



# Student Handbook

**2018-2019**

# **The Governor's School for the Arts Student Handbook**

**2018-2019**

254 Granby Street  
Norfolk VA 23510

phone: (757) 451-4711  
fax: (757) 451-4715

[www.gsarts.net](http://www.gsarts.net)

The Governor's School for the Arts is sponsored by the Virginia Department of Education and the following local school divisions: Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Southampton, Suffolk, and Virginia Beach. The school does not discriminate on the basis of sex, religion, race, color, national origin, age or disability in access to, or participation or employment in its programs, services, or activities

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# The Governor's School for the Arts 2018-2019 Calendar

July							January						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

  

August							February						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28		

  

September							March						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						

  

October							April						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

  

November							May						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	

  

December							June						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						

**Summer Schedule-Building Closed**  
 Department Chairs Return August 20 (10.5 mos)  
 Full-time Faculty Return August 24 (10 mos)

**First Day of school: Begin 1st Quarter**  
**Staff Work Day: GSA closed for Students**  
 August 24-August 31

November 6, 2018 (Election Day)  
 November 21, 2018 (Staff & faculty 1/2 day)  
 January 29-30, 2019  
 April 5, 2019

**Holidays: School Closed**  
 July 4 (Independence Day)  
 September 3 (Labor Day)

November 12 (Veterans Day)  
 November 22-23 (Thanksgiving)  
 Dec 20-Jan 1 (Winter Break)  
 January 21 (Martin Luther King Holiday)  
 February 18 (Presidents' Day)  
 April 12-19 (Spring Break)  
 May 27 (Memorial Day)

**Office is open**

**Quarter Begins**  
 September 4 (1st Quarter)  
 November 7 (2nd Quarter)  
 January 31 (3rd Quarter)  
 April 8 (4th Quarter)  
**Quarter Ends**  
 November 5 (End of 1st Qt - 45 Days)  
 January 28 (End of 2nd Qt - 45 Days)  
 April 4 (End of 3rd Qt - 45 Days)  
 June 7 (End of 4th Qt - 38 Days)

**Progress Repots**  
 Oct. 3 (1st Qt)  
 Dec. 12 (2nd Qt)  
 March 4 (3rd Qt)  
 May 10 (4th Qt)

May 24: Senior Grades Due  
 Graduation June 4

Last Day for Full-Time Faculty  
 Last Day for Department Chairs

# Directory

## Administration

**Hours** ..... M-F, 9:30a.m. - 5:30p.m.  
Phone.....757-451-4711  
Fax .....757-451-4715

Andrea F. Warren, Ph.D. .... Executive Director  
Andrea.Warren@gsarts.net

Deborah Thorpe ..... Assistant Director/  
Deborah.Thorpe@gsarts.net ..... Foundation Director

B. Kristen Outlaw-Hartman ..... Financial Assistant  
Kristen.Outlaw-Hartman@gsarts.net

Stephanie Outlaw ..... Administrative Assistant/Office Manager  
Stephanie.Outlaw@gsarts.net

## Departments

HOURS.....M-F 9:30 a.m. – 5:30 p.m.

### Dance Department

Todd Rosenlieb (Chair).....451-4711 xt. 1700  
Todd.Rosenlieb@gsarts.net ..... fax 451-

Joni Petre-Scholz (Assistant Chair).....451-4711 xt.1702  
Joni.Petre-Scholz@gsarts.net

### Instrumental Music Department

Jeff Phelps (Chair).....451-4711 xt. 1621  
Jeff.Phelps@gsarts.net fax..... 451-4715

Steven Coxe (Artistic Director) .....451-4711 xt. 1621  
Stephen.Coxe@gsarts.net

### Musical Theatre Department

Chip Gallagher (Chair) .....451-4711 xt. 1318  
Chip.Gallagher@gsarts.net ..... fax 451-

Jeff Warner (Choreographer).....451-4711 xt. 1311  
[Jeff.Warner@gsarts.net](mailto:Jeff.Warner@gsarts.net)

### Theatre Department

Steve J. Earle (Chair).....451-4711 xt. 1407  
[Steve.Earle@gsarts.net](mailto:Steve.Earle@gsarts.net) fax ..... 451-4715

Sean Blue (Technical Director)..... .451-4711 xt. 1609  
[Sean.Blue@gsarts.net](mailto:Sean.Blue@gsarts.net)

### Visual Arts Department

Liana Graham (Chair) .....451-4711 xt. 1521  
[Liana.Graham@gsarts.net](mailto:Liana.Graham@gsarts.net)  
fax.....451-4715

