

## **PRE-COLLEGE PROGRAM RULES AND POLICIES**

Please review the following rules and policies carefully, as violation of any of the below, in the judgment of CCA and/or Pre-College instructors or staff, may result in immediate dismissal from the program without refund or credits earned. You are required to sign and return the Enrollment Agreement following this document, indicating that both the student and parent/legal guardian (including students over the age of 18 and their parents) have read and agreed to the policies described here.

### **Academic Integrity**

CCA holds all students to the highest standards of academic integrity. This includes class attendance, engagement and active participation in class and one's own artwork, citing referenced material, submitting only original work, and respecting the intellectual and academic work of others. Violations will result in disciplinary action, which may include dismissal from the program without refund or credits earned.

### **Attendance Policy**

Students are expected to attend class every day (Monday–Friday, 9:30 am–4:30 pm) and arrive on time for the entire four-week program. Three late arrivals or early departures (10 minutes or more) will count as one unexcused absence. Three unexcused absences will result in a failing grade.

We take attendance in the morning and after lunch break. If a student arrives after attendance has been taken, it's their responsibility to notify the instructor and instructional assistant to be marked late rather than absent.

Absences or late arrivals relating to significant personal illness or injury, grave family emergencies, academic commitments, and religious observance will be excused. For medical or family emergencies, please email our team within 12 hours of the incident. For academic commitments or religious observance, advance email notice is required. Email us at [youthprograms@cca.edu](mailto:youthprograms@cca.edu). The total number of excused and unexcused absences may not exceed five days of programming.

In addition to daily classes, students have evening studio hours to complete projects and assignments. These sessions run during the final three weeks of the program, from 4:30–8 pm. Week two studio hours are optional, but attendance in weeks three and four is required to complete coursework. We encourage students to take advantage of this extra time to develop their projects and succeed in the program.

## **Withdrawal Policy**

Should an emergency arise requiring the student to voluntarily withdraw from the program, a formal withdrawal form must be completed by the student and their parent/guardian and submitted to CCA. No refund will be issued or credits earned.

## **CONDUCT POLICIES**

CCA is a college campus, with degree-seeking students taking courses during the summer session. Please be aware of this and maintain good behavior and conduct at all times. CCA expects all students to abide by local state and federal law as well as Pre-College policies. If, in the judgment of the Pre-College staff, a serious problem of misbehavior should arise, the student will be dismissed before the end of the program without refund or credits earned.

College staff, including program and residential coordinators, residential advisors (RAs), and public safety officers, are authorized to make reasonable requests of Pre-College students while performing their duties. Students are required to comply with these requests, which may include providing identification, evacuating a room or building, discontinuing behavior that violates policy, or handing over prohibited items.

### **Drugs and Alcohol**

- It is illegal to possess, use, or otherwise be involved with any unlawful drug or other controlled substance.
- It is illegal to provide or share personal prescription medications with another individual or to take a prescription drug not prescribed to you.
- It is illegal for anyone under the age of 21 to purchase, possess, or consume alcoholic beverages.

The Pre-College program has a strict policy against the possession, use, sale, or transfer of alcohol and unlawful drugs, or the paraphernalia for such unlawful purposes. Students found under the influence of, or in the possession of, alcohol or other drugs will be considered in violation of this policy. Violations will result in disciplinary action, which may include dismissal from the program without refund or credits earned. Any students found knowingly in the presence of drugs or alcohol may also be subject to disciplinary action.

### **Smoking**

In the state of California, the legal age to purchase tobacco products, e-cigarettes, and e-vapor products is 21. Smoking is not permitted on campus, or around or inside campus residences, at any time. Use or possession of any tobacco or nicotine products, including e-cigarettes and vaporizers, will

result in disciplinary action which may include dismissal from the program without refund or credits earned.

### **Cannabis**

Possession of cannabis in any form is strictly prohibited at CCA. This includes (and is not limited to) edibles, CBD hemp oils, and tinctures, even if you have a prescription for medical cannabis and if you do, you should discuss your alternatives with your healthcare provider in advance of your arrival on the CCA campus because you cannot bring it to campus. If cannabis in any form is found in your possession, prescription or otherwise, immediate disciplinary action will be taken, which may result in dismissal from the program without refund or credits earned.

