

**CSSA** CALIFORNIA  
**CSSA** STATE  
**CSSA** SUMMER SCHOOL  
**CSSA** FOR  
**CSSA** THE ARTS

# **2024 STUDENT HANDBOOK**

July 6 – August 2, 2024

CalArts Campus, Valencia CA



# **CSSSA Summer Office Hours**

Monday to Friday	8:30 AM - 5:30 PM
Saturday	8:30 AM - 3:00 PM
Sunday	Closed

## **Contact Us**

CSSSA Main Office	(661) 291-3089
CalArts Campus Safety	(661) 222-2702

Email - [comments@csssa.ca.gov](mailto:comments@csssa.ca.gov)

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# Section I: 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 California State Summer School for the Arts (CSSSA). 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 37th summer of operation, CSSSA has trained more than 15,000 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 potential, 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 "need 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 (CalArts) in Valencia, California, will host the 2024 summer session.

## **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 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. To raise these funds, the California State Summer School Arts Foundation (CSSSA 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 awards of \$4,000, 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 2024 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 in scholarships since 2008.

## **Section II: California Institute of the Arts**

### **CALARTS INFORMATION**

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, a library, and cafeteria.

Chouinard Hall, the student residence facility, will accommodate all of the students of the CSSSA class of 2024. 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.

## **GETTING TO CAMPUS**

**CAR:** The CalArts Campus is located at 24700 McBean Parkway, Valencia, CA 91355, in 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 Burbank Airport shuttle services to CalArts on July 6th and from CalArts on August 2nd.

### **Shuttle Departure Times:**

July 6<sup>th</sup> - 11:00 a.m. and 1:00 p.m. (from Airport to CalArts)

August 2nd - 2:00 p.m. (from Cal Arts to Airport)

The cost of this shuttle is \$40 and payable via the Pre-Registration Portal. Students receive access to the online shuttle link in June prior to the start of the program. To make a reservation in the portal, you will need your NAME, PHONE NUMBER, AIRLINE and FLIGHT NUMBER and TIME OF ARRIVAL/DEPARTURE. The shuttle is for students only and space will be limited. CSSSA Staff will meet students at baggage claim. 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 6th, 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 2nd **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.

CSSSA cannot make individual travel arrangements nor advise on ride share or other shuttle services to and from the campus. Please be aware that most ride share companies cannot currently transport students under 18 without adult supervision. We recommend that a parent or guardian transport their student to and from the campus if the above shuttle services are not utilized. CSSSA is not responsible for students until they have arrived and checked in. They are

also not the responsibility of CSSSA once they have departed the campus for any reason, including once they have checked out from the program.

## **2024 SESSION START + END DATES**

**\*\*updated 7/25/24\*\***

Registration Day, July 6th, is mandatory for all students. Check-in time on Saturday, July 6th is between 9:00 a.m. and 3:00 p.m. Registration will close at 3:00 p.m, so students must arrive by 2:00 pm at the latest to complete the check-in steps. Parking is available in the main lot.

Checkout time is on Friday, August 2<sup>nd</sup> between 1:00 pm and no later than 6:00 p.m. - absolutely no exceptions. All students and parents must vacate the campus before then.

Parents are invited to the Closing Ceremony on Friday, August 2<sup>nd</sup>. The Closing Ceremony is scheduled to start at 12:00 pm. Parents are allowed to come onto the CalArts campus starting at 11:30 pm.

## **CALARTS LIBRARY**

Access to books, films, and other media 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 August 1<sup>st</sup>. After August 1<sup>st</sup>, 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 III: 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 Cal Poly Humboldt. 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 2024 is eligible for credit. A registration form will be e-mailed to all students upon successful completion of the program. To apply for the credits, students must send a completed registration form along with payment in the amount of \$60.00 to the College of Extended Education & Global Engagement at Cal Poly Humboldt University. The registration form and payment must be submitted by December 12, 2024

\*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".

## **Section IV: 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, and existing laws. 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 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 read, understand, and comply with the following rules and policies. A violation of any of the below policies may result in immediate expulsion without warning. As a condition of your participation in the CSSSA Program, you and your parent or legal guardian must sign and submit the CSSSA Participation Agreement and Waiver form, which binds you to the conduct, rules, and policies in this Student Handbook.

### **STUDENT CONDUCT RULES**

The following activities and behavior are prohibited by all students:

1. Use, possession or knowingly being 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. 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).
3. Inability to function adequately in the program for any reason (such as lack of sleep, prolonged illness, panic attacks, anxiety, mental instability or improper eating habits).
4. Neglecting or refusing to take prescription medications as outlined on page 25—read carefully.
5. Sharing personal prescription medication and/or taking prescription medication not prescribed to you.
6. For the safety of you and others, being in a room or studio (1) alone with one other student without faculty/staff supervision, or (2) alone with only one faculty/staff member unless necessary to perform essential requirements of the program, such as private music instruction.
7. Evidence of plagiarism.
8. Receiving or giving body piercing or tattoos.
9. Possession, use, or discharge of a weapon, real or toy, including but not limited to guns, knives, blades, Exacto knives, etc.
10. Use or possession of aerosols, room deodorizers, flushing wipes or cleaning supplies.
11. Sexual harassment - described in detail later in this section. Please read carefully.
12. Physical violence, intimidation, verbal abuse, threats, bullying or harassment directed towards any CSSSA or CalArts student, teacher or staff member.
13. Vandalism. Graffiti is not allowed on campus. Hate messages will be reported as a hate crime and result in automatic expulsion.
14. Damage or theft of possessions of fellow students, staff or property of CSSSA or CalArts.
15. Involvement in any illegal action.
16. Leaving the CalArts campus during unauthorized hours without written permission from an authorized parent or guardian.
17. Disappearing from required classes activities, and residence all after curfew. Missing students result in CSSSA contacting the local authorities immediately.

