

## **GENERAL POLICIES – PREP SCHOOL PROGRAM**

Students and legal guardians of minor students are responsible for knowing the following general policies. Please note, students and legal guardians of minor students are also responsible for the policies that are listed among other specific departmental websites. Being proactive and reviewing these sites will help students become familiar with important information which applies to their individual experience.

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# COVID-19 POLICY

Students, faculty, models, and staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document.

## **1. COVID-19 Vaccine Mandate**

The COVID-19 pandemic continues to pose serious health risks to our community. Fortunately, there now are vaccinations readily available that have shown to be effective in protecting individuals from hospitalization and death caused by the COVID-19 virus. The Centers for Disease Control and Prevention CDC (Centers for Disease Control)) has declared that COVID-19 vaccines are safe and effective, and everyone 12 years of age and older is now eligible to get a COVID-19 vaccination.

The Emile Cohl Atelier (“Atelier”) is committed to providing a safe and healthy work environment for all members of our community, including our faculty and staff. For the health and safety of the entire community, the Atelier will require all staff, models, faculty, and students to be vaccinated against the COVID-19 virus prior to the start of the fall quarter.

General public health considerations such as handwashing, cleaning/disinfection and respiratory etiquette should continue to be encouraged regardless of vaccination status. Only facility work-related appointments and/or delivery person who are not fully vaccinated from outside of the Atelier may be permitted with temperature check and mask only.

## **2. Wearing a Mask**

The Atelier requires all students, faculty, and staff who are fully vaccinated to wear masks. Wearing a Mask is required by Los Angeles County. Face masks or face coverings are currently required to be worn by everyone on campus or in an office environment. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms or is asymptomatic. Non-medical fabric masks or cloth face coverings are not personal protective equipment (PPE), therefore social distancing is encouraged. A small supply of disposable masks will be available on campus for emergency use if needed.

## **3. Goggles/Face Shields**

Students, staff, and faculty are not required to wear goggles or face shields as part of general activity on campus.

## **4. Physical Distancing**

Physical distancing is not necessary for fully vaccinated students, faculty, models, and staff on campus where everyone is fully vaccinated except indicated in CDC’s Interim Public Health Recommendations for Fully Vaccinated People. However, the Atelier does encourage everyone to be mindful of your surrounding space.

## **5. Hand Hygiene and Respiratory Etiquette**

The Atelier will continue to facilitate health-promoting behaviors such as hand hygiene and respiratory etiquette to reduce the spread of infectious disease in general.

## **6. Cleaning, Improving Ventilation, and Maintaining Healthy Facilities**

The Atelier will continue to follow cleaning, disinfecting, and ventilation recommendations provided by the CDC including routine cleaning of high touch surfaces and shared objects as well as maintaining improved ventilation. Hand sanitizer dispensers have been placed throughout the school.

## **7. Testing**

People who are fully vaccinated do not need to undergo routine COVID-19 screening testing. If a fully vaccinated person is exposed to someone with COVID-19 they do not need to be tested unless they are experiencing COVID-19 symptoms. Any person who experiences COVID-19 symptoms should get a COVID-19 test. Refer to CDC's Interim Public Health Recommendations for Fully Vaccinated People for more information.

## **8. Symptom Screening**

We encourage students, faculty, and staff to perform daily health screenings for infectious illnesses, including COVID-19. The Atelier encourages students, faculty, and staff with signs or symptoms of infectious illness to stay home when sick and/or seek medical care. Please refer to the COVID-19 self-checker to be used to help decide when to seek COVID-19 testing or medical care. If symptom screening is conducted, ensure that symptom screening is done safely, respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws. You must have a temperature check before entering the building. If your temperature is 100.4 or above, you will be denied access to the campus. Students denied access for high temperature and/or any of the COVID-19 symptoms will not be refunded for the missed hour(s). For more information, please refer to the "Tuition Fees Policy".

You must be free of ANY symptoms potentially related to COVID-19 to be eligible to come to campus. Currently, these symptoms include one or more of the following:

- Fever, Chills or Cough
- Shortness of breath or difficulty breathing Fatigue
- Muscle or body aches Headache
- New loss of taste or smell Sore throat
- Congestion or runny nose Nausea or vomiting Diarrhea

You may not come to campus for any reason if you have any of the above symptoms. If you start to feel symptoms while you are already on campus, you must go home immediately and report your illness by emailing [contact@cohl.art](mailto:contact@cohl.art). Please seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage. For emergency services call 9-1-1.

