



2023
*SUMMER PROGRAMS
HANDBOOK*

ARTS ODYSSEY | ACADEMY | SUMMER DANCE
DANCE IMMERSION | INTRODUCTION TO FILM

2023 Summer Programs Handbook

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CHAPTER 1

WELCOME AND OVERVIEW



CHAPTER 1

WELCOME AND OVERVIEW

Welcome

Congratulations on your acceptance to the South Carolina Governor's School for the Arts and Humanities Summer Programs! The Governor's School is a unique living and learning experience that has been specially designed to meet the needs of artistically talented students.

During summer programs, you will be part of an exciting community of artists. Here, people from many different backgrounds and experiences live, work, grow, and learn together.

This handbook has been prepared to help you take advantage of the benefits and opportunities offered during our Summer Programs. Reflected in the information, regulations, and policies are issues basic to ensuring a secure and productive experience. Please carefully review all sections of this handbook in preparation for your program. We look forward to a stimulating, challenging and rewarding experience with you.

Sincerely,

The South Carolina Governor's School for the Arts and Humanities

Brief History

Since its establishment by an Executive Order of Governor Richard Riley in 1980, the South Carolina Governor's School for the Arts and Humanities has provided pre-professional training in the literary, visual and performing arts for the state's artistically talented students. The school now serves hundreds of students each year through the Academy, Arts Odyssey, Summer Dance, Dance Immersion, Introduction to Film and Residential High School programs.

Mission

The mission of the South Carolina Governor's School for the Arts and Humanities is to serve artistically gifted high school students of South Carolina through programs of pre-professional instruction in an environment of artistic and academic excellence. The school is a resource for all teachers and students in South Carolina.

Summer Programs

Arts Odyssey is a one-week, overnight program for rising eighth and ninth grade students interested in concentrating in Creative Writing, Drama, Music, or Visual Arts. In addition to working intensely in their art area, students are also exposed to the other art areas with opportunities to attend performances and guest lectures.

The Academy Program was established in 1990 as part of the school's award-winning Outreach program that serves rising tenth grade students from across the state. This is a two-week, overnight program for students who desire intensive training in Creative Writing, Drama, Music, or Visual Arts. The curriculum incorporates studio work, self-directed studies, performance, field trips, lectures, and presentations by faculty and guest artists.

Summer Dance is an intensive program that offers pre-professional training in classical ballet with a modern/contemporary dance component. The ballet program, similar to the residential program, is based on long-established concepts and ideas taken from the Vaganova, Cecchetti and R.A.D. schools. The modern/contemporary dance component exposes students to theoretical concepts rooted in principles based on the Graham, Horton, Limon, and Cunningham techniques.

Dance Immersion participants will explore the world of dance in a fun and supportive environment during this two-week, overnight program. Through this immersive experience, they will gain skills from a variety of classes such as jazz, hip-hop, African dance, and ballet. This program is intended for students who are passionate about dance, but may not have formal ballet training. While Summer Dance is an intensive 5-week training program, Dance Immersion is a 2-week experience that introduces students to various forms of dance.

Introduction to Film During this two-week, overnight program, aspiring filmmakers will work with a team of industry professionals to produce a short film based on their original scripts. Students will learn the filmmaking process from start to finish, including how to write in screenplay format, operate state of the art equipment and add sound and music to video footage.

Residential High School

The public Residential High School gives junior and senior artistically talented high school students from all over the state the opportunity to concentrate on their skills in a supportive environment of artistic and academic excellence. Arts concentrations include creative writing, dance, drama, music, and visual arts.

The school is modeled as a master-apprentice community with arts faculty who are practicing artists. In addition to rigorous pre-professional arts training, students receive an intense and innovative academic education that fosters connections to the arts while meeting all the requirements necessary for a South Carolina high school diploma.

CHAPTER 2

CAMPUS LIVING AND SERVICES



Student Life

The residence hall is more than just a place to sleep – it is a community of learning. The residential life program is designed to provide a rich living and learning experience and community environment conducive to personal and professional growth.

A Student Services Team, including Residential Life Coordinators (RLCs), Director of Behavioral Health and Intervention Counseling, Coordinator of Nursing Services, and Director of Residential Life, will be available to help provide a safe and comfortable environment outside the classroom. The Residential Life Staff oversees the day-to-day operation of the residential life program, and with administrative support, has responsibility for decision making in these areas. The RLCs live in the residence hall and are responsible for promoting the program by serving as:

- Administrators, by disseminating information and direction, as well as ensuring that safety and security procedures are met.
- Resources, by being informed about campus events, activities, and facilities, and communicating information to students.
- Guides, by directing students in correct behavior and protocol.
- Responders, by directing and assisting students with illness, injuries or emergencies.
- Advisors, by being available to respond to student concerns, issues and questions.

Student Life Offices

The Student Life Office is located on the main floor of the residence hall. This office should be the first point of contact for any student or parent concern. The office is staffed each day from 8:00 am until curfew. The Student Life Office may be reached at 864.282.3848.

Campus Safety and Security

Public Safety Staff are available on campus 24-hours a day. They can be reached at 864.282.3826. The Public Safety Director, who oversees safety and security for the school, can be reached at 864.282.3746 during business hours.

The campus Public Safety Office is responsible for:

- Safety and security on campus
- Emergency preparedness and drills
- Assistance in medical emergencies on campus
- Safety programming and training

Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to Public Safety through the residence hall desk or at 864.282.3826.