### **Assault**

CCA is committed to creating a safe and violence-free environment. Verbal and/or physical assault on any student, staff member, or faculty member affiliated with CCA will result in a disciplinary action, which may include dismissal from the program without refund or credits earned.

### **Firearms and Weapons**

The possession of firearms, ammunition, dangerous weapons, and explosives is strictly prohibited, and violations will result in immediate dismissal from the program without refund or credits earned.

### **Fireworks**

The Fourth of July falls just prior to the Pre-College program. We acknowledge that this is an exciting and celebratory time. However, please note that different states, as well as counties within the same state, have different laws regarding fireworks. CCA is located in a county where fireworks of all kinds, including low level forms such as sparklers, are against the law. Do not purchase, come into the possession or presence of, or light a firework of any kind, on or off campus. Doing so may lead to dismissal from the program without credits earned or refund.

### **Piercing and Tattoos**

Giving or receiving body piercings or tattoos (including stick and poke) is strictly prohibited at CCA's Pre-College program. Please note that California Penal Code 653 states "Every person who tattoos or offers to tattoo a person under the age of 18 years is guilty of a misdemeanor." Violations will result in disciplinary action, which may include dismissal from the program without refund or credits earned.

### **Personal Property**

According to the US Department of Education, theft of personal property is the most common crime on college campuses. We recommend that students, especially students who are residing in on-campus housing, do not bring items of high value to Pre-College, including laptops and expensive or irreplaceable jewelry. Students who choose to bring such items assume full

responsibility for them, and should never leave these items unattended in shared spaces. We highly recommend that students use an anchor lock system for their laptops, which attaches the laptop to a stationary object such as their desk. Students are urged to be diligent in locking doors to their rooms. We encourage students and their parents to review any homeowner's or renter's insurance in advance to see if your plan covers property away from home.

### **Bullying and Harassment**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

CCA does not tolerate behavior by or towards any member(s) of the college community that constitutes bullying or harassment because of race, color, religion, religious creed, ancestry, national origin, age, sex, citizenship status, sexual orientation, gender identity or expression, medical condition, disability, and/or any other status protected by law. Harassing conduct includes, but is not limited to, the following:

- **Verbal conduct:** words stated in person, online, in emails, on the phone etc., such as epithets and name-calling, derogatory comments, slurs, bullying, or cyberbullying
- **Visual conduct:** such as computer graphics, posters, photography, cartoons, drawings, or human gestures
- **Physical conduct:** conduct affecting the body, such as unwelcome touching, blocking normal movement, or interfering with work
- **Threats and demands:** such as those that insist upon actions or seek submission to requests that are dangerous, harmful, or humiliating
- **Retaliation:** includes acts of harassment against someone who is opposed to or reports harassment

"Unwelcome" conduct is behavior that is not desired and is offensive to the person(s) experiencing it. A person can violate the unlawful harassment policy even if they do not intend to. For example, behavior that is intended to be mere "joking," "teasing," or "self-expression" may in fact constitute unlawful harassing conduct if it is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's (or students') ability to participate in or benefit from the services, activities, or opportunities offered by CCA.

Students found, in the judgment of CCA or Pre-College teachers or staff, to have harassed will be dismissed from the program immediately without refund or credits earned.

### **Sexual Harassment and Misconduct**

CCA has a zero-tolerance policy for sexual harassment. Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature. Prohibited sexual

harassment can take a variety of forms. Examples of the types of behaviors that can constitute prohibited sexual harassment include, but are not limited to:

- **Verbal conduct:** words stated in person, online, in emails, on the phone, etc., such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments
- **Visual conduct:** such as computer graphics, posters, photography, cartoons, drawings, or human gestures
- **Physical conduct:** conduct affecting the body, such as unwelcome touching, sexual contact, blocking of normal movement
- **Threats and demands:** such as those that seek sexual favors or submission to sexual requests in exchange for a benefit

Sexual harassment is different from flirting or other types of behavior that you welcome or enjoy. Sexual harassment can happen anyone. There are two types of sexual harassment: quid pro quo and hostile environment.

