2016 Parent and Student Handbook
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ABOUT THE GOVERNOR'S SCHOOL
Participants in the Summer Residential Governor's Schools academic or mentorship programs represent
the diverse geographical areas of the Commonwealth; however, they will have in common their desire
to explore academic pursuits at a level not available in the local school division, or private school. A typi-
academic or mentorship student schedule involves concentrated study in a particular field during the day. Activities may include seminars, special interest groups, independent study, and laboratory or field/site work. Students in both small group and individual activities will share their investigations and research with university faculty, Governor’s School faculty/staff, and fellow students. Evening and weekend activities that are integral to the goals of the program include recreation, field trips, and special events such as concerts, lectures by visiting scholars, career information, dramatic productions, movies, student performances, and time for students to collect thoughts and participate in informal discussions. Similarly, a typical VPA student schedule involves concentrated study in the chosen art form with some classes devoted to interdisciplinary course work. Workshops, master classes, studio time, independent study, and recreational activities are scheduled as part of the VPA program. These programs are some of the most rewarding and enriching experiences available to high school students anywhere, since they require students to set their own learning goals and structure their own evaluation standards. One of the most valued acquisitions will be the friendships that the Governor’s School students develop and that will continue to evolve throughout their lifetime.

OUR MISSION
The Governor’s School for Humanities and Visual & Performing Arts exists to:
- Create a college experience that emphasizes free expression, intellectual curiosity, individual responsibility, maturity and respect for others.
- Foster relationships characterized by commitment to scholarship and discovery, mutual respect and openness to ideas, and trust between and among students and staff.
- Create an intellectually safe and challenging residential environment for learning in the humanities and the arts by providing unique classes that take advantage of traditional as well as contemporary instructional techniques.
- Stimulate the creative process, encourage and support collaborative learning and instruction, and develop individual and group talents.

PROGRAM PERSONNEL
Director
Dr. Paul Thomas

Humanities Director
Dr. Matthew Turner

Visual and Performing Arts Director
Dr. David Castonguay

Resident Directors
Ms. Meghan Carroll
Mr. Alex Wehrenberg

Administrative Assistant
Ms. Laura Metz

CONTACT INFORMATION
Contact the Governor’s School Office:
Online: http://www.radford.edu/rugovschool
Email: rugovschool@radford.edu  
Office Phone: (540) 831-7828  
Office Fax: (540) 831-6036

Mailing Address:
The Governor's School for Humanities and Visual & Performing Arts  
Counselor Group _____ (include your child's counselor group number)  
Radford University  
PO Box 6882  
801 E. Main Street  
Radford, VA  24142

Physical Address:
The Governor's School for Humanities and Visual & Performing Arts  
Counselor Group _____ (include your child's counselor group number)  
702A Fairfax Street  
Radford, VA  24142

Please note that counselor group numbers will be provided at check-in at Radford University.

ONLINE REGISTRATION INFORMATION
The Governor's School at Radford University has contracted with CampDoc for online registration. Registration will open at 8:00 a.m. on May 29 and registration will close at 11:59 p.m. on June 11, 2016. Online registration can be found at: app.campdoc.com/register/radford.

CampDoc.com offers online registration and an electronic health record system for camps. Their system will help us consolidate and integrate registration and health information into a centralized and secure location.

When registration opens, once you are logged in please add your participant, click register for a session, and select "Humanities" or "VPA." Humanities students will be directed to select one course from sessions 1 and 2 followed by course selections for each week of session 3. Please note that Humanities students may not pick the same class twice. Humanities students should note that class size is limited and spaces are available on a first-come, first-served basis. VPA students will be asked to select their subject area. The subject area curriculum in VPA is predetermined so no further selection options will be needed. Additionally, all forms in the student health profile must be completed. Please note that there is an option to upload a scan of your insurance card and the student's driver’s license.

The security, confidentiality and privacy of the attendee’s personal health information will always be protected. Only Radford University’s health staff, the Governor’s School Director (Paul Thomas), and the Resident Directors (Meghan Carroll and Alex Wehrenberg) will have access to attendee health information. The CampDoc.com site is secure, encrypted, and password protected.