Details of safety and evacuation procedures will be presented during student orientation and are posted in strategic locations on campus.

General Campus Safety Precautions

Residence hall room doors should remain locked, whether or not students are in the room.

Strangers on campus should be reported to the residence hall desk immediately.

Students should not walk alone at night and should always walk within well-lit areas.

Room blinds should be closed when changing clothes and at night.

Exterior doors should not be propped open at any time. It invites potential danger to the entire building and its occupants.

Only designated (front) entrances and exits of buildings should be used. Emergency (rear/park-side) doors should be used only in the event of a true emergency.

Medical Emergency or Emotional Crisis Procedure

Students who come upon a person in need of immediate attention should:

- Summon assistance from any available faculty or staff member.
- Try to not leave the person unattended until an adult is on the scene (leave only if necessary to summon help).
- Notify the Crisis Line at 864.282.3924.

Residence Hall Facilities

Some of the features of the residence hall are:

- Separate gender halls
- Double occupancy rooms
- Suites with shared bath
- Carpeted floors in student rooms
- Local telephone service in student lounges (No long-distance service is provided).
- Recreation room with TV/DVD, pool table, ping-pong and vending machines
- Laundry rooms
- Health center, where students may be treated for minor illness or emergency

Under some circumstances, these amenities may not be accessible at a given time.

Student Rooms

Each student room is provided with the following items (one per student):

- Standard twin bed/mattress (beds may not be bunked)
- Three-drawer chest (may be placed under bed, but not stacked)
- Desk
- Chair

Students may personalize their rooms and make them more comfortable. However, they are responsible for maintaining the condition present at arrival. Students may not use tacks, nails, screws, or any type of adhesive that may remove paint or damage the walls.

If there is damage to a room, students and parents/guardians are responsible for the cost of repair.

Roommate Selection Process

A conscious effort is made to match students that are from different parts of the state and in different art areas. However, there is also a random element to matching students.

Health and Safety

In order to meet the health, safety and cleanliness standards, room and hall inspections are conducted periodically. Roommates/suite-mates are equally responsible for the cleanliness, orderliness and safety of their room and bathroom. If there are health or

safety conditions that need to be corrected, the RLCs may complete and issue a room inspection checklist. Problems must be corrected immediately. Among other things, RLCs will look for:

- Clean bathrooms
- Clean sink in each room/bathroom
- Made-up beds
- Organized desk/shelves/closet
- Clothes in their proper place
- Emptied trash containers
- Vacuumed carpet (Vacuum cleaners are provided by the Residential Life Office for short-term checkout.)
- Snacks and drinks stored appropriately
- Clean refrigerator (if brought)

The common areas, such as the lounges, recreation room, lobby, hallways and laundry room, are the responsibility of all students. When leaving these areas, each student must remember to:

Put all trash, food refuse, cans and bottles in the proper containers.

Return furnishings to their proper location.

Take all personal belongings. (Please note that the South Carolina Governor's School for the Arts and Humanities is not responsible for theft or damage to personal belongings.)

What to Bring to School

Please keep in mind that closet and storage space is limited. Plan to bring necessities only. Students are encouraged to coordinate with roommates and suitemates. Items listed below are recommendations:

Linens

Standard twin-sized bed linens

Towels and washcloths

Pillow

Standard twin-sized mattress pad

Bedspread/Comforter

Blanket/Quilt

Personal Care Items

Toiletries, cosmetics, soap, etc.
Shampoo
Deodorant
Laundry detergent
Bucket or container for shower supplies
Quarters vending machines
Bathroom cleaning supplies

Clothing and Related Items

Bathrobe
Shower shoes
Laundry basket or bag
Iron with automatic shut-off

Furnishings

Alarm clock
Desk lamp and/or floor lamp (no halogen lamps)
Flashlight
Large trash basket and bags

Art Area and School Supplies

Notebook, pens, pencils, etc.
Stationery, stamps
Bookbag or day-pack
Flash or "thumb" drive
Specific items necessary for each art area will be included in correspondence received from that department.

What to Leave at Home

The items listed below are prohibited during Summer Programs. Please do not bring these items (parents/guardians will be asked to take them home on opening day):

- Cooking appliances (hot pots, hot plates, coffee makers, toaster ovens, microwaves, etc.)
- Halogen lamps
- Candles
- Incense
- Lighters
- Televisions
- Large stereos or radios
- Personal computers or tablets
- Electrical heating items (e.g. curling irons) without an automatic shut-off
- Portable DVD players

- Valuable or treasured items
- Large amounts of cash
- Video games/systems
- Bicycles, in-line skates, skateboards, scooters

Health Services

Nurse

A registered nurse is on duty during posted hours and is on call 24-hours a day. The nurse is present in a supportive role for students. The nurse may not diagnose and treat as a physician.

Medical/Dental Expenses

Payment of expenses for treatment outside of the school's Health Center is the responsibility of parents/guardians. Most urgent care clinics, hospitals, and physician's offices require payment at the time of the visit unless otherwise arranged in advance. Students should be prepared to make a co-payment or entire payment when necessary. A copy of covered students' current health insurance card is required.

Health Care While at School

Students should inform the nurse in the event that they are ill during the school day. Students must check with the nurse prior to missing required classes and activities.

If a student becomes ill when the nurse is unavailable, he/she should report to the residence hall desk.

