GENERAL INFORMATION ABOUT AGS 2014

***** Please read all of the following information very carefully and retain for your records.**

DIRECTIONS: From Interstate 40, take Exit 125 in Conway, heading south. You will pass Wal-Mart on your left, a shopping center on your right, and the new Hendrix Village on your left. Enter the first roundabout and continue south. As you pass under the pedestrian walkway, notice the building directly to your right. This is the Student Life and Technology Center (SLTC) where AGS Registration is held. There are several parking options: (1) Continue going south. At the next roundabout, you can turn to the right and take the next right into a parking area. The SLTC is at the north end of that area. Or, (2) At that roundabout, you can go completely around and head back to the north. Enter the parking lot immediately to your right (at the Hendrix Wellness and Athletic Center) and walk across the pedestrian bridge. The SLTC is to the left at the bottom of the bridge. Or, (3) Park in any of the parking lots near the residence halls and walk to the SLTC. After you register, you will receive directions to the appropriate residence hall where you can move in.

REGISTRATION: Sunday, June 8, between 10:00 a.m. and 1:00 p.m. Upon arrival, go to the front entrance of the SLTC for registration and residence hall assignments. Students will move into their residence halls after registration; therefore, we recommend you keep your luggage in your car until you have completed registration in the SLTC. Men will be housed in the residence halls on the north side of campus. Women will be housed in the residence halls on the south side.

10:00 a.m. to 1:00 p.m.	Arrive, register, and move into your residence hall.
2:00 p.m.	Opening Ceremony in Staples Auditorium. Overflow seating in Mills Center.
3:30 p.m.	Mandatory Assembly for all students in Staples Auditorium. Parents are welcome and encouraged to attend this meeting, which will focus on rules and policies. Following the Assembly, parents will depart for home and students will meet in their residence halls.
5:00 p.m.	Mandatory meeting for all students in their residence halls.

AGS OFFICE: Student Life and Technology Center (SLTC)
PHONE: 501-450-1279 and 1-800-808-2944
EMAIL: ags@hendrix.edu
WEB: www.hendrix.edu/ags

WHAT TO BRING:

***All* items (including all articles of clothing) should be marked with the owner's name.**

Clothing
Sweaters
Swimsuits
Pajamas
Robe/Slippers
Blanket
Bedspread
Sheets (twin)
Pillows
Pillow cases
Laundry bag
Laundry detergent
Quarters for laundry machines
Flashlight
Iron
Towels (bath and beach)
Washcloths
Toiletries
Prescription Medications (only if issued in student's name)
Umbrella
Waste basket
Cleaning supplies
Alarm clock
Cell Phone (see *Telephones* on p.3)
Camera (no video cameras)
Extension cord (see *Guideline #4* on p.4)
Desk lamp (no halogen or quartz)
Hangers
Musical instruments and associated equipment (no amplifiers)

Basic school supplies: pens, pencils, binders, notebook paper, spiral notebooks, pocket folders, small package colored markers, 200 3 x 5 index cards, etc.
Sports equipment:
- Swim goggles
- Tennis equipment
- Baseball/Softball gloves
- Frisbees
- Light-soled tennis shoes

Students in the following areas should also bring the items listed:

ART: Work clothes, etc. 9x12 hardbound sketchbook and black and white charcoal pencils. Other required art supplies will be furnished. If you wish, you may bring your personal paint brushes, assorted drawing paper, marker sets, and tackle box or tote bag to hold your supplies.

DRAMA: Clothes for crew work and movement exercises. Black pants, shirts, socks, and shoes.

MUSIC: For concerts, performers should bring white shirts/blouses and black pants/skirts.

INSTRUMENTAL MUSIC: Students should bring their own instruments and a lock for instrument storage.
Brass Players: valve oil, slide cream, metal straight mute, other mutes;
Woodwind players: reeds/reed-making materials, swabs, screwdriver set for minor adjustments;
String players: one set of extra strings;
Percussionists: snare drum, sticks, and mallets.

WHAT NOT TO BRING:
The following items are prohibited and will be confiscated and held until they are released to the parent. Possession of certain items will result in immediate dismissal from the program.