18. Entering or leaving residence halls or assigned room after curfew hours and before 6:00 a.m.
19. Inviting non-CSSSA persons onto the campus, including the residence halls.
20. Maintaining or using a car during the program.
21. Missing three classes. Upon the third 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.
22. Repeated and multiple infractions of the residence hall rules.
23. Disruption of classes, performances, events, or other school activities.

Students should immediately notify CSSSA Administration of any concerns related to the violation of these rules and/or the health, safety, and security of themselves and other Program participants and staff. Informing CSSSA Administration of others breaking these rules will not jeopardize your status at CSSSA.

Special Note to CSSSA students who are 18 years old or older 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, Leaving the Campus, Curfew and Room Check, and Prescription Medications. All CSSSA students must adhere to these rules as a condition of their participation in the program.

## **DRESS CODE**

Clothing must be modest and appropriate for Program activities. 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 third warning, the student will be asked to leave the program.

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.

## **MINORS POLICY FOR STUDENTS + FACULTY + ADMINISTRATION**

CSSSA is committed to the protection and safety of minors participating in the Program. To uphold its commitment and comply with applicable laws, CSSSA has established mandatory minor protection protocols and reporting responsibilities based on state and federal law. These rules are specific to students under the age of 18 and apply to all students, CSSSA staff, and

other Program agents that will work closely with, supervise, instruct, or otherwise come in direct non-incident contact with minors during the Program.

1. Background checks for employees -

CSSSA requires all staff and faculty working with minors to undertake a criminal background check, which must be completed prior to beginning work with minors.

2. Private interactions between adults and minors -

Private or secluded interactions between an adult and a minor are generally discouraged, unless they are necessary to perform essential requirements of the program. Whenever possible, activities involving minors should follow the “rule of three” (e.g. at least three people should be involved in all aspects of the activity). Although two minors and one adult is an acceptable combination, a combination of three consisting of two adults and one minor, with one of the adults being a CSSSA employee is much safer. When private interactions are necessary to perform essential requirements of the program, CSSSA requires: (1) Conducting interactions in plain sight of others, such as at an on campus dining hall or café, (2) Conducting interactions in an unlocked space with open doors and windows in a building open to the public at the time of the interaction, (3) Informing in advance at least one other adult connected with the activity that the adult will be alone with a minor, (4) Asking another adult to randomly drop in on the interaction, and (5) Immediately documenting any unusual incident, including but not limited to behavioral problems, injuries, or interactions that might be misinterpreted.

3. Mandated Reporter Status -

As required by California CANRA legislation, any employee or administrator whose duties bring them in contact with minors on a regular basis is considered a mandated reporter and must report suspected abuse or neglect of a minor occurring either on campus premises or at an official CSSSA activity, or at a program conducted by the campus.

4. Supervision -

The CSSSA program is held on a closed campus and students will be monitored and supervised by CSSSA staff as well as CalArts security and staff. All minors must be under the supervision of a designated adult while they are attending CSSSA. The designated adult should be responsible for the safety and well-being of the minor.

5. Housing Assignments -

Housing assignments must ensure that minors are housed separately from those 18 and older in all housing for the duration of the program (even if birthdays happen during the summer).

6. Behavioral expectations for adults interacting with minors -

- a. Respect and Fairness - Treat minors with respect and fairness at all times, regardless of their actions or behavior.

- b. Appropriate age groups - To discourage bullying and physical abuse, minors should be separated into groups according to age within residential housing.
  - c. Personal conduct of adults - Adults participating in a campus activity involving minors will refrain from conduct that negatively influences the minor's behavior (e.g., profanity; off-color jokes; references to sex, drugs, and alcohol; commenting on other's bodies).
  - d. Intervention - Adults participating in a campus activity involving minors will intervene promptly to stop harmful activities and negative interactions between minors. These activities and interactions include but are not limited to: bullying or hazing, physical abuse, derogatory name-calling, ridicule or humiliation, and sexual activity.
  - e. Physical or sexual abuse - Physical or sexual abuse of minors is illegal and will not be tolerated. Any CSSSA staff or agents who engage in physical or sexual abuse of minors will not be entitled to defense and indemnification by CSSSA in the event they are sued or criminally prosecuted. Employees accused of engaging in physical or sexual abuse of minors will be removed immediately from the activity involving minors, and their alleged behavior will be referred to appropriate agencies for investigation.
  - f. Non-program contact with minors - In general, private meetings and telephonic or electronic communications with minors outside of the program's normal activities are discouraged unless they are necessary as part of the program. Include other adults in the program or parents of affected minors in the discussions whenever possible. When outside meetings/communications are necessary, the program must implement controls that reduce the risks. This includes but is not limited to: involving multiple parties/entire groups, selecting public locations, securing parental permission, etc. CSSSA employees and volunteers supervising minors should avoid responding to text messages, e-mails, and social media "posts" (i.e., Twitter, Facebook, etc.) sent by individual minors to their personal devices. The employees and volunteers should use CSSSA devices and accounts for all communication and develop program "community" bulletin boards or social networking sites to communicate with participants.
  - g. Gifts - Individual adults may not give gifts to the minors that participate in the program. Awards or gifts for these minors must come from the program in accordance with applicable CSSSA guidelines on gifts and expenditures.
7. Medical treatment of minors and emergency response - Generally, all medical treatment of minors must be provided by personnel trained in accordance with the level of care required (first aid trained staff render basic first aid until professional assistance such as paramedics respond). Personnel are advised to leave the dispensing of medications (including use of epinephrine pens, aka EpiPens) to licensed medical personnel. In the event of a medical emergency involving a minor, the CSSSA program will contact emergency services and notify the parents or guardians as soon as possible.



