off campus
- Use of slurs or other harmful language or content that denigrates or shows hostility toward a "protected classification" as defined in IAA's Harassment, Discrimination, and Retaliation Prevention Policy, whether on or off campus, verbally, in writing, electronically or otherwise
- Violation of IAA's Smoking Policy or Alcohol and Drug Policy on campus or at any School Function
- Sexual activity of any kind while in IAA's care (see Sexual Conduct Policy)
- Violation of the Academic Honesty Policy, including forgery, plagiarism, or cheating of any kind
- Consistent failure to meet school expectations, and/or repeated infractions or violations of IAA rules or policies
- Behavior, on or off campus, electronically, or otherwise which brings disrepute to IAA
- Actions that would be in violation of any local, state or federal laws
- Any other infraction deemed by the School administration to be of equal seriousness to those listed above

## B. STUDENT DISCIPLINE OVERVIEW

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.

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 who violate 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 may possibly have engaged 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. DORM ACCOUNTABILITY SANCTIONS AND 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.

## D. CAMPUS ACCOUNTABILITY SANCTIONS AND CONSEQUENCES

The following Campus Accountability Sanctions and Consequences may be put in place in response to minor disciplinary infractions:

- *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 a.m. to 7 p.m. on Saturday and Sunday.
- Students may also be *"roomed"* on Saturday night. This means that they have room curfew starting at 8 p.m. and are not allowed to take part in Saturday night dorm or campus activities.



Student Services tracks Campus Accountability Sanctions and Consequences and follows up with students who fail to meet their obligations. Missed detentions or other accountability sanctions will result in additional consequences and interventions. Patterns of missed consequences violate the Major School Rule for repeated infractions, and will be referred to the Major Disciplinary Process

## **E. MAJOR DISCIPLINARY PROCESS**

If there is a concern that a student may have violated IAA rules or policies, they will meet with a member of the Student Services team to determine if their actions violate a Major School Rule and necessitate the Major Disciplinary Process, which is outlined as follows:

- The student will complete a written statement guided by prompts designed to encourage reflection, commitment to growth, and personal accountability.
- The student will have an opportunity to receive feedback and amend their statement in preparation for the Major Disciplinary Process.
- The student will meet with representatives from the Disciplinary Committee (see below). A trusted adult from the IAA community will serve as their support through the Major Disciplinary Process. This is usually the student's advisor, but may also be another adult from the IAA community of the student's choosing.
- After reading the student's written statement, the representatives from the Disciplinary Committee will have an opportunity to ask questions of the student to improve their understanding of the events that transpired and gain a broader perspective on the student's experience.
- After meeting with the student, the Disciplinary Committee representatives will determine the appropriate Major Disciplinary Response (see below).
- The student and their support adult will be informed of this response immediately following the meeting. The student's family/ guardian will also be informed of the response.
- A written summary of the Major Disciplinary Process and the Disciplinary Response will be sent to the student's family/ guardians, advisor, and the student's Arts Chair.
- All decisions of the Major Disciplinary Process and the Disciplinary Committee are binding and final.

### *Confidentiality in the Disciplinary Process*

- The details of the Major Disciplinary Process are kept confidential by the School, with the exception of those directly involved.
- The School reserves the right to use its discretion to share pertinent information with members of the School community when deemed appropriate, including when it offers an educational opportunity for the community. If information is shared, the School will be sensitive to the privacy of the students involved.

### *Variations in the Disciplinary Process*

- At any time, the Head of School may place a student on "Administrative Leave" for a period of time (up to ten days, unless extenuating circumstances exist) while addressing a behavioral or disciplinary

concern, in cases of potential expulsion/dismissal, if a student is unable to complete the Major Disciplinary Process, or if it is in the best interest of the individual and/or the community.

- IAA reserves the right 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.

## F. DISCIPLINARY COMMITTEE

The Disciplinary Committee is designed to help enforce IAA's Major School Rules and policies and support its Core Values. The Disciplinary Committee is composed of a pool of administrators, faculty, and student leaders who receive specialized training in the IAA disciplinary process and the field of restorative practices. When it is determined that a student must meet with the Disciplinary Committee, the appropriate representatives from each constituency in the Disciplinary Committee will be chosen based on the Major School Rule infraction, individuals involved, and other relevant factors. The School reserves the right not to include all constituencies of the Disciplinary Committee in the Major Disciplinary Process at the sole discretion of the administration. This may include, but is not limited to, situations that involve sensitive subject matter or timing that does not lend itself to full participation.

## G. MAJOR DISCIPLINARY RESPONSES

When a student goes through the Major Disciplinary Process, the responsive action could include any or all of the following:

- *Accountability Sanctions* - designed to hold the student accountable and address the impact and seriousness of an infraction- including Disciplinary Warnings, campusing, rooming, suspension, or other appropriate response.
- *Educational Sanctions* - assigned to help the student build skills, develop knowledge, increase understanding, or develop new tools to avoid a similar incident in the future. This may include a research project, connection with support resources, special education sessions, etc.
- *Restorative Sanctions* - intended to help a student reflect, repair harm, develop relationships, build trust, and gain perspective. This may include a written reflection, reparative conversation, special projects with campus adults, mediated conversations, etc.

