STUDENT / PARENT HANDBOOK

2018-2019
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REVISIONS AND UPDATES

ACKNOWLEDGEMENT
Changing lives through the transformative power of art.

Dear Students and Parents:

At Idyllwild Arts, we are proud of the heritage of excellence that is the educational cornerstone for our students and School community. Our campus, spanning 200 acres in the pines of the San Jacinto Mountains, provides the perfect hub for students to hone their skills and to develop a deep sense of their interests, unique abilities and aspirations.

Idyllwild Arts is unparalleled in its ability to offer a first-class preparatory academic curriculum while also providing pre-professional training in the arts. The greater region of Southern California is IAA’s “open textbook” and provides numerous opportunities for our students to further interact with professional artists and industry leaders.

The faculty and administration at the Academy are the first to admit that our students engage in a rigorous schedule. Dedication to work in the arts and academics is vital to the spirit of Idyllwild Arts Academy. Students are asked to meet high standards of achievement and are given the encouragement they need to succeed. The goal of the Academy is to provide an open and supportive environment in which students may comfortably balance their self-expression with what is expected of them.

New students will notice the accelerated pace that is kept on campus; however, they will quickly see that a structured day is simply a necessity in order to be successful. This does not mean there is not time for spontaneity, for listening to music, for making friendships, for enjoying the surroundings and so on. The faculty are involved with student life on campus and are very interested in keeping spirits high and stress levels low.

The concept of “changing lives” is an integral part of the mission of the Academy and can only be achieved through the cooperation of all members of our School community. It requires flexibility, tolerance, patience, understanding, vision, appreciation and acceptance among students, their families, faculty and staff. It also includes an acceptance of a common code of conduct as delineated in this Handbook and Curriculum Guide. We ask that students and parents carefully read the contents of this document; it clearly defines the principles, details and the spirit of the IAA community.

Welcome to the 2018-19 school year. Whether you are new to the Academy or returning for another great year, we wish everyone a successful journey toward academic excellence, artistic development and personal growth.

Warm Regards,

Pamela Jordan, President and Head of School
Idyllwild Arts Foundation
SECTION 1: IDYLLWILD ARTS – AT A GLANCE

A. Mission Statement of the Idyllwild Arts Foundation
Changing lives through the transformative power of art.

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

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

C. Idyllwild Core Values
Idyllwild Arts Academy students know “who they are and what they stand for.” They are young artists and scholars who strive for excellence and aspire to the following values: Integrity, Respect, Responsibility, Aspiration, Passion, Imagination and Positive Contribution to the School Community. As you read through this handbook, please consider the policies outlined in its pages in the context of these shared values, agreed upon by all constituencies of the School: faculty, staff, administration, students and parents. Understanding, appreciating and adhering to the expectations of the School is required by all in order to participate as a positive member of our artistic community. Committing yourself to share in these common values and striving to honor the intention of the quote in Krone Museum—“We are in service to the creative spirit”—will make following the rules at Idyllwild Arts Academy a natural and simple achievement.

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

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

RESPECT - Respect for others requires that you hold all in high regard and do not interfere with their beliefs and pursuits. The 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 the 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, strong or even extravagant fondness and desire that an artist has for his or her art form. It is the driving force behind our art. Passion is a deep insatiable need to practice art. It manifests in the inability to stop creating art. Our lives as artists are imbued with passion.

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

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

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

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

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

**D. Community Ethos:**

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

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

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

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

SECTION 2: IAA – INSTRUCTION

A. Course Structure
The Academy operates on the semester system. Although most academic courses are year-long, individual departments offer one-semester courses for those whose programs permit. The Assistant Head of School supervises academic faculty and is responsible for the academic curriculum. Questions regarding academics should be directed to the Assistant Head, who can be reached at ext. 2224. The Arts Chairs have responsibility for the curriculum in their respective departments. Department-specific questions should be directed to the appropriate Chair. More general questions can be addressed to the Head of School.

The Registrar (ext. 2222) acts as administrative assistant to the Assistant Head of School and Arts Chairs, and can answer questions regarding School records, grades, transcripts and access to our grading programs.
B. IAA Expected School-Wide Learning Results (ESLR)

Idyllwild Arts Academy Graduates are expected to be:

Creative Artist/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 use comfortably the language and vocabulary of their arts and academic disciplines.
- Are critical thinkers who are able to articulate effectively 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.

C. Enrollment and Graduation Requirements

Course Enrollment
In the spring, students who have been offered and have accepted enrollment for the following academic year preregister for the next academic year with the help of their advisors. The students’ current teachers recommend sequential courses and Honors courses. Other courses are chosen by students to complete their programs. Parents or students may contact the Academy during the summer if there is a need to change course selections.

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

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

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

Freshman, Sophomores and Juniors are expected to enroll in at least four academic classes. (This does not include Physical Education.) Seniors are advised to take at least four academic classes in consideration of college admissions requirements.

**Enrollment and Re-Enrollment**

In February, the School invites certain 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 to not offer re-enrollment for other reasons. Every student’s status is reviewed at the conclusion of the year to determine whether or not the student has successfully completed his or her course work and remained in good, disciplinary standing.

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

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

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

**D. Graduation Requirements**

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

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

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

**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
On occasion a student may wish to change to a different arts major. Typically, students need to complete at least two semesters before requesting a change of major, hence any change of status would go in effect at the beginning of the next academic year. In rare instances, a change mid-year may be considered for sophomores or juniors only. To request a mid-year change of major, sophomore or junior students must: (1) obtain approval from the current Arts Chair to pursue the change; (2) obtain approval by formal letter and possibly by face-to-face interview with the Assistant Head of School; and (3) audition and/or submit a formal portfolio with the prospective Arts Chair. Except under very unusual circumstances, students are limited to one change of major during their IAA career.

G. Required Testing
Idyllwild Arts Academy (CEEB code 051236) offers standardized tests on campus, administered by the Testing Coordinator. Juniors are required to take the PSAT in October and the SAT or ACT in March or May. Seniors are required to take the SAT or ACT in October. Any student can register to take any test on campus by registering for the test online and selecting Idyllwild Arts Academy (SAT test center number 05317/ACT test center number 201540) as the testing location.

Though Idyllwild Arts Academy does not offer Advanced Placement (AP) courses, AP exams are administered on campus in May in all subjects. Students can sign up to take AP exams with the Testing Coordinator.

All international students are required to take the TOEFL (Test of English as a Foreign Language) during both the junior and the senior year. TOEFL is not administered on campus and should only be scheduled on Saturdays. Away permission for TOEFL on other days of the week will be extremely limited and any classes missed may be considered unexcused. Students wishing to schedule TOEFL testing must register online and request transportation from the Student Services Coordinator. Approved locations for school transportation for the TOEFL are Rancho Cucamonga, Diamond Bar, El Monte or La Verne.

