

# Parent and Student Handbook 2025

<https://www.radford.edu/governors-school/>



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**\*\*\*Important: Parents and students, please read through this handbook in its entirety before SchoolDoc registration and arrival. \*\*\***

# About The Governor's School

Participants in the Summer Residential Governor's School's academic or mentorship programs represent the diverse geographical areas of the Commonwealth and have in common their desire to explore academic and creative pursuits at a level not available in the local school division or private school.

A typical Humanities student schedule involves concentrated study in a particular or varied field during the day. Activities may include seminars, special interest groups, independent study, and laboratory or field/site work. Students, working in small groups and individually, will share their investigations and research with university faculty, Governor's School faculty and staff, and fellow students. Evening and weekend activities include recreational activities, 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 Visual and Performing Arts (VPA) student schedule involves concentrated study in the chosen art form with some classes/seminars devoted to interdisciplinary topics. Workshops, master classes, rehearsals, private lessons, studio time, independent study, performances, and recreational activities are scheduled as part of the VPA program.

These programs are some of the most rewarding experiences available to high school students anywhere, often requiring them to set personal learning goals. One of the most valued acquisitions will be the friendships the Governor's School students develop that continue to evolve throughout their lifetime.

This year's Governor's School operates for three (3) weeks, from **Sunday, June 22 to Saturday, July 12, 2025**. Note the change from four (4) in the previous summer programs.

## Our Mission

The Governor's School for Visual & Performing Arts and Humanities exists to:

- Create a college experience emphasizing free expression, intellectual curiosity, individual responsibility, maturity, and respect for others.
- Foster relationships that are 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 environment for learning in the humanities and the arts by providing stimulating courses and personal growth opportunities.

To sustain an environment of free expression, intellectual growth, and academic freedom of speech, parents sign a course and activity statement found in the Course Content Waiver Form and Parent Handbook Affirmation before completing registration for the Residential Governor's School program: *"My Child has permission to enroll in courses and activities that may from time to time involve sensitive material."*

## Governor's School Team

<b>Governor's School Director</b>	Tay Keong Tan, Ph.D.
<b>Associate Director for Visual &amp; Performing Arts Programs</b>	Meredith Bowen, D.M.A.
<b>Assistant Director for Administration</b>	Maja Anderson, M.F.A, M.A.
<b>Assistant Director for Humanities Program</b>	Luke Liska, Ph.D.
<b>Administrative Manager and Ombudsperson</b>	Lauren Coble, B.M.
<b>Resident Life Manager</b>	Matt Rhoten, M.M.
<b>Resident Life Manager</b>	Rachel Sharrett, M.Sc.

## Contact Information

Please note: Email is the preferred form of communication.

For clarity, specify the parent and student's names, brief details of the concern, and the phone numbers for us to reach you.

**Online:** <https://www.radford.edu/content/gov-school/home.html>

**Advice Line and Emergency Phone Contact:** Cell phones will be activated and their numbers announced from June 15, 2025, to July 12, 2025, for students and parents to contact the Governor School during the summer program.

**Email Contact:** [rugovschool@radford.edu](mailto:rugovschool@radford.edu) (checked daily during the Governor's School). Do not attempt to communicate through the university departments, offices, or faculty.

Radford University Physical Address for mail and parcels to your student:

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**Governor's School  
c/o Radford University  
PO Box 6940  
Radford, VA 24142  
Attention: [The Student's Counselor's Name\*]**



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\*The Counselor's name and group number will be provided to students on check-in day.

## **Important Note to Parents**

*The residential program is a demanding program requiring students to live and learn outside the safety and comforts of regular routines and social support networks. For most students, they will be living for the first time for an extended period away from home. Students with diagnosed chronic and acute mental health issues (e.g., bipolar disorder, severe eating disorders, severe anxiety or depression, post-traumatic stress disorder) may not be suitable for the program. **For the welfare and protection of their students, parents should exercise discernment to NOT send students with severe mental illnesses and behavioral disorders to the Governor's School.***

***Parents must avoid seeking permission to take their children out of the camp for social, educational, and recreational travel, religious ceremonies, and other forms of travel.** Each time students are taken out of campus grounds for unofficial and personal activities, learning and co-curricular activities are disrupted for themselves and other students. Resident Life Managers and Counselors must take time from their schedule and focus on the other students to attend to the special arrangements. Such requests will be entertained only in the most deserving cases, like funerals and mandatory court appearances.*

