

**West Virginia
Governor's School for the Arts**



A Handbook for Students and Families

GSA 2022 June 26 - July 16, 2022

Introduction

Welcome! We hope that the information provided in this handbook will answer the questions you have about the Governor’s School for the Arts (GSA). If, however, you do not find the answers for your particular concerns, please contact Dr. Adam Dalton, Assistant Dean of GSA at Marshall University, at 304-696-2345 or daltona@marshall.edu, or Dr. Ray Lowther, Coordinator of the Governor’s Schools of West Virginia, at (304) 558-8098 or ray.lowther@k12.wv.us.

The theme for GSA 2022 is “Home: Building Community Through the Arts”. Living in a community of artists provides unique opportunities for personal and artistic growth along with diverse opportunities for collaboration.

The GSA mission is to enable students to explore multiple art forms, learn from one another, and experience first-hand the power of the arts. An emphasis will be placed on collaborating with regional artists and sharing our work within the community. Our goals are to develop stronger artists, empower students with collaborative skills, and introduce students to strategies that employ the arts to positively influence communities.

Student Policies

Confirmation Forms

To ensure your spot at GSA, please complete and submit your online student confirmation forms no later than May 24th. Please note that both the student and a parent or guardian need to be present to complete these forms for informational and signature purposes, and you will need electronic copies of the student's immunization record and electronic copies of both the front and back of the student's health insurance cards, as well as any other pertinent medical information.

Residency

The Governor’s School is intended to be an intensive residential learning experience; therefore, students are expected to remain on campus for the duration of the school during our three-week session. Parents, family, and friends are not permitted to visit.

- Exceptions to this policy can be granted only in the event of an emergency. You will need to request permission from the Dean, stating the nature of the emergency and inform your resident assistant of the times for leaving and returning before you leave campus. There is a 24-hour limit on emergency leave.

Visitors

- Students are not to entertain visitors who are not part of the Governor's School for the Arts.
- Students are not permitted to visit other groups or dormitories while on campus.
- You are assigned to your room and you cannot be in any other room without permission from your RA. Additionally, socializing should be done in the dorm lounge or common areas. Students who do not follow these guidelines will be subject to disciplinary action.
- Non-participants (legislators, the media, etc.) who wish to observe the instructional programs or special events must register in advance with the Dean.
- All approved and registered guests must wear a GSA visitor identification tag for the duration of the visit. Tags/badges are to be returned to the GSA office at the end of all scheduled visits.

Motor Vehicles

Students are not permitted to ride in any motor vehicle except those provided by the GSA staff. Students are not allowed to have a car at the Governor's School. Visitors' vehicles are to be parked only in the designated areas--even on opening day.

Medical Information

Students and parents are responsible for providing up-to-date, valid medical information on the aforementioned Confirmation Forms. Information will be stored in the GSA office

COVID-19 GUIDELINES

Coronavirus Health and Safety Policies and Procedures

The coronavirus pandemic has required alterations to many policies and procedures. Changes can be updated at any time. In addition to this list, students should make every effort to do their part to ensure the health and safety of their fellow Governor's Schools' participants.

COVID Test

Students may be required to take a COVID test at the discretion of the GSA Administration and/or Marshall University.

Housing

Housing will be provided in Marshall residence halls on a double occupancy basis. Residence hall locations and contact information is available in the Governor's School handbook. All Housing and Residence Life policies must be followed while residing in the halls.

Dining

All dining facilities are open and operating under posted hours. All facilities, including Harless Dining Hall, are adhering to CDC, local and state government regulations regarding dining in.

Masks/Face Coverings

GSA will follow the policy set by the Marshall Health and Safety Department regarding face coverings. The full policy can be found [here](#). Refusal to adhere to this policy will result in disciplinary sanction and removal from the academy.

Symptoms/Positive Test

Due to the nature of the in-person sessions, a positive COVID test during GSA will require students to return to their homes.

