



Student
Handbook

2009-2010

The Governor's School for the Arts

Student Handbook

2009-2010

Old Dominion University
Norfolk VA 23529-0556
(mailing address)

1542 W. 49th Street
(main office location)

phone: (757) 451-4711
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.

Table of Contents

Handbook

Calendar.....	1
Directory.....	2
Mission and Goals Statement.....	4
Instructional Sites.....	5
Course Credit.....	6
Grades and Grading Periods.....	6
Progress Reports.....	6
Residency.....	7
Continued Enrollment.....	7
Non-Returning Students.....	7
Re-Enrollment.....	7
Changing Departments.....	7
Expenses.....	7
Academic Courses at the High School.....	8
Attendance.....	8
Attendance when High School is Closed.....	8
Excused Absences.....	9
Absence Excuse Notes.....	9
Early Dismissal from School.....	10
Illness or Accident at GSA.....	10
Emergency Lock down.....	11
Withdrawing from The Governor’s School.....	11
Transportation to, from and at Governor’s School.....	12
Bus Schedules, Missed Buses.....	14
Driving to Governor’s School.....	15
Car Pooling.....	16
Inclement Weather.....	16
Student Activities.....	17
Overnight Trips.....	17
Field Trip Cancellation.....	17
Student Assistance.....	17
Release of Student Information.....	17
Filming & Photography of Students.....	18
Student Information.....	18
Transcript Request.....	18
Student Conduct.....	18
Dress.....	19
Animals on Campus.....	20
Tobacco.....	20

Alcohol and Other Drugs.....	20
Weapons and Facsimiles	20
Assault and Assault & Battery.....	21
Hazing.....	21
Sexual Harassment and Assault.....	21
Skateboards, Bicycles, Roller Blades and Scooters.....	21
Street Crossing.....	21
Food.....	21
Damage to Facilities, Equipment and Supplies.....	22
Visitors	22
Self-supervision	22
Disciplinary Measures.....	23
Required Reporting of Certain Offenses to Law Enforcement Authorities.....	23
Computer and Internet Use Regulations	24

Forms

Student Records Information & Foundation Data Bank	28
Driving Permission form.....	30
Acceptance of Computer & Internet Use Regulations form	32
Student Handbook form	34

The Governor's School for the Arts
 Old Dominion University
 Norfolk, VA
Calendar
2009-2010

2009

July	3	Fourth of July Holiday Observed - office closed
August	17	First Day Department Chairs
	24	First Day Full-time Faculty
September	7	Labor Day Holiday - office closed
	8	First Day for Part-time Instructors and Students First Day of the 1 st Quarter
October	8	1 st Quarter Progress Reports Due
November	10	1 st Quarter Last Day (46 Days)
	11	Veteran's Day Holiday - school and office closed
	12	First Day 2 nd Quarter
	26-27	Thanksgiving Holiday - school and office closed
December	15	2 nd Quarter Progress Reports Due
	23-31	Winter Holiday - school closed, office closed 12/24-25

2010

January	1	Winter Holiday - school and office closed
	18	King Holiday - school and office closed
	27	Last day 2 nd Quarter (43 days)
	28-29	Staff Development/Workdays - no students
February	1	Staff Development/Workday – no students
	2	First Day 3 rd Quarter
	15	Presidents' Day Holiday - school and office closed
March	4	3 rd Quarter Progress Reports Due
April	2	Last Day 3 rd Quarter (43 Days)
	5-9	Spring Holiday - school closed, office open 4/5-6
	12	First Day of 4 th Quarter
May	12	4 th Quarter Progress Reports Due
	31	Memorial Day Holiday - school and office closed
June	11	4 th Quarter Last Day (44 Days) Last Day for Students Last Day Full-time Faculty Graduation
	18	Last Day Department Chairs

Directory

Administration

Hours M-F, 9:00 a.m. - 5:00p.m.
Phone 757-451-4711
Fax 757-451-4715

Leon Hughes..... Executive Director
lfhughes@gsarts.net

Andrea Warren, Ph.D.. Assistant Director
awarren@gsarts.net

Becky Byers (finance/human resources) Executive Assistant
bbyers@gsarts.net

Michelle LaVigne (student information) School Secretary
mlavigne@gsarts.net

Stephanie Outlaw (applications/auditions) Part-time Secretary
soutlaw@gsarts.net
(HOURS AS SCHEDULED)

Student Hours

1st SHIFT

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

2nd SHIFT

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

Departments

HOURS.....M-F, 9:30a.m. – 5:30p.m.

