

CSSA CALIFORNIA
STATE
SUMMER SCHOOL
FOR
THE ARTS

2025 STUDENT HANDBOOK

Summer Bridge Program: June 14 – June 28

CSSSA Program: July 5 – August 1, 2025

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	8:30 AM - 12:00 PM

Contact Us

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

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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 38th 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 aim to broaden our students' understanding of their creative potential, regardless of their eventual life paths.

STUDENTS

The school is open to students from all 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, and screening. The CSSSA admission process is "need blind", that is, no applicant is denied entrance solely based on 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 graduate from CSSSA 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 2025 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 based on 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

Select students are offered 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 2025 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, costumes, scenery and machine shops, galleries, editing rooms, sound and video stages, a library, and cafeteria.

Chouinard Hall, the student residence facility, will accommodate all the students. 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 optional Burbank Airport shuttle services to CalArts on July 5 and from CalArts on August 1.

AIRPORT SHUTTLE INFORMATION

Summer Bridge Program

Optional shuttles to- and from- the Summer Bridge Program are offered at no additional cost to Bridge participants. Shuttles are for students only and space is limited. Shuttle stops will be determined based on the needs and starting locations of the 2025 Bridge student body. Shuttles depart from various locations around the State of California on the morning of June 14, and arrive to CSSSA by noon. Shuttles depart CSSSA and return to those locations on June 28 with drop off times in the afternoon. Participants will need to indicate their need for a shuttle on the Transportation Survey which will be email to students following their invitation to attend the Summer Bridge Program. CSSSA will carefully consider every request before finalizing official shuttle schedules.

CSSSA Main Session

July 5 - 11:00 a.m. and 1:00 p.m. (from Burbank Airport to CalArts)

August 1 - 2:00 p.m. (from Cal Arts to Burbank Airport)

CSSSA provides optional shuttles connecting Burbank Airport to CalArts on Registration Day and Graduation Day. Shuttles are for students only and space is limited. The cost is \$42 round-trip and \$21 one-way. Shuttles are payable by credit card only. Shuttle fees are non-refundable – no exceptions are made for medical, personal, or withdrawal/expulsion. To make a reservation, you will need your name, parent name, phone number, email, email, airline, city of departure, flight number, and time of arrival/departure. Once reservations are processed, students will receive an invoice by email. The email will be sent a day or two before Registration Day, July 5. CSSSA Staff

will meet students at baggage claim and escort them to the shuttles.

Travel Suggestion: If you are planning to utilize the shuttle services provided by CSSSA, we STRONGLY recommend that flights return on August 1 to be scheduled to depart AFTER 4 p.m. The shuttle departs from 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. CSSSA recommends 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. CSSSA is not responsible for students once they have departed the campus for any reason, including once they have checked out from the program.

CSSSA faculty will meet students at Baggage Claim B. If a student runs into issues on the day of pick-up, contact the CalArts Safety Office (661-255-1050, extension 2112) to get a message to the CSSSA Administration immediately. Contact comments@csssa.ca.gov with questions.

2025 SESSION START + END DATES

Summer Bridge Program

*Please note, this is a pre-CSSSA program, available to select students only. If you were not invited to attend the Summer Bridge Program, you can disregard information about this program throughout this handbook.

Registration Day, June 14, is mandatory for all Summer Bridge students. Check-in time on Saturday, June 14 is between 12:00 pm and 2:00 pm. Registration closes at 2:00 pm. Students must arrive no later than 1:00 pm to complete the check-in steps. Parent/guardian parking is available in the main lot.

Check-out time for the Summer Bridge Program is on Saturday, June 28 between 1:00 pm and 6:00 p.m. All students and parents must vacate the campus before 6:00 p.m.

CSSSA Main Session

Registration Day, July 5, is mandatory for all students. Check-in time on Saturday, July 5 is between 9:00 a.m. and 4:00 p.m. Registration closes at 4:00 p.m. Students must arrive no later than 2:00 pm to complete the check-in steps. Parent/guardian parking is available in the main lot.

Check-out time is on Friday, August 1 between 1:00 pm and 6:00 p.m. All students and parents

must vacate the campus before 6:00 p.m.

CALARTS LIBRARY

Summer Bridge Program Only: Access to books, films, and other media will be made available to students. Those 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.

Circulating books, scores and other materials must be returned to the library before the last day of the program. Students are responsible for payment for lost or damaged books before leaving CalArts. Failure to do so may result in replacement fees being deducted from contract payment.

Library Hours

Monday through Thursday	8:45 am – 7:00 pm
Friday	3:00 pm – 7:00 pm
Saturday	1:00 pm – 5:00 pm

*Please note, the library is unavailable for use during the CSSSA Main Session.

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".

Each CSSSA department has specific requirements in terms of class performance, assignment completion, attendance and behavior, which must be met 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 program requirements will result in a grade of "No Credit".

REGISTRATION + TRANSCRIPT FEE

Every student who has accepted admission to CSSSA and who successfully completes this program

in 2025 is eligible for credit. A registration form will be e-mailed to students upon successful completion of the program. To apply for the credits, students must complete the registration form and send payment in the amount of \$85.00* per unit for a total of \$255 for the 3 units earned to the College of Extended Education & Global Engagement at Cal Poly Humboldt University. The registration form and payment must be submitted by December 12, 2025. *Fees are subject to change. 2025 fee amounts will be published in August 2025 after the summer session.

