Student Handbook

California State Summer School for the Arts

July 7, 2018 - August 3, 2018

CSSSA OFFICE

MON-FRI

8:30AM-5:00PM

SATURDAY

9:30AM-3:00PM

SUNDAY

CLOSED

(661) 291-3089

comments@csssa.org

California State Summer School for the Arts at CalArts 2018

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Health Services Office

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SECTION I: California State Summer School for the Arts

THE CALIFORNIA STATE SUMMER SCHOOL FOR THE ARTS

HISTORY

In the early 1980's California was facing increased competition from other states for its third-largest source of tax revenue, the arts and entertainment industries. Film, television and recording studio complexes, which had been traditionally developed in California, were being built in Florida, Texas, and other locales. Motion picture industry executives and producers were increasingly looking outside of the state for production opportunities. Many of California's non-profit fine arts institutions, and the state's educational community, were feeling the effects of a diminishing interest in California from the commercial arts sector.

In 1982, a three-year effort to establish an educational environment for young California artists began. Legislation sponsored by former State Senator Alan Sieroty launched a planning process. A twenty-four member Advisory Council of legislative, arts, and industry leaders was appointed by the California Arts Council and the State Board of Education to explore the cause of the talent drain, and to recommend statewide educational opportunities. One of the problems the Council discovered was that many of California's most talented young artists and entertainers were leaving the state to attend arts training programs in New York, North Carolina, Michigan, and other states -- and staying on to live and work where they went to school.

The work of the committee culminated on September 28, 1985, when Governor Deukmejian signed the bill, authored by State Senator John Garamendi, which created the California State Summer School for the Arts. The major objectives stated by the Legislature in establishing CSSSA:

- To enable artistically gifted and talented students, broadly representative of the socioeconomic and ethnic diversity of the state, to receive intensive training in the arts through a multidisciplinary program;

- To provide a training ground for future artists who may wish to study and practice the arts or to pursue careers in the major performing arts companies and the commercial and fine arts institutions in California;

- To establish a model for partnership between the public and private sectors.

The program proved so popular and successful that Governor Deukmejian signed follow-up legislation in September of 1990 making CSSSA a permanent program of the state. In 1992, Governor Pete Wilson signed legislation that enables CSSSA to accept a limited number of students from outside of California, thereby making it a national program.

CSSSA is the result of unique public and private sector planning and support. Now embarking on its thirty-second summer of operation, CSSSA has trained more than fifteen thousand highly talented alumni.

SECTION I: California State Summer School for the Arts Contd.

MISSION

The mission of CSSSA is to annually provide a select number of California high school students of the visual, literary, performing and media arts with an intensive learning experience conducted by distinguished arts professionals, designed to enhance the students' artistic skills and to develop their understanding as individuals of their potential for growth as creative artists.

By fulfilling its mission CSSSA will:

- Provide recognition, distinction and professional training in the arts to a broadly recruited student body of talented high school students in a scope and manner not available anywhere else in California.

- Establish an educational community of professional artists and talented students that offers opportunities for creative risk taking, imaginative discipline, critical thinking, collaborative problem solving and leadership.

- Ensure that the school's student body, faculty and curriculum are reflective and sensitive to California's diverse cultural heritage.

- Support and encourage each student's singular capacity for creative accomplishment.

- Provide an educational link with institutions of higher learning, major performing arts companies, commercial and fine arts institutions, and the film, television and recording industries in California for students wishing to pursue careers in the arts.

- Establish models for excellence in arts education and direct attention to the need for high quality arts programs in all California schools.

- Enhance the overall cultural climate of California by training future artists, who will contribute to and become advocates for the arts.

- Help to ensure the long-term development of artists for the arts and entertainment industries, which currently comprise California's second largest business sector.

- Position California, home to 20% of America's artists, as a leader in striving for excellence in the arts.

It is our expectation that some CSSSA graduates will become professional artists. Others will go on to apply their creative skills in other professions. The goal of CSSSA is to provide an educational experience that goes beyond the practice and improvement of aesthetics and technique. We want to broaden our students' understanding of their creative potentials, regardless of their eventual life paths.

STUDENTS

The school is open to students from all of the public and private secondary schools in California. In addition, CSSSA may accept up to twenty students per year from outside of

SECTION I: California State Summer School for the Arts Contd.

California. The sole criteria for admission are an applicant's potential for professional development as demonstrated through audition, portfolio review, screening and teacher recommendations regarding their demonstrated motivation and discipline. The CSSSA admission process is "needs blind", that is, no applicant is denied entrance solely on the basis of inability to pay. The CSSSA student body is broadly representative of the wide economic, cultural and ethnic diversity of the state.

The young artists who attend the CSSSA program are designated "California Arts Scholars," which is the highest distinction in California for artistically talented students.

SITE

Each summer's four-week residential program takes place at a site chosen, through competition, by the school's Board of Trustees. The California Institute of the Arts will host the 2018 summer session.

FACULTY

The CSSSA faculty is composed of professional artists and arts educators in the seven artistic disciplines taught at the school: animation, creative writing, dance, film, music, theater, and the visual arts. Faculty members are selected on the basis of artistic excellence in their art forms as well as their teaching abilities.

FUNDING

Funding for the California State Summer School for the Arts is provided through a unique public/private partnership. By law the school must obtain a portion of its funding from non-state sources. The California State Summer School Arts Foundation was founded in 1986 to seek gifts from corporations, foundations and individuals.

Herb Alpert Scholarships for Emerging Young Artists

CSSSA will be able to help some of its students with college aid through the distribution of Herb Alpert Scholarships for Emerging Young Artists. By agreement between CSSSA and the Herb Alpert Foundation, twenty-one students each year will be designated Scholarship recipients. The Herb Alpert Scholarships for Emerging Young Artists include three awards in each of seven categories: Animation, Film, Creative Writing, Dance, Music, Theater, and Visual Arts. In each category, two students will receive single-year awards of $2,500, and one outstanding student will receive up to $40,000 to be awarded in equal installments of $10,000 over the course of four years.

During the fourth week of the 2018 session, CSSSA department faculties will choose award winners from enrolled CSSSA students. No additional student application will be required. The selection criteria used by the faculty in each department will include a balanced assessment of artistic talent, character and motivation, likeliness of success in a collegiate or professional training program, and financial need.

The seven top Scholarship recipients will also receive professional financial aid consulting and coordination to assure that the Herb Alpert Scholarship will be used to offset the work and loan burdens the student would otherwise be expected to carry, and will not supplant other

resources that should be provided by the financial aid offices of the colleges they choose to attend.

The Herb Alpert Foundation, a non-profit, private foundation established in the early 1980's, makes significant annual contributions to a range of programs in the fields of arts, arts education and compassion and well-being.

SECTION II: California Institute of the Arts

CALARTS

The California Institute of the Arts (CalArts) was incorporated in 1961 as the first fully-accredited, degree-granting institution of higher learning in the United States specifically for students of the Visual and Performing Arts. The Institute was established through the vision and generosity of Walt Disney and the merger of two well-established professional schools, the Los Angeles Conservatory of Music, founded in 1883, and Chouinard Art Institute, founded in 1921. By 1971, degree programs in dance, film, and theater had been added to art and music. In November of that year, CalArts (the popular name for the Institute) moved to its permanent site in Valencia.

The campus occupies 60 acres on hills overlooking the Santa Clarita Valley, an area historically devoted to agriculture and cattle ranching. During the past 25 years, Los Angeles has expanded northward into the area. The main building on campus is a five level multi-winged structure of a half-million square feet. It houses art studios, electronic music studios, dance spaces, rehearsal rooms, theaters, costume, scenery and machine shops, galleries, editing rooms, sound and video stages, and the library and cafeteria.

Chouinard Hall, the student residence facility, will accommodate all of the students of the CSSSA class of 2018. Tennis courts and a large swimming pool are located adjacent to the facility. Spacious lawns with shade trees, open fields and large hillside areas provide room for informal team sports and relaxation. The climate is typical of lower desert valleys with temperatures sometimes exceeding 100 degrees during the month of July. All campus facilities are air-conditioned.

HOW TO GET THERE

CAR: The CalArts Campus is located at 24700 McBean Parkway in Valencia, a residential neighborhood north of Los Angeles, California. If driving, take Interstate 5 to the McBean Parkway exit and head east on McBean Parkway. The campus entrance is on the immediate right. Signs and campus personnel will direct you to the student registration area.

AIR:
Burbank Airport: The most accessible airport is the Hollywood Burbank Airport, which is serviced by most major airlines. The airport is approximately 25 miles south of Valencia. CSSSA will provide the following shuttle services to and from the Burbank Airport ONLY:

July 7th:	11:00 a.m. and 1:00 p.m.
August 3rd:	2:00 p.m. ONLY

SECTION II: California Institute of the Arts Contd.

The cost of this shuttle is $40 payable in cash upon arrival on July 7th. The cost for a one-way shuttle is $20. Please reserve your space early by e-mailing CSSSA with your **FLIGHT NUMBER and TIME OF ARRIVAL/DEPARTURE. The shuttle is for students only and space will be limited – e-mail no later than *June 15th* (comments@csssa.org).** A roundtrip shuttle reservation will not be made until both arrival AND departure flight information are received. A confirmation e-mail will be sent. If you have questions on July 7th, please contact the CalArts safety office (661-255-1050, extension 2112) and they will get a message to the CSSSA Administration immediately.