## **9. Contact Tracing in Combination with Isolation and Quarantine**

All COVID-19 case investigation and contact tracing should be done in coordination with state, local, tribal and territorial public health authorities and in accordance with local requirements and guidance. People who are fully vaccinated with no COVID-like symptoms do not need to quarantine or be restricted from school or work following an exposure to someone with suspected or confirmed COVID-19, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

## **10. Variants**

Variants of the virus that causes COVID-19 are spreading in the United States.

CDC will continue to monitor variants to see if they have any impact on how COVID-19 vaccines work in real-world conditions. For more information see CDC's COVID-19 Vaccines Work page. If IHEs experience increases in COVID-19

cases among fully vaccinated persons, the Atelier will contact local or state public health department and determine whether we need to re-institute, intensify, or implement certain prevention strategies.

### ***11. Use of Facility***

Please limit the number of people in the restroom to 2 at a time. Wash your hands thoroughly to reduce transmission of the virus. Sharing of supplies are discouraged. Food is prohibited in the classroom. You may take drinks into the classroom only if you have a sealed bottle.

### ***12. Quarantine & Confirmed COVID-19 Cases***

Students, faculty, models, and staff who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask in public or until their test result is negative.

If any member of the Atelier community is confirmed to have COVID-19, the Atelier will follow CDC guidelines to specifically disinfect the workspace of the afflicted individual. If staff, faculty, models, or students are confirmed to have COVID-19, the Atelier will also inform fellow faculty and staff, models, and students of their possible exposure to COVID-19 in the workplace. The Atelier will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

### ***13. Policy Violations***

Violations of any policies should be reported to the administration.

# ACADEMIC POLICY

## 1. Attendance Policy

While attendance is not mandatory, Emile Cohl Atelier (“Atelier”) believes that consistent class attendance enhances student success as well as social emotional development.

In accordance with the Tuition Fees Policy, it is the responsibility of the student to attend all scheduled classes within their program. While we understand that life happens, the nature of the Emile Cohl Atelier Prep School Programs does not allow for make-up classes. Missed classes will not be refunded.

## 2. Grading & Evaluation

Grading is based on aesthetic merit as well as technical execution, attendance, progress, and motivation. Once filed by the instructor, all grades are final. Progression in the program and final certification are not guaranteed and are dependent upon academic performance.

### Grade Definition:

Emile Cohl Atelier grades students on mixed system of percentage-based grading and instructor evaluation, defined as follows:

- > 90% = Work of excellent quality;
- 85%-90% = Work of good quality;
- 80%-84% = Work of fair quality;
- 75%-79% = Work of minimum passing quality;
- < 75% = Work of insufficient quality

## 3. Graduation Qualifications:

Students who do not meet our graduation parameters solely due to our academic policies will receive an Emile Cohl Atelier Certificate of Participation. Those who meet our graduate parameters will receive an Emile Cohl Atelier Certificate of Completion.

## 4. Academic Integrity

All Emile Cohl Atelier students are expected to meet the highest standards of academic excellence and ethical conduct. In speaking with members of the Atelier community, students must give an accurate representation of the facts at hand.

Failure to do so is considered a breach of the Atelier’s Plagiarism Policy and may result in sanctions against the student, including suspension or dismissal. In course assignments, students must submit work that fairly and accurately reflects their level of accomplishment. Any work that is not a product of the student’s own efforts is considered dishonest. Students must not engage in academic dishonesty; doing so can have serious consequences. Academic dishonesty includes, but is not limited to, the following:

- 4.A. Cheating, which includes, but is not limited to, a) the giving or receiving of any unauthorized assistance in producing assignments or taking quizzes, tests or examinations; b) dependence on the aid of sources including technology beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; c) the acquisition, without permission, of tests or other

academic material belonging to a member of the university faculty or staff; or d) the use of unauthorized assistance in the preparation of works of art.

4.B. Plagiarism, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

4.C. Submission of the same work in two or more courses without prior written approval of the professors of the courses involved. Submission of any work not actually produced by the student submitting the work without full and clear written acknowledgment of the actual author or creator of the work.

If a faculty member suspects a student of academic dishonesty, the faculty member notifies the student of this concern. Once this notification has occurred, the student is prohibited from seeking to withdraw from the course pending the result of a possible investigation. If academic dishonesty is suspected, the faculty member must email all evidence and documentation to [studentaffairs@cohl.art](mailto:studentaffairs@cohl.art).

An academic administrator is appointed to investigate the allegation. If, as a result, the student in question has violated the Atelier's academic integrity policy, the student will be informed in writing that they will receive an F in the course. The student has five business days from the date on the written notice within which to appeal the decision of the investigator. If no appeal is made, the student is assigned a grade of F in the course and the student forfeits the right to continue to attend the course in which the academic dishonesty occurred. Students wishing to appeal should do so using the following email: [studentaffairs@cohl.art](mailto:studentaffairs@cohl.art).

An appeals committee will then convene to review the case. Findings are presented to the chief academic officer or designee, who sends the student a final decision in writing within 30 days of the written appeal. A student found to be in violation of the Atelier's academic integrity policy may not withdraw from the course(s) in question. Additional sanctions may be imposed, including but not limited to suspension or formal dismissal from their prospective program.

### **5. Repeating a Course or Semester**

The Atelier does not allow students to repeat a failed course or academic semester. Failure to meet the school's graduation requirements prohibits the student from receiving the Certificate of Completion.

### **6. Course Cancellation & Changes**

The Atelier reserves the right to cancel/reschedule a course or change faculty members at any given time.

Most of the Atelier's instructors are working professionals with additional contractual obligations who may have imperatives that may cause them to miss a class. However, the Atelier's administrators will ensure that the cancelled course will be rescheduled or refunded.

### **7. Termination & Suspension**

The Atelier reserves the right to suspend or terminate any student whose personal behavior does not comply with the standards, rules, and regulations of the Atelier. Students who have been suspended or terminated may be reinstated only upon approval of the Executive Director or Program Manager.

# AUTHORIZATION & CONSENT TO USE IMAGES

This form serves as authorization and consent to use media or images of works of art created during the duration of the program as given by the undersigned to the Emile Cohl Atelier ("Atelier") for use by the Atelier. For purposes of this document, the term "Atelier" shall include, but not be limited to, the Emile Cohl Atelier, Emile Cohl US, the members of the Board, its President, and all faculty, staff, employees, partners, agents, or potential employers. The undersigned hereby gives consent and authorization to the Atelier for the use of images (either still or in action) of the undersigned's works of art for or on behalf of the Atelier. Further, the undersigned waives and forever releases the Atelier from any legal claims, demands or causes of action arising out of or in association with the Atelier's use of the picture, image, or media.

The Intellectual Property of any work created by a student at the Atelier during their participation in the program is owned entirely by the student.

The undersigned does not authorize the Atelier to share any personal pictures or personal information including but not limited to first name, last name, or address with third parties, unless authorization is granted in writing by the undersigned.

The Atelier will credit the author for the use of such images at the discretion of the Atelier. Reproductions of student artwork may be edited at the Atelier's discretion, but in doing so, the Atelier will make a good faith effort to act respectfully and responsibly to not unduly compromise the integrity of the original artwork. The authorization and consent granted herein by the undersigned shall remain in full effect unless a written revocation is executed and delivered by the Atelier.

## RESERVATION OF RIGHTS

The Emile Cohl Atelier's ("Atelier") policy is to adhere to the rules and regulations, course offerings and financial changes as listed here. The Atelier, hereby gives notice that it reserves the right to expand, delete and/or otherwise modify its rules and regulations, including, but not limited to, the right to modify its courses of study; to change its rules affecting admissions and retention of students, the granting of Certificates; to change the academic calendar, course offerings or course content; or to alter its fees and charges at its sole discretion.

A photocopy of this document shall be deemed to be an original. Before signing this document, I was given the opportunity to read it in its entirety. Furthermore, I was given the opportunity to consult with any person, interpreter and/or a legal representative. I hereby will not hold the Atelier staff or its employees liable for any harm seen or unseen in relation to the policies laid out in this document. I have signed this document freely and voluntarily on the date set forth below.

# FACULTY & STUDENT RELATIONSHIP POLICY

## **1. Policy Purpose**

To establish a policy governing the supervision or evaluation of students by faculty/staff members, where a consensual relationship exists between the parties, creating a conflict of interest.

***Any romantic relationship between a minor and a legal adult is not considered consensual and will be prosecuted to the full extent of the law.***

## **2. Policy Statement**

Emile Cohl Atelier's ("Atelier") success in its educational mission depends on the professionalism of its faculty, staff and students. Maintaining professional relationships and mutual respect and trust between faculty/staff and students is key to this success.

Faculty/staff members and students should recognize the risks inherent in consensual relationships between faculty/staff and students, and their ability to avoid those risks by refraining from engaging in such relationships. The Atelier prohibits such relationships that are of a romantic or sexual nature when a relationship of authority exists.

Faculty/staff and student consensual relationships give rise to actual or apparent conflicts of interest, favoritism, and bias, thereby undermining the real or perceived integrity of the academic environment. A consensual relationship where a faculty/staff member has academic, administrative, supervisory, evaluative, or other authority or influence over a student raises concern about objectivity, fairness, and exploitation. These relationships harm others in the academic environment and give rise to third party complaints from real or perceived instances of undue access or advantage and/or restricted opportunities. Such consensual relationships impair or otherwise undermine the ongoing trust needed for effective teaching, learning, and professional development.

Therefore, no Atelier employee shall exercise any academic, supervisory, evaluative, or other authority or influence over a student with whom the employee has ever had a consensual relationship.

## **3. Definitions**

### **3.1 Faculty/Staff and Student Consensual Relationship**

- a. A mutually acceptable current or former romantic or sexual relationship between a faculty/staff member and a student, or
- b. a relationship where a faculty/staff member currently lives with or serves as landlord to a student, or
- c. a relationship where a faculty/staff member currently has a financial and/or business relationship with a student, or
- d. a marital, romantic, or sexual relationship that existed at one time between a faculty/staff member and student, but that relationship no longer exists, or
- e. a relationship where a faculty/staff member formerly lived with or served as landlord to a student, or

f. a relationship where a faculty/staff member has formerly had a financial and/or business relationship with a student, or

g. a relationship where a faculty/staff member has a close personal relationship with a student, which rises to a level that affects the trust and confidence of the academic environment and that gives undue access, advantage, or jeopardizes the fair treatment and objectivity for effective teaching and learning.

### 3.2 Faculty/Staff member

Faculty/staff member means but shall not be limited to, a full- or part-time member of the Atelier's faculty, an instructor, lecturer, advisor, mentor, graduate assistant, coach, or individual who supervises the day-to-day living environment of students.

### 3.3 Relationship of Authority

A relationship of authority exists when one individual in a relationship between two or more people has the power to exercise influence, or the legitimate right to make decisions, carry out actions, or direct others within the relationship.

## **4. Responsibilities and Procedures**

### 4.1 Accountability / Responsibility

a. If a consensual relationship exists or arises between a faculty/staff member and a student, the relationship of authority must be eliminated.

b. If a consensual relationship arises, exists, or has existed between a faculty/staff member and a student, the faculty/staff member will bear the primary burden of accountability to report the relationship to his or her immediate supervisor and/or Human Resource services.

(i.) In the event that a consensual relationship exists or has existed between a faculty/staff member and a student the unit administrator or supervisor must take prompt and appropriate action to end the relationship of authority.

(ii.) Appropriate actions may include but are not limited to, appointment of a qualified alternative instructor to the position of authority; transfer of the student to another course, section, or seminar taught by a different instructor; assignment or transfer of the student to another academic advisor.

(iii.) In the event that an Atelier employee not involved in the consensual relationship believes a consensual relationship is occurring or has occurred between a faculty/staff member and a student, the Atelier employee shall disclose such knowledge to the relevant Atelier unit administrator and/or Human Resource services.

### 4.2 Compliance with Policy

a. To encourage reporting of relationships governed by this policy, disclosures and actions taken shall be considered confidential, and they will be treated as protected personnel information under the public records statutes and in accordance with the Atelier Policy.

b. Actions in violation of this policy may constitute adequate cause for discipline up to and including dismissal.

# HARASSMENT, BULLYING, AND HAZING POLICY

## **Summary:**

*Emile Cohl Atelier ("Atelier") is committed to providing an environment free of harassment, bullying, discrimination and hazing.*

## **Chapter I Harassment**

The Atelier is committed to providing an environment free of harassment. The Atelier policy prohibits harassment, as well as conduct that is disrespectful or unprofessional, based on race, color, creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, related medical conditions), religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin (including language use restrictions, ancestry, physical or mental disability (including HIV and AIDS), medical condition (including cancer or a record or history of cancer, and genetic characteristics), sexual orientation, genetic information, military and veteran status or any other basis protected by federal, state or local law, ordinance or regulation. It also prohibits discrimination based on the perception that anyone has any of these characteristics or is associated with a person who has or is perceived as having any of those characteristics.

All such harassment is prohibited. The Atelier's anti-harassment policy applies to all students enrolled in the operation of the Atelier and prohibits harassment by any student of the Atelier, including Atelier Staff, as well as vendors, customers, independent contractors, and any other persons. It also prohibits harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Students, applicants, employees, unpaid interns, volunteers, and independent contractors are all protected from harassment.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of school benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment;
- Communication via electronic media of any type that includes any harassing conduct that is prohibited by state and/or federal law, or by Emile Cohl Atelier policy.

Sexual harassment does not need to be motivated by sexual desire to violate this policy. For example, hostile acts toward a student because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to the Atelier School Administrators as soon as possible. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses.

If you need assistance with your complaint, or if you prefer to make a complaint in person, contact our School Administrators. The Atelier will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. Any complaint will remain confidential, to the extent possible and will be monitored to ensure reasonable progress and timely closures.

Your School Administrators will advise all parties concerned of the results of the investigation. If the Atelier determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any student determined by the Atelier to be responsible for harassment will be subject to appropriate disciplinary action, up to, and including expulsion from the school.

The Atelier encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

## **Chapter II Bullying**

Bullying and hazing are part of a continuum of aggressive or violent behaviors. Some acts of bullying or hazing can and do constitute other categories of misconduct such as assault, battery, child abuse, hate-motivated incident, criminal activity, or sexual harassment and, as such, violate school policies. In such cases, the Atelier is obligated to follow appropriate reporting guidelines.

### **II.1 Definitions**

1. Bullying is any severe or pervasive physical or verbal act(s) or conduct, including electronic communications committed by a pupil(s) that has, or can be reasonably predicted to have, the effect of one or more of the following:

1. (a) Reasonable fear of harm to person or property;
2. (b) Substantially detrimental effect on physical or mental health;
3. (c) Substantial interference with academic performance;
4. (d) Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

2. Hazing is a method of initiation or pre-initiation into a pupil organization or body, whether the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.

3. Associated individuals are non-students who are affiliated with the school, including but not limited to parents/guardians, campus volunteers, vendors, contracted service providers, former students, former employees, domestic partners and relatives or friends of employees or students.

### **II.2 Types of Bullying**

Verbal bullying includes hurtful gossiping, making rude noises, name calling, spreading rumors, and teasing.

1. Cyberbullying is bullying by electronic act, which includes transmission of a communication by text, sound, image, video, message, website post, social network activity, or other form of communication sent by an electronic device.

2. Indirect bullying is the use of intimidation or peer pressure to cause harm to third parties.

3. Non-verbal bullying includes the use of threatening gestures, staring, stalking, graffiti or graphic images, and destruction of property to cause distress, intimidation, discomfort, pain, or humiliation.

4. Physical bullying includes intentional, unwelcome acts of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, and tripping.

5. Social or relational bullying includes spreading rumors, manipulating relationships, exclusion, blackmailing, isolating, rejecting, using peer pressure, and ranking personal characteristics.

6. Verbal bullying includes hurtful gossiping, making rude noises, name calling, spreading rumors and teasing.

The Atelier takes ALL reported cases of bullying and hazing seriously, we utilize positive behavior support strategies, interventions, and corrective measures to address inappropriate behaviors.

### **II.3 School Responsibilities**

Safe campuses require a multi-faceted approach with strategies to prevent, respond to and recover from incidents of bullying and hazing. The School Administrators shall create an environment where the school community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful and are unacceptable. Toward this goal, schools shall:

- Recognize the indicators of bullying and hazing.
- School Administrators are responsible for documenting and overseeing complaints of bullying or hazing.
- Ensure that all reports of bullying or hazing are investigated and documented, and that appropriate interventions are implemented and monitored in a timely manner. Incidents that result in physical injury or require ongoing monitoring or additional resources should also be documented. Behaviors that constitute criminal behavior or suspected child abuse must also be reported to the appropriate authorities.
- Communicate with and ensure that all employees, students, parents, volunteers, activity leaders or other adults are informed of the Atelier school policies regarding bullying and hazing and requiring the promotion of mutual respect and acceptance.
- Provide instruction to ensure that students are educated about appropriate on-line behavior, including cyberbullying awareness and response and how to interact with others on social networking websites and in chat rooms.
- Present the Atelier Student Bullying and Hazing Policy as part of the student orientation program conducted at the beginning of each academic term.
- Discuss all aspects of the Bullying and Hazing Policy with students including strategies to prevent and respond to bullying and hazing. Encourage students to report any bullying or hazing they witness.
- Provide instruction to ensure that students are educated about appropriate on-line behavior, including cyberbullying awareness and response and how to interact with others on social networking websites and in chat rooms.
- Intervene immediately and safely with any act of discrimination, harassment, intimidation, hazing or bullying.
- Report any complaints or incidents of bullying or hazing to the Atelier School Administrators as soon as possible. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses.

## **Chapter III Hazing**

### **III.1 Purpose**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **III.2 Definitions**

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, regardless of the person’s willingness to participate. The following are the three types of hazing. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

### **III.3 General Statement of Policy**

1. No student, administrator, volunteer, contractor or other employee of the Atelier shall plan, direct, encourage, aid, or engage in hazing.
2. No student, administrator, volunteer, contractor, or other employee of the Emile Cohl Atelier shall permit, condone, or tolerate hazing.
3. Apparent permission for or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. Hazing activities are seriously disruptive to the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours.
5. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The School Administrator will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, administrator, volunteer, contractor, or other employee of the Atelier who is found to have violated this policy.

### **III.4 Reporting Procedures**

1. Any person who believes he or she has been the victim of hazing or any person with knowledge of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.

2. The School Administrators are responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Atelier School Administrators as soon as possible. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses.

3. Staff, administrators, volunteers, contractors, and other employees of the Atelier shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of observes or has other knowledge or belief of conduct which may constitute hazing shall inform the Executive Director immediately.

4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future grades, or work assignments.

### **III.5 School Action**

1. Upon receipt of a complaint or report of hazing, the School Administrators shall undertake or authorize an investigation by school officials.

2. Emile Cohl Atelier may take immediate steps, at his discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

3. Upon completion of the investigation, the Atelier will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. Emile Cohl Atelier action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, and school policies and regulations.

### **III.6 Reprisal**

The school administrator will discipline or take appropriate action against any student, administrator, volunteer, contractor, or other employee of the Atelier who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **Chapter IV Contact list**

### **IV.1 Emergency**

In case of a life-threatening emergency, please call 911.

### **IV.2 Contact list**

If you need assistance with any complaint, or if you prefer to make a complaint in person, contact our school Administrators.

#### **IV.2.1 Opening hours & address**

You can find the School Administration by phone at (323) 315-2323 during work hours. You may contact any of the Atelier staff members (you must send an email at least to two staff members to be sure to not reach off-work staff):

# SOCIAL MEDIA POLICY

Emile Cohl Atelier (“Atelier”) embraces the responsible use of social media to communicate and build relationships. We recognize the open and ever-changing purposes of social media, which often blurs the line between personal and professional roles. However, the same laws, professional expectations, and guidelines for interacting with others apply online as they do in the real world. This policy and best practices are designed for students, staff, and alumni of ECA participating in social media for personal use or on behalf of the school.

- **Confidentiality.** Be careful not to reveal confidential or proprietary information about the Atelier students, staff, or alumni. Adhere to all applicable the Atelier and federal privacy and confidentiality policies and laws, mandating the nondisclosure of personal information.
- **Thoughtfulness.** Privacy does not exist on social media. Public posts are indexed on search engines, and private comments can be forwarded, copied, and easily made available to the public. Using privacy settings restricts access to personal accounts but be aware of the limited protection this provides. What you post on your personal accounts can come back to haunt you professionally.
- **Authenticity.** Be honest about your identity and don’t misrepresent another person. If you identify yourself as an ECA student or staff member in a personal post, also make clear that your views are your own and you are not formally representing the Atelier.
- **Use of the ECA name and logo.** “Emile Cohl Atelier” is the exclusive intellectual property of the Atelier. The name, logo, and any other school images or iconography may not be used on personal sites in a way that promotes a product, business, cause, political party, or candidate. Do not edit or modify logos. Brand guidelines for the Atelier logos must be followed at all times and can be found [here](#). You are welcome to link from your social media site to the Atelier homepages and the Atelier social media sites.
- **Respectfulness & Liability.**
  - Remain professional, tactful, and protect the Atelier’s image and voice. As a representative of the Atelier, avoid misappropriation, pranks and any posts that may be misinterpreted.
  - Respect copyright law and the rights of others. “Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture.”
  - It is an express violation to infringe on someone else’s rights of publicity, privacy, copyright, trademark, or other intellectual property right. You may not reproduce, screenshot, modify or redistribute content that does not belong to you, and under no circumstances should you remove, alter, or conceal any watermark or other copyright identifier incorporated in the content of others.
  - All social media users are legally liable for what they post on their own site and the sites of others. Individuals have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene, as defined by the courts. Posts must be true, accurate and helpful, and not expose the Atelier or the user to legal liability.
  - Obey all social media platform terms of use. These rules change constantly, and it is your responsibility to stay up to date with current terms and policies.

# TUITION FEES & REFUND POLICY

## **1. Tuition Fees, Discounts & Deposits**

Tuition fees for the Emile Cohl Atelier (“Atelier”) Prep School Programs are \$1,500 per program. Discounts apply for multiple program enrollments during the same session/semester only.

<b>Program(s)</b>	<b>Discounts</b>	<b>Tuition Fees</b>	<b>Included Deposit</b>
1	N/A	\$1,500	\$150
2	10%	\$2,700	\$300
3	12%	\$3,960	\$450
4	15%	\$5,100	\$600

Tuition fees include a \$150 non-refundable, non-deferrable and non-transferrable deposit & administrative fee per program. Deposits & administrative fees are part of the tuition fees and not an extra charge. Tuition fees are due at least 5 business days prior to the first day of class, or 5 days prior to the first day of the following unpaid month(s) for students enrolled in our 2- Payment or 4-Payment Plans.

## **2. Payment Methods**

Payments must be received on or before the required due dates or admission could be declined, and/or access to the campus be denied. We do not accept Venmo or cash payments. Should the selected payment method include a processing fee, the payer is responsible for the said fee, so that ECA will receive the entire tuition amount.

### **2.A. Credit Card**

Payments by Visa, MasterCard, American Express, or Discover may be completed online on our website ([www.cohl.art](http://www.cohl.art)) via PayPal, after selecting the program(s) the student will be attending. A PayPal account is not required to use this payment protocol.

### **2.B. Zelle**

Zelle payments may be made using the email [contact@cohl.art](mailto:contact@cohl.art).

### **2.C. Check**

Checks should be made payable to Emile Cohl Atelier and sent to 2826 S Grand Avenue, Los Angeles, CA 90007. For identification purposes, please indicate the student’s name in the memo section of the check.

### **2.D. Wire Transfer**

For wire transfers, please contact the Emile Cohl Atelier at [contact@cohl.art](mailto:contact@cohl.art) for instructions.

## **3. Five-Day Cancellation**

Students who provide written notice of cancellation within 5 business days (excluding weekends and federal or state holidays) before the first class are entitled to a refund of all monies paid, excluding the non-refundable \$150 per program deposit. Refunds will be provided within 30 calendar days of receiving the notice of cancellation by Deluxe eChecks. These may be printed, endorsed and cashed like any other check. Payees shall reach out to [contact@cohl.art](mailto:contact@cohl.art) should they face any issue cashing the Deluxe eCheck. Fees may apply for any other form of payment requested by the student.

## **4. Cancelled Class Policy**

Emile Cohl Atelier may find it necessary to cancel a course or workshop due to scheduling conflicts or instructor cancellation. If this occurs, registered students will be contacted and will be refunded the missed course tuition fee as follows:

Program(s)	Cancelled Course Refund/Hour
1	\$28
2	\$25
3	\$24
4	\$23

### **5. Missed Class Policy**

While we understand that life happens, the nature of the Emile Cohl Atelier Prep School Programs does not allow for make-up classes. It is the responsibility of the student to attend all scheduled classes within their program. Missed classes will not be refunded.

### **6. Payment Plans**

Our Payment Plan is available to all students. The Payment Plan enables students to pay their tuition fees in one, two or four separate payments. Payments must be received on or before the required due dates or students will be denied access to the class. A non-refundable, non-deferrable and non-transferrable \$50 processing fee applies to each installment as follow:

Program(s)	No Installment	2-Payment Plan	4-Payment Plan
1	\$1,500	\$800 * 2	\$425 * 4
2	\$2,700	\$1,400 * 2	\$725 * 4
3	\$3,960	\$2,030 * 2	\$1,040 * 4
4	\$5,100	\$2,600 * 2	\$1,325 * 4

#### **6.A. Single payment plan**

Single payments are due in full 5 business days before the first day of class of the first month, excluding weekends and federal or state holidays. See exact amounts in the table above.

#### **6.B. 2-Payment plan**

The first installment of 50% of the total tuition is due 5 business days before the first day of class of the first month of the program, excluding weekends and federal or state holidays. The second installment is due 5 days before the first day of class of the third month of the program. A non-refundable, non-deferrable and non-transferrable processing fee of \$50 applies to each installment. See exact amounts in the table above.

#### **6.C. 4-Payment plan**

Each installment is due 5 business days before the first day of class of each 4 months of instruction, excluding weekends and federal or state holidays. A non-refundable, non-deferrable and non-transferrable processing fee of \$50 applies to each installment. See exact amounts in the table above.

### **7. Late Payments**

Students who have missed a payment will not be able to attend class until the payment is successfully cashed by Emile Cohl Atelier. Should a delay in the selected payment method cause the student to miss one or more classes, these missed classes will not be refunded.

### **8. Withdrawal Refund Policy**

Should a student request a refund, the request needs to be received by Emile Cohl Atelier 5 business days prior to the start of the month for which the student is requesting a refund for, excluding weekends and holidays.

Students or legal guardians of minor students who provide written notice of withdrawal within 5 business days before the first class of the following month are entitled to a refund of all monies paid, excluding the non-refundable \$150 per program deposit and a processing fee of \$50, which will be deducted from the full amount.

Emile Cohl Atelier must first receive written notice of withdrawal from the student or their legal guardian either by a signed letter or by email. Withdrawal by any other means, including phone calls, web chat, social media, or text messages, will not be accepted.

A student who is expelled from the Atelier forfeits all tuition payments for the month in which the expulsion was made. Any fees paid in advance for future months will be entirely refunded, excluding the non-refundable \$150 per program deposit, a processing fee of \$50, and an additional \$100 penalty, which will be deducted from the total refund amount. Should the sum of charges exceed the residual refundable amount, no refund will be issued.

### **9. Online Courses**

The Emile Cohl Atelier has undertaken significant initiatives and is incurring significant costs to mitigate health risks in the academic environment for the upcoming years. It is possible, however, that the Atelier may have to cancel in-person academic instruction because of a global pandemic, natural disasters, acts of God or any other event outside of our control.

Should the Atelier need to cancel in-person academic instruction, it is prepared to provide all academic instruction online. Students may continue their education remotely without further risk or delay to their education. Therefore, no credit or refund for tuition will be issued. Finally, it is the student's responsibility to have a working device and stable internet connection to access the online courses.

A photocopy of this document shall be deemed to be an original. Before signing this document, I was given the opportunity to read it in its entirety. Furthermore, I was given the opportunity to consult with any person, interpreter and/or a legal representative. I hereby will not hold the Atelier staff or its employees liable for any harm seen or unseen in relation to the policies laid out in this document. I have signed this document freely and voluntarily on the date set forth below.

I agree to the above statement(s).

**I am at least 18 years old as of this date:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

**I am NOT at least 18 years old as of this date:**

Full name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of legal guardian: \_\_\_\_\_

Printed name of legal guardian: \_\_\_\_\_

Relationship to student: \_\_\_\_\_