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

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 in their performance area. Junior and senior Theatre students with a Musical Theatre concentration are required to take private voice lessons offered through the Music Department. Any student in the School may voluntarily opt to register for private instruction in any subject where private study is deemed normal and appropriate. A special fee is assessed for all private instruction offered through the Academy. Private lessons are always subject to the availability of a suitable instructor.
Academy students are expected to study with teachers assigned to them by the Music Department. In extremely unusual circumstances and after careful consideration, the Music faculty and the Music Chair may choose to change a student’s private instructor.

B. **English as a Second Language**

Idyllwild Arts Academy offers English as a Second Language (ESL) courses to international students as needed. All new international students whose first language is not English are tested either before or at the beginning of the academic year and placed according to ability.

The ESL program is designed to provide quality instruction to students whose first language is not English so that they may meet the academic requirements for graduation as outlined in the Student/Parent Handbook and prescribed by the University of California Admissions Standards. Three levels of instruction are offered to develop proficiency in oral and written English: beginning, intermediate and advanced. Core classes include listening, speaking, reading, writing and grammar. Class size is limited to provide individual attention and instructors are committed to increasing intercultural understanding as well as language proficiency. Students must achieve an average grade of “C-” (seventy percent) in each ESL class before they can proceed to the next level of ESL. TOEFL and SAT testing is required of juniors and seniors.

The goal of the ESL Department is to prepare its students to take only mainstream courses by the beginning of twelfth grade, at the latest. To ensure that ESL students are well prepared for the demands of college level courses in writing, research, critical thinking and oral presentation, Idyllwild Arts Academy offers up to five years of coursework for those ESL students requiring extra support and reinforcement of speaking, reading and writing skills.

**SECTION 4: GRADING POLICIES**

### A. Grading

Letter grades are given on the following basis:

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<th>College Prep</th>
<th>Honors</th>
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<tr>
<td>100 - 93 A</td>
<td>4.00</td>
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<tr>
<td>92 - 90 A-</td>
<td>3.70</td>
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<tr>
<td>89 - 87 B+</td>
<td>3.30</td>
</tr>
<tr>
<td>86 - 83 B</td>
<td>3.00</td>
</tr>
<tr>
<td>82 - 80 B-</td>
<td>2.70</td>
</tr>
<tr>
<td>79 - 77 C+</td>
<td>2.30</td>
</tr>
<tr>
<td>76 - 73 C</td>
<td>2.00</td>
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<tr>
<td>72 - 70 C-</td>
<td>1.70</td>
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<tr>
<td>69 - 60 D</td>
<td>1.00</td>
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<tr>
<td>59 - 0</td>
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A grade of “C-” or above is required in mathematics, foreign language and ESL courses to advance to the next level.

Modern Language students are assessed for their correct level within the first two weeks of school.
ESL students are generally given a skype test to ascertain their English level. Math placement tests are also used if there are questions regarding appropriate math level. These tests are generally given in the summer via Skype.

B. Grade Point Average

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

C. Class Rank

Idyllwild Arts Academy does not rank its students. We have transfer students entering our curriculum as tenth-, eleventh- or 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 Arts Academy’s selective criteria for admission.

D. Incomplete Grades

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

E. Auditing Classes

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

F. Scholastic Probation

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

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

G. Artistic Probation

Occasionally a student fails to meet the expectations of his or her arts major. If, after a student has been counseled by teachers and the relevant Arts Chair, the student continues to exhibit less than satisfactory performance in his or her major or shows a lack of commitment, that student is subject to review and to being placed on artistic probation at the end of the semester. If the terms of probation are not adequately met, a student may not be invited to re-enroll the following semester.
SECTION 5: SCHOLASTIC HONORS

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

A. Dean’s List

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

Dean's List students have freedom of study and are not required to participate in evening dorm study or proctored study halls.

B. Honor Roll

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

C. National Honor Society

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

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

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 ESL 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 Film and Digital Media Student Award
• The Outstanding Music Student Award
• The Outstanding Theatre Student Award
• The Outstanding Visual Arts Student Award
• The Outstanding Scholar Award (at each grade level)
• The Outstanding Citizen Award
• The Attendance Award
• Art in Society Award
• Community Service Award

SECTION 6: ARTS AND ACADEMIC SUPPORT SYSTEMS

A. Advisor Program Mission

The advisor sees the “whole child” and may serve a variety of roles in the student’s life:
• 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 values: Integrity, Respect, Responsibility, Aspiration, Passion, Imagination and Positive Contribution to the School Community
• Serve as a first responder to physical and mental health problems and social and emotional issues
• Health and Wellness Education - teach students about health and wellness, and about positive coping skills using curriculum supplied by Student Services

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

B. Parent/Teacher Conferences

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

C. Daytime Study Hall

Freshmen are required to attend daytime study hall. This allows structured time for students to complete assigned homework, reading or other tasks for their academic or arts classes. This is an important
opportunity for Freshmen, as they are adjusting to a dual schedule (arts and academics) and settling into dorm life.

D. Resource Center
The Resource Center is staffed in the morning by a full-time faculty member who provides individual and small-group support for academic and artistic success. Resource is a support system for students who are struggling with time management, organization, completing assignments, test anxiety, or any other issues that may be prevent the student from achieving their full potential.

The Assistant Head of School may assign a student to the Resource Center on a regular basis.

E. Faculty Office Hours
Each academic faculty member holds regularly scheduled office hours Monday through Wednesday during X-block (10:55 am to 11:35 am). Students are encouraged to seek assistance from their teachers when needed. Attendance may be mandated for any student whose grade drops below a “B” in any class.

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

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

G. 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.

H. College Counseling
The College Counselors work directly with students and parents. In conjunction with the faculty, the Counselors facilitate the college admission process by providing guidance in choosing appropriate colleges and/or conservatories. The Counselors also help students obtain and complete application materials and write recommendations and School reports. In addition, the arts faculty provides direction in the students’ preparation of auditions and portfolios.
The Idyllwild Arts Academy College Counseling office works to create individualized guidance for each of our students. Valuing the personality and strengths of each student, we work to help students find programs that fit their particular interests. An important component of the college application is the Counselor’s letter of recommendation. The relationship that the Counselors form with the student helps inform the content of this letter.

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

I. Library

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

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

J. Gallery Exhibitions

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

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

K. Practice Rooms and Studios

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

• Food and beverages are not allowed.
• Personal property should not be left in practice rooms.
• When keys are issued, they should not be lent to other students.
• Doors and windows should be closed after use.
• Pianos should be closed and, where appropriate, covered after use.
• Students may not be in locked rooms anywhere on campus.
SECTION 7: PARENT VOLUNTEERING

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

B. Join the Associates
The purpose of the Associates of the Idyllwild Arts Foundation is to raise money for scholarships to Idyllwild Arts Academy and the Idyllwild Arts Summer Program. Equally important to many is working with others who care about music, theatre, dance and the other arts. Some love jazz and want to get involved with the annual Jazz in the Pines festival. Others take advantage of swimming pool and tennis court privileges, or join the hiking group. Contact 951-659-2171 ext. 2333 or associates@idyllwildarts.org for more information.