Participation and Attendance

- Students are required to attend all regularly scheduled classes and special events while on campus. They are expected to participate actively in these instructional activities, since this is the primary purpose of being invited to the GSA.
- Students will receive a copy of the daily schedule through daily communication via email and other social media platforms. The location and time of special events will be announced. A preview of the schedule has been included in this document.
- If it is necessary to miss a class or event due to an emergency, the student must report in advance to the teacher or RA in charge of the event, the anticipated absence, and its reason.
- Students are required to follow established schedules and dormitory curfews.
- Class time and evening activity times are for learning and focus. Personal electronic devices, computers, or cell phones may not be used in the classroom or at activities without the permission of the faculty member and/or Dean.

Disciplinary Action

As a representative of your school, community, and county, you are expected to be an exemplary citizen. Certain behavior is incompatible with the philosophy of the Governor's Schools. Disciplinary action in response to misbehavior is the responsibility of all staff members.

- There are three levels of discipline, the use of which is determined by the nature, frequency, or severity of the infraction:
 - **Verbal reprimand** by staff with written notice to the Dean of the GSA;
 - **Written warning** by the Dean (Notice of Disciplinary Probation), copies of which will be sent to the parent or guardian and to the student's school counselor;
 - **Dismissal** by the Dean
- Final decisions regarding dismissal from the governor's school will be made by the Dean in consultation with the appropriate faculty, Resident Director (RD), Resident Assistants (RA's), Assistant Dean, and the Governor's Schools' Coordinator.
- Should a student be dismissed, parents or guardians will be contacted immediately. A parent or guardian must pick up a dismissed student within 12 hours of dismissal. During the time that the dismissed student is waiting to be picked up, he or she will pack his/her belongings under staff supervision and be separated from other academy members. A letter stating the student's name and reason for dismissal will be sent to the parent or guardian, high school principal, and county superintendent of schools.
- Destroying or damaging property, which could result in a written warning of probation or dismissal, is a serious matter that requires full compensation.
- Other reasons for dismissal include, but are not limited to, the following violations:
 - absence from campus without permission;
 - any unexcused absence;
 - disobeying visitation policies;
 - use or possession of alcoholic beverages or controlled substances at any time;
 - unauthorized use of a vehicle;
 - riding in an unauthorized vehicle with another person;
 - tampering with fire alarms or security systems;
 - harassment;
 - failure to follow the resident life staff, faculty, or campus security's direction;
 - failure to follow COVID guidelines established by Marshall University;
 - behavior unbecoming of a member of GSA

Causes for Immediate Dismissal

Students who leave campus without authorization, engage in activities threatening the safety of themselves or others, or who violate the tobacco, alcohol, and controlled substance abuse rule will be dismissed immediately. There will be no second chances.

Additionally, be advised that Marshall University and the West Virginia Governor's School for the Arts will cooperate with all local and legal authorities with regard to investigations of illegal activities.

Electronic Device Use

Electronic devices, including but not limited to cell phones, tablets, iPods, mp3 players, etc., will not be permitted for use or to be visible during morning meetings or performances on or off-campus or during other times as indicated. During instructional time, it will be the right of the faculty member to determine their electronic device policy. The ability to use devices during free time, lunch, and other approved times will be treated as a privilege which may be revoked for individuals or the group at any time as deemed necessary. Abuse of the policy could ultimately result in the confiscation of the device(s) in question.

Marshall University

Our Campus

Marshall University is a well-organized, compact campus within the city of Huntington, West Virginia. The campus is bordered on the north and south by Third and Sixth Avenues, and on the east and west by 20th Street and Hal Greer Boulevard (16th Street). In addition, the Marshall University Visual Arts Center (VAC), a world-class facility which opened Fall 2014, is only six blocks from campus in the heart of downtown Huntington.

Several academic facilities will serve as centerpieces for GSA, providing professional surroundings for each of the seven artistic disciplines. Students will primarily be in the areas dedicated to their major disciplines: Acting and Dance will be in the Joan C. Edwards Performing Arts Center, Instrumental and Vocal Music will be in the Jomie Jazz Center and Smith Music Hall, while Creative Writing, and Studio Arts will be in the Visual Arts Center.

The Joan C. Edwards Performing Arts Center (PAC) opened in August 1992 and includes a state-of-the-art theatre with seating for 543 people. It is supported by efficient, up-to-date technical equipment and amenities for performers. Also included in this building are the Francis-Booth Experimental Theatre, the theatre/dance rehearsal studio, shops and storage space, dressing rooms, and ancillary spaces.

