

SECTION I: California State Summer School for the Arts

THE CALIFORNIA STATE SUMMER SCHOOL FOR THE ARTS

HISTORY

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

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

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

- 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-InnerSpark a permanent program of the state. In 1992, Governor Pete Wilson signed legislation that enables CSSSA-InnerSpark to accept a limited number of students from outside of California, thereby making it a national program.

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

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MISSION

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

STUDENTS

The school is open to students from all of the public and private secondary schools in California. In addition, CSSSA-InnerSpark may accept up to twenty students per year from outside of California. The sole criteria for admission are an applicant's potential for professional development as demonstrated through audition, portfolio review, screening and

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teacher recommendations regarding their demonstrated motivation and discipline. The CSSSA-InnerSpark admission process is "needs blind", that is, no applicant is denied entrance solely on the basis of inability to pay. The CSSSA-InnerSpark student body is broadly representative of the wide economic, cultural and ethnic diversity of the state.

The young artists who attend the CSSSA-InnerSpark program are designated "California Arts Scholars" and at the conclusion of the summer session are presented with a Governor's medallion, which is the highest distinction in California for artistically talented students.

SITE

Each summer's four-week residential program takes place at a site chosen, through competition, by the school's Board of Trustees. The California Institute of the Arts will host the annual summer sessions through the summer of 2012.

FACULTY

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

FUNDING

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

CSSSA-InnerSpark

What is "InnerSpark"? It's a nickname, or handle, for the California State Summer School for the Arts. We think it describes what we give to our students in the summer. To those of you who are familiar with our program as "CSSSA", don't worry—we're still the same high quality program for talented and motivated young artists that we have always been.

Herb Alpert Scholarships for Emerging Young Artists

InnerSpark will be able to help some of its students with college aid through the distribution of Herb Alpert Scholarships for Emerging Young Artists. By agreement between InnerSpark and the Herb Alpert Foundation, 18 students each year will be designated Scholarship recipients. The Herb Alpert Scholarships for Emerging Young Artists include three awards in each of six categories: Animation and Film/Video, Creative Writing, Dance, Music, Theater, and the Visual Arts. In each category, two students will receive single-year awards of \$2,500, and one outstanding student will receive up to \$40,000 to be awarded in equal installments of \$10,000 over the course of four years.

During the fourth week of the 2009 session, InnerSpark department faculties will choose award winners from enrolled InnerSpark students. No additional student application will be required.

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The selection criteria used by the faculty in each department will include a balanced assessment of artistic talent, character and motivation, likeliness of success in a collegiate or professional training program, and financial need.

The six top Scholarship recipients will also receive professional financial aid consulting and coordination to assure that the Herb Alpert Scholarship will be used to offset the work and loan burdens the student would otherwise be expected to carry, and will not supplant other resources that should be provided by the financial aid offices of the colleges they choose to attend.

The Herb Alpert Foundation, a non-profit, private foundation established in the early 1980's, makes significant annual contributions to a range of programs in the fields of Arts, Arts Education and Compassion and Well Being.

SECTION II: California Institute of the Arts

CALARTS

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

The campus occupies 60 acres on hills overlooking the Santa Clarita Valley, an area historically devoted to agriculture and cattle ranching. During the past 20 years, Los Angeles has expanded northward into the area, bringing light industry and a population exceeding 170,000. The main building on campus is a five level multi-winged structure of a half-million square feet. It houses art studios, electronic music studios, dance spaces, rehearsal rooms, theatres, costume, scenery and machine shops, galleries, editing rooms, sound and video stages, and the library and cafeteria.

Chouinard Hall, the student residence facility, will accommodate all of the students of the CSSSA-InnerSpark class of 2009. Tennis courts and a large swimming pool are located adjacent to the facility. Spacious lawns with shade trees, open fields and large hillside areas provide room for informal team sports and relaxation. The climate is typical of lower desert valleys with temperatures sometimes exceeding 100 degrees during the month of July. All campus facilities are air-conditioned.

HOW TO GET THERE

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

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AIR:

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

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

The cost of this shuttle is \$40 payable in cash upon arrival on July 11th. The cost for a one-way shuttle is \$20. Please reserve your space early by calling CSSSA-InnerSpark with your **FLIGHT NUMBER and TIME OF ARRIVAL/DEPARTURE. Space will be limited -- call no later than June 12th (916-274-5815).** If you have questions on July 11th, please contact the CalArts security office (661-255-1050, extension 2112) and they will get a message to the CSSSA-InnerSpark Administration immediately.

Travel Suggestion: If you are planning to utilize the shuttle services provided by CSSSA, we STRONGLY recommend that return flights on August 7th NOT be scheduled before 4 p.m. The shuttle departs the campus at 2:00 p.m. and will deliver students to the airport—you must allow time for traffic and airport check-in.

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

Please Note: Check-in time on Saturday, July 11th is between 9:00 a.m. and 4:00 p.m. Registration will close at 4:00 p.m. Park in the main lot and follow the signs to CSSSA-InnerSpark registration. Checkout time on Friday, August 7th will be no later than 6:00 p.m.—absolutely no exceptions.

SECTION III: College Credit

COLLEGE CREDIT

Students who **successfully** complete the California State Summer School for the Arts program at CalArts are eligible to receive three semester units of California State University course credit through the Office of Extended Education at Humboldt State University. These credits can be used as elective units towards a Bachelor's degree at any of the campuses in the California State University system. They are also generally transferable to other colleges and universities throughout the United States. (Students should consult with the college or university they plan to attend, as each institution has specific guidelines for transferring college credit.)