Please contact the Advancement Office to learn more about other opportunities to give back to Idyllwild Arts Academy or for information about the Annual Fund, The Gala or Gifts in Kind.

SECTION 8: ATTENDANCE AND AWAY PERMISSION POLICIES

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

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

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

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

Parents are encouraged to track attendance through our attendance and grading program, which is updated daily. Parents and students will be given login information at registration. Questions regarding attendance should be directed to the Attendance Coordinator at ext. 2263.
In addition to the direct consequences that come from missing class or mandatory events, failure to comply with attendance policies and expectations is a disciplinary matter and will be addressed by the Dean of Students.

B. Excused Absences

Excused absences are those occurring due to illness, 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 Coordinator at ext. 2263.

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

Boarding Student Illness: Boarding students who become ill must go directly to the School nurse, in the Health Center, between 7 am and 9 pm. Students who are too ill to get to the Health Center should contact the nurse (ext. 2275), Log Lodge (ext. 2228), a dorm parent or the Administrator on Call (AOC). Students excused from their morning classes must stay at the Health Center for the entire School day. Students are not excused to their dorm rooms during the School day except under special circumstances as determined by the Health Center staff. Students sent to their rooms due to illness during the day must remain in their dorm during the evening. Students who do not check in with the nurse may receive unexcused absences. Parents of boarding students may not call to excuse their child for illness.

Day Student Illness: Day students unable to attend School due to illness must have their parents call (or email) the Attendance Coordinator at ext. 6300 by 8am that day. Students may not call or email on their own behalf. Day students who become ill during School hours must go immediately to the Health Center. Parents who come to School to pick up a sick child must notify the Attendance Coordinator. Only the Health Center staff may excuse a student from class due to illness once the student is at School.

C. Extended Absence

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

In cases of extended absence due to medical or other extenuating circumstances, the Dean of Students and Assistant Head of School will determine the requirements for successful course completion or withdrawal with no credit. Although the School will do its best to support a student on leave, if the leave is extended for too long the student may no longer be able to maintain course standards. Thus, the course load may need to be reduced or the student may need to withdraw from the all courses.

D. Exempt Absence

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

E. Unexcused Absence

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

Absences from other events (all-School meetings, advisor lunches, Health Center appointments, breakfast check-ins, etc.) are not defined within this system and will be addressed separately by the Dean of Students.
It is the responsibility of each student who misses a class to take all necessary steps to catch up with missed material in order not to fall behind, although they may not be given credit for work missed due to an unexcused absence.

**F. Absences Related to Auditions**

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.

Students are still responsible for completing all course work missed during college auditions.

**G. Tardiness**

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

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

**H. 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. Closed Weekends for performances are scheduled as needed.

**I. 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 9 am or after 10 pm. Students will not be excused from classes, exams or performances to facilitate travel. Travel days are scheduled to prevent students from missing classes and to facilitate transportation of students to area airports. Questions should be addressed to the Student Services Coordinator at ext. 2516.

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.

**J. Homestays**

Homestays are available for students during fall, winter and spring breaks and can be arranged by the Student Services Coordinator. Some students may also be required to do a homestay as part of our disciplinary process. The cost of a disciplinary homestay is $55 per night; the cost of a vacation homestay is $70 per night. Student Services must be contacted at least three weeks before break if your child requires a vacation homestay. The Student Services Coordinator (ext. 2516) manages homestays.
K. **Away Permission for Trips Not Organized by IAA**

All Away Permission requests are processed and tracked by the Student Services Coordinator (ext. 2516) through REACH, a boarding school-specific program. Any questions about REACH or Away Permissions should be directed to the Student Service Coordinator. 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 or a performance or rehearsal) or if in our judgment the safety or well-being of a student will be jeopardized (by, e.g., spending an unchaperoned night in a hotel or spending a weekend at a home in which the parents are not present).

Families should request Away Permission well in advance of the event. Occasionally, unforeseen circumstances can make advance notice impossible, and in such cases the School will endeavor to be flexible when appropriate. Permission requests that come in after 11 pm on a Wednesday for the upcoming weekend may be denied.

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

- Date and time the student is leaving
- Date and time the student is returning
- Reason for Away Permission (Auditions or college visits require written confirmation from schools or organizations and will be verified by the College Counselors.)
- Where the student is traveling to and staying while off campus
- Travel plans (Does the student need School transportation?)
- Flight details, including departure and return airport, airline, flight number and flight time
- If School transportation is not required, who will transport the student? (At minimum, we need the driver’s cell number or the taxi company’s number, etc.)
- Who will accompany/chaperone the student?
- Chaperone’s phone number
- Student’s cell number
- Approval from some or all of the following, depending on the situation: teachers, dorm parents, relevant Arts Chair, Director of Student Life, Dean of Students. The Student Services Coordinator 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, college visits, friends’ birthdays, etc. Students who miss class for these types of events will receive unexcused absences and will therefore not face disciplinary consequences. 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 missing work.

**SECTION 9: STUDENT SERVICES**

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

A. **Staffing**

The Dean of Students supervises the Student Services staff, which includes the Director of Student Life, the Student Services Coordinator, the Student Services Administrative Assistant, the Attendance Coordinator, the dorm parents, the Health Center staff and the counseling staff. Questions regarding Student Services should be directed to either the Student Services Administrative Assistant (ext. 2228) or the Dean of Students (ext. 2225).

B. **Food Service**

Sacco Dining Services provides food service. Whenever practical, Sacco 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 should be appropriately dressed 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 shared serving bowl or plate, students must use serving tongs or forks.
- Sandwiches or small servings should always be carried on a plate, not in the hand.
- Trays, cups, glasses, dishes and silverware may not be removed from the dining hall at any time.
- Food may not be taken out of the dining hall except at lunchtime when students may take two pieces of fruit.
- 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) is provided for a fee of $165 per person, and to and from the Ontario and Palm Springs airports for a fee of $125 per person. At all other times, transportation to and from any other destination is provided for a fee of $0.85 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 account. The Student Service Coordinator (ext. 2531) manages School transportation.
SECTION 10: HEALTH SERVICES

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

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

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

A. Health Services Requirements

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

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

B. Hours of Operation

A certified medical professional is available for student care twenty-four hours a day. Health Center hours of operation are posted there. A registered nurse is available on campus from 7 am to 11 pm, Monday through Friday, and 10am – 11pm on Saturday and Sunday. If a student needs medical attention during the night or on weekends, a dorm parent will call the Health Center on-call staff. If the Health Center office is closed or in the middle of a shift change, a staff member will remain available on call. Each time a student visits the Health Center and is seen by a nurse, the following services may be provided:

Assessment
- For degree of illness
- Variation in vital signs
- To see if the student is contagious
- Appropriateness of next level of care
- To see what treatment is appropriate in house

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

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

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

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

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

F. Illness procedure
Students who are ill must report in person to the Health Center for assessment by the nurse. Students who are too sick to get out of bed should try to inform the dorm parent on duty or let the Student Services Coordinator know during the dorm sweep after breakfast check-in. If a student becomes ill during the day, his or her teacher or the 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 8am on the day of the absence. Parents of boarding students may not excuse their children for illness by phone or other means.