*The activities of the Governor's School require students to make public performances to showcase their work, especially those in the Visual and Performing Arts programs. The Governor's School will create, maintain, and publish these records in pictures and videos for the learning and enrichment of students. Students may also use them to apply to colleges and inform their families and friends of their summer school experiences via social media. **Parents who enroll their students in the Governor's School must give full consent for pictures and videos to be taken of their children in various contexts of the summer program.***

***While care packages are welcome, we kindly ask that families keep them modest. Distributing packages takes time away from programming, so we appreciate your help in keeping things streamlined.** An important aspect of the summer residential experience is the opportunity for students to learn to be more self-sufficient in preparation for the future as adults on college campuses.*

## **Online Registration**

The Governor's School at Radford University has a two-part registration. One is to gather the information needed for the smooth operation of the camp (medical releases, insurance information, fees, etc.). The other is to help students manage their courses and schedules. We have procured the services of **SchoolDoc.com** for these purposes. Registration will open in April 2025. When online SchoolDoc registration begins, you will receive an email with a hyperlink. Use the link to create a profile, log in, pay the activity fee, or submit a waiver, and then fill in other required information about your student until registration is complete.

The SchoolDoc system will help us consolidate registration, waivers, allergies, medications, and health information in a secure, centralized location. It will also collect a compulsory Activity Fee

of \$300. When registering, please use the student's legal name. If the student has a different preferred name or nickname, please put that in the appropriate box labeled as such.

All sections 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. We strive to protect the security, confidentiality, and privacy of attendee's health information. Only Radford University's health staff, the Governor's School Director, Associate Director, and Resident Managers will have access to this health information. The SchoolDoc.com site is secure, encrypted, and protected by passwords. Any printed information will be shredded after use.

**Online registration must be completed before arrival** to assign students to a dorm room and class schedule. Students/Parents who do not complete all aspects of registration on time will be withdrawn from the program and another student will be invited to take that position. We have a second system to register for classes, workshops, and special sessions. After SchoolDoc registration has begun, Humanities and Visual & Performing Arts students will receive an email with details on course registration. The subject area curriculum/courses in VPA are predetermined. Humanities students will be directed to select two three-week-long *core* courses.

**Humanities students are required to select and take two core courses each. There will be five courses to choose from.** They may not pick the same class twice. **Humanities students will be assigned to their core courses on a first-come-first-serve basis** until each class is full. To ensure a suitable teacher-student ratio and some parity in class sizes across courses, students will have to take courses that are not their top preferences if they register later than most of their cohort. **Assignment of Humanities students to their core courses based on the time of their online registration and selection is final**, and not subject to further negotiation or appeals.

## Required Forms Checklist

The forms listed below are located on SchoolDoc.com. Room assignments will not be made until all materials have been completed.

- Voluntary Consent Form/Course-Activity & Content Waiver/Mental Health Treatment Waiver
- Medications Form, COVID-19 Vaccination Status, Medications Consent Waivers
- Carilion Clinic Consent to Treat
- Front and Back Copies of Driver's License, Medical Insurance Card, & Prescription Card
- Acknowledgment of Class Content & Student Handbook Form
- Mental Health Services Waiver
- Fitness Center Waiver
- Housing Survey
- Waivers for Weekend Activities (Students may opt out of some activities)



Failure to disclose accurate health information may result in discharge from the summer school.

## Activity Fee

As indicated in application materials, all Governor's School attendees are assessed a \$300 fee to cover various non-academic outings, activities, field trips, programs, and student needs. The fee is payable by credit/debit card through SchoolDoc.com during the registration period. This is a highly subsidized program; with the full cost of the four-week program estimated at \$3,500 per student.

A Request for Activity Fee Waiver is offered for cases of *serious documented financial hardship*. Documentary evidence is required to complete a request for a fee waiver application to be considered. Requests for fee waivers are reviewed and granted on a case-by-case basis beginning one week before the close of SchoolDoc registration. Registrants who seek a fee waiver and do not complete and upload the financial hardship waiver request and documentation requirements before the close of the registration phase will be billed the full activity fee (\$300) during check-in at Radford University. In some cases, a student's school may pay the fee for the student. Please have your school official contact our office if that is the case. The Activity Fee is non-refundable after the start of the program.

## Arrival and Departure

### Check-In Procedures

Check-in will be on **Sunday, June 22, 2025, between 8:00 am and 2:00 pm**. Emailed instructions, staff, and signs will direct students and parents toward check-in at the Conference Services offices on **the Bonnie Hurlburt Student Center Plaza** ([see the map at the end of this guide](#)). You will receive your room key at registration; please leave your belongings in your car until you have completed the check-in process.

