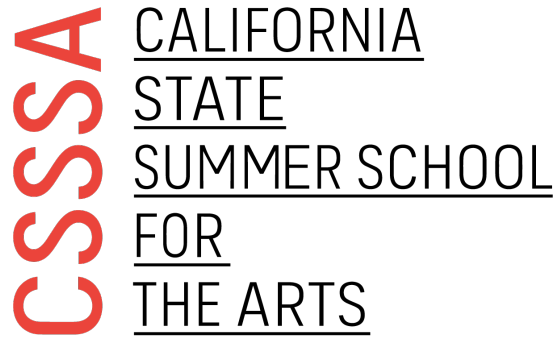


Student Handbook

**CALIFORNIA
STATE SUMMER
SCHOOL FOR THE
ARTS**



July 12 - August 6, 2021



STUDENT HANDBOOK CSSSA 2021

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-third summer of operation, CSSSA has trained more than fifteen thousand highly talented alumni.

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 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.

FACULTY

The CSSSA faculty is composed of professional artists and arts educators in the seven artistic disciplines taught at the school: animation, dance, film, music, theater, visual arts, and writing. 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, Dance, Music, Theater, Visual Arts, and Writing. 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 2021 session, CSSSA department faculties will choose award recipients from enrolled CSSSA students. The CSSSA application serves as the initial application for this CSSSA-exclusive college scholarship. 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.

CSSSA's supporting organization, the CSSSA Foundation, administers all scholarships. The CSSSA Foundation provides the top seven scholarship recipients with 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 CSSSA Foundation may share aggregate information on grant recipients as part of its grant reporting. These grantor reports will not reveal information that can directly identify an individual and the CSSSA Foundation will never sell or give information to an unrelated third party.

CSSSA and the CSSSA Foundation have a strong partnership with the Herb Alpert Foundation, which has provided CSSSA alums with more than \$3 million dollars in scholarships since 2008.

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 2021 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 "2021 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 1, 2021.** Registrations received after August 1, 2021, 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.

****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.

RULES AND POLICIES OF CSSSA

You are joining the CSSSA 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 behavior, existing laws and common sense. 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) Using or knowingly in the presence of others who are using, or possess vape pens, or any device that could be classified as an e-cigarette, tobacco, nicotine, drugs, drug paraphernalia, alcohol or any other illegal substances.
- (2) Inability to function adequately in the program for any reason (such as lack of sleep, prolonged illness, panic attacks, anxiety, mental instability, substance abuse or improper eating habits)
- (3) Plagiarizing is prohibited and grounds for immediate expulsion.
- (4) Clothing must be worn and deemed virtual classroom appropriate. Shorts should be no shorter than 8 inches above the knee. Tops must cover the stomach (no crop tops). Clothing with inappropriate language or offensive messaging is prohibited. In addition, each department will have specific clothing requirements that need to be followed. Students wearing inappropriate clothing will be warned. Upon the 3rd warning, the student will be asked to leave the program.
- (5) Visible or implied possession, use, or discharge of a weapon, real or toy, including but not limited to guns, knives, blades, X-acto knives, etc., as well as alcohol, drugs and illegal substances. This includes the use of any of these materials in creative work. Any questions about this policy should be directed to your instructor or Student Affairs.
- (6) Sexual harassment (described in detail on pages 6-7)—read carefully.
- (7) Physical violence, intimidation, verbal abuse, threats, bullying or harassment directed towards any CSSSA student, teacher or staff member.
- (8) Involvement in any illegal action.

- (9) 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.
- (10) Disruption of classes, performances or other school activities will result in immediate expulsion.

Disciplinary Action

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:

(1) **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.

(2) **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 Student Affairs will be informed of the infraction and speak with the student and determine whether parental notification, probation and/or expulsion are warranted.

(3) **EXPULSION FROM CSSSA:** In the event of an expulsion, the student's parents or guardian will be contacted. 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.**

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 (916-229-5160).

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.

