

CSSA CALIFORNIA
STATE
SUMMER SCHOOL
FOR
THE ARTS

2026 STUDENT HANDBOOK

July 4 – August 1, 2026

CA State Polytechnic University, Pomona



CSSSA Main 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

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Table of Contents

Section I: California State Summer School for the Arts	1
HISTORY.....	1
MISSION	2
STUDENTS.....	3
SITE	3
FACULTY	3
FUNDING	3
Section II: California State Polytechnic University, Pomona	4
CAL POLY POMONA INFORMATION	4
GETTING TO CAMPUS.....	4
2026 SESSION START + END DATES	5
CAL POLY POMONA LIBRARY.....	6
Section III: College Credit	6
Section IV: Rules, Policies, and Procedures	7
PARENT/GUARDIAN CONDUCT RULES	7
STUDENT CONDUCT RULES	8
DRESS CODE	9
MINOR PROTECTION POLICY FOR STUDENTS + FACULTY + ADMINISTRATION	10
ALCOHOL AND DRUGS	13
WEAPONS.....	14
GRAFFITI	14
PROHIBITED AREAS	14
SEXUAL ABUSE PREVENTION & RESPONSE POLICY	15
HARASSMENT & DISCRIMINATION - TITLE IX POLICY	16
VEHICLES AND OTHER TRANSPORT DEVICES.....	17
LEAVING CAMPUS - DURING THE WEEK.....	18
LEAVING CAMPUS OVER THE WEEKEND	18
NO CAMPUS VISITORS.....	19
CELL PHONES + OTHER DEVICES.....	21
CSSSA TECHNOLOGY	21
PHOTO ID CARD.....	23
POSSESSIONS.....	23

MEALTIME ATTENDANCE	23
REFUNDS	24
ACADEMIC INTEGRITY POLICY	25
AI POLICY.....	26
STUDENT MEDIATION.....	27
DISCIPLINARY ACTION.....	28
Section V: Residential Life	29
RESIDENTIAL LIFE.....	29
GENDER INCLUSIVE HOUSING	29
RESIDENCE HALL RULES.....	30
RESIDENT ASSISTANTS.....	32
RESIDENCE LIFE DIRECTOR	32
NIGHT DUTY.....	33
ROOMMATE ASSIGNMENT.....	33
QUIET HOURS	33
KEYS.....	34
CLEANING	34
DORM DAMAGES	34
REPAIRS AND MAINTENANCE.....	35
RECYCLING + WATER CONSERVATION	35
CURFEW + ROOM CHECK	35
RELIGIOUS SERVICES.....	35
FOOD DELIVERY	35
MAIL	36
LAUNDRY ROOMS.....	36
FACULTY HOUSING	36
Section VI: What to Bring / Not to Bring.....	37
OPTIONAL FIELD TRIPS	38
CSSSA T-SHIRTS.....	39
Section VII: Health + Wellness Services.....	39
REQUESTS FOR REASONABLE ACCOMMODATIONS.....	40
MENTAL HEALTH	41
Section VIII: Recreation	41

RECREATION	41
NO GYM AVAILABLE	42
Section IX: Campus Safety and Security	42
EMERGENCY COMMUNICATIONS	42
PRECAUTIONARY MEASURES	42
EARTHQUAKE/DISASTER PREPAREDNESS AND SURVIVAL GUIDE	43
POWER OUTAGES.....	45
CAMPUS EVACUATION MAPS	45

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 39th summer of operation, CSSSA has trained nearly 20,000 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 State Polytechnic University, Pomona, will host the 2026 summer session.

FACULTY

The CSSSA faculty is composed of professional artists and arts educators in the eight artistic disciplines taught at the school: animation, architecture and environmental design, dance, film, music, theater, visual arts, and writing. Faculty members are selected based on artistic excellence in their arts industries as well as their teaching expertise.

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 private 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, select students each year will be designated as scholarship recipients.

During the fourth week of the 2026 session, CSSSA faculty 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 the scholarships. The CSSSA Foundation provides 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.

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 alumni with more than \$3 million in scholarships since 2008.

Section II: California State Polytechnic University, Pomona

CAL POLY POMONA INFORMATION

The 2026 CSSSA program will be hosted by the California State Polytechnic University, Pomona (Cal Poly Pomona) in Pomona, California. Cal Poly Pomona opened 1938 in San Dimas as a satellite campus of California Polytechnic State University, San Luis Obispo. About a decade later, W.K. Kellogg, the entrepreneur who founded the Kellogg Company, deeded his winter resident of over 800 acres of land to the state of California, which is today's Cal Poly Pomona campus. In 1961, women were allowed to be part of the student body for the first time ever. Five years later, the Pomona campus separate from SLO and became California State polytechnic College, Kellogg Campus. In 1972, university status was granted and the school was renamed California State Polytechnic University, Pomona.