The Jomie Jazz Center, which opened in the spring of 2000, offers approximately 12,000 square feet of air-conditioned instructional space where we have state-of-the-art recording facilities, a large ensemble rehearsal hall, individual practice studios, a large classroom, an informal

performance venue, and a state-of-the-art music composition laboratory.

Smith Music Hall, part of the Smith Hall complex, was opened in 1967, and is home to the School of Music. It contains the newly renovated Smith Recital Hall, classrooms, faculty studios, practice rooms, a listening laboratory, a music library, and rehearsal facilities for vocal and instrumental performances of both individuals and group ensembles.

The Visual Arts Center (VAC) is the third academic facility that will be utilized during GSA. Opened in Fall 2014, the VAC has five floors of large studios and classrooms filled with state-of-the-art technology and equipment. Each floor features spaces designed for collaboration outside the instructional venues where students are able to come together for problem-solving sparked by creative thinking, collaboration, and innovative processes. The VAC also houses the Charles and Norma Canoll Gallery on the first floor.

Medical Services

GSA at Marshall University is just five minutes away from Cabell Huntington Hospital in Huntington. Parents are responsible for all medical expenses incurred during the governor's school including emergency transport costs. All medications, whether prescription or over the counter, must be reported on the medical forms. Please alert the GSA staff of any medical or food allergies or special medical problems so we may make proper arrangements.

Living Accommodations

Your Room

During GSA you will be staying in Buskirk Hall. All residence halls, including Buskirk, are equipped with cameras in various areas to ensure the safety of all residents and guests. Buskirk has cameras in the lobby, elevator, and basement. Each residence hall has a desk that is staffed 24 hours a day/7 days a week. Residents may contact their hall's desk at any time if they need assistance. The front desk in each residence hall is staffed 24-hours a day to provide assistance to residents. Desk staff responsibilities include providing information and customer service, checking out equipment, looking after the safety and welfare of the residents of the building, checking keys, etc. Items checked out from the front desk should be returned promptly after use.

Standard room furnishings include a twin extra-long size bed, desk, desk chair, dresser, and closet space for each occupant. Window shades are included; draperies and tension rods are not. Some rooms may feature additional furnishings such as carpet, shelves, or bulletin boards.

No telephones are provided in dorm rooms. Students may bring cell phones and are expected to follow the electronics guidelines previously noted.

Trash rooms are located on each residence hall floor. Trash should be bagged before it is placed in the trash room. Please do not leave trash in hallways, lounges, study areas or lobbies.

Washers and dryers are also conveniently located on each floor and are free to use. Ironing boards are available on some floors. Any problems with washers or dryers should be reported to the staff desk in Buskirk.

A computer lab is located in Buskirk. Marshall University, faculty, students and staff are required to follow Copyright and Intellectual Property policies and adhere to the guidelines for producing, using and sharing creative or educational works. Downloading of illegal music or other files is a violation of this policy. If found in violation, faculty, students and staff could be fined \$750.00.

Residential Responsibilities

Check-In Procedure

Upon arriving on campus, you will check-in at the front desk of Buskirk where you will be assisted by both Marshall University staff and GSA Resident Assistants. You will receive your room information and GSA schedule. Your parent or designee is to be present at both check-in and check-out.

- When you arrive at GSA, the residence hall rooms will be clean, and you are to leave them in the same condition when checking out.
- You and your suitemates will be responsible for the maintenance of your assigned room. You and your parents will be financially responsible for any damages to the suite.
- Sheets (twin-sized extra long), pillows, pillowcases, blankets and towels will not be provided. Bring your own.
- You will be issued a key to your room. You and your parents will be financially responsible for lost keys.
- Do not hang items out of or on the windows. This is a fire safety regulation.
- Do not hang any items on sprinklers or fire alarms.
- If you bring snacks for your room, keep them in airtight containers.
- Possession or use of tobacco products is forbidden.
- Alcoholic beverages, chemical substances or drugs of any kind, excluding prescription or approved over-the-counter drugs, are strictly prohibited while attending GSA.
- Students must be in the residence hall by 10 p.m. If an activity lasts beyond 10 p.m., you will have 15 minutes to reach your room upon conclusion of the event. Quiet hours for the dormitory will be posted and must be observed. Quiet hours will be from 11 p.m.- 7 a.m. every day. Noise levels must be kept

to a minimum.