## H. DISCIPLINARY WARNING LEVELS

Any time a student receives a Major Disciplinary Response, they will be placed on a Disciplinary Warning. The level of the Disciplinary Warning will be determined by the seriousness of the infraction(s), the student's previous disciplinary history, and the proceedings of the Major Disciplinary Process.

*Level 1 Disciplinary Warning:* A Level 1 Disciplinary Warning may be utilized for less serious first-time Major School Rule violations, depending on the impact of the student's actions and their engagement in the Major Disciplinary Process.

*Level 2 Disciplinary Warning:* A Level 2 Disciplinary Warning will typically be assigned when the Disciplinary Committee determines a student must be suspended. Examples include, but are not limited

to: repeated Major School Rule violations, actions that compromise one's own safety, or actions that impact others in the community. Suspension is utilized when the seriousness of a student's actions warrants space between the student and the community, and/or in the event the student fails to take ownership or understand the seriousness of their actions.

**Level 3 Disciplinary Warning:** A Level 3 Disciplinary Warning may be assigned for infractions necessitating suspension that rise above the severity of a Level 2 Disciplinary Warning. This may include, but is not limited to: repeated Major School Rule violations, actions that compromise the safety and well-being of the community, or actions that have a significant impact on others. Students who receive a Level 3 Disciplinary Warning will be at risk of expulsion if they violate another Major School Rule.

## **I. IN-SCHOOL SUSPENSION**

During in-school suspension, students must report to the Assistant Head of School for Student Life's office and work quietly during any free time they have between 8 a.m. and 5 p.m. This is also known as Log Lodge detention.

## **J. OFF-CAMPUS SUSPENSION**

If it is determined that a student must serve an off-campus suspension, they will be expected to depart campus as soon as it is practical. The student must be in the care of an adult family member or other approved adult. If a boarding student is unable to make appropriate arrangements for an off-campus suspension, a homestay may be available with a School community member at the expense of the student's family. Students on an off-campus suspension are expected to reach out to all of their teachers via email to make a plan to keep up with school work, and should also work with classmates to keep up with missed content.

## **K. EXPULSION / DISMISSAL**

If a student's actions cannot be appropriately addressed through the Major Disciplinary Process such that the student can remain a part of the IAA community, the Disciplinary Committee may recommend expulsion to the Head of School. In this circumstance, the student and family will be informed of this decision, and intermediary interventions may be put in place if necessary.

If the Head of School determines that a student must be expelled or dismissed, the decision is final. The student must leave campus as soon as possible, and the Director of Campus Life or designee will help the student pack up their belongings and arrange to ship them if needed. The child's parents or guardians 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.

## SECTION 19: STUDENT CONDUCT POLICIES

### A. 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.

A third type of academic dishonesty that falls between plagiarism and cheating is inappropriate use of generative AI technology to complete assignments, or representing generative AI material as one's own original intellectual product. Students may only use generative AI tools for assignments when directed and guided by instructors and must properly and clearly document any and all elements of an assignment that have been crafted with the use of generative AI tools.

If a faculty member or administrator suspects cheating, plagiarism, or inappropriate use of generative AI tools, 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 for Academics 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 for Academics and the appropriate Department Chair. If the Department Chair and the Assistant Head of School for Academics determine that the student violated the Academic Honesty Policy, they will notify the Assistant Head of School for Student Life and the student will go through the Major Disciplinary Process. 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.

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

## B. 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.

## C. 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 face disciplinary action up to and including expulsion from Idyllwild Arts. Students who may be concerned about a nicotine addiction should reach out to Health Center staff to inquire about enrolling in a smoking / vaping cessation program.

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 take an academy leave and 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 drug and/or alcohol testing for up to the remainder of their 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 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.

## **D. 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.

## **E. 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.

## **F. SEXUAL CONDUCT**

Our health and counseling 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.

## **G. DISCLOSURE AND REPORTING TO COLLEGES**

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.

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?”

Disciplinary consequences are generally not part of a student’s cumulative student record unless they are subjected to serious discipline. Details of disciplinary decisions are documented in written form and emailed to parents. The School will not proactively inform colleges that a student has either applied to or been admitted to, of a disciplinary change in status.

## H. 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/guardians, 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 their physical or mental health;
- Causing a reasonable student to experience substantial interference with their academic performance;
- or
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the School.

Bullying can exist with just one incident, depending on the nature, severity and impact, or it can be comprised of repeated conduct, which collectively impacts another. 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 for Academics, the Assistant Head of School for Student Life, a teacher, or an administrator.

### *Investigation*

After the School receives a complaint, or otherwise learns of an alleged potential violation of this Policy, the Head of School or designee will determine the appropriate course of action. Any investigation conducted will be handled by the School, 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 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 or guardian will be considered a violation of the School's parent/guardian behavior expectations, and may be grounds for expulsion of the children of the offending parent/guardian.