Registration and Fee: Every student who has accepted admission to CSSSA-InnerSpark and who successfully completes* this program in 2009 is eligible for credit. A registration form will be sent to all students in their second mailing. To apply for the credits, students must send a completed registration form along with payment in the amount of \$60.00 to the Office of Extended Education, Humboldt State University, Arcata, CA 95521-8299. Please be sure to indicate that it is for "2009 CSSSA-InnerSpark" and include the student's name, address, telephone number, Social Security Number, date of birth and the subject area with the payment. **The fee must be received at Humboldt State University by August 1, 2009.** Registrations

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received after August 1, 2009, will be assessed a \$25.00 late fee in addition to the registration fee. Please note that Humboldt State University will only process retroactive requests for credit one calendar year after the course ends. No retroactive registrations for credit will be accepted after that calendar year.

Grade and Grade Reports: Approximately six weeks after the conclusion of the 2009 session, students who have finished the program and who have sent payment for the credit will be able to access their grade reports. You may use Humboldt State's telephone service (707-826-4877) or visit the website at www.humboldt.edu. Students who, in the collective opinion of their instructors, have satisfactorily completed their departmental programs will receive a grade of "Credit".

Either method of access will require your Social Security Number and a Personal Identification Number (PIN). Your PIN is six numeric digits. The first two digits are the month of your birth (e.g. "03" for March) and the remaining four are the year in which you were born. Please listen to or select the "help" message with these systems to receive additional PIN information.

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

Transcripts: Students may visit Humboldt State's website, www.humboldt.edu, to obtain information regarding transcripts. Students may request official transcripts to support college admission applications by contacting the Office of the Registrar, Transcript Requests, Humboldt State University, Arcata, CA 95521-8299. The current fee for transcripts is \$4 for the first copy, and \$2 for each additional copy requested at the same time. Each request for transcripts must include:

- Student's full name
- Student's Social Security Number
- Student's date of birth
- Complete mailing address for each school admissions office to which transcripts are to be sent
- Statement "The transcript(s) should include grades for CSSSA-InnerSpark Summer 2009"
- A check for the correct amount, payable to "HSU"
- Student's signature

For more information on receiving credit for CSSSA-InnerSpark, contact the Office of Extended Education at Humboldt State University: (707) 826-3731 or visit their website, www.humboldt.edu/extended.

SECTION IV: Rules and Policies of the CSSSA-InnerSpark

RULES AND POLICIES OF CSSSA-InnerSpark

When you arrive at CalArts, you are joining a community. In any community, a certain amount of organization or structure is required. This structure protects the program, the rights of the individual, and promotes community spirit and cooperation. Rules have been developed to conform to accepted standards of social and residential life behavior, existing laws and common sense. Please conduct yourself with appropriate respect for other individuals' rights and properties. You represent CSSSA-InnerSpark at all times. Disciplinary action will be taken against any student involved in the following misconduct:

- (1) Use, possession or knowingly being in the presence of others who are using or possess drugs, drug paraphernalia, or alcohol
- (2) Use or possession of any tobacco products
- (3) Sharing personal prescription medication and/or taking prescription medication not prescribed to you
- (4) Receiving or giving body piercing. California Penal Code 652a states "It shall be an infraction for any person to perform or offer to perform body piercing upon a person under the age of 18 years, unless the body piercing is performed in the presence of, or as directed by a notarized writing by, the person's parent or guardian."
- (5) Receiving or giving tattoos. California Penal Code 653 states, "Every person who tattoos or offers to tattoo a person under the age of 18 years is guilty of a misdemeanor." Tattooing of minors is unlawful and prohibited, regardless of parental consent.
- (6) Possession, use, or discharge of a weapon, real or toy
- (7) Sexual harassment (described in detail on page 11)
- (8) Physical violence, intimidation, verbal abuse, threats or harassment directed towards any CSSSA-InnerSpark or CalArts student, teacher or staff member
- (9) Vandalism, which includes graffiti
- (10) Damage or theft of possessions of fellow students, staff or property of CSSSA-InnerSpark or CalArts
- (11) Involvement in any illegal action
- (12) Leaving the CalArts campus during unauthorized hours without written permission
- (13) Entering or leaving residence halls or assigned room after curfew hours
- (14) Inviting visiting guests into the residence halls without permission
- (15) Maintaining or using a car during the program

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- (16) After 3 absences, you will be asked to leave at the Director or designee's discretion
- (17) Inability to function adequately in class for any reason (such as lack of sleep, prolonged illness or improper eating habits)
- (18) Repeated and multiple infractions of the residence halls' rules as outlined on pages 15-16
- (19) Disruption of classes, performances or other school activities

Special Note to CSSSA-InnerSpark students who are 18 years old or older and their parents: When you accept the offer of admission to CSSSA-InnerSpark, you agree to abide by all of CSSSA-InnerSpark's Rules and Policies despite the fact that these may be more restrictive than you are accustomed to in your home environment. This includes the Rules and Policies pertaining to Vehicles (page 11), Leaving the Campus (page 12), and Curfew and Room Check (page 17). If you feel that these rules are too burdensome, difficult, or invasive of your privacy, then you should reconsider your decision to attend the school.