GETTING TO CAMPUS

CAR: The Cal Poly Pomona campus is located at 3801 West Temple Avenue, Pomona, CA 91768. The campus is located in the eastern section of Los Angeles County and is bordered by Highway 10 and Freeway 57.

AIR: Ontario International Airport, which is serviced by most major airlines, is 14 miles from campus. CSSSA will provide optional Ontario Airport shuttle services to Cal Poly Pomona on July 4 and from Cal Poly Pomona on August 1. Students interested in taking the optional shuttles will be sent a registration link in May and will need to pay an additional fee. The shuttles are available for students only.

AIRPORT SHUTTLE INFORMATION

July 4 - 11:00 am and 1:00 pm (from Ontario Airport to Cal Poly Pomona)

August 1 - 2:00 p.m. (from Cal Poly Pomona to Ontario Airport)

CSSSA provides optional shuttles connecting Ontario Airport to Cal Poly Pomona on Registration Day and Graduation Day. Shuttles are for students only and space is limited. The cost is \$40 round-trip and \$20 one-way, plus a 2.99% transaction fee. 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, , airline, city of departure, flight number, and time of arrival/departure. Once reservations are processed, students will receive an invoice by email. CSSSA Staff will meet students outside of Terminal 2 under the Baggage Claim sign and escort them to the shuttles.

Travel Suggestion: If you are planning to utilize the shuttle services provided by CSSSA, flights returning on August 1 should be scheduled to depart after 4:00 pm. The shuttle departs from the campus at 2:00 pm and will deliver students to the airport. Students 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. Ride share services allow minors to utilize their services through teen accounts. Parents should research this option if interested in utilizing these services.

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.

If a student runs into issues on the day of arrival or departure, contact the CSSSA Main Office at 916-413-0607 or email comments@csssa.ca.gov.

2026 SESSION START + END DATES

Registration Day, Saturday July 4, is mandatory for all students. Check-in time 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.

Graduation Day, Saturday August 1, is also mandatory for all students. Check-out time is between 1:00 pm and 6:00 p.m. All students and parents must vacate the campus before 6:00 p.m.

Parking: Parent/guardian parking is available in Cal Poly Pomona Parking Lot P and Q, which are adjacent to the student residence halls. This is where most Registration Day and Graduation Day

activities take place. Parking is generally free for up to 2 hours on Registration Day and Graduation Day. Visitors who wish to stay for the full day are recommended to purchase a day-long parking pass for \$8. To purchase parking, signage is posted around all lots. Visitors must first download a parking app and then pay for the day-long pass using license plate information. There is no physical pass, rather, your parking reservation is logged in the Cal Poly Pomona system.

CAL POLY POMONA LIBRARY

Library Hours

Monday through Thursday	7:30 am – 8:00 pm
Friday	7:30 pm – 5:00 pm
Saturday and Sunday	Closed

Students do not have the ability to check out materials but may use them while in the library.

Section III: College Credit

Students who successfully complete the California State Summer School for the Arts program will receive three semester units of California State University course credits through Cal Poly Pomona. 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 have satisfactorily completed their departmental programs will receive a grade of “Credit”.

Each CSSSA department has specific requirements for class performance and assignment completion. CSSSA also has school-wide attendance and student conduct requirements, which are outlined in this Handbook. All requirements must be met for a student to receive a grade of “Credit”. These requirements will be described in full by the chair of each department during program orientation meetings, which will be held at the beginning of the CSSSA session. Failure to meet the program requirements will result in a grade of “No Credit”.

TRANSCRIPTS

Every student who successfully completes the program is eligible for credits. Following CSSSA Graduation, Cal Poly Pomona will receive confirmation of all graduates who received credits. CSSSA students will be issued Cal Poly Pomona credits and a digital transcript by email. If a student would like to receive multiple transcripts, they can be ordered through the [National Student Clearinghouse Transcript Ordering Center](#) for a small fee per transcript. The Cal Poly Pomona

Registrar will hold the student records indefinitely, so transcripts can be ordered in future years as needed for college applications and other opportunities.

Section IV: Rules, Policies, and Procedures

CSSSA is dedicated to creating an inclusive learning environment for all students. CSSSA embraces and celebrates the unique experiences and perspectives that each student brings to the 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.

As a residential program, Cal Poly Pomona 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 Cal Poly Pomona's 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 their partnerships 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 required program commitments of their student while at CSSSA. Students may call their parents during their free time, however, they must respect class time and 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 / unintentional damages to CSSSA or Cal Poly Pomona 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, equipment and supplies, 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 student, teacher or staff member, or any other student resident, staff, or visitor to the Cal Poly Pomona campus.
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 Cal Poly Pomona.
14. Involvement in any illegal activity.
15. Leaving the Cal Poly Pomona campus during unauthorized hours.
16. Absence from required classes, activities, and residence hall 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 showcase. 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. Violating any and all 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 appropriate for program activities. It is recommended that students bring a variety of clothing options including a light jacket or sweatshirt for early morning/late evening

activities. Hats are recommended to reduce sun exposure.