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

# I. HARASSMENT / ASSAULT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

IAA is committed to maintaining an 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, which 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 an individual having any of Protected Characteristics (or combination thereof) and whether that Protected Characteristic actually exists or is just perceived to exist. This Policy also prohibits harassment based on an individual's association with another individual based on Protected Characteristic. This Policy prohibits both harassment by students and parents/guardians, and students' family members towards others in the community. 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 by employees of anyone in the School community is also prohibited and 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, visual, or physical conduct. Examples include, but are not limited to:

- Verbal and written 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, or in any form of writing, including electronically. 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 in this Policy.
- Visual Harassment includes: displaying suggestive images, making inappropriate gestures, offensive cartoons, drawings, posters, leering, unwelcome staring, or using suggestive or offensive symbols.
- 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. Sexually harassing conduct can also occur regardless of a person's sexual orientation.

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 an act that causes a reasonable apprehension of harmful or offensive contact, such as contact that may inflict physical harm or unwanted physical contact upon a person.

Sexual assault is any non-consensual 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 cannot 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 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 finding that the allegations could not be substantiated. 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 finding that the allegations could not be substantiated. Even in these cases, however, 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 (or combination thereof), or because of an individual's association with an individual in a Protected Classification, 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, spreading rumors about, shunning or avoiding an individual, or making actual 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. This is not an exhaustive list.

### *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.

### *False Allegations of Harassment or Assault:*

Students found making false allegations of harassment or assault will be subject to disciplinary action, up to and including expulsion.

### **Mandated Reporter Policy**

At IAA, the safety and well-being of every student are our top priority. We are committed to ensuring that every student feels safe, respected, and valued.

As part of our commitment to creating a safe environment for all children, we follow California's laws regarding mandatory reporting of suspected child abuse and neglect. California Penal Code Section 11166 requires certain individuals, including school staff, to report any suspected abuse or neglect. We believe it is important to make parents, guardians, and students aware of these laws, and the actions the School will take in the event of suspected abuse or neglect.

What is Child Abuse and Neglect?

Child abuse and neglect can take many forms. The most common types are:

- Physical Abuse: Any physical injury inflicted on a child, such as hitting, burning, or shaking.
- Sexual Abuse: Any form of sexual contact or exploitation of a child.

- Emotional Abuse: Any behavior that harms a child’s emotional well-being, such as verbal abuse or constant humiliation.
- Neglect: Failure to provide basic needs like food, clothing, shelter, or medical care.
- Exposure to Domestic Violence: Situations where children witness or are involved in violent acts within the home.

In California, many school staff members—including teachers, counselors, and administrators—are mandated reporters. This means they are legally required to report any suspicion of abuse or neglect to the authorities. This helps ensure that children are protected, even when they cannot speak up themselves.

Our school staff are trained to recognize signs of abuse and neglect, and they are legally obligated to report any suspicions to the appropriate authorities. We take these matters seriously and encourage you to do the same. If you, as a parent, guardian, or student, suspect that a child (including yourself as a student) is being abused or neglected, it’s important to speak up. You can:

Tell a trusted adult at school, such as a teacher, counselor, dorm parent, or Head of School who can make the necessary report.

Call or contact local authorities directly—this could be Child Protective Services (CPS) or the local police department. You don’t need to prove the abuse or neglect; simply report your concerns.

Both school staff and parents/guardians/students who report suspected abuse or neglect are protected by California law. This means there will be no retaliation and you will not face any punishment for reporting abuse or neglect in good faith.

Parents and guardians are encouraged to stay informed about child safety and to foster open lines of communication with their children. If you have concerns or suspect something is wrong, speak up. You are encouraged to speak with your child regularly about their safety and well-being and support a culture of trust where your child feels comfortable reporting anything that concerns them.

## **J. COMMUNICABLE DISEASE POLICY**

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

All students must comply with all 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, 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 other infectious disease.

## 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
Head of School, Jason Hallowbard	2224
Assistant Head of School for Academics, Erin Latimer	2242
Registrar, Maggie Lam	2263
Academy Office Manager, Anabel Barajas	2227
Director of College Counseling, Rebecca Kandel	2329
Vice President of Enrollment Management, Tara Sechrest	2345
Assistant Head of School for Student Life, Lydia Stoye	2238
Director of Residence Life, Megan Kenyon	2228
Director of Campus Life, Ben Zinnen	2229
Campus Life Supervisor, Robert Cervantes	2229
Student Billing and Incidental Accounts, Finance Office	2209
Health Center, School Nurses	2275
Health Center Director, Sarah Klitzke	2276
Counseling Center Executive Director, Kira Barlow	2284
Lower Wayne Office	6100
Small Dorms Office	6200
Husch Dorm Office	6300
MacNeal Dorm Office	6500
Pierson Dorm Office	6700

# REVISIONS AND UPDATES

Mandated reporter policy