8. Program Forms and Waivers - All minors participating in CSSSA must have the CSSSA Participation Agreement and Waiver and Medical Form signed by their Parent or Guardian on file before participation begins.

9. Communication - The CSSSA program will communicate with parents or guardians regarding any incidents, accidents, or concerns that involves their health, safety, wellbeing and / or success in the program.

## **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 Administration maintaining complete discretionary power to determine whether parental notification, early curfew, probation and/or immediate expulsion is warranted:

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.

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 their 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 Staff. After ascertaining the facts of the situation, CSSSA will determine whether parental notification, early curfew, 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. 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**

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. 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. 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.

**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.

**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 vaping devices, vaping products, 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. Designated smoking areas on campus are for the exclusive use of CalArts personnel and are off-limits to all CSSSA students.

## **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 any surface anywhere on the CalArts campus will be considered vandalism and grounds for expulsion. CSSSA students may not 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 CalArts 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 otherwise approved by the administration or department chairperson.

## **SEXUAL HARASSMENT**

### Sexual Abuse Prevention & Response Policy

#### 1. Policy Statement

Our summer camp is committed to providing a safe and secure environment for all participants, free from sexual assault, harassment, and misconduct. We have zero tolerance for such acts and are dedicated to taking immediate action to protect the well-being of our students and staff members.

#### 2. Definitions and Examples:

Sexual assault includes, but is not limited to, instances where there is (1) unwanted sexual contact, including touching intimate body parts without consent; (2) engaging in sexual activity with a minor; (3) exposing campers or staff members to sexually explicit material; and (4) any form of sexual exploitation or grooming behavior. Sexual harassment includes, but is not limited to, instances where there is (1) unwanted sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature and (2) the creation of a hostile or intimidating environment based on gender or sexual orientation.

Inappropriate Behavior can take many forms and students and staff are required to refrain from such activities, including inappropriate comments, jokes, or discussions of a sexual nature; invasion of privacy, such as spying, recording, or photographing campers or staff members without their consent; displaying sexually explicit material in any form.

#### 3. Reporting Procedures:

Students and staff members who witness or experience any incident of sexual abuse, harassment, or misconduct should immediately report it to CSSSA Administration. All reports will be taken seriously and treated with confidentiality and respect.

#### 4. Investigation Process:

Upon receiving a report, the CSSSA will initiate a prompt, fair, and impartial investigation according to the rules established for the violation type. The investigation may involve interviewing the parties involved, collecting evidence, and consulting with external experts if necessary. The program will take appropriate action based on the findings of the investigation, ensuring the safety and well-being of the individuals involved. Legal authorities will be contacted if required by law.

#### 5. Confidentiality and Anonymity:

The CSSSA will respect the confidentiality and anonymity of individuals reporting incidents to the fullest extent possible. Information will only be shared with individuals directly involved in the investigation and reporting process. Staff members and volunteers will be reminded of the importance of maintaining confidentiality.

### **HARASSMENT & DISCRIMINATION - TITLE IX POLICY**

CSSSA is committed to providing an environment free from discrimination and harassment, including sexual misconduct. The CSSSA prohibits sex discrimination in all aspects of its operations and activities and is committed to responding promptly and effectively to reports of such conduct.

Sexual misconduct includes, but is not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These behaviors are prohibited by Title IX, as well as by state and federal law. The CSSSA takes allegations of sexual misconduct seriously and encourages individuals to report such conduct immediately.

Any student who experiences or witnesses sexual misconduct, or who has knowledge of sexual misconduct occurring in the program, should immediately report the incident to CSSSA's Title IX Coordinator, Edward Trimis - [etrimis@csssa.ca.gov](mailto:etrimis@csssa.ca.gov). Reports can also be made to the U.S. Department of Education's Office for Civil Rights (OCR). CSSSA maintains a complete sexual harassment policy that includes complaint and investigation procedures.

The CSSSA will respond to reports of sexual misconduct promptly and fairly, and will take appropriate steps to stop the misconduct, prevent its recurrence, and address its effects. CSSSA will also provide support and resources to students who have been affected by sexual misconduct, including counseling and medical services.

Retaliation against individuals who report sexual misconduct is strictly prohibited and will not be tolerated. The CSSSA will take appropriate action to protect individuals who report sexual misconduct, including investigating and addressing any retaliation that occurs.

All students, faculty, and staff of the CSSSA are responsible for upholding this Title IX policy, and for working together to create a safe and respectful environment. The program will provide

training and education on sexual misconduct prevention and response and will regularly review and update its Title IX policy and procedures.

By participating in the CSSSA, students agree to abide by this Title IX policy and to contribute to a culture of respect and inclusion.

## **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 6th, 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 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, by emailing [comments@csssa.ca.gov](mailto:comments@csssa.ca.gov) at least 48 hours in advance. Without any exceptions, there will be no off-campus permission given the first weekend of CSSSA, July 6th and 7th. If you have a scheduling conflict this first weekend, you may want to explore other programs—there are **ABSOLUTELY NO 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, DocuSign the “Overnight Off Campus Permission” form and submit it along with your other registration forms to CSSSA. 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 for the weekend is posted next to your RA's door. 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 checked in at the main security gate 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 by emailing [comments@csssa.ca.gov](mailto:comments@csssa.ca.gov)

## **LEAVING CAMPUS - DAYTIME HOURS**

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 and 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.