Section IV: Rules, Policies, and Procedures

CSSSA is dedicated to creating an inclusive learning environment for everyone. We embrace and celebrate the unique experiences and perspectives that each person brings to our 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. All students and parents/guardians must read, understand, and comply with the rules and policies outlined in this Student Handbook. A violation of any of the below policies may result in disciplinary action and/or immediate expulsion without warning, at the sole discretion of the CSSSA Administration. As a condition of participation in the CSSSA Program, the student and parent/guardian must sign and submit the CSSSA Participation Agreement and Waiver form, which binds the participant and parent/guardian to the conduct, rules, and policies in this Student Handbook.

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.

PARENT/GUARDIAN CONDUCT RULES

The success of the CSSSA experience is a collaborative effort between students, faculty, staff, and parents/guardians. CSSSA values the partnerships we have with families and recognizes the importance of clear communication, mutual respect, and shared responsibility. All parents and guardians of CSSSA participants are expected to:

1. Understand CSSSA's rules and policies and ensure their student follows the rules and policies, as outlined in the Student Handbook.
2. Stay informed of their student's health, behavior, and wellness throughout the program. Maintain open communication with CSSSA if concerns arise.
3. Respect the authority of CSSSA staff who are responsible for ensuring the safety and well-being of ALL students in the program. This includes the support of the disciplinary policies as outlined in the Student Handbook.
4. Respect the decision making of CSSSA as it pertains to the privacy of students.

5. Respect the class schedules and program commitments of their student while at CSSSA. Students can call their parents during their free time, however, must respect curfew policies.
6. Set the standard for their student by representing themselves with integrity, including demonstrating honesty, fairness, and respect in all interactions with members of the CSSSA community, such as faculty, staff, other students and parents.
7. Provide up-to-date medical information, including required medications and/or requesting reasonable accommodations.
8. Be accountable for additional costs that may arise, such as the cost of treatment at a medical facility due to injury or illness, lost property, or intentional damages to CSSSA or CalArts property as a result of their student's actions.

STUDENT CONDUCT RULES

All CSSSA students are expected to:

1. Represent themselves and CSSSA with integrity, including demonstrating honesty, fairness, and respect in all interactions.
2. Honor and respect the artistic and academic community at CSSSA.
3. Show courtesy to all students, faculty, and staff. Respect others, their individual rights, and properties.
4. Respect and care for themselves, including but not limited to, getting adequate sleep, hydrating, eating adequate meals, utilizing health services and mental health counselors when necessary.
5. Arrive on time and attend all required classes and events.
6. Follow policies and procedures as outlined by the Student Handbook and as directed by CSSSA Faculty and Administration.
7. Care for the facilities, the environment, and their physical surroundings.

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.
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 their prescription medications as directed by the student's physician / parent / guardian.
5. Sharing personal prescription medication and/or taking prescription medication prescribed to someone else.
6. Being in a classroom or studio (1) alone without faculty / staff supervision, (2) with other students without faculty / staff supervision, or (3) 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 firearms/guns, knives, tasers, stun guns, pepper spray, blades, Exacto knives, etc.
10. Use or possession of aerosols, room deodorizers, flushing wipes or cleaning supplies.
11. Sexual harassment, physical violence, intimidation, verbal abuse, threats, bullying or harassment directed towards any CSSSA or CalArts student, teacher or staff member.
12. Vandalism and graffiti are not allowed on campus. Hate messages will be reported as hate crimes and result in automatic expulsion.
13. Damage or theft of possessions of fellow students, staff or property of CSSSA or CalArts.
14. Involvement in any illegal activity.
15. Leaving the CalArts campus during unauthorized hours.
16. Absence from required classes activities, and residence hall after curfew. Missing students will result in CSSSA contacting the local authorities immediately.
17. Entering or leaving residence halls or assigned room after curfew hours and before 6:00 a.m.

18. Inviting non-CSSSA persons onto the campus, including the residence halls.
19. Maintaining or using a car during the program.
20. Missing three classes. A class refers to a morning, afternoon, or evening session, a required activity, or a Department performance. Students will be advised on which activities are required within their discipline. Upon the third class missed, you will be ineligible for college credits and asked to leave the Program. There are no excused absences.
21. Repeated and multiple infractions of the residence hall rules.
22. Loitering in the vicinity of the CSSSA Admin or faculty offices and 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 the reporting student's status at CSSSA.

The policies apply to all students regardless of age, including students who are 18 years or older. This includes, and is not limited to, the rules and policies regarding Vehicles, Leaving the Campus, Curfew and Room Check, and Prescription/Non 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 and asked to change. Upon the third warning, the student will be asked to leave the program.

CSSSA requires students to always wear shoes and shirts. During some movement classes, shoes are removed. However, students may not leave a classroom or rehearsal space without shoes. Sandals, flip-flops, tennis shoes are all acceptable, unless otherwise indicated by faculty during classroom specific activities, such as while operating equipment in the sculpture lab.

MINOR PROTECTION 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-incidental

contact with minors during the Program.

DEFINITIONS

Staff, Adult or Faculty - Any person eighteen (18) years of age or older in a contract or volunteer capacity with the CSSSA program.

Minor - A person, eighteen (18) years or younger, who is a participant of or affiliated with the CSSSA program. For the purposes of these policies, students who are 18 or turn 18 during the program are considered minors.

1. **Background checks for employees** – CSSSA requires all staff and faculty working with minors to undertake a criminal background check via live scan fingerprinting. CSSSA Department Chairs and Administration will send the required information and forms to their department's faculty. CSSSA Administration verifies the background check prior to the Program. Contact the CSSSA Office if you have questions.
2. **Private interactions between adults and minors** – Private or secluded interactions between an adult and a minor are strongly discouraged, unless they are necessary to perform essential requirements of the program. 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 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.

Student Affairs will conduct training on site for faculty. All CSSSA Administration have taken the CDSS mandated reporter training. Any faculty that would like to take this training can find it here: <https://www.cdss.ca.gov/inforesources/ocap/mrt>.

