



2025–26

# Community School of Performing Arts Student and Family Handbook

# Colburn School of Performing Arts

August 1, 2025– July 31, 2026

Catalog and Handbook

Updated January 12, 2025

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## CSPA OFFICE

### CSPA Office Fall and Spring Hours

Monday–Friday: 10 am–6 pm

Saturday: 8 am–4 pm

Sunday: 11 am–4 pm

### CSPA Office Summer Hours

Monday–Saturday: 8 am–4 pm

Sunday: Closed

Phone: (213) 621-4548

Email: [cspa@colburnschool.edu](mailto:cspa@colburnschool.edu)

Website: [www.colburnschool.edu/CSPA](http://www.colburnschool.edu/CSPA)

At the Community School of Performing Arts, we strive for open communication between faculty, students, and administration and ask that you familiarize yourself with the information in this Handbook regarding our school policies.

## SCHEDULE OF CLASSES AND CALENDARS

The Colburn Community School of Performing Arts operates on a three-term academic calendar consisting of fall, spring, and summer sessions. Students may enroll in group classes or private instruction, both of which require registration and payment prior to attending the first class meeting. The course catalogue is updated at the start of the academic year with course names and fees. Specific class offerings with all necessary class details (instructor, day, time, and location) are posted to our online registration portal at the start of each enrollment period.

## PERSONNEL

### Administration and Staff

Susan Cook, Dean

Dan Gonda, Operations Specialist

Timothy Lewis, Program Manager

Oseas Marin, Office Assistant

Ron Mitchell, Ensembles and Student Services Specialist

Arnulfo Reyes, Marketing and Program Specialist

Ivette Tello, Program Specialist

Josiah Vietti, Orchestra and Student Services Coordinator

## STUDENT RIGHTS, EXPECTATIONS AND CODE OF CONDUCT

### Code of Conduct

The Colburn School (the “School”) has certain rules of conduct that all students, parents, guardians, accompanying family members, and their guests (the “Colburn School Community” or “Community Members”) are expected to observe. This code of conduct is meant to encourage thoughtful, respectful behavior that helps our community thrive. At their heart, these guidelines call on each of us to treat others with dignity, use our spaces with care, and contribute to the well-being of our entire School community.

### Professional and Respectful Conduct

All members of the Colburn School Community are expected to act with professionalism, honesty, and propriety, showing respect for the rights and dignity of others and demonstrating regard for their surroundings and school property.

### Guest and Visitor Conduct

All Community Members must comply with this Code of Conduct while on school premises or at any School sponsored event. Parents and guardians are responsible for their own conduct and that of any additional family members or guests they bring to campus.

### **Safe and Inclusive Environment**

Everyone has the right to an environment free from discrimination, harassment, and bullying. All members of the Colburn School Community are responsible for maintaining a safe, inclusive, and welcoming community, both on-campus and in their other interactions, including but not limited to phone, email, texting, and social media.

### **Equal Treatment and Non-Discrimination**

The Colburn School is committed to providing equal treatment to all individuals regardless of race, color, nationality, gender, sexual orientation, gender expression, ethnic origin, or religious belief.

### **Compliance with Laws and Policies**

The Colburn School abides by all state and federal laws regarding the use of alcohol and drugs. Colburn School Community members are expected to comply with all such laws, and with school policy while on the School Campus or at any School sponsored event. Community Members on campus who are visibly intoxicated or under the influence and exhibiting inappropriate behavior may be subject to removal from the premises.

### **Safety and Security**

Colburn School Community members and their guests are responsible for contributing to a safe and secure school environment. This includes complying with instructions from school personnel, refraining from bringing prohibited or dangerous items to campus, and reporting any safety concerns. Community Members must wear their Colburn identification badge at all times while on campus.

### **Prohibition of Violence and Threats**

Violence, threats of violence, intimidation, or aggressive behavior of any kind are strictly prohibited on school premises and at school-sponsored events. This includes but is not limited to:

- Physical violence or assault
- Verbal threats or intimidation
- Aggressive or menacing behavior
- Possession of weapons or dangerous items
- Destruction of property
- Any behavior that creates a reasonable fear of harm

Violations will result in immediate removal from campus and may result in permanent banning and potential criminal prosecution.

### **Appropriate Appearance**

Community members should maintain attire that reflects good taste and discretion, contributing to the academic and professional atmosphere of the school. Students must follow the dress code outlined in the respective Handbooks.

### **Expression and Community Standards**

Community Members have the right to express themselves within the bounds of respectful, lawful behavior that supports our educational mission. Expression that disrupts the learning environment, creates conflict, or makes others feel unwelcome is not permitted. This includes but is not limited to:

- Political advocacy or campaigning
- Controversial statements intended to provoke conflict
- Speech that targets or marginalizes community members

The school reserves the right to determine what constitutes disruptive expression and to take appropriate action to maintain a positive learning environment.

### Filming, Recording, Photography, and Social Media

Community members must use technology responsibly and refrain from filming, recording, photographing, livestreaming, or posting content online without proper consent, especially when minors are involved. Photography, filming, or recording in private settings requires consent from the subjects—or, in the case of minors, their parent or guardian. Recording or photographing classes or lessons is permitted only with the instructor’s approval. Parents who wish to record public student performances may do so provided that the recording is for personal use only, does not disturb other audience members, and complies with all directions from ushers regarding the placement of equipment to ensure clear aisles and emergency access.

### Reporting Violations and Investigation Procedures

All violations of this Code of Conduct, safety concerns, or incidents of violence must be reported immediately to:

- School Security Department (primary contact)
- Administrative office
- Human Resources

The Security Department will conduct investigations into all reported violations and incidents of violence. Investigations will be conducted promptly and may include:

- Witness interviews
- Review of available evidence
- Coordination with law enforcement when appropriate
- Documentation of findings and recommended actions

Individuals who report violations in good faith will be protected from retaliation. False reports made in bad faith may result in disciplinary action.

### Enforcement and Campus Access

The Colburn School reserves the right to immediately suspend or permanently remove/deny access to any individual, including students, parents, guardians, guests, or visitors, from School premises, School sponsored events, or on-campus parking for violations of this Code of Conduct. This includes but is not limited to:

- Violation of any provision of this Code of Conduct
- Behavior that threatens the safety, security, or well-being of any Community Member
- Disruption of educational activities or school operations
- Failure to comply with reasonable requests from School personnel
- Any conduct deemed detrimental to the School environment

Removal may be immediate and without prior notice when safety concerns exist. “Removed” individuals who return to campus without authorization may be subject to trespassing charges.

Any student, parent, guardian, guest or visitor who is removed from campus due to a violation of the Colburn School’s Code of Conduct is not entitled to any refund, credit, or compensation beyond what is explicitly stated in the applicable Refund Policy outlined in the relevant Student Handbook or ticket purchase agreement. Removal from campus for conduct-related reasons does not alter or override the terms of these established refund policies.

### Rights and Responsibilities

#### Attendance and Punctuality

Students are expected to attend all scheduled classes, lessons and rehearsals as required by registration and Colburn’s Enrollment Commitment. Parents/Guardians are requested to support their students’ studies to the best of their ability by

ensuring that their student(s) arrive to classes and lessons on time, with all required materials in hand. Parents/Guardians are expected to provide advance notice to their teacher(s) or appropriate Ensemble Coordinator if their student should have to miss a rehearsal, class or coaching session.

### **Recital Participation**

Students performing in any recital or concert (Friday Night Recital, School Recital, Chamber Music Recital, etc.) are required to stay for the entirety of the performance, and to sit in the audience after performing to support their peers. Parents/Guardians and their guests who accompany their student to any recital or concert are also required to stay for the entirety of the recital. Failure to do so could forfeit the students' participation in future recitals.

### **Fair Evaluation and Academic Integrity**

Students have the right to academic and musical evaluation free from prejudice or capriciousness.

### **Academic Integrity**

The Colburn School expects its students to act with integrity at all times. Although it is impossible to enumerate every form of academic dishonesty in a handbook statement, academic dishonesty consists of any action that unfairly advances one's academic progress. Cheating, falsifying information, and excessive assistance by another person are examples of academic dishonesty, as is plagiarism. Plagiarism is using anyone else's work, words, or ideas and presenting them as one's own, including but not limited to using Artificial Intelligence tools or using another person's audio or video to represent themselves. Academic integrity violations will be reported to the Dean, who will assess the violation and give appropriate sanctions which may include, but are not limited to, a warning, suspension, probation or dismissal.

### **Indemnity**

Students and parents agree, for the student, the parent, the parent's spouse, and their respective heirs, assigns, and legal representatives, to indemnify, defend, and hold the Colburn School and its present and former Officers, Directors, Employees, Agents, Board Members, Representatives, Consultants, and the Colburn School's direct and indirect subsidiaries, (collectively "Colburn Parties") harmless from and against any and all damages (except damages caused solely by the gross negligence or intentional misconduct of Colburn School Parties) that may be incurred or sustained by the student or the Colburn School Parties arising from or related to any injuries to the student, or the student's acts or omissions.

### **Disability Accommodation**

This policy confirms the Colburn School's commitment to providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Reasonable accommodation is the provision of aids, or modification to testing, services (including room and board for residential students), or a program of study, which allows access by individuals with disabilities. Note that the Colburn School is not required to provide accommodations that would create undue hardship; that is, unduly costly, substantially disruptive, or that would fundamentally alter the nature of the student's program.

An individual requesting reasonable accommodation is required to submit the request in writing to the Dean, along with official documentation of the disability. Once eligibility has been established, accommodations are requested on a course-by-course (or exam-by-exam) basis. The requirements for documentation are as follows:

- Documentation must be from an appropriate, licensed professional who is certified in the area of the student's disability.
- Documentation must be an official document on official letterhead, signed by the licensed professional.
- Documentation must identify the specific disability and functional limitation(s).
- Documentation must provide a diagnosis (permanent or temporary and, if temporary, the anticipated duration).
- Documentation must specify the recommended accommodation(s), which must link to the functional limitation(s).
- If necessary, the school may request an updated or more extensive evaluation.

Accommodations will be determined based upon the documentation of the disability. The Dean shall confirm the specific accommodations with the student and also will confidentially inform the course instructor(s) of the accommodations. Students are encouraged to establish documentation early in the academic year, so that appropriate support may be provided as soon as possible.

## **Dress Code**

### **Daily dress**

- Must be appropriate for a school with young children in attendance, including appropriate length of shorts, skirt, or dress, and depth of neckline.
- Shoes must be worn at all times, especially in food service areas. Individuals will be asked to leave food service areas if they are not wearing shoes.

### **Recital attire**

Students performing on recitals (Friday Night Recital, School Recital, Chamber Music Recital, etc.) are expected to dress in attire appropriate for a performance.

Each student has the following two options for concert dress. Students may choose the option that best aligns with their preferred gender identity and/or everyday presentation.