Heather Bryant (Associate Chair).....451-4711xt.1520  
Heather.Bryant@gsarts.net

### Vocal Music Department

Alan Fischer (Chair).....451-4711 xt. 1424  
[Alan.Fischer@gsarts.net](mailto:Alan.Fischer@gsarts.net) ..... fax 451

## **Management Advisory Committee Representatives (MAC Reps)**

CHESAPEAKE  
Ms. Andrea Barnett.....547-0153 x257

FRANKLIN  
..... 757-569-8111 x5606

ISLE OF WIGHT  
Ms. Colleen Loud.....365-1611

NORFOLK  
Karla Stead .....852-4674

PORTSMOUTH  
Mrs. Gwen Jenkins ..... 393-8885

SOUTHAMPTON  
Mrs. Kelly Gillette..... 556-4890

SUFFOLK  
Dr. Stenette Byrd ..... 925-6750

VIRGINIA BEACH  
Mrs. Robin Shumaker..... 263-1000

## MISSION AND GOALS STATEMENT

The Governor's School for the Arts is a center for innovation that develops excellence, nurtures creativity, inspires artistic vision and builds communities with a passion for the arts.

Goals supporting the mission are:

- Prepare students to engage the arts thoughtfully and creatively while becoming life-long learners and advocates of the arts.
- Offer instruction through classes, performances, and in cross-disciplinary opportunities by a faculty of professional instructors, artists, and mentors.
- Provide exceptional performance and exhibition experiences in state-of-the-art facilities.
- Prepare and inspire students to meet the most rigorous admission requirements of colleges, universities, conservatories, internships and other career opportunities.
- Encourage and provide opportunities for students to use their talents in service to others.
- Create relationships with educational organizations and partnerships with arts organizations and the community at large.
- Build audiences to appreciate and enjoy the arts within the community.



**Student Hours**

**1<sup>st</sup> SHIFT**

Norfolk, Portsmouth, Southampton, Va. Beach ..... M-F 1:00 -4:15 p.m.

**2<sup>nd</sup> SHIFT**

Chesapeake, Franklin, Isle of Wight,  
Suffolk..... M-F 2:00 -5:15 p.m.

**INSTRUCTIONAL SITES**

Classes for The Governor’s School for the Arts are held at two locations in the City of Norfolk.

Department:

Location:

Dance, Instrumental Music,  
Musical Theatre, Theatre &  
Film, Visual Arts, Vocal Music

254 Granby Street

Dance

TR Dance Center  
(325 Granby St.)

Students in any department, based on assigned activities, may use all instructional sites. Should there be a permanent re-location of a department during the school year, parents will be notified in writing of the change at the earliest possible date.

Additionally, classes/rehearsals are frequently held at performance venues before, during and after productions. Performance venues include, but are not limited to University Theatre and Chandler Recital Hall at ODU, Attucks Theatre, Chrysler Hall, Harrison Opera House, TCC Roper Theatre, Sandler Center for the Performing Arts in Virginia Beach, Virginia Arts Festival, Freemason Street Baptist Church, Christ and St. Luke’s, Sentara Heart Hospital, First Presbyterian Church of Norfolk and the Wells Theatre. Exhibitions are held at the GSA, the Wise Gallery, the Contemporary Arts Center, the Hermitage Foundation, Chrysler Museum, and various locations throughout Hampton Roads as approved by the Department Chair.

GSA students may take classes in the same instructional space (classroom, studio, etc.) as Tidewater Community College and TR Dance students.

**RESIDENCY**

To be eligible to attend The Governor’s School for the Arts, students must meet local school division residency requirements and must be enrolled in a public high school in one of the school divisions participating in The Governor’s School for the Arts.

### **ACADEMIC COURSES AT THE HIGH SCHOOL**

Students attending The Governor's School for the Arts must meet all regular requirements for high school graduation. Since different school divisions may have different graduation requirements, students who attend GSA need to work closely with their high school guidance counselor to design a course of study that meets all graduation requirements.

### **EXPENSES**

There are departmental fees charged by The Governor's School for the Arts. This fee may cover the cost of certain materials, equipment, clothing, performance attire, admissions, etc. This fee is set at \$250 for all departments. Field trip costs vary based on the location, and travel and hotel costs. Detailed information is available from the department chair.

Failure to pay departmental and/or senior fees may affect future enrollment and will prevent seniors from walking at the graduation ceremony.

**There will be a charge of \$25.00 for any returned check and checks will not be accepted thereafter from that individual.**

### **COURSE CREDIT**

Each student who successfully completes a semester of work at The Governor's School for the Arts is awarded 1.5 elective credits toward high school graduation for each semester of study.