Clothing with inappropriate language or offensive messaging is prohibited. Students wearing inappropriate clothing will be warned and asked to change. Failure to comply will result in the student being asked to leave the program.

CSSSA requires students to always wear shoes. 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. Students will be walking frequently; comfortable shoes are recommended.

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-incident 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.

Policy

- 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** – Students will be monitored and supervised by CSSSA faculty as well as Cal Poly Pomona security. 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, the Recreation Director, and Health Services 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 Cal Poly Pomona campus. Marijuana, in any form, is not allowed at CSSSA. CSSSA and Cal Poly Pomona reserve 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 Cal Poly Pomona policies may be occurring. If marijuana is found in a student's possession, prescription or otherwise, the student will be expelled immediately.

Smoking

Cal Poly Pomona is a smoke-free campus. 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 Cal Poly Pomona building, is prohibited. Smoking is NOT permitted in any building on campus by anyone,

including those over the age of 21.

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 Cal Poly Pomona 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 any building on the Cal Poly Pomona campus. Spray paints and other hazardous/toxic materials are prohibited. Messages 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 may not enter Prohibited Areas under any circumstances. Offenders will be subject to review and potential expulsion. Prohibited Areas include any location outside of the designated green zone:



Students are never allowed into faculty residential suites or other private offices and storage spaces occupied by faculty/staff. Students found in these locations will be subject to expulsion.

Students may only access spaces designated by CSSSA. Approved locations within the campus perimeter include academic facilities, walkways, green lawns, and other campus resources, such as the Bronco Student Center, the Library, Rainforest, and the Japanese Garden. Students who need directions or guidance for accessing approved facilities should contact the Main CSSSA Office.

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 AND OTHER TRANSPORT DEVICES

Prohibited: Students participating in the CSSSA program may not utilize any vehicles. Under no circumstances are student cars, motorcycles, or other vehicles permitted on campus. There is no need for them during your stay at Cal Poly Pomona. This also includes e-bikes, e-scooters, and other electronic transport devices. Important: Students who use their own vehicle as transportation to Cal Poly Pomona on July 4 must arrange for someone to take it off campus and store it while they are in residence in the CSSSA program. Cal Poly Pomona parking permits are issued to faculty only. If a vehicle is found on campus without the appropriate Cal Poly Pomona parking permit, it will be towed at the owner's expense.

Permitted: Students may use manual transportation devices such as skateboards, rollerblades, bicycles, and scooters to navigate within the approved perimeter of campus. Helmets must be worn at all times when using the devices. Bikes and scooters must be stored outdoors in

designated bike racks, which are found on the grounds of the residence hall and throughout the campus. They may not be brought indoors. Other small devices, such as skateboards and rollerblades, must be properly stowed in the student's closet or under the student's bed when not in use in residential housing. When not in use within academic facilities, small transport devices must be stowed in lockers or in a safe designated classroom area approved by faculty. No transportation devices may be used indoors.

Failure to follow safety regulations may result in devices being confiscated and/or student expulsion. These rules are to protect the student and all others while navigating the campus.

LEAVING CAMPUS - DURING THE WEEK

Students are not permitted to leave campus. This includes for routine medical appointments, such as a biannual dental cleaning, sports practice, SAT / ACT exams, family events, or extracurricular activities. CSSSA students must prioritize the program requirements and forgo any outside commitments while enrolled.

The Cal Poly Pomona campus has a variety of locations to visit including a Japanese Tea Garden, Arabian Horse Center, Rose Garden and Voorhis Park. Students are able to visit any of the on-campus stores, restaurants and cafes including the Cal Poly Pomona Farm Store.

The Cal Poly Pomona Farm Store is located at 4102 S University Drive, Pomona, CA 91768. Hour of operation are 10:00 am – 6:00 pm daily.

Please see the map under Prohibited Areas for areas where students are permitted.

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 given the first weekend of CSSSA, July 4 and 5.

Off campus permission is available on Saturdays after class, and Sundays ONLY. Parents or guardians must fill out the "Weekend Off Campus Permission" form to give their permission for the 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. Once the program has begun, the form will be sent to parents / guardians at the beginning of each week. It can be filled out anytime during the 4-week 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:

- The student MUST sign out on the list that is posted next to your RA's room. This must be done by you before 8:00 pm on Saturday. No one else may sign you out, it must be your signature. Failure to sign out as directed will result in a post-midnight telephone call to your parents to ascertain your whereabouts, and 3 nights of early curfew when you return.
- Students must be picked up by their parent/guardian by 8:00 pm on Saturday (no pick-ups after 8:00 pm).
- Students should be picked up at the curb in front of the Residential Hall (parking lot Q). Visitors and family members are not allowed to leave their vehicle nor enter the residence hall building.
- Students must return to campus and check back in with their RA by 8:00 pm 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.