Online registration must be complete in order for students to be assigned a room and class schedule.
REQUIRED FORMS CHECKLIST
The forms listed below are located on CampDoc. Room assignments will not be made until all materials have been completed.

- Parent/Student Contract and Release Form
- Student Medical Information Form
- Student Counseling Center and Student Health Center forms
- Front and Back Copies of Driver’s License, Medical Insurance Card, & Prescription Card
- Authorization for Administering Prescription Medication — One for each prescription
- General Class Content Waiver Form

ACTIVITY FEE
All Governor’s School attendees will be assessed a $175 fee to cover a wide variety of non-academic outings, activities, field trips, and programs. The fee is payable by credit/debit card through CampDoc during the registration period (see above). Waivers are offered in the case of financial hardship and may be downloaded from CampDoc. Registrants who do not complete the financial hardship waiver or who do not meet the requirements will be billed the full activity fee ($175) during check-in at Radford University.

LOST KEYS
Governor’s School students are responsible for their room keys. A lost room key requires a re-core of the door lock. Any Governor’s School student who loses a key will be charged $100 to cover the cost of labor and lock re-core.

ARRIVAL AND DEPARTURE
Check-In Procedures
Check-in will be Sunday, June 26, 2016 between 9 a.m. and 2 p.m. Staff and signs will be present to direct students and parents toward check-in at the Conference Services offices in Heth Hall (see the map at the end of this guide). Please leave your belongings in your car until you complete check-in at Heth Hall. After check-in Governor’s School staff will assist with move-in. In order to facilitate check-in and prevent delays, the required Governor’s School forms need to be completed (via CampDoc) prior to arrival at Radford University. At check-in, students will receive: room key, name badge, Governor’s School ID card, wireless access code, and course schedule. Parents and additional visitors must depart campus no later than 2:30 p.m.

Opening Address
The opening address will begin at 3:30 p.m. in Bondurant Auditorium. This address is for students only and is designed to acquaint students with the campus and the Governor’s School staff and to provide a basic orientation of the Governor’s School.

Closing Activities
Closing activities begin July 23 at 11:30 a.m. in Bondurant Auditorium. After a brief closing address, students are required, and parents are strongly encouraged, to attend student showcases. Showcases include artwork, projects, performances, and presentations within each student’s discipline. Student work will be displayed at various locations on campus. A showcase schedule will be published during the last week of the Governor’s School. Showcase activities can run as late as 3 p.m.

Checkout Procedures
Students should be checked out of the residence halls by 4:00 p.m. on Saturday, July 23. Specific check out procedures will be provided to students during the last week of the Governor’s School. Rooms must be cleaned, and all personal belongings and trash must be removed before a student is approved for checkout.

GUIDELINES
All conduct standards and guidelines adhere to the laws of the Commonwealth of Virginia and ensure a secure and focused learning environment. Respect for all persons, living beings, and personal and public property is expected at all times. Any standards not specified below will be handled on a case-by-case basis.

TITLE IX
The Governor’s School takes seriously all reports of sexual misconduct. All Governor’s School employees in receipt of a complaint or report of discrimination, sexual exploitation, sexual harassment, or sexual misconduct must report it to the Title IX Coordinator without delay. To learn more about Radford University’s Title IX policies and procedures please see: https://www.radford.edu/content/diversity-equity/home/title-ix.html

ATTENDANCE
Acceptance and attendance at Governor’s School is a month-long commitment. Careful consideration needs to be made of family needs and personal commitments prior to the submission of an application. Since spaces are highly competitive, ONLY students who can make a full commitment to the program will be accepted. Leaves of absence are granted ONLY for family and/or medical emergencies. Leaves of absence will be granted for the hospitalization, serious illness, or death of immediate family members, or the illness of the student.

In order to receive a Governor’s School certificate, students are required to be in attendance from the opening address on June 26 through the closing activities on July 23.