Travel Suggestion: If you are planning to utilize the shuttle services provided by CSSSA, we STRONGLY recommend that return flights on August 3rd NOT be scheduled before 4 p.m. The shuttle departs the campus at 2:00 p.m. and will deliver students to the airport—you must allow time for traffic and airport check-in.

Airport Shuttle Services: Prime Time Shuttle (800-733-8267) and Super Shuttle (818-556-6600) both offer shuttle service from the Los Angeles International and Hollywood Burbank Airports.

Please Note: Registration Day, July 7th, is mandatory for all students. Check-in time on Saturday, July 7th is between 9:00 a.m. and 4:00 p.m. Registration will close at 4:00 p.m. Park in the main lot and follow the signs to CSSSA registration. Checkout time is on Friday, August 3rd between 1:00 pm and no later than 6:00 p.m.—absolutely no exceptions.

SECTION III: College Credit

COLLEGE CREDIT

Students who **successfully** complete the California State Summer School for the Arts program are eligible to receive three semester units of California State University course credit through the Office of Extended Education at Humboldt State University. These credits can be used as **elective** units towards a Bachelor's degree at any of the campuses in the California State University system. They are also generally transferable to other colleges and universities throughout the United States. (Students should consult with the college or university they plan to attend, as each institution has specific guidelines for transferring college credit.) CSSSA does **not** assign letter grades. Students eligible for credit will receive "credit" or "no credit". Students who, in the collective opinion of their instructors, have satisfactorily completed their departmental programs will receive a grade of "Credit".

Registration and Fee: Every student who has accepted admission to CSSSA and who successfully completes* this program in 2018 is eligible for credit. A registration form will be sent to all students in their second mailing. To apply for the credits, students must send a completed registration form along with payment in the amount of $60.00 to the Office of Extended Education, Humboldt State University, Arcata, CA 95521-8299. Please be sure to indicate that it is for "2018 CSSSA" and include the student's name, address, telephone number, Social Security Number, date of birth and the subject area with the payment. **The fee must be received at Humboldt State University by August 3, 2018.** Registrations received after August 3, 2018, will be assessed a $25.00 late fee in addition to the registration fee. Please note that Humboldt State University will only process retroactive requests for credit one calendar year after the course ends. No retroactive registrations for credit will be accepted after that calendar year.

SECTION III: College Credit Contd.

Each CSSSA department has specific requirements in terms of class performance, assignment completion, attendance and behavior, which must be met in order for a student to receive a grade of "Credit". These requirements will be described in full by the Chairperson of each department during the program orientation meetings, which will be held at the beginning of the CSSSA session. It is the student's responsibility to keep informed of his or her progress in the classes. Failure to meet the requirements will result in a grade of "No Credit".

Credit by Web Access: Credit/No Credit will be available by mid-September. Students may access their credit/no credit through the HSU website, www.humboldt.edu, at Quick Links/Tools/myHumboldt. Click on "Forgot User Name or Password" and follow the links for identifying your user name and setting a new password. After you have established your new password, credit/no credit may be accessed through myHumboldt.

Transcripts: Official transcripts may be requested from the Office of the Registrar via mail, fax, scanned PDF via email or in person. The fee for official transcripts is $4 for the first copy and $2 for each additional copy requested at the same time. Expedited services (within three days) costs an additional $10. A transcript request form may be downloaded from the transcript page of the Office of the Registrar website, www.edu/registrar/transcripts. Unofficial transcripts may also be printed free of charge from this website. Online payments for official transcripts are accepted through the myHumboldt.

Each request for transcripts must include:

- YOUR SIGNATURE and date (this is your authorization to release the records to the designee)
- Your legal name (and all prior names used while attending CSSSA)
- Your full address and phone number
- Your date of birth
- Your HSU Student ID number (preferred) or Social Security Number
- Dates of attendance at CSSSA
- When to mail transcript: immediately or at a later date
- Complete mailing address of agency, college or individual to whom transcripts shall be sent (and phone number for overnight delivery)

Official transcript requests typically take 7-15 business days but may be as long as six weeks if request is made at the end of the semester. For more information, contact the Office of the Registrar at (707) 826-4101 or email hsu.transcripts@humboldt.edu.

SECTION IV: Rules and Policies of CSSSA

RULES AND POLICIES OF CSSSA

When you arrive at CalArts, you are joining a community. In any community, a certain amount of organization and structure is required. This structure protects the program, the rights of the individual, and promotes community spirit and cooperation. Rules have been developed to conform to accepted standards of social and residential life behavior, existing laws and common sense. CalArts and CSSSA reserve the right to have its authorized agents or employees enter student rooms at any time, without prior notice or permission, to investigate when a reason to

SECTION IV: Rules and Policies of CSSSA Contd.

suspect that violation of CSSSA and/or CalArts' policies may be occurring. Please conduct yourself with appropriate respect for other individuals' rights and properties. You represent CSSSA at all times. **It is imperative that all students know the following rules and policies as violation of any of the below may result in immediate expulsion without warnings:**

(1) Use, possession or knowingly being in the presence of others who are using or possess vape pens, tobacco, nicotine, drugs, drug paraphernalia, alcohol or any other illegal substances*

(2) Use, possession or being in the presence of any tobacco or nicotine products*

(3) Use, possession or in the presence of any device that could be classified as an e-cigarette utilizing battery-power to vaporize varying compounds or products*

(4) Use, possession or in the presence of lighters, matches or other objects used to produce an open flame (FYI, the CalArts campus is located in a high fire danger area) *

(5) Neglecting or refusing to take prescription medications as outlined on page 26—read carefully

(6) Sharing personal prescription medication and/or taking prescription medication not prescribed to you is prohibited and grounds for expulsion

(7) Plagiarizing is prohibited and grounds for immediate expulsion

(8) Receiving or giving body piercing is prohibited at CSSSA

(9) Receiving or giving tattoos is prohibited at CSSSA

(10) Clothing must be modest. Shorts should be no shorter than 8 inches above the knee. Tops must cover the stomach. Bathing suits may be worn only inside the pool area. Clothing with inappropriate language or offensive messaging is prohibited. Students wearing inappropriate clothing will be warned. Upon the 3rd warning, the student will be asked to leave the program.

(11) Possession, use, or discharge of a weapon, real or toy, including but not limited to guns, knives, blades, Exacto knives, etc.

(12) Use or possession of aerosols, room deodorizers or cleaning supplies

(13) Sexual harassment (described in detail on pages 11-12)—read carefully

(14) Physical violence, intimidation, verbal abuse, threats, bullying or harassment directed towards any CSSSA or CalArts student, teacher or staff member

(15) Vandalism

(16) Graffiti is only allowed in designated areas of the sublevel. Hate messages will be reported as a hate crime and result in automatic expulsion

SECTION IV: Rules and Policies of CSSSA Contd.

(17) Damage or theft of possessions of fellow students, staff or property of CSSSA or CalArts

(18) Involvement in any illegal action

(19) Leaving the CalArts campus during unauthorized hours without written permission

(20) Missing students resulting in CSSSA contacting the local authorities

(21) Entering or leaving residence halls or assigned room after curfew hours and before 6:00 a.m.

(22) Inviting non-CSSSA persons into the residence halls

(23) Maintaining or using a car during the program

(24) Upon the 3rd class missed, you will be ineligible for college credits and asked to leave at the Director or designee's discretion. There are no excused absences

(25) Inability to function adequately in class or the program for any reason (such as lack of sleep, prolonged illness, panic attacks, anxiety, mental instability or improper eating habits)

(26) Repeated and multiple infractions of the residence hall rules as outlined on pages 17 - 24

(27) Disruption of classes, performances or other school activities will result in immediate expulsion

*Informing Student Affairs of others breaking these rules will not jeopardize your status at CSSSA.

Special Note to CSSSA students who are <u>18 years old or older</u> and their parents: When you accept the offer of admission to CSSSA, you agree to abide by all of CSSSA's Rules and Policies despite the fact that these may be more restrictive than you are accustomed to in your home environment. This includes the Rules and Policies pertaining to Vehicles (page 12), Leaving the Campus (pages 12-14), Curfew and Room Check (page 22) and Prescription Medications (page 26). All CSSSA students are expected to adhere to these rules.

Disciplinary Action

Students participating in the CSSSA program are expected to conduct themselves in a manner appropriate to living on campus. Disciplinary action in response to infractions of the CSSSA rules is left to the discretion of the school, which reserves the right to take all actions it considers to be in the best interest of the student, the student body and the school. Should any student's behavior violate any of the CSSSA rules, formal disciplinary action may occur as follows with the CSSSA Director or his designee maintaining complete discretionary power to determine whether parental notification, probation and/or immediate expulsion is warranted:

SECTION IV: Rules and Policies of CSSSA Contd.

(1) RESIDENCE LIFE INFRACTIONS: The Residence Life Office and the resident assistants are responsible for enforcing all dormitory rules. In the event of an infraction the Director of Residence Life or designated agent may take the following actions: early curfew, probation, parental notification, referral to CSSSA staff for further action and in extreme cases, sheriff notification and eviction from the dorm and expulsion from the program. NOTE: ALL DORM DISCIPLINARY INFORMATION IS SHARED WITH CSSSA DIRECTOR AND STAFF. (See Rules Regarding Living in the Residence Halls starting on page 16.)