NOTE: Students attending a Sunday field trip, must return to CSSSA at least one hour prior to the bus leave time. For instance, if the bus leaves at 8:00 am you must arrive at CSSSA by 7:00 am on Sunday morning to pick up your boxed lunch and make your way to the buses in front of the dorms. Students may not attend the field trip unless they ride on the CSSSA buses to the event. Please do not arrive at the event on your own.

NO CAMPUS VISITORS

While CSSSA is occupying the Cal Poly Pomona campus, the CSSSA program is closed to visitors. Only CSSSA staff, faculty and students are permitted in CSSSA academic classrooms, cafeteria and residential spaces. If a visitor is on campus without prior CSSSA approval, they will be asked to leave immediately. Refusal to do so will result in Cal Poly Pomona security and local police involvement.

If parents/guardians need to drop off supplies for their student, they are allowed to do so. Students may meet their parent/guardian on the curb of Parking Lot Q in front of the residence hall. A sign is present indicating where the drop off may take place. Parents/guardians may not leave their car and must remain at the curb. If the student is in class or unable to receive the drop off, parents/guardians may take materials to the Residence Life Office located next to Parking Lot Q. They may only enter the Res Life Office and must leave immediately after making the drop off.

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 for more information.

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 benefit 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, unless otherwise designated by CSSSA's mental health counselors and / or Student Affairs Coordinators. A class is the equivalent of one-half day of instruction. A class is also considered a mandatory evening activity. 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 or medical emergencies.

CELL PHONES + OTHER DEVICES

CSSSA utilizes the Remind App to contact students during the program. Students can download the [app](#) in advance of the program but it is not required. Student Affairs Coordinators will instruct students on signing up and using the app during Orientation.

CSSSA Administration may need to directly reach students during the program. CSSSA Administration staff 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.

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 dormitory 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 CSSSA's main line (916) 413-0607 or the Residential Life Director or Cal Poly Pomona University Housing. Phone numbers will be updated in the June revision of this handbook.

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 4, 2026. 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 the Games Room at Bronco Student Center. If not found, come into the CSSSA Office located on the first floor of the Bronco Bookstore, to make arrangements for a replacement card immediately. There is a \$35 charge for replacement ID's.

Students may receive additional cards to access campus dining, practice rooms, and other facilities on Registration Day. The CSSSA ID card and any other cards given to students on Registration Day are the responsibility of the student to maintain and have with them at all times. Replacements for lost cards will result in fees and will be the responsibility of the student to cover before a replacement is issued.

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 Cal Poly Pomona are not responsible for any lost or stolen items. The Lost and Found is in the Cal Poly Pomona Games Room in the Bronco Student Center. See the Lost and Found section of this handbook for more information.

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.

Centerpoint Dining Commons is an all you can eat dining facility located in Budling 72 in the heart of the Cal Poly Pomona campus. Students must scan their CSSSA ID card upon entering the facility to be served. Centerpoint has 9 food stations, a full salad bar and a dessert bar that students may enjoy during meal times.

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

Students on CSSSA academic or optional field trips will be provided with pre-made boxed lunches.

CAFETERIA RULES

1. Students bus their own dishes 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 15, 2026. Extensions in rare cases can be given for extenuating circumstances. If you need an extension for tuition payment, please email comments@csssa.ca.gov.

If a student must withdraw their enrollment, they must submit a withdrawal request by emailing comments@csssa.ca.gov PRIOR to Registration Day, July 4, 2025, to be eligible for a refund of tuition (see below). Your official withdrawal date is determined by the date of your withdrawal request, submitted in writing via email to CSSSA. By Registration Day, no refunds will be issued for any reason, including medical, personal, or dismissal/expulsion.

Non-refundable items: 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 – June 20	Full refund of tuition only
Notice of withdrawal given at least 1 week (7 days) prior to Registration Day – June 27	Full refund of tuition minus \$800
Notice of withdrawal given less than 1 week (7 days) prior to Registration Day – June 28 to July 2	50% refund of tuition only
Withdrawal 1 day prior to Registration Day – July 3 and later	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.

ACADEMIC INTEGRITY POLICY

Students are expected to do their work independently, unless specified otherwise. Giving work to another student or receiving work that is not theirs are considered cheating.

When students violate the academic integrity policy, they are committing an act of theft that can cause real harm to themselves and others. Academic dishonesty confers an unfair advantage over others, which undermines educational equity and fairness.

Policy Guidelines

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, artificial intelligence (AI) systems, or communication during an academic exercise.

Cheating includes:

1. Copying from another person or from a generative AI system, or allowing others to copy work. This includes submitting class assignments to third-party platforms and websites beyond those assigned for the class, without the proper authorization of a teacher. Any use of generative AI tools must be in line with the usage policy for specific assignments as defined in the course syllabus and/or communicated by the course instructor.
2. Using artificial intelligence tools to generate content for assignments, including but not limited to language models or code generators, without authorization from the instructor.
3. Unauthorized collaboration on assignments.
4. Completing an assignment for another person, or asking or allowing someone else to complete an assignment for you.
5. Submitting content generated by another person or an AI tool or any other source as solely your own work, including, but not limited to, material or content generated or altered by AI or digital paraphrasing tools without proper citation.
6. Giving assistance to acts of academic misconduct/dishonesty

Plagiarism is the act of presenting ideas, research, or writing that is not your own as your own.