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

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

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

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

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

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

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

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

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

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

All medication must be registered with the Health Center before arrival at School and be provided in their original containers, and for prescription medications, must come with the pharmacist’s label, which includes the student’s name, medication name, dosage and time schedules. This includes all prescription medications, any over-the-counter medication, herbals, homeopathic medication or supplements. Medication labeled in any other language is strictly forbidden for safety reasons. Students found taking or possessing medication not registered with the Health Center, or who fail to follow this policy, will be subject to discipline.
H. **Electric Scooters**
Electric scooters are available, when prescribed by a doctor, through the Health Center at a cost of $40 per week.

I. **Consent to Treat**
A signed Consent to Treat Form is required for each student before he or she returns to campus each year.

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

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

L. **Flu Permission Form**
The flu vaccine is offered annually to Idyllwild Arts students and is highly recommended. Any student that wishes to receive the flu vaccine must have a signed consent and release form on file with the School. We have found that when the majority of the student population receives this vaccine, the number of flu cases is reduced and symptoms for those infected are less severe and of shorter duration. This form is in the Health Center admission packet and must be completed annually.

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

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

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

If your family has a health insurance policy originating from a country other than the United States, you may either purchase Student Insurance or provide a valid credit card for all medical visits and prescriptions.
N. Counseling
Counseling is available from two school counselors for any student in the health center. At the beginning of the school year our counselors are available to meet with each new student for an initial assessment. Students may be self-referred, referred by parents, teachers, dorm parents, advisors, or other students. Students are welcome to walk-in to the health center for walk-in appointments, are able to schedule weekly appointments, and have access to the counselor on-call after the health center has closed. It is the goal of the counseling staff to provide support to students, to work with students to identify goals, and help the students work towards those goals. If desired or needed, the counselor will make outside referrals for more specialized treatment support and options.

Counseling office hours are Monday-Friday 7 am to 7 pm. A school counselor is always available after hours and on the weekends on an on-call basis.

Confidentiality
The information disclosed by a student during counseling sessions is generally confidential and will not be released to any third party without written authorization from the student, except where required or permitted by law. Exceptions to confidentiality, include, but are not limited to, reporting child, elder and dependent adult abuse, when a student makes a serious threat of violence towards a reasonably identifiable victim, or when a student is dangerous to themselves or the person or property of another. Parents/guardians should be aware that the Idyllwild Arts Academy Health Center (IAA HC) is not a conduit of information from the student. Psychotherapy can only be effective if there is a trusting and confidential relationship between the provider and the student. Although the parent/guardian can have general information about the student’s treatment, he/she will typically not be privy to detailed discussions between the provider and the student. However, parent/guardians can expect to be informed in the event of any serious concerns the provider might have regarding the safety or well-being of their student, including suicidality.

Psychotherapist-Client Privilege
The information disclosed by a student, as well as any records created, are subject to provider privilege.

If IAA HC receives a subpoena for records, deposition testimony, or testimony in a court of law, the therapist will assert the provider-client privilege on student’s behalf until instructed, in writing, to do otherwise by a person with the authority to waive the privilege on student’s behalf. When a student is a minor, the holder of the provider-client privilege is either the minor, a court appointed guardian, or minor’s counsel. Parents typically do not have the authority to waive the provider-client privilege for their minor children, unless given such authority by a court of law. The parent/guardian is encouraged to discuss any concerns regarding the provider-client privilege with his/her attorney.

The provider-client privilege results from the special relationship between therapist and student in the eyes of the law. It is akin to the attorney-client privilege or the doctor-patient privilege. Typically, the student is the holder of the provider-client privilege.

Risks and Benefits of Counseling
A minor Student will benefit most from psychotherapy when his/her parents, guardians or other caregivers are supportive of the therapeutic process. Psychotherapy is a process in which the therapist and student, and sometimes other family members, discuss a myriad of issues, events, experiences and memories for the purpose of creating positive change so the student can experience his/her life more fully. It provides an opportunity to better and more deeply understand oneself, as well as, any problems or difficulties the student may be experiencing. Psychotherapy is a joint effort between Student and
Therapist. Progress and success may vary depending upon the particular problems or issues being addressed, as well as many other factors.

Participating in therapy may result in a number of benefits to the student, including, but not limited to, reduced stress and anxiety, a decrease in negative thoughts and self-sabotaging behaviors, improved interpersonal relationships, increased comfort in social, school, and family settings, and increased self-confidence. Such benefits may also require substantial effort on the part of the student, as well as his/her caregivers and/or family members, including an active participation in the therapeutic process, honesty, and a willingness to change feelings, thoughts and behaviors. There is no guarantee that therapy will yield any or all of the benefits listed above.

Participating in therapy may also involve some discomfort, including remembering and discussing unpleasant events, feelings and experiences. This discomfort may also extend to other family members, as they may be asked to address difficult issues and family dynamics. The process may evoke strong feelings of sadness, anger, fear, etc. There may be times in which the therapist will challenge the perceptions and assumptions of the student or other family members and offer different perspectives. The issues presented by the student may result in unintended outcomes, including changes in personal relationships.

During the therapeutic process, many students find that they feel worse before they feel better. This is generally a normal course of events. Personal growth and change may be easy and swift at times, but it may also be slow and frustrating. Student should address any concerns he/she has regarding his/her progress in therapy with the therapist.

Records and Record Keeping
The counselor may take notes during session, and will also produce other notes and records regarding the student’s treatment. These notes constitute the therapist’s clinical and business records, which by law, the therapist is required to maintain. Such records are the sole property of the therapist, and they will not alter his/her normal record keeping process at the request of any student or parent/guardian.

Should the student or parent/guardian request a copy of the counselor’s records, such a request must be made in writing. Therapist reserves the right, under California law, to provide student, or parent/guardian, with a treatment summary in lieu of actual records. Therapist also reserves the right to refuse to produce a copy of the record under certain circumstances, but may, as requested, provide a copy of the record to another treating health care provider. Parent/guardian will generally have the right to access the records regarding student.

However, this right is subject to certain exceptions set forth in California law. Should parent/guardian request access to the therapist’s records, such a request will be responded to in accordance with California law. Therapist will maintain student’s records for ten years following termination of therapy, or when Student is 21 years of age, whichever is longer. However, after ten years, student’s records will be destroyed in a manner that preserves student’s confidentiality.

Student, or Parent/guardian, should be aware that he/she might be waiving the psychotherapist-client privilege if he/she makes his/her mental or emotional state an issue in a legal proceeding. Student, or parent/guardian, should address any concerns he/she might have regarding the psychotherapist-client privilege with his/her attorney.