During the check-in, students will receive a room key, name badge, Governor's School ID card, and Wi-Fi access logins. After check-in, the Governor's School staff will facilitate move-in. To facilitate check-in and prevent delays, all Governor's School must be completed (via SchoolDoc.com) before arrival at Radford University (see "[Required Forms Checklist](#)" above).

Students who have food allergies or dietary restrictions will meet with dining services on check-in day at 1:00 pm at Dalton Dining Services. Dalton is where you will have most of your meals during the summer program. Please make sure your student arrives before 12:00 pm and participates in this meeting.

Parents and additional visitors must depart campus no later than 2:30 pm. If parents choose to leave before 2:30 pm, students must remain in their assigned dorm until our opening ceremonies. This will ensure that no one gets lost, wanders off campus, or is unaccountable. At 2:30 pm students will gather and be taken down to our opening ceremonies to begin their month-long, life-changing experience!

**Note:** Students are not allowed to have their own transportation (cars, bikes, electric scooters, Segways, etc. - parked or otherwise) while attending the Residential Governor's School.



## Opening Ceremony

The opening address will begin at **3:00 pm on June 22 in the Artis Center Main Stage Theater**. This event is for *students only* and is designed to acquaint students with the campus and our Governor's School staff and provide a basic orientation. All students must arrive on campus before 2.00 pm and attend the Opening Ceremony at 3.00 pm.

## Student Showcases

There will be student showcases at various locations on campus during the final week of the summer program. Showcases include posters, artwork, projects, performances, and presentations. Student work will be displayed at various locations on campus.

## Closing Ceremonies

Closing ceremonies begin **July 12, 2025, at 8:30 a.m. in the Artis Center Main Stage Theater**. This event is for students and staff only; it is closed to all parents. Students will complete their checkout procedures after the Closing Ceremonies.

## Checkout Procedures

Student check-out will take place from 10:00am until 4:00pm on Saturday, July 12. All students must attend the closing ceremonies prior to check out.

Check-out procedures will be provided for students during the last week of the Governor's School. Keys must be turned in, rooms must be cleaned, and all trash and personal belongings must be removed before a student is cleared up to leave campus.

## Lost Keys

Governor's School students are responsible for their dorm room keys. A lost room key requires a re-core of the door lock to ensure current and future occupants' safety. Any Governor's School student who loses a dorm key will be charged \$125 to cover the cost of labor and lock re-core. Key checks will take place periodically and key collection will occur on check-out day.

## Lost Items

Students are to take responsibility for their personal belongings. Radford University and the Summer Residential Governor's School are not responsible for lost, misplaced, or stolen items.

Lost-and-found bins will be set up in each dorm hall. There will be weekly reminders to check the bins to ensure all items are reclaimed. Any unclaimed items left behind on move-out day will be donated or discarded.

## Groups

All students are divided into groups with about 15-18 in each group. Each group will have a pre-assigned counselor who will help and guide the students through their experience at Governor's School, perform wellness checks, answer questions, and act as their point of contact. The student's group number will be listed on the front of the information packet provided at registration.

Group counselors will be introduced to the students during our Opening Ceremonies. The selection of students for each group is randomized and students may not switch groups. Parents may not contact the group counselor for any reason. Please refer to the [Contact Information section](#) (on page 5) to direct inquiries or concerns.

## 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 people, animals, and personal/public property is expected at all times. Issues not specified in the "Standards of Conduct" 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/institutional-equity/title-ix.html>

## Attendance

**Attendance at the Governor's School is a three-week-long commitment.** One should carefully consider family needs and personal commitments before the submission of an application and acceptance of an invitation. Since spaces are highly competitive, **ONLY** students who can make the full commitment to the program will be accepted.

As stated in the application for the SRGS, **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 for up to 2 days. **Religious services are not an acceptable basis for an application for leave from the camp.**

Refer to the [Contact Information section](#) (on page 4) if you need to request a leave of absence. To receive a Governor's School Completion Certificate, students are required to attend both the Opening Ceremony on June 22, 2025, and the Closing Ceremony on July 12, 2025, and miss no more than three (3) academic days due to illness or granted leaves of absence.