(2) CLASSROOM INFRACTIONS: Any student who, in the opinion of the academic department chairperson, has seriously breached the rules and expectations of that department regarding handling of equipment and materials, the privacy and rights of other students, or participation in inappropriate classroom behavior, may be expelled from CSSSA upon the first infraction without warning. Furthermore, any student not completing assignments and/or meeting class academic standards will be reported to the administration and may be subject to expulsion.

(3) ALL OTHER INFRACTIONS: All other infractions will be handled by CSSSA Director or designee. The student's actions will be documented in writing and CSSSA administrators will be informed of the infraction. The student will be scheduled for a meeting with CSSSA Student Affairs. After ascertaining the facts of the situation, CSSSA will determine whether parental notification, probation and/or expulsion are warranted.

(4) **EXPULSION FROM CSSSA**: In the event of an expulsion, the student's parents or guardian will be contacted to make arrangements for the student's return home **on the same day of expulsion**. No expelled student may reside on campus. A dismissal letter indicating the cause of expulsion may be sent to the student's high school. Expulsion is at the absolute discretion of the CSSSA Administration. **NO REFUND of fees or award of college credit will be made to a student who has been expelled from CSSSA.**

Alcohol and Drugs

The CSSSA Board of Trustees and staff feel strongly that substance abuse is a significantly dangerous threat to our society and to the health and well being of artists, writers and performers.

As a state agency, CSSSA is obliged to observe all federal, state and local laws and ordinances. As stipulated in the preceding section, any student whose behavior or conduct subverts or violates any law regarding alcoholic beverages, drugs or controlled substances, will be immediately expelled from the school. <u>This includes students who, in the opinion of the administration, are knowingly in the presence of those using or possessing alcohol or drugs and fail to report this to the administration</u>. Additionally, the school will cooperate fully with any law enforcement or governmental agency in the prosecution of any violations of existing statutes regarding controlled substances or alcoholic beverages.

Remember:

- **It is illegal to possess, use or otherwise be involved with any illegal drug or other controlled substance.**

SECTION IV: Rules and Policies of CSSSA Contd.

- **It is illegal to provide or share personal prescription medications with any other individual or to take a prescription drug not prescribed to you.**

- **It is illegal for anyone under the age of 21 to purchase, possess or consume alcoholic beverages and tobacco products.**

Marijuana

Possession of marijuana in any form is strictly prohibited at CSSSA. If you have a prescription for marijuana, you must discuss your alternatives with your health care provider in advance of your arrival on the CalArts Campus. You are not allowed to bring any form of marijuana to CSSSA. CSSSA and CalArts reserves the right to have its authorized agents or employees enter the premises and/or student's room at any time, without prior permission, to investigate when a reason to suspect that a violation of CSSSA and/or CalArts policies may be occurring. **If marijuana is found in your possession, prescription or otherwise, you will be expelled immediately.**

Weapons

Possession of a weapon (real or toy) in a public school is a violation of state law. Any weapons found on campus will be confiscated and turned in to the local police. **ANY STUDENT FOUND IN POSSESSION OF A WEAPON WILL BE IMMEDIATELY REPORTED TO THE LOCAL POLICE AND WILL BE EXPELLED FROM CSSSA.**

Graffiti

The marking or tagging of <u>any surface</u> anywhere on the CalArts campus outside of the designated areas of the sub-level in the Main Building will be considered vandalism and grounds for expulsion. CSSSA students <u>may not</u> paint, mark or in any way deface floors, ceilings, doorframes, doors, and door hardware in the sub-level. Spray paints and other hazardous/toxic materials are prohibited. Message of hate will be considered hate crimes that will be reported. Students responsible will be expelled.

Prohibited Areas

For the safety of all, CSSSA has designated campus areas that are prohibited to students. Students found in these tall grassy areas will receive early curfew. Repeat offenders will be subject to expulsion. Prohibited Areas include: Fire Valley, slope behind Ahmanson Hall and the wooded area above the soccer field. See map on inside back cover of the handbook or stop by the CSSSA office if you need clarification.

Students are never allowed into private studios. Students found in private studios will be reported and subject to expulsion. See campus map on the back cover for prohibited areas.

Students may only access spaces designated for their particular department unless approved by the administration or department chairperson.

SECTION IV: Rules and Policies of CSSSA Contd.

Sexual Harassment

CSSSA has zero tolerance for sexual harassment. Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, whether written, verbal, physical or visual. It is different from flirting, playing around, or other types of behavior that you enjoy or welcome. Sexual harassment can be requests for sexual favors or unwelcome sexual behavior that is bad enough or happens often enough to make you feel uncomfortable, scared or confused and that interferes with your schoolwork or your ability to participate in extracurricular activities or attend classes. Examples of harassment prohibited by this policy may include, but are not limited to: verbal conduct (comments about your body, spreading sexual rumors, sexual remarks or accusations, unwanted advances, unwanted propositions of a sexual nature, dirty jokes or stories); physical conduct (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, intentionally blocking normal movement, sexual assault and rape); and visual displays ((display of naked pictures or sex-related objects, obscene gestures). Sexual harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, principals, janitors, coaches, and other school officials.

There are two kinds of sexual harassment: quid pro quo and hostile environment:

- **Quid pro quo** (in Latin it means "this for that") sexual harassment occurs when a teacher or school employee offers you a better grade or treats you better if you do something sexual. It could also be a threat to lower your grade or treat you worse than other students if you refuse to go along with a request for a sexual favor. For example, if your teacher says, "I'll give you an 'A' if you go out with me," or "I'll fail you in this class if you don't have sex with me," this is sexual harassment.
- **Hostile environment** sexual harassment occurs when unwanted sexual touching, comments, and/or gestures are so bad or occur so often that it interferes with your schoolwork, makes you feel uncomfortable or unsafe at school, or prevents you from participating in or benefiting from a school program or activity. This type of harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor. The harassment can be from your teacher, school officials, or other students.

What should you do? If you think you are being sexually harassed, you need to tell someone who can help you stop it. Here are some things you and/or your parents can do:

- **Don't blame yourself.** The person who is harassing you is the one doing something wrong and you haven't done anything to cause the harassment, even if you flirted with this person or liked him/her.
- **Say "No" Clearly.** Tell the person who is harassing you that his/her behavior offends you. They may not realize how hurtful their behavior is and may need a clear message from you to stop. If the harassment does not end, promptly write a letter asking the harasser to stop. Keep a copy of the letter.
- **Write down what happened.** When someone harasses you or makes you feel uncomfortable, write it down in a notebook that is just for this purpose. Write down what happened, the date it happened, where it happened, and who else may have seen or heard the harassment. Also write down what you did in response, and how the harassment made you feel. Do not write other information in this notebook, such as appointments or homework assignments. Save any notes or pictures the harasser sent you. It is a good idea to keep the record somewhere besides school, such as your home or another safe place.

- **Report the Harassment.** It is very important that you tell your parents or another adult, like a teacher or guidance counselor, about the harassment. If you want the CSSSA to do something about the harassment, you MUST tell a school official that you are being sexually harassed. Pick any school official that you trust and feel comfortable talking to. If you do not feel comfortable telling the school official yourself, get the help of your parents or pick another adult to go with you.
- **Protect your Fellow Students.** Most incidents of sexual harassment go unreported. If you see a fellow student that you think is being harassed, encourage that student to talk to a CSSSA employee or other adult. Report any incidents or suspected incidents of sexual harassment you witness to a CSSSA employee or other adult.

The CSSSA maintains a complete sexual harassment policy that includes complaint and investigation procedures. Please notify a CSSSA employee if you would like a copy of CSSSA's sexual harassment policy or call CSSSA Administration (661-291-3089).

Employees found to have harassed will face disciplinary or other action, up to and including termination. Students found to have harassed will be expelled immediately without probation.

SECTION IV: Rules and Policies of CSSSA Contd.

Smoking

The use or possession of electronic cigarettes, also referred to as e-cigarettes, by CSSSA students is strictly prohibited by CSSSA and will result in immediate expulsion.

Smoking, vaping or possession of any nicotine or tobacco product by CSSSA students anywhere on campus, in or outside of any CalArts building, is prohibited. Smoking is NOT permitted in any building on campus by anyone, including those over the age of 21, during the CSSSA program. Designated smoking areas on campus are for the exclusive use of CalArts personnel and are off-limits to all CSSSA students.

Vehicles

- **Our policy on vehicles is simple - they are not permitted**. There is no need for a car, motorcycle or other vehicle during your stay at CalArts. Students participating in the CSSSA program may not utilize a vehicle. Also skateboards, rollerblades, bicycles, razors and scooters are prohibited.

Important: If you own a car and use it as transportation to CalArts on July 7th, you must arrange for someone to take it off campus and care for it while you are in residence on the campus. CalArts parking permits are issued to faculty **only**. If a vehicle is found on campus without the appropriate CalArts parking permit, it will be towed at the owner's expense.

Leaving the Campus Overnight

Any student who must leave the CalArts campus, other than for a CSSSA sponsored activity, must have written permission from their parent or guardian on file in the CSSSA Office, postmarked on or before May 14th. Without any exceptions, there will be **no** off-campus permission given the first weekend of CSSSA, July 7th and 8th. If you have a scheduling conflict this first weekend, you may want to explore other programs—there are ABSOLUTELY NO

SECTION IV: Rules and Policies of CSSSA Contd.