Disciplinary Action

Students participating in the CSSSA-InnerSpark program are expected to conduct themselves in a manner appropriate to living on campus. Disciplinary action in response to infractions of the CSSSA-InnerSpark 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-InnerSpark rules, formal disciplinary action may occur as follows with the CSSSA-InnerSpark Director or his staff maintaining complete discretionary power to eliminate steps 1 and 2 outlined below if it is determined by the Director or his staff that the infraction warrants that action:

(1)HOUSING INFRACTIONS: The Housing Office and the resident assistants are responsible for enforcing all dormitory rules. In the event of an infraction the Housing Director or designated agent may take the following actions: early curfew, probation, parental notification, referral to CSSSA-InnerSpark staff for further action and in extreme cases, sheriff notification and eviction from the dorm and expulsion from the program. NOTE: ALL DORM DISCIPLINARY INFORMATION IS SHARED WITH CSSSA-INNERSPARK DIRECTOR AND STAFF. (See Rules Regarding Living in the Residence Halls starting on page 7 above).

(2)ALL OTHER INFRACTIONS: All other infractions will be handled by CSSSA-InnerSpark Director or designated staff. The student's actions will be documented in writing and CSSSA-InnerSpark administrators will be informed of the infraction. The student will be scheduled for a meeting with the Director or his agent or appropriate staff and/or faculty. After ascertaining the facts of the situation, the Director or his agent will determine whether parental notification, probation and/or expulsion are warranted.

(3)EXPULSION FROM CSSSA-InnerSpark: In the event of an expulsion, the student's parents or guardian will be contacted to make arrangements for the student's return

SECTION IV: Rules and Policies of the CSSSA-InnerSpark Contd

home. If CSSSA-InnerSpark arranges transportation, the parent or guardian is responsible and expected to reimburse CSSSA-InnerSpark in full for all travel costs. A dismissal letter indicating the cause of expulsion shall be sent to the student's parents and high school. Expulsion is at the absolute discretion of the CSSSA-InnerSpark Administration. **NO REFUND of fees or award of college credit will be made to a student who has been expelled from CSSSA-InnerSpark. Additionally, your name will not be included in the student directory.**

ANY CSSSA-InnerSpark STUDENT FOUND TO HAVE VIOLATED THE RULES PERTAINING TO POSSESSION OR USE OF ALCOHOL OR DRUGS, POSSESSION OF WEAPONS, VIOLENCE OR INTIMIDATION, THEFT, DAMAGE, OR VANDALISM, SHALL BE IMMEDIATELY EXPELLED FROM THE SCHOOL UPON THE FIRST INFRACTION.

IN ADDITION, 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 ALSO BE EXPELLED FROM CSSSA-InnerSpark UPON THE FIRST INFRACTION. NO REFUND OF FEES OR AWARD OF COLLEGE CREDIT WILL BE MADE TO A STUDENT WHO HAS BEEN EXPELLED FROM CSSSA-InnerSpark.

POLICIES

Alcohol and Drugs

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

As a state agency, CSSSA-InnerSpark is obliged to observe all federal, state and local laws and ordinances. As stipulated in the preceding section, any student whose behavior or conduct subverts or violates any law regarding alcoholic beverages, drugs or controlled substances, will be immediately expelled from the school. This includes students who, in the opinion of the administration, are knowingly in the presence of those using or possessing alcohol or drugs. 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.

SECTION IV: Rules and Policies of the CSSSA-InnerSpark Contd

Remember:

- It is illegal to possess, use or otherwise be involved with any illegal drug or other controlled substance.
- It is illegal to provide or share personal prescription medications with any other individual or to take a prescription drug not prescribed to you.
- It is illegal for anyone under the age of 21 to purchase, possess or consume alcoholic beverages.
- It is illegal for anyone to sell or give alcoholic beverages to anyone under the age of 21.

Weapons

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

Sexual Harassment

Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, whether written, verbal, physical or visual. CSSSA-InnerSpark has zero tolerance for sexual harassment. Should the Director or Deputy Director determine through investigation that harassment did occur, the offender shall be expelled immediately without probation. Examples of harassment prohibited by this policy may include, but are not limited to: verbal conduct such as epithets, remarks about a person's body or clothing, and derogatory jokes, comments or slurs; unwanted advances and/or propositions of a sexual nature, including relationships that began as consensual but later ceased to be mutual wherein one party then harasses the other; visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons or drawings; and physical conduct including unnecessary and unwanted touching, intentionally blocking normal movement, or assault including sexual assault and rape.

Smoking

Smoking by CSSSA-InnerSpark students anywhere on campus, in or outside of any CalArts building, is prohibited. Smoking is NOT permitted in any building on campus by anyone, including those over the age of eighteen, during the CSSSA-InnerSpark Program. There are some designated smoking areas outside of the Main Building, Chouinard Hall, and some of the other structures on campus. These are exclusively for the use of CalArts faculty, staff and students. They are off-limits to all CSSSA-InnerSpark students, including those who have reached the age of 18 years of age.

California Penal Code Section 308(b) prohibits possession of any tobacco product by someone under the age of 18. Minors in California are prohibited from having a pack of cigarettes/cigars or a single cigarette/cigar (or matches, lighters, and pipes used for smoking). According to

SECTION IV: Rules and Policies of the CSSSA-InnerSpark Contd

Nancy Daniels, Superior Court Referee for the Juvenile Court, and InnerSpark '05 parent, the fine and fees in Los Angeles County for a minor cited for smoking or carrying tobacco come to \$395 or an assigned community service reduction and \$145 court fees.

Vehicles

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

Important: If you own a car and use it as transportation to CalArts on July 11th, you must arrange for someone to take it off campus and care for it while you are in residence on the campus. CalArts parking permits are issued to faculty only. If a vehicle is found on campus without the appropriate CalArts parking permit, it will be towed at the owner's expense.