Dance Department

Deborah Thorpe (Chair) 628-2746
dthorpe@gsarts.net fax..... 628-2747

Instrumental Music Department

Patti Watters (Chair) 628-2744
pwatters@gsarts.net fax..... 451-4715

Jeff Phelps (Orchestra Director) 628-2744
jphelps@gsarts.net

Musical Theatre Department

Chip Gallagher (Chair) 628-3301
cgallagher@gsart.net fax..... 628-3331

Jeff Warner (Choreographer)..... 628-3301
jwarner@gsarts.net

Theatre Department

Steve Earle (Chair) 628-3340
searle@gsarts.net fax..... 628-3342

Shawn Crawford (Technical Director)..... 628-3340
scrawford@gsarts.net

Visual Arts Department

Vic Frailing (Chair) 683-4840
vfrailing@gsarts.net fax..... 683-5923

Vocal Music Department

Alan Fischer (Chair) 451-4077
afischer@gsarts.net fax..... 451-4078

Robert Brown (Choral Director)..... 451-4079
rbrown@gsarts.net

Management Advisory Committee Representatives (MAC Reps)

CHESAPEAKE

Dr. Linda Harkins.....547-0153 x257

FRANKLIN

Mr. Ken Raybuck 757-569-8111 x5606

ISLE OF WIGHT

Mrs. Verna Jones..... 365-1615

NORFOLK

Ms. Dorie Banks..... 628-3322

PORTSMOUTH

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

SOUTHAMPTON

Dr. M. Timothy Kelly..... 653-2692

SUFFOLK

Dr. Phyllis Sharpe..... 925-6750









VIRGINIA BEACH

Dr. Kelly Hedrick..... 263-1000

MISSION AND GOALS STATEMENT

The mission of The Governor's School for the Arts is to create and maintain an educational environment for gifted students that maximizes the artistic talent of each individual and to promote arts in the community.

Goals supporting the mission are:

-  maintain a program of studies designed to prepare students to meet the most rigorous admission requirements of colleges, universities and conservatories.
-  provide opportunities for students to learn with professional artists as mentors, in master classes, and in performances.
-  provide extraordinary performances and exhibitions in state-of-the-art facilities.
-  prepare students to be critically astute patrons of the arts.
-  assist students in exploring future career options and in obtaining current employment in the arts and entertainment industries.
-  instill in students the desire to use their talents in service to others.
-  serve as a resource to the public schools for arts education.
-  provide opportunities for the community to appreciate and enjoy the arts.

Governor's School for the Arts
Regional Board Meeting Schedule
September 30, 2009
January 13, 2010
March 31, 2010
May 26, 2010

INSTRUCTIONAL SITES

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

<u>Department:</u>	<u>Location:</u>
Instrumental Music	ODU Diehn Fine & Performing Arts Bldg., Corner of Elkhorn & 49 th Street 1551 W. 38 th Street ODU Art Studio Bldg., 1028 46 th St.
Musical Theatre	344 W. 21 st Street
Visual Arts	ODU Visual Arts Bldg., 49 th Street ODU Art Studio Bldg., 1028 W. 46 th St. 350 W. 21 st Street
Vocal Music	4414 Killam Avenue
Dance	TR Dance Center (325 Granby St.)
Theatre	Monroe Building (254 Granby St). 350 W. 21 st Street

All instructional sites may be used by students in any department, based on assigned activities. 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, Roper Theatre, Sandler Center and the Wells Theatre. Exhibitions are held at the GSA Gallery, the Wise Gallery, the Contemporary Arts Center, the Hermitage Foundation, 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 Old Dominion University, Tidewater Community College and TR Dance students.