EXCEPTIONS TO THIS RULE. Further, off campus permission is available on Saturdays, after class, and Sundays ONLY. Your parent or guardian must, in advance of the program, complete the "Overnight Off Campus Permission" form and return it along with your other registration forms to the CSSSA Office, postmarked on or before May 14th. If this form is not on file with the CSSSA office, we will assume that permission has not been granted and any plans you have may be cancelled.

If you have overnight off campus permission, you **must** follow these checkout procedures:

- A list of the students authorized to go off campus, overnight, for the weekend is posted on colored paper outside the Main CSSSA Office (by the E-wing elevator, first floor, Main Building). **If your name is not on that list, then you DO NOT have permission to go off campus overnight for the weekend.**
- Students whose names are on the list may leave for the weekend on Saturday after all class requirements have been fulfilled.
- **VERY IMPORTANT: You MUST sign out on the list that is posted on the bulletin board next to your RA's room. This must be done by you before 8:00 p.m. on Saturday.** No one else may sign you out, it must be your signature.
- Failure to sign out as directed will result in a post-midnight telephone call from the Director to your parents to ascertain your whereabouts, and 3 nights of early curfew when you return.
- Students must be picked-up by 8:00 p.m. (no pick-ups after 8:00 p.m.)
- Students should be picked up at the curb in front of Chouinard Hall. Visitors and family members are not allowed to enter Chouinard Hall.
- Students must be back on campus by 8:00 p.m. Sunday evening.

If you put your name on your RA's list but do not leave campus, you must inform your RA and adhere to curfew times. If you do not, you will receive early curfew.

NOTE: If your parent or guardian decides to arrange an overnight off-campus visit after the session begins, those arrangements MUST be made at least 48 hours in advance with the CSSSA Administration (661-291-3089). Please see CSSSA Office hours (back of cover page).

Leaving the Campus (NOT overnight)

All students are allowed to **walk** to either shopping area in close proximity to the campus. **Valencia Marketplace** is a large shopping center with restaurants, a grocery store, WalMart and other stores three blocks west of the McBean Parkway entrance accessible by sidewalk. **Vista Village** is adjacent to the campus (Tournament Road) and has a Post Office. Students may go to either shopping area during their free time **without** obtaining an off-campus pass during the following hours:

Monday through Saturday	12:00 p.m.	-	8:00 p.m.
Sunday	10:00 a.m.	-	8:00 p.m.

Valencia Marketplace and Vista Village are the **only destinations allowed**. If a student is observed by faculty or staff at any location other than Valencia Market Place or Vista Village, the Director will be informed and that student may be subject to immediate expulsion. Public transportation, including buses, taxis, Uber, Lyft, etc. is strictly prohibited.

SECTION IV: Rules and Policies of the CSSSA Contd.

Note: Students are responsible for attending all classes and performances as required. Students wishing to visit either shopping area must do so during their free time and are expected to carry their cell phone (charged and powered on) when off campus.

Campus Visitors

While CSSSA is occupying the CalArts campus, it is closed to visitors. We have 24-hour security with a guard at the entrance. Parents and family members may arrange for off-campus visits for Saturday afternoons after class, no earlier than 12:00 p.m., and Sundays by contacting the CSSSA office during office hours a minimum of 24 hours in advance of the visit (661-291-3089). Please see CSSSA Office hours (back of cover page). The CSSSA office provides a list of expected visitors to security daily. If your visitor's name is not on the list, they will not be allowed on campus. Students must be responsible for arranging a meeting time and place with their visitors.

Visitors are not allowed to remain on campus. You will be allowed to drive onto the campus to pick-up your student. Do not leave your car unattended and you must exit the campus within 10 minutes of your arrival.

Class Participation

The primary reason for your coming to CSSSA is to grow as an artist through the academic and interdisciplinary program in classes, workshops, rehearsals and the experiences provided by performances, exhibits and co-curricular activities. You have an extraordinary opportunity to work with master teachers and artists in the studio and on stage.

Class attendance is both a privilege and an obligation. In order to fully profit from the CSSSA program, it is absolutely essential that you take advantage of ALL planned activities. Students are expected to attend all classes, performances, workshops and other activities, which are part of their primary areas of study. Continuous attendance and participation throughout and including the final days of CSSSA are absolutely mandatory and required. Students prematurely leaving the program prior to Thursday, August 2nd, will not receive college credit. Programs and activities for which attendance is optional will be clearly indicated. Repeated absences or lack of full participation in all planned activities will lead to loss of college credit and/or dismissal. A fundamental element of class participation is abiding by all rules and instructions issued by individual teachers. Failure to follow instructions given and/or failure to observe restrictions on subject matter or methodologies may result in expulsion. After 3 missed classes, you will be asked to leave at the Director or designee's discretion. If you have a conflict and cannot complete the full program, please consider a different program.

Cell Phones, Computers and all other electronics

Students must provide their cell phone numbers in the pre-registration packet. If a student acquires or changes cell phone numbers, they must provide the new number at registration on July 7, 2018. With this privilege comes the responsibility of setting up a mailbox to receive messages. If you are missing from class, CSSSA will call your cell and expect you to answer. The use of cell phones for text or voice communications, sending or receiving during class time or performances is **strictly prohibited**. If you send or receive messages during class, the teacher may, the teacher will confiscate the device and the Department Chairperson. CSSSA Administration will determine the length and time of restriction. Students are reminded to keep

SECTION IV: Rules and Policies of CSSSA Contd.

cell phones charged and to take with them when leaving the campus for field trips and visits to the shopping area. To preserve the privacy of the Chouinard residents, video chat is expressly prohibited in the dorm rooms. The use of all electronics (calls, texts) is prohibited after room curfew.

Clothing

CSSSA requires students to wear shoes and shirts at all times. During some movement classes, shoes are removed. However, you may not leave a classroom or rehearsal space without shoes, no exceptions. Sandals, flip-flops, tennis shoes, etc., are all acceptable. Clothing must be modest. Shorts should be no shorter than 8 inches above the knee. Tops must cover the stomach. Bathing suits may be worn only inside the pool area. Clothing with inappropriate language or offensive messaging is prohibited. Students wearing inappropriate clothing will be warned. Upon the 3rd warning, the student may be asked to leave the program.

Photo ID Card

On July 7, 2018, registration day, you will be issued a photo ID card. This card must be worn around the neck and visible **at all times, including on off-campus field trips**. You will not be allowed onto field trip buses without your ID card. If you must be reminded to wear your ID card repeatedly, you will be subject to expulsion. Please cooperate and wear your card at all times. If lost, check the lost and found in CalArts Safety. If not found, come into the CSSSA Office located on the first floor of the main building, E-123, to make arrangements for a replacement card immediately.

Possessions

You assume full responsibility of your possessions, including all electronics, while at CSSSA. Do not leave your backpacks or bags in classroom spaces or in the cafeteria. You should keep your backpack with you at all times.

Meal Time Attendance

Bon Appetit will provide food service to CSSSA in the cafeteria. You must show your CSSSA I.D. card to be served. Mealtime is not only nutritionally important - it is a time for social exchange and general relaxation. All students are expected to maintain a balanced diet. This includes eating breakfast, which is essential to help you deal with a very busy and demanding daily schedule. If you have a food allergy, please contact the Bon Appetit General Manager at café@calarts.edu.

Meal times are as follows:

Breakfast:	7:00 a.m.	-	9:00 a.m.
Lunch:	11:30 a.m.	-	1:30 p.m.
Dinner:	5:00 p.m.	-	6:45 p.m.

For special occasions, meals will be prepared for the entire student body at times other than the ones listed above. You will be informed of any change in the regular schedule. Students on CSSSA academic field trips will be provided with brown bag lunches.

SECTION IV: Rules and Policies of CSSSA Contd.

Cafeteria Rules

1. Bus your tray.
2. Conduct yourself appropriately while in a common dining area—no food fights.
3. You MUST visibly wear your ID card; you will not get food without it.
4. You may eat as much as you like; however, you may not take any food or supplies from the dining area.
5. Shoes, tops and shirts must be worn in the cafeteria at all times.

Refunds

As indicated by the title, the initial non-refundable deposit is not refundable, no exceptions. If a student withdraws from CSSSA for personal or medical reasons on or before Wednesday of the first week (July 11, CSSSA will refund all tuition paid, minus the initial deposit. If a student withdraws from CSSSA for personal or medical reasons after July 11 but before July 16, CSSSA will refund tuition paid minus the initial deposit and minus 50% of the remaining tuition paid (for example: tuition of $1,850 minus the $850 deposit = $1,000 minus 50% results in a refund of $500.00). **As of July 16, CSSSA will not refund any portion of the tuition**. No materials fees or field trip fees will be refunded at any time. Please allow 6-8 weeks processing time for all refunds.

Copyright Ownership and Registration

The California State Summer School for the Arts follows the Policy on Copyright Ownership adopted by the University of California, dated August 19, 1992 and any subsequent amendments. This policy can be found on-line at:
http://copyright.universityofcalifornia.edu/resources/systemwide-resources.html

Copied or Plagiarized Work

Although most artists have been influenced by the work of others, there is a big difference between showing these influences in your work and copying the work of others without proper credit to the author/artist. Copying or plagiarizing and then claiming it as your original work is unacceptable. If CSSSA finds that you plagiarized your application portfolio, you will be dismissed from the program. If you present plagiarized work while at CSSSA, you will be dismissed from the program.