#### **Option A:**

- Dress or skirt that is knee length or longer.
- Formal top (dress or separate garment). Tee shirts and sport shirts are not permitted.
- Form-fitting leggings, tights, and casual pants are not permitted. This includes, but is not limited to, clothing made of denim, Lycra and Spandex materials.
- Dress shoes. Tennis shoes, sneakers, athletic shoes, and sandals are not permitted.

#### **Option B: All black suit, consisting of the following:**

- Trousers/slacks
  - Form-fitting leggings, tights, and casual pants are not permitted. This includes, but is not limited to, clothing made of denim, Lycra and Spandex materials.
- Long-sleeved collared dress shirt (button-down).
- Plain black belt made of leather or similar materials.
  - The buckle must have a subtle design and color.
- Black, closed-toed dress shoes. Tennis shoes, sneakers, athletic shoes, and sandals are not permitted.
- Plain black dress socks covering the entire ankle.

## **Staff Treatment**

Duty to Follow Directives: Students and their guests are required to follow the directives of The Colburn School staff members. Directives may include, but are not limited to, requesting compliance with any policy and requesting students and/or guests produce their identification. If a directive seems inappropriate, the student should comply to the best of their ability and later follow up with a detailed report to the Dean. At all times, it is expected that both the staff member and student will treat each other with dignity and respect.

Furnishing Accurate Information: Students and their guests are required to provide accurate information to all School staff and officials.

Harassment/Threats: The Colburn School staff are to be treated with respect at all times. Harassment, threats, and intimidation of staff members are prohibited. Any interference, physically or verbally, with staff members' ability to do their jobs is considered a serious policy violation and will not be tolerated.

## **Theft**

Theft of any item belonging to a Colburn student, staff or faculty member, or of any item belonging to the School itself, is prohibited. This policy includes theft of food or merchandise items from the Colburn Café and other contracted vending services. Theft is considered an extremely serious matter by the School and will result in disciplinary action.

## **Weapons**

Students and guests are not permitted to have weapons on campus at any time. This includes firearms (licensed or non-licensed), martial arts weapons, swords, knives (except small eating utensils and reed-making tools), cap guns, ammunition, or other weapons that may cause harm or fear in the community. This policy also applies to weapon facsimiles (e.g. fake guns, decorative swords, plastic nunchaku, etc.).

## **Damage/Vandalism/Theft of Property**

The Colburn School believes that students should be held responsible for their actions and the actions of their guests. Therefore, students will be held financially responsible and charged for damages to the building, furniture, and equipment in the Residence Hall and Colburn buildings/spaces caused by either themselves or their guests. In addition, students will be charged with violation of policy and held responsible in the disciplinary process for excessive damage, vandalism, and/or theft of School property. In cases where the damage/vandalism/theft is severe or excessive (as determined by the School), legal or criminal proceedings may be pursued. If more than one student is associated with the damage, the total bill will be divided among the students associated with the space and charged to their accounts. See also Appendix D.

## **Gambling**

Gambling is prohibited in all Colburn School facilities.

## **Smoking**

The Colburn School is a non-smoking campus. At Colburn, the smoking of substances will not be tolerated, including but not limited to tobacco, marijuana, and/or vapes. Students over 21 may have these items in their possession but may not smoke on campus.

As a reminder, Federal and California law prohibits anyone under the age of 21 from purchasing, possessing, or consuming tobacco products in the United States.

## **Controlled Substances**

The Colburn School requires the observance of all California State laws pertaining to illegal and prescription drugs. The Colburn School cares about the health and safety of its students and provides assistance for students who may need counseling or other services related to drug use or addiction.

- **Illegal Drugs:** The possession, sale, manufacture, and/or use of illegal drugs will not be tolerated anywhere on campus.
- **Drug Paraphernalia:** The possession of any items commonly thought to be associated with the use of illegal drugs, including but not limited to pipes, bongs, and hookahs, is prohibited on campus.
- **Prescription and Over-the-counter (OTC) Drugs:** The use of prescribed drugs by persons other than those to whom the drugs were prescribed is prohibited. The on-campus sale of any prescription drug is prohibited. The use of over-the-counter drugs for any purpose other than that for which they were intended is prohibited. The Colburn School reserves the right to require proof of prescription for drugs and/or controlled substances, including medical marijuana.

## **Consequences**

### **Probation, Suspension, and Dismissal**

#### Probation and Dismissal

The School reserves the right to place on probation or dismiss any student for the following reasons:

- Lack of interest or progress

- Repeated lack of preparation
- Frequent absences (including more than three consecutive missed lessons)
- Frequent tardiness
- Behavioral problems
- Failure to abide by School policies
- Delinquency in payment of fees

In cases where students are viewed as disruptive, uncooperative, or detrimental to the progress of the class, a faculty member may request that individual students either be removed from the class or not permitted to register. In all cases, the School shall decide whether a student should be dismissed, if a warning notice should be issued prior to dismissal, and/or if a parent-teacher conference is required.

Students in the CSPA may be placed on warning, probation, suspended, dismissed, or given a lesser sanction for failing to meet the standards of the school at any time during their enrollment. Decisions regarding warning, probation, suspension, and dismissal are communicated to the student by the Office of the Provost or Dean and are based on the terms and policy stated herein.

#### **Probation**

- This is a temporary status, usually lasting one semester, but it may be extended for a second semester.
- The reason(s) for probation and the requirements for its termination are set according to the individual situation.
- The Dean shall review the progress of all students on probation at the end of each semester, and shall then determine whether:
  - probation is lifted; the student returns to normal status;
  - probation is extended for another semester;
  - the student is moved to another program; or
  - the student is dismissed from the school.

#### **Suspension**

- This is a temporary status. The length of a suspension is determined on a case-by-case basis depending on the circumstances leading to the suspension.
- Delinquency in payment of tuition and fees may result in suspension of a student's enrollment. Suspended students shall not be allowed to attend classes, rehearsals, or lessons; instruction shall be resumed only upon full payment of any balance due. There will be no credit or make-up for any lessons or classes missed because of suspension.
- Students may be suspended for conduct that is in violation of the Code of Conduct, including but not limited to behavior that:
  - is detrimental to the academic environment;
  - is detrimental to the well-being of the individual student;
  - is detrimental to the well-being of other students, faculty, or staff members; or
  - causes damage to the school's physical facilities.
- Once the decision is made to suspend the student, the Dean shall inform the student of the terms to be fulfilled before the student is allowed re-entry.
- In order for the suspension to be lifted, the student must demonstrate to the school that all terms of the suspension have been met.
- A student returning from suspension may be placed on probation for a length of time to be determined by the Dean, in consultation with the appropriate parties.
- The Dean may require regular meetings with the student, or require other regular activities, in order to provide support for successful progress.

#### **Dismissal/Expulsion**

- This is a permanent status. The student’s enrollment is terminated, financial support ceases, and all amounts owed to the school by the student come due.
- Dismissal from the Colburn School is a step not taken lightly and is generally the result of either severe lack of progress in applied or academic areas, or of some egregious disciplinary or ethics violation.
- The decision to dismiss is made by the Provost and Dean in consultation with the faculty and other administration as needed in the specific circumstances.
- Re-entry after dismissal: Students who have been dismissed must re-apply and re-audition if they wish to return; re-admission is not guaranteed. Students who are granted permission to return shall be placed on probation for a minimum period of one semester after re-entry and must demonstrate satisfactory progress in order to continue in attendance. Other stipulations may be set by the Provost and Dean, in consultation with the faculty, on a case-by-case basis.

### Appealing a decision of probation, suspension or dismissal

Students who have been placed on probation, suspended, or dismissed from the CSPA have the right to appeal the decision. Appeals are not intended to allow for a second review of the facts of the matter and determination of whether the student is responsible for misconduct. A review of the matter will be narrowly tailored to the stated grounds for appeal.

A student may appeal a sanction where:

- a. There is significant new information related to the situation that was not available at the time of the initial review(s) and that would alter the finding and/or sanction(s) assigned in the case. The new information must be detailed in an appeal letter with an explanation of why the information was not available at the time of the sanction decision.
- b. There is evidence that the School failed to follow established procedures.
- c. The assigned sanction of probation, suspension or dismissal is grossly disproportionate to the violation.

Appeals Procedure:

1. Appeal of the action is made to the Dean. Appeal of any action must be made in writing, within seven calendar days of the action taken.
2. The Dean will review the appeal with the Office of the Provost. A response will be made within 14 calendar days of the written appeal.

### Withdrawal, Administrative

Administrative withdrawal is the involuntary withdrawal of a student as a result of official administrative action. In general, a student may be administratively withdrawn if they have repeated consecutive absences or if payment has not been made after a reasonable number of notices. In either case, the CSPA staff will have made multiple attempts to resolve the situation before withdrawing the student.

## ACADEMIC POLICIES AND PROCEDURES

### Enrollment Commitment

When enrolling in either a group class, ensemble, or lesson, students are committing to 32 weeks of lessons or classes at a set day and time as established by the class schedule, or by their private lesson instructor or chamber coach. By signing up for lessons, ensembles, or classes, students are committing to attend the registered length of lesson time or class that has been reserved for them on a weekly basis for the duration of the academic year (32 weeks unless otherwise specified).

There are three exceptions to the Enrollment Commitment:

1. Most Early Childhood and Adult courses are one semester in length. Students must re-enroll each semester.
2. Adults enrolling in private lessons may commit to a mutually agreeable schedule with their private instructor that is less than 32 weeks.
3. School-aged students enrolling in private lessons after the start of the academic year will be registered for the number of weeks remaining in the year.

All other exceptions must be approved by the School. Students must submit a written request for an exception by emailing the Community School office at [cspa@colburnschool.edu](mailto:cspa@colburnschool.edu).

### **Enrollment Policies**

The registration procedures at The Colburn School are designed to place students in appropriate courses through interviews, auditions, and other screening methods. These procedures help to minimize enrollment in inappropriate courses, and to minimize the need to drop lessons and classes.

### **Instructional Location**

All instruction is conducted in person on the Colburn School campus. This includes individual instruction (private lessons), which must take place on campus and may not be held off-site.

### **Registration Procedures**

The first step to registering for a group class, ensemble, and/or private lesson is to complete any placement and audition requirements as specified on the registration website or in the course catalog. Once that is done, the student may register online or complete a Registration Form and return it to the Community School office along with payment.

### **Group Classes and Ensembles**

Registration for group classes and ensembles must be completed during the Open Enrollment Period listed on the Academic Calendar. Late enrollments will be permitted pending the instructor's approval and must be done through the Community School office. It is the responsibility of the student or parent to obtain the teacher's signature on the form if they are enrolling outside of the Open Enrollment period. Email confirmation from the instructor is acceptable in lieu of a signature.

### **Private Lessons**

If availability permits, students may register for private instruction at any time throughout the year.