## Standards of Conduct

Students selected are ambassadors for their school and school division/region. Governor's School students are expected to always display courtesy and respect for fellow students and staff. Students who are unwilling or unable to follow the rules and disciplinary structures of the Governor's School should decline the invitation to attend. The following Standards and Guidelines are to be followed:

Failure to comply with any of the following Standards will result in immediate dismissal:

- Students shall not possess, smoke, or use alcohol, marijuana, illegal drugs, contraband, paraphernalia, tobacco, or vaping products.
- Students shall not possess or use any weapon or incendiary objects. As a rule of thumb, all objects that are prohibited on commercial flights are also prohibited at the summer school for the safety of all students.
- Students shall not leave campus or designated areas at any time without permission from Resident Life Managers.
- Students shall not enter any undesignated areas/buildings without an instructor or Governor's School staff approval/supervision.
- Students shall not visit the residential buildings that they are not roomed in without specific permission and supervision.
- Students shall not steal or borrow something from someone else without the owner's permission.
- Students shall not treat counselors, faculty, staff, presenters, students, or others on campus with disrespect or encourage others to do so.
- Students shall not intentionally damage the property of others.
- Students shall not commit any acts of violence (physical, verbal, or written) or exhibit volatile behaviors.
- Students shall not engage in bullying (cyber or verbal), post any inflammatory/sexually explicit memes, texts, or pictures, or use profanity/racial slurs or comments on any platform.
- Students shall not bring a vehicle or ride in one unaccompanied by the Governor's School staff.
- Students shall not engage in inappropriate physical contact or display any marks on their body indicating inappropriate physical contact. This is defined as anything beyond hugging and holding hands.
- Students shall comply with all laws, policies, rules, and regulations for the Governor's School, Radford University, and the Commonwealth of Virginia. Students unable or unwilling to adhere to these Standards of Conduct will be dismissed and the parent/guardian will be asked to pick up the student from their dorm immediately. Parents of students discharged for poor conduct who do not retrieve their students from SRGS staff as requested will retrieve the students from RU Police Headquarters. Student conduct dismissals are reported to the Virginia Department of Education for further follow-up by school districts/schools.

As part of the Governor's School structure, certain guidelines are in place for the safety and respect of our learning environment. Failure to comply with the following Guidelines will result in appropriate disciplinary and counseling actions

- Students shall check in to, 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 6:45 a.m. Exceptions include personal or building emergencies, or planned morning or evening activities where students will be notified of curfew by the counselors.
- Students must sleep in their assigned room every night.
- Students shall protect personal belongings by locking their assigned room any time they leave the room and at night.
- Students shall be on time and participate in all scheduled activities. In the event of an emergency, students should notify a counselor.
- Students shall not tamper with exterior residence hall doors, fire alarms, or camp equipment.
- Students shall not invite non-Governor's School guests to visit the campus.
- Students shall properly wear their name tags at all times (unless otherwise instructed by a Governor's School staff or an Instructor)
- Students shall adhere to the dress code and change if asked to do so by staff members.
- Students shall not be late for check-ins or classes.
- Students shall not skip check-ins or classes.
- Students shall not engage in protests, demonstrations, defamatory speech, or unlawfully occupy a public building or campus facility.
- Students shall display attentive and 'teachable' attitudes in the learning environments of the Governor's School.

Infractions of the Guidelines listed above may result in the following disciplinary action(s):

- The first infraction will result in a discussion and a corrective action plan with your group counselor. Infractions will be documented on a behavioral report form and may result in possible contact with parent/guardian.
- The second infraction will result in a discussion and a corrective action plan with your counselor. Infractions will be documented on a behavioral report form and will result in contact with the parent/guardian.
- The third infraction will result in a final discussion and a corrective action plan with your counselor. Infractions will be documented on a behavioral report form and will result in contact with the parent/guardian.
- The fourth infraction will result in a meeting with the Resident Managers to establish a documented behavioral correction plan. This Infraction will result in further contact with parent/guardian and referral to our Program Director.
- The fifth infraction will result in a meeting with a director and/or Manager and will require a call with the parents or guardians.

- Further infractions and/or non-adherence to the behavior contract will result in immediate dismissal from the program.
- In serious cases, the severity of the offense could result in an immediate expulsion from the program to safeguard the safety and dignity of the other members of the Governor's School and Radford University community.
- Rude, disrespectful, indignant behaviors in response to the Structure, Standards, and Guidelines of the Governor's School will expedite the dismissal process. Students who are unwilling or unable to follow the expectations and standards of conduct outlined in this handbook should decline the invitation to attend.
- Infractions may include but are not limited to habitual tardiness, consistent failure to wear a nametag, exploring Radford outside of Governor's School boundaries without counselor supervision, consistent participation in the explicit conversation, defiant and aggressive behavior towards instructors, counselors, and university staff, etc.