PACKING
What to Bring to Governor’s School
- Cell phone and charger
- Beach towel, travel chair, and/or lawn blanket, yoga mat
- Laptop computer, wireless compatible preferred
- Camera and extra batteries or charger
- Musical Instruments (optional for Humanities students)
- Twin bed linens – XL size, pillow, blanket, bath towels
- Bath robe and toiletries
- Tennis shoes, old shoes that can get wet, bathing suit
- 2-3 dressy outfits and plenty of comfortable casual clothing
- Outfits for dances. This year’s dance themes are “Dancing through the Decades” and “Hollywood Red Carpet.” For “Dancing through the Decades” bring your best period clothes, 70s, 80s, 90s, etc.
- Alarm clock and watch (please note that cell phones must be off in the classroom unless instructed otherwise by the instructor).
- Umbrella, sunscreen, bug repellent, flashlight, refillable water bottle
- Paper, pens, pencils, notebook
- TV (optional)
- Hangers, quarters for laundry and laundry detergent

**What NOT to Bring to Governor's School**
- Cars, skateboards, longboards or roller blades
- Laser pointers
- Weapons or look-a-like toys
- Alcohol, illegal drugs, or tobacco products
- Candles, incense, matches or anything flammable
- Pets

**STANDARDS OF CONDUCT**
Students selected represent their school and school division or region. Each student acts as an ambassador of his/her area. Governor’s School students are expected to display common courtesy and respect for fellow students at all times.

*Failure to comply with any of the following standards will result in immediate dismissal:*
- Students shall not possess or use alcohol or illegal drugs.
- Students shall not smoke, use or possess any tobacco products.
- Students shall not possess or use any kind of weapon.
- Students shall not leave campus or designated areas at any time without permission.
- Students shall not visit the residential areas of the opposite gender at any time, nor enter halls occupied by other groups.
- Students shall not steal/borrow without the owner’s permission.
- Students shall not treat faculty, staff, presenters, students, or others on campus in a disrespectful manner.
- Students shall not intentionally damage the property of others.
- Students shall not commit any act of violence
- Students shall not bring a vehicle or ride in one unaccompanied by a staff member.
- Students shall not engage in inappropriate physical contact. This is defined as anything beyond hugging and handshaking.
- Students shall comply with all policies, rules, and regulations for the Governor’s School, Radford University, and the Commonwealth of Virginia.

**Additional Conduct Guidelines**
*Failure to comply with the following additional guidelines will result in appropriate disciplinary action and possible dismissal from the program:*
- Students shall check into, and remain in, their designated residence hall by 9:30 p.m.
- Students shall remain in their assigned room between 11:00 p.m. and 7:00 a.m. Exceptions include personal or building emergencies, or planned evening activities where students will be notified of curfew by counselors.
- Students shall protect personal belongings by locking their assigned room upon leaving at any time and at night.
- Students shall be on time and participate in all scheduled activities. In the event of an emergency, students shall notify a counselor.
- Students shall not prop open exterior residence hall doors or tamper with fire alarms or equipment.
- Students shall not invite non-Governor’s School guests to visit on campus.
o Students shall not possess a cell phone outside of the designated times.
o Students shall not be unsupervised outside of designated boundaries at any time.

**DRESS GUIDELINES**
To help ensure a respectful community of learners and an environment conducive to learning, the Governor's School establishes these guidelines for student dress:
o Clothing should be neat, comfortable, modest, and appropriate to the setting in which students will be working or studying.
o Students should avoid clothing that reveals midriffs, backs, or undergarments.
o Students should bring lightweight, mostly casual clothing and a few outfits appropriate for concerts and recitals.
o Air-conditioned residence halls and classroom spaces are kept cool. A sweatshirt or light jacket is recommended.
o Shoes and shirts must be worn at all times.
o Students should bring a modest swimsuit and shoes that can get wet.
o Students should not bring garments with offensive graphic wording, symbols, or artwork.
o Governor's School employees reserve the right to ask a student to change out of any garment that is considered inappropriate.

**VISITATION**
Outside visitors are not allowed at any time during Governor's School. This includes family members and friends. The Governor's School strives to achieve a safe, cohesive, and self-contained environment in which students can study and come to know one another with minimal risk and distractions.