Leaving the Campus Overnight

Any student who must leave the CalArts campus, other than for a CSSSA-InnerSpark sponsored activity, must have written permission from their parent or guardian on file in the CSSSA-InnerSpark Office prior to June 12th. Without any exceptions, there will be **no** off campus permission given the first weekend of CSSSA-InnerSpark, July 11th and 12th. If you have a scheduling conflict this first weekend, you may want to explore other programs—there are **ABSOLUTELY NO EXCEPTIONS TO THIS RULE**. Further, off campus permission is available on Saturdays, after class, and Sundays **ONLY**. Your parent or guardian must, in advance of the program, complete the "Overnight Off Campus Permission" form and return it along with your other registration forms to the CSSSA-InnerSpark Office by June 12th. If this form is not on file with the CSSSA-InnerSpark office, we will assume that permission has not been granted and any plans you have may be cancelled.

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

- A list of the students authorized to go off campus, overnight, for the weekend is posted on pink paper outside the Main Office (by the E-wing elevator, first floor, Main Building). **If your name is not on that list, then you DO NOT have permission to go off campus overnight for the weekend.**
- Students whose names are on the list may leave for the weekend on Saturday after all class requirements have been fulfilled.
- **VERY IMPORTANT: You MUST sign out on the list that is posted on the bulletin board that is next to your RA's room. This must be done before 5:30 p.m. on Saturday.** Failure to sign out as directed may result in a post-midnight telephone call from the Director to your parents to ascertain your whereabouts, and an early curfew when you return.
- Students should be picked up at the curb in front of Chouinard Hall. Visitors and family members are not allowed to enter Chouinard Hall.
- Students must be back on campus by 9pm Sunday evening.

NOTE: If your parent or guardian decides to arrange an overnight off-campus visit late, those arrangements **MUST** be made at least 48 hours in advance with the CSSSA-InnerSpark Administration (661-291-3089).

SECTION IV: Rules and Policies of the CSSSA-InnerSpark Contd

Leaving the Campus (NOT overnight)

All students are allowed to **walk** to either shopping area near the campus. **Valencia Marketplace** is a large shopping center with restaurants, a grocery store, WalMart and some clothing stores three blocks west of the McBean Parkway entrance. **Vista Village** is a smaller shopping center adjacent to the CalArts campus with a pharmacy, delicatessen/grocery store and Post Office. Students may go to either shopping area to take care of personal business during the following hours, **without** obtaining an off-campus pass:

Monday through Saturday	11:30 a.m	-	8:00 p.m.
Sunday	Until	-	8:00 p.m.

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

Note: Students are responsible for attending all classes and performances as required. Students wishing to visit either shopping area must do so during their free time.

Campus Visitors

While CSSSA-InnerSpark is occupying the CalArts campus, it is closed to visitors. We have 24-hour security with a guard at the entrance gate. The CSSSA-InnerSpark office provides a list of expected visitors to security daily. If your visitor's name is not on the list, they will not be allowed on campus. Parents and family members may arrange visits for Saturday afternoons after class and Sundays by **contacting the CSSSA-InnerSpark office the day before they want to visit (661-291-3089)**. Students must be responsible for arranging a meeting time and place with their visitors. **NO VISITORS ARE ALLOWED IN STUDENT DORMITORIES, CHOUINARD HALL OR THE POOL AREA- NO EXCEPTIONS.** If you do not make arrangements in advance, you will likely miss out on your visit.

Class Participation

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

Class attendance is both a privilege and an obligation. In order to fully profit from the CSSSA-InnerSpark program, it is absolutely essential that you take advantage of ALL planned activities. Students are expected to attend all classes, performances, workshops and other activities, which are part of their primary areas of study. Programs and activities for which attendance is optional will be clearly indicated. Repeated absences or lack of full participation in all planned activities will lead to loss of college credit and/or dismissal. A fundamental element of class participation is abiding by all rules and instructions issued by individual teachers. Failure to follow instructions given and/or failure to observe restrictions on subject matter or methodologies may result in expulsion. After 3 absences, you will be asked to leave at the Director or designee's discretion.

SECTION IV: Rules and Policies of the CSSSA-InnerSpark Contd

Cellular Telephones

Students must provide their cellular telephone numbers in the pre-registration packet. If a student acquires or changes cellular telephone numbers, they must provide the new number at registration on July 11, 2009. The use of cellular telephones for text or voice communications during class time or performances is **strictly prohibited**. If your telephone disrupts the class, the teacher will confiscate the device and the Department Chairperson, Director or CSSSA Administration will determine the length and time of restriction. Cell phone use is prohibited after room curfew.

Shoes

For the health and safety of all, CSSSA-InnerSpark requires students to wear shoes at all times. Sandals, flip-flops, tennis shoes, etc., are all acceptable.

I.D. Card

On July 11, 2009, registration day, your picture will be taken for your I.D. card. You will be issued a card during the first week of the school. Once issued, this card must be with you either clipped to your clothing or worn around your neck **at all times**. You will need to use it for food service in the cafeteria, recreation equipment, access into the library and supervised study and work areas. Repeated infractions may result in expulsion. It is also a simple way for us to ensure that only authorized individuals are on campus during our program. Please cooperate and wear your card at all times. A replacement photo I.D. card will cost you \$10. If lost, first check the lost and found in CalArts Security. If it is not there, make arrangements for a new I.D.