Examples of plagiarism include:

- Copying another person's or an AI tool's actual words or images without the use of quotation marks and citations, thus failing to attribute the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators assignments.
- Internet plagiarism, paraphrasing or copying information from the internet without citing the source, or "cutting and pasting" from various sources without proper attribution.
- Unauthorized use of AI-generated content, or use of AI-generated content, whether in whole or in part, even when paraphrased, without citing the AI as the source.

Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating, or otherwise gaining advanced access to assignment materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents – examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on application or student participation agreement.

Consequences for Misuse:

- If a student is suspected of breaking CSSSA's academic integrity policy, you will be asked to verbally walk your instructor through the assignment and demonstrate your understanding of the content knowledge.
- Depending on the degree of misuse, a student may be subject to any of the following consequences as determined by the course instructor:
 - A phone call home
 - An opportunity to redo on a strict timeframe, after which a zero will be entered. The instructor will determine how and when the assignment will be completed.
 - Forgoing of college credits
 - Immediate expulsion from the program
 - Further incidents may incur any of the above

AI POLICY

Introduction and Philosophy

This policy outlines the appropriate use of AI tools for educational purposes. AI should be used to enhance learning, rather than as a shortcut to learning. Students should always act in accordance with California State Summer School for the Arts Code of Conduct policy.

Policy Guidelines:

- Students are NOT permitted to use AI tools when it is forbidden for a particular assignment.
- Students are permitted to use AI tools when required to do so by the instructor. For those assignments only, remember the following points:
 - Students should not enter personal information into any AI tool. This includes both your personal info and someone else's.
 - Plagiarism is unethical and a breach of academic integrity. If you collaborate with AI for portions of an assignment, you must cite the AI tool used and specify what portions of the work it generated.
 - AI-generated content is not always accurate. Students should always review the content and verify that the information AI provides comes with credible sources.

Appropriate Use for Assignments include:

- Generating initial ideas and brainstorming
- Providing background knowledge on a topic
- Suggesting lists of sources for further research (student must verify the sources!)
- Providing inspiration for creative work
- Formatting and outlining assignments
- Quizzing on material prior to a test
- Generating hypothetical scenarios

Examples of Inappropriate Use Include:

- Using AI tools to complete assignments where AI use is not permitted.
- Plagiarism – using AI tools to complete most or all of an assignment
- Not citing the AI platform used for content creation
- Rewriting assignments using AI tools and claiming them as your own.
- Quoting directly from AI tools without providing a citation.

STUDENT MEDIATION

When problems arise between students, the Director of Residence Life, 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 Director of Residence Life, Student Affairs, On Call staff, 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 disciplinary information is shared with the CSSSA Administration.
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 Student Affairs, On Call staff, and 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

The Cal Poly Pomona 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.

CSSSA students will live within 2 identical residence halls which are surround an internal green lawn space. No one other than students and approved residence life personnel are allowed to enter the student residence hall area. The buildings are new, having first opened in 2020. Each room contains AC and is temperature controlled by the room occupants.

CSSSA students will be staying in separate gender-based sections of the residence hall. Each room is set up for double or triple occupancy, 2 to 3 students per room. Rooms are furnished with tabletop desks, chairs, wardrobes, and chests of drawers. Each student will have a long twin-sized mattress supported by a bed frame. Most regular twin sized sheets will fit snugly around the long twin mattress.

There are several shared bathroom spaces on each floor. Approximately 4 students will share a single bathroom, which includes 2 shower stalls, 2 toilet stalls, and 2 sinks. All shower and toilet stalls are separated with walls that run from floor-to-ceiling for privacy and have individual locks. Students may also store bathroom items in bathroom cubbies underneath the sink area. The cubbies function similar to lockers and have individual doors that can accommodate padlocks. CSSSA is not responsible for lost or stolen bathroom items.

Each room in in the dormitories 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 the residence halls on each floor for student use. There are also larger communal lounges and kitchens on the ground floor of each residential building.

All residence hall elevators, halls, and stairwells have key-card access, and they are monitored 24/7 with camera security.

GENDER INCLUSIVE HOUSING

During CSSSA, all students live in residential dormitories. The buildings are arranged with male floors , female floors, and gender inclusive floors. Gender inclusive housing is for those who identify across a spectrum of gender identity and would like to be placed in shared spaces such as rooms, suites, and 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 residential dormitories, they are both a tenant and guest. By accepting the invitation to become a participant of CSSSA 2026, 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 all student residents:

1. The room assignment is from July 4 until August 1, 2026. 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 Director.
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 Cal Poly Pomona.
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 Cal Poly Pomona facilities.
4. Students must observe all regulations regarding quiet hours, curfew and lights out.
5. Playing instruments inside the dormitories is strictly prohibited. Art supplies such as paint, brushes, clay, charcoal, and other wet/messy materials may not be used or stored in the dormitories. Paper, pencils and other dry materials may be used as long as rooms and shared spaces remain clean.
6. Students assume full responsibility for any loss or damage to their own property while residing in the dormitories.

