



Student Handbook

2016-2017

The Governor's School for the Arts Student Handbook

2016-2017

254 Granby Street
Norfolk VA 23510

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fax: (757) 451-4715

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 2016-2017 Calendar

July						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

August						
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September						
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November						
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December						
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January						
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February						
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March						
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April						
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30						

May						
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21	22	23	24	25	26	27
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June						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29	30	

 Department Chairs Return August 15 (10.5 mos)

 Full-time Faculty Return August 29 (10 mos)

 **First Day of school: Begin 1st Quarter**

 **Staff Work Day: GSA closed for Students**

August 29-September 2

November 8, 2016 (Election Day)

November 23, 2016 (Staff & faculty 1/2 day)

January 30-31

April 7, 2017

 **Holidays: School Closed**

July 4 (Independence Day)

September 5 (Labor Day)

November 11 (Veterans Day)

November 24-25 (Thanksgiving)


Dec 22-Jan 2 (Winter Break)


January 16 (Martin Luther King Holiday)

February 20 (Presidents' Day)

April 10-14 (Spring Break)

May 29 (Memorial Day)

 **Office is open**


 **Quarter Begins**

September 6 (1st Quarter)

November 9 (2nd Quarter)

February 1 (3rd Quarter)

April 17 (4th Quarter)


 **Quarter Ends**

November 7 (End of 1st Qt - 45 Days)

January 27 (End of 2nd Qt - 46 Days)

April 6 (End of 3rd Qt - 46 Days)

June 9 (End of 4th Qt - 39 Days)


 **Progress Reports**


Oct. 5 (1st Qt)


Dec. 14 (2nd Qt)

March 6 (3rd Qt)

May 12 (4th Qt)

 **Graduation June 8**

 **June 2: Senior Grades Due**

 **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
 awarren@gsarts.net

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

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

Stephanie OutlawAdministrative Assistant/Office Manager
 soutlaw@gsarts.net

Departments

HOURS.....M-F 9:30 a.m. – 5:30 p.m.

Dance Department

Todd Rosenlieb (Chair).....451-4711 xt. 1700
trosenlieb@gsarts.net fax628-2747

Joni Petre-Scholz (Assistant Chair).....451-4711 xt.1701
jps@gsarts.net

Instrumental Music Department

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

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

Musical Theatre Department

Chip Gallagher (Chair).....451-4711 xt. 1318
cgallagher@gsarts.net fax451-4715

Jeff Warner (Choreographer).....451-4711 xt. 1311
jwarner@gsarts.net

Theatre Department

Steve J. Earle (Chair)451-4711 xt. 1407
searle@gsarts.net fax451-4715

Shawn Crawford (Technical Director).....451-4711 xt. 1609
scrawford@gsarts.net

Visual Arts Department

Liana Graham (Chair)451-4711 xt. 1521
lgraham@gsarts.net fax.....451-4715

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

Vocal Music Department

Alan Fischer (Chair)451-4711 xt. 1424
afischer@gsarts.net fax 451-4715

Stephen Cook (Choral Director).....451-4711 xt. 1420
scook@gsarts.net

Management Advisory Committee Representatives (MAC Reps)

CHESAPEAKE	
Ms. Andrea Barnett	547-0153 x257
FRANKLIN	
Ms. Sabrina Beamon	757-569-8111 x5606
ISLE OF WIGHT	
Mrs. Lynn..... Briggs.....	365-1611
NORFOLK	
Valerie S. Tuck.....	852-4674
PORTSMOUTH	
Mrs. Gwen Jenkins	393-8885
SOUTHAMPTON	
Mrs. Kelly Gillette	556-4890
SUFFOLK	
Dr. Stenette Byrd	925-6750
VIRGINIA BEACH	
Dr. Veleka Gatling	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

1st SHIFT

Norfolk, Portsmouth, Va. BeachM-F 1:00 -4:15 p.m.

2nd SHIFT

Chesapeake, Franklin, Isle of Wight,
Southampton, SuffolkM-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:

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. Field trip costs vary based on the location, and travel and hotel costs. The fees range from \$125-\$165 based on the department. Detailed information is available from the department chair.

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

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 sent home with students 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 2nd 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. 27, 2017**) 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 the students' success. All absences will impact the students' grades and artistic development.