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 is responsible for the safety and well-being of the minor. All CSSSA Staff, Faculty and Administration are considered designated adults and perform supervisory oversight of students.

5. **Housing** – 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). No adults other than Student Affairs and the Recreation Director may enter the student housing grounds. Adults must respect the privacy of minors in situations such as changing clothes and bathroom activities in shared public spaces on campus. Adults must also protect their own privacy in similar situations.

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 such as profanity, inappropriate jokes, references to sex, drugs, and alcohol and 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. These could include the local police, the County Child Protective Services and any other agency that works in child safety or law enforcement. Please see CSSSA's policy on Sexual Assault, Harassment and Misconduct.
- f. **Non-program contact with minors** - Private meetings, 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 and securing parental permission. During the CSSSA programs, CSSSA faculty and volunteers supervising minors should avoid responding to text messages, e-mails, and social media activity sent by individual minors to their personal devices or accounts. Department Chairs have a CSSSA sponsored email address. Faculty 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 minors that participate in the program. Awards or gifts for minor students must come from the program in accordance with applicable CSSSA guidelines on gifts and expenditures.
- h. **Medical treatment of minors and emergency response** - All medical treatment of minors must be provided by personnel trained in accordance with the level of care required. First aid trained staff will 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 (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.
- i. **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.
- j. **Communication** - CSSSA Administration, in partnership with Department Chairs, Health Services, Campus Safety and other CSSSA personnel, will communicate with parents or guardians regarding any incidents, accidents, or concerns that involve their health, safety, wellbeing and / or success in the program. Faculty should not contact parents.
- k. **Cameras, imaging or digital devices** and intrusions are permitted only to the extent that health and safety require.

ALCOHOL AND DRUGS

As a state agency, CSSSA is obligated 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 a student has a prescription for marijuana, they must discuss alternatives with their health care provider in advance of their arrival on the CalArts campus. Marijuana, in any form, is not allowed at 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 a student's possession, prescription or otherwise, the student 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, including but not limited to guns/firearms (real or toy), ammunition, knives, tasers, stun guns, pepper spray, blades or Exacto knives found on campus will be confiscated and turned in to the local police. Any student found in possession of a weapon will be immediately expelled from CSSSA and reported to the local police.

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 Prohibited Areas will receive early curfew upon first offense. 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 campus 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.

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

SEXUAL ABUSE PREVENTION & RESPONSE POLICY

POLICY – CSSSA 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.

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 students 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 students or staff members without their consent; displaying sexually explicit material in any form.

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.

1. **Investigation Process:** Upon receiving a report, the CSSSA will initiate a prompt, fair, and impartial investigation according to the rules established for the type of violation. 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.
2. **Confidentiality and Anonymity:** 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, Jeffrey Martin – jmartin@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.

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

Students participating in the CSSSA program may not utilize a vehicle and student vehicles are not permitted on campus. There is no need for a car, motorcycle or other vehicle during your stay at CalArts. Additionally, skateboards, rollerblades, bicycles, razors and scooters are prohibited.

Important: Students who use their own vehicle as transportation to CalArts on July 5 must arrange for someone to take it off campus and store it while they are in residence in the CSSSA program.

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 - DURING THE WEEK

All students are allowed to walk to the two shopping areas near the campus. Valencia Marketplace is a large shopping center with restaurants, a grocery store, Walmart, UPS, and more, 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 areas during their free time without an off-campus permission form on file. They may visit the two shopping areas during the following hours when they do not have classes or required activities in session:

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. Make sure to bring their ID card and cell phone (charged and powered on)
2. See the Campus Safety personnel covering the Chouinard Lobby to check out
3. Provide their name and the date & time of departure
4. 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 Administration. Failure to follow the above procedures may result in expulsion.

Valencia Marketplace and Vista Village are the only off-campus destinations allowed during the week. 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 CSSSA Administration will be informed, and the student may be subject to immediate expulsion. Private and public transportation, including friends, family, buses, taxis, Uber, Lyft, etc. is strictly prohibited.

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

LEAVING CAMPUS OVER THE WEEKEND

Students are allowed to leave campus over the three weekends during the program if permission has been granted by their parent or guardian. There will be no off-campus permission granted for the first weekend of CSSSA, July 5 and 6.

Off campus permission is available on Saturdays after class, and Sundays ONLY. Parents or

guardians must fill out the “Weekend Off Campus Permission” form at the beginning of each week to give their permission for that weekend. If this form is not on file with the CSSSA office, students will not be permitted to leave campus that weekend. There are no exceptions to this policy. The form will be sent to parents / guardians once the program has begun. It can be filled out anytime during the CSSSA Main session.

A list of the students authorized to leave campus for the weekend is posted next to the student’s RA door. If the student’s name is not on the list, then they DO NOT have permission to leave campus for the weekend. Students whose names are on the list may leave for the weekend on Saturday AFTER all class requirements or mandatory activities have been fulfilled.

If off campus permission has been granted, students must follow these checkout procedures:

- Students **MUST** sign out on the list that is posted on the bulletin board next to their RA’s room. This must be done by you before 8:00 p.m. on Saturday. No one else may sign for the student, it must be the student’s signature. Failure to sign out as directed will result in a post-midnight telephone call to the parent/guardian and three (3) nights of early curfew upon return.
- Students leaving on Saturday must be picked up by their parent/guardian by 8:00 p.m. No vehicles will be allowed past the main security gate past 8:00 p.m.
- Parents/Guardians picking up students will drive up to security gate and present their license or ID before they are allowed on campus.
- Students should be picked up at the curb in front of Chouinard Hall. Visitors and family members are not allowed to leave their vehicle nor enter Chouinard Hall.
- Students must return to campus and through the main security gate by 8:00 p.m. Sunday evening.