Resident Life staff may enforce the infraction system at their discretion and will provide the students with opportunities to correct their actions instead of documenting the infraction. Repeated offenses must be documented. In the case of severe or chronic infractions, some steps may be omitted.

If a student is dismissed from the program, the parent(s) or guardian(s) will be contacted by the Resident Managers and/or the Governor's School Director and will be required to pick up their student immediately to avoid an official discharge report to the VDOE.

In all incidents involving prohibited substances, sexual misconduct, and violence, and those in which parents do not immediately retrieve their students, the VDOE will be informed of the name(s) of students dismissed from the Governor's School and the reason for disciplinary dismissal.

If the nature of the offense is severe (E.g., criminal or volatile activity), the student may be held at the RU Police station until the parent/guardian arrives. To de-escalate or mitigate volatile episodes, the student may not be notified that parents are on the way until the parent arrives on campus.

The Governor's School reserves the right to have authorized staff enter any student's room without notice if reasonable cause suggests that the Standards or Guidelines are being violated. Appropriate Governor's School staff and RU Police may search the student belongings if there is reasonable cause that the Standards or Guidelines are being violated.

**All parents and students must affirm the rules and procedures in this Handbook.**

## Dress Guidelines

To help ensure a respectful and professional community of learners and an environment conducive to learning, the Governor's School establishes these guidelines for student dress:

- Clothing should be neat, comfortable, modest, and appropriate to the setting in which students will be working or studying.

- Students should avoid clothing that reveals midriffs more than 1 inch, backs, posterior, or undergarments.
- Students should bring lightweight, mostly casual clothing and a few outfits appropriate for concerts and recitals.
- Air-conditioned residence halls and classroom spaces are kept cool. A sweatshirt or light jacket is recommended.
- Shoes and shirts must be worn at all times.
- Students should bring a modest swimsuit and shoes that can get wet. Swimsuits are only to be worn during designated water activities.
- Students should not bring garments with offensive graphic wording, symbols, or artwork.
- The Governor's School staff reserve the right to ask a student to change out of any garment or article of clothing 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.

If you need to drop off an item for a student, please contact the Governor's School Office (refer to page 5) and a time will be set for the Resident Managers to meet with you. While care packages are welcome, we kindly ask that families keep them modest. Distributing packages takes time away from programming, so we appreciate your help in keeping things streamlined.

Visitors are not allowed to see their students when they come to drop off items. Parents must communicate their name, student's name, group number, and counselor name, and provide a good call-back phone # in all communications to the Governor's School Office. Email is the preferred form of communication.

Under no circumstances should parents/students contact other university offices. Please DO NOT bring items unless you have heard back from SRGS staff confirming a time and place to drop off these items.

The RU Post Office is not open on official holidays or employee days off designated by the Commonwealth of Virginia (holidays, weekends, and long weekends). If you are sending a time-sensitive package for your student, please alert ResLife staff before sending the package to ensure the RU Post Office will be open.

## Cell Phone Policy

Students may bring cell phones, but cell phone usage will be limited. Students are allowed to carry their phones; however, they must store them away at the beginning of each class.

Cell phone use is prohibited at showcases, performances, films, and other designated group events. Cell phone use is allowed at any other time. Failure to comply will result in the loss of phone privileges.

If parents/guardians need to contact a student during the day, they may email the Governor's School office at [rugovschool@radford.edu](mailto:rugovschool@radford.edu). In the event of an emergency, parents/guardians can reach the student by calling Campus Police at (540) 831-5500 or the Resident Life Manager on duty on the **Advice Line and Emergency Phone Contact**. Cell phone numbers will be activated from June 15, 2025, to July 12, 2025, for students and parents to contact the Governor School during the summer program.

## Campus Map



**Radford**  
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Virginia Governor's School  
for Visual and Performing Arts  
and Humanities



# Packing

## What to Bring to Governor's School

- \$100 cash to purchase food, beverages, and souvenirs during weekend events and outings.
- Medicines/First Aid supplies and face masks, hand sanitizers, Covid tests
- A journal for reflective writing and journal exercises to synthesize learning experiences
- Supplies needed for your specific discipline (pens, pencils, paper, bookbag, instruments, music, art supplies, dance shoes/attire, exercise mat, etc.)
- Cell phone and charger
- Headphones
- Laptop computer
- Reusable water bottles to reduce the use of disposable cups and bottles
- Alarm clock/watch (please note that cell phones must be off in the classroom unless instructed otherwise by the instructor).
- One smart casual outfit for presentations and formal meetings
- 2-3 dressy outfits for presentation/performance, plenty of comfortable casual clothing
- Tennis shoes and a modest bathing suit
- Hangers, quarters for laundry (roughly \$20), detergent, dryer sheets, laundry basket
- Pillow, blanket, extra-long twin bed sheets - pillows are not provided
- Toiletry, toilet paper, bath towels, shower curtain
- Broom, dustpan, and other cleaning supplies (especially for Move Out Day)
- Umbrella, raincoat, sunscreen, bug repellent, refillable water bottles
- Small trash can and trash bags
- Beach towel and lawn blanket or tarp
- Yoga mat