- You may play your radio or other music devices; however, the music/sound should not be heard outside your room.
- Keep your room locked at all times when you or your roommates are gone. Windows on the lower floors should also remain closed and locked; report missing items to the resident director immediately.
- You must wear your GSA name tag at all times you are out of your dorm room.

Check-Out Procedure

You will need to Check-Out with the GSA staff prior to your departure. You will need to turn in your room key. Do not leave your key in your room and leave. Anyone that does not turn their key into the GSA staff at the front desk will be billed with a \$75.00 "Improper Checkout" charge.

Fees and Fines

- Smoking or Vaping in a residence hall room: \$25 each occurrence
- Tampering with safety and security equipment in the residence halls (cameras, smoke detectors, fire extinguishers, improper use of fire doors, etc.): \$25 each occurrence
- Breaking a seal on a closed window: \$25.00 per occupant, per occurrence
- Room Rekeys: \$50.00
- Improper check-out: \$75.00

Dining Services

Most meals will be served in the nearby Harless Dining Hall; hours will be announced when you arrive. If you have special dietary requirements that have not been included on your Student Confirmation Form, please provide detailed information to GSA Assistant Dean, Dr. Adam Dalton, at Marshall University, at 304-696-2345 or daltona@marshall.edu, as soon as possible.

To ensure that everyone has an enjoyable experience while dining in Marshall's dining halls:

1. No running, wrestling, or throwing of food, ice, liquid or any other objects.
2. No profanity or shouting is permitted.
3. Students should refrain from using skateboards, balls, or remote control toys.

Pertinent Safety Procedures

All students must sign a medical release form and report to the Communications Director any medical conditions that may require monitoring, as well as any prescribed medication that the student is taking. A copy of the student's health insurance card is to be attached to the health form. (Submitting this information via the Student Confirmation Forms is sufficient.)

Be Safe

- Always let your roommate know where you are going.
- Never loan your room key.
- Lock room doors.
- Never play with fire equipment.
- Do not prop open a fire door.
- Be sure to travel with a friend as much as possible.
- Report any suspicious people to your resident advisor immediately.
- Stay in chaperoned groups on all off-campus field trips.

Security Services

To protect the safety and privacy of residents, Marshall University offers the following services:

- Door alarms
- Marshall University Police Department (MUPD) Campus Patrols
- Campus ID cards
 - GSA students will be issued campus ID cards which will give access to allowed campus facilities, including the GSA residence hall and meals in the dining hall. Please note that students and parents will be financially responsible for all replacement costs for lost or damaged ID cards.
- ID card access to enter residence halls
- 24 hour staffed front desks

The Office of Public Safety/Marshall University Police Department (MUPD) is the law enforcement agency of the University community. University police officers have full law enforcement authority under state law and routinely patrol the campus. The Office of Public Safety is located on Fifth Avenue and 18th Street across from Twin Towers West. The entrance is located on the back of the building. MUPD is available 24 hours a day, 365 days per year, and can be reached at (304) 696-4357.

Dress and Grooming

Dress should be casual but tasteful. You will need dress clothes for one activity suitable for attendance at banquets or dressy church occasions—not those for a formal dance. For your own safety, it is required that you wear shoes at all times when you are outside the residence hall. Shoes and shirts are required in classrooms, activity locations, and the dining hall.

Offensive writing or images on clothing is strictly prohibited. On some occasions, you will be required to wear an official GSA shirt, which you will receive after arrival.

Specific Clothing You Will Need

- A variety of shirts
- Shorts
- Jeans/slacks
- One dressy outfit
- Shoes (dress, casual, athletic)
- Sleepwear
- Bathrobe and bedroom slippers
- Sweater (for cool evenings)
- Rain gear
- Umbrella
- Lightweight jacket

Note: Watch your email for a note from your Resident Director (RD) or Resident Assistant (RA) regarding our final night. Additional props or clothing may be needed for our planned event.