Students on the RA’s off-campus list who do not leave campus must inform their RA and adhere to curfew times. If they do not, they will receive an early curfew for three (3) nights.

NO 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 to pick up their students on Saturday afternoons after all classes have ended and Sundays. Parents may not leave their car or enter any buildings while completing the student’s pick-up in front of the student dorm building. Students may not leave before their classes and required activities have concluded. Refer to Leaving Campus – Over the Weekend procedures.

CLASS PARTICIPATION

The primary reason for 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. Students have an extraordinary opportunity to work with master teachers and artists in the studio and on stage.

To fully profit from the CSSSA program, students should make every effort to take advantage of all planned activities. Students are expected to attend all classes, performances, workshops and other activities that are part of their primary areas of study. Continuous attendance and participation throughout including the final days of CSSSA are mandatory.

To receive college credit, students must attend all required activities through the end of the program. 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

ATTENDANCE POLICY

There are no excused absences during CSSSA. A class is the equivalent of one-half day of instruction. A class is also considered a mandatory evening activity. As a reminder, classes run six days per week during CSSSA, Monday through Saturday. Students must be in class at all times. Failure to attend class will be documented by the student's academic department, and the CSSSA Office. After two absences, the student is on academic warning. Upon three (3) missed classes, students are dismissed from the program.

Please note that CSSSA encourages students to complete routine medical appointments before attending the program. Students cannot receive excused absences for medical appointments nor medical emergencies.

CELL PHONES + OTHER DEVICES

If CSSSA needs to reach the student for any reason during the program, CSSSA will call the student's cell phone number provided in the pre-registration packet. If a student acquires or changes cell phone numbers, they must update their phone number immediately. It is the student's responsibility to set up voicemail to receive messages and ensure that their inbox is not full during the program. Students are reminded to keep cell phones powered on and charged and to take them when leaving the campus for field trips and visits to the shopping area during approved hours.

The use of cell phones for text or voice communications, sent or received during class time or performances is strictly prohibited. Please have phones turned off or on silent mode during classes to avoid disruptions. Faculty will confiscate the device if students are sending or receiving messages during class. Devices are turned over to the Department Chairperson and CSSSA Administration will determine the length and time of restriction.

To preserve the privacy of the Chouinard residents, video chat is expressly prohibited in 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 CalArts Safety will get the message to the residence hall immediately.

Unless there is an emergency, parents/guardians must refrain from calling or texting their student after curfew, 11:00 p.m. Sunday through Friday and 12:00 a.m. on Saturday. The student will be in violation of the policy and are subject to receive disciplinary action.

CSSSA TECHNOLOGY

CSSSA may provide laptops, desktop computers, tablets, software, and other digital devices to support creative and academic work. All CSSSA Technology are the property of the State of California and are entrusted to students to be used for educational purposes only. Students must treat CSSSA Technology as valuable resources and must agree to use it responsibly and safely. CSSSA will monitor the use of all devices including internet usage and network traffic to ensure appropriate use and policies are being followed.

Responsible Use of CSSSA Technology

1. Authorized Use Only – CSSSA Technology is only to be used for CSSSA projects as directed by the teacher or Department Chair.
2. Protect Login Information – Students must keep their user account(s), passwords, and/or other unique identifier used to authenticate into CSSSA Technology private and secure.
3. Report Misuse and Security Issues – Students must report any damage, loss, suspicious activity, security concerns, or violations to this policy immediately to their Department Chair.

Prohibited Use of CSSSA Technology

1. Illegal Activities – Students must not engage in any activity that is illegal under local, state, federal, or international law.
2. Accessing or Sharing Inappropriate Materials – Students must not use the internet or other CSSSA Technology to access, submit, post, publish, forward, download, scan, or display inappropriate, offensive, defamatory, discriminatory messages or media.
3. Violation of Student Handbook Policies – Students must not engage in activities that may violate Student Handbook policies, including but not limited to policies on discrimination and harassment.

4. Cyberbullying – Students must not use CSSSA Technology to harass, threaten, denigrate, or cyberstalk others with the intent to scar, hurt, or intimidate them.
5. Invasion of Privacy – Students must not engage in activities that violate or infringe on the rights of another person, including the right to privacy.
6. Engaging in Harmful Activities – Students must not engage in activities that could harm CSSSA Technology or network performance, such as creating/uploading malicious software, avoiding or bypassing web filters, or using the network or data storage that would degrade the performance or disrupt the use by others.
7. Violating Copyrights or Software Licenses – Students must not download, copy, duplicate or distribute unauthorized copyrighted materials.

Enforcement

Depending on the severity of the violation, students may lose access, face disciplinary action, or be expelled from the program. Where illegal activities are suspected, CSSSA will report such activities to the appropriate authorities.

PHOTO ID CARD

Students will be issued a photo ID card on Registration Day, July 5, 2025. The ID card must be worn around the neck and visible at all times, including on off-campus field trips. Students will not be allowed onto field trip buses without their ID card. Students who need to be reminded to wear their ID card repeatedly will be subject to disciplinary action. 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

Students assume full responsibility for their possessions and property, including all valuables and electronics, while at CSSSA. Students must always keep their backpack and valuables with them. Do not leave belongings in classroom spaces or in the cafeteria. CSSSA and CalArts are not responsible for any lost or stolen items. Lost and Found is in the Residence Halls and in the Campus Safety Office. The CSSSA Main Office does not hold student possessions.