### **Teacher Assignment**

The policy of the School when assigning, or when necessary, reassigning students to teachers is to try to match the student, parent, and teacher in the most harmonious and productive relationship possible. All changes of teacher assignment require the approval of both the department chair and the Dean. In the event that a teacher leaves the School for any reason, students will be re-assigned to a different instructor for the remainder of the academic year. The School cannot guarantee that a student will be placed with their requested instructor. Refunds and/or credits are not provided when there is a change of instructor or a substitute.

### **Group Class and Ensemble Transfers**

Occasionally a teacher may recommend that a student enroll in a different class than the current one (for example, when a student is more advanced than the rest of the class). It is the parent's responsibility to complete an Add/Drop form in these circumstances, noting both the class to be dropped and the class to be added. All changes that result in a tuition charge or refund/credit require the teacher's signature; the signature is not required if the change in class results in no change of fee.

Transfers between courses require written approval from the instructor, or for Early Childhood classes, by the Chair. Transfers between sections of the same course do not require written approval unless otherwise specified by the instructor. Email confirmation from the instructor is acceptable in lieu of a signature.

### **Drop Procedure**

Students may drop from a class, ensemble, or private lesson only during the **Open Enrollment Period**.

### **Fall Open Enrollment Period Dates:**

**July 1-September 12, 2025\*.**

\*Open Enrollment for Monday classes ends on September 15.

**Spring Open Enrollment Period Dates:**

November 1, 2025-February 7, 2026\*.

\*Open Enrollment for Monday classes ends on February 8.

The parent/student must complete the online [Drop Request Form](#) to drop out of a class, ensemble, or private lesson. The form should be completed in a timely manner once the parent/student decides to withdraw. Students will only be eligible for a credit and/or refund if the request is submitted during the Open Enrollment Period.

**Under no circumstances will tuition be retroactively refunded or credited.**

The student is eligible for a 100% refund of tuition if the form was submitted prior to the first scheduled class, rehearsal, and/or lesson. The start date for classes and ensembles is listed on the registration website, and the start date for private lessons must be established by the student and instructor prior to registering.

Drop requests following the third week of the class, rehearsal, and/or lesson will only be honored pending the School's approval.

Following the first day, students may be eligible for the following:

| Week   | Dates  | Refund Percentage |
|--------|--|-------------------|
| Week 1 | August 23-29, 2025   | 75%               |
| Week 2 | August 30-September 5, 2025*<br>*September 8 will count as week 2 for Monday classes | 50%               |
| Week 3 | September 6-12, 2025*<br>*September 15 will count as week 3 for Monday classes       | 25%               |
| Week 4 | September 13-19, 2025*<br>*September 22 will count as week 4 for Monday classes      | NO REFUNDS        |

**Additional Terms and Conditions**

- **Informing an instructor of a decision to withdraw, stopping payment, or not attending class does not constitute a withdrawal.**
- Students who enroll in private lessons outside of the Open Enrollment Period are not eligible for refunds or credits in the event of a drop.
- Refunds and credits will not be provided in the case of an instructor reassignment, or if a class is taught by a substitute teacher for any reason.
- Deferred payment plans will remain in effect until tuition is paid in full. Withdrawing from lessons or a class does not guarantee cancellation of remaining payments.
- If a student withdraws from a class or ensemble, they will be charged the full tuition if their withdrawal results in the class or ensemble being cancelled or disbanded.
- Refunds and credits are not given for student absences.
- If the student is no longer enrolled in any other classes, all parking decals and key cards must be returned to the School as soon as possible. The items may be returned in person at the Grand or Olive security desk.

**Summer Session Drops**

There are **NO REFUNDS** for summer group classes or lessons following the start date. All summer camp and intensive tuition and fees are non-refundable.

**Exceptions for Extenuating Circumstances**

Exceptional requests for refunds due to a family or medical emergency may be made in writing to the School within 14 days of the missed class and must include appropriate documentation. Requests must be sent to the Community School office via email at [cspa@colburnschool.edu](mailto:cspa@colburnschool.edu). There is no guarantee that a credit or refund will be approved due to a family or medical emergency.

### Teacher/Student Incompatibility

The School also considers exceptions to this policy when the circumstances of the drop are based on teacher-student incompatibility.

- The first step in these situations is for the student or parent to talk to the teacher directly regarding the problem.
- If the first step does not resolve the situation, the parent/student should apprise the Community School office of the situation so that they may connect the parent/student with the appropriate Department Chair. The Chair will talk to the faculty member, the student, and their parents to resolve the problem. Teacher re-assignment may occur if deemed necessary by all parties. Refer to the Teacher Assignment section of the policies for more information.

### Attendance Policy: Absences and Tardiness

#### Attendance Records

Attendance records for students are maintained by faculty. Students must make every effort to be on time for all classes and lessons. All classes/lessons will end at the scheduled time so that subsequent classes and lessons remain on time.

#### Tardiness

Students who arrive late to classes may or may not be allowed to participate; in these cases, faculty will make individual decisions regarding participation.

#### Student Absence Policy

##### Private Lessons and Group Classes

There are no make-up lessons for student absences. The School requests students to notify faculty of anticipated absences as a courtesy to the faculty members; however, this does not exempt the student from payment as contracted.

Like other professional services, Colburn's faculty reserves a specific day of the week and time slot in their weekly schedule for each student's lesson which is unable to be filled in the event of an absence. For this reason, Colburn does not provide refunds or make-up lessons for student absences which include, but are not limited to travel, school events, and illness.

#### Ensembles

The guiding philosophy of Colburn's ensembles (Bands, Chamber Music, Choirs, Jazz Workshops, and Orchestras) is that professional responsibility is as important as musical excellence. Absences from sectionals or rehearsals are detrimental to the ensemble's progress and counterproductive to one's personal and artistic development, regardless of how accomplished a musician they may be. The Music Director and the coaches prepare their rehearsal schedules based on full attendance in every section.

We realize, however, that a rehearsal absence may be unavoidable due to special circumstances or illness. For this reason, we have developed a policy of special excused absences. A maximum of TWO excused absences and only ONE unexcused absence will be allowed during each semester of the 2025-26 academic year. Accumulating more than two excused absences or one unexcused absence could result in adjustments in seating, reassigned parts, or expulsion from the ensemble or other measures as determined by the Music Director, Ensemble Coordinator, and/or Dean.

**Excessive absences, excused or unexcused, may result in dismissal from the ensemble without the possibility of a refund or credit.**

Some **ACCEPTABLE** (excused) absences are:

- Illness: You must give notice via email to the Ensemble Coordinator or Music Director before the rehearsal begins, and a doctor's note must be provided.
- Religious holidays.

- School music events or college auditions: a written request must be submitted to the Ensemble Coordinator in advance, and your request **must be approved by the Music Director**. Informing the Ensemble Coordinator or Music Director does not guarantee that the absence will be excused.

Some **UNACCEPTABLE** (unexcused) absences are:

- An upcoming test at school next week for which you need Saturday to study.
- A non-school music performance (including “gigs” and performances with other ensembles).
- School dances or other social engagements.
- Doctor’s appointment (unless it is an emergency). Please schedule appointments such that they do not conflict with Band rehearsals and/or performances.

The earlier we are notified of scheduling conflicts, the better; therefore, we urge you to go through your calendars and to ask your parents/guardians and teachers NOW about possible conflicts.

**Note: all dress rehearsals and all performances are designated as mandatory, and no absences from these will be excused.** In the event a dress rehearsal or concert is missed, the student risks dismissal from the ensemble.

### Teacher Absences

If a teacher is absent from a scheduled lesson, a make-up lesson will be arranged at a mutually convenient time or during one of the designated make-up weeks in January or May. These make-up weeks are reserved exclusively for lessons missed due to teacher absences. Students may not request make-up lessons during these weeks for absences of their own. If the student misses a make-up lesson, there will be no second make-up opportunity.

In cases of sudden illness or unexpected leave on the part of the teacher, the School shall make every reasonable attempt to supply an appropriate substitute or make-up class/rehearsal. If teacher reassignment is necessary, the School does not guarantee that a student will receive or be placed with an instructor of their choice.

### Jury Requirement

Juries serve as a brief performance at the end of the academic year which provides an opportunity for students to play for a group of faculty to receive feedback on their progress and achievement.

In general, all CSPA students are required to perform a jury starting at the end of their second year of study at Colburn. There are some exceptions:

1. Seniors in high school may not participate in juries at the recommendation of their teacher. Seniors should talk to their teacher well in advance about whether they will participate in juries.
2. Students who begin their studies at Colburn after having studied previously may be recommended by their teacher to take a jury at the end of their first year.
3. Students who advance to the finals for the Honors Recital may have their jury waived.

All students who receive scholarships are required to participate in juries each spring if their award is applied towards private instruction. The student’s performance in the jury will determine eligibility for future financial support. Herbert Zipper Scholars are required to do a jury twice a year, at the end of their first winter term and the spring term.

All piano, string and voice students are required to play or sing their jury repertoire by memory.

Students who do not wish to participate in juries may request not to do so. However, students who opt out of doing a jury may not be considered for participation in Friday Night Recitals or special events such as master classes in the following year, as the juries act as an important part of the recommendation for these performances.

### Recital Policies

CSPA students who are seniors in high school may book a graduation recital in a Colburn hall.

## Recital Halls

### Mayman Hall (75 Seat Hall)

Mayman Hall is the primary venue used for CSPA Senior Recitals.

### Thayer Hall (189 Seat Hall)

Occasionally, a teacher will specifically request that a senior recital take place in Thayer Hall. A \$100 deposit is required at the time of booking to secure a date. The deposit will be applied toward your final invoice. If your recital is in Thayer Hall, a stage manager will be required at an additional cost. **The minimum cost for the stage manager is \$300.00.**

## Ushers

One usher is required for all recitals. **The total cost of the required staffing for recitals is \$135.00.**

|               | Mayman Hall                 | Thayer Hall                  |
|---------------|-----------------------------|------------------------------|
| Usher         | \$45.00/hour 3-hour minimum | \$45.00/hour 3-hour minimum  |
| Stage Manager |                             | \$100.00/hour 3-hour minimum |
| <b>Total</b>  | <b>\$135.00</b>             | <b>\$435.00</b>              |

## Recording

If you are interested in having your senior recital recorded, the Production Office can provide you with a list of recommended sound and video engineers you can contact directly to record your event.