## For Fun Pack list (Not Mandatory)

- Snacks/utensils/bowls/plates/cups
- Your favorite board games
- Ethernet cable (there is WIFI in the dorms), power strips/surge protectors but no extension cords
- Mini fridge (students are responsible for carrying this to their dorm rooms.)
- Microwave <1000 watts (there is a microwave on every floor of every dorm building)



- Autumn Costume Party for Dancy
- Spirit Day Attire – In past years we've included PJ Day, Barbie Day, etc.

## What Not Permitted at the Governor's School

- Alcohol, illegal drugs, contraband, paraphernalia, tobacco / vaping products
- Weapons, incendiary objects, or injury-causing devices
- Cars, skateboards, longboards, bikes, or rollerblades
- Laser pointers
- Candles, incense, matches or anything flammable
- Toaster ovens or coffee makers
- Pets or emotional-support animals
- Extension cords

## Safety Procedures

All Governor's School and Radford University policies and procedures must be followed.

### Identification

Each student will receive a name badge at registration. The Governor's School student name badge must be worn properly. It is required for entry into the dining hall and all activities and allows the faculty and staff to accurately identify the students since Governor's School is not the only group on campus during the summer. Failure to do so will result in disciplinary action.

### Fire Drills & Evacuations

Fire drills 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 the Governor's School staff, university staff, and/or emergency personnel.

### Off-Campus

Students will be informed of campus boundaries at the beginning of the program. The "[Boundaries Map](#)" is located on page 15 of this handbook. Students may not leave designated boundaries on campus unless accompanied by the Governor's School staff or their instructors. Failure to comply will result in immediate dismissal from the program. Areas that are "out of bounds" also include any construction zones on campus.

## Student Medical & Emergency

Any illness, whether slight or severe, must be reported to a Governor's School counselor immediately. If medical treatment is necessary, students will be escorted to the student health clinic on campus, Urgent Care, and/or Carilion New River Valley Medical Center for evaluation and treatment. If an illness or injury is suspected to be life-threatening, students should notify the Governor's School staff immediately. A Resident Director or local rescue squad (depending on circumstances) will transport the student to the Carilion New River Valley Medical Center located six minutes from Radford University.

Please note that the Student Health Center accepts private insurance and collects all applicable copays at the time of service. Uninsured individuals will pay a **\$55 fee for services**. Please make sure the student is prepared to present this payment should medical treatment be sought at the Student Health Center. The Governor's School staff will not provide or administer any over-the-counter or prescription medication to students.

Students should bring these types of medications with them, as needed. This includes Tylenol, Ibuprofen, decongestants, antihistamines, topical creams, and other OTC medications. Student medical history and information (provided on Camp Doc) must be current upon arrival at the Governor's School. This includes all prescription medications, dietary restrictions, and allergies.

Parents **must** fully and accurately complete the medical forms provided. 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 appropriate Governor's School staff and health care providers on a need-to-know basis.

## Covid Protocol

Students must bring one COVID test for their use if needed. Specific dorms will be held to isolate students who are positive until their parents arrive. Students may return to the program as advised by a medical professional or prescribed under the prevailing medical guidelines. Those who cannot return may be readmitted to the program the following year.

## Student Mental Health

Radford University Counseling Services and/or the New River Valley Community Services may intervene if a student displays behaviors that are a danger to self or others. Crises will be referred to Radford University Police, Carilion Healthcare, or New River Valley Community Services-Access Emergency Services, if necessary. The Parent/Guardian will be contacted immediately in the case of a mental health crisis.

Counseling Services at Radford University or the New River Valley Community Services may also be called upon to intervene in non-crisis situations. In such instances, a determination by the SRGS Director, in consultation with NRVCS, will be made regarding a student's continuation with the SRGS program. Should a determination be made that the student's mental health is not conducive to the SRGS experience, the Parent/Guardian (or designee) will pick up the student within 24 hours of such communication from Radford University.