Nothing in this Handbook is intended to, nor does, supersede any California or Federal law regarding rights of publicity, privacy, trademarks, and copyright.

RESIDENTIAL LIFE

CSSSA students will be staying in separate men and women's sections of Chouinard Hall. The CalArts campus has spacious lawns with shade trees, open fields and large hillside areas, providing room for informal team sports and relaxation. The climate is typical of the lower desert valleys with temperatures sometimes exceeding 100 degrees during the month of July and August. Tennis courts, a large swimming pool are located on Chouinard Hall property. Basketball and volleyball courts are also available.

Each room will be set up for triple or quadruple occupancy. Rooms are furnished with two tabletop desks, two chairs, one double or two single wardrobes, and two chests of drawers. Each student will have a regular twin size mattress supported by a bed frame or a portable cot with a twin-size mattress. Due to the number of students in each room, it will be necessary for each student to share the provided furnishings with the exception of the bed.

Additionally, each room in Chouinard Hall has free wireless internet access available. However, it is important to remember that you will be sharing your room with 2 to 3 other people. CSSSA is not responsible for lost or damaged computers.

There are TV lounge areas within Chouinard Hall. Again, no visitors are allowed in your dorm room or Chouinard Hall at anytime, under no circumstances.

Rules Regarding Living in the Residence Halls

When you move into the Chouinard Hall at CalArts, you are both tenant and guest. By accepting the invitation to become a member of the CSSSA class of 2018, you make a commitment as a student artist and as a member of a residential community. You and your roommate(s) agree to jointly maintain your residence unit in a clean, safe, sanitary condition and promise to leave that unit in a clean and orderly condition at the conclusion of your residency. The following regulations specifically apply to residents of Chouinard Hall:

1. You are officially checked in when you accept a key to your assigned room and are therefore subject to all residence requirements as established by CSSSA and CalArts.

2. If you return your dorm key and leave the program for any reason, you are officially checked out of the program. At that time, you must immediately exit the campus. You are not permitted in any of the CalArts facilities. Once checked out, you do not have a right to return to the program, no exceptions.

3. You must observe all regulations regarding quiet hours, curfew and lights out (see pages 20 - 22).

4. Playing instruments inside Chouinard Hall is strictly prohibited, no exceptions. Art supplies may not be used or stored in Chouinard Hall.

5. You assume full responsibility for any loss or damage to your own property while residing in Chouinard Hall.

6. Your assigned room is for the exclusive use of you and your assigned roommates. No non-CSSSA people are allowed to step foot inside Chouinard Hall and this includes the lobby—**no exceptions**.

SECTION V: Residential Life Contd.

7. The Resident Assistants and the Residence Life Office staff are working hard to provide you with a clean, safe and well-managed residence facility. Treat them with respect and courtesy at all times.

8. Your room assignment in Chouinard Hall is from July 7 until August 3, 2018. If you withdraw or are dismissed from the school prior to that date, you must vacate your room immediately and follow established check out procedures as defined by the Residence Life Office.

9. All interior walls are to be treated with care. Nothing can be taped, pasted, nailed, tacked or hung to your room's wall without prior approval. You are responsible for leaving walls, ceilings, etc., in their original condition.

10. Any damage you cause to your accommodations beyond that arising from normal wear and tear **WILL BE PAID FOR, BY YOU** **(See page 21, DORM DAMAGES for more details)**. Failure to do so will result in loss of college credit.

11. All dorm assignments are made by the Director of Residence Life, Room 101. You may not switch or change your assigned room without prior approval from the Residence Life Office.

12. In the event of a vacancy in your room due to reassignment or withdrawal from the program, the Residence Life Office will assign a new roommate for you.

13. If your lifestyle or behavior consistently causes students to request a change in room assignments, you may be reassigned to a different room or asked to leave the school.

14. The following items are not permitted in the residence halls: waterbeds, cooking appliances of any kind, electrical appliances not approved by (UL), fireworks, firearms or any type of weapon (real or toy), ammunition, any type of illegal drug, alcohol, skateboard, rollerblades, skates, bicycles, candles, incense, halogen lamps, combustible decorations, chemicals, spray paints, multiple electrical adapters and ungrounded electrical appliances, plug-in air fresheners or pets.

15. The use of **cell phones (calling, texting and video chat) is *strictly* prohibited after curfew**. Parents who need to reach students after curfew on an emergency basis **only** may do so by calling CalArts Safety at 661-255-1050, extension 2112, and safety will get the message to the resident hall immediately. PARENTS: HELP YOUR STUDENT STAY OUT OF TROUBLE, DO NOT CALL YOUR CHILD AFTER ROOM CURFEW, 11:00 p.m. Sunday through Friday and 12:00 a.m. on Saturday.

16. To preserve the privacy of the Chouinard residents, video chat is expressly prohibited in the dorm rooms.

17. Vending machines cannot be used after room curfew.

18. CSSSA and CalArts reserves the right to have its authorized agents or employees enter the premises and/or student's room at any time, without prior permission, to make necessary inspections for maintenance and repairs, for the security of the student and

other residents or for health, safety and emergency purposes and to investigate when a reason to suspect that a violation of CSSSA and/or CalArts policies may be occurring.

19. Furniture or furnishings may not be removed from any room. No furniture or furnishings may be taken from any common area into your room under any circumstances.

20. Smoking or vaping by CSSSA students anywhere on campus, in or outside of any CalArts building, is prohibited.

21. Each student will be expected to perform a general cleaning of their living spaces such as trash removal, proper storage of all personal items. CSSSA does provide a weekly cleaning of the bathroom. The Residence Life Office has posted the scheduled time and students **MUST REMOVE** ALL PERSONAL TOILETRIES FROM THE BATHROOM ON THOSE DAYS. This is to ensure that the rooms are being maintained in a clean and safe condition.

22. You must lock your dorm doors, bathroom doors, and windows whenever leaving your room. This is protection for you as well as your roommates.

23. There is to be no entering or visiting the residence hall areas restricted to students of the opposite sex.

Resident Assistants

This summer there will be Resident Assistants (commonly called "R.A.s") living in the residence halls. They are CalArts students who have knowledge and experience with student concerns and campus resources. They receive many hours of training, including specialized training in First Aid and CPR. They are available to help CSSSA students become more familiar with the campus and residential life. The R.A.s are responsible for managing residence halls after office hours. They are familiar with CSSSA policy.

Residence Life Office

The Residence Life Office is located on the 1st floor of Chouinard Hall, Room 101. The hours are from 8:00 a.m. - 5:00 p.m. (Monday- Saturday). After regular hours, a student should take any questions or problems to their R.A. The R.A.s will meet in the Residence Life Office at 5:00 p.m. daily. By 6:30 p.m. they will be available on their floors throughout the evening. Residence Life professional staff will be available Monday through Friday from 8:00 a.m. to 5:00 p.m.

Night Duty

R.A.s will be on duty each evening within Chouinard Hall. Their duty schedule will be posted on each floor and in the main lounge (2nd floor) by the R.A. desk. R.A.s will be on their assigned floors for student "room checks". When on duty, the R.A.s are available to all residents of each floor and will handle any emergency in conjunction with safety personnel, as needed.

SECTION V: Residential Life Contd.

Room and Roommate Assignment

The Residence Life Office will work with CSSSA to place students with roommates with whom they are reasonably compatible. Assignments will be made without racial, religious, regional or economic consideration. You will be informed of your assignment when you arrive for registration. An effort will be made to place you with students with different majors to expand your interdisciplinary contacts. There is no guarantee roommates will be similar in all traits.

Communication between roommates goes a long way toward heading off potential problems and establishing understanding. Each person who enters a residence hall environment should expect that roommates and neighbors will have different outlooks, habits, likes, dislikes and lifestyles than their own. Conflicts between roommates or suitemates must be shared with the R.A. and Residence Life Office for resolution – see page 27 (mediation).

NOTE: Specific roommate requests are NOT guaranteed. In order for the Residence Life Office to take into consideration any specific roommate requests (i.e. I want to room with my friend Jane Doe), the following criteria must be met:

1. The student you are requesting to room with must also request you.
2. There cannot be more than a one-year age difference between the students requesting each other.

The Residence Life Office maintains an inventory of furniture and equipment in each room. If any item is lost, misplaced, damaged or stolen, you are responsible for its replacement. Caution should be used when leaving money and valuables in your dorm room.

Quiet Hours

Since the daily schedule is very full and demands concentrated participation, students and staff need to have adequate rest. In an effort to reduce the amount of noise in residence halls, specific minimum quiet hours will be observed.

<u>Quiet hours will be enforced from 10:30 p.m. to 8:00 a.m. in the dorms, Sunday through Friday and from 11:00 p.m. to 8:00 a.m. on Saturday</u>. No exceptions will be made.

No loud or disruptive noise is permitted inside or outside the room during these quiet hours. Keep in mind that if a number of people gather in a hallway, lounge or common area, your voices will penetrate the nearby rooms. Students should report any disturbance to their R.A.

When an annoying incident occurs or when a complaint is registered, the Residence Life Office and/or Resident Assistants will take appropriate action to enforce rules.

Keys

You must lock your dorm doors, bathroom doors, and windows whenever leaving your room. This is protection for you as well as your roommates. If you have locked your key in your room, you may borrow a key from the Residence Life Office between 8:00 a.m. and 5:00 p.m. When the office is closed, the R.A. on duty or the safety personnel will assist you. If you think your room key has been lost or stolen, report it immediately to the Residence Life Office. You are responsible for a $15.00 charge for a new room key. When a change of locks is required, the charge to YOU will be $75.00.