## Piano Tuning

The pianos in our performance halls are tuned regularly and are high quality pianos, however, if you wish to have the piano tuned specifically for your event, **the cost is \$250.00 per tuning.**

## Receptions

Receptions for 50 guests or less are allowed on the Olive 5th Floor Lobby/Terrace. Receptions for more than 50 guests can be scheduled in the South Plaza. Two tables will be provided. The reception area must be left in a clean condition. One reception site supervisor is required for all receptions on the South Plaza. **The minimum cost of the required supervisor for receptions is \$225.00.**

| South Plaza Receptions  |                             |
|---|-----------------------------|
| Reception Site Supervisor   | \$75.00/hour 3-hour minimum |
| Janitorial Fee (This fee will only apply if Plaza is not left in an acceptable condition) | \$300.00                    |

Please refer to the "CSPA Senior Recital Handbook", available from the Production Office, for further information.

### Change in Status (Informational)

All students are required to notify the CSPA Office when a change in status occurs, e.g., a change in address, phone number, attendance, marital status, or any other change that may have an impact upon the completion of the student's education or the student's permanent record.

## FEES AND PAYMENT POLICIES

### Payment Policy and Information

Payment must accompany registration, whether online or by registration form. Payment of tuition and fees is expected in full at the time of enrollment unless a deferred payment plan is requested. Upon approval of a deferred payment plan, an initial deposit will be collected, and all remaining payments are due on or before the 15th of each month. All deferred

payment plan arrangements must be made directly with the Community School office, and all payments will be handled by the Cashier. The Colburn School accepts cash, checks, e-checks, money orders, Visa, MasterCard, and Discover.

Any payments received after the 15th will be automatically assessed a \$35 late fee. Subsequent late fees will be charged every month until payment is received.

Deferred payment plans will remain in effect until tuition is paid in full. Dropping a class, ensemble, or private lesson does not guarantee cancellation of remaining payments.

### **Tuition and Fees**

Tuition for classes and private lessons offered are listed on our Registration Portal at [www.colburnschool.edu/register/](http://www.colburnschool.edu/register/).

#### **Registration Fee**

A \$30 registration fee is applied to all new enrollments beginning August 1, 2025 for fall and year-long enrollments, or January 6, 2026 for spring enrollments. There is no registration fee for the summer session.

#### **Refunds and Credits**

A “refund” is defined as tuition paid that is returned to the student. A “credit” is an amount added back to the student’s online registration account which can be applied towards future tuition.

#### **Discounts**

Discounts are non-transferable, may not be combined with other promotions unless explicitly stated, and cannot be applied retroactively. Discounts are applicable once per student, and they cannot be applied to pro-rated tuition unless explicitly stated.

Special tuition discounts are available during the Summer Session for students who enroll in lesson packages of 8 or 16 private lessons. If a student registers for a number of lessons other than 8 or 16, the discount will apply only to the first 8 or 16 lessons, and the remaining lessons will be charged at the standard rate.

#### **Cash Payments**

Payment in cash may be made in person at the Community School office or the Cashier’s office.

#### **Checks and Money Orders**

These should be made out to the Colburn School. The Student ID Number and name should be written on the check or money order. Checks and money orders may be mailed in with the registration form (continuing students only) or may be submitted with the registration form in person at the Community School of Performing Arts Registration Office. A money order may be required if previous checks have resulted in non-sufficient funds.

#### **Visa, MasterCard, and Discover**

Payment by these credit cards may be made in person or by completing the appropriate payment authorization form or deferred payment plan agreement.

#### **Late Fees**

\$35 will be charged for overdue payments (after the 15th of the month).

#### **Outstanding Balances**

If an outstanding balance exists from a previous term, the student may not register for a new term until 100% of the outstanding balance is paid in full. If a balance remains unpaid after attempts by School staff to collect payment, then the teacher shall be informed and shall deny the student entrance to the class. If it becomes necessary to engage the services of a collection agency or attorney to effect collection or to settle any dispute in connection with our payment policies, the individual who signs the registration form agrees to pay the collection agency or attorney fees, reasonable expenses, and costs as incurred. The individual who signs the registration form understands and agrees to these terms.

### **Returned Check Policy**

The Colburn School believes that payments are made in good faith. Individuals who repeatedly fail to meet their financial obligations to the School may have their enrollment revoked. The Colburn School has adopted the following procedure in the case of returned checks:

- A student is considered “registered” when the School has received payment for tuition and fees. If a check is returned by the bank or if a credit card is rejected, then the student may be dropped from their classes/lessons.
- When a check is returned by the bank, the School will notify the student/parent via phone.
- The student/parent must pay the amount of the check plus a \$25 penalty within one week of the phone call.
- If payment is not made, the student’s registration will be cancelled.
- If payment is made after the student’s registration is cancelled, the student must re-register at the prevailing rate.
- Students/parents whose checks are returned more than once will be required to pay all future registrations by money order or cash.

### **Deferred Payment Plan Options**

Payment in full at the beginning of each term is encouraged. However, a deferred payment plan is available to help students/parents meet their financial obligations. The terms are as follows:

#### **Semester/Annual Deferred Payment Plans**

For 16-week classes, a four-month payment plan can be arranged from August–November for a one-time fee of \$40. For 32-week classes, an extended payment plan can be arranged from August–April for a one-time fee of \$80. Payment plans are dependent on the type of enrollment; students who are taking private lessons are required to register for the full 32 weeks. Students/parents who wish to take advantage of this option should complete the Deferred Payment Plan Agreement Form, which is available at the Community School office.

#### **Summer Session Deferred Payment Plans**

A two-part payment plan can be arranged for May–June for summer study. The terms of this plan are:

- Students must register in May and pay 50% of total charges plus a one-time fee of \$25.
- The remaining 50% is due on June 15.

A late fee of \$35 will be automatically assessed if payment is not received by June 15. Subsequent monthly late fees are charged until payment is made in full.

### **Pro-rated Tuition**

Students beginning instruction after the start of a semester will be charged tuition on a pro-rated basis, as follows. Class fees are not pro-rated for the summer session.

#### **Full-Year Classes (Fall & Spring)**

- Weeks 1–8: 100% of tuition is charged
- Weeks 9–16: 75% of tuition is charged
- Weeks 17–24: 50% of tuition is charged
- Weeks 25–32: 25% of tuition is charged, although it is very rare that a student is permitted to join this late in the semester.

#### **Single-Semester Classes**

- Weeks 1–4: 100% of tuition is charged
- Weeks 5–8: 75% of tuition is charged
- Weeks 9–12: 50% of tuition is charged
- Weeks 13–16: 25% of tuition is charged, although it is very rare that a student is permitted to join this late in the semester.

Tuition is not pro-rated for Summer Session classes, camps, or intensives.

### **Private Instruction Tuition Charges**

Tuition is pro-rated on a weekly basis. Note that the student must obtain the instructor and the School's permission to register for less than the full year, which is 32 weeks for fall and spring semester. Summer study is optional, and students may register for as many as 8 weeks, pending teacher availability.

### **Instrument Rental**

A limited number of instruments are available for rent. Please contact the Community School of Performing Arts Registration Office for more information.

### **Parking Permit Replacement**

\$10 will be charged to replace lost permits.

### **Key Card Access/ID Badge Replacement**

To enhance campus security, each family will be given up to three ID badges to access the building and parking facilities at Colburn. All students must fill out a Card Key Request Form, which can be picked up from the Community School office and submit it to the security desk in the Grand or Olive Building. Proof of registration and payment is required at the time of submission. Key cards will be required to enter buildings, access elevators, and use the library. Please pay attention to posted signs and requests made by security guards to show your key card. Lost key cards may be replaced for a fee of \$25. Please visit the Community School office to pay the replacement fee.

## **POLICIES AND PROCEDURES**

### **Physical Contact Policy**

Participation in the performing arts may involve physical contact from instructors as part of the teaching process, to help demonstrate techniques or correct form. By enrolling at the School, students and parents acknowledge and consent to such appropriate instructional contact.

If a student is sensitive to touch or prefers not to be touched, please inform the instructor. Every effort will be made to accommodate and respect the student's preferences.

### **Building Policies**

#### **Personal Belongings**

The Colburn School is not responsible for loss of or damage to personal property. Students and parents are advised not to leave items unattended; this includes musical instruments. The School emphasizes that personal belongings should not be left in the practice rooms or lying about the building.

#### **Practice Rooms**

The practice rooms at the Colburn School are shared by Conservatory, Music Academy, and CSPA students. CSPA students may access Colburn School practice rooms according to the following policy:

- Approximately 15 rooms are reserved for the exclusive use of CSPA students during specified usage times.
  - These practice rooms are located throughout both the Grand and Olive buildings and may be identified by the posted signs. The rooms are shared by all Colburn students including Conservatory students, who have priority during off-peak times.
  - CSPA priority hours are from 1-8 pm on weekdays and 8 am-2 pm on weekends.
  - Outside of these hours, Music Academy and Conservatory students have priority and may ask CSPA students to vacate rooms.
- Access to these practice rooms is through the computerized practice room sign-out system. Students must be currently enrolled in private lessons, and rooms may be signed out using one of the designated computer kiosks at the School. First-time users of this system must be validated by a staff member in the CSPA Registration Office.

- Students not currently enrolled in private lessons may go to the CSPA Registration Office to request a practice room based on availability. Due to the number of students on campus at any given time, use of a practice room is not guaranteed.
- CSPA students have a time limit of two hours per day.
- Students should remove all personal belongings if they leave a practice room for more than 15 minutes.
- CSPA students are prohibited from practicing at the School once the buildings have closed.
- Students are expected to respect the rights of all Colburn students (CSPA, Conservatory, and Music Academy) to practice.
  - Should any issues arise, such as double bookings in practice rooms or trouble accessing a room, students should seek help from either a production assistant or security officer. Students can also visit the CSPA office if it is open. Faculty members from different units are also asked to speak to a security guard or directly to someone in administration involved with that particular department. Repeated violations of this policy may result in disciplinary action.
- Food and drink are prohibited in the practice rooms at all times.
- Items must NOT be placed on top of pianos. This includes instrument cases, and especially water or liquid of any kind.
- Practice rooms are strictly for practicing purposes, no homework or socializing in the rooms.
- Children under the age of 8 should be supervised and accompanied by an adult.
- Students should return practice room to its original condition prior to leaving.
- Students must report any damage to the room or instruments immediately.
- Violations of practice room policies will be noted, and students will be disciplined.

### **Concert Hall Policies**

Zipper Hall and Thayer Hall are the Colburn School's two prominent public performance venues. Due to the nature of concerts in these halls, the School has developed specific policies for performances in these spaces. Audience members, whether Colburn School students, parents, faculty, staff, or guests, are asked to abide by these policies, and to understand that they are in place for the benefit of audience and performers alike.

### **Recital Decorum**

- Since part of the School's mission is the training of performers, the following rules relating to student performances have been put in effect:
  - Performers must dress appropriately for performances. Tennis shoes, sandals, tee shirts, sport shirts, and tight-fitting clothing are not permitted.
  - All members of the audience are expected to remain seated for the entire recital/performance. It is not appropriate to leave after a friend or child performs if the entire performance has not yet ended. Parents should also consider the ability of very young children to sit quietly through an entire program and plan accordingly.
  - All performers must arrive at least 20 minutes prior to the scheduled performance time. Upon arrival, they must announce their presence to the dean or supervisor in charge of the performance. If warm-up or tuning is required, it is the responsibility of the teacher to make sure that this process is completed five minutes prior to recital time, and to schedule an appropriate room for such, if necessary. Performances start ON TIME. A room near the recital location is made available for waiting performers.