Virtual Classroom Conduct

The primary reason for your coming to CSSSA is to grow as an artist through the academic classes, workshops, rehearsals and other experiences provided throughout the program. You

have an extraordinary opportunity to work with master teachers and artists at CSSSA. During the 2021 virtual session, you are expected to be responsible and respectful while attending classes on Zoom. All CSSSA students are expected to adhere to the following conduct policies:

- Log-in to your virtual classroom using your full name. This will enable your instructor to admit you to the class. If you have a preferred name that is different than the name you used when you applied to attend CSSSA, email comments@csssa.ca.gov or message your instructor through Canvas to let them know.
- If your internet is down, you can still attend class by calling in by phone. If you are having issues logging-in, notify your instructor as soon as you are able through Canvas.
- While class is in session, all apps, websites, email, television and other distractions are prohibited unless they are being used for classroom purposes. Be sure to turn off all notifications and other distractions on your devices.
- Enable your video whenever possible. If you cannot enable your video, consider uploading a photo to your Zoom profile so that your instructor and classmates can see you. If your bandwidth is low, disable your video to allow for a better audio connection.
- With your video enabled, choose a neutral background whenever possible. If you prefer to use a virtual background, do not use offensive, violent or otherwise inappropriate imagery.
- Mute your microphone to limit background noise when you are not speaking, rehearsing or performing. Do your best to find a quiet spot to avoid distracting yourself and others.
- Use the chat feature in Zoom as indicated by your instructor. Make sure that you stay on topic and only publish comments that add to the classroom discussion.
- Unless otherwise instructed by your faculty, use the “raise hand” feature to indicate that you would like to ask a question. This is especially important with larger groups.
- Discouraging or distracting others may result in warnings and/or dismissal as indicated on page 6 or this handbook. Keep interactions with students, staff and instructors positive and professional at all times. CSSSA has a zero-tolerance policy for hate speech of any kind through any virtual portal (chat, email, phone, audio, etc.) and will result in immediate dismissal.
- Only attend classes that you are enrolled in at CSSSA. Do not invite others to attend your classes. Avoid family, friends and other participants appearing in your audio/visual background.
- Students may not drive a car while in class.
- Attire must be classroom appropriate at all times. Pajamas, bathing suits, crop tops are considered inappropriate attire. More information on appropriate attire is available on page 5 of this handbook.
- If you have any questions or are unsure of how to conduct yourself during virtual class time, ask your instructor.

Recording or Sharing Classroom Materials

Virtual classroom content is only for students enrolled in that specific class. Students may not record, photograph or reproduce course materials, including lectures, demonstrations, interactive exercises, presentations, handouts, etc., unless they have been given written

permission by their instructor. Failure to comply may result in expulsion from the course or the program. Student notes and other materials copied verbatim from classroom content are also prohibited from distribution, unless they are shared with other students in the same class.

Students who require accommodations, including recordings of classroom content or other records of course materials should contact the Main CSSSA Office.

Class Attendance and Participation

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 the final Thursday of the program, 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

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 before classes begin. You must set-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, unless they are being used for classroom purposes.**

Classroom Absences

Attendance in all synchronous classroom activities is required throughout the CSSSA program. 3 or more absences may result in expulsion. If you are not in class, the following steps will be taken by CSSSA staff:

- 1st absence: Your Department Chair will reach out to you through email, phone or via Canvas.
- 2nd absence: You will receive a phone call from Student Affairs.
- 3rd absence: You will have a meeting with the Director or other designee and may be asked to leave at their discretion.

CSSSA understands that there may be circumstances beyond your control. If you miss a synchronous virtual class for an emergency, you are expected to reach out to your instructor and Department Chair. You will be assigned to watch the recording of the virtual session, and you will need to complete any make-up work assigned by your instructor.

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 14, CSSSA will refund all tuition paid, minus the initial deposit. If a student

withdraws from CSSSA for personal or medical reasons after July 14 but before July 21, CSSSA will refund tuition paid minus the initial deposit and minus 50% of the remaining tuition paid (for example: tuition of \$1,000 minus the \$500 deposit = \$500 minus 50% results in a refund of \$250.00). **As of July 22, CSSSA will not refund any portion of the tuition.** 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.

Daily News

The *Purple Blurb* is a newsletter produced during session informing students of daily performances, events, etc. **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.**

CSSSA 2021

Office Hours

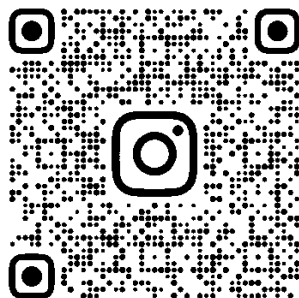
Monday - Friday
8:30am - 5:00pm

Contact Information

Email: comments@csssa.ca.gov

Phone: 916-229-5160

[Facebook.com/csssa](https://www.facebook.com/csssa)



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