Parents/guardians will be notified in the event a student has a fever greater than 100.5 degrees Fahrenheit, 100 degrees Fahrenheit with additional symptoms, or if a referral/visit to an outside facility is necessary.

The nurse will perform first aid services and health care counseling, but cannot legally diagnose or treat as a physician does.

A licensed health and wellness counselor is available during posted hours for assessment and counseling only, focusing primarily on issues of personal and social development.

The nurse will aid students in making emergency and urgent appointments, and will arrange for transportation.

Emergency Care

It is required that a parent/guardian sign the emergency treatment authorization form allowing a student to receive hospital treatment immediately in the event of an illness or accident.

Parents/guardians of students taken to the emergency room will be notified. However, treatment will not be delayed if the parent/guardian cannot be located.

Medical Records, Physicals and Immunizations

The confidentiality of a student's health history will be maintained in a manner consistent with medical, legal and ethical standards.

The school nurse will collaborate with parents, teachers and administrators to assure the artistic and personal success of the student.

All medical forms from the school nurse must be completed, including physicians' signatures, and returned prior to the designated date.

Immunizations

A complete, official, South Carolina Department of Health and Environmental Control (DHEC) Certificate of Immunization must be on file prior to admission. This copy may be obtained from county health department offices. You may contact your local South Carolina Health Department or visit the web at www.scdhec.gov for a listing of required immunizations. Due to students residing in a dormitory environment, the meningococcal vaccine is recommended for all students.

Notification of Medical Condition/Prescribed Medication

Parents should notify the school nurse if a student is on medication and/or under a doctor's care, or if there is any known medical condition. An individual medical emergency action plan can then be developed in collaboration with the student's doctor.

Supervised Self-Administration of Medications

Students are not allowed to have over-the-counter or prescribed medications in their possession for self-administration. (Emergency medications may be given special consideration, but must be discussed with the School Nurse.) Improper use and possession of prescription and non-prescription drugs may be grounds for immediate dismissal.

All medication (prescription and over-the-counter) must be in either the pharmacy container with approved label or the original manufacturer's container. Inappropriately labeled medications will be

discarded. All medications must be labeled with the student's name.

All prescription and over-the-counter medications must be listed on the medication registry. Students will not be allowed to receive over-the-counter medication if the parent/guardian has not given permission on the medication registry.

Parents/guardians are responsible for supplying all medications. The following is a list of suggested over-the-counter medications to bring:

- Acetaminophen/Ibuprofen - for treatment of fevers, mild aches, and pains
- Antihistamine - for allergy-type symptoms
- Decongestant - for cold-type symptoms
- Cough medicine
- Anti-diarrhea medicine
- Menstrual cramp medication

All medications should be placed in a clear, plastic, zip-top bag labeled with the student's name and taken to the Health Center at check-in.

The Health Center is unable to provide any general over-the-counter medication to students. Written permission from a physician to dispense any medications should be provided.

Prescription refills should be mailed to the attention of the school nurse.

All medication will be secured in the health center and supervised by the School Nurse. During times when a nurse is not available, Residential Life staff are responsible for supervision of self-administration of medications by students.

Policy for Management of Communicable Diseases

The South Carolina Governor's School for the Arts and Humanities will comply with all federal and state laws governing the management of communicable diseases including the yearly "exclusion lists" published by the South Carolina Department of Health and Environmental Control (DHEC). These lists mandate conditions for which students must be out of school. If a student's illness is determined to be communicable, a room restriction or return home may be required.

Arrangements will be made to provide meals for those students too ill to be served in the dining hall.

Food Services

The dining hall, located in the center of campus and serves all student meals. A variety of vegetarian, vegan and protein based entrees are offered at all meal times. The salad bar offers a selection of lettuce and a selection of fruit and vegetables. Gluten free options are also available. Students that have a food allergy, require a special diet or vegetarian meals, or other specific dietary needs, should notify the School Nurse prior to enrollment. Utensils, dishes and trays must remain in the dining hall. Food may not be taken from the dining hall.

Meal Times

Breakfast: 7:30 am – 9:00 am

Lunch: 11:30 am – 1:00 pm

Dinner: 5:00 pm, - 6:30 pm

Snacks: Afternoon and evening snacks are provided to students each day as a part of their meal plan.

Library/Media Center

The Library Media Center welcomes summer program students to embrace all of it's resources. With a robust collection of books covering all of the art areas, student work is supported throughout our programs with Library Staff to assist them with their needs. A well-curated collection of fiction and recreational reading material is available, along with databases and streaming services, a computer lab, reference material and more. There is Internet access, free printing, and maker supplies for student use while attending summer programs. Library Hours will be announced at orientation.

Mail Services

Mail is distributed and picked up daily Monday through Friday. All mail is delivered at curfew to individual students by the Residential Life Staff. Outgoing mail should be placed in the bins located in the mailroom adjacent to the dining hall. Students are individually responsible for all mailing costs. Stamps and other mail supplies should be brought to campus. The mailing address for all students is:

Student Name
[Name of Program, e.g. Academy, Arts Odyssey,
Summer Dance, Dance Immersion or Introduction
to Film] Program
SCGSAH
15 University Street
Greenville, South Carolina 29601

Custodial/Maintenance Services

Custodial and maintenance staff are responsible for the appearance and upkeep of the school's public areas, such as halls, public restrooms and stairwells. However, students are asked and expected to clean up after themselves before leaving a public area. Cleaning services are not provided for residence hall rooms and bathrooms.