SECTION V: Residential Life Contd.

Cleaning

Room cleanliness is the responsibility of you and your roommate(s). Thursdays of each week will be your cleaning day. A time will be established between you, your suite mates and the R.A. on the floor to accommodate everyone's schedule.

The custodial crew will clean the bathroom area once per week. You will be advised of which day your floor will be cleaned after check-in. Each resident will be responsible for removing all personal items from the bathroom area prior to the custodial crew scheduled time. You are responsible for the removal of your personal trash, daily. Outside dumpsters, for your use, are located at either side of Chouinard Hall. Anyone consistently refusing to clean their room and causing a health hazard will be ordered to vacate the premises and will be dismissed from the CSSSA program.

Dorm Damages

Dorm Damages are charged at the end of the summer school. Students will be charged for any damage to furniture, carpets, light fixtures, windows and screens, smoke detectors or anything else that is left in a condition other than how it was upon arrival. Students who leave anything in the rooms, including trash bags and art work, will be charged $25.00 or more. **Avoiding a fine is simple, MAKE SURE THAT EVERYTHING IS REMOVED PRIOR TO DEPARTING.** These are charges that CalArts assesses to the students. **Students need to make sure they leave their rooms exactly how they were found or better.** Vacuum cleaners are available and you are strongly encouraged to use one before checking out. **Final Note: Unless CalArts is able to determine which roommate is responsible for the damages or items left behind, every roommate shall be assessed the same fine. For example, if you leave a bag of trash in the room, each roommate will be charged $25.00.** These are the rules, the same rules in effect for college students at many dormitories in the State and these are the rules enforced by CalArts during the academic year.

Repairs and Maintenance

If your room needs repairs or attention by the maintenance staff, contact your R.A. or the Residence Life Office.

Recycling & Water Conservation

Join this community effort by recycling and conserving water. Conservation helps everyone. CSSSA encourages everyone to utilize the CSSSA water bottle given out on registration day. There are several filtered water stations throughout the campus. By utilizing the reusable water bottles, we dramatically reduce the number of plastic water bottles used each day.

SECTION V: Residential Life Contd.

Curfew and Room Check

On Sunday through Friday evenings, students must be on their assigned floor by **10:30 p.m**. and in their assigned room by **11:00 p.m**. Please be aware that your assigned room is **NOT** the adjoining suite. If you are in the adjoining suite and not your room, you will receive late curfew. On Saturday evenings, students must be on their floor by **11:00 p.m**. and in their assigned room by **12:00** midnight. R.A.'s will begin their room checks promptly at these times.

Sunday – Friday	**Saturday**
On your assigned hall: 10:30 p.m. In your room: 11:00 p.m.	On your assigned hall: 11:00 p.m. In your room: 12:00 a.m.

****REMEMBER – One Minute Late is LATE!****

Lights Out

Roommates will be expected to set an agreed upon lights out time for their rooms. Disputes and disagreements must be discussed with the R.A.

Religious Services

CSSSA is an agency of the State of California and as such is a non-sectarian institution. If you wish to attend religious services, please make arrangements in advance. It is the student's responsibility to make contact and travel arrangements to and from services (in the past, parents have made transportation arrangements with the place of worship prior to the student's arrival at CSSSA). We encourage you to make these arrangements in advance. Your parent or guardian must give permission to the CSSSA office at least three days in advance (661-291-3089).

Shopping

All students are allowed to **walk** to either shopping area in close proximity to the campus. **Valencia Marketplace** is a large shopping center with restaurants, a grocery store, WalMart and other stores three blocks west of the McBean Parkway entrance accessible by sidewalk. **Vista Village** is adjacent to the campus (Tournament Road) and has a Post Office. Students may go to either shopping area during their free time **without** obtaining an off-campus pass during the following hours:

Monday through Saturday	12:00 p.m.	-	8:00 p.m.
Sunday	10:00 a.m.	-	8:00 p.m.

Valencia Marketplace and Vista Village are the **only destinations allowed**. If a student is observed by faculty or staff at any location other than Valencia Market Place or Vista Village,

the Director will be informed and that student may be subject to immediate expulsion. Public transportation, including buses, taxis, Uber, Lyft, etc. is strictly prohibited.

Note: Students are responsible for attending all classes and performances as required. Students wishing to visit either shopping area must do so during their free time and are expected to carry their cell phone (charged and powered on) when off campus.

Mail

Mail to you should be addressed as follows:

CSSSA, Student Name
California Institute of the Arts
24700 McBean Parkway
Valencia, CA 91355

If you are expecting mail, your R.A. will deliver it to your room at the end of each weekday, Monday through Friday. Please **do not** go to the Residence Life Office in search of your mail, your R.A. really will deliver it to you at the end of the day.

CalArts does not have a U.S. Post Office on campus but it does have a small mailroom, which receives packages and mail Monday through Friday. There is a U.S. Post Office at Vista Village. Also, there is a UPS Store, at Valencia Marketplace for sending packages home. If you are planning to mail packages home, you should do so on a weekday prior to your departure date of August 3rd. **Students are responsible for packaging, transporting and shipping their items from either the U.S. Post Office or UPS Store. NOTE: Please do not send mail to CSSSA after July 30th.**

Daily News

The *Purple Blurb* is a newsletter produced during session informing students of daily performances, events, etc. Don't forget to pick up your newsletter each morning in the cafeteria—**the *Purple Blurb* will be your single most important source of information. You must read it daily and remember you are responsible for the information contained therein.**

Parents, friends, family members, teachers, etc., may view the newsletter on our website, www.csssa.ca.gov. Through the "Parents" page on our website, enter the password given in the information mailed in June to view the daily newsletter and receive up-to-the-minute news from CSSSA.

Messages

Parents may fax messages to their students at (661) 255-2758. Or you may contact the Residence Life Office during business hours (Mon-Sat 8:00am – 4:00pm) and we can send a written message to the student's room. Please note faxed/phone messages will be delivered within 24 hours.

Residence Life Office, Direct Line:	(661) 253-7897 - Voice Mail
Residence Life Office:	(661) 255-1050 - Ext. 2212 or 2118
Residence Life Office, Fax:	(661) 255-2758

SECTION V: Residential Life Contd.

Laundry Rooms

There are two laundry rooms available in Chouinard Hall. **One laundry room will be designated to male students and the other for female student use only. Upon arrival, you will be advised of your assigned laundry room.** You must stay with your laundry. To avoid late curfew, do not start laundry after 8:00p.m. The machines are coin operated and accept major credit cards. You may get change from the Residence Life or CSSSA Main Offices.

Faculty Housing

Faculty Housing is located on the east side of the campus in Ahmanson Hall. Students are not allowed in the faculty housing or outside deck area attached to Ahmanson—no exceptions.

SECTION VI: What to Bring

WHAT TO BRING

You Should Bring:

- set of regular twin sheets
- pillow
- pillow case
- blanket or sleeping bag
- bath towels and wash cloth
- towel for swimming pool
- alarm clock
- wristwatch or cell phone (to be aware of the time for class schedule)
- laundry soap
- shampoo, soap, toothpaste, toothbrush, hairbrush, etc.
- coat hangers
- lamp (no halogen lamps allowed)
- reading light (recommended)
- fan (recommended)
- cleaning supplies, deodorizers and aerosols are prohibited
- flashlight -- NO CANDLES, CANDLES ARE STRICTLY PROHIBITED.
- small trashcan (liners will be provided)
- bathroom caddy or bag in order to remove personal toiletries
- STUDENT HANDBOOK (bring this with you)

KEEP IN MIND: SPACE IS LIMITED--YOU WILL ONLY BE HERE FOUR WEEKS AND THERE ARE LAUNDRY FACILITIES.

SECTION VI: What to Bring Contd.

Personal televisions are NOT allowed. There are, however, television lounge areas within Chouinard Hall for everyone's use.

Do not bring refrigerators, skateboards, rollerblades, bicycles, skates, video game consoles, exacto knives, drones, cleaning supplies, aerosols, deodorizers, candles, lighters, matches, or any thing that produces an open flame to the CSSSA/CalArts campus--they are prohibited.

Clothing

Shoes are required at all times. You should bring all normal personal items. Casual wear (shorts, jeans, T-shirts) is appropriate everywhere on campus. Sweatshirts or light jackets are desirable for early mornings and late evenings. Bathing suits are required for anyone using the pool. Bring old clothes for work in the shops and studios, comfortable clothes for recreation. You will be doing a lot of walking and will need comfortable shoes. There will be performances, recitals, art exhibits, guest lectures and other activities during the school. Shoes are required at all times. **Remember space is limited so don't bring your whole wardrobe!**

Spending Money

You will need some spending money for the four weeks you will be on the CalArts campus. Use common sense and keep your money with you at all times. Students may need cash to cover medical services and prescriptions if costs are not covered by a medical insurance plan or if a student does not have insurance. Students should have enough money to pay co-pay amounts for all office visits and prescriptions.

Located in the Valencia Marketplace is a Chase Bank (661-284-3640) and Wells Fargo Bank. The Wells Fargo Bank (661-221-94717) is inside the Von's Market (661-254-3570). Both are within walking distance of the CalArts campus.