### **GRADES AND GRADING PERIODS**

Students receive grades in each course at The Governor's School for the Arts. There are four grading periods, each of which is approximately nine weeks in length. Report Cards are e-mailed at the end of each grading period. At the end of each semester a single composite grade is calculated by each school division and reported to students' high schools to be recorded on their high school transcript and grade reports. GSA weights certain courses for extra credit based on core curriculum and/or standards that exceed normal course requirements and/or performance focus. Numerical grade values for GSA grades are as follows:

A	100-93	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-64
B+	89-87	C	76-73	D-	63-59
B	86-83	C-	72-70	E	58

Grade point averages for quarters, semesters and year are shown on GSA report cards as numerical value. This value can be translated into a letter grade by using the following table:

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	E	0.00

### **PROGRESS REPORTS**

At the approximate mid-point of each grading period and at other times as needed, progress reports are sent by mail to parents of students who have grades lower than expected in any class. Copies of these reports are also sent to the MAC representative of the local school division (see page 4).

### **CONTINUED ENROLLMENT**

The Governor's School for the Arts is an elective program offered to students in the eight participating school divisions. Admission into The Governor's School is by application and audition. Continued enrollment is not automatic but is contingent upon the student's satisfactory progress, achievement (GPA of 3.0 or better), artistic growth and conduct as determined by the administration and faculty of The Governor's School for the Arts. Students may be removed from The Governor's School due to lack of progress, poor attendance and/or unacceptable behavior. This request may be made by GSA's faculty with supporting documentation or by high school faculty/staff. NOTE: Students who are removed or who withdraw after October 2<sup>nd</sup> will receive "E" grades and no credit in all courses.

### **NON-RETURNING STUDENTS**

Anytime a student knows he/she will not be returning for the second semester or for the next year, GSA should be notified immediately in writing by the parent.

### **RE-ENROLLMENT**

Students who withdraw from The Governor's School during the school year or after completing a year and wish to re-enroll at a later time may be considered for re-enrollment at the beginning of a subsequent school year on the same basis as a new student. A new application and audition will be required.

### **CHANGING DEPARTMENTS**

Students requesting a change from one department to another for the next school year must go through the regular application/audition process.

## **TRANSCRIPT REQUESTS**

Requests for transcripts must be made on a Transcript Request Form that is available in the main office and from department chairs. There is a \$5.00 charge at the time of request for any requests beyond a total of twenty (20) during the school year. Checks may be made to GSA.

## **WITHDRAWING FROM THE GOVERNOR'S SCHOOL**

### **Withdrawal before September 15th**

Students may withdraw from The Governor's School before September 15th without penalty. Students who withdraw before September 15th will receive no grade and no credit. Students are cautioned that withdrawal after the beginning of the school year, even prior to September 15th, may present problems in scheduling classes at their high school. Even when classes can be scheduled, entering a class that has been in session for several weeks may present problems. Students should consult their principal or guidance counselor regarding any such problems.

### **Withdrawal after September 15th**

Students who withdraw after September 15th, other than at the end of the first semester, will receive a failing grade and no credit.

### **Withdrawal at the end of First Semester**

Students who withdraw at the end of first semester (**Jan. 28, 2019**) will receive the grades assigned. The awarded credit for less than a full year will be at the discretion of and according to the policies of the student's local school division. Students and parents/guardians should be aware that withdrawal before completing a full year at The Governor's School could result in loss of credit, since a local school division may not recognize less than a full year's work for credit. There may also be complications in working out a schedule at the student's high school due to the lack of available semester courses.

### **Withdrawal at the end of Second Semester**

Students who withdraw from The Governor's School after completing a full academic year will receive the grades assigned and if the grades are satisfactory, will be awarded credit for all work completed.

## ATTENDANCE

Founded on the conviction that students can only benefit from a program when they are present, students at The Governor's School for the Arts are expected to attend GSA every day that school is in session and transportation is provided. Students are to attend all classes in which they are enrolled, and are to be punctual to school and to each of their classes.

Participation is key to students' success. All absences will impact the students' grades and artistic development. Daily attendance is taken when students use their badge to enter the building. Failure to do so may result in students being marked absent. Continued failure to use ones badge for attendance purposes may result in disciplinary action. All lost or stolen badges should be reported to administration immediately. Students are charged a \$25 badge replacement fee.

Attendance is required even if regularly scheduled classes are not meeting due to special activities or performances. Attendance at rehearsals and performances is mandatory unless excused by the department chair.