Students having a maintenance problem in their room or bathroom, or noticing one in another area of the residence hall or campus, should report it immediately to a member of the Student Life staff. Students should not attempt repairs on their own.

Lost and Found/Loss of Personal Belongings

Any item lost or found should be immediately reported to the residence hall desk. A lost and found repository is located in the residence hall. This location should be checked when searching for missing items. Parents/guardians should evaluate their homeowner's coverage prior to their child's residency on the campus. The Governor's School's policy covers only the property of the school. Replacement of personal items damaged or lost as a result of theft, vandalism, fire, water damage, natural disasters or other causes, is not the responsibility of the school.

Check-in Checklist

When arriving on campus, students will be required to check-in and check into their rooms. Students must:

- Receive a key for their room and a SCGSAH ID which must be worn at all times.

Check-out Checklist

Before leaving campus to return home at the end of the program, students must complete official check-out procedures, including the following:

- Return all school books and materials.
- Clean their room and bathroom.
- Make sure all drawers and storage have been checked for items.
- Return clothes or other items that may have been borrowed from friends.
- Return their key and ID.

CHAPTER 3

REGULATIONS AND POLICIES



CHAPTER 3

REGULATIONS AND POLICIES

Students are expected to utilize, at all times and in all places, exemplary standards of conduct. Each student must be sensitive to the needs of others and show respect for all persons and property. Students are expected and required to accept responsibility for their actions.

The following pages list policies governing conduct. This list is not all-inclusive. As circumstances change, rules of conduct may also change at the sole discretion of the school's Administration. The circumstances of each situation are different. Therefore, the Administration may handle each disciplinary situation without setting precedent for future cases. Improper conduct of any type (including that not mentioned in this handbook) may result in disciplinary action, up to and including dismissal at the sole discretion of the Administration.

Curfew

Curfews are based on the importance of a well-balanced day for maximum performance in the summer experience. Curfew implies that students are in their assigned rooms preparing for the next day, including studying, relaxing, getting ready for bed and sleeping.

Sunday–Friday

- 10:00 pm Students are required to be on their hall.
- 10:30 pm Students are required to be in their assigned rooms.
Students must stay in their rooms until 7:00 am.
- 11:00 pm Lights out. No noise, music, etc.

Saturday

- 10:30 pm Students are required to be on their hall.
- 11:00 pm Students are required to be in their assigned rooms.
Students must stay in their rooms until 7:00 am.
- 11:30 pm Lights out. No noise, music, etc.

Quiet Hours

During quiet hours, it is important for students to consider the close proximity to others with whom they are living. This may be roommates, suitemates, hallmates or neighbors, above and below them. Students should be aware of the volume level of any sound equipment and voices during these hours. Noise should not carry beyond individual rooms. Quiet hours are:

Sunday–Friday: 10:00 pm - 8:00 am

Saturday: 10:30 pm - 10:00 am

Sign-out/Sign-in

For the duration of their program, students may not sign-out to go off-campus during the day or overnight with parents/guardians, except for Family Morning. Students may not leave during the week except in cases of emergency. In such cases, please contact the Director of Student Services or the Summer Programs Coordinator.

Park Hours

As Announced

Academy and Summer Dance students may sign-out to visit Reedy River Falls Park during designated hours. For safety, and so that they can be located in the event of an emergency, students must sign-out whenever leaving campus. When going to Reedy River Falls Park, students sign-out at the residence hall desk.

Academy and Summer Dance students must sign-out using the buddy system, going in groups of three or more. Groups must remain together during time off-campus and sign-in immediately on their return to campus.

Refer to the map distributed at orientation for boundaries of the park. Students may not sign-out for any other area. At no time will students be allowed in downtown Greenville without adult supervision.

Evening and Weekend Activities

Evening Activities

Evening activities will be held nightly from the conclusion of the arts event until 9:30 pm. These activities are intended to provide a time of relaxation and recreation for students. All students are expected to participate unless excused by the school nurse or engaged in a supervised arts activity.

Visitors/Family Morning

Students participating in the Academy, Film, Dance Immersion and Summer Dance may sign out to leave campus on Sunday mornings for Family Morning. Parents/Guardians may sign out students on Sunday mornings (June 25, July 9 and July 16) from 8:00 am. to 1:30 pm. Students must return to campus by 1:30 pm to prepare for afternoon instruction that begins at 2:00 pm. If someone other than the student's parent/legal guardian is signing them out we must have written (email) permission from the parent/guardian no later than 10:00 pm the night before the students departs. All parents/guardians or their designee must show a valid driver's license at sign out.

Due to the intense nature of Summer Programs, students may not receive visitors, including parents/guardians, during the tenure of the program, except for Family mornings and advertised performances. All unauthorized visitors will be asked to leave campus immediately.

Safety and Security

Room Keys

At check-in, students will receive keys to their individual residence hall rooms. Students should lock their rooms and carry their keys at all times. Lost keys should be reported to the residence hall desk immediately. (There is a \$25 charge to replace lost keys.)

ID Cards

ID cards will be issued at check-in. Cards provide access to campus resources and buildings, including the dining hall, library, gymnasium, residence hall, and fence gates. ID's must be displayed on their lanyards throughout the program. (There is a \$10 charge to replace lost ID's.)

Students locked out of their room or wing of the residence hall should notify the residence hall desk and a staff member will unlock the door. There is a charge of \$0.50 per lockout. This charge will be applied to the replacement fee for keys, if necessary.