Articles You'll NEED for Your Room

- Sheets (twin extra-long)
- Pillowcases
- Pillow
- Blankets
- Towel/washcloth
- Shower shoes
- Toiletries
- Clothes hangers

Articles You May Have for Your Room

- Cell Phone/iPod
- Basket for toiletries
- Camera
- Games
- Alarm clock/ Radio
- Musical instruments
- Hairdryer
- Cosmetics/toiletries

Items You May NOT Bring

- Television
- Toaster
- Hot plate/pot
- Toaster oven
- Popcorn popper
- Air conditioner
- Coffee pot
- Refrigerator
- Fan
- Fry Daddy
- Microwave
- Grills of any kind
- Exercise equipment
- Desktop Computer
- Skateboard/bike
- Candles/Incense
- Two-pronged extension cords and plug adapters
- Plants
- Pet

Frequently Asked Questions

Q. May I come to GSA for part of the time and then leave a few days early to be in another program?

A: The commitment to GSA is for the full 21 days; therefore, you may not be excused for other activities, including family weddings or other events.

Q. Will there be time to check email?

A. There are times during the day when students may use the college computers to check email or to do computer research.

Q. Can my parents visit during GSA?

A. No. GSA is designed so that you can be totally focused on the activities planned for you. Parents and other family members are not permitted to visit. Families in close proximity to Huntington need to pay special heed to this. It is easy to drop by to deliver cookies or laundry, but do not do so.

Q. Will attending GSA enhance my scholarship opportunities?

A. Some colleges and universities within the state as well as some out-of-state art schools award financial aid over and above other scholarships for students who attended GSA for the full time. You will need to check with the financial aid officer at the institution where you wish to study to see if such a scholarship is offered. There is not a GSA Scholarship connected with the Governor's Schools program itself.

Q. Will I have to stay in chaperoned groups when we leave campus for field trips?

A. Yes. When you are off-campus, the rules are tighter to ensure the safety of the students.

Q. Will I really enjoy living with all these rules?

A. Students who attend the Governor's Schools say that they are the best experiences of their high school career. You will not be "giving up" your summer; instead, you will be growing in your craft, becoming a part of a larger community of artists and making memories for a lifetime.

June 26th Notes

Students can check in with Marshall University staff and GSA Resident Assistants beginning at 12:30 pm on Sunday. Check-in and moving in all items to the dorm will take place in Buskirk Residence Hall between 12:30 p.m. - 2:00 p.m. During the move-in process, parents and guardians may park temporarily in front of Jenkins Hall which is located beside Buskirk. Space is limited, so please move your vehicles as soon as possible to the MU Employee Parking Lot on 6th Avenue (between Hal Greer Blvd. and 17th Street). Students will be departing with their RAs to the Joan C. Edwards Performing Arts Center after check-in for announcements and Major Discipline.

Please review the campus map at: <https://www.marshall.edu/campus/campusmap.pdf>

July 16th Notes

Additional details will be shared with you as this date approaches and students begin to create. Our initial communication for all GSA matters will be email. Please check the email account you provided GSA on a regular basis. It is expected that parents or guardians assist with the process of moving their son or daughter out of their dorm and this will take place prior to 12 noon.

Sample Daily Schedule Subject to Change

Time	Activity	Notes
7:45 – 8:30 am	Breakfast	Harless Dining Hall
8:30 – 9:00 am	Morning Meeting	Smith Hall 154
9:15 – 11:15 am	Major Discipline Instruction	2 hours
11:30 – 12:30 pm	Lunch	Harless Dining Hall
12:45 – 2:45 pm	Major Discipline Instruction	2 hours
3 – 4:15 pm	Break – RA Activities	1 hour 15 min.
4:30 – 5:30 pm	Dinner	Harless Dining Hall
5:45 – 7:15 pm	Interdisciplinary Instruction	1 ½ hours
7:30 - 9:30 pm	Evening Performance	Performing Arts Center

10 pm	Students in Residence Halls	
11 pm	Lights Out	