Professional Consultation
Professional consultation is an important component of a healthy psychotherapy. As such, the provider regularly participates in clinical, ethical, and legal consultation with appropriate professionals. During such consultations, personally identifying information regarding the student, student’s family members, or caregivers will not be revealed.

Treatment/Support Team
The School Counselors work with the Idyllwild Arts School Nurses and members of Student Services to create a treatment/support team whose function is to holistically provide support for the students. This team meets to discuss ways to best support students who are struggling in various aspects of their functioning and experience.

Termination of Counseling
Psychotherapist reserves the right to terminate therapy at his/her discretion. Reasons for termination include, but are not limited to, failure to comply with treatment recommendations, conflicts of interest, failure to participate in therapy, student’s needs are outside of therapist’s scope of competence or practice, or student is not making adequate progress in therapy. Student or parent/guardian has the right to terminate therapy at his/her discretion. Upon either party’s decision to terminate therapy, therapist will generally recommend that student participate in at least one, or possibly more, termination sessions. These sessions are intended to facilitate a positive termination experience and give both parties an opportunity to reflect on the work that has been done. Therapist will also attempt to ensure a smooth transition to another therapist by offering referrals to student or parent/guardian.

Support Groups
The counselors provide multiple support groups that focus on a variety of topics (wellness, anxiety, body image, moods, depression, coping skills, peer relations, boundaries, problem solving, etc.). In addition, counselors can create new groups to fit student needs. If you have any questions about support groups, please contact the Counseling Office at ext. 2285.

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

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

- Involvement with drugs and alcohol.
- An attempt to harm himself or herself or another member of the community.
- Any abusive situation and/or any situation that may be harmful to a member of the School community.

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

Students are encouraged to seek help from the School's faculty and administration, counselors, health care providers, law enforcement, or other adults when any situation arises that may require immediate medical attention or other assistance with any of the above described situations.
The Safe Harbor may be invoked when a student brings to a School nurse, a counselor, the Dean of Students, the Assistant Head of School or the Director of Student Life information concerning an at-risk student. A student can invoke the Safe Harbor for him/herself or for another student. School faculty and administration will not, to the extent possible, disclose the names of students who assist others in seeking Safe Harbor.

A student who requests Safe Harbor for him or herself, 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 this Safe Harbor policy.
- Exceptional aggravating circumstances may result in a disciplinary response, and include threats of violence towards others.
- Safe Harbor does not apply to a student who distributes illegal substances or aids others in obtaining them.
- Safe Harbor is not intended as a haven or shield for a student who seeks sanctuary after he or she knows or suspects that an adult is aware of unacceptable behavior.
- The Safe Harbor does not exempt a student from any local, state, or federal laws.

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

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

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

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

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

**Q. Medical Leave of Absence**

Certain circumstances regarding health and well-being may necessitate placement of a student on Medical Leave. In conjunction with the Health Center, the Dean of Students initiates all Medical Leaves. Students and parents may also request a Medical Leave by contacting the Dean of Students.
Students on Medical Leave are expected to return to School if and when the Dean of Students, the Health Center and the medical professional(s) treating the student deem it appropriate. Return will generally be contingent on the following conditions:

- Clearance from the appropriate medical specialist that the student is safe to return.
- A time off campus agreed upon between the practitioner and IAA to ensure the efficacy of the medical and/or therapeutic treatment.
- A medical and/or therapeutic treatment plan that IAA can support effectively.
- Keeping up with academics as dictated in the Academic Plan connected to the Leave. (A plan will be devised and disseminated at the beginning of the Medical Leave.)

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

R. **Reasonable Accommodations Policy**

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

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

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

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

*Case-by-Case Determination*
The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide after it has engaged in the interactive process described above unless the parents and student refuse to engage in an interactive process. The School will not provide accommodation(s) that would pose an undue burden upon the School finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services, or operations. The School will inform the student of its decision as to reasonable accommodation(s) in writing.
SECTION 11: SAFETY GUIDELINES AND SECURITY

A. Fire Safety Guidelines

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

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

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

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

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

Candles, flammable incense, kerosene lamps, etc. are not allowed in dorm rooms, and smoking in dorm rooms and anywhere else on campus is absolutely prohibited.

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 desk 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 gel or colored paper may not be used inside fixtures to add color.

B. Fire Drills and Disaster Preparedness

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

C. Security on Campus

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

Faculty can contact security guards at any time by radio or telephone. Security contact numbers appear on the campus phone list posted in all dorms and campus buildings.
SECTION 12: ADDITIONAL SERVICES

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

B. **Student 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:

Option 1: $2,700 (for books and incidentals). This option covers charges the student incurs for bookstore purchases, field trips, Health Center services, transportation, postage, storage, long-distance telephone calls and cleaning or repair of dorm rooms.

Option 2: $1,500 (for books, and incidentals).

Periodic replenishment of either option 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. 2210.

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 his or her dorm. The badge must be presented at the bookstore to charge purchases to the student’s incidental account. Badges must also be presented at the dining hall during meals and some mandatory School events. Badges are issued by the Student Services Assistant in Log Lodge (ext. 2228).

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

Student mail should be addressed to:
(Student’s name)  
Idyllwild Arts Academy
United Parcel Service (UPS) and Federal Express (FedEx) packages should be sent to:
(Student’s name)
Idyllwild Arts Academy
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.  Telephone & Internet Services

The School provides 802.11g/n access points operating on 2.4 GHz and 5.0 GHz. The dorms, dining hall and classrooms all have access points, as do most business offices.

Some services can negatively impact a wireless network by generating a high level of Internet activity. Some services can negatively affect your wireless network performance and the network performance of other wireless users. The wireless network is a shared resource, which means the bandwidth available to each user of an access point will decline as high-bandwidth services are used. The highest rates of bandwidth use are typically from streaming video.

To ensure the equitable sharing of available bandwidth, IAA has implemented a bandwidth management system. This allows us to implement quotas for individual users. Most users will be unaffected because most users do not generate excessive Internet traffic. If a user exceeds quota, that user’s connection will be slowed down so that there will be enough capacity for all users. No user will be cut off from the Internet. But the connection could be too slow to run streaming video, yet fast enough for email, sending or receiving documents or viewing web pages.

Another factor affecting the quality of network service in the dorms is radio frequency signal strength (the strength of your Wi-Fi signal). Access points are positioned so that every room has an adequately strong signal, but problems can occur if other devices use the same radio frequency range (2.4 GHz) as the wireless network. Only devices that are part of the Idyllwild Arts wireless network will be permitted to use the 2.4 GHz range. Students should not have wireless base stations, cordless phones, cameras or audio speakers that use the frequency band of 2.4 GHz.

Internet timers are used to help manage responsible use, and the wireless network may be switched off between 11 pm and 6 am to encourage healthy sleep habits.

All dorm rooms have individual landlines with voicemail.