MEALTIME ATTENDANCE

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 students deal with a very busy and demanding daily schedule. Bon Appetit will provide food service to CSSSA in the CalArts cafeteria. Students must show their CSSSA ID card to be served.

Past menus can be found on the CSSSA website. Meals are varied and offer vegetarian, vegan, and gluten-free options. If you have a food allergy concern or specific dietary restrictions, please contact the Bon Appetit General Manager at café@calarts.edu in advance of the program.

MEALTIMES

Breakfast	7:00 AM	-	9:00 AM
Lunch	11:30 AM	-	1:30 PM
Dinner	5:00 PM	-	6:45 PM
Evening	8:30 PM	-	10:00 PM

The menu and daily schedule will be published in the Purple Blurb, CSSSA's daily electronic newsletter. Parents/guardians are sent the newsletter as well. Students on CSSSA academic or optional field trips will be provided with brown bag lunches.

CAFETERIA RULES

1. Students bus their own tray and clean up after themselves.
2. Students must conduct themselves appropriately while in a common dining area.
3. ID cards are required to use the cafeteria. ID cards must be worn visibly around the neck.
4. Shoes, tops and shirts must be worn in the cafeteria at all times.

REFUNDS

Students are required to pay all tuition and processing fees by the enrollment date of May 23. If a student must withdraw their enrollment, they must submit a withdrawal request by emailing comments@csssa.ca.gov PRIOR to Registration Day, July 5, 2025, to be eligible for a refund of tuition (see below). Your official withdrawal date is determined by the date your withdrawal request, submitted in writing via email to CSSSA. Once a student arrives and registers on Registration Day, no refunds will be issued for any reason, including medical, personal, or dismissal/expulsion.

Non-refundable items: No application fees, materials fees, field trip fees, shuttle fees, or processing fees will be refunded at any time. The cost of travel to and from the program will not be reimbursed.

Notice of withdrawal given at least 2 weeks (14 days) prior to Registration Day	Full refund of tuition only
Notice of withdrawal given at least 1 week (7 days) prior to Registration Day	Full refund of tuition minus \$800
Notice of withdrawal given less than 1 week (7 days) prior to Registration Day	50% refund of tuition only
Withdrawal during program	No refunds

Please allow 6-8 weeks processing time for all refunds. Program tuition and fees cannot be transferred or deferred. If you enrolled and can no longer attend, please follow the withdrawal instructions above.

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 PLAGARIZED 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 expelled from the program. If you present plagiarized work while at CSSSA, you will be expelled 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, the Resident Assistant and/or Student Affairs Officers must be consulted. Matters relating to the instructional program should be directed to the appropriate faculty member or the department chairperson. Disagreements or concerns with Resident Assistants should be addressed to the Residence Life Director. CSSSA Administration will be notified of all issues.

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, referral to Student Affairs 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 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. **Other Infractions** - All other infractions will be handled by the CSSSA Administration. 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** - In the event of an expulsion, the student's parents or guardians 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. Regardless of the location of the parents/guardians, a same-day pick up is required. Expulsion is at the absolute discretion of the CSSSA Administration. No refunding of fees or awarding of college credit will be made to a student who has been expelled from CSSSA.

Section V: Residential Life

RESIDENTIAL LIFE

CSSSA students will be staying in separate gender-based 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 is set up for triple or quadruple occupancy. Rooms are furnished with tabletop desks, chairs, double and/or two single wardrobes, and chests of drawers. Due to the number of students in each room, it will be necessary for each student to share these provided furnishings.

Each student will have a long twin-sized mattress supported by a bed frame or a portable cot with a long twin-size mattress. Most regular twin sized sheets will fit snugly around the long twin mattress.

Each room in Chouinard Hall has free wireless internet access available. Students must be

mindful of the impacts of their electronic devices to those around them, such as their roommates. It is the responsibility of the student to keep their devices in a safe space. CSSSA is not responsible for lost, stolen, or damaged items.

There are TV lounge areas within Chouinard Hall for student use.

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 also make 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.

RESIDENCE HALL RULES

When students move into the Chouinard Hall at CalArts, they are both tenant and guest. By accepting the invitation to become a participant of CSSSA 2025, students are making a commitment as student artists and as a member of a residential community. Students and their roommate(s) agree to jointly maintain their residence unit in a clean, safe, sanitary condition and promise to leave that unit in a clean and orderly condition at the conclusion of their residency. The following regulations apply to residents of Chouinard Hall:

1. The room assignment for the CSSSA Main Session in Chouinard Hall is from July 5 until August 1, 2025. If the student withdraws or is dismissed from the program prior to the end of session, they must vacate their room immediately and follow established check out procedures as defined by the Residence Life Office.
2. Students are officially checked in when they accept a key to their assigned room and are therefore subject to all residence requirements as established by CSSSA and CalArts.
3. If students leave the program for any reason, they are officially checked out of the program upon return of their dorm key. At that time, students must immediately exit the campus. Once checked out, students are not permitted in any of the CalArts

facilities.