Student's parent/guardian will be notified in writing, indicating dates of each day absent, when he/she has been absent five (5) and ten (10) days during the semester. **Students may be penalized for all absences.** This may include lowering their grades, denying credit and/or removal from The Governor's School for the Arts.

## ATTENDANCE WHEN HIGH SCHOOL IS CLOSED

There are days when a student's regular high school is closed but The Governor's School is open. On those days students are welcome to attend GSA whether bus transportation is provided or not but will not be penalized if bus transportation is not provided. There will also be days when The Governor's School is closed and the student's regular high school is open. On those days it is the responsibility of the high school, student, and the parent/guardian to arrange the student's afternoon schedule and any required transportation.

When the regular high school has early release and the student is at the high school at the time transportation departs for GSA, the student is expected to attend The Governor's School. This will count as an unexcused absence.

## ABSENCES

All absences affect participation at GSA. Absences that may be waived include, but are not limited to: College auditions, tutoring, sickness with a doctor's note, confining illness or injury, life-threatening illness, funeral, family emergency, religious holidays observed by the student, SOL/AP testing.

**The executive director may excuse students for other reasons when arrangements are made in advance (Example: Family trip).**

### ABSENCE NOTES

Within three days of returning to school, students must deliver a written explanation of the absence, signed by the student's parent or guardian, to their Governor's School department chair or to the office. These notes may be emailed to the department chair and to Stephanie.outlaw@gsarts.net, or faxed to 757- 451- 4715. **Written excuses must be given both to The Governor's School and the regular high school.** There is no provision for excuse notes delivered to the regular high school to be forwarded to The Governor's School. Occasionally, calls will be made to a parent or guardian to confirm student absences.

If a student is going to be absent for tutoring, a tutoring form can be found on the GSA website. This allows the student to have multiple teachers sign off on tutoring if there is going to be more than one session. Once tutoring is completed, the student can turn in the tutoring form.

**Students who are absent more than ten (10) days during a semester, for any reason, will receive a failing grade and no credit for their classes.** Students who have more than ten absences and believe there are extenuating circumstances, which would justify waiving the denial of credit, **MUST** request an appeal to the assistant director of The Governor's School for the Arts, **in writing with supporting documentation, within 5 days after the 10<sup>th</sup> absence.** The assistant director will make a decision on whether to approve the waiver. Parents may appeal the decision to the executive director.

### EARLY DISMISSAL FROM SCHOOL

Student who must leave school early for a doctor's appointment or other excusable reason must bring a note signed by the student's parent or guardian and give it to administration located on the 2<sup>nd</sup> floor. The written request must include the REASON, DATE and TIME of RELEASE, and the NAME of the PERSON PROVIDING TRANSPORTATION. Students may be released to someone other than parents or legal guardians only when the parent or guardian gives prior written permission. **Students must sign out at the admin office prior to leaving the building.**

**Notes should include the student's FIRST and LAST NAME, DATE(S) of absence(s), and REASON for absence(s). Students should bring a note from their high school if the absence is due to class tutoring, field trips, or SOL or AP testing.**

### **ILLNESS OR ACCIDENT AT GSA**

If a student becomes ill at school and it is thought to be advisable for the student to return home, he or she may be excused if authorization for release is obtained from the student's parent or guardian and transportation arrangements can be made which are satisfactory to the executive director, assistant director, or administration.

In case of an accident or other medical emergency an effort will be made to contact the student's parent, guardian, or other person designated as an emergency contact. If in the judgment of the executive director or other responsible Governor's School staff member that the situation requires immediate medical attention, medical care will be sought in the most expeditious manner possible.

Parents should be aware that physicians and hospitals may provide only limited medical attention without authorization from a student's parent or legal guardian and without satisfactory assurances for payment of bills.

**It is important that students have evidence of medical insurance coverage in their purse/wallet or on their person, and that the school has contact information for a responsible person who is always available in the event of an emergency. Also, GSA must be notified in writing by the parent or guardian if a student has permission to take over-the-counter or prescription medicine while in school. The notification should include dosage instructions and dates to be taken.**

### **TRANSPORTATION TO, FROM, and AT GOVERNOR'S SCHOOL**

Local school divisions provide transportation for students to and from The Governor's School for the Arts.

It is the responsibility of parents or guardians and students to be familiar with their school division's plan, rules and regulations for transportation. GSA expects students to follow their school division's rules for conduct on school buses. Failure to do so may result in disciplinary action by GSA's administration.