Meal Time Attendance

The cafeteria will provide complete food service. You must show your CSSSA-InnerSpark I.D. card to be served. Mealtime is not only nutritionally important - it is a time for social exchange and general relaxation. All students are expected to maintain a balanced diet. This includes eating breakfast, which is essential to help you deal with a very busy and demanding daily schedule.

Meal times are as follows:

Sunday, July 12

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

Monday - Saturday

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

Sundays, excluding July 12

Continental Breakfast	7:30 a.m. - 9:30 a.m.
Brunch	11:00 a.m. - 2:00 p.m.
Dinner	5:00 p.m. - 6:45 p.m.

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

Cafeteria Rules

1. Bus your tray.
2. No Food Fights.
3. You **MUST** visibly wear your ID card; you will not get food without it.
4. You may eat as much as you like; however, you may not take any food or supplies from the dining area.
5. Shoes and shirts must be worn in the cafeteria at all times.

Refunds

As indicated by the title, the initial non-refundable deposit is not refundable, no exceptions. If a student withdraws from CSSSA for personal or medical reasons on or before Wednesday of the first week (July 15), CSSSA will refund all tuition paid, minus the initial deposit. If a student withdraws from CSSSA for personal or medical reasons after July 15 but before July 20, CSSSA will refund tuition paid minus the initial deposit and minus 50% of the remaining tuition paid (for example: tuition of \$1,415 minus the \$500 deposit = \$915 minus 50% results in a refund of \$457.50). **As of July 20, CSSSA will not refund any portion of the tuition.** No materials fees or field trip fees will be refunded at any time.

Please allow 6-8 weeks processing time for all refunds.

SECTION V: Residential Life

RESIDENTIAL LIFE

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

Each room will be set up for triple or quadruple occupancy. Rooms are furnished with two tabletop desks, two chairs, one double or two single wardrobes, and two chests of drawers. Each student will have a regular twin size mattress supported by a bed frame and bed board or

SECTION V: Residential Life Contd.

a portable cot with a twin size mattress. Due to the number of students in each room, it will be necessary for each student to share the provided furnishings with the exception of the bed. NOTE: At the end of the program, if bedding was specifically purchased for this program and you have no use for it, please leave it folded at the foot of your bed and it will be donated to a non-profit organization. Only bedding that is to be donated may be left in the room upon checkout.

Additionally, each room in Chouinard Hall has internet access available, which is free. However, it is important to remember that you will be sharing your room with 2 to 3 other people. CSSSA is not responsible for lost or damaged computers. If you decide not to bring your computer, you may use the library computers to access your e-mail and the internet.

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

Rules Regarding Living in the Residence Halls

When you move into the Chouinard Hall at CalArts, you are both tenant and guest. By accepting the invitation to become a member of the CSSSA-InnerSpark class of 2009, you make a commitment as a student artist and as a member of a residential community. You and your roommate(s) agree to jointly maintain your residence unit in a clean, safe, sanitary condition and promise to leave that unit in a clean and orderly condition at the conclusion of your residency. The following regulations specifically apply to residents of Chouinard Hall:

- (1) You are officially checked in when you accept a key to your assigned room and are therefore subject to all residence requirements as established by CSSSA-InnerSpark and CalArts.
- (2) You must observe all regulations regarding quiet hours, curfew and lights out.
- (3) You assume full responsibility for any loss or damage to your own property while residing in Chouinard Hall.
- (4) Your assigned room is for the exclusive use of you and your assigned roommate(s). No off-campus guests are allowed in the residence halls except for those assisting you in moving in your personal items on July 11th. You may not provide any housing accommodation or invite guests into the residence halls at any time during the summer.
- (5) The Resident Assistants and the Housing Office staff are working hard to provide you with a clean, safe and well-managed residence facility. Treat them with respect and courtesy at all times.
- (6) Your room assignment in Chouinard Hall is from July 11 through August 7, 2009. If you withdraw or are dismissed from the school prior to that date, you must vacate your room immediately and follow established check out procedures as defined by the Housing Office.

SECTION V: Residential Life Contd.

- (7) All interior walls are to be treated with care. Nothing can be taped, pasted, nailed, tacked or hung to your room's wall without prior approval. You are responsible for leaving walls, ceilings, etc., in their original condition.
- (8) Any damage you cause to your accommodations beyond that arising from normal wear and tear **WILL BE PAID FOR, BY YOU** (See page 18, DORM DAMAGES for more details). Failure to do so will result in loss of college credit.
- (9) All housing assignments are made by the Housing Office Director, Room 101. You may not switch or change your assigned room without prior approval from the Housing Office.
- (10) In the event of a vacancy in your room due to reassignment or withdrawal from the program, the Housing Office will assign a new roommate for you.
- (11) If your lifestyle or behavior consistently causes students to request a change in room assignments, you may be reassigned to a different room or asked to leave the school.
- (12) The following items are not permitted in the residence halls: waterbeds, cooking appliances of any kind, electrical appliances not approved by (UL), fireworks, firearms or any type of weapon (real or toy), ammunition, any type of illegal drug, alcohol, skateboard, rollerblades, skates, bicycles, candles, incense, halogen lamps, combustible decorations, chemicals, spray paints, multiple electrical adapters and ungrounded electrical appliances, plug-in air fresheners or pets.
- (13) Public telephones and vending machines cannot be used after room curfew. The use of **cellular telephones is strictly prohibited after curfew**. Parents who need to reach students after curfew on an emergency basis **only** may do so by calling CalArts security at 661-255-1050, extension 2112, and security will get the message to the resident hall immediately. PARENTS: HELP YOUR STUDENT STAY OUT OF TROUBLE, DO NOT CALL YOUR CHILD AFTER ROOM CURFEW, 11:00 p.m. Sunday through Friday and 12:00 a.m. on Saturday.
- (14) CalArts reserves the right to have its authorized agents or employees enter the premises and/or student's room at any time, without prior permission, to make necessary inspections for maintenance and repairs, for the security of the student and other residents or for health, safety and emergency purposes and to investigate when a reason to suspect that a violation of CSSSA-InnerSpark and/or CalArts policies may be occurring.
- (15) 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.
- (16) Smoking by CSSSA-InnerSpark students **anywhere** on campus, in or outside of any CalArts building, is prohibited. Smoking by CalArts faculty, staff and students is **not** permitted in residence halls or in any other building on campus (see Page 10).