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 by 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. Certain courses are weighted by GSA for extra credit based on the following elements: core curriculum and/or standards that exceed normal course requirements and/or performance focus. Numerical grade values for GSA grades are as follows:

A	4.00	B-	2.66	D+	1.33
A-	3.66	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.66
B	3.00	C-	1.66	E	0.00

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	3.67 - 4.00	B-	2.34 - 2.66	D+	1.01 - 1.33
A-	3.34 - 3.66	C+	2.01 - 2.33	D	0.67 - 1.00
B+	3.01 - 3.33	C	1.67 - 2.00	D-	0.34 - 0.66
B	2.67 - 3.00	C-	1.34 - 1.66	E	0.00 - 0.33

PROGRESS REPORTS

At the approximate mid-point of each grading period and at other times as needed, progress reports are sent by students 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 3).

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.

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, 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. The request may be made by GSA's faculty or 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

At 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 who 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.

EXPENSES

There are no general student fees charged by The Governor's School for the Arts. During the year, parents/guardians may be expected to bear the cost of certain materials, equipment, clothing, performance attire, admissions, field trips, etc. 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 will not be accepted.

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.

ATTENDANCE

Founded on the conviction that students can only benefit from a program when they are present, The Governor's School for the Arts has adopted a stringent attendance policy. Students are expected to attend GSA every day that school is in session and transportation is provided, to attend all classes in which they are enrolled and to be punctual to school and to each of their classes. 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), ten (10), and fifteen (15) 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 unexcused 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 fifteen (15) days in any semester, for any reason, whether excused or unexcused will receive a failing grade and no credit for that semester. Students who have more than fifteen absences and believe there are extenuating circumstances which would justify waiving the denial of credit may appeal to the Executive Director of The Governor's School for the Arts within 5 days after the 16th absence. The Executive Director's decision on such appeal is final.

ATTENDANCE WHEN HIGH SCHOOL IS CLOSED

When the local school division provides transportation, and GSA is open, students are expected to attend even if the regular high school is closed. When such transportation originates from the regular school and the student is unable to get to the regular school to get the transportation, the parent/guardian must send a note explaining this situation. The student will not be counted absent.

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 only by the Executive Director or the 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.

WITHDRAWING FROM THE GOVERNOR’S SCHOOL

Withdrawal before October 2nd

Students may withdraw from The Governor’s School before October 2nd without penalty. Students who withdraw before October 2nd will receive no grade and no credit. Students are cautioned that withdrawal after the beginning of the school year, even prior to October 2nd, 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 October 2nd

Students who withdraw after October 2nd, 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, 2010) 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

can 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.

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. On early release days a substitute bus will be provided. This bus may come after the regular pick-up time. Students should be familiar with the change in schedule on early release days.

Students must inform their bus driver in advance that they will be coming to GSA on early release days.

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 either Kempsville High, Green Run High or Malibu Elementary 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.

Once arriving in Norfolk, some students may have to transfer to another bus to be transported to their specific Governor’s School location. Shuttle buses are provided for students whose Governor’s School schedules require travel during school hours. **Students are expected to use shuttle buses when they are provided.**

Students attending classes on the campus of ODU may use the maglev (magnetically levitated) train should it become operational. They must carefully follow directions for use of the train.

Students must ride their designated bus when leaving GSA. Students visiting other student’s homes 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 Assistant Director or the Executive 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. Students may telephone parents/guardians from a Governor's School office to inform them and to arrange transportation home. Buses departing from The Governor's School will not wait for late students.

Questions or concerns related to bus transportation while a student is at The Governor's School, or issues related to the use of private vehicles should be addressed to Department Chairs or the 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 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.30), have it signed by their parent or guardian, and return it to the main office:
1542 W. 49th St. (ODU campus)

Old Dominion University campus: Students in the instrumental music and visual arts programs who wish to drive must complete a Driving Permission form and purchase an ODU parking permit, available in The Governor's School office for \$18.00 per semester (estimated). Make checks payable to GSA; pickup permit in the GSA Admin. office (1542 W. 49th Street). This parking permit may be transferred from one car to another. Students must obtain a parking permit the first day they drive. ODU has very stringent parking regulations which are rigidly enforced. Drivers who violate University parking regulations are subject to substantial fines.

Note: ODU permits follow ODU semester schedules. Students will need to purchase a second semester permit to park after the Winter Holidays. Second semester permits are good through the beginning of May. Students with second semester permits will need to request, from the GSA office, a Temporary Pass (yellow hang tag) to park through the end of the GSA school year.