**Parents must report previous mental health episodes through the confidential SchoolDoc portal.** Not reporting the true mental/emotional treatment and baseline of your student impairs the ability of the Governor's School staff to appropriately interact with your student and prepare a safe and positive experience for your student. The SRGS does not provide out-patient therapy or supervise adjustments to medications prescribed for mental health purposes. Parents of students who require such a level of mental health care should consult with appropriate mental health professionals, medical professionals, and the Director of the Residential Governor's School before accepting an invitation to attend.

## Student and Dorm Searches

To provide a safe and disciplined environment conducive to learning while also protecting the safety and welfare of all students, staff, and faculty of the Governor's School, Resident Managers may search a student's person 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, the 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. Parents affirm this in the Handbook Waiver required in SchoolDoc.

## Student Services

### Library

The McConnell Library will be open daily during the summer. Governor's School students may use the library with the escort of a Governor's School counselor. Books may be checked out and must be returned within 4 weeks. Certain books (usually the more popular ones) may have a two-week return date, as specified by Library staff. Lost books will incur a fee, and late books will result in a fine of \$0.25/day. DVDs and CDs may also be checked out and must be returned within 1 week. Lost DVDs/CDs will incur a fee, and late DVDs/CDs will result in a fine of \$1.00/day. Printing is also located in the library. All checked-out materials must be returned before you leave campus at the end of Governor's School.

### Practice Facilities and Study Areas

As needed, practice facilities and study areas will be available for the Governor's School student use. Students must be under the supervision of a counselor or Instructor when utilizing these facilities. If students are found without supervision outside of designated areas or outside of the designated hours for their use, appropriate disciplinary action will be taken.

## Recreation and Fitness Facilities

Some university recreational facilities will be available on a scheduled group basis for student use, including the Student Recreation and Wellness Center.

Per the Student Recreation and Wellness Center policy, Governor's School students are not permitted to use free weights in their facility unless the weight-lifting activity waiver option has been signed by the parent (in SchoolDoc) and the student is familiar with the use of free weights.

Students may bring equipment to use such as a football, soccer ball, Frisbee, jump ropes, aerobic/yoga attire, and mat, etc. Weekend activities may include hiking/river outings, so students should also bring tennis shoes, shoes for the water (must be closed-toed, have a heel covering, and have hard soles), beach towels, and a bathing suit. Please Note: soccer, tennis, and swimming facilities are not located on the main RU campus and may not be available for Governor's School students.

## Meals & Snacks

The first meal of the program is dinner on Sunday, June 23 from 5:00 pm – 6:00 pm The last meal of the program is brunch on Saturday, July 12 between 10:30 am – 11:15 am. Three meals per day will be provided during the weekdays and two meals at weekends, including brunch (starting at 10:30 am) and dinner.

The residence halls and educational buildings are also equipped with drink and snack vending machines. Students are welcome to bring their non-perishable snacks with them as well. Please provide appropriate food storage containers if so.

Lunch and Dinner include a full buffet with selections of proteins, vegetables, fruits, cereals, desserts, etc. **Please inform the Governor's School staff of special dietary needs and restrictions.** This should be listed on the Student Medical Information form found on the registration link. If you need to discuss further nutritional or dietary requirements, email the Governor's School Office. **Students with food allergies must attend the meeting on Sunday, June 22, 2025.**

## Residence Halls

All residence halls are air-conditioned and furnished with extra-long twin beds (vinyl-covered), desks, desk chairs, dressers, closets, and blinds. Each room shares one private bath, sink, shower, mirror, and toilet with a suite-mate. These are the only items in your room. All residence halls are equipped with laundry facilities, lounge space with a television, a common kitchen area, and drink and snack machines. Counselors live in the same dorm as the students and are available to the students around the clock. Each student will be assigned one roommate.

The Governor's School will make rooming assignments. No roommate requests will be honored. Students will have no prior contact with their roommate as these assignments almost always

change up until the day of move-in. A housing survey included in the SchoolDoc registration informs our staff about making room assignments.

Visitation between different dorm halls without counselor supervision is not permitted at any time. If you need any special housing accommodation, please make a note in the housing survey, the housing survey question in SchoolDoc, and/or contact the Governor's School Office via email. Students are responsible for the care and preservation of the residence hall and common areas during their Governor's School stay. 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 or nails are allowed on the walls. Instead, use a "no residue" poster tape or comparable product. Additional dorm rules will be given to the students by their counselors and will also be posted within the dorm buildings.