The following information has been provided by division transportation supervisors. Questions or problems concerning transportation to and from GSA should be addressed to the transportation office of the student's school division.

**Chesapeake.....547-1617**

Students are picked up from and delivered back to their high schools.

Students must provide their own transportation home from their high school. No transportation will be provided on exam days, or when schools are closed.

**Franklin.....569-8111 x 6**

Students are picked up at Franklin High School by a Franklin car. Students are delivered by the driver to their homes.

The Franklin driver comes to GSA every day Franklin Schools are in session. No transportation is provided on days Franklin is closed.

**Isle of Wight .....357-9926**

Students are picked up from and delivered back to their regular high schools. Students must provide their own transportation home.

The Isle of Wight bus comes to GSA every day GSA is in session. Students must provide their own transportation to and from their high school if their high school is closed.

**Norfolk .....892-3320**

Students are picked up at their high schools and delivered back to their neighborhoods within walking distance of home.

On days Norfolk schools are closed and on exam days, no transportation is provided.

**Portsmouth .....393-8269**

Students are picked up at their high schools and are taken to Norcom High School where they transfer to another bus for transportation to GSA. Students are picked up at GSA and returned to Norcom High School where some students transfer to another bus. These two buses deliver students to their neighborhoods within walking distance of home.

No bus is provided on early release days. No transportation is provided on days Portsmouth Schools are closed.

**Southampton .....1-757-653-2692**

Students are picked up at their high school and delivered back to their homes. No transportation is provided on days Southampton High School is closed.

**Suffolk .....925-5572**

Students are picked up from and delivered back to their high schools.



The Suffolk bus is provided whenever GSA is in session. Students must provide their own transportation to their regular high school on days Suffolk schools are closed.

**Virginia Beach.....263-1545**

Students are picked up at their high school and delivered to GSA. Students are picked up from GSA by three buses and delivered to Kempsville High or Plaza Middle School where they transfer to another bus that delivers them to their neighborhoods within walking distance of home.

On days that Virginia Beach Schools are closed and during exams, no transportation is provided.

**Students must ride their designated bus when leaving GSA. Students visiting other student's homes from another school district, will have to be transported by a parent.**

**BUS SCHEDULES, MISSED BUSES**

Local school divisions provide bus schedules to students prior to the beginning of the school year. Students are expected to adhere to the schedule. Students who miss the bus from their high school to The Governor's School must arrange their own transportation. Likewise, students who miss the bus departing from The Governor's School must also arrange for their own transportation home. Students who miss their bus from The Governor's School should inform their department chair, a GSA instructor, the executive or assistant director **immediately.**

**The Governor's School has no provision to transport students who miss their bus. It will be the responsibility of the parents or guardians of the students to arrange transportation.** Buses departing from The Governor's School depart 25 minutes after the hour. The buses will not wait for late students.

Questions or concerns related to bus transportation while at The Governor's School, or issues related to the use of private vehicles should be addressed to department chairs, the executive or assistant director.

**DRIVING TO THE GOVERNOR'S SCHOOL**

Students are encouraged to use bus transportation provided by their local school division, but students may drive to The Governor's School if (1) their high school or school district's policy permits it and (2) they have written permission from their parents. Students who wish to drive and who meet the two conditions above must use the **Driving Permission form** (provided),

have it signed by their parent or guardian, and return it to their department chair.

Students in all departments who wish to drive to GSA must complete a Driving Permission Form and purchase a parking document for use only in the Freemason Garage at a rate established by the City of Norfolk, Division of Parking. Department chairs will advise students of procedures to follow. Students may not use on-street parking.

**The Governor's School assumes no responsibility for parking or traffic fines/violations incurred by students. Please be familiar with all parking regulations at the location where the student is**

#### **CAR POOLING**

The Governor's School for the Arts does not approve students riding with other students or with non-students.

#### **INCLEMENT WEATHER**

In cases of **inclement weather**, The Governor's School for the Arts follows, as closely as possible, the same schedule as **Norfolk Public Schools**. On days in question, students should listen to the radio and TV for announcements of Norfolk Public School closings. If Norfolk Public Schools is closed due to inclement weather, The Governor's School will also be closed. If Norfolk Public Schools closes during the day when students are at or are on the way to Governor's School, the School will remain open until buses have arrived from all eight school divisions to take students home.

**Tornados:** Should there be a tornado sighting, students should immediately move away from windows and mirrors to an interior hall or room. Avoid large rooms such as dance studios and band rooms. If the tornado approach appears imminent, students should assume a crouching position on knees facing the interior wall with hands and arms over their heads.