### **Recording of Performances**

Parents who wish to record student performances must follow all protocols outlined in the "Recording" section of this Handbook.

## Seating

It is highly recommended that audience members arrive early to secure seating. Ushers will be present at most performances in Thayer Hall and Zipper Hall to hand out programs, guide audience members, and ensure that seating of the audience is efficient and smooth.

## Late Seating

Once an event in Zipper Hall or Thayer Hall has begun, late seating, if allowed at all, will occur either after the first movement of the first work, or at the end of the first work during the audience's applause. Subsequently, latecomers will be seated during applause or at intermission only. Flat screen monitors in the lobbies are provided so that latecomers may enjoy the performance before being allowed into the halls.

Ushers will seat latecomers quickly and quietly at the appropriate moment. Patrons are asked not to proceed to their assigned seats unless an usher allows seating. The cooperation of our guests is appreciated. Our goal is to provide our artists and audience members with a professional performance, with as little distraction and disruption as possible.

## Infants and Children

Formal public concerts (e.g., Distinguished Faculty Recitals, orchestra concerts, guest artist events) are not appropriate for infants. Guests who bring very young children to attend concerts are advised to request seats at the rear of the hall, or to sit near the exits, as the normal movement of very young children is distracting to performers and other guests. This also allows quiet exits when young children are unable to sit quietly for an entire program.

Colburn's family-style performances (e.g., Suzuki recitals, Children's Choir concerts, etc.) are more relaxed in atmosphere. However, we encourage parents to remove infants and very young children from the concert halls if they become disruptive. Ushers will request that parents remove very young children if they become a disturbance for other guests.

## Laptop Computers and Electronics

Laptop computers are not allowed in Zipper Hall or Thayer Hall during concerts. Guests arriving with laptop computers will be asked to store the computers in their vehicles, but be advised that the Colburn School assumes no responsibility for these items. Cell phones and paging devices should be silenced prior to the start of any performance.

## Publicity

By enrolling at the Colburn School of Performing Arts, all students and parents (of those students under 18 years of age) consent to be filmed, recorded digitally or by video tape or other technology, and/or photographed (collectively, "recorded") by the Colburn School or other parties to whom the School has granted permissions. The student grants the school the non-exclusive right to use and license others to use the student's recorded performances, name, and likeness in connection with such performances, as applicable, for promotional purposes as well as for broadcast, distribution, exhibition, in all media, and formats including, without limitation, electronic and digital media, television, and the Internet, throughout the world in perpetuity, and waives any right to inspect or approve performances as recorded. Students agree that the Colburn School may, at its sole discretion, provide photos, sound recordings, or video footage of the student to third parties for commercial, promotional, recruiting, or educational purposes. This includes any medium now known or hereafter devised, including but not limited to radio stations, television stations, and online streaming services. Colburn will be responsible for obtaining any licenses for compositions performed.

## Copyright Policy

The copying of sheet music, books, articles, and sound recordings is generally prohibited. Exceptions to this rule apply if the purpose for duplication is for classroom use under the "fair use" clause.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;

- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- the effect of the use upon the potential market for, or value of, the copyrighted work.

The fact that a work is unpublished shall not in and of itself bar a finding of fair use if such finding is made upon consideration of all the above factors. In addition to the fair use rule, copying is accepted if one of the following conditions applies:

#### Music scores:

- Single copies for library reserve use (academic purposes other than performance): an entire performable unit (section, movement, aria, etc.) may be copied if the unit is out of print or available only in a larger work.
- Multiple copies for classroom (non-performance) use: excerpts may comprise no more than 10% of a whole work and may not constitute a performable unit.
- Orchestral excerpts for auditions are often available in published sources (excerpt books), IMSLP, the LA Public Library, or from the audition organization. The Performance Librarian is often able to assist with difficult to find and/or copyright protected excerpts but will need time to process a request. If a work is protected, rights will need to be obtained from the publisher for use.

#### Sound recordings:

- Non-music recordings: Discs may not be copied unless there is no replacement recording available commercially. However, recording brief excerpts is considered fair use.
- Music recordings: A single copy may be made by faculty for the purpose of constructing aural exercises or examinations. Otherwise, the restrictions on copying non-music recordings apply.

Any questions regarding copyright and fair use should be addressed to the Director of the Colburn Library.

## **Video, Photography, and Recording Policies**

### **Recording in Halls**

Community School students who are currently enrolled in private lessons or a chamber ensemble may book **Thayer Hall, Mayman Hall, or Olive Rehearsal Hall** for the purpose of making recordings including college applications, summer programs, or further educational opportunities. Students may book up to three hours per semester for recording. Recording sessions must be booked in advance through the Production Coordinator (located in G186). Instructors must book recording sessions in advance through the Production Coordinator.

Additional recording time may be available at the request of the student's applied private lesson instructor. Requests for additional recording time may be submitted to the Production Coordinator and must be approved by the Dean and Assistant Vice President of Operations and Facilities.

### **Recording/Photography of Performances, Master classes, Rehearsals, Events, etc.**

Current students and their parents or guardians, alumni, faculty and administrative staff are prohibited from:

- Personally recording, filming, or photographing;
- Hiring a third-party vendor to record, film, or photograph;
- Authorizing any member of the Colburn community or a third party to record, film, or photograph.

Exceptions to this policy may be made under the following circumstances:

1. Friday Night Recitals, Recitals: students and/or parent/guardians who wish to record recital performances may do so on the condition that:
  - a. the recording is for home use only;
  - b. recording is done without disturbing members of the audience; and
  - c. the person recording follows all directions by ushers regarding placement of equipment (necessary to prevent obstructions in the aisles in case of emergencies).

2. Students wishing to audio or video record other performances for educational purposes must formally request permission to do so in advance of making any recordings. Requests should be directed to the CSPA Office.

Use of audio or video recordings for public distribution, whether print, digital, or broadcast, must receive express permission from, and in coordination with, the Communications Office.

### **Recording/Photography of Lessons and Classes**

Recording, either video or audio, of lessons and classes may be desirable for educational purposes. Students may not record lessons or classes without express permission from the teacher. Such recordings may only be made for personal use, and at no time may they be distributed, published, shared or posted online.

### **Access to Recordings of Public Performances**

Students may request recordings of performances that they participated in by emailing the Audio/Visual (AV) department at [avoffice@colburnschool.edu](mailto:avoffice@colburnschool.edu). Include "Recording Request" in the subject line; include the name of event, date, time, and location of the event in the body of the email. Please allow 5 business days for the AV department to respond to your email with a link to the recording.

In general, the AV department videos end-of-semester performances for large ensembles, as well as Honors recitals. Please inquire to the email above if specific performances have been recorded.

### **Privacy and Social Media**

Under Education Code Section 99121, Colburn is prohibited from requiring or requesting that a student, prospective student, or student group do any of the following: (a) disclose to Colburn a user name or password for accessing personal social media; (b) access personal social media in the presence of a Colburn employee or representative; or (c) divulge any personal social media information to Colburn.

Under Education Code Section 99120, "social media" is defined as "an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations."

Institutions are prohibited from suspending, expelling, disciplining, or threatening to take any of those actions, or otherwise penalizing a student, prospective student, or student group in any way for refusing to comply with a request or demand that violates the aforementioned prohibitions. Institutions are not prohibited from: (1) exercising rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws and regulations; or (2) taking any adverse action against a student, prospective student, or student group for any lawful reason.

### **Environmental Policy**

The Colburn School takes measures to reduce waste at the source by using low-energy light bulbs, replacing old items with environmentally-responsible alternatives, reusing waste components, recovering and recycling waste, adopting the practice of responsible energy management through reduced consumption and the encouragement of energy efficiency throughout the school, encouraging the use of public transport, providing facilities for the disabled, pedestrians, and cyclists, and aiming for continuous improvement. As such, students are expected to conserve electricity, conserve water, recycle, and reduce waste.

### **Right to Change Student Catalog and Handbook**

The information in this Student Catalog and Handbook is up to date at the time of publication. The Colburn School reserves the right to make changes to its course offerings, program requirements, regulations, policies and procedures, and fees and expenses as educational and financial considerations require. Updates during the school year shall appear in the digital version of the catalog on the school's website, which shall be the most current version of all policies and procedures.

## **Sexual Assault Policy**

Under Section 94385 of the State's Education Code, the Colburn School must have a written procedure to ensure that students, faculty, and staff who are victims of sexual assault on campus or during a school-related function shall receive treatment and information. Victims of a sexual assault are not required to disclose their name unless they wish, provided the victim is over age 18. As a result, the following activities may need to be adjusted to reflect the victim's wishes. Per Education Code Section 94385, for purposes of this policy "sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

- Sexual assault is illegal and not tolerated at the Colburn School.
- The Los Angeles Commission on Assaults Against Women (LACAAW) is the nearest rape crisis center for men and women. The Center provides a 24-hour hotline (213-626-3393) for the reporting of sexual assault. Victims of assault may find medical aid at California Hospital, located at Grand Avenue and Venice Blvd., just minutes from the Colburn School. California Hospital has a Sexual Assault Response Team (SART) staffed by trained nurse examiners. The LACAAW, at the victim's request, will provide a counselor to accompany the victim to the hospital, 24 hours a day.
- Reporting sexual assault to the police ensures professional assistance for the victim and strengthens the case for prosecution. It is recommended that the police be contacted immediately by calling 911. Assault on any individual under the age of 18 must be reported to the police. An individual over the age of 18 may request confidentiality. However, the hospital is required to report all sexual assaults. Note that the Colburn School encourages report of the assault, for the sake of the victim and to prevent further assaults of other victims.
- Inform a member of Colburn administration of the assault as soon as possible (i.e. the Dean, Office of the Provost, Security Guard on duty, or Resident Advisor on Call)
- If the assailant is a member of the campus community and is convicted of the assault, they shall be subject to disciplinary action within the school.
- The Dean or other administrator shall refer the victim to follow-up counseling through one of several counseling services that are available in the community.
- The Dean or other administrator shall be responsible for on-going case management, including keeping the victim informed of any in-house disciplinary proceedings, and shall be available to assist the victim with any academic difficulties that may arise because of the victimization and its impact. Additionally, the staff at the Colburn School shall work with LACAAW and/or other help groups to ensure that the victim receives any and all available assistance.
- Students and staff shall refer any inquiries from the press to the Vice President of Communications, who shall protect the confidentiality of the victim and the accused (until the criminal system has determined guilt).