CalArts has two ATM machines on campus. The ATM machines are located near the mailroom and outside the cafeteria.

NOTE: Students are responsible for their money and valuables. CSSSA is not responsible for lost or stolen items. We discourage large amounts of cash. Please consider using ATM cards and/or Visa Gift cards.

Optional Recreational Field Trips

Optional weekend recreational field trips will be scheduled during the four-week session. Information regarding field trips for CSSSA 2018 will be mailed to you in early June.

2018 CSSSA T-shirt Design

Each summer the CSSSA community selects a t-shirt design to represent and memorialize the summer session. Any student attending the 2018 session may submit a t-shirt design. Details and workshop information will be announced in the Purple Blurb.

SECTION VII: Resources/Assistance

RESOURCES/ASSISTANCE

Health Services

CalArts' Health Services Office will be open 24 hours a day unless otherwise noted in the *Purple Blurb*. The Health Services Office will handle minor illnesses and injuries. Office visits are free. If medicines, lab work or doctor visits are needed, students are responsible for those expenses. Whenever possible, please take care of medical issues by 5:00p.m. Otherwise, you may end up in the Emergency Room for many hours.

Prescription Medications: All prescription medications must be logged with the campus Health Services Office on Registration Day, July 7, 2018, between the hours of 9 a.m. and 4 p.m. All prescription medications MUST be in the original prescription bottle with prescribed dosage, doctor's name and student's name. If the appropriate bottle and label are not provided, the Nurse will hold the medication until the parent provides either the prescription from the doctor or the original prescription bottle with the label. The Nurse will not administer unidentified medications. If in the Nurse's opinion the student's health could be in jeopardy without the medication, the student will be sent home. The Health Service Office will determine whether the medication must reside in their office or with the student. If the medication is dispensed through the Health Service Office, the Nurse will work out a schedule with the student based on the prescription and student's schedule. If a student fails to take their medication, the Health Service Office will remind the student. Upon the third reminder, the student will be asked to leave the program. The Health Service Office is open 24 hours a day for the duration of CSSSA. **Failure to register your medications with the Health Service Office is grounds for immediate expulsion from the program**.

If the Health Services Office determines in a non-emergency situation that a student needs to be seen by a doctor, the parent/guardian will be notified by the Health Services Office and the student will be taken to SCV Quality Care (medical walk-in center), Kaiser or Henry Mayo Newhall Memorial Hospital. If the parent does not want their child taken to the doctor, CSSSA may require the student to go home that same day. CalArts and CSSSA will NOT be responsible for any medical costs incurred by students. All students should have adequate medical insurance. When completing the medical form in your registration packet (pink), it is imperative that you attach copies of your medical insurance cards.

Additionally, please have your student keep a copy in his/her possession. Students and parents are responsible for the total cost of any medical care provided. Additionally, students should have funds to pay any and all co-pays as well as prescriptions.

The main clinic used by CSSSA is SCV Quality Care. This clinic is a private practice organization located at 23929 McBean Parkway, Suite 100, Valencia, CA 91355, telephone number (661) 254-0026.

Regular Medical/Dental Visits

No absences are excused. Appointments for routine care (i.e. orthodontic adjustments, cast removals and check-ups) must be arranged by the parent. The parent will be responsible for transporting their child to and from these appointments--CSSSA will **not** provide transportation for non-urgent appointments. Parents must inform CSSSA in advance of the appointment so

SECTION VII: Resources/Assistance Contd.

that the parent will be admitted at the campus gate and a meeting place arranged with your student.

Emergencies

If an emergency occurs after office hours, the R.A. on duty should be notified immediately. Safety can be reached 24 hours a day by calling extension 2222 from a campus phone (or 661-222-2702 if calling from a non-campus extension). If local authorities or paramedics have been called, you must notify Safety of where and what the emergency is prior to their arrival. CalArts has a standard procedure with the local authorities so that they will go to Safety immediately upon arrival for instructions.

Mediation

When problems arise between students, your Resident Assistant or the Student Affairs Officers must be consulted. Matters relating to the instructional program should be directed to the appropriate faculty member or your department chairperson. Disagreements or concerns with Resident Assistants should be addressed to the Residence Life Director.

Lose Something?

Check with the Residence Life Office or the lost and found located in the CalArts safety office. Chances are that the lost item will find its way there eventually.

Library

Access to books, films, videos, slides and recordings will be made available to students. CSSSA students wishing to use the library must bring their ID card to the library to receive a library card. Audio-visual materials can only be used within the library. Students are to respect the standards concerning quiet study and no food is allowed in the library. **Circulating books, scores and other materials must be returned to the library on or before July 31st.** After July 31st, students may utilize the materials within the boundaries of the library. Students are responsible for payment for lost or damaged books before leaving CalArts. Failure to do so may jeopardize eligibility for college credits.

LIBRARY HOURS	
Monday through Friday	**3 p.m. - 7 p.m.**
Saturdays	**1 p.m. - 5. p.m.**

SECTION VIII: Recreation

RECREATION

In addition to the classes, seminars, performances and other activities on the CalArts campus, there are other activities available to you including: swimming, tennis, baseball, basketball, etc. Ping-Pong, tennis, softball, soccer, basketball, billiards and volleyball sports equipment may be checked out with the Recreation Director. Hours will be posted in the *Purple Blurrrb.* To reserve and check out equipment, you will need to show your CSSSA student I.D. In addition to individual or self-generated group activities, sports competitions and special events will be scheduled.

Pool Area

The CalArts swimming pool will be open only when the lifeguard is on duty. Scheduled hours will be posted in the pool area. To ensure safety and responsible usage, the following regulations will be in effect:

- CSSSA Students are allowed in the pool area only when the lifeguard is on duty.
- **No guests** are allowed in the pool area at anytime.
- No glass of any kind is allowed in or near the pool area.
- Proper bathing attire is required at all times.
- No flotation devices will be permitted.
- Appropriate physical behavior in and around the pool must be observed at all times.
- Any improper behavior will result in the loss of pool privileges for the duration of the program or possible expulsion.
- Students must present the CSSSA I.D. card when entering the pool area.

SECTION IX: Power Outages

You will be given specific instructions at your department orientation on Sunday 9th about what to do in the unlikely event of a power outage. Note: as classrooms for each department are in different areas of the campus, different instructions will be given. For example, creative writers may be told to meet outside the cafeteria, while there may be enough natural light to continue working in animation classrooms. We strongly encourage all CSSSA students to bring a flashlight. Of course, there is emergency lighting in hallways and staircases. Also, candles are strictly prohibited--do not bring candles.

SECTION X: Campus Security and Safety

CAMPUS SECURITY AND SAFETY

The CalArts Safety staff provides 24-hour year-round service to the college community and its guests. Campus safety officers are responsible for responding to campus emergencies, patrolling the grounds, and securing campus buildings. Overall, CalArts is a very safe campus and has remained this way by being proactive and educating the college community about campus safety. With all members of the CSSSA community taking responsibility for campus safety, we can provide an even safer environment for the college community and its guests.

Emergency Communications

CSSSA employs the ***Connect*-ED** telephone messaging service to communicate with parents in the event of a natural disaster or similar school-wide emergency situation. This service allows CSSSA, in the event of such an emergency, to make one phone call and reach all CSSSA students' families within minutes.

A test message will be sent early during the first week of the program to all phone numbers provided as emergency contact numbers on student registration forms. It is important that CSSSA has current emergency contact names and telephone numbers, including mobile and vacation telephone numbers, for each student so that parents/guardians can receive important emergency communications during the four weeks of the summer session.

This service works only with American/non-overseas telephone numbers. All students must have an American emergency contact on file throughout the CSSSA session.

Precautionary Measures

The following precautionary measures are advised for the safety of all CSSSA students and staff:

- Report unusual circumstances to Campus Safety, ext. 2222 from a campus phone or 255-1050, ext. 2113 or 2114 on an outside line.
- Lock all windows before leaving your room and remember to keep your bedroom and bathroom doors locked at all times.
- Be prepared to describe the nature and location of the emergency
- Report the emergency to Campus Safety, ext. 2222 on a campus phone or call 255-1050, ext. 2113 or 2114 on an outside line
- Emergency number is printed on all CSSSA student ID cards (ID cards are to be worn by the student at all times, not in their pocket)
- Notify the Resident Assistant on duty **immediately**

SECTION X: Campus Security and Safety Contd.

- If during the day, call the Residence Life Office directly at (661) 253-7897 or (661) 255-1050 ext. 2212 or 2118, 8:00 am – 5:00 pm

- From any CalArts phone you may call extensions 7897, 2212, 2118

- Carry cell phones at all times

Earthquake/Disaster Preparedness and Survival Guide

Before an Earthquake:

The CalArts evacuation site is the playing field (near the freeway). Acquaint yourself with the safety exits from the schools, offices, dorms and other places in the Institute where you normally go. There are large maps posted throughout the building, indicating exits.

During an Earthquake:

(1) There is no need to panic. The shaking will stop in a few seconds. **STAY CALM AND KEEP THINKING.**

(2) Immediately get under a table, desk or stand in a doorway.

(3) Keep away from windows, bookshelves and heavy equipment.

(4) If you are in a lab or a shop where there are caustic materials, move as fast as you can away from the materials.

(5) In shop areas, drop to the floor so you are not thrown into running machinery. Turn off equipment immediately if possible.

(6) If outdoors, move to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall.