#### **EMERGENCY LOCK DOWN**

"Lock down" is defined as an action that restricts the movement of students during a real or perceived emergency. "Lock down" will be instituted by the executive or assistant director. Instructors will be notified by office personnel or the department chair. A "lock down" may apply to all instructional sites or to one or more locations depending on the situation. Once "lock down" has been declared, no student may leave the classroom, rehearsal hall, studio, etc., for any reason, including the normal change of classes. Arriving

students are to be admitted. The only adults to be admitted are GSA instructors, administrators, and law enforcement or medical personnel. A "lock down" remains in effect until instructors are notified by office personnel, department chairs, or administration.

### **STUDENT ACTIVITIES**

Many special activities are provided for students during the school year. Activities are publicized as information becomes available throughout the year. All students are encouraged to attend performances or exhibits given by fellow students in their own, as well as other art areas. Also, students are encouraged or may be required to attend professional performances and art shows conducted throughout the community. Announcements of events will be posted.

**Students who are thinking about auditioning for performances, trying-out for athletic teams, joining clubs, running for election, etc., in their regular high school must check with their department chair to be certain the regular high school commitment will not conflict with obligations to GSA.**

### **OVERNIGHT TRIPS**

Many students may experience at least one overnight trip during the year. For each trip, students and a parent/guardian must attend a "trip meeting(s)" to review the itinerary and expectations, to complete the necessary information and for other items to be determined by the department chair.

### **FIELD TRIP CANCELLATION**

Any field trip is subject to last minute cancellation due to local, state, national or international situations. Cancellation may also be necessary for other unexpected circumstances. There can be no guarantee that refund of payment(s) will be made.

### **STUDENT ASSISTANCE**

Limited funds are available from The Governor's School for the Arts Foundation for students needing financial assistance for trips, equipment, admission tickets, etc. Contact department chairs for details.

### **STUDENT INFORMATION**

It is imperative that GSA students have current and correct information in case of emergencies and for academic and enrollment purposes. The school must be notified in writing of high school changes, new addresses and phone numbers, changes in names or emergency contacts, etc. It is

imperative that parents notify the Executive Director in writing if their son or daughter has an IEP or 504 Plan and arrange for a copy to be forwarded to GSA (to the attention of the Executive Director).

#### **RELEASE OF STUDENT INFORMATION**

Information on students including name, grade, and high school is regularly included in programs and media releases by the school and on the GSA website.

#### **FILMING AND PHOTOGRAPHY OF STUDENTS**

Students attending The Governor's School are frequently photographed/filmed in class while performing and/or in interviews with the media. Recording, filming, and photographing of student work also occurs. Please refer to the technology form provided separately.

#### **STUDENT CONDUCT**

The Governor's School program takes place in settings that require above average maturity and judgment. These locations do not provide the sheltered and controlled environments of middle and high schools and therefore require students to make responsible choices.

Students' schedules vary from day-to-day and from semester-to-semester (much more so than in the typical high school). Students are required to follow this changing schedule, to meet bus schedules and to get from one place to another on their own. The relationships students develop with their instructors provide a unique opportunity, but also require a level of discipline and judgment that may not be demanded in a regular high school.

*A few simple rules apply:*

- Be where you are supposed to be and on time.
- Pay attention and follow instructions of GSA staff.
- Do all of the work assigned both in-class and out-of-class.
- Show proper respect and courtesy for your fellow students and all GSA administration, faculty, and staff.
- Use appropriate behavior at programs, concerts, and recitals.
- Do not damage or misuse property, clean up after using canteen area.
- Follow each school division's rules for conduct on school buses.
- Do not enter the VSC areas on the 1<sup>st</sup> and 2<sup>nd</sup> Floors
- Students may use the elevator with the permission of their department chair only.

## SELF-SUPERVISION

During extra time before and after classes, during class breaks and occasionally on rehearsal and performance days, students will be responsible for themselves without direct adult supervision. This may occur after the regular school day is over, before rehearsals or performances begin, or at scheduled breaks or meal times. If students are given permission to leave the building, they are to stay in groups at all times. Students are not to be alone when walking from building to building or when standing on any street or at any location. Students who drive to school must try to walk with someone to and from parking garages and lots. Students must inform the responsible adults of their whereabouts.

## DRESS

Student dress (including footwear) and any accessories should be appropriate for class and not disrupt learning. The variety of classes and instructional activities at a school for the arts require students to make careful judgments in selection of dress and accessories. Students should ask themselves questions such as the following:

1. *Is this safe to wear?*  
Example: long loose sleeves in printmaking are a hazard.
2. *Does this keep me from participating?*  
Example: a very short skirt in theatre rehearsal prevents sitting on the floor and other movement.
3. *Does this distract others?*  
Example: clothing that requires constant attention to keep underwear covered.