TR Dance Center and Monroe Building: Students in the Dance and Theatre Departments who wish to drive to these two locations 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 at these locations may not use on-street parking.

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 which may not be demanded in a regular high school.

A few simple rules apply:

- Be where you are supposed to be and be on time.
- Pay attention to 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.
- Follow each school division's rules for conduct on school buses.

DRESS

Student dress (including footwear) and any accessories should be appropriate for class and not disrupt learning. The large 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.

Additionally, Department Chairs with the Executive Director's concurrence may prohibit students from wearing clothing or carrying accessories that the Chair considers inappropriate. Chairs may also require students to wear specific articles of clothing.

ANIMALS ON CAMPUS

Dogs, cats, and other animals (except companion dogs for individuals with disabilities) are prohibited at any Governor's School site or activity, including all exhibitions, concerts and performances. Prior permission of the Executive Director must be secured to include animals in productions or for any other purpose.

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 disciplinary action, 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 disciplinary action, 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 disciplinary action, possible referral to the student's high school and referral to appropriate law enforcement agencies.

HAZING

Hazing or any type of activity considered to be 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.

SKATEBOARDS, BICYCLES, ROLLER BLADES, AND SCOOTERS

Skateboards, bicycles, roller blades and scooters may not be brought to The Governor's School.

STREET CROSSING

At all instructional sites for the Governor's School, students are expected to assume responsibility for safely crossing streets and walking through parking lots. Students should be especially careful if crossing Hampton Boulevard and in front of Diehn Fine and Performing Arts Building on the ODU campus. Because of buses and other vehicles parked there, extra caution is required when using the pedestrian crosswalk on Elkhorn Avenue.

FOOD

While there is some access to snack machines and fast-food, students can not depend on having time to eat at GSA. Food consumption is permitted only in specific areas designated by Department Chairs.

Students may bring food to GSA but must only eat in those designated areas and must clean-up behind themselves.

DAMAGE TO FACILITIES, EQUIPMENT, AND SUPPLIES

The Governor's School operates in leased facilities and often with leased or borrowed equipment. It is especially important that students use the facilities and equipment with care. Defacing or damaging property in any way is considered a major offense and will be handled as such. Students who use University or Governor's School musical instruments or other equipment are responsible for repair or replacement if damaged, lost or stolen while assigned to them.

VISITORS

All visitors to the Governor's School must be approved in advance by a Department Chair. 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.

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. Students often go to restaurants or convenience stores near ODU or the downtown locations, the TCC or ODU libraries, etc. They are to stay in groups at all times. Students are not to be alone when walking from building to building on the ODU Campus, when standing on any street or at any location. Students who drive to school, always try to walk with someone to and from parking garages and lots. Remember to use shuttle buses instead of walking across Hampton Boulevard. Students must inform the responsible adults of their whereabouts.

DISCIPLINARY MEASURES

The Executive Director and The Assistant Director of GSA have the same authority as a school principal to exercise whatever disciplinary measures are appropriate in dealing with student misbehavior. Such measures include short term suspension from GSA. Suspension from GSA may be appealed directly to the Executive Director. At the discretion of the Executive Director, the high school may be notified of misconduct. Suspension from the high school may also result in suspension from GSA and vice versa. 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 Director 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.

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 (GSA) provides computers and Internet provider services for each department. 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.

Use of the Internet

Passwords are to be used only by authorized individuals. Under no circumstances are students to have access to Internet passwords.

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.**

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. GSA authorizes all use of the Internet and of the computer itself. Students may not load software or files. Adding software to allow unauthorized access to the Internet is not allowed. 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.

Responsibilities

Students using computers and Internet services are responsible for:

- Knowing how to operate systems prior to use; (all students using the equipment and services must have prior training and pass a competency review);
- Knowing and abiding by the regulations set forth in this document; and,
- Treating GSA computer equipment with care and respect.

Vandalism

Mishandling equipment or abusing Internet provider service or any software or file on a computer will be considered vandalism and will be handled as a disciplinary matter. Vandalism will also result in loss of privileges in use of the equipment.

**The use of the Internet services is a privilege, not a right.
Inappropriate use will result in cancellation of those privileges.**