A victim of sexual assault shall be reminded by the Dean or other administrator of all the options and services listed above.

## **Sexual Harassment and Other Unlawful Harassment Policy**

The Colburn School is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The Colburn School will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, ancestry, age, religion, disability, perceived disability, sexual orientation, gender expression, or any other legally protected characteristic. Online behavior lasts forever, as everything we post, share, or comment on can be stored and accessed indefinitely, potentially impacting our future opportunities and relationships, making it crucial for us to be mindful and responsible digital citizens. This includes private and public communications.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment or academic benefits in exchange for sexual favors.

- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances, propositions, or sexual innuendo.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic progress; (2) submission or rejection of the conduct is used as a basis for making employment or academic decisions; or (3) the conduct has the purpose or effect of interfering with work or academic performance, or creating an intimidating, hostile, or offensive environment.

Discriminatory and sexually inappropriate behavior/harassment can be verbal and in writing and includes but not limited to online, phone calls, text messages, emails, social media posts and messages, videos, photos, and verbal and physical contact on and off campus.

### **Reporting Harassment, Discrimination, or Inappropriate Conduct**

The Colburn School is committed to an environment where open, honest communications are the expectation, not the exception. Anyone experiencing or witnessing sexual or other unlawful harassment must report it immediately. The School offers multiple pathways for communication and encourages you to come to the Dean or CSPA office. However, we realize that there may be times when you do not feel comfortable reaching out directly and prefer to remain anonymous. Our reporting hotline, operated by an independent company, was established for this type of circumstance. Any student can submit a report via phone or online.

Provider of Hotline Services: The Network  
 To contact by phone: 877-749-2895  
 To report online: colburnschool.ethicspoint.com

The information provided will be sent to us on a totally confidential and anonymous basis if the person making the report should so choose. There shall be no punishment or reprisal for reporting sexual harassment, asking questions, or raising concerns about it.

All allegations of sexual harassment shall be quickly and discreetly investigated. To the extent possible, the identities of those involved shall be protected against unnecessary disclosure. When the investigation is completed, the person reporting the situation (unless anonymous) shall be informed of the outcome of the investigation.

Anyone who engages in sexual or other unlawful harassment will be subject to disciplinary action, including dismissal from the school or termination of employment.

*NOTE: This policy is not intended to be a substitute for legal advice or to provide legal guidance of any kind.*

### **Stalking Policy**

**Purpose:** The Colburn School is committed to providing a campus environment free of violence and discrimination for all members of the campus community. For this reason, the school does not tolerate stalking and will pursue the perpetrators of such acts as much as possible. The Colburn School is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students at the Colburn School.

Stalking is a crime in California and is subject to criminal prosecution. Students perpetrating such acts of violence shall be subject to disciplinary action. This can include expulsion from the Colburn School and/or criminal prosecution.

Definition of stalking: Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. “Course of conduct” is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.”

Stalking behaviors: Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including but not limited to:
  - Posting pictures or information on social media or websites.
  - Sending unwanted/unsolicited email or talk requests.
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards.
  - Installing spyware on a victim’s computer, phone, or other electronic devices
  - Using technology to track and to monitor a victim.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation including staring or “peeping.”
- Trespassing.
- Vandalism.
- Non-consensual touching.
- Direct verbal or physical threats.
- Gathering information about an individual from friends, family, and/or co-workers.
- Threats to harm self or others.
- Defamation—lying to others about the victim.

Reporting stalking: The Colburn School encourages reporting of all incidents of stalking to law enforcement authorities and respects the reporting decision of the victim. Advocates in the Office of Housing and Residence Life, the CSPA Office, and the Security Office are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate. The Colburn School offers services to victims even if they choose not to report the incidents. The Offices of Residence Life, CSPA, and Security provide services, advocates, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims also may seek restriction of access to the school by non-students or non-employees in certain circumstances.

Anyone experiencing or witnessing stalking behavior must report it immediately to a member of Colburn administration (i.e. the Dean, Office of the Provost, Security Guard on duty, or Resident Advisor on Call). There shall be no punishment or reprisal for reporting stalking behavior or suspected stalking behavior or asking questions or raising concerns about it. All allegations of stalking behavior shall be quickly investigated.

Any student, faculty, or administrator who becomes aware of possible stalking behavior must immediately advise the Provost, Dean, or any member of the administration so the allegation can be investigated in a timely and confidential manner. Any person who engages in stalking shall be subject to disciplinary action, up to and including dismissal from the school or termination of employment.

In certain instances, the Colburn School may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and

when a weapon may be involved. However, it is crucial in these circumstances to consult with School Security since reporting may compromise the safety of the victim.

Personal safety concerns are very important for stalking victims. Crisis intervention and victim safety concerns shall take precedence.

Safety for Victims of Stalking: The Colburn School is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining help in one or more of the following areas:

- No-contact order.
- Services of a student victim advocate.
- Witness impact statement.
- Change in an academic schedule.
- Provision of alternative housing opportunities.
- The imposition of an interim suspension on the accused.
- The provision of resources for medical and/or psychological support.

For assistance obtaining these safety accommodations, please contact the Dean, Office of the Provost, a member of the Residence Life team, or Director of Security.

If safety is an immediate concern, encourage the victim to contact law enforcement or school security for assistance.

Stalking Victim's Rights: Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments.
- Not having past and irrelevant conduct discussed during any resulting proceedings.
- Changes in academic and/or living situations, if possible.
- All support services regardless of the choice to file a school or criminal complaint.
- Submission of a written account of the incident and a victim impact statement.
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings.
- Having one's identity protected to the extent possible in the individual circumstances.

Victims can request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. Requests will be accommodated whenever possible.

Rights of the accused: Students accused of stalking behaviors have rights on this campus. These rights include:

- The right to know the nature and source of the evidence used in the hearing process.
- The right to present witnesses and material evidence relevant to the case.
- The right to an advocate or attorney to aid in the preparation and presentation of the case.
- Access to all usual services provided through the school, including access to the school's Clinical Consultant for Mental Health if requested.
- Residence Hall relocation.
- Consultation with a campus official regarding academic support services and referrals to community resources, when appropriate.
- The right to appeal a disciplinary decision, as noted in the Student Grievance policy above.

Disciplinary process: Disciplinary sanctions for violations of this Stalking Policy shall be imposed in accordance with school policies as defined in this handbook. Sanctions may include probation, suspension, or dismissal, as determined on a case-by-case basis.

Accused parties should refer to this Student Catalog and Handbook for more information on their rights, resolution of disciplinary charges, disciplinary procedures and responsibilities, and appeals process.

The Colburn School takes very seriously its responsibility to individual students, to the student body as a whole, and to the Colburn community. The School reserves the right to act in such a way as to protect the integrity of the educational endeavor. Actions on the part of the school may include, but are not limited to, the temporary suspension of parties involved, the relocation of said parties, or the involvement of civil authorities in order to protect the interests of the community and the institution.

### **Statutory Rape Policy**

This policy addresses the legal limits of sexual relations. The student body of the CSPA includes “minors” (defined as persons under the age of 18) and “adults” (defined as persons at least 18 years of age). In addition, the school may house minor residents in the same facility as Conservatory students. All members of the Colburn community must be aware of state law regarding sexual relations with minors (California Penal Code – Section 261.5). While the school does not intend to dictate an individual’s right to have a relationship with another individual, the school must abide by State law and follow legal protocol in cases where the law is violated.

Under California law, “Statutory Rape” is defined as any sexual contact including intercourse that occurs between an adult and a minor, even if both parties are minors. There is no legal consent under the age of 18. This may not apply if the parties are legally married. Statutory Rape may result in jail time and substantial financial penalties.

The Colburn School is required by law to report instances of sexual misconduct to the Los Angeles Police Department (LAPD) and its Department of Child Protective Services (DCPS). Once this report is made, the DCPS begins a criminal investigation. While this investigation is under way, the school shall take whatever steps it deems necessary to protect the institution and the individuals involved.

### **Information Technology (IT) Acceptable Use Policy**

The Information Technology (IT) Department of the Colburn School provides computing, networking, and information resources to students, faculty, and staff. All IT policies and standards are part of this Handbook, whether contained herein or issued separately. Students are required to abide by these policies; violators of these policies shall be disciplined through the campus disciplinary process, in accordance with school policy and based on the severity of the violation.

Policy Statement: All individuals granted access to the Colburn School’s Information Resources must follow the acceptable use rules set forth in the Acceptable Use of Information Resources Policy Agreement Form section below. This policy is established to achieve the following:

- To establish prudent and acceptable practices regarding the use and safeguarding of Information Resources.
- To educate individuals who may use Information Resources with respect to their responsibilities associated with such use.
- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of Information Resources.

Rationale: The Colburn School strives to maintain access for its faculty, staff, and students (the "users") to local, national, and international sources of information, and to provide an atmosphere that encourages sharing of knowledge, creative processes, and collaborative efforts within the Colburn School's educational, research and service missions. Access to these electronic information systems is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly, responsibly, and prudently. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users and take care in acting responsibly to safeguard the security and confidentiality of electronic resources, information, and similar assets.

The Colburn School relies on networked computers and the data contained within those systems to achieve its missions. This Acceptable Use Policy is to protect these resources in accordance with state and federal laws and regulations, and in accordance with the Colburn School’s Human Resources and Information Technology policies and procedures. Formal

acknowledgment of the Acceptable Use Policy by all individuals accessing the Colburn School's Information Resources serves as a compliance and enforcement tool.

Scope: This policy applies to all users of Information Resources at the Colburn School including employees, contractors, consultants, faculty, students, alumni, volunteers, guests, external individuals, or organizations and individuals accessing external network services such as the internet via the Colburn School's facilities.

Privacy and Security: There is no inherent expectation of privacy for information stored on the Colburn School's information resources, except as provided by federal and state law and other school policies. Every effort will be made to maintain individual privacy, but the Colburn School will not be liable for the failure of these privacy efforts. While the school does not routinely monitor individual usage of its information resources, the normal operation and maintenance of the school's information resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and network ports for anomalies and vulnerabilities, and other such activities that are necessary for the rendition of services.

The Colburn School provides information technology (IT) and networks to make information available in an academic setting. Users should understand that this openness brings with it some inherent risks based on the nature of the Internet and other threat sources. Where sensitive information is processed in an official capacity, the IT policies of the Colburn School are intended to provide reasonable and appropriate protections to ensure the confidentiality and integrity of such data while making that information available to authorized persons.

Compliance: Failure to comply with the appropriate use of information resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to disciplinary action.

The Colburn School reserves the right to place restrictions on the use of its electronic resources in response to complaints that present evidence of violations of Colburn School policies, rules, regulations, or codes, or local, state, or federal laws and regulations. Actions that violate these policies can result in immediate disabling, suspension, and/or revocation of the account owner's privileges pending review for further action. Such unauthorized or illegitimate use of electronic resources including computer accounts, resources, or facilities may subject the violators to appropriate disciplinary, criminal prosecution and/or legal action by the Colburn School and/or the State. If evidence is established, the Colburn School authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific actions.