SECTION V: Residential Life Contd.

- (17) Each student will be expected to perform a general cleaning of their living spaces such as trash removal, proper storage of all personal items. CSSSA-InnerSpark does provide a weekly cleaning of the bathroom. The Housing Office has posted the scheduled time and students **MUST REMOVE ALL PERSONAL TOILETRIES FROM THE BATHROOM ON THOSE DAYS.** This is to ensure that the rooms are being maintained in a clean and safe condition.
- (18) You must lock your dorm doors, bathroom doors, and windows whenever leaving your room. This is protection for you as well as your roommates.
- (19) There is to be no entering or visiting the residence hall areas restricted to students of the opposite sex.

Resident Assistants

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

Housing Office

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

Night Duty

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

Room and Roommate Assignment

The Housing Office will work with CSSSA-InnerSpark to place students with roommates with whom they are reasonably compatible. Assignments will be made without racial, religious, regional or economic consideration. You will be informed of your assignment when you arrive for registration. An effort will be made to place you with students with different majors to expand your interdisciplinary contacts. There is no guarantee roommates will be similar in all traits. Communication between roommates goes a long way toward heading off potential problems and establishing understanding. Each person who enters a residence hall

SECTION V: Residential Life Contd.

environment should expect that roommates and neighbors will have different outlooks, habits, likes, dislikes and lifestyles than their own.

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

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

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

Keys

You must lock your dorm doors, bathroom doors, and windows whenever leaving your room. This is protection for you as well as your roommates. If you have locked your key in your room, you may borrow a key from the Residence Hall Office between 8:00 a.m. and 5:30 p.m. When the office is closed, the R.A. on duty or the Security personnel will assist you. If you think your room key has been lost or stolen, report it immediately to the Housing Office. You are responsible for a \$15.00 charge for a new room key. When a change of locks is required, the charge to YOU will be \$50.00.

Cleaning

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

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

Dorm Damages

Dorm Damages are charged at the end of the summer school. Students will be charged for any damage to furniture, carpets, light fixtures, windows and screens, smoke detectors or anything else that is left in a condition other than how it was upon arrival. Students who leave trash in the rooms, even if it is in a trash bag, will be charged \$25.00 or more. Please note that anything left in the room, including art work, will be considered trash and a charge will be assessed. **Avoiding a fine is simple, MAKE SURE THAT EVERYTHING IS REMOVED PRIOR TO DEPARTING.** These are charges that CalArts assesses to the students. **Students need to make**

SECTION V: Residential Life Contd.

sure that they leave their rooms exactly how they were found or better. Vacuum cleaners are available and you are strongly encouraged to use one before checking out. **Final Note: Unless CalArts is able to determine which roommate is responsible for the damages, every roommate shall be assessed the same fine. For example, if you leave a bag of trash in the room, each roommate will be charged \$25.00.** These are the rules, the same rules in effect for college students at many dormitories in the State and these are the rules enforced by CalArts during the academic year.

Repairs and Maintenance

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

Recycling

CalArts recycles! Join this community recycling program. Details are posted in the residence hall.

Water Conservation

Please conserve water while on the CalArts Campus. Water in the residence hall facilities, academic buildings and cafeteria is purchased from the local water district. Conservation helps everyone.

Quiet Hours

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

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

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

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

Curfew and Room Check

On Sunday through Friday evenings, students must be on their assigned floor by 10:30 p.m. and in their assigned room by 11:00 p.m. On Saturday evenings, students must be on their floor by 11:00 p.m. and in their assigned room by 12:00 midnight (REMEMBER, one minute late IS LATE).

R.A.'s will begin their room checks promptly at these times.

SECTION V: Residential Life Contd.

Lights Out

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

Religious Services

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

Shopping

Valencia Marketplace is a large shopping center with restaurants, a grocery store, WalMart and some clothing stores three blocks west of the McBean Parkway entrance. **Vista Village** is a smaller shopping center adjacent to the CalArts campus with a pharmacy, delicatessen/grocery store and Post Office. Students may go to the either shopping area to take care of personal business during the following hours, **without** obtaining an off-campus pass:

Monday through Saturday 11:30a.m - 8:00p.m.

Sunday Until - 8:00 p.m.

These are the two permissible destinations. No other destinations are permitted. Further, the use of public transportation is strictly prohibited.

Note: Students are responsible for attending all classes and performances as required. Students wishing to visit either shopping area must do so during their free time.

Mail

Mail to you should be addressed as follows:

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

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

SECTION V: Residential Life Contd.