When students plan to leave campus, they are required to:

1. See the Campus Safety personnel covering the Chouinard Lobby
2. Provide their name and the date & time of departure during check-out process
3. Check-in at the Chouinard Lobby upon their return

If a student fails to check out or check back in, Campus Safety will report the issue to the on-site RA and the CSSSA Office. Failure to follow the above procedures may result in expulsion.

Valencia Marketplace and Vista Village are the only destinations allowed. For students' safety, they may not cross the Old Road (for example, Guitar Center is out of bounds). 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.

While off-campus, students will not be under CSSSA supervision and CSSSA is not liable for any incidents involving students.

## **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 / Guardians may arrange off-campus visits for Saturday afternoons after all classes have ended. Students may not leave before their classes are completed. For Sunday off-campus visits, parents may contact the CSSSA office during office hours with a minimum of 48 hours in advance of the visit (661-291- 3089 or email [comments@csssa.ca.gov](mailto:comments@csssa.ca.gov)). The CSSSA office provides a list of expected visitors to security daily. Visitor names must be on that list to be allowed to visit with the student. 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 only. 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.

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 / COMPUTERS / OTHER DEVICES**

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 6th, 2024. With this privilege comes the responsibility of setting up voicemail to receive messages and ensuring that your inbox is not full during the program. 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. Please have phones turned off or on silent mode during classes to avoid disruptions. If you send or receive messages during class, the teacher will confiscate the device and turn it over to the Department Chairperson. CSSSA Administration will determine the length and time of restriction.

Students are reminded to keep cell phones powered on and 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. 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.

## **PHOTO ID CARD**

On July 6<sup>th</sup> 2024, 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 valuables and electronics, while at CSSSA. Do not leave your backpacks or bags in classroom spaces or in the cafeteria. You should keep your backpack and valuables with you at all times. CSSSA and CalArts are not responsible for any lost or stolen items.

## **MEALTIME ATTENDANCE**

Bon Appetit will provide food service to CSSSA in the CalArts 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 concerns, please contact the Bon Appetit General Manager at [café@calarts.edu](mailto:café@calarts.edu) in advance of the program.

**Mealtimes:**

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.
Evening	8:30 p.m.	-	10:00 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.

**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**

If a student withdraws from CSSSA for personal or medical reasons on or before Wednesday of the first week (July 10th), CSSSA will refund all tuition paid, minus \$800. If a student withdraws from CSSSA for personal or medical reasons after July 10th but before July 12th, CSSSA will refund tuition paid minus 50%; for example: tuition of \$4600 minus \$2,800 = \$2,800. As of July 13th, CSSSA will not refund any portion of the tuition. No materials fees, field trip fees, or processing fees will be refunded at any time. Please allow 6-8 weeks processing time for all refunds. There are no refunds for students who are expelled from the program at any point.

**COPYRIGHT OWNERSHIP**

California State Summer School for the Arts follows the Policy on Copyright Ownership adopted by the University of California, dated February 1, 2021, and any subsequent amendments. This policy can be found on-line at:

<https://copyright.universityofcalifornia.edu/resources/copyright-ownership.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.

## **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.

## **Section V: Residential Life**

### **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 and 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. Please be mindful of impacts of your device use on those around you and the need to keep your devices in a safe space. CSSSA is not responsible for lost or damaged items.

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.

## **RESIDENCE HALL RULES**

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 2024, 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.
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. Further, no non-CSSSA people are allowed to step foot inside Chouinard Hall and this includes the lobby—no exceptions.
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 6 until August 4, 2024. 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.

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. A list of these and other prohibited items will be posted throughout the dorms.

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, and proper storage of all personal items. CSSSA does provide a twice 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 based on their gender placement. Residence Life Staff have placed signage and color coded markings within the halls to ensure that students do not venture where they should not. Students found in halls that they were not assigned to may result in immediate expulsion from the program.

## **GENDER INCLUSIVE HOUSING**

During CSSSA, all students live in Chouinard Hall, which is an on-campus residence hall. The building is arranged with a male side of the building and a female side of the building. Our housing partners at CalArts are also making arrangements for gender-inclusive housing in one area of the building. This means those who identify across a spectrum of gender identity may be placed in a room/suite together, including shared suite spaces such as bathrooms.

CSSSA defines gender inclusive housing as follows:

Gender Inclusive Housing refers to individual rooms or suites where the gender of the roommates/suitemates can be identified as a man, woman, non-binary, or transgender, allowing the opportunity for anyone from any gender identity to be assigned as roommates/suitemates during the assignment process. While this is intended to support students who identify as LGBTQIA+, this is available to all students who value the opportunity to live in a gender-inclusive room/suite or believe they could provide a safe and inclusive space for another student regardless of gender identity/expression, sexual orientation, or any other factor.

## **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 policies.

## **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) and 12:00 – 5:00 p.m. on Sundays. 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.

## **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.

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 the residence halls, specific minimum quiet hours will be observed.

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. 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 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.

## **CLEANING**

General room cleanliness is the responsibility of you and your roommate(s). Custodial cleaning happens twice per week. Times 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 twice 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 \$35.00 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 \$35.00. 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.

## **CURFEW + 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. One minute is considered late.

### **Sunday to Friday Curfew:**

On your assigned hall by 10:30 p.m.  
In your room by 11:00 p.m.

### **Saturday Curfew:**

On your assigned hall by 11:00 p.m.  
In your room by 12:00 a.m.



**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 by emailing [comments@csssa.ca.gov](mailto:comments@csssa.ca.gov).

**FOOD DELIVERY**

If you order from a food delivery service, you must meet the driver at the front gate. Delivery drivers will NOT be allowed to enter the campus. Be mindful of curfew when you order. If the driver arrives AFTER curfew, you will not be able to leave the dorm to pick-up your food.