4. Students must observe all regulations regarding quiet hours, curfew and lights out.
5. Playing instruments inside Chouinard Hall is strictly prohibited. Art supplies may not be used or stored in Chouinard Hall.
6. Students assume full responsibility for any loss or damage to their own property while residing in Chouinard Hall.
7. The student's assigned room is for the exclusive use of the student and their assigned roommates. Non-CSSSA people are not allowed to inside Chouinard Hall, including the lobby.
8. The Resident Assistants and the Residence Life Office staff work hard to provide a clean, safe and well-managed residence facility. Always treat them with respect and courtesy.
9. All interior walls are to be treated with care. Nothing can be taped, pasted, nailed, tacked or hung to the room's wall without prior approval. The student and their roommates are responsible for leaving walls, ceilings, etc., in their original condition.
10. Any damage the student causes to their accommodations beyond that arising from normal wear and tear WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.
11. All dorm assignments are made by the Residence Life Director, Room 101. Room assignments may not be switched or changed without prior approval from the Residence Life Office.
12. In the event of a vacancy due to reassignment or withdrawal from the program, the Residence Life Office may assign a new roommate to fill the vacancy.
13. If a student's behavior consistently causes other students to request a change in room assignments, that student may be reassigned to a different room or asked to leave the program.
14. The following items are not permitted in the residence halls: waterbeds, mini refrigerators, cooking appliances of any kind, electrical appliances not approved by Residence Life, fireworks, guns/firearms or any type of weapon (real or toy), ammunition, knives, tasers, stun guns, pepper spray, blades, Exacto knives, 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.
16. To preserve the privacy of the Chouinard residents, video chat is expressly prohibited

inside 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 will post the scheduled cleaning day and time. 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. Students must lock their dorm doors, bathroom doors, and windows when leaving their room.
23. There is 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.

RESIDENT ASSISTANTS

Resident Assistants (commonly called "RAs") live in the residence halls with students. 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 RAs 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 1 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 RA. The RAs 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

RAs will be on duty each evening within Chouinard Hall. Their duty schedule will be posted on each floor and in the main lounge on the 1 floor by the RA desk. RAs will be on their assigned floors for student "room checks". When on duty, the RAs are available to all residents of each floor and will handle any emergency in conjunction with safety personnel, and CSSSA on-call staff as needed. CSSSA on-call staff will contact the student's parent/guardian in the event of an emergency, such as a student missing curfew or requiring transport to a medical facility.

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. Students are informed of their room assignment on Registration Day. An effort will be made to place students with different majors to expand their interdisciplinary contacts. There is no guarantee that 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 RA and Residence Life Office for resolution.

NOTE: Specific roommate requests are NOT guaranteed. For the Residence Life Office to take into consideration any specific roommate requests, 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.

QUIET HOURS

Since the daily schedule is very full and demands concentrated participation, students and staff need to have adequate rest. 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 loud or disruptive noise is permitted inside or outside the room during these quiet hours. Students should report any disturbance to their RA

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

Students must always lock their dorm doors, bathroom doors, and windows whenever they leave their room. This is protection for the student as well as the roommates that occupy that room. If students locked their key in their room, they 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 RA on duty or the safety personnel will assist. If the room key has been lost or stolen, students must report it immediately to the Residence Life Office. The student is responsible for a \$15.00 charge for a new room key. When a change of locks is required, the student is responsible for a \$75.00 charge.

CLEANING

General room cleanliness is the responsibility of the student and their roommate(s). Custodial cleaning happens twice per week. Times will be established between the student, their suite mates and the RA on the floor to accommodate everyone's schedule.

The custodial crew will clean the bathroom area twice per week. Students will be advised of the cleaning schedule after check-in. Each resident will be responsible for removing all personal items from the bathroom area prior to the custodial crew scheduled time. Students are responsible for the removal of personal trash on a daily basis. Outside dumpsters, for student use, are located at either side of Chouinard Hall. Anyone consistently refusing to clean their room and causing a health hazard may be subject to expulsion.

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, missing furnishings or appliances, 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 artwork, will be charged \$35.00 or more. To avoid a fine, please ensure 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 students are strongly encouraged to use one before checking out. Unless CalArts can determine which roommate is responsible for the damages or items left behind, each roommate shall be assessed the same fine. For example, if a bag of trash is found in the room, each roommate will be charged \$35.00. These are 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 from the maintenance staff, students should contact the RA 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 reusable water bottles. There are several filtered water stations throughout the campus. By utilizing 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. If students are in the adjoining suite and not their assigned room, they will receive a disciplinary action. On Saturday evenings, students must be on their floor by 11:00 p.m. and in their assigned room by 12:00 midnight. RA's will begin their room checks promptly at these times. One minute is considered late.

SUNDAY - FRIDAY CURFEW

On assigned hall by 10:30 p.m.

In room by 11:00 p.m.

SATURDAY CURFEW

On assigned hall by 11:00 p.m.

In 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 RA

RELIGIOUS SERVICES

CSSSA is an agency of the State of California and as such is a non-sectarian institution. If the student wishes to attend religious services, it is the student's responsibility to make travel arrangements to and from services. A parent or guardian must give permission to the CSSSA office at least three days in advance by emailing comments@csssa.ca.gov.

FOOD DELIVERY

A student ordering from a food delivery service must meet the driver at the front gate. Delivery drivers will NOT be allowed to enter the campus. Students must be mindful of class, required activities and curfew prior to placing the order. Students will not be allowed to leave to pick up food if the driver arrives DURING class/required activity or AFTER curfew. CSSSA is not responsible for food left at the front gate.

MAIL

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.

Receiving mail is restricted to essential or time-sensitive items only. Essential items are limited to government documents and medication. If a delivery is necessary, please email or call CSSSA Administration in advance to ensure timely delivery. Mail will be available at the CSSSA Office for pick up by the student. Students must open their packages in the presence of CSSSA staff. Do not go to the Residence Life Office in search of mail. Amazon deliveries are not accepted on campus.

Essential or time sensitive mail should be addressed as follows:

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

MESSAGES TO STUDENTS

Parents/guardians may contact the Residence Life Office during business hours (Mon-Sat 8:00am – 4:00pm). Phone messages will be delivered as quickly as possible.

Residence Life Director – 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. Students are notified of their assigned laundry room during registration. Students may only use their assigned laundry room. To avoid late curfew, do not start laundry after 8:00 p.m. The machines use an app to receive mobile payments. All major credit cards are accepted.