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. Every student is assigned an IAA email account and is required to check that account daily for messages from teachers, dorm parents and Student Services staff. Internet access is available in the dorms and Krone Library. Other campus facilities are wired for high-speed Internet access.

*Proper Usage*

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

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

*Communication is Not Private*
Each student’s online communication is a reflection of our School. E-mail to and from our School is like a postcard: it is not private and may be monitored as needed. Therefore, students have no right to privacy in email or other School technology resources as it relates to use of the School’s electronic resources. The School has the right to monitor and review all use of its Electronic Communications Resources of any kind, including communications on its server/network and electronic equipment.

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

*Security*
It is essential that the School’s computers never be disrupted by any virus. For that reason, using School computers to open any Internet-based e-mail system (Gmail, Yahoo, etc.) is strictly prohibited. When work must be transferred from home to School, it must be via the School’s official e-mail address.

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

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

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

*Misuse*
Students agree to report any misuse of the system to a teacher or an administrator.
H. Social Media

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

IAA understands that students use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family and friends. Through social media, individuals can create Web content, can organize, edit, or comment on content, as well as combine and share content on their own web site or on someone else’s. Social media uses many technologies and forms, including Web feeds, blogs, wikis, photography and video sharing, web logs, journals, diaries, chat rooms, bulletin boards, affinity web sites, podcasts, social networking, fan sites, mashups, and virtual worlds.

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

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

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

Do Not Engage in Bullying of Fellow Students
Students are prohibited from engaging in conduct that violates the School’s Policy Against Bullying. Bullying of minors of any age in the School environment can cause psychological and personal harm and can serve as an obstacle to their succeeding in an educational environment.

Do Not Make Inaccurate or Defamatory Statements
Students should never communicate any information or rumors that the student knows to be false about his/her fellow students, employees of the School, or anyone. Students should strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to their sources of information. If a student makes a mistake, correct the information, or retract it promptly.
Do Not Infringe On Others’ Rights or Privacy
Do not disclose information that may violate student, School family, or employee rights. For example, do not disclose another individual’s social security number, medical information or financial information in a manner that violates that person’s privacy rights.

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

For More Information
Please contact an administrator or the Head of School with any questions or for further guidance.

SECTION 13: STUDENT LIFE
The mission of Student Services at IAA is to manage the health and safety of our community while teaching the importance of time management, interpersonal relationships and individual accountability. Our student life curriculum fosters an environment of cooperation, trustworthiness, fun and personal growth, while our Health and Wellness Program teaches practical skills for healthy living.

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

B. Prefect Program
Prefects are upper-class students who have been chosen to work closely with faculty members to monitor and govern the dorms and to serve as role models for younger students. Approximately one prefect is assigned for every fifteen students in the larger dorms and for every nine students in the smaller dorms. Prefects attend weekly meetings with the dorm parents on their team to discuss all dorm-related matters. They also work with the Director of Student Life to plan activities on and off campus. Prefects may conduct or assist in conducting room inspections in the dorms and may be responsible for monitoring dorm rules. They also provide informal counseling and advice to other students. The prefects are chosen in April by the dorm parent teams in recognition of their leadership potential, honesty, dependability, fairness and good conduct.

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

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

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

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

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

SECTION 14: RESIDENTIAL LIFE EXPECTATIONS

A. Roommates
An IAA student should expect to have at least one roommate. The School considers the interests, tastes and habits of each student while assigning roommates. Returning students are encouraged to request a specific roommate before the end of the preceding school year. English as a Second Language (ESL) 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 speed their linguistic and cultural acclimatization to IAA.

IAA houses students based on gender identity.

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

Single rooms are not generally available. When space allows, however, a single room may be assigned to an individual at the discretion of the Student Services staff.
B. Dorm Rules
Meeting basic student life expectations is essential for the comfort, health and safety of all who live in the dorms. Compliance with these rules indicates respect and positive participation in the community. To support compliance, each dorm uses a credit system 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 tracked include (but are not limited to):

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

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

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

Students who accrue three or more credit losses will be assigned at least one of the following:

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

Students who lose more than three credits per week on a regular basis may face escalating consequences including, but not limited to, suspension or separation, depending on the situation.

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

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

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

Juniors and seniors
- 9 pm dorm curfew, face-to-face check-in with dorm parent
- 10 pm room curfew, dorm parent will circulate through dorm and check rooms
On Friday and Saturday nights, dorm curfew for all students is 10 pm, and room curfew for all students is 10:30 pm.

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

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

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

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

- Any student required to do breakfast check-in gets one sleep-in day per week (they can choose any day of the week).
- Freshman and sophomores must check in Monday through Friday all year.
- Juniors must check in from Monday through Friday during the first quarter of the school year. Any junior on the “D/F” list or with attendance problems after the first quarter will be notified by the administration that he/she must continue breakfast check-in for the remainder of the school year.
- Seniors do not have breakfast check-in unless they are on academic probation or have attendance problems, in which case they will be notified by administration that they will be required to have breakfast check-in.

Students subject to breakfast check-in must report to the dining hall by 7:35 am and sign in with Student Services staff on duty. Student Services staff will sweep the dorms each morning after breakfast check-in to check on students who missed breakfast. Students who are required to have breakfast check-in and repeatedly miss it will be subject to disciplinary action.

G. Weekend Daytime Check-In
All students are required to have a face-to-face check-in twice per day on Saturday and twice per day on Sunday during their free time. Students must check-in at any dorm between 10:30 am and 1 pm and between 7 pm and 8 pm on both Saturday and Sunday.

H. Dorm Visitation Policy
Students are allowed to visit the common areas of other dormitories.
Seniors have the privilege of in-room, opposite-sex visits, but only at specific times and under specific circumstances:

- 7 pm to 8:30 pm Sunday - Thursday
- 7 pm to 9:30 pm Friday and Saturday
- Dorm parent must be present and aware of the visit.
- Door must remain open at all times.
- During coed 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.

Consequences for violating the coed visit policy are as follows:
- First offense: four-week ban from opposite-sex dorms, a letter home, and one day of detention
- Second offense: additional six-week ban from opposite-sex dorms, either weekend work crew or two days of detention, and a letter of censure sent home and placed in the student’s file
- Third offense: separation with the right of appeal to a judicial committee.
- Please note that some violations of the visiting policy may be deemed more significant than others and thus be subject to separation before the third violation.

I. Television, Gaming, and Movies
Students are not allowed to have televisions or large monitors, defined as 21 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 are allowed to bring small refrigerators (2.7 cubic feet or less) to School and to use them to store food in their rooms, but students can only have one refrigerator per room. All students can use the communal refrigerators to store food. Students wishing to keep non-perishable food in their rooms should store it in airtight containers. Individual dorms may require storage of all food and cooking equipment in the communal kitchen. Students who create sanitation hazards as a result of food or cooking equipment in their rooms will be counseled by their dorm parents and may lose the privilege of storing food in their rooms. Students with refrigerators in their rooms should expect these appliances to be checked for cleanliness as part of their routine room inspections.