Student Dress

Student dress is expected to be neat, clean, in good condition and appropriate for the occasion. Dressing appropriately reflects one's dignity and position as a Governor's School student. Students are expected to be responsive to the reasonable requests of the school's faculty, staff, or administration regarding appropriate dress. Art disciplines may require additional standards as appropriate to their work. The administration, at its sole discretion and interpretation, holds the final word on what is appropriate dress. For example, the standards include:

- no undergarments as outergarments
- undergarments must be worn with outergarments
- athletic attire may only be worn during designated events; cover-ups must be worn in transit
- no clothing with printing that is profane, obscene, demeaning, sexual, drug or alcohol related
- no revealing or suggestive clothing
- small, unobtrusive piercings of the nose and ears are permitted

These standards apply for all social and special occasions as well.

Shirts/Blouses/Dresses: No tube tops, halter tops, or spaghetti strap tops or dresses. Blouses, dresses or shirts should not expose any midriff.

These standards apply for all occasions including class time and off campus field trips. Students not meeting the dress code will be asked to change their clothing.

Pants/Shorts/Skirts: Must be worn at the waistline. The length of properly worn shorts, skirts and skorts must meet the length of mid thigh.

Footwear: Shoes are required in all areas of the campus and proper footwear is required for recreational sports and activities. Bedroom shoes may not be worn outside residence hall communities.

Dressing for special occasions. Dress clothing may be needed for special occasions such as closing events, recitals, and performances. This information will be provided separately via email by each arts area before the program start date.

Dressing for school trips. Appropriate dress for school trips is decided by the trip chaperones and will depend on the nature of the trip.

Footwear: Shoes are required in all areas of the campus. Many minor sprains and injuries can be avoided by wearing proper footwear, especially for recreational sports and activities. Bedroom shoes may not be worn outside residence hall communities.

Dressing for special occasions. Dress clothing may be needed for special occasions such as closing events, recitals, and performances.

Dressing for school trips. Appropriate dress for school trips is decided by the trip chaperones and will depend on the nature of the trip.

Dressing for community events. Campus conduct and dress codes will also be the standards for off-campus events at the Peace Center for the Performing Arts, Greenville County Art Museum, etc.

Public Display of Affection/Sexual Behavior

Inappropriate displays of affection can be embarrassing to all present. Displays of affection are not allowed. Sexual activity of any type is expressly prohibited.

Substance Abuse and Use

Substance use and/or abuse of any type is not a component of successful artistic, physical and social growth, and is therefore prohibited while a Governor's School student. Use includes, but is not limited to, tobacco, alcohol, illegal drugs, prescription and over-the-counter medications used in a manner inconsistent with medical direction, and the use of common substances in an abusive manner (e.g. huffing).

Possession may include items in a student's direct physical control, items placed out of a student's direct control, and items held for another person.

Alcohol

The possession, distribution or use of alcoholic beverages is prohibited.

Drugs

The possession, distribution or use of illegal drugs; the improper use of prescription or over-the-counter medications; or the misuse of allowed substances is prohibited.

Tobacco/Vaping Products

Students of any age may not use, possess or distribute tobacco products while enrolled in Summer Programs. This includes students who may be of legal age to purchase tobacco in South Carolina. Any student with a substance abuse problem is encouraged to seek private counseling from the School Nurse related to these issues.

Fire Safety

Attention to fire safety is the responsibility of all members of the Governor's School community. For this reason, the following regulations must be adhered to at all times:

- No student shall set, or cause to be set, any fire.
- No student shall make, or cause, a false alarm.
- No student shall tamper with any fire/life safety equipment.
- Students may not possess or use fireworks.
- Fire hazard items are prohibited at all times. These include cooking appliances, candles, incense, halogen lamps, lighters or any electrical item without an automatic shut-off. Items prohibited for safety reasons are subject to immediate and permanent confiscation.

- In the event of an alarm, immediate evacuation as well as cooperation with faculty, staff and emergency responders is required.

Weapons

Students are prohibited from possessing or using weapons of any type, including, but not limited to: firearms, paintball guns, knives, machetes, brass knuckles and slingshots. Also, students may not have any item intended to represent, or that may reasonably be construed as, a weapon (e.g. cap guns).

Disorderly Assembly

No student shall assemble for the purpose of starting, or causing to be started, a riot, the willful destruction of Governor’s School property, or any disorderly diversion.

Special Needs

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA) prohibit discrimination against persons, including public school students, with a disability, in any program receiving federal financial assistance or funding directly from the State. Section 504 and the ADA define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such impairment; or
- is regarded as having such an impairment.

The South Carolina Governor’s School for the Arts and Humanities acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its students and to provide Section 504/ADA-eligible students with an appropriate education. No discrimination against any person with a disability shall knowingly be permitted in any program or practices of the school.

Under Section 504/ADA, the school has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504/ADA, to afford access to appropriate educational services.

If the parent or guardian disagrees with any determination regarding identification, evaluation, or services made by the professional staff of the school, he/she has a right to file a grievance with the school’s 504/ADA Coordinator, a complaint with the Office for Civil

Rights, U.S. Department of Education, or to a hearing by an impartial hearing officer. The school's 504/ADA Coordinator is the Academic Assistance Coordinator.

Equal Opportunity

The South Carolina Governor's School for the Arts and Humanities does not discriminate against any student or prospective student on the basis of the student's race, ethnicity, disability, religion, sex, creed, gender, national origin, immigrant status, sexual orientation or English-speaking status. Inquiries regarding nondiscrimination policies should be made to the Discrimination Compliance Coordinator, 15 University Street, Greenville, SC 29601, 864.282.3857. For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1.800.421.3481.