CalArts does not have a U.S. Post Office on campus but it does have a small mailroom, which receives packages and mail Monday through Friday. There is a U.S. Post Office at Vista Village. Also, there is a UPS Store, at Valencia Marketplace for sending packages home. If you are planning to mail packages home, you should do so on a weekday prior to your departure date of August 7th. **Students are responsible for packaging, transporting and shipping their items from either the U.S. Post Office or UPS Store. NOTE: Please do not send mail to CSSSA-InnerSpark after August 1st.**

E-Mail

Students can access their e-mail accounts from the internet work stations in the CalArts Library during regular library hours. Additionally, CalArts has internet connection in all of the dorm rooms. If you bring a personal computer, you will need to supply your own ethernet cable in order to connect in your dorm room.

Website

Parents may visit our website during school for program updates and information. The address is www.innerspark.us.

Daily News

The *Purple Blurrrb* is a newsletter informing students of daily performances, events, etc.. The name "*Purple Blurrrb*" originated at the first summer school in 1987. Using an old ditto machine and the only available colored ink (purple) we produced our first daily newsletter. The color of the newsletter was great, but unfortunately the newsletter was a **purple blur**. We got rid of the ditto machine and now print the newsletter on purple paper. Don't forget to pick up your newsletter each morning in the cafeteria.

Parents, friends, family members, teachers, etc., may subscribe via email, at no charge, and receive up-to-the-minute news from CSSSA-InnerSpark. To subscribe, simply point your web browser to <http://www.innerspark.us/parents/>. Your username is "parent" and your password is "parent2009."

SPECIAL NOTE TO STUDENTS AND PARENTS: This newsletter will be your single most important source of information. You must read it daily and remember, you are responsible for the information contained in the *Purple Blurrrrb*.

Messages

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

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

SECTION V: Residential Life Contd.

Laundry Rooms

There are two laundry rooms available in Chouinard Hall. **One laundry room will be designated to male students and the other for female student use only. Upon arrival, you will be advised of your assigned laundry room.** If you choose to utilize the laundry facilities, you will need to purchase a laundry card for \$2.00. Once you have your card, you may deposit whatever amount, in \$5.00 increments, you believe you will use for laundry. The card is reusable and you may add additional money at any time. The laundry card machine is located near the ATM machine outside the mailroom in the Main Building. Any unused money on our card will not be reimbursed, so please plan accordingly. Should you lose your card, you will need to purchase a new one. Remember to treat your card as cash. Please consider leaving your card with your R.A. at the end of the session. You must stay with your laundry. Do not start laundry after 8:00p.m.

Faculty Housing

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

SECTION VI: What to Bring

WHAT TO BRING

You Should Bring:

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

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

Important: If you are traveling by air, you should check with the airlines regarding the number and sizes of bags allowed and carry-on restrictions and regulations.

SECTION VI: What to Bring Contd.

Optional Items

- reading light (recommended)
- fan
- standard ethernet cable (if you want to access the Internet from your personal computer in the dorm)

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

Do not bring skateboards, rollerblades, bicycles, skates, or refrigerators to the CSSSA-InnerSpark/CalArts campus--they are prohibited.

Dress

You should bring all normal personal items. Casual wear (shorts, jeans, T-shirts) is appropriate everywhere on campus. Sweatshirts or light jackets are desirable for early mornings and late evenings. Bathing suits are required for anyone using the pool. Bring old clothes for work in the shops and studios, comfortable clothes for recreation and dance and a robe for the hall. You'll be doing a lot of walking - be sure to bring comfortable shoes. There will be performances, recitals, art exhibits, guest lectures and other activities during the school. We will sponsor cabarets, dances, and some student performances. Plan on bringing at least one good outfit (pants, something other than jeans, shirt, blouse, skirt, dress and shoes). **Remember space is limited so don't bring your whole wardrobe!**

Spending Money

You will need some spending money for the four weeks you will be on the CalArts campus. Optional recreational field trips on weekends will be scheduled during the four-week session. There will be a fee based on the actual cost of the transportation and admission charges. You will be informed of the schedule and anticipated costs. Sign-up for the optional recreational field trips will be on registration day and during the summer session. Information regarding field trips for CSSSA-InnerSpark 2009 will be mailed to you in early June. There will be a special "CSSSA-InnerSpark" T-shirt designed during the summer session by a 2009 student available for sale (\$15) and a departmental group photo (\$10)—both may be pre-purchased at registration. These items will not be for sale after August 7th.

Students may need cash to cover medical services and prescriptions if costs are not covered by a medical insurance plan or if a student does not have insurance. Students should have enough money to pay co-pay amounts for all office visits and prescriptions.

Located in the Valencia Marketplace is a Washington Mutual Bank (661-284-3640) and Wells Fargo Bank. The Wells Fargo Bank (661-251-5021) is inside the Von's Market (661-252-3838). Both are within walking distance of the CalArts campus.

CalArts has an ATM machine on campus. The ATM machine is located near the mailroom. There is a \$1.50 surcharge assessed for each use.

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

SECTION VII: Resources/Assistance

RESOURCES/ASSISTANCE

Health Services

CalArts will have a Registered Nurse on duty Monday-Friday (8:30 a.m. - 1:00 p.m. and 2:00 p.m. to 4:30 p.m.) to handle minor illness and injuries. Additional after hours services will be available on a limited basis—see the *Purple Blurrrrb* the first week for details. Office visits are free. If medicines, lab work or doctor visits are needed, student is responsible for those expenses. Whenever possible, please take care of medical issues by 5:00p.m. Otherwise, you may end up in the Emergency Room for many hours.