**CELL PHONE POLICY**
Students may bring cell phones; however, cell phone usage will be limited. Students are allowed to carry their phones, however, they will be asked to store their phones at the beginning of each class. Cell phone use is prohibited at showcases, performances, films, and other group events. Failure to comply will result in the loss of phone privileges. If parents/guardians need to contact a student during the day, they may call the Governor's School office at (540) 831-7828. In the event of an emergency, parents/guardians can reach the student by calling Campus Police at (540) 831-5500.

**SAFETY PROCEDURES**
All Governor's School and Radford University policies and procedures must be followed at all times.

**IDENTIFICATION**
The Governor's School student name badge must be worn properly on and off campus at ALL TIMES. It is required for entrance into the dining hall and all activities.

**FIRE DRILLS & EVACUATIONS**
Fire drill and evacuation procedures will be presented to the students at the beginning of the program. To ensure safety, students are expected to comply with all instructions given by Governor's School employees, university officials and/or emergency personnel.

**OFF CAMPUS**
Students will be informed of campus boundaries at the beginning of the program. Students may not leave designated boundaries or campus unless accompanied by a Governor's School employee.
STUDENT MEDICAL & EMERGENCY
Any illness, whether slight or severe, must be reported to a Governor's School resident counselor immediately. If medical treatment is necessary, students will be escorted to the student health clinic on campus and/or Carillion New River Valley Medical Center for evaluation and treatment. If an illness or injury is suspected to be life threatening, students should notify a Governor's School employee and contact campus police immediately by dialing (540) 831-5500. A local rescue squad will transport the student to the Carillion New River Valley Medical Center located seven minutes from Radford University.

The Governor's School staff will not provide or administer any over-the-counter medication to students. Students should bring these types of medication with them if needed. This includes Tylenol, Ibuprofen, decongestants, antihistamines, bandaids, topical creams, and other o-t-c medications. Student medical history and information must be current upon arrival to the Governor's School. This includes all prescription medications, dietary restrictions, and allergies. Parents MUST fully and accurately complete medical forms provided on CampDoc. These forms, along with copies of personal insurance information, prescription card, Authorization for Administering Prescription Medicine, and driver's license or photo ID, must be completed during the online registration process. All health information is considered confidential and will only be shared with Governor's School employees and health care providers on a need-to-know basis. The Lead Counselor will monitor all prescription medication.

Please note that the Student Health Center requires a $55 co-pay. Please be prepared to remit this payment should medical treatment be sought at the Student Health Center.

STUDENT SEARCHES
In order to provide a safe and disciplined environment conducive to learning and protect the safety and welfare of students, staff and faculty of the Governor’s School personnel may search a student’s person and/or personal effects whenever there is reasonable suspicion to believe that the student possesses illegal or unauthorized materials. The Governor's School adheres to the Virginia Department of Education’s guidelines and standards for student searches. If illegal items are found, Governor’s School personnel will report the incident to the Radford University Police Department and criminal charges may result as well as immediate dismissal from the program.

STUDENT SERVICES
Library
The McConnell Library will be open daily during the summer. Governor’s School students may use the library during approved hours, which will be set at the beginning of the program, and under supervision of a Governor’s School counselor. Books (main collection) may be checked out and must be returned within 4 weeks. Lost/late books will result in a fine of $0.25/day. Books (popular) may be checked out and must be returned within 2 weeks. Lost/late books will result in a fine of $1.00/day. DVD's may be checked out and must be returned within 1 week. Lost/late items will result in a fine of $1.00/day. Regardless of loan period, all materials must be returned before you leave campus at the end of Governor's School.

Practice Facilities and Study Areas
Practice facilities and study areas will be available for Governor’s School student use as needed. Students must be under the supervision of a counselor or teacher when in these facilities. If students are found unsupervised outside of designated areas, appropriate disciplinary action will be taken.

MEALS & SNACKS
The first meal of the program is brunch on Sunday, June 26 from 10:30 a.m.-1:30 p.m. Students arriving later than 1:30 p.m. on June 26 are expected to provide their own lunch. The last meal of the program is brunch on Saturday, July 25 between the hours of 10:30 am – 11:15 am. Three meals per day will be provided during the weekdays with brunch (starting at 10:30 a.m., early morning snacks will be available) and dinner served on the weekends. The residence halls and educational buildings are also equipped with vending machines. Students are welcome to bring non-perishable snacks with them as well. Please provide appropriate food storage containers. Students may also bring a small refrigerator and/or microwave.