Illegal Discrimination or Harassment

This ban on illegal discrimination applies to every aspect of the operation of the South Carolina Governor's School for the Arts and Humanities, including, but not limited to, recruitment, admissions, housing, academics and facilities. The prohibition also includes harassment based on race, sex, color, religion, gender, nationality, sexual orientation or disability.

The following procedures outline the process, rights, and responsibilities for reporting illegal discrimination or harassment. The Associate Director of Student Services serves as the discrimination compliance coordinator for matters involving students. Matters involving only employees should be referred to the Director of Human Resources.

Any student who believes that he or she is a victim of illegal discrimination should report the alleged discrimination as soon as possible to the school's discrimination compliance coordinator. If for any reason the student does not feel comfortable making the report to this person, the student should report the discrimination to the Dean. Any faculty or staff member made aware of a formal complaint of illegal discrimination should forward the complaint to the Dean. No student will be retaliated against for making a good-faith complaint of illegal discrimination.

The discrimination compliance coordinator shall immediately record the complaint in a log maintained for the purpose of recording such complaints. For each complaint received, this log shall indicate the name of the complainant, the date the complainant reported the allegation

of illegal discrimination, the nature of the complaint, the name of the person appointed to investigate, and the result of the investigation.

Within one week of receiving a complaint, the coordinator shall assure that an appropriate school administrator investigates the allegation. In most cases, this investigator will be the school's Director of Public Safety. In consultation with the Dean, on a case-by-case basis, the coordinator may appoint another school investigator if it is determined that an investigation by the Director of Public Safety is not appropriate.

The individual investigating the complaint shall allow the complainant an opportunity to present his or her complaint directly to the investigator and shall allow the complainant to present any witnesses or other evidence. The investigator shall also talk with any persons and gather any evidence that he or she deems relevant to the investigation.

Within two weeks of receiving notice of the need to investigate, the investigator shall form a conclusion about the allegation based on the investigation. If the investigator determines that action is required to prevent the recurrence of illegal discrimination or to correct the effects of illegal discrimination, the investigator shall take such steps as are necessary to effectuate these objectives. (Disciplinary action will be taken in accordance with the steps outlined in the student code of conduct.)

Also within two weeks of receiving notice of the need to investigate, the investigator shall inform the complainant in writing of the result of the investigation. If the investigator determined that illegal discrimination occurred, this notice shall include an assurance that adequate steps have or will be taken to prevent recurrence and correct any effects of the illegal discrimination. This notice need not specify the action taken to prevent a recurrence or to correct the effects.

Any complainant who disagrees with the outcome of the investigation may appeal the matter by submitting a written notice of appeal to the Dean within five business days of receipt of the result of the investigation. This notice of appeal shall state specifically why the complainant disagrees with the result of the investigation.

Within two weeks of receipt of an appeal, the Dean shall review the result to assure the fairness and thoroughness of the investigation in light of the reasons of disagreement submitted by the complainant. The Dean shall also notify the complainant whether the result of the investigation will stand or be reopened for further investigation and correction. Decisions by the Dean shall be final.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) requires that schools, with certain exceptions, obtain written personal consent prior to the disclosure of personally identifiable information from a student's education records. However, schools may disclose appropriately designated directory information without written consent, unless parents (or eligible students; eligible students are those 18 or older) have advised the school to the contrary consistent with the school's procedures.

The South Carolina Governor's School for the Arts and Humanities has designated directory information to include:

- Student's name
- Home address
- Campus email address
- Major field of study
- Date of attendance at the Governor's School
- Grade level
- Participation in officially recognized activities
- Honors and awards received
- Photographs and audio/video recordings

The Governor's School includes directory information in certain school publications, including playbills, publicity campaigns, graduation programs, and websites. This information can also be disclosed to outside organizations under these procedures. Such outside organizations may include, but are not limited to, the United States Armed Forces and colleges for recruiting purposes.

Violence/Assault

Violence or assault, including, but not limited to, physical, sexual or emotional, as set forth in state and federal law is prohibited. Any act of violence should be reported to any faculty or staff member immediately.

Bullying and Hazing

The Governor's School prohibits bullying and hazing in any form. This includes, but is not limited to, action taken or intentionally created situations to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering. Any hazing activity should be reported immediately to the Residential Life staff, Public Safety, or any available faculty or staff member.

Privacy, Search, & Seizure

A student's right to privacy is respected by South Carolina Governor's School for the Arts and Humanities. However, the school has a responsibility to maintain the standards of safety and behavior that are reflected in our regulations and policies as well as local, state and federal statutes. For this reason, the school may authorize searches including, but not limited to personal belongings, residence hall rooms, mailboxes and other areas to the maximum extent permitted by law.

In accordance with state law, the Governor's School prohibits strip searches of any type.

Automobiles

Students may not have automobiles or other motorized vehicles on campus, or within downtown Greenville, at any point during their program.

Cellphones, Computers, and Other Personal Devices Communication Devices

Cell phones/communication devices may only be used in non-instructional areas of the school, such as the residence hall and courtyard. Phones/communication devices may not be used during class time, or in instructional spaces, including the library, performance halls and offices. Students who abuse the cell phone policy may have their cell phone use limited. Laptops, tablets and other devices are not permitted. **While on SCGSAH campus, students will not have access to our WiFi.**

Public Performances and Events

Due to the performance elements associated with the SCGSAH curriculum, many school events are open to the public and/or broadcast via social media, streaming, and other platforms. Therefore, students' public performances and related images are a required element of the school's curriculum.