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. The CSSSA Main Office does not hold any missing student items.

Section VI: What to Bring / Not to Bring

RECOMMENDED ITEMS TO BRING –

- set of regular twin sheets
- pillow and pillowcase
- blanket or sleeping bag
- bath towels and wash cloth
- swimsuit and towel for swimming pool
- alarm clock and/or wristwatch
- laundry soap
- Toiletries, such as shampoo, soap, toothpaste, toothbrush, hairbrush, etc.
- bathroom caddy or bag to carry personal toiletries
- coat hangers
- lamp (no halogen lamps allowed)
- reading light (recommended)
- fan (recommended)
- small trash can (liners will be provided)
- ear plugs or other sleep items
- Cellphone and charger

DO 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
- Other prohibited items - waterbeds, mini refrigerator, cooking appliances, electrical appliances, fireworks, guns/firearms or any type of weapon (real or toy), ammunition, knives, tasers, stun guns, pepper spray, blades, Exacto knives, 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.

Please keep in mind that space is limited. Meals are provided, as well as most supplies for program coursework. There are laundry facilities on site in the dorms. While the summer weather at CalArts is seasonably hot, all campus facilities are equipped with AC units. Therefore, it is recommended that student plan to dress in layers to accommodate outdoor and indoor living/working spaces on campus. Do not overpack is the best rule of thumb.

CLOTHING RECOMMENDATIONS

Keeping in mind CSSSA's Dress Code, casual wear (shorts, jeans, T-shirts) is appropriate everywhere on campus. Some students may be required to bring specific clothing for their discipline. A sweatshirt or light jacket may be needed for early mornings and late evenings. Hats may be needed to limit sun exposure. 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 program. Remember space is limited so do not bring more than is necessary.

SPENDING MONEY

Students will need spending money for the four weeks they will be on the CalArts campus. Students will need a credit/debit card for laundry services. Cash may be needed to cover medical services and prescriptions if costs are not covered by a medical insurance plan. Students should have enough money to pay co-pay amounts for all office visits and prescriptions. Students may need spending money when visiting the local shopping centers and attending field trips.

CalArts has two ATM machines on campus. The ATM machines are located near the mailroom and outside the cafeteria. Valencia Marketplace has a Chase Bank and a Wells Fargo Bank. Both are within walking distance of the CalArts campus.

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 Summer Bridge Program and the Main CSSSA session. Information regarding field trips for CSSSA 2025 will be emailed to the student and parent/guardians in early June along with instructions for signing up.

Optional field trips are not included in the cost of tuition; they are offered at an additional cost. Payment for the field trips is made by credit card only until all tickets are sold. Space is limited and all optional field trips are non-refundable and non-transferable. If a student registers for a field trip by paying the fees, they cannot receive a refund under any circumstances. This includes early withdrawal from the program, dismissal from the program, or unable to attend for any reason. If a student signed up for a field trip but is unable to attend, they must notify CSSSA at comments@csssa.ca.gov. Students who remain on campus will have a variety of scheduled activities to enjoy if they do not attend the optional field trips.

Invited students will be notified of the upcoming field trips in June leading up to the start of the program. Once field trips are made available on the web portal, they will remain open for registration until individual fields trips are fully booked. It is recommended to sign up as quickly as possible as some field trips book within 48 hours of becoming available.

CSSSA T-SHIRTS

CSSSA graduates receive a 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. There are no Summer Bridge Program t-shirts.

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, students should take care of medical issues by 5:00 p.m., otherwise, the student may end up in the Emergency Room or Urgent Care for many hours with a CSSSA chaperone.

Prescription Medications - All prescription and nonprescription medications must be logged with the campus Health Services Office on Registration Day, July 5, 2025, between the hours of 9 a.m. and 4 p.m. All prescription and nonprescription medications **MUST** be in the original prescription bottle with prescribed dosage, doctor's name and student's name if applicable. 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 dismissed from 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-count (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 the Pre-Registration packet, it is imperative that the parent/guardian attach copies of their student's medical insurance cards. Additionally, students should keep a copy in their possession. Students and parents are responsible for the total cost of any medical care provided. Students should have funds to pay 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-emergency appointments. Parents must inform CSSSA in advance of the appointment by emailing comments@csssa.ca.gov three (3) days in advance so that the parent will be admitted through the campus gate. Parents will meet their student in front of Chouinard Hall and must not leave their vehicle.

Health Emergency - If an emergency occurs after office hours, the RA 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, the caller 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 require certain accommodations to meet the program's demands shall notify CSSSA of their request for accommodations on the CSSSA Medical Form. The CSSSA program will use this information to follow up with a CSSSA Request

for Accommodations Form to collect accommodation details. This request must be received by CSSSA by at least 2 weeks prior to the start of the program 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. If agreement on a reasonable accommodation cannot be reached, the participant may withdraw from the program and will receive a full refund of 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 -

Monday + Tuesday	12:00 p.m. to 5:00 p.m
Wednesday	12:00 p.m. to 7:00 p.m
Thursday + Friday	12:00 p.m. to 5:00 p.m

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, softball, soccer, billiards, and volleyball. Sports equipment may be checked out with the Recreation Director. To reserve

and check out equipment, students will need to show your CSSSA ID. In addition to individual or self-generated group activities, sports competitions and special events may 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 any time.
3. No glass of any kind is allowed in or near the pool area.
4. Proper bathing attire is always required.
5. No flotation devices will be permitted.
6. Appropriate physical behavior in and around the pool must be always observed.
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 ID card when entering the pool area.