**MAIL**

The CalArts campus has a mailroom that may be used in limited circumstances to receive and deliver mail of packages. The mailroom is not fully staffed during the program and mail distribution and delivery may be delayed by several days. Given CSSSA's limited resources, we ask that the use of mail be restricted to essential items or items that are time sensitive. If there will be a delivery that is essential and time sensitive (e.g., medication), please email CSSSA Administration in advance to ensure timely delivery. Mail will be taken to the CSSSA Office for pick up by the student. Please do not go to the Residence Life Office in search of your mail.

Essential or time sensitive mail should be addressed as follows:

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

CalArts does not have a U.S. Post Office on campus. There is a U.S. Post Office at Vista Village. Also, there is a UPS Store, at Valencia Marketplace for sending packages home. Students are responsible for packaging, transporting and shipping their items from either the U.S. Post Office or UPS Store. Please do not send mail to CSSSA after August 1st.

**MESSAGES TO STUDENTS**

You may contact the Residence Life Office during business hours (Mon-Sat 8:00am – 4:00pm) and send written message to the student’s room. Phone messages will be delivered within 24 hours.

**Residence Life Office, Direct Line:**

(661) 253-7897 - Voice Mail

**Residence Life Office, CalArts Main Line:**

(661) 255-1050 - Ext. 2212 or 2118

## **LAUNDRY ROOMS**

There are two laundry rooms available in Chouinard Hall. Upon arrival, you will be advised of your assigned laundry room. You must stay with your laundry room. To avoid late curfew, do not start laundry after 8:00 p.m. The machines are coin operated and accept major credit cards.

## **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.

## **LOST AND FOUND**

Check with the Residence Life Office for items lost or missing from the dorm facilities. For items lost or missing elsewhere on campus, check with the CalArts Safety Office.

## **Section VI: What to Bring / Not to Bring**

The following are recommended items to bring on registration day:

- set of regular twin sheets
- pillow
- pillowcase
- blanket or sleeping bag
- bath towels and wash cloth
- towel for swimming pool
- alarm clock
- wristwatch
- laundry soap
- shampoo, soap, toothpaste, toothbrush, hairbrush, etc.
- coat hangers
- lamp (no halogen lamps allowed)
- reading light (recommended)
- fan (recommended)
- small trashcan (liners will be provided)
- bathroom caddy or bag in order to carry personal toiletries
- cellphone

Student should not bring:

- cleaning supplies, deodorizers and aerosols
- candles, lighters, matches—anything with open flames
- televisions or monitors
- refrigerators
- skateboards, rollerblades, skates, bicycles
- video game consoles

KEEP IN MIND: SPACE IS LIMITED--YOU WILL ONLY BE HERE FOUR WEEKS. THERE ARE LAUNDRY FACILITIES, A POOL, AND A VARIETY OF ACTIVITIES HAPPENING EACH DAY / EVENING DURING CSSSA.

## **CLOTHING RECOMMENDATIONS**

Keeping in mind CSSSA's Dress Code, casual wear (shorts, jeans, T-shirts) is appropriate everywhere on campus. A sweatshirt or light jacket may be needed for early mornings and late evenings. Bathing suits are required for anyone using the pool. Bring old clothes for projects in the shops and studios, and 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. Remember space is limited so do not bring more than is necessary.

## **SPENDING MONEY**

You will need some spending money for the four weeks that you will be on the CalArts campus. 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.

Valencia Marketplace has a Chase Bank and a Wells Fargo Bank. 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 FIELD TRIPS**

Optional weekend recreational field trips will be scheduled during the four-week session. Information regarding field trips for CSSSA 2024 will be emailed to you in early June along with instructions for signing up. All optional field trips are at an extra cost to the student. Payment for the field trips is made by credit card only. Space is also limited. Students who remain on campus will have a variety of scheduled activities to enjoy if they do not attend the optional field trips.

The following trips have been scheduled for the 2024 session:

Sunday, July 14	Dorthey Chandler Theater - Ballet Hispanico
Sunday, July 21	J. Paul Getty Center
Sunday, July 28	Disneyland

## **CSSSA T-SHIRTS**

All students receive a CSSSA t-shirt during the final week of the program. A survey is sent out to students before the program to collect sizes. If a student does not respond to the survey by the deadline, they will have limited size options once the t-shirts are distributed.

## **Section VII: Health + Wellness Services**

CalArts' Health Services Office will be open 24 hours a day unless otherwise noted. 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 5:00 p.m., otherwise, you may end up in the Emergency Room or Urgent Care for many hours.

**Prescription Medications** - All prescription medications must be logged with the campus Health Services Office on Registration Day, July 6, 2024, 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 Services 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. All morning medications must be taken before classes begin; therefore, all students are required to report to the Health Services Office before 8:15 am to receive medications. If a student fails to take their medication, the Health Services Office and the CSSSA Office will contact both the student and the parent / guardian immediately. Upon the third reminder, the student will be asked to

leave the program. The Health Services Office is open 24 hours a day for the duration of CSSSA. Failure to register your medications with the Health Services Office is grounds for immediate expulsion from the program. Please note, Health Services staff, including EMTs, can distribute over-the-counter (OTC) medication to students as needed.

**Nearby Medical Facilities** - 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 Permanente, 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. As stated in the CSSSA Participation Agreement and Waiver, 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 pre-registration packet, it is imperative that you attach copies of your medical insurance cards. Additionally, please have your student keep a copy in their 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 CSSSA class absences are excused. Appointments for routine care (i.e., orthodontic adjustments, cast removals and check-ups) must be arranged by the parent and scheduled for times that do not conflict with class. 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 that the parent will be admitted at the campus gate and a meeting place arranged with your student.