Students should not wear:

- distracting attire,
- underwear as outerwear,
- clothing that displays lewd graphics, offensive or obscene

language,

- or is gang-related,
- or clothing that promotes tobacco, alcohol, or drug use.

Department chairs may prohibit students from wearing clothing or carrying accessories that he/she considers inappropriate. Chairs may also require students to wear specific articles of clothing for specific activities such as dance classes or working with power tools.

### **VISITORS**

All visitors to the Governor's School must be approved in advance by a department chair and the Executive Director. They must check in at the admin office on the 2<sup>nd</sup> floor. Students visiting from high schools must also have prior written approval from the high school principal or his/her designee as well as the parents of the visiting student. Prior written permission from the school division transportation department is required for visitors to ride school buses.

### **TOBACCO**

The possession or use of tobacco or tobacco products is not permitted at The Governor's School or at any Governor's School activity, including trips.

### **ALCOHOL AND OTHER DRUGS**

Using, possessing, transmitting or being under the influence of any illegal drug or alcohol by a Governor's School student while on the site of any Governor's School facility or in attendance at any Governor's School function at any location is strictly prohibited; trips are included. Violation of this rule will result in being withdrawn from GSA, referral to the student's high school and referral to appropriate law enforcement agencies.

### **WEAPONS OR FACSIMILES**

Possession of firearms, knives, explosives, or other dangerous weapons, B-B/pellet guns, mace, pepper gas, or facsimiles on the site of any Governor's School facility or in attendance at any Governor's School function at any location, including trips, is forbidden. Violation of this rule will result in being withdrawn from GSA, referral to the student's high school and referral to appropriate law enforcement agencies.

### **ASSAULT AND ASSAULT & BATTERY**

Assault is defined as an unlawful threat or attempt to harm another physically. Assault and battery is defined as the carrying out of threatened physical harm. Battery is defined as any bodily hurt, however slight, done to another in an angry, rude or vengeful manner. Battery, assault or assault & battery will result in being withdrawn from GSA, possible referral to the student's high school and referral to appropriate law enforcement agencies.

### **HAZING**

Hazing or any type of activity considered being initiation is prohibited and will result in disciplinary action.

### **SEXUAL HARASSMENT and ASSAULT**

Sexual harassment is forbidden. It shall be understood to be:  
*unwelcome sexual advances; requests for sexual favors and other sexual verbal communications; or physical conduct of*

*a sexual nature in which the conduct substantially interferes with a student's performance or creates an intimidating, hostile, or offensive school environment.*

Sexual assault and/or harassment will result in disciplinary action, referral to the student's high school, and possible referral to appropriate law enforcement agencies. GSA is a bully-free zone.

### **DISCIPLINARY MEASURES**

The executive and assistant directors of GSA have the authority to exercise whatever disciplinary measures are appropriate in dealing with student misbehavior. Such measures include short term and long term suspension as well as withdrawal from GSA. At the discretion of the executive director, the high school may be notified of misconduct. Suspension from the high school will also result in suspension from GSA; however suspension from GSA may not result in suspension from the high school. Students who have serious or repeated behavior problems may be withdrawn from The Governor's School.

### **REQUIRED REPORTING OF CERTAIN OFFENSES TO LAW ENFORCEMENT AUTHORITIES**

§ 22.0-279.3:1.D. of the *Code of Virginia* requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of § 22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the *Code* lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § 18.2-60.3 on a school bus, on school property, or at a school sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property, or at a school sponsored activity;
- v. The illegal carrying of a firearm, as defined in § 22.0-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devises, or hoax explosive devises, as defined in § 18.2-85, or explosive or incendiary devices, as defined § 18.2-433.1, or chemical bombs, as described in §

- 18.2-87.1, on a school bus, on school property, or at a school sponsored activity;
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses;
- or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore.

Be advised The Governor's School for the Arts assistant and executive director may request, at any time and in any situation, the presence of law enforcement personnel and may report any situation determined necessary in their opinion.

### **SKATEBOARDS, BICYCLES, ROLLER BLADES, AND SCOOTERS**

Skateboards, roller blades and scooters may not be brought to the upper floors but must stay either on the first floor or brought to the admin office on the second floor. Bicycles may be locked up outside of GSA on the bicycle rack.