Tablets (e.g. iPad, Kindle, Zune, Nook, etc.)
Computers
Televisions/DVD/video players
Video game devices
Video Cameras
Electric fans
Electric heaters
Hot plates or other food-warming appliances
Refrigerators
Fireworks
Explosives
Cigarettes or smoking materials
Tobacco products
Matches or lighters
Halogen lamps
Quartz light bulbs/lamps
Candles
Incense
Fluid lamps/lanterns
Skates (of any kind)
Skateboards
Scooters (of any kind)
Bicycles
Weapons (of any kind)
Toys that look like weapons
Walkie-Talkies
Handcuffs (or other restraint devices)
Alcohol
Illegal substances or illegal objects of any kind
Prescription medications not issued in the student's name

DELIVERIES: Packages or deliveries for students should be left with the staff in the AGS Office.

DRESS:

Every day: Attire is "casual but decent." Skimpy or undersized tank tops and "too-short" leisure or jogging shorts, etc., are inappropriate attire for all students. Keep in mind that air conditioning keeps indoor spaces *well chilled*, so warmer attire is recommended indoors. Protective rain wear, an umbrella, pajamas, and robe are recommended. Shoes must be worn indoors at all times.

Shoes: The easily damaged floors of the Wellness and Athletic Center (WAC) are protected by special rules: dark-soled, ripple-soled, or cleated shoes are prohibited. It is advisable to bring an extra pair of light-soled tennis or basketball shoes for exclusive use in the WAC.

Other: Expensive jewelry is unnecessary at AGS.

KEYS: Room keys must be kept secure at all times. For security reasons, lost keys *must be reported immediately*. **There is a $50 charge for lost keys.** *Residence hall rooms must be kept locked when unoccupied.*

LAUNDRY: Washing and drying machines are available in each residence hall. Washers and dryers cost $1.50 each. Students should bring quarters to operate the machines. Detergent can be purchased in the AGS Store. Clothing in machines *must not* be left unattended.

LIBRARY AND COMPUTER LABORATORY: Students have access to the books and journals in the Hendrix Library. **There is a $75 charge for lost books**. Internet and email access is available in the library's computer labs. You will be assigned an AGS email address and password. Rules governing the use of the library and computers are strictly enforced.

LOST AND FOUND: The Lost and Found is located in the AGS Office.

MAIL: You will be assigned a mailbox in the campus center. Your mailing address will be **[Your Name], Arkansas Governor's School, Hendrix College, 1600 Washington Avenue, Conway, AR 72032**.

MEDICAL SERVICES: There will be a nurse on site for treatment of minor illnesses, routine services such as allergy shots, physician referral, and cold storage of medicine. Medical emergencies will be referred to the local hospital. ***It is important that AGS receives complete insurance information, as well as ONE photocopy of both sides of each student's medical insurance card.***

FINANCES: Students may need money for incidental purchases at the snack bar and AGS Store. Quarters are required for laundry and vending machines. Students should *not* keep large sums of money in their possession.

RELIGIOUS WORSHIP: Transportation to local churches is provided on Sunday mornings.

SUNDAY LEAVE POLICY: Students may leave campus only on Sundays between the hours of 9:00 a.m. and 6:00 p.m., and only with their parents or with other adults, provided that they have advance written parental permission. In any case, students may only leave campus once they have properly signed out of their residence hall.

TELEPHONES: Residence hall rooms do **NOT** have land lines available. Each residence hall lobby has a phone for local use. Students may use these phones for long distance by calling collect or using a phone card. Parents may call the lobby phone to reach a student or leave a message.

Students may use personal cell phones **only** in their rooms and only according to the rules detailed in **Guideline #7 on page 5**. Violations may result in confiscation of the phones till the end of AGS.

VEHICLES: Students may not have cars, motorcycles, bicycles, scooters, skateboards, or skates on campus.

VISITORS: With some exceptions described below, visitors are allowed on campus **only** between 9:00 a.m. and 6:00 p.m. on Sundays. **Visitors are *not* allowed in students' rooms, nor are they permitted to use campus recreational or computing facilities. All visitors must sign in at the residence hall of the student they are visiting. Upon signing in, visitors will be issued ID badges which they must wear during their visit and return when they depart. Visitors must remain in the company of the student they are visiting for the duration of their visit. Students will be held responsible for the behavior of their guests.**

Visitors may be invited for some special events, such as certain concerts or drama performances, but only after students **get permission