**Health Emergency** - If an emergency occurs after office hours, the R.A. on duty should be notified immediately. CalArts 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 CalArts 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 CalArts Safety immediately upon arrival for instructions.

## **REQUESTS FOR REASONABLE ACCOMMODATIONS**

CSSSA students with an existing disability that requires certain accommodations to meet the program's demands shall notify CSSSA of their request by making note of their need for accommodations on the CSSSA Medical Form. The CSSSA program will use this information to follow up families with a CSSSA Request for Accommodations Form to collect accommodation details. This request must be received by CSSSA by no later than June 5, 2024 to allow CSSSA's

staff to evaluate the reasonableness of the request and arrange for any accommodations in time for the program. Disclosure of information regarding disabilities and requests to be accommodated for the disabilities will allow CSSSA to ascertain the need and feasibility of such request.

Requests must be deemed reasonable and feasible for provision—thus, submission of this request form does not guarantee accommodation(s) will be provided. If a requested accommodation is deemed reasonable but not feasible, the parent / guardian will be contacted to discuss other accommodations that may be recommended. In the event that agreement on a reasonable accommodation cannot be reached, the participant may withdraw from the program and will receive a full refund of valid payment received for the program.

## **MENTAL HEALTH**

CSSSA is dedicated to supporting the whole student, including mental health and wellness. For many students, the summer session marks the first time that they are living independently of family members and away from home. Academically and artistically, the CSSSA program is also challenging and rigorous. Students seeking mental health counseling should not hesitate to meet with one of CSSSA's on-campus counselors. They have regular counseling hours to meet with students individually. Additionally, the counselors plan a series of wellness activities throughout the program. Next to the counseling offices is a Quiet Room for students to rest. This room may also be used for online therapy appointments as well.

### **Counseling Hours**

**\*\*Handbook updated with current information 7/25/24\*\***

Monday 9:30 am – 6:00 pm

Tuesday 9:30 am – 6:00 pm

Wednesday 9:00 am – 7:00 pm

Thursday 9:30 am – 6:00 pm

Friday 9:00 am – 5:00 pm

Student mental health records are confidential and are not shared with any outside entity, including parents / guardians. Counselors inform CSSSA Administration if a student is identified as at risk of self-harm. If a student is suicidal or their mental health needs exceed the services provided by the counseling services, they will be released to seek immediate help. Parents / guardians are contacted as quickly as possible under such circumstances.

## **Section VIII: Recreation**

### **RECREATION**

CSSSA has a variety for recreational activities occurring during the week and on weekends. Students may enjoy swimming, tennis, baseball, basketball, Ping-Pong, tennis, softball, soccer,

billiards ,and volleyball. Sports equipment may be checked out with the Recreation Director. 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. Students may not use the pool during hours designated for Residents Assistants. To ensure safety and responsible usage, the following regulations will be in effect:

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

## **GYM FACILITIES FOR CSSSA STUDENTS**

\*\*\*Section updated in Student Handbook on 7/7/24\*\*\*

Students are allowed to use the facilities and services offered at or by the California Institute of the Arts (“CalArts”) SLAB Fitness Center (the “SLAB”). In consideration of being allowed such use, the student and their legal guardians/representatives (“student”) have agreed to adhere to the Rules and Regulations of SLAB Fitness Center (outlined below). The student and their legal guardians/representatives will hereby waive, release and forever discharge CalArts and California State Summer School for the Arts (“CSSSA”) and its officers, employees, agents, representatives and all others acting on its behalf from any and all claims or causes of action (known or unknown) for any and all injury, illness, damage or loss that may occur to the student or their property as a result of their participation in any aspect of the activities, offered at or by the CalArts SLAB, including, but not limited to, use of equipment or machinery in connection with the activities, offered at or by the CalArts SLAB. Each student has a different capacity for

participating in such activities. Students are aware that all activities offered are educational, recreational or self-directed in nature. Students' participation in any and all of the activities provided at or by the CalArts SLAB is strictly voluntary and has not been requested or required by CalArts or CSSSA. The student's participation in any and all activities provided at or by the CalArts SLAB is at their own risk and the student assume any and all risk of injury, illness, damage or loss that might result. The student also assumes all risk of damage, loss or theft to or of any of their personal property.

Students must declare themselves to be physically sound and suffering from no condition, impairment, disease, infirmity or other illness that would prevent their participation in any of the activities offered at or by the CalArts SLAB. Students acknowledge that they either had a physical examination and have been given a physician's permission to participate in these activities or that the student has decided to participate in these activities without the approval of a physician. The student hereby assumes all responsibility for their participation in the activities offered at or by the CalArts SLAB and for their utilization of any and all equipment and machinery in connection with these activities.

Students have read and understood the SLAB Fitness Center Rules and Regulations ("SLAB Rules"), and agree to adhere to and fully comply with SLAB Rules. Students understand that failure to abide by the SLAB Rules could result in disciplinary action, including revocation of their privilege to use and access to SLAB and/or dismissal from CSSSA.

### **Rules and Regulations**

CSSSA with collaboration of CalArts designed this SLAB Fitness Center ("SLAB") Rules and Regulations ("Rules"), including Rules listed here and rules posted in SLAB to ensure a safer and more enjoyable environment in which to exercise. CSSSA may, in its sole discretion, modify these Rules and rules posted in SLAB without notice at any time and update them in the Student Handbook. It's the students' responsibility to know and follow the most current Rules and any CSSSA and CalArts' postings in the SLAB.