Prescription Medications: All prescription medications must be logged with the campus Nurse on registration day, July 11th. You must take your prescriptions to the nurses' office sometime between 9 a.m. and 4 p.m. on July 11th. **Failure to register your medications with the school nurse is grounds for immediate expulsion from the program.**

Arrangements have been made for EMERGENCY after-hours and weekend care with the SCV Quality Care (medical walk-in center), Kaiser and Henry Mayo Newhall Memorial Hospital. If students need to be referred to specialists for conditions beyond the medical scope of the Registered Nurse, then students will be sent to the SCV Quality Care, Kaiser, or if warranted, to the Henry Mayo Newhall Memorial Hospital. CalArts and CSSSA-InnerSpark will NOT be responsible for any medical costs incurred by students. All students should have adequate medical insurance and be aware of their family health care provider. You should contact your health provider prior to attending CSSSA-InnerSpark to ensure you have adequate health coverage during your four week stay in Valencia. When completing the medical form in your registration packet (pink), you are asked to attach copies of your medical insurance cards.

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

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

Regular Medical/Dental Visits

Appointments for routine care (i.e. orthodontic adjustments, cast removals and check-ups) must be arranged by the parent. The parent will be responsible for transporting their child to and from these appointments--CSSSA-InnerSpark does will **not** provide transportation for non-urgent appointments. Parents must inform CSSSA-InnerSpark in advance of the appointment so that the parent will be admitted at the campus gate and a meeting place arranged with your student.

SECTION VII: Resources/Assistance Contd.

Special Appointments

The CSSSA-InnerSpark counselor is available to provide counseling and advice on local support meetings. Appointments and transportation to these meetings must be coordinated with the CSSSA-InnerSpark counselor.

Emergencies

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

Mediation

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

In the rare instance where a solution is not found through staff mediation, a review panel will be convened by the Director or Deputy Director to hear and arbitrate disputes. The decision of the review panel will be binding on all parties.

Lose Something?

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

Library

Access to books, films, videos, slides and recordings will be made available to students. CSSSA-InnerSpark students wishing to use the library must bring their ID card to the library to receive a library card. Audio-visual materials can only be used within the library. Students are to respect the standards concerning quiet study and no food is allowed in the library. **Circulating books, scores and other materials must be returned to the library on or before August 4th.** After August 4th, students may utilize the materials within the boundaries of the library. Students are responsible for payment for lost or damaged books before leaving CalArts. Failure to do so may jeopardize eligibility for college credits.

LIBRARY HOURS

Monday through Friday
Saturdays

3 P.M. - 7 P.M.
1 P.M. - 5 P.M.

SECTION VIII: Recreation

RECREATION

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

Pool Area

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

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

SECTION IX: Power Outages

You will be given specific instructions at your department orientation on Sunday July 13th about what to do in the unlikely event of a power outage. Note: as classrooms for each department are in different areas of the campus, different instructions will be given. For example, creative writers may be told to meet outside the cafeteria, while there may be enough natural light to continue working in animation classrooms. We strongly encourage all CSSSA-InnerSpark students to bring a flashlight. Of course, there is emergency lighting in hallways and staircases. Also, candles are strictly prohibited--do not bring candles.

SECTION X: Campus Security and Safety

CAMPUS SECURITY AND SAFETY

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

Emergency Communications

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

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

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

Precautionary Measures

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

- Report unusual circumstances to Campus Security, ext. 2222 from a campus phone or 255-1050, ext. 2113 or 2114 on an outside line.
- Lock all windows before leaving your room and remember to keep your bedroom and bathroom doors locked at all times.

SECTION X: Campus Security and Safety Contd.

- Be prepared to describe the nature and location of the emergency.
- Report the emergency to Campus Security, ext. 2222 on a campus phone or call 255-1050, ext. 2113 or 2114 on an outside line.
- Notify the Resident Assistant on duty **immediately**.
- Daytime hours call Housing Office direct (661) 253-7897 or (661) 255-1050 ext. 2212 or 2118, 8:00 am – 5:30 pm.
- From any CalArts phone you may call extensions 7897, 2212, 2118.

Earthquake/Disaster Preparedness and Survival Guide

Before an Earthquake:

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

During an Earthquake:

- (1) There is no need to panic. The shaking will stop in a few seconds. **STAY CALM AND KEEP THINKING.**
- (2) Immediately get under a table, desk or stand in a doorway.
- (3) Keep away from windows, bookshelves and heavy equipment.
- (4) If you are in a lab or a shop where there are caustic materials, move as fast as you can away from the materials.
- (5) In shop areas, drop to the floor so you are not thrown into running machinery. Turn off equipment immediately if possible.
- (6) If outdoors, move to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall.
- (7) If in your car, stop and stay in it until the shaking stops. Avoid stopping near trees, power lines, on or under overpasses.
- (8) Aftershocks of the strongest magnitude usually occur immediately following the quake. Know the location of the evacuation site and the quickest route from your normal locations in the buildings.

After an Earthquake:

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

SECTION X: Campus Security and Safety Contd.

Evacuation Procedures for Any Emergency:

- (1) Exit according to your predetermined routes.
- (2) Do not use elevators; use stairwell exits.
- (3) Walk carefully and quickly. (There may be broken glass or other fallen debris, which you will have to walk through.) DO NOT RUN.
- (4) Stay to the right of hallways, allow others to merge, and remain calm and orderly.
- (5) Do not tie up the phones unless you have a genuine emergency.
- (6) Do not go sightseeing.
- (7) Remember the safety of others and cooperate with safety officials.
- (8) Regroup at the playing field and wait for further instructions.

CHECK OUT IS FRIDAY, AUGUST 7

***ALL STUDENTS MUST BE PICKED-UP BY
6:00 P.M. ON FRIDAY, AUGUST 7***