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 go inside the residential halls, including the lobby.
8. The Resident Assistants, On Call staff, and the Residence Life Director 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 assignments may not be switched or changed without prior approval from the Residence Life Director.
12. In the event of a vacancy due to reassignment or withdrawal from the program, the Residence Life Director 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, 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, candles, incense, halogen lamps, combustible decorations, chemicals, spray paints, multiple electrical adapters and ungrounded electrical appliances, plug-in air fresheners, or pets.
15. The use of cell phones (calling, texting and video chat) is strictly prohibited after curfew.
16. To preserve the privacy of student residents, video chat is expressly prohibited inside the dorm rooms.
17. Vending machines cannot be used after room curfew.
18. CSSSA and Cal Poly Pomona 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 Cal Poly Pomona 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 Cal Poly Pomona 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. Cal Poly Pomona custodial staff provide daily cleaning of the bathrooms and other shared common spaces, Monday through Friday. Students must remove all personal items from shared spaces during cleaning times. 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 Cal Poly Pomona 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, checking students in for evening curfew, and enforcing all residence policies outlined in this handbook.

RESIDENCE LIFE DIRECTOR

The Residence Life Director is located by the CSSSA Main Office on the second floor of the Bronco Bookstore. If the Residence Life Director is unavailable or helping another student, the CSSSA Main Office Staff can assist students. Available hours are from 8:00 am - 5:00 pm. (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 Director at 5:00 pm daily. By 6:30 pm, the RAs will be available on their floors throughout the evening. Cal Poly Pomona Residence Life professional staff will also be available Monday through Friday from 8:00 a.m. to 5:00 pm in the Residence Life Office, connected to the student residence hall.

NIGHT DUTY

RAs will be on duty each evening within the residence halls. Their duty schedule will be posted on each floor. RAs will be on their assigned floors for periodic 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 Director of Residence Life will place students with roommates with compatible roommates based on the student responses in the pre-registration Dorm Form. For this reason, it is crucial that the form is completed by the student only. Assignments will prioritize gender and age first. Academic Department is not considered when making roommate placements. Placements 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.

Honest 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 Director 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 Director, On Call staff, and/or Resident Assistants will take appropriate action to enforce rules.

KEYS

Students must always lock their dorm 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 \$150.00 charge for a new room key.

CLEANING

General room cleanliness is the responsibility of the student and their roommate(s). Custodial cleaning happens daily in shared facilities, such as bathrooms and common areas. Each resident will be responsible for removing all personal items from the bathroom and common area prior to the custodial crew cleaning. Students are responsible for the removal of personal trash on a daily basis. Outside dumpsters for emptying trash bins are located behind each of the residence halls. 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 fees to cover the removal of items and cost of labor. To avoid a fine, please ensure that everything is removed prior to departing.

Students need to make sure they leave their rooms exactly how they were found or better. Vacuum cleaners and other supplies are available, and students are strongly encouraged to use them before checking out. Unless CSSSA and Cal Poly Pomona 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 Cal Poly Pomona 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, located on the ground floor of the residence hall complex.

RECYCLING + WATER CONSERVATION

CSSSA encourages all students and members of the community to recycle and conserve water, such as utilizing reusable water bottles. There are several filtered water stations throughout the campus. There are also recycle bins in the residence halls, and stationed around the campus.

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 to Friday Curfew

On assigned hall by 10:30 pm

In room by 11:00 pm

Saturday Curfew

On assigned hall by 11:00 pm

In room by 12:00 am

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

Food delivery services may only occur in campus parking lots. Delivery services are not to enter academic facilities or residential facilities, nor the surrounding campus grounds. Under no

circumstances should delivery services occur in the student residence halls, including the green lawn in between the residence halls.

Students must be mindful of classes, 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 anywhere on campus.

MAIL

The Cal Poly Pomona University Housing mail room may be used in limited, emergency circumstances to receive mail. Students are responsible for picking up any packages received during the summer session. Packages must be picked up within 10 days of arrival. Items not picked up after 10 days will be returned to sender. A valid photo ID is required to retrieve packages or letters. Please ensure that the name on the package matches the student's full legal name. Packages that do not match the name in CSSSA's records may be returned to sender if the package room is unable to identify the correct recipient.

For residents of the Residential Halls or Suites, packages may be picked-up in Housing 74 Package Room. Hours are 9:00 am – 8:00 pm, Monday through Friday.

Please note: Packages delivered via the United States Postal Service (USPS) may be delayed by 2–5 business days due to increased distribution and routing time.