Prior to arrival, please notify the Governor’s School staff of any special dietary needs and/or restrictions. This should be listed on the Student Medical Information form found on the registration link.

RECREATIONAL FACILITIES
Some university recreational facilities will be available on a scheduled group basis for student use. Students may bring equipment to use such as: tennis racquet, tennis balls, football, soccer ball, frisbee, aerobic/yoga attire and mat, etc. Weekend activities may include hiking/river/lake outings, so students should also bring tennis shoes, bathing suits, and that can get wet.

RESIDENCE HALLS
All residence halls are air conditioned and furnished with extra-long twin beds, desks, dressers, and blinds. Each room has either a private bath or suited bathroom (bathroom between two rooms). All residence halls are equipped with laundry facilities, lounge space with a television, common kitchen area, and drink and snack machines. Resident counselors live with the students and are available at all times.

The Governor’s School will make roommate assignments. No roommate requests will be honored. All males will be placed in one residence hall and all females will be placed in another residence hall. Visitation between male and female students’ rooms is not permitted at any time.

Students are responsible for the care and preservation of the residence hall room and shared areas during Governor’s School. Any damage to rooms or other university property will be repaired at the student’s expense. Students are encouraged to decorate their rooms, however, no tape is allowed on the walls. Instead, use a “no residue” poster tape or comparable product.

LAUNDRY
All residence halls are equipped with laundry facilities that include washer, dryer, and laundry sink. Irons and ironing boards are not included in laundry facilities. Students should bring quarters and detergent to operate laundry equipment. Students are expected to do their own laundry during Governor’s School. Laundry facilities are shared with other Governor’s School students, and prompt removal of clothing from machines is the student’s responsibility. Cost of laundry facilities: Wash- $1.25, Dry- $1.00

COMPUTERS & INTERNET ACCESS
Radford University is a wireless campus and provides computer labs and Internet access for educational purposes to the Governor’s School students. When using computers and the Internet, students must act in a responsible, ethical, and legal manner and follow the policies established by Radford University. Computers are available in the library and select computer labs. Students are welcome to bring laptops and tablets as well. A technology representative will be available at check-in to establish a login for students to gain access to Radford University’s Internet system.

EMAIL
The Governor’s School and Radford University do permit email access to students with pre-existing web-based email accounts (Yahoo, Gmail, etc.), but will not provide students with an individual email account.

PERSONAL FINANCES
The Virginia Department of Education, Radford University, and local school divisions pay for all educational expenses. Textbooks and reading materials are provided. A small amount of money for personal spending is recommended. Students should not bring large amounts of cash. ATM machines are available for students.

PROGRAM STRUCTURE
Students will have breakfast and morning activities starting at 7:00 a.m. during the weekdays and 10:30 a.m. on weekends. Classes will run during weekdays between 9:00 a.m. and 5:00 p.m., and students will participate in supervised activities during the evenings and on weekends. We will have several off-campus activities which will be fully supervised, and students can choose the activities they wish to attend.

WORSHIP SERVICES
Students at the Governor’s School at Radford University are given the opportunity to attend to their spiritual needs. The following religious organizations are within walking distance of campus. Students electing to attend any of these congregations will be accompanied by a Governor’s School counselor.

Catholic Campus Ministry
Unity Christian Church
Radford Wesleyan Church
Jehovah’s Witness Kingdom Hall
New Horizons Church
Grove United Methodist Church
Canterbury House
Grace Episcopal Church
New Life Harvest Church

If your needs are not met by these organizations please contact the Governor’s School at Radford University Director.

DIRECTIONS TO RADFORD UNIVERSITY
From Interstate 81, take Exit 109 onto Route 177/Tyler Avenue. Turn onto Tyler Avenue and follow it into Radford. The edge of campus is at the third traffic light (Jefferson Street). Turn right on Jefferson Street and follow signs to the designated check-in location.