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

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

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

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. 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, extremely

inclement weather, 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. These notes may be emailed to the department chair or to soutlaw@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

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 2nd 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 562-2146 x 5301

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

The Southampton bus comes to GSA every day Southampton County Schools are in session. No transportation is provided on days Southampton 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** (located on p.25), 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 are closed due to inclement weather, The Governor’s School will also be closed. Our serving school districts make-up days differently; therefore, GSA will not make-up days missed. 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. The parent or guardian's signature on p.26 indicates permission to interview, record or photograph the student. Please contact the executive director in writing if you wish to exclude your student from such opportunities.

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 1st and 2nd 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 2nd 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 the accompanying agreement (p.32) 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.**

The Governor's School for the Arts
Student Records Information & Foundation Data Bank
2016-2017
(Fill out and print ALL items)

Student Name: _____
 First Last

Department: _____ Grade _____

Mother's Name: 1 _____
 First Last

Father's Name: 2 _____
 First Last

Mailing address: _____
 Street City Zip

Student's Home School: _____

Parent's email address: _____

Student's email address: _____

Home Phone #: _____ Student's Cell#: _____

Mother's Cell#: _____ Father's Cell#: _____

Emergency Contact other than parent _____

Emergency Telephone#: _____

Employer (Mother): _____ Work#: _____

Employer (Father): _____ Work#: _____

I do not wish to have the above information included in the GSA Foundation Data Bank.

**The following information is not mandatory; however, it is needed for certain grant applications.

My student receives free/reduce lunch. Yes/No _____

Parent Signature

Date (xx/xx/xxxx)

- *student records only*

Governor's School for the Arts
Student Driving Permission Form

2016-2017

(Student)

has my permission to drive to, at, and from The Governor's School for the Arts including the sites checked below. A parking permit will be purchased from the City of Norfolk, Division of Parking.

_____ **TRDance Center and GSA Building**

_____ **License Plate** _____ **Issuing State**

_____ **Model of car** _____ **Color**

Neither the Governor's School for the Arts nor any of its agents shall be held liable in case of accident involving this student while driving to, at, or from the Governor's School for the Arts. I hereby certify that my son/daughter has a valid driver's license and that all regular high school policies have been followed. I also understand the Governor's School for the Arts will NOT be held responsible for any parking or traffic violations incurred by this student. I understand that school bus transportation is provided; however, I waive this provision and request that the above named student drive a personal vehicle.

Parent/Guardian Signature

Date

The Governor's School for the Arts

STUDENT HANDBOOK FORM

2016-2017

Return this form to your department chair or to The Governor's School by mail or fax.

We have read The Governor's School for the Arts 2016-2017 Student Handbook, and agree to meet the expectations contained therein. We understand and agree to follow all regulations including those pertaining to use of the Internet and plagiarism.

STUDENT SIGNATURE

DATE (Month/Day/Year)

PARENT SIGNATURE

DATE (Month/Day/Yea)

STUDENT NAME (PRINT)

DEPARTMENT

**The Governor's School for the Arts
Parental Consent and Medical Release Form
2016-2017**

The undersigned parent or legal guardian of _____, a student at The Governor's School for the Arts gives permission for the forenamed child to participate in all trips as sanctioned by The Governor's School for the Arts.

A detailed itinerary of the trip and scheduled activities will be provided. I understand the following:

1. That unanticipated circumstances may make it necessary to vary the schedule or change specific activities.
2. That there will be adult supervision throughout the trip, but there will be times when students will not be under the direct surveillance of the adult chaperone(s).
3. My son/daughter may be sent home at my expense if determined necessary by the chaperone(s).
4. The provisions of The Governor's School for the Arts Student Handbook are in effect for the trip.
5. Any field trip is subject to last minute cancellation due to local, state, national, and/or international situation(s).

Should the need for the medical treatment of my child arise, this document shall serve as my authorization for emergency care personnel to administer treatment deemed appropriate. Further, I acknowledge my financial responsibility for any treatment rendered in such an emergency.

This student has the following medical conditions, allergies, etc.: _____

This student is taking the following medication(s): _____

Primary Care Physician: _____

Insurance Company: _____ Policy/Group No: _____

Parent/Guardian Name: _____

Student Age: _____

Student Address:

Emergency Phone No: _____ Home Phone: _____

Parent Email: _____

Student Email: _____

Parent Cell: _____ Student Cell: _____

Signature of Parent or Guardian: _____ Date: _____



Children's Hospital
of The King's Daughters

Sports Medicine

(757)668-PLAY

July 1, 2016

Dear Parents,

As part of our commitment to serve the sports community, Children's Hospital of the King's Daughters' (CHKD) Sports Medicine program has partnered with the Governor's School for the Arts (GSA) to provide on-site medical screenings for all of the GSA departments. Dr. Joel Brenner, a sports medicine physician with expertise in assessment and treatment of dancers and other performing artists, and one of our physical therapists (PT) will come to the dance studio most Wednesdays to assess any musculoskeletal injuries or painful conditions that the students are reporting. After screening from either Dr. Brenner or our PT, a recommendation may be made for either a follow-up physician visit (you can choose to follow up with Dr. Brenner by calling 668-PLAY (7529) or with your child's own physician) or your child may be given some physical therapy exercises to do on their own in an attempt to mitigate further problems. CHKD provides this service in the studio free of charge. Often when minor injuries and pains can be assessed early, interventions can be given to decrease pain and prevent further injury.

You may choose whether or not to allow your child to be screened by our medical team. If you agree, please complete the attached forms and return to the GSA Dance department. If you have any questions about this program, feel free to contact Ashley deLalla, DPT, CHKD Dance Program Coordinator at 757-668-2732.

Thank you,
CHKD's Sports Medicine Team



Children's Hospital of The King's Daughters Health System
601 Children's Lane, Norfolk, VA 23507-1910

FOR CHKD OFI
Medical Re

Authorization To Use Or Disclose Protected Health Information-CHKD

PATIENT NAME:
(PLEASE PRINT)

DA

I AUTHORIZE: Children's Hospital of The King's Daughters Health System (CHKDHS)

601 Children's Lane, Norfolk, VA 23507-1910

TO DISCLOSE: Information about care provided by physician, athletic trainer and/or physical therapy staff and condition of the student identified above relating to dance activities.

TO: Governor's School instructors/administrators

FOR THE FOLLOWING PURPOSE: At the request of the individual

NOTE: The purpose is not required if the disclosure is requested by the patient unless the disclosure concerns substance abuse information under the Federal Substance Abuse Confidentiality Requirements.

I understand that any disclosure of health information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal privacy rules. (NOTE: The recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.)

I understand that I may revoke this authorization at any time except to the extent action has been taken in response to this authorization. I also understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. I understand that if I revoke this authorization I must do so in writing and present my written revocation to Health Information Management, Children's Hospital of The King's Daughters, 601 Children's Lane, Norfolk, VA 23507-1910. (The written revocation must be legible and include the name and date of birth of the patient, the date the revocation is to go into effect, a description of the health information covered by the revocation, the

person/entity no longer authorized to receive the information, the signature of the person with legal authority for authorization/revocation, and if not the patient, a description of their legal authority for authorization/revocation, and their phone number.)

Unless otherwise revoked, this authorization will expire on the following date, event, or condition: _____
_____. If I fail to specify an expiration date, event, or condition, this authorization will **expire in one (1) year**.

I understand that I may refuse to sign this authorization and that, in this instance, my refusal to sign will not affect my ability to obtain treatment, payment, or my eligibility for benefits.

CHKDHS IS REQUIRED TO GIVE PATIENT/LEGAL GUARDIAN A COPY OF THIS AUTHORIZATION.

I certify that I am the patient, the patient’s parent or legal guardian with the authority to authorize disclosure of this patient’s protected health information.

SIGNATURE OF PATIENT/LEGAL GUARDIAN
DATE

PRINT NAME OF PATIENT /LEGAL GUARDIAN
RELATIONSHIP TO PATIENT/LEGAL AUTHORITY

CHKD Form 2391 MR Rev 8/9/10

Original- Medical Record

Copy- Patient/Legal Guardian



**Children's Hospital of The King's Daughters
Health System**

**TREATMENT AND PAYMENT
ACKNOWLEDGMENT/CONSENT**

Patient Label or MRN, Acct#,
Patient Name, DOB, Date of
Service

CONSENT FOR TREATMENT

I hereby request and consent to medical and/or diagnostic treatment, including admission if deemed necessary, by Children’s Hospital of The King’s Daughters, Incorporated (“CHKD”), Children’s Medical Group, Inc. (“CMG”), Children’s Surgical Specialty Group, Inc. (“CSSG”) (CHKD, CMG, and CSSG are collectively referred to herein as “Children’s Hospital of The King’s Daughters Health System” or “CHKDHS”) and/or Children’s Specialty Group, PLLC (“CSG”), and hereby authorize such entities and their physicians (and whomever he/she may designate as his/her assistant(s), including Residents and any CHKD professional staff physician) and employees to treat myself or minor(s) in my legal custody, including stepchildren, in ways they determine to be therapeutically necessary. I understand that this treatment may include tests (lab/diagnostics), examinations, administration of medications, and medical or surgical procedures. I understand that during treatment, the possibility exists for health care workers to become directly exposed to the individual’s blood or body fluids. Virginia law authorizes health care providers to test patients for HIV and hepatitis B & C antibodies when a health care provider or any person employed by or under the direction and control of a health care provider is exposed to the body fluids of a patient on the basis of deemed consent. In the event of exposure, I understand that I will be deemed to have consented to testing, and consent to release test results to the health care worker who may have been exposed. Prior to testing, I will be informed and given an opportunity to ask questions. I consent to the release of prescription history from any drug pharmacy or drug monitoring agency to my physician or healthcare provider. I further consent to the taking of photographs for treatment and/or payment purposes.