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

Any student who creates a fire hazard through improper use of cooking equipment will receive disciplinary consequences.
K. **Displays of Inappropriate Material**

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

L. **Gambling, Tattooing and Piercing**

Gambling is not permitted on campus. Students may not pierce or tattoo themselves or anyone else while on campus because this poses a significant health and safety hazard.

M. **Dorm Meetings**

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

N. **Room Keys**

Students will be issued keys to their rooms and mail boxes at registration. They are expected to keep their dorm rooms and mailboxes locked and to carry their keys at all times. Lost keys can be replaced in Log Lodge with the Student Services 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 registration, students must pay a $200 deposit against damage to dorm rooms. The room deposit will be refunded if no damages are assessed and the student has fulfilled all clearance obligations at the end of the year. Room assessments are performed throughout the year. If damage is discovered, the student will be charged at that time.

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. New damages will be evaluated and billed to the student.

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 staffs may enter dorm rooms during normal working hours, 7 am – 7 pm, to repair and clean rooms.

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

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

SECTION 15: STUDENT PRIVILEGES

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

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

B. Senior Privileges
Seniors are exempt from breakfast check-in unless they are on academic probation, have attendance problems or are required to attend as a disciplinary consequence.

Seniors are allowed coed visits as previously described.

After spring break, excluding Finals Week, town van runs will be available on Tuesdays for seniors only between 3 pm and 7 pm. 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 they are abused, in the School’s sole discretion.

SECTION 16: CAMPUS LIFE

A. Student Activities
Residential students are strongly encouraged to stay at School on the weekends while School is in session and to participate in a variety of activities, all of which are also open to day students. The Director of Student Life plans activities in conjunction with other faculty members and student leaders. Activities on campus include dances, open-mic coffee houses, movie screenings, games and
competitions, pool parties and open houses in dorm parent apartments. Activities off the hill include trips to museums, concerts, theatre productions, amusement parks, beaches, ski areas, skating rinks, shopping malls, movie theatres, sporting events and many other cultural and recreational activities. Some trips may include a community service component. All students and parents are invited to suggest possible trip destinations and should do so by contacting the Director of Student Life. Students who sign up for off-campus trips are charged according to the cost of that event, including transportation, entrance fees, tickets and other related expenses. In most cases students should bring pocket money on off-campus trips in order to cover food and incidental costs.

B. Student Government

Student government helps plan and run student activities, helps develop policies, rules and privileges and builds student leadership skills. 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. Representatives are elected from each grade level, each arts major, day students and international students. Student government includes the student body president and a cabinet composed of the senior class president (also serving as vice president of the student body), the secretary and the treasurer. Other students are welcome to attend and participate in student government meetings.

C. Automobiles

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

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

D. Cell Phones

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

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

Students are encouraged to hike, jog and cycle around campus, but they must stay within the bounds shown below in red. In general, a student who can no longer see a School building has gone out-of-bounds. The exception is Inspiration Point and the path to Inspiration Point, near the amphitheatre. Students can visit Inspiration Point during daylight hours, but are never allowed to go past Inspiration Point down to the area known as “The Grotto.”

• If a student wishes to leave campus and go out-of-bounds on a walk, hike or bike ride:
  o The entire hike, walk or bike ride must take place during daylight hours.
  o Students must leave and return in daylight.
  o All other School commitments must be satisfied.
  o Any student riding a bicycle 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. Inappropriate dress is defined as any attire that is offensive or is a safety concern on campus and includes:

- T-shirts or other clothing or buttons with inappropriate slogans, or displaying prohibited substances (such as alcoholic beverages, marijuana, or cigarettes), sexually suggestive comments, racial/hate slogans, obscene words or profanity, or offensive symbols;
- Wearing only undergarments outside of the privacy of the dorm room (students must be dressed for room curfew checks);
- Wearing sunglasses during instructional time;
- Gang-affiliated or related clothing and paraphernalia;
- See-through or overly revealing garments;
- Heels higher than 1-1/2 inches and flip-flops. Students should be aware that the nature of the School grounds and surrounding terrain makes it dangerous to wear high-heels, flip-flop sandals or other types of footwear offering insufficient support and protection. Many minor sprains and injuries can be avoided by wearing appropriate footwear. Shoes must be worn at all times outside of the dorms.
Exercise clothing such as sports bras, gym shorts, and shirts are acceptable to and from the gym.

Appropriate dress for special events will be designated.

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

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

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

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

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

SECTION 17: DAY STUDENTS

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

Medical excuses for day students must be reported to the School nurse or the Student Services administrative assistant by 8am on the day of the absence.

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

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

C. **Lockers and School Property**

Lockers are 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 or 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 in IAA’s discretion. Day students who receive prior IAA authorization and drive to School must register their car in Log Lodge with the Dean of Students and must park in designated parking spaces. They are not allowed to drive around campus during the School day without permission from the Dean of Students. Day students may never drive boarding students in their cars without prior permission from the Dean of Students, the boarding student’s parents and the day student’s parent’s. Disobeying this rule may result in the loss of campus driving privileges and may be subject to further discipline. A 15 mph speed limit is enforced on campus, where pedestrians always have right of way. Pedestrians on campus may include the young children of faculty and staff. If the speed limit and safe driving practices are not observed, the offending student will lose the privilege of driving on campus and may be subject to further discipline.

### SECTION 18: CODE OF CONDUCT AND DISCIPLINE

A. **Code of Conduct**

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

- Bringing or using weapons of any kind, including knives, firearms, fireworks, or explosives, to School;
- Destroying, defacing, or stealing School property or the property of others;
- Use of cell phones in class;
- Leaving the School grounds without permission;
- Entering portions of the campus that are either locked or out of bounds to students without express permission of IAA authorities including entering the School grounds during non-operational hours without permission;
- Violating dress code standards;
- Littering on the School campus;
- Using profanity;
- Disrespectful behavior or language;
- Misuse of the School’s technical resources, including violation of the Electronic Communications Resources and Email Use Policy;
- Bullying in any form (e.g., face-to-face, via an electronic device or the Internet) toward another student, IAA employee, or parent whether on or off campus, in violation of IAA’s policy against bullying;
- Fighting or threat of physical violence towards another student, IAA employee, or parent, whether on or off campus;
- Racial/ethnic, religious, or sexual/orientation slurs made on or off campus towards another student, IAA employee, or parent, or any other violation of IAA’s harassment, discrimination, and retaliation prevention policy;
- Use or possession of tobacco, alcohol, marijuana, illegal substances, drug paraphernalia, or prescription drugs not specifically prescribed for the student on campus or at any School function;
- Insubordination or disobedience;
- Forgery, plagiarism, or cheating of any kind;
- Repeated violation of rules or policies of IAA; and/or
- Behavior which brings disrepute to IAA whether on or off campus.