NO GYM AVAILABLE

CSSSA does not have a gym available to students during the program. Students may use the equipment and facilities noted above to exercise. There is also a running path for laps around the campus. Students may also consider bringing easy-to-pack portable exercise equipment and yoga mats.

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

All students must have an American emergency parent/guardian contact on file throughout the CSSSA session. The designated parent/guardian may request a second emergency contact by emailing comments@csssa.ca.gov. A second contact may also be added during Registration Day at the main check-in desk.

PRECAUTIONARY MEASURES

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

- Report any 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. Be prepared to describe the nature and location of the emergency.
- An emergency or unusual situation, notify the Resident Assistant on duty immediately.
- CSSSA, in cooperation with CalArts, will conduct an emergency drill the first week of the program.
- Lock bedroom doors, bathroom doors, and all windows before leaving the dorm.
- The emergency number is printed on all CSSSA student ID cards. ID cards are to be always worn by the student on a lanyard, not in their pocket.
- 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.
- Always carry cell phones, and make sure that it is turned on with at least 80% 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. Students must familiarize themselves with the safety exits from the school, offices, dorms and other commonly visited places on campus. There are large maps posted throughout the building indicating exits.

PRECAUTIONS DURING AN EARTHQUAKE

1. Stay 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. 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 as not to be thrown into running machinery. Turn off the 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 locations in the buildings.

PRECAUTIONS AFTER AN EARTHQUAKE

Remember that there are aftershocks. Once 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

1. Exit according to 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 phone lines to Campus Safety unless there is a genuine emergency.
6. Do not stop to talk to friends or venture anywhere other than the 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.
9. See the evacuation map at the end of this document for further reference.

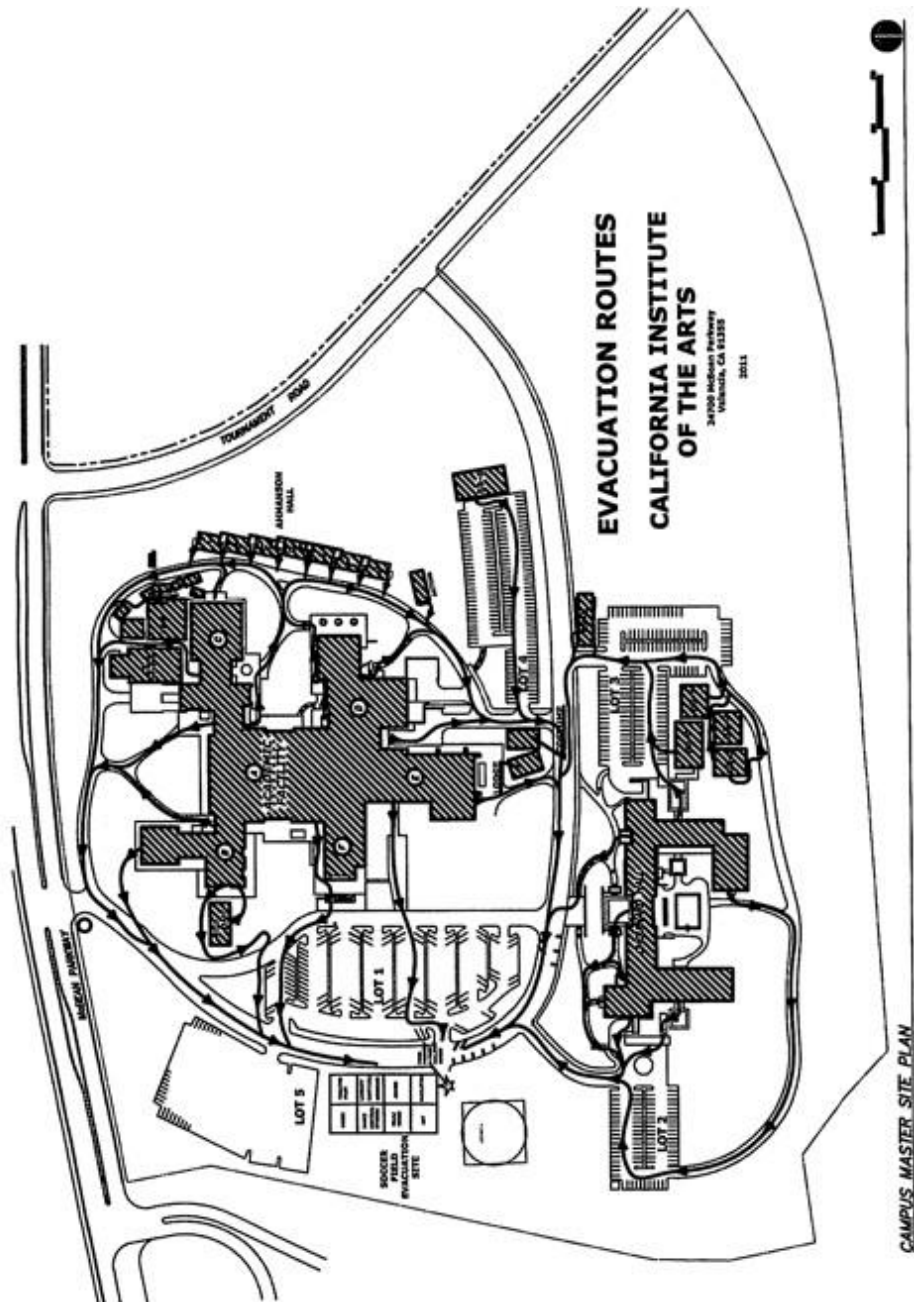
POWER OUTAGES

Students will be given specific instructions during the department orientation 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.

Campus Maps

CAMPUS EVACUATION MAP



CALARTS CAMPUS MAP