Off-Campus Excursions and Field Trips

Throughout the Governor's School experience, students should remember that they are representatives of themselves, their home schools, and the Governor's School. For this reason, all policies, procedures, and rules apply in their entirety for the duration of the program both on and off campus.

Other Policies and Procedures

All local, state and federal laws are supported by the Governor's School. Violation of any law may be considered for internal disciplinary action as well as referral to the appropriate legal authority.

CHAPTER 4

STUDENT CODE OF CONDUCT



Introduction

The living, learning environment provides students with opportunities to develop maximally, not only in the arts, but as a person with strong character traits, integrity and a positive value system. This Code of Conduct provides a framework that encourages character development through accepting personal responsibility for making good decisions and taking positive action in personal and professional life.

The goal of the administration, faculty and staff is to provide students an optimum environment in which to learn, and find joy in making the right choices for their lives and work. Dedication and commitment to excellence in their work, idea exchange, and interaction with their peers and teachers may result in a higher level of maturity, success and joy in learning.

Willful and/or negligent disregard for state and federal laws, Governor's School requirements, and the regulations outlined in this handbook can lead to lack of success, restriction, missed opportunities, dismissal and/or legal action.

Student Code of Conduct

Students are expected to respect the policies and regulations of the school. The Residential Life staff will orient students to behavioral expectations. Students will be redirected when not meeting these expectations. Behaviors that are damaging to the school's sense of community may lead to consequences, which could include dismissal from the program. Parents are involved in all situations or events of student misconduct unless they are minor and resolved with redirection or guidance by staff.

Conduct that may warrant a greater level of intervention includes, but is not limited to: vandalism, actions with intent to harm someone, theft, possession of illegal drugs or alcohol, causing a fire or improperly tampering with a fire alarm, harassment, assault, possession of a dangerous weapon and threats to personal security or property. If a student is charged with such behavior, or other like

behavior, determined at the sole discretion of the administration, the following action is generally taken:

- The charge is investigated. This investigation may also involve outside law enforcement agents.
- Following this investigation, a written report may be made and an immediate meeting scheduled with the student and parents/guardians to discuss the report. This meeting may include appropriate law enforcement agents.
- The student's parents/guardians are generally given two (2) days to respond to the report and a follow-up meeting is scheduled to discuss the action that will be taken. During the intervening time, the student is suspended from the school and remains in the care of the parents/guardians.
- At a final meeting, the action that will be taken by the school will be communicated.
- The school's action does not preclude that further action may be taken by law enforcement agents.



CHAPTER 5

GREENVILLE

Greenville, South Carolina is located at the center of one of the nation's fastest growing areas and is consistently ranked among the best places in the country to live and work. The roots of this community can be traced to a trading post many years ago, and later to the textile industry - Greenville was once known as the "Textile Center of the World." The continuing economic success of the area provides support for its cultural and recreational resources.

With a major symphony orchestra, a community of higher education institutions offering extensive fine arts performances and exhibitions, various ballet companies, art museums, state-of-the-art concert venues, and one of the Southeast's premier civic chorales, among other offerings, Greenville has its finger on the pulse of the arts.

Cultural Events, Venues, Other

Downtown Events

Information about attractions, restaurants, festivals, parades and more is available at the Greenville Convention and Visitors' Bureau's Visitor Centers. The downtown center is located on the first floor of the City Hall Office Building:

Location and Hours:

City Hall
206 South Main Street
Greenville, South Carolina 29601
864.233.2273
Monday-Friday, 8:00 am - 5:00 pm

Emergency Numbers

Fire, Ambulance, Police-911
(If dialing 911, please notify campus public safety as well)
Campus Public Safety: 864.282.3826

Greenville Fire Department:

Information/non-emergency 864.467.4463

Medical Services:

Prisma Health: 864.455.7000
(information/non-emergency)

Mental Health America
of Greenville County: 864.467.3344

St. Francis Hospital (Downtown): 864.255.1000

St. Francis Hospital (Eastside) 864.675.4000

Marshall I. Pickens Hospital: 864.455.8988

Crisis Intervention

Mental Health America of Greenville County, a nonprofit organization, directs two hotlines:

Crisis Line: 864.271.8888, Daily, 24 hours

Teen Line: 864.467.TEEN (8336)
Monday-Friday, 5:00 pm - 9:00 pm

The Teen Line is staffed by teenagers who receive the same training as adults for the Crisis Line. During the hours that Teen Line is not in operation, teens are welcome to call Crisis Line.