OBLIGATION OF PAYMENT

I irrevocably direct and assign payment from my insurance company, Medicaid, Medicare, Tricare, or other provider of health care benefits to CHKDHS and/or CSG for services rendered. I understand that my insurance policy is a contract between my insurance company and me, and that I am responsible to CHKDHS and/or CSG for any charges not covered by my insurance, including co-payments, deductibles, and fees for non-covered services. Since most physicians are not employed by the hospital, the hospital and physician will bill separately for services rendered. Some insurance plans require the laboratory or radiology department performing tests to bill for such diagnostic tests. In these instances, I understand that I will receive a separate statement and bill from the laboratory or radiology department performing the test. If all charges are not paid when due to CHKDHS and/or CSG, the undersigned agrees to pay all costs of collection, including collection agency and attorney's fees in an amount not to exceed THIRTY THREE AND ONE-THIRD PERCENT (33-1/3%) of the balance placed with agency and attorney, which shall be deemed incurred upon referral.

BALANCES DUE AND BILLING QUESTIONS

Once payment has been received from my insurance company, any balance remaining on my account will be payable by me upon receipt of my statement. Co-payments and other self-pay amounts are due prior to leaving the hospital and/or practice. I have been informed that a fee of \$25.00 may be applied to my account for any returned checks. The RETURNED CHECK FEE is only payable in cash or by money order. Please direct all billing inquiries to the CHKDHS and/or CSG Billing Representative where you received your care.

ACKNOWLEDGMENTS/CERTIFICATIONS

I, the Parent/Legal Guardian/Patient, acknowledge and certify the following:

- I received a medical screening and stabilization treatment prior to being asked about financial information while seeking care for a deemed medical emergency.
- I was provided (a) the “Patient/Family Rights & Responsibilities” and (b) the Organized Healthcare Arrangement “Notice of Privacy Practices” on the date of this Agreement and was given an opportunity to ask questions about the information provided.
 - I have read and agree to the terms of the “Patient Financial Policy”. I certify that I understand the payment terms contained in this form.
 - I certify that this form has been fully explained to me and I understand the contents of this form and that I am the patient or the patient’s parent/legal guardian and have the authority to request this treatment. Furthermore, I permit a copy of this document to be used in place of the original. I certify that all statements are true and correct and I understand that false statements or documents or concealment of a material fact may be prosecuted under federal or state laws.

Advance Directive to be completed if patient is an adult (18 years or older): Does the patient have an advance directive? ___Yes ___No

Thank you for selecting Children’s Hospital of The King’s Daughters Health System as your Health Care Provider

PATIENT(S) NAME (please print)
DATE OF BIRTH

--	--

SIGNATURE OF PATIENT/LEGAL GUARDIAN
AUTHORITY

DATE

RELATIONSHIP TO PATIENT/LEGAL
TIME

Witness: _____
Date: _____ Time: _____

For office use only:

2nd Witness: (Verbal Consent Only)	Date	Name of Person Accompanying Patient
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CHKD Form 0759 MR Rev 6/14

**ITEMS TO BRING TO SCHOOL
ON WEDNESDAY, SEPT 7, 2016**

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

Re-useable ice packs for the freezer

Liquid soft soap/Hand sanitizer

Ibuprofen/Tylenol/Aleve

Tissues

The Governor's School for the Arts

Non-prescription drug permission form

Name of Student _____

Phone # _____

Name of Parent/Guardian _____

I _____
give my son/daughter _____ per
mission to take the following non-prescription drugs upon request.

Signed _____

Date _____

Circle One:

Tylenol Ibuprofen Naproxen Sodium (Aleve)

**PLEASE BRING IN A BOTTLE OF THE NON-PRESCRIPTION DRUG
YOU WOULD LIKE TO HAVE ADMINISTERED TO YOUR CHILD**