All approved signs posted in a club or on the premises shall be considered a part of the Rules.

1. Only Chouinard Hall residents may utilize SLAB. Visitors are not permitted. CalArts' and/or CSSSA staff reserves the right to request to see the student identification of any individual in SLAB for purposes of CSSSA verification. \*
2. CSSSA students may not provide access to SLAB to non-CSSSA students.\*
3. CSSSA students may not prop open doors to SLAB or otherwise allow for unauthorized access to SLAB.\*
4. CSSSA students who participate in SLAB will be doing so at their own risk. CalArts and CSSSA is not responsible for any injury that may occur to individuals participating in any exercise activity. Participation in exercise activity is on a voluntary basis.\*
5. The SLAB is intended to give members a clean, safe and enjoyable place to exercise for general fitness purposes.\*
6. Attire: Proper athletic attire must be worn at all times. Tennis shoes must be worn at all times. Absolutely no sandals, open toed or open-backed shoes are permitted.\*



7. Food is not permitted in SLAB. No gum is allowed. \*
8. Water, Gatorade or sports drinks are permitted provided they are in a sealable, plastic container. \*
9. Radios and tape or CD players are not permitted unless they are personal units (such as a “Walkman”) equipped with headphones. \*
10. CSSSA students are required to behave according to the rules and regulations on the CSSSA Student Handbook 2024.
11. Smoking and tobacco products are not permitted in the SLAB. \*
12. CalArts and CSSSA are not responsible for lost or stolen items. \*
13. CSSSA students are required to pick up after themselves and discard trash and remove personal items. \*
14. All CSSSA students must wipe down cardio and weight room equipment after each use. Disinfecting supplies will be provided. \*
15. Weight Area Etiquette: Use of chalk is not permitted. Other CSSSA students must be allowed to “work in” between sets. Return weights to the tree or rack. Weights may not be set against the wall, mirror, benches, or other equipment. Weights or dumbbells may not be dropped on the floor or benches. \*
16. Area Etiquette: During busy times or whenever someone is waiting for a machine, observe the 30-minute time limit on all cardiovascular equipment. Wipe down equipment after each use. \*
17. Report damaged equipment immediately to the CSSSA Gym Monitor, who must be present when the SLAB is in use. \*
18. Report unsafe exercise conditions immediately to the CSSSA Gym Monitor, who must be present when the SLAB is in use. \*
19. Report injuries immediately to the CSSSA Gym Monitor, who must be present when the SLAB is in use. Please call 911 for severe injuries. \*
20. For injuries or safety issues that need immediate attention please contact Campus Safety at 661-222-2702 or, when appropriate, 911. \*
21. CSSSA and/or CalArts reserves the right to refuse service to any CSSSA student who violates these Rules or any rules posted in SLAB. If at any time a CSSSA student does not comply with the Rules or any rules posted in SLAB, the CSSSA student will be asked to leave, and/or his/her/their SLAB privileges will be revoked. \*
22. Any formal problems, questions, or concerns regarding SLAB should be submitted via e-mail to [comments@csssa.ca.gov](mailto:comments@csssa.ca.gov). Please clearly indicate the issue requiring attention, and be sure to include your name and phone number. \*

### **Hours & Access**

The SLAB Fitness Center’s (the “SLAB”) hours of operation are Monday through Friday 4:30 pm – 8:30 pm and Saturday 2:00 pm – 5:00 pm. Students may not access or use the SLAB outside these hours. Only residents of Chouinard Hall (“Residents”) are allowed to use the SLAB. To access the SLAB, students must have their CSSSA ID, which will be checked by the CSSSA Gym Monitor.

## **Section IX: Campus Safety and Security**

CalArts Safety and Security Staff provide 24-hour 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. 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 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 an emergency or unusual situation to Campus Safety, ext. 2222 from a campus phone or (661) 255- 1050, ext. 2113 or 2114 on an outside line.
- CSSSA, in cooperation with CalArts, will conduct an emergency drill the first week of the program.
- Lock all windows before leaving your room and remember to keep your bedroom and bathroom doors locked at all times.
- With an emergency or unusual situation, be prepared to describe the nature and location of the emergency.
- The emergency number is printed on all CSSSA student ID cards. ID cards are to be worn by the student at all times on a lanyard, not in their pocket.

- With an emergency or unusual situation, notify the Resident Assistant on duty immediately.
- 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, and make sure that it is turned on with at least 50% battery power.

## **EARTHQUAKE/DISASTER PREPAREDNESS AND SURVIVAL GUIDE**

### **Precautions Before an Earthquake:**

The CalArts evacuation site is the playing field to the left of the main security gate. Acquaint yourself with the safety exits from the school, offices, dorms and other places in the Institute where you normally go. There are large maps posted throughout the building, indicating exits.

### **Precautions During an Earthquake:**

1. Say calm and alert; do not panic.
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 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 cinder block walls and other objects that could fall.
7. Aftershocks of the strongest magnitude usually occur immediately following the initial earthquake. Know the location of the evacuation site and the quickest route from your normal locations in the buildings.

### **Precautions After an Earthquake:**

Remember that there are 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.
3. Walk carefully and quickly looking out for broken glass or other fallen debris. DO NOT RUN.
4. Stay to the right of hallways, allowing others to merge. Remain calm and orderly.
5. Do not tie up the phones lines to Campus Safety unless you have a genuine emergency.
6. Do not stop to talk to friends or venture anywhere other than your route to the safety field.
7. Remember the safety of others and cooperate with safety officials.
8. Regroup at the soccer field and wait for further instructions.

See the evacuation map at the end of this document for further reference.