### **COMPUTER & INTERNET USE REGULATIONS**

All students authorized to use the computers/Internet provider services and their parent or legal guardian are required to read the following regulations which govern the use of the Internet and sign an accompanying agreement to abide by stated regulations.

#### Purposes, Uses of Computers

The Governor's School for the Arts provides computers and Internet provider services throughout the building. While the use of the computers and Internet services may differ from department to department, regulations regarding the use and restriction remain the same for all. Department chairs may authorize certain students to use computers and Internet services for the following purposes:

- running of software programs approved as part of the department's instructional program, such as music theory and composition, computer graphics, and scenic design;
- valid instructional research;
- generating of materials required for a class; or,
- in special instances, using computers and the Internet for career and/or college research.

Limited computers with Internet services are available and not all students may have access to this equipment and service.

Students may use the Internet only for purposes approved and arranged for by the department chair. **Only in very specific cases arranged by the department chair and approved by the administration may a**



**student access or use the Governor's School e-mail assigned to the department.**

No installation of unauthorized software is permitted without approval of the department chair.

Transmission of any material in violation of federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of Internet for commercial activities, advertising, or political lobbying is prohibited.

Use of the Internet service to retrieve inappropriate materials is always unacceptable and will result in loss of Internet privileges and possible disciplinary measures.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. Those include, but are not limited to the following:

- Courtesy in wording messages to others is expected at all times.
- Use of appropriate language (without vulgarities, swearing, or other inappropriate language or image) is expected.
- Do not reveal addresses, phone numbers, or personal information about students or instructors.
- Illegal activities are strictly forbidden. Messages about or relating to illegal activities may be reported to the authorities by people who operate the electronic systems and have access to messages sent out on web pages.
- Remember that you will be representing GSA; do not send out messages potentially damaging or embarrassing to the school.

Liability

GSA does not make any warranty, expressed or implied, for the service it is providing. Use of any information obtained from the Internet is at the student's own risk. GSA does not accept responsibility for losses suffered due to non-deliveries, loss of data, miss-deliveries, or service interruption(s).

Security

Security on the computer and the Internet is always a high priority and breaches of security will not be tolerated. Files stored on the computer hard drive are subject to review by the department chair and administrators. Inappropriate files will be deleted and loss of computer privileges and disciplinary measures may follow. Files relevant to class work should be stored on thumb/zip drive or CD and not the hard drive.

## **PLAGIARISM**

### **What is plagiarism?**

A student will have committed plagiarism if he or she reproduces someone else's work without acknowledging its source; or if a source is cited which the student has not cited or used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.

### **Hints for Avoiding Plagiarism:**

\* *More than three words copied in sequence is plagiarism.* This is ordinarily a good yardstick to use when wondering whether or not quotes are appropriate; they are, if you are copying more than three words in sequence that are not part of a common phrase (e.g. "up-to-date").

\* *One source is not "common knowledge."* Common knowledge does not require citation. But something is not common knowledge if you have found just one source for the information.

\* *When in doubt, cite!* If you have any doubt about whether or not to cite a source, err on the side of making the attribution.

\* *If your co-author sounds surprisingly eloquent, make sure the contribution is his/her own.* We often work in groups and co-author papers and projects. You should ask the question of your co-author if you doubt the work is his/her own. In group work, you are responsible for the project/paper in its entirety.

\* *Look away.* When you are writing, do not have open books or papers in front of you as you type. Read your sources, and then put what you have read into your own words.

\* *Writing is hard work.* Paraphrasing is relatively easy, writing is hard. Learning to be a good writer is part of what your education is about. Staring at an empty screen does become less daunting over time!

\* *Just because it's on the Internet, doesn't mean it's yours.* The Internet is a fantastic resource and search engines are terrific research tools. But what you find on the Internet was written by someone. You must cite Internet web sites, and if you use a quote, use appropriate quotation procedures.

\* *Paraphrasing is more than changing a verb tense or reordering a list.* Essentially, paraphrasing is used to summarize another author's text. A paraphrased passage must be cited.

**The High Cost of Plagiarism**

Plagiarism can ruin your reputation and cost you your professional career, along with the respect of your peers and family. **Plagiarism at GSA is an act of academic dishonesty that has serious consequences which may include reprimand, probation, suspension and/or expulsion.**

**| ITEMS TO BRING TO SCHOOL  
ON WEDNESDAY, SEPT 5, 2018**

WE REALLY NEED EVERYONE TO BRING IN ONE  
OF EACH OF THESE ITEMS:

Liquid soft soap

Tissues

Plastic utensils

Copy paper

Feminine Products

Clorox/Disinfecting Wipes