## Laundry

All residence halls are equipped with laundry facilities that include a washer, dryer, and laundry sink. Irons and ironing boards are not included in laundry facilities. Washers and dryers are operated by the CSC GO app. Download the app from the Apple Store or Google Play. To report a malfunctioning washer or dryer or request a refund, please do so under the Request Service feature on the CSC GO App. Students may view washer/dryer availability through the RU Mobile App (laundry tile) or via the CSC GO App. Laundry detergent and softener may be purchased in the bookstore.

Students are expected to do their 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: Washer - \$1.75, Dryer - \$1.50 (rates may change from year to year).

## 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. While we do establish the students with Wi-Fi on our campus, ethernet cords are strongly suggested to ensure that your student will have access to the internet.

## 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 Radford University email account.

## Personal Finances

As a student honored with selection and invitation to attend the SRGS, the Virginia Department of Education, Radford University, and local school divisions will fund all educational expenses. Textbooks and reading materials are provided.

A modest amount of money for personal spending is recommended. ATMs are also available for students to use.

A \$300 activity fee is required upon registration through SchoolDoc.

## Program Structure

On weekdays, students will have breakfast and morning activities starting at 7:00 am.

Classes will be approximately between 9:00 am and 5:00 pm, with a break for lunch approximately between 12:00 pm and 1:00 pm.

Dinner is served between 5:00 pm and 6:00 pm. Students then participate in supervised activities during the evenings.

On the weekends, brunch is served between 10:30 am and noon. Dinner is still served between 5:00 pm and 6:00 pm and supervised activities will be available throughout the day and during the evenings. We will have a variety of on-campus activities which will be fully supervised, and students can choose the activities they wish to attend.

Discourse within the SRGS program is open and respectful of all platforms regardless of philosophical, political, or religious views on the human condition. The SRGS supports academic freedom of speech and is designed to challenge and expose students to multiple ways of knowing and thinking in a collegiate atmosphere.

The goal of the program is to ameliorate partisan divisiveness and promote civil discourse in our community. Our program brings together students of diverse ideological perspectives and encourages enlightened conversation through diverse topical courses, seminars, guest lectures, and informal discussion groups.

## Worship Services

Students at the Governor's School at Radford University are allowed to practice their faith through student-led and virtual services of their choice. **However, they are not permitted to leave the campus to attend religious events or services off-site.** No official religious services are provided on campus, and no travel off-campus will be permitted for religious services.

**Students are not allowed to leave the campus for religious services for the duration of the Governor's School program, even during the weekends. There will be no exception to this rule.** Parents and guardians will NOT be permitted to bring their children out of the camp for religious services. Leave is only granted in emergencies (like death in the family and funerals) and essential duties (like court hearings).

# Agreement

Congratulations. It is a great honor to be invited to attend the Summer Residential Governor's School at Radford University!

Aside from the minimal activity fee, the Virginia Department of Education, your local school district, and Radford University absorb the costs for students selected to participate in the SRGS (approximately \$4,000 per student).

If a serious issue arises, parents should contact our Governor's School office in the appropriate ways outlined in this handbook. As part of the collegiate atmosphere we enjoy at Governor's School, parents are asked to allow their students the independence and autonomy to learn and grow in a supervised pre-college environment.

Operations of the SRGS program at Radford University are complex and are hindered when students and parents are not supportive of rules, procedures, and protocols put in place by Residential Governor's School leadership, faculty, and staff.

**By attending the Summer Residential Governor's School for Humanities and the Visual & Performing Arts at Radford University, you verify – and will affirm – as parents and students that you have read through, understand, and agree to follow all the procedures and protocols outlined in this Handbook.**

## Directions To Radford University

From Interstate 81, take Exit 109 onto Route 177/Tyler Avenue. Once on Tyler Avenue, follow it into Radford. The edge of the campus is at the third traffic light (*at Jefferson Street*). Turn right onto Jefferson Street and look for Lot JJ.



We can't wait to see you all this summer!



## Itinerary Upon Arrival

- Parking will be available in Lots JJ, M, H, AA, R, and S
- Check-in with Residential Life Managers and Counselors for Registration and Waiver checks
- Walk to the Hurlburt “Bonnie” Student Center Plaza (outdoors) to receive your rooming assignments, room key, nametag, ID card (for swipe access into your dorm hall), and WIFI credentials.
- Be aware! No bins will be available for move-in day. Please plan accordingly. Beach Carts, etc. are encouraged.
- Counselors will guide students to their assigned dorms. Counselors are not responsible for carrying luggage.