Glossary:

**Information Resources:** Any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing web sites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, network attached and computer controlled equipment (i.e., embedded technology), telecommunication resources, network environments, telephones, fax machines, or printers. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Governing Regulations and Standards:

International Organization for Standardization (ISO) 27002:2005 Clause 7.1.3.  
Asset Management, Acceptable Use of assets.

**General Policies**

- Information resources are provided for the express purpose of conducting the business of the Colburn School.
- The Colburn School Information Resources must not be used to: engage in acts against the mission and purposes of the Colburn School, intimidate or harass, degrade performance, deprive access to information resources, obtain extra resources beyond those allocated, or circumvent the Colburn School's security measures.

- Information Resources must not be used to conduct a personal business or used for the exclusive benefit of individuals or organizations that are not part of the Colburn School system.
- Pornographic materials must not be intentionally accessed, created, stored or transmitted.
- Students, employees, contractors, and consultants must not give the impression that they are representing, giving opinions, or making statements on behalf of the Colburn School unless authorized (explicitly or implicitly) to do so in email or postings to news groups, chat rooms, or list serves. They should use a disclaimer stating that the opinions expressed are their own and not necessarily those of the Colburn School, unless the posting is related to normal business responsibilities or unless it is clear from the context that the author is not representing the Colburn School. An example of a simple disclaimer is: "The opinions expressed are my own, and not necessarily those of my employer or school."
- Users must not copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on school-owned computers, or use software not approved for use on system computers (approval from the Information Technology Services management).

#### Data Protection

- Data will be accessed on a need-to-know basis. Users of Information Resources must not attempt to access data or programs contained on systems for which they do not have authorization or explicit consent.
- All Colburn School data (electronic files) will be saved on network servers to ensure backup of the data.
- All records (electronic or paper) will be maintained in accordance with the Colburn School records retention policies and records management guidelines.

#### Virus Protection

- All computers connecting to the Colburn School network must run current virus protection software. This software must not be disabled or bypassed with the exception of installation of software, or other special circumstance or procedure that requires the temporary disabling of virus protection software. Computers found to be infected with a virus or other malicious code will be disconnected from the Colburn School network until deemed safe by the Information Technology Services Department.

#### Email

- The following email activities are prohibited by policy:
  - Using email for purposes of political lobbying or campaigning.
  - Posing as anyone other than oneself when sending email, except when authorized to do so by the owner of the email account.
  - Reading another User's email unless authorized to do so by the owner of the email account, or as authorized by policy for investigation, or as necessary to maintain services.
  - Use of email software that poses high security risks to the Colburn School Information Resources.
  - Sending or forwarding chain letters.
  - Sending unsolicited messages to large groups except as required to conduct Colburn School business.
  - Sending excessively large messages or attachments unless in performance of official Colburn School business.
  - Sending or forwarding email that is likely to contain computer viruses, worms, or malware.

#### Harassment, threats, stalking, and similar activities

- Users may not use electronic communications to harass, stalk, or threaten others, or in similar ways create an atmosphere which unreasonably interferes with the education or employment experience. Communication that contains abusive, offensive, or intimidating language and is repeated, unsolicited, unwanted, or unwelcome may constitute harassment.

### Abuse, damage, or destruction of electronic resources

- Users must take care not to engage in activities that, without proper authorization:
  - Overload the computing systems and networks, such as excessive use of processor time, data storage, or bandwidth, or activities which otherwise impair or negatively impact performance and availability.
  - Interfere with, disable, damage, obstruct, or in similar manner impede the normal function and accessibility of computer or communication systems, or computer data, files, and other information.
  - Attempt the unauthorized connection, removal, or modification of computer or communication devices.

Students will be held financially responsible and charged for what is caused by themselves or their guests. In addition, students will be charged with violation of policy and held responsible in the disciplinary process for excessive damage, vandalism, and/or theft of School property. In cases where the damage/vandalism/theft is severe or excessive (as determined by the School), legal or criminal proceedings may be pursued. If more than one student is associated with the damage, the total bill will be divided among the students associated with the space and charged to their accounts.

### Security

- Security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems should not be downloaded and/or used by users. For example, password cracking programs, packet sniffers, or port scanners on Colburn School's Information Resources shall not be used. Only the Information Security Manager (ISM) and authorized IT staff may utilize security programs and utilities for security audits and vulnerability testing.

Users must report any identified weaknesses in the Colburn School's computer/information security and any incidents of misuse or violation of this agreement to an immediate supervisor, department head, school administrator, or Information Technology/Security management.

## SAFETY AND SECURITY

### Building Hours

Building hours vary depending on the time of year. In general, the Grand and Olive Buildings are open to the public during the academic term as follows:

- **Sunday through Saturday 7:00 AM – 10:00 PM**

At the closing times listed above, both buildings shall be closed to the public.

### Keys and Access

Students and parents/guardians must have their ID Badge visible when on the Colburn School campus. ID Badges should be worn on a lanyard around the neck. Lanyards are available through the Security Department. Failure to do so can result in a \$25 fine for each offense and meeting with the Director of Security. Students must always maintain control over their own ID Badge. Under no circumstances should students lend another person their ID Badge. Students who lend their ID Badge to someone else will be required to meet with the Director of Security.

### Emergency Procedures

#### Emergency Alert System

The Colburn School notifies its community of emergency situations through text messages using an alert system called InformaCast. In the event of an emergency, such as a fire, active shooter, or earthquake, messages will inform the community of the nature of the emergency, what to do, and when the situation is clear. Parents and students are strongly encouraged to register with InformaCast. Text "#emergencynotification" to (818) 423-4168 to receive Colburn School emergency alerts from InformaCast.

Contact Sandra Gendron, Security Director, at [sgendron@colburnschool.edu](mailto:sgendron@colburnschool.edu) with any questions about InformaCast.

### Evacuation of the Building in a Fire Alarm or Emergency

If you smell smoke, feel intense heat, or see a fire, do not try to fight the fire. Call 9-1-1 and pull the closest fire alarm at a fire alarm pull station. If you have a mobile phone and can safely do so, call the RA on duty. Because your safety and your time are important to us, the Colburn School provides all occupants with unlimited access to an online, interactive, e-learning fire life safety training system with RJWestmore, Inc. safety experts. Login information for the course will be issued to occupants during your emergency training conducted by our Colburn Security Department.

Please follow the following procedures in an emergency:

- Proceed to the closest exit.
- Do not use the elevator.
- Look for a green exit sign.
- In general, it is best to move toward the ground floor. If the floors below you are unusable (too hot or too filled with smoke), move to an upper floor and find a window where you can wait for rescue.
- If there is smoke in the area, stay low to the ground and cover your nose and mouth.
- Feel each door before opening it to make sure there is no intense heat on the other side.
- Do not break windows unless it becomes necessary for escape or rescue.
- When you have reached the ground floor and have exited the building, go to the Evacuation Assembly Area to receive vital information, and so the staff may account for everyone and know that you are safe. The

Do not, under any circumstances, re-enter the building. If you are trapped, shelter in place. Stay low and put as many barriers as possible between you and the fire. If you are in a room with doors, stuff cloth under the door to prevent smoke from entering. If possible, close vents and turn off air circulating systems.

### Earthquake Procedures

If you are inside and feel the building or the earth shake, take cover quickly to protect yourself from falling glass and debris, move away from windows, and stay away from doors that may swing open and harm you. Get underneath a desk, table, or other sturdy object with a solid surface, and hold on. If there is no table or desk or similar object, find an interior wall and sit with your back against it. Lean forward and cover the back of your neck with your hands to protect yourself. Wait. Do not immediately run outside. Many people are hurt or killed by falling debris outside near buildings. Make sure the earthquake is over and make sure the area around you is safe before moving outside. Remember to prepare yourself for aftershocks. If you are outside and feel the earth shake, move quickly away from buildings and any structure that may have falling debris or glass. Stay away from power lines, trees, and traffic signs and signals.

After the earthquake/aftershock, if your immediate surroundings pose a life-threatening hazard, move slowly and cautiously toward the Evacuation Assembly Area. As you move, assist those who may need help—if it does not put your own safety in jeopardy. As you move, be cautious of possible hazards such as broken glass, electricity sources, leaking chemicals, or gas. Do not use elevators. If you are unable to exit safely, continue to avoid unsafe areas in case of aftershocks. Move to a place where you may call or wave for help. Emergency personnel may not be available, and it is important to expect to help others and take care of yourself. Phone lines may be down, roads may be obstructed, and it may be necessary to survive on limited food and water for some time. The Residence Life staff or other School personnel will oversee distributing and monitoring food, water, and medical supplies, and will provide vital information at the Evacuation Assembly Area. They will need your help. The Residence Life staff or other School personnel may assign students to serve in the following roles: runners, supplies monitors, medical triage, damage assessment, or security patrols.

### Tornado Procedures

Because tornadoes are very quick and usually come without much notice, having your plan in place will protect you. First and foremost, once you hear that there is a tornado near the Residence Hall or that the conditions are right for a tornado, move to shelter immediately. If you live on an upper floor, get to the lowest level of the building that you can get to immediately. This could be the parking garage or a lower floor in the building. If you live on a higher floor and do not have enough time to get to a lower level, move to a closet, bathroom, or interior hall without windows.

Once you have relocated to a safe place, lie down on the floor, and cover yourself with pillows, blankets, and mattresses for protection from falling objects and debris. If available, get under a large table for extra protection. Wearing a bicycle or similar helmet will help protect your head from injuries caused by flying debris. It is also a great idea to keep an evacuation kit handy. Your evacuation kit should include a portable radio, flashlight with extra batteries, credit card and cash, first aid kit, spare set of keys, personal identification, and anything else of importance or of value to you. Having this together will save you time and worry during a tornado threat.

If a tornado does come near the residence hall, please use extreme caution when exiting. Watch out for fallen utility lines and tree limbs that may not have fallen yet. Make sure that everyone is all right and provide assistance to your constituents that may need attention. Finally, remember to take pictures of damage to the residence hall's property, if applicable.

### Medical Emergency

In case of medical emergency, parents authorize the Colburn School to obtain whatever medical treatment for the student that the School deems necessary or advisable, and the parents agree to bear all costs and expenses related to such medical treatment.

### Active Shooter Response Policy

#### 1. Immediate Actions:

- Run: If safe, evacuate the area immediately. Leave belongings behind and keep hands visible.
- Hide: If evacuation is not possible, find a secure place to hide. Lock doors, turn off lights, and silence phones.
- Fight: As a last resort, and only if your life is in imminent danger, attempt to incapacitate the shooter.