The Cal Poly Pomona campus has Amazon lockers that are available for CSSSA use.

LAUNDRY ROOMS

Laundry rooms are located on the first floor the of the Residence Halls. The cost is \$1.25 to wash and \$1.00 to dry. Students may download the WASH Connect app from the Apple Store or Google Play store to use the machines or pay with coins.

Laundry rooms and machines are for resident use only. Residents are expected to remove their laundry promptly at the end of each wash/dry cycle, keep the area clean and dispose of dryer sheets and lint in the proper trash receptacles.

FACULTY HOUSING

Faculty Housing is located in the residential suites on campus. The suites are located immediately west of the student residence halls, divided by Bronco Way. Students are not allowed in the faculty housing areas - no exceptions.

LOST AND FOUND

The lost and found is located at the Bronco Student Center in the Games Room. If the owner does not pick up their item within 90 days of it being received, the Games Room will auction, discard, or donate lost items.

If you have lost an item, please visit the Games Room and submit a lost item request. CPP staff will check the item database to see if they have the item described. If they do have a potential match for your item, they will work with you to schedule an appointment to stop by to confirm the item is yours and complete the process of returning the item to you. If they do not have a potential match for your item, they will log the request into the database so if the item is brought to them, they have your information already stored in preparation to return the item to you.

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
- 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
- reading light
- fan
- ear plugs or other sleep items
- Cellphone and charger
- Electric tea kettle
- Mini-refrigerator (3.7 cubic feet or smaller – no exceptions)
- Sunscreen, hat, umbrella or other sun shielding protection
- Insect repellent
- See “Dress Code” in Section IV for clothing specific recommendations

DO NOT BRING

- cleaning supplies, deodorizers and aerosols
- candles, lighters, matches—anything with open flames
- televisions or monitors
- e-bikes, e-scooters, or other electronic transport devices

- 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, , candles, incense, , 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 Cal Poly Pomona 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.

SPENDING MONEY

Students will need spending money for the four weeks they will be on the Cal Poly Pomona campus. Students will need coins for laundry services, unless they are using the app. 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 medical office visits and prescriptions. Students may need spending money when visiting on-campus café's and shops, and attending field trips.

Cal Poly Pomona has two ATM machines on campus – Bank of America and Wells Fargo. The machines are located in Building 35, the Bronco Student Center. There is a service fee associated with each transaction.

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 CSSSA session. Information regarding field trips will be emailed to the student and parent/guardians in May following the tuition payment deadline 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 May. Once field trips are made available on the web portal, they will remain open for registration until individual field 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.

Section VII: Health + Wellness Services

Cal Poly Pomona Health Services Office offers first aid services and administers nonprescription medication to CSSSA students with their CSSSA ID Card. Students **MUST** have their ID Card to receive treatment. The facility is located on South University Way near Parking Lot J. Their hours are Monday through Friday from 8:00 am to 5:00 pm.

CSSSA Health Services Office is an additional medical facility located within the Residence Halls. CSSSA has hired medical staff to manage student prescription medications and conduct limited patient medical services. The hours are Monday through Sunday from 7:00 am to 11:00 pm.

If a student visits either facility and needs more than first aid treatment or over the counter medication, such as a new prescription, lab tests, x-rays, or other medical needs, they will be taken to the closest emergency room or urgent care clinic by CSSSA personnel.

Prescription Medications - All prescription medications must be logged with the CSSSA Health Services Office on Registration Day, July 4, 2026 between the hours of 9 am and 4 pm. All prescription 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 EMT will hold the medication until the parent provides either the prescription from the doctor or the original prescription bottle with the label. The EMT will not administer unidentified medications. If the EMT deems that student's health could be in jeopardy without the medication, the student will be sent home. The CSSSA Health Services Office will determine whether the medication must reside in their office or with the student. Epi pens, inhalers, and other such medications will remain with the student, but they must be checked-in on Registration Day.

For prescription medication dispensed through the CSSSA Health Service Office, the EMT will work out a schedule with the student based on the prescription and the 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 CSSSA Health Services Office and the CSSSA Main Office will contact both the student and the parent / guardian immediately. Upon the third reminder, the student will be dismissed from the program. Failure to register your medications with the CSSSA Health Services Office is grounds for immediate expulsion from the program. Please note, Health Services staff can distribute over-the-counter (OTC) medication to students as needed.

Nearby Medical Facilities - If the Health Services Office determines in a non-emergency situation that a student needs to be seen by a doctor, the parent/guardian will be notified by the CSSSA Health Services Office or the Cal Poly Pomona Health Services Office, and the student will be taken to the closest urgent care by CSSSA personnel. 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, Cal Poly Pomona 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.

Regular Medical/Dental Visits - 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. No CSSSA class absences are excused. 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 the Residence Halls in Lot P, and must not leave their vehicle.