Quid pro quo (“this for that”) sexual harassment occurs when someone in a position of power, like a teacher or school employee, offers you something (a high grade, better treatment in the classroom) in return for something sexual. It could also be a threat to lower your grade if you refuse to go along with their request for a sexual favor. For example, if your teacher says “I’ll give you an ‘A’ if you go out with me,” or “I’ll fail you if you don’t kiss me.” This is sexual harassment.

Hostile environment sexual harassment occurs when unwanted sexual comments, touching, and/or gestures are so bad or occur so often that it interferes with your ability to fully participate in and benefit from the Pre-College program. This type of sexual harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor. The harassment can be from your teacher, school officials, or other students.

Intent is not necessary for sexual harassment to occur; behaviors and their impact are key. A person can violate the sexual harassment policy even if they don’t intend to. For example, behavior that is intended to be mere “joking,” “teasing,” or “self-expression” may in fact constitute sexual harassment.

Other prohibited sexual misconduct includes nonconsensual sexual contact, non-consensual sexual intercourse, domestic or relationship violence and stalking.

Students found, in the judgment of CCA or Pre-College teachers or staff, to have harassed or engaged in other sexual misconduct, will be dismissed from the program immediately without refund or credits earned.

For CCA’s complete policy prohibiting sexual harassment and misconduct, please see the Student Handbook at: [Sexual Misconduct Policy - CCA Portal](#).

Please note: the legal age of consent in California is 18. Individuals aged 17 or younger in California are not legally able to consent to sexual activity, and such activity may result in prosecution for

statutory rape.

### **Reporting Discrimination, Harassment & Retaliation**

CCA responds to all reports of unlawful discrimination, harassment, retaliation, and sexual misconduct. The college encourages Pre-College students who experience, know of, or suspect such conduct to promptly contact the Pre-College Program Manager, including via email, to maximize the college's opportunity to investigate, stop, or remedy prohibited conduct and/or prevent its recurrence.

To prevent incidents in which students avoid seeking necessary help for themselves or others, CCA has adopted the following Amnesty Policy: If a student seeks medical attention or staff assistance due to a violation of the discrimination, harassment and retaliation, or sexual misconduct policies (especially nonconsensual sexual contact or nonconsensual sexual intercourse) that was experienced under the influence of alcohol or drugs, the college will not pursue conduct actions against him/her for violations of alcohol and/or drug policies. Additionally, those students who assist in obtaining medical attention or staff assistance for someone due to a violation of these policies that was experienced under the influence of alcohol or drugs, or who cooperate with a related investigation or hearing, will not receive student conduct sanctions for violations of the alcohol and/or drug policies. The Amnesty Policy does not preclude student conduct sanctions due to any other violations of the Pre-College policies unrelated to substance use.

## **DISCIPLINARY ACTION**

Disciplinary action in response to violations of CCA Pre-College rules and policies is left to the discretion of the school, which reserves the right to take all actions it considers to be in the best interest of the student, the student body, and the school. Students in violation of any CCA Pre-College Program Policies are subject to disciplinary action, which may include dismissal from the program without refund or credits earned.

### **Housing Infractions**

Students attending CCA Pre-College and residing in campus housing are expected to conduct themselves in a manner appropriate to living on campus, and must follow CCA Residential Policies. Residential students and their parents are provided a copy of these policies and are required to sign and return to CCA the Residential Agreement acknowledging receipt and review of the policies. The Pre-College and Residential Education staff are responsible for monitoring any violations of residential and program policies, and will submit reports to the Assistant Director of Residential Education. Students found in violation of residential policies are subject to disciplinary action, which may include: curfew restrictions, loss of certain privileges, or immediate termination from student housing and/or the Pre-College program without refund.

### **Classroom Infractions**

Any student who, in the opinion of the teacher and/or program staff, has violated the rules and expectations of the class regarding academic integrity, handling of equipment and materials, the privacy and rights of other students, or participation in inappropriate classroom behavior, is subject to disciplinary action.

### **Dismissal from CCA**

In the event of a dismissal, the student's parents or guardian will be contacted to make arrangements for the student's return home within 24 hours of dismissal. No dismissed student may reside on campus. A dismissal letter indicating the cause of expulsion will be sent to the student's parents or guardians. Dismissal is at the absolute discretion of Pre-College staff. No refund of tuition, housing, fees, or award of college credit will be made to a student who has been dismissed from Pre-College.