### **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, 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. There is emergency lighting in hallways and staircases. Candles are strictly prohibited.

## **Section X: 2024 COVID – 19 PROTOCOLS**

CSSSA will be closely monitoring the status of COVID-19 leading up to the start of the summer session. We will be following all health and safety guidelines required by the State of California, and the Los Angeles County Department of Public Health. The following outlines our current policies for the summer 2024 session.

## **MASK WEARING**

Masks wearing is currently optional. Mask wearing may be an additional protective measure. Under Los Angeles County's public health rules, at the time of this publication, face masks are not required in indoor public spaces, including in classrooms.

Should the status of the COVID-19 pandemic in early July require that CSSSA impose a mask mandate, cloth masks, as well as gators and bandanas are not approved for on-campus use. Surgical masks, N95 and NK95 masks are the approved mask types.

## **COVID-19 TESTING**

Another important part of our health and safety plan is testing for COVID-19. CSSSA will provide rapid testing on campus on an as-needed basis. Testing will be required for anyone exposed to COVID-19 on or off-campus.

Any student who tests positive for COVID-19 during the program must leave the campus that same day. A parent or guardian is expected to travel to the campus that day to pick up their students. There are no exceptions to this rule. A parent / guardian must immediately travel to the campus that day no matter the distance.

## **ADDITIONAL SAFETY PROTOCOLS**

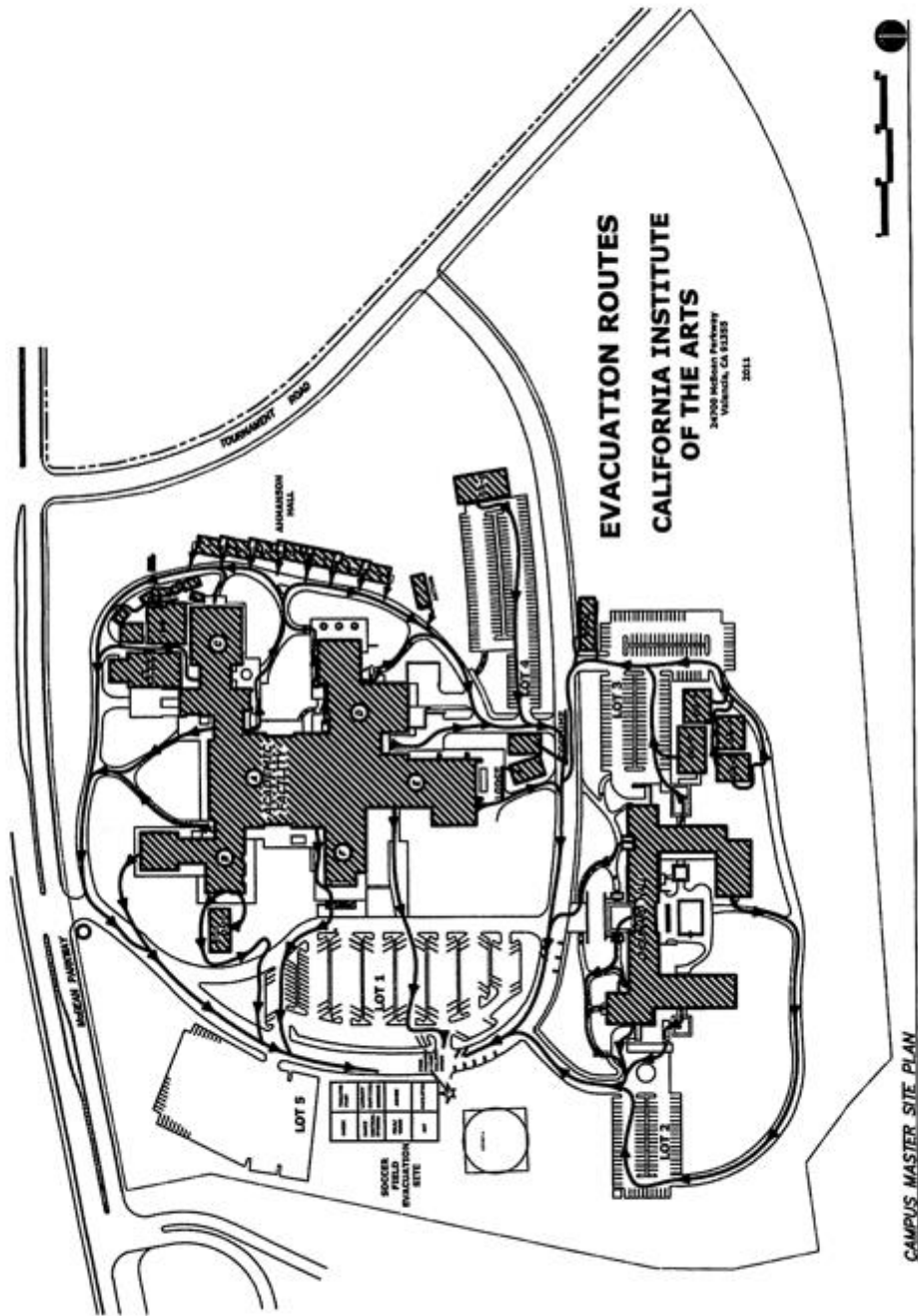
The following are additional safety protocols that we ask our community to follow:

- complete a daily symptom screening
- report to the program nurse if you have COVID-19 symptoms
- always wear the CSSSA ID
- practice mindful distancing and physical contact
- wash your hands regularly while on campus

All CSSSA faculty, staff, and students will be expected to follow these protocols for the duration of the program.

## **Campus Maps**

### **CAMPUS EVACUATION MAP**



CALARTS CAMPUS MAP

# Campus