Health Emergency - If an emergency occurs after office hours, the RA on duty must be notified immediately. Cal Poly Pomona Safety can be reached 24 hours a day by calling (909) 869-3070. If local authorities or paramedics have been called, the caller must notify Cal Poly Pomona Safety of where and what the emergency is prior to their arrival. Cal Poly Pomona has a standard procedure with the local authorities so that they will go to Cal Poly Pomona Safety immediately upon arrival for instructions.

REQUESTS FOR REASONABLE ACCOMMODATIONS

CSSSA students with a disability that requires certain accommodations to meet the program's demands shall notify CSSSA of their request for accommodations on the CSSSA Medical Form.

Please include as much information as possible on the medical form. In the event of an immediate need, please follow up with CSSSA Administration by emailing

comments@csssa.ca.gov. CSSSA Administration may use this information to follow up with a CSSSA Request for Accommodations Form to collect accommodation details. Disclosure of information regarding disabilities and requests to be accommodated for the disabilities will allow CSSSA to ascertain the need and feasibility of the 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.

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.

Counseling Hours

Monday & Tuesday	12:00 pm - 5:00 pm
Wednesday	12:00 pm - 7:00 pm
Thursday & Friday	12:00 pm - 5:00 pm

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

Section VIII: Recreation

RECREATION

CSSSA has a variety for recreational activities occurring during the week and on weekends. Students may enjoy the Cal Poly Pomona Games Room in the Bronco Student Center, which includes table tennis, foosball, basketball, billiards. Sports equipment may be checked out with the CSSSA Recreation Specialist. To reserve and check out equipment, students will need to show their CSSSA ID. In addition to individual or self-generated group activities, many special events

will be scheduled.

The Cal Poly Pomona campus also has walking paths, a Rose Garden, rainforest and Japanese tea Garden for students to enjoy.

NO GYM AVAILABLE

The Cal Poly Pomona gym is not available to students during the program. Students may use the equipment and facilities noted above to exercise. The walking path may be used for running laps around the campus. Students may also consider bringing easy-to-pack portable exercise equipment, weights, and yoga mats to exercise on their own in their free time.

Section IX: Campus Safety and Security

Cal Poly Pomona 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, Cal Poly Pomona 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 a US-based 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:

- For emergencies or unusual situations on the campus grounds or in academic facilities, report the occurrence immediately to Campus Safety, (909) 869 – 3070. Be prepared to describe the nature and location of the emergency.
- For emergencies or unusual situations in the Residence Halls, report the occurrence immediately to any Resident Assistant on duty.
- CSSSA and Cal Poly Pomona will conduct an emergency fire drill the first week of the program.
- Lock bedroom doors and all windows before leaving the dorm.
- 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

Students must familiarize themselves with the safety exits for academic facilities, offices, residence halls and other commonly visited areas 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 link at the end of this document for further reference.

Evacuation Procedures for Any Emergency

Each building has a specific Evacuation Site. Below is a chart of all CSSSA facilities and their corresponding Evacuation site:

Building Number	Evacuation Site
001	Northeast corner of Quad
003	Northwest corner of Quad
005	Quad lawn, East of Building 5
007	Grass Knoll, East of Building 7 & 2, Courtyard (SE of fountain)
013	Engineering Meadow
024	Quad lawn, East of Building 5
025	Quad lawn, East of Building 5
041	Recreation Field, South of Bldg. 43
043	Recreation Field, South of Bldg. 43
066	South side of University Park-North of Building 55
098	Southwest Side of Rose Garden
024A	Quad lawn, East of Building 5
024B	Quad lawn, East of Building 5
024C	Quad lawn, East of Building 5
024D	Quad lawn, East of Building 5
024E	Quad lawn, East of Building 5
035A	Center area of University Park

1. Exit according to the predetermined routes.
2. Do not use elevators; use stairwell exits.
3. Walk carefully and quickly looking out for broken glass or other fallen debris. Do not run.
4. Stay to the right of hallways, allowing others to merge. Remain calm and orderly.
5. Do not tie up the phones lines to Campus Safety unless you have a genuine emergency.
6. Do not stop to talk to friends or venture anywhere other than your route to the safety field.
7. Remember the safety of others and cooperate with safety officials.
8. Regroup and wait for further instructions.

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

Reunification Plan

An emergency may warrant parents picking up their students in a formalized, controlled release.

1. Parents will be notified that a reunification is needed. CSSSA will designate primary and secondary locations, which could include an off-campus location.
2. CSSSA will relay all expectations for parents and students through a variety of communication channels.
3. CSSSA staff, student affairs, on-call and counselors will have specific staff roles assigned.
4. Students will be held at various holding areas with designated staff.
5. Parents will be asked to fill out a form and must bring identification in order to be reunified with their student. All ID's will be verified against the information provided in the Intent to Enroll Packet, signed by both the parent and student. There are no exceptions.

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 EVACUATION MAPS

Detailed campus evacuation maps are available on the Cal Poly Pomona website at: [Campus Evacuation Maps.](#)