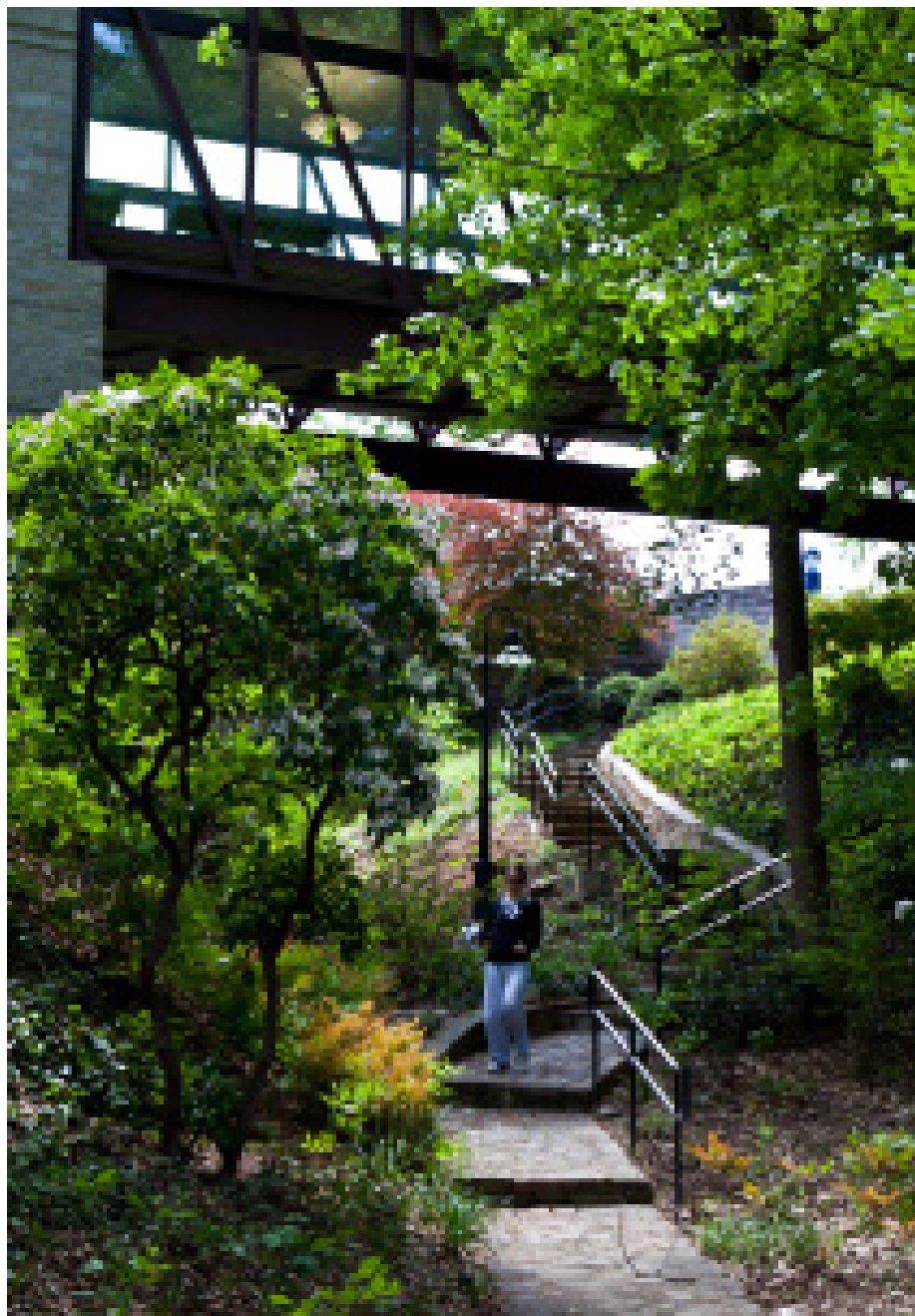
The Crisis Intervention Services provided by Crisis Line and Teen Line include:

- Directing callers to the appropriate person or service
- Service for any type of problem
- 24-hour service

American Association of Poison Control Centers:
800.222.1222

Suicide Prevention Lifeline:
800.273.8255, Daily, 24 hours

NAMI (National Alliance on Mental Illness):
800.950.6264, Monday-Friday 10 a.m.-10 p.m.



CHAPTER 6

CAMPUS DIRECTORY

CHAPTER 6

CAMPUS DIRECTORY

Telephone Numbers

Admissions	864.282.3713
VP for Student Development	864.282.3693
Alumni and Summer Programs Coordinator	864.282.3724
Aramark Dining Services	864.282.3887
Creative Writing	864.282.3724
Dance	864.436.4041
Dean and VP	864.282.3731
Drama	864.282.3724
Finance and Administration, VP	864.282.3738
GSA Foundation	864.282.1570
Health Center	864.282.3825
Director of Behavioral Health	864.282.3850
Library	864.282.3694
Music	864.282.3758
Outreach Coordinator	864.282.3729
President	864.282.3785
Public Information	864.282.3945
Public Safety	864.282.3826
Public Safety Director	864.282.3746
Registrar	864.282.3720
Residence Hall Reception Desk	864.282.3711
Student Life	864.282.3848
Director of Residential Life	864.282.3859
Switchboard	864.282.3777
Visual Arts	864.282.3705

Fax Numbers

Residential Life Office	864.282.3849
Main	864.241.1235

Assistance

With Questions about:

Contact:

Student life, roommates,
sign-out/sign-in

Student Life
864.282.3848

Summer Program information

Summer Programs
Coordinator
864.282.3724

Medical questions, doctor's visits,
health concerns

Health Center
864.282.3825

Fees, tuition, expenses

VP of Finance
864.282.3738

Publicity

Director of Public Relations
864.282.3945

Operator, other contacts

Switchboard
864.282.3777

Aramark Dining Services

864.282.3887

Addresses

Mailing Address:

15 University Street
Greenville, South Carolina 29601

Website:

SCGSAH.org



15 University Street, Greenville, SC 29601 | 864.282.3777 | SCGSAH.org