#### 2. Alert Authorities:

- Call 911 when it is safe to do so. Provide details about the shooter's location, description, and weapons.

#### 3. Communication:

- Follow instructions from law enforcement and campus security. Stay updated through official communication channels.

#### 4. Aftermath:

- Await the "all clear" signal from authorities before leaving your secure location.
- Participate in any debriefings or support services offered by the college.

#### 5. Training:

- Regularly participate in active shooter response drills and training sessions provided by the college.

This policy is designed to maximize safety and provide clear guidelines during an active shooter event on campus.

### Bomb Threat/Terror Threat

There is a remote possibility that a student may receive a bomb threat. There are many reasons individuals may choose to phone or mail a threat. It is important that our community react swiftly to avoid putting community members at risk or creating panic. If you receive a phone call indicating the presence of a bomb or other terror-inflicting device, keep the caller on the line as long as possible, and gather the following information:

- Where is the device?
- What type of device is it?
- When is it set to be activated?
- Who are you?
- Why are you doing this?

Do not assume the caller will not give this information. It is likely that if they are calling, they do want to provide information. Also, take note of the following:

- Are there background noises?
- Are there identifying characteristics to the voice of the caller?
- Can you detect the caller's gender?
- Does the caller have a noticeable accent or dialect?
- Is there a strong telephone connection, or fuzzy phone line?

Report the threat immediately by calling 9-1-1 and the Residence Life staff or School Security staff. The

School officials or local authorities will determine whether an evacuation is necessary based, in part, on the information you provide.

If you find a suspicious object or substance, do not touch it, or go near it. Isolate the area immediately, tell others to stay away, and contact the staff and authorities. Evacuate the area and move to the Evacuation Assembly Area to await further instructions.

### **Power Failure**

In the event of a major power failure, the building is equipped with a back-up generator that will provide power for emergency signage and stairwells for a limited amount of time. Students should not use elevators during a power failure, even if they are running properly. If the power failure persists for an extended period of time, the back-up generators may run out of power. It is important to listen to instructions from the Residence Life staff and other School personnel. The staff may require that students move to a central location within or outside the building to ensure the safety of everyone, particularly if the power failure continues during nighttime hours. If the fire alarm system fails, students may be asked to assist in a “fire watch” patrol of the building with the Residence Life staff.

### **Facilities Emergency**

If there is a major facilities-related emergency (flooding, sewage spill, broken glass, structural damage, person(s) stuck in elevator, electrical outage, or other problems that might cause injury or harm), contact the Security Command Center at 213.621.4500, and keep yourself and others away from danger. Phone 9-1-1 if anyone has been hurt.

### **Emergency/Duress (Blue Light) Phones**

The Colburn School has placed blue light emergency/duress phones throughout the Olive Building. Pressing the button connects you directly with a Security officer in the 24-hour Colburn Security Command Center. Locations include the residence hallways, the parking garages, and the fourth and fifth floors of the Olive Building. Should a student feel threatened or encounter an emergency, this phone should be used to reach help. Misuse of these phones will result in fines or disciplinary action.

### **Panic Buttons in Practice Rooms**

Panic buttons are located in the Olive Building practice rooms. Pressing a panic button notifies Security of the need for assistance and the location of the button pressed. Misuse of panic buttons may result in fines or disciplinary action.

## **RESOURCES**

### **Library – General Information**

The Colburn Library, located on the second floor of the Olive Building, houses a circulating collection of books, scores and parts, recordings, and online subscription resources available to all students on campus. The Library also has an extensive collection of reference titles including collected editions, facsimiles, and other print reference sources. The Library’s recordings include compact discs of the classical repertoire and jazz, and a DVD collection of music and dance performances and movies.

### **Library – Access and Policies**

#### Using Colburn Library resources:

All physical collections are accessible in the Library during the hours listed below. The Library’s online catalog ([encore.colburnschool.edu](http://encore.colburnschool.edu)), its streaming audio resources, digital scores, and its online print databases are accessible at all times from anywhere in the Colburn School through the school’s website, [www.colburnschool.edu](http://www.colburnschool.edu). For assistance in finding materials, using the online resources, and other information needs, please consult with the librarian during the hours listed below or contact the librarian for an appointment at the email address listed below. To request a title for purchase or to obtain materials via interlibrary loan, please use the Services tab on the library pages of the website.

All Library policies, services, and resources can be found on the Colburn School website ([www.colburnschool.edu](http://www.colburnschool.edu)) under “On Campus.” There you will find links to the catalog, interlibrary loan request form, purchase request form, and all online resources.

Borrowing Library materials:

Students are entitled to check out up to 50 books or scores at any given time. Books and scores are checked out for six weeks and may be renewed twice for an additional three weeks per renewal period. If another library user has put a hold on an item, it cannot be renewed. Items needed for course reserve or for a Colburn performance are subject to immediate recall. DVDs are for library use only and are not available for home checkout. A fee of \$.20 (20 cents) per day is charged for each overdue title. If items are overdue for more than 28 days, they are considered lost; replacement, billing, and processing fees shall be added to the overdue charges on the student’s account. A student with library charges on his/her account shall be subject to the Holds on Student Accounts policy (above). For questions regarding borrowing or fines, please contact the library staff.

Following are the policies for Library material checkout:

| <u>Materials</u>                   | <u>Loan period</u>      | <u>Renewal period</u>       |
|------------------------------------|-------------------------|-----------------------------|
| Circulating books, CDs, and scores | 6 weeks                 | Two 3-week renewals allowed |
| DVDs                               | 4 hours (in-house only) | No renewal allowed          |
| All reserve materials              | 3 hours                 | No renewal allowed          |
| Reference materials                | N/A                     | In-library use only         |

Library hours:

|                        |                    |
|------------------------|--------------------|
| Monday                 | 9:00 am – 5:00 pm  |
| Tuesday through Friday | 9:00 am – 7:00 pm  |
| Saturday               | 10:00 am – 5:00 pm |
| Sunday                 | Closed             |

*Hours may vary during school breaks.*

Library Staff contact information

Deborah Smith, Library Director  
 Chris Garcia, Senior Library Technician for Technical Services  
 Eva Della Lana, Senior Library Technician for Public Services

dsmith@colburnschool.edu  
 cgarcia@colburnschool.edu  
 edellalana@colburnschool.edu

**Colburn Café**

Monday – Friday  
 Café 7:00 am – 7:00 pm  
 Coffee Bar 7:00 am – 2:00 pm (7:00 pm on Wednesdays)

Saturday  
 Café 8:00 am – 2:30 pm  
 Coffee Bar 7:00 am – 5:00 pm

Sunday  
 Café 11:00 am – 6:30 pm  
 Coffee Bar 8:00 am – 5:00 pm

## **Parking on Campus and Public Transportation**

### **Parking Policies**

**NOTE:** This policy is specific to students enrolled in the Colburn Community School of Performing Arts and their parents.

The Colburn School issues parking permits as part of Community School of Performing Arts registration. These permits are required to park in the School's parking structure, and to receive a discount at other locations (as described below). **A parking permit does NOT guarantee a parking space.**

Lost parking permits may be replaced for a \$10 fee.

### **Student and Family Parking**

With a student population of 1,700+ students, parking at the Colburn School is not guaranteed. A limited number of spaces are available to Colburn families on a first come first served basis. Families can receive up to two parking decals upon completing registration. However, a parking decal does not constitute a guaranteed parking space.

On a busy day when there is a line of cars waiting to enter the garage, students may be dropped off in front of the school on Grand Avenue. There is a loading area in front of the doors across from the Broad Museum. After dropping off your student, please make your way to Lower Grand and patiently wait in line for a parking space to open in the garage. If you do not wish to wait for a spot to open, offsite parking at a discounted rate is available at Lot #3 on the southwest corner of Olive and 2nd Street. We recommend that you have a validation in-hand when parking in Lot #3 so that you can receive the discounted rate without interruption. Validations can be purchased in the Community School office for \$4 each.

### **Parking Directions**

#### **Guest Parking**

Guests who come to campus to enjoy a student performance, dine in the Colburn Café, or any other activity are welcome to park in Colburn's Lot #3, Athena Parking, located on the southwest corner of Olive and 2nd Street.

#### **Public Transportation**

The Colburn School campus is conveniently located near public transportation hubs, and we recommend that visitors consider taking advantage of these services. Several new public transportation options have also recently become available with the opening of the Grand Avenue Arts/Bunker Hill Metro station near the Colburn campus.

The A and E lines serve the Grand Avenue Arts/Bunker Hill station, and the B and D lines serve the Civic Center/Grand Park station; all are within easy walking distance of campus. In addition, more than 20 bus lines have stops within three blocks of campus. We recommend referencing the [LA Metro trip planner](#) for routes and schedules.

#### **Lost and Found**

The Colburn School Security maintains a lost and found program where students can check to see if a lost item has been found or turned in. To retrieve a lost item, the student will be required to prove the item belongs to them before it is returned. In the event of any loss, a Colburn Security officer will make a report documenting the loss.

## **APPENDIX A**

### **LEGAL NOTICES**

#### **Accreditation, Approval and Authorization**

The Colburn School is a private non-profit institution accredited by the National Association of Schools of Music.

#### **Address, Location, Facilities and Equipment**

The official mailing address of The Colburn School, as well as the physical address where CSPA classes are held, is:

200 South Grand Avenue  
Los Angeles, CA 90012  
Main phone: 213-621-2200  
[www.colburnschool.edu](http://www.colburnschool.edu)

The Colburn School is located in downtown Los Angeles, California, in the financial and cultural districts. All classes are held at this location. The campus consists of two buildings bordering 2nd Street to the north and spanning from Grand Avenue to Olive Street. These buildings are referred to as the Grand Building and the Olive Building. The school sits on the north end of California Plaza. Its closest neighbors are the Museum of Contemporary Art (MOCA) to the south and Walt Disney Concert Hall to the west.

As appropriate to a conservatory of music and a community school of performing arts, the Colburn School's facilities include a 420-seat concert hall, a 189-seat concert hall, a 75-seat recital hall, two rehearsal halls, two dance studios, seven classrooms with projector, screen, computer and piano, offices for faculty and staff, teaching studios, a keyboard lab with 10 keyboards and 6 computers, and over 40 practice rooms. The Olive Building contains student residential housing. Of special note is the Jascha Heifetz Studio, which has been restored and relocated in the Grand Building. The studio is used for violin lessons, as befits its history.

#### **Board of Directors and Administration**

A list of the Colburn School's current administration and Board of Directors is available on the school's website ([www.colburnschool.edu](http://www.colburnschool.edu)).

#### **Non-Discrimination Notice**

The Colburn School does not unlawfully discriminate such as on the basis of race, color, nationality, gender, sexual orientation, gender expression, ethnic origin, or religious belief in its admission, retention, student aid, scholarship, or other educational policies and other school-administered programs.