B. Student Discipline

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

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

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

IAA reserves the right at any time to suspend or expel any student whose conduct is not compatible with the standards of the IAA community. IAA is also not required to follow progressive discipline before making a determination to suspend or to expel a student.
Unless there are extenuating circumstances present, when a student is accused of engaging in misconduct, the School will inform parents of the suspected misconduct. The student’s advisor and Arts Chair will also be notified in most cases to help support the student.

C. **Expulsion / Dismissal**

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

D. **Separation and Appeal Guidelines**

When a student is being considered for expulsion, the student may be placed, at the School’s discretion, on a “Separation”, which is a temporary exclusion from campus and IAA activities that can last from one to ten or more days. Unless there are extenuating circumstances, in the School’s sole determination, the student and his/her parents have the opportunity to meet with IAA using the following Separation and Appeal Guidelines. IAA reserves the right, however, to modify and/or bypass some or all of the guidelines and proceed directly to a final determination of discipline, in the School’s sole discretion.

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

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

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

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

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

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

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

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

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

E. Consequences

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

Detention takes place weekday mornings in Nelson Dining Hall and is supervised by Student Services staff. Students can work quietly during this proctored study period.

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 the dorm parent on duty in their dorm every hour from 11 am to 7 pm on Saturday and Sunday.
Students may also be “roomed” on Saturday night. This means that they have room curfew starting at 8 pm and are not allowed to have sleepovers or take part in Saturday night dorm or campus activities.

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

- First missed detention results in an additional detention, so that the student now has two periods of detention.
- Second missed detention results in a campus restriction the following weekend.
- The first time a student leaves campus while “campused,” he or she will receive a one day in-School suspension.
- The second time a student leaves campus while “campused,” he or she will be separated with the right of judicial appeal.
- The third time a student misses either detention or work crew, he or she will serve a one day in-School suspension.
- The fourth time a student misses either detention or work crew, he or she will be separated with the right of judicial appeal.

F. In-School Suspension

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

G. Dorm Consequences

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

SECTION 19: POLICIES

A. Directory

Each family can access the School Directory via a shared document emailed to families at the beginning of the year. Parents are urged to update their directory entry promptly as contact information changes. Families are reminded that the IAA Directory is a confidential document and is to be used only for IAA purposes only. Families are prohibited from using the IAA Directory for solicitation or commercial purposes.

B. Academic Honesty

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

Academic dishonesty mainly involves two distinct but related forms: 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 is to 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. Unauthorized use of notes, books, internet resources or other aids, or giving out information about tests or quizzes to other students, are also examples of cheating.

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

Academic Honesty violations do not “reset” each year and remain a part of the student’s record for the duration of a student’s entire enrollment at IAA.

C. Smoking Policy
Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military.

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

D. Drug and Alcohol Policy
Possession and/or use of illegal drugs and/or alcohol on campus, or attending School or class, including School activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion.

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 that student to submit to a drug and/or alcohol screening test. “Reasonable
“Suspicion” shall mean 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.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to 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 successfully complete a drug and/or alcohol substance abuse program at the expense of the student’s parents.

Upon completion of the drug and/or alcohol substance abuse program, the student may be required to continue with maintenance sessions and random drug and/or alcohol testing for up to the remainder of his/her time at the School (including summers and other vacations), per any recommendations of the student’s certified counselor or certified program.

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

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

E. Prohibited Items

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

F. Search and Seizure Policy

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

IAA may also search Students’ 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 Student’s personal property and turn it over to law enforcement.
G. Sexual Conduct

Our health and wellness program offers grade-specific classes that provide sex education and encourage students to make choices that contribute to a healthy lifestyle. Sexual activity involving students of any age, even if consensual, is not allowed while students are in IAA’s care. Students should be aware that 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 in engaging in a given “display of affection” in front of one’s parents.

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 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.

Some sexual conduct violates state laws, and School personnel are required to report such instances to state or local authorities.

H. Disclosure and Reporting to Colleges

Disciplinary consequences are generally not part of a student’s cumulative student record unless he or she is subjected to serious discipline, such as expulsion. Expulsions are noted on transcripts, absent the details. Details of disciplinary decisions are documented in written form and emailed to parents. Institutions of higher learning are interested in the character of applicants as well as the student’s academic ability and performance. Some colleges specifically ask the School about disciplinary actions. The School has the responsibility to communicate honestly to colleges about these matters.

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

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

I. Bullying

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

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

Bullying is defined by this policy as:

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

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

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

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

Student Reporting

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Head of School, or to any teacher or administrator.

Investigation

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

The School will make reasonable efforts to protect students’ privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.
Interim Measures
The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

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

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

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

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

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

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

Examples of Sexual Harassment

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

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

Sexual harassment may include, but is not limited to:
• Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or 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, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
• Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, 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.

B. Complaint Procedure

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment 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 or their teacher. 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, or coach, 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-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.
C. **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.

D. **Investigation Process**

Upon receipt of a report of alleged harassment 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 his or her 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. 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 corrective action.

E. **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.

F. **Discrimination**

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

G. **No Retaliation**

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

H. Remedial and Disciplinary Action

IAA School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.
SECTION 20: CAMPUS PHONE DIRECTORY

Idyllwild Arts Campus
Switchboard (951) 659-2171 Monday through Friday 8 am to 5 pm
Administrator On Call (AOC) (951) 850-8245 After hours
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
Human Resources FAX (951) 659-8493

Phone Extensions on Campus

President, Head of School, Pamela Jordan 2205
Assistant Head of School, Marianne Kent-Stoll 2224
Director of Student Information, Lainie Huddleston 2222
Academy Administrative Assistant 2227
College Counselor, Molly Newman 2322
College Counselor, Sabrina Strickland 2329
Director of Enrollment Management, Tara Sechrest 2345
Assistant Director of Admission, Christy Wilke 2223
Dean of Students, Justin Barrett 2225
Director of Student Life, Daniel Gray 2232
Student Services Coordinator, Becky Bomgardner 2516
Attendance Coordinator, Maggie Lam 6300
Health Center, School Nurses 2275
Counselor, Cara Wilkerson 2285
Husch Dorm Office 6300
MacNeal Dorm Office 6500
Pierson Dorm Office 6700
Small Dorms Dorm Office 6200
Lower Wayne Office 6100
REVISIONS AND UPDATES

October 2, 2018

• Page 17 – changed days of the week for x-block (Monday through Wednesday) to reflect current schedule
• Page 20 – removed automatic grade deduction policy for unexcused absences
• Page 24 – updated Health Center hours to reflect current hours
• Page 40 – updated time when students are allowed out of the dorm in the morning to 6:30am
• Page 41 – updated credit system for dorm rule violations
• Page 42 – updated room curfew for Friday and Saturday nights to 10:30pm
• Page 43 – updated opposite-sex room visitation policy

November 1, 2018

• Pages 47, 48 – updated dress code

January 11, 2019

• Page 34 – Updated Section 12 on incidental accounts and allowance no longer being disbursed
• Page 12 – Updated the section on required testing