(7) Aftershocks of the strongest magnitude usually occur immediately following the quake. Know the location of the evacuation site and the quickest route from your normal locations in the buildings.

After an Earthquake:

Remember the aftershocks. If you are in a safe place, remain there. The buildings will be inspected as soon as possible. When it is safe to do so, exit to the playing field unless otherwise instructed.

Evacuation Procedures for Any Emergency:

(1) Exit according to your predetermined routes.

(2) Do not use elevators; use stairwell exits.

SECTION X: Campus Security and Safety Contd.

(3) Walk carefully and quickly. (There may be broken glass or other fallen debris, which you will have to walk through.) DO NOT RUN.

(4) Stay to the right of hallways, allow others to merge, and remain calm and orderly.

(5) Do not tie up the phones unless you have a genuine emergency.

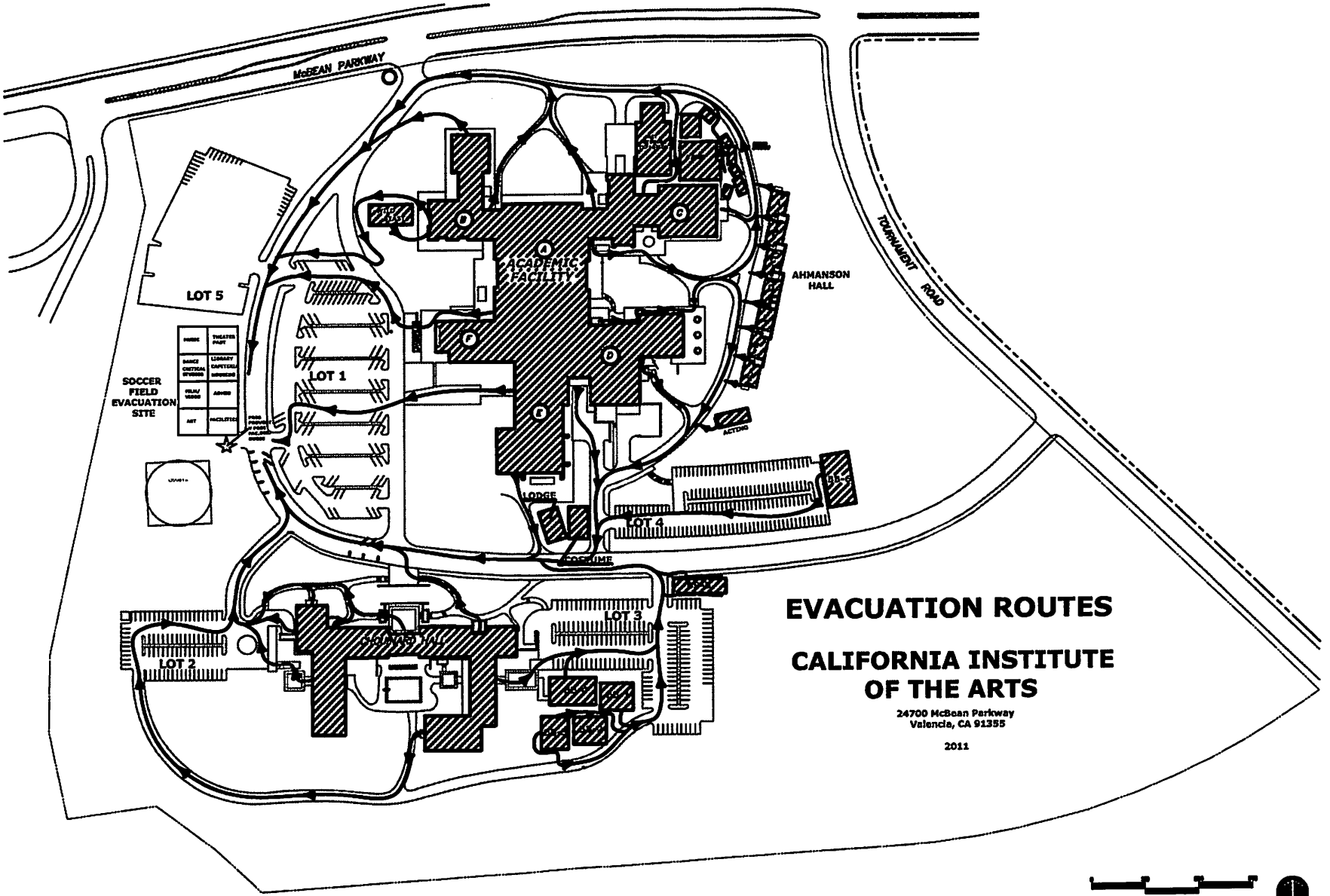
(6) Do not go sightseeing.

(7) Remember the safety of others and cooperate with safety officials.

(8) Regroup at the soccer field and wait for further instructions. See evacuation map on next page.

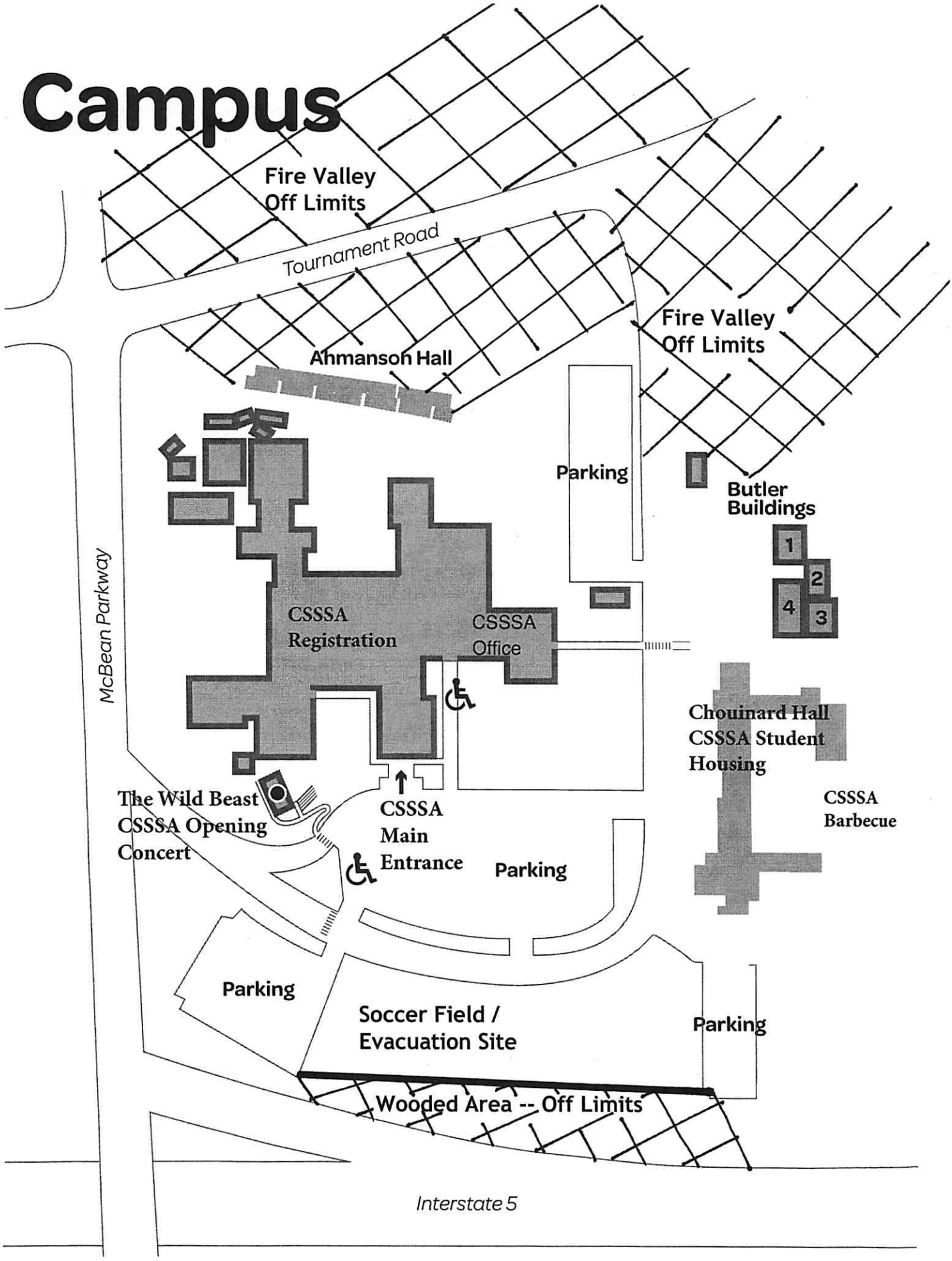
CHECK OUT IS FRIDAY, AUGUST 3

ALL STUDENTS MUST BE PICKED-UP BETWEEN 1:00 - 6:00 P.M. ON FRIDAY, AUGUST 3



CAMPUS MASTER SITE PLAN

Campus


Fire Valley
Off Limits
Tournament Road
Fire Valley
Off Limits
Ahmanson Hall
Parking
Butler
Buildings
1
2
3
4
McBean Parkway
CSSSA
Registration
CSSSA
Office
Chouinard Hall
CSSSA Student
Housing
CSSSA
Barbecue
The Wild Beast
CSSSA Opening
Concert
CSSSA
Main
Entrance
Parking
Parking
Soccer Field /
Evacuation Site
Parking
Wooded Area -- Off Limits
Interstate 5