

Studio Operations

Studio Safety Procedures, Community Standards, and Policies

Please note that repeated violations or any severe violation of the Studio Safety Procedures, Community Standards, and Policies may result in mandatory retraining, interim suspension of shop access, and can be elevated to the Student Code of Conduct Process.

- Studio users must follow the instructions of studio management staff and student monitors.
- Studio users must have their CCA ID with them and show it to studio staff if requested.
- Be respectful to all studio users and staff.
- Training and approval is required to operate equipment and to access certain areas.
 - This training may be provided by shop staff or by your instructors in classes.
- Do not use the studios while impaired by substance use, lack of sleep, stress, or other issues.

Impairment due to lack of sleep, stress, or the use of any substance is a severe safety concern. Behaviors associated with this impairment jeopardizes the health and safety of the community and will be referred to the Student Code of Conduct Process and may result in disciplinary action.

- Ask for help or information whenever you need it.
- Wear clothing that is appropriate to the shop and process you are using .
- Wear appropriate personal protective gear for the shop and process you are using. This may include safety glasses, ear protection, respiratory protection.
- Headphones or earbuds may not be used in shops where posted.
- Clean up after every process and reset or return your tools.
- Keep walkways clear and safe.
- No distracting other shop users.
- No running, yelling, or rowdy behavior.
- Report machine or tool problems, or damage immediately to staff.
- Report injuries and accidents immediately to staff.
- The studio staff is not responsible for the security of student projects or materials left in spaces. Unattended projects or belongings may be moved or removed by the studio staff as needed.
- The [CCA Guidelines on Material Use and Disposal](#) must be followed.

These studio specific policies and standards are set in each area by the Studio Manager.

They cannot conflict with the rules above or the Student Code of Conduct.

- Specific attire and PPE rules
- Storage of materials or projects in shops
- Food and drink guidelines
- Material use procedures
- Access times
- Cleanup procedures

Please ask the studio manager if you are not clear on any of the policies or procedures in the area you are working in. We want the shops to be safe, efficient, and easy to work in for all of the community.

The CCA Student Code of Conduct can be read in its entirety at <https://portal.cca.edu/thriving/student-handbook/student-code-conduct/>

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Violations of the Student Code of Conduct

CCA expects its students to uphold the college's values of artistic and academic excellence, compassion, integrity, and global citizenship. The following list, while not exhaustive, illustrates those behaviors that, when determined to have occurred in the judgment of the college, necessarily violate the values of the college; impinge upon the rights, safety, and well being of its constituents; and therefore represent misconduct subject to disciplinary action:

- Attempted or actual theft of or damage to college property or property of college community members.
- Conduct that could result in the violation of any federal, state, or local law.
- Conduct which threatens or endangers the health or safety of any member of the college community including but not limited to physical abuse, verbal abuse, threats, verbal or nonverbal intimidation, bullying, stalking, or coercion.
- Failure to comply with the directions of college officials, law enforcement units, and emergency personnel acting in authorized performance of their duties. This also includes failure to identify oneself to such persons when requested.
- Failure of a student to act in a responsible manner to assure that the student's guest is preserving the rights of the college community as outlined within the Student Code of Conduct.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Hazing or conspiring to engage in similar acts that actually or potentially injure, endanger, or humiliate any fellow student or member of the college community, whether the hazing is consensual or not.
- Interference with, obstruction of, or disruption of the teaching or learning process, administration, or any other college-sponsored activity.
- Knowingly furnishing false information to the college.
- Possession, distribution, or use of any controlled substances on college property or at college-sponsored activities.
- Possession, distribution, or use of alcohol on college property or at college-sponsored activities, except under the conditions specified in the **Alcohol Policy**.
- Possession, distribution, or use of cigarette or vapor products on college property or at college-sponsored activities, except under the conditions specified in the **Smoking Policy**.
- Possession or use of a weapon or a replica thereof, such as a firearm, knife, explosives, or any other instrument used or potentially used to intimidate, threaten, and/or injure any member of the college community.
- Retaliation -- adverse action taken against a person because of the person's good faith opposing, reporting, or threatening to report a violation of the Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to college policies, including the Code of Conduct.
- Soliciting, assisting, or inciting another college community member to perform an act that violates the Student Code of Conduct or attempting to do same.
- Unauthorized entry or use of college property, which includes unauthorized residence.
- Unauthorized possession, distribution, use, or duplication of keys or access cards for college property.
- Unauthorized use of electronic or other devices to record any person while on college property, disseminate personal information, or otherwise violate privacy without prior knowledge or consent.
- Unlawful harassment or discrimination based on race, color, religion, sex (including gender identity and pregnancy), national origin, age, disability, genetic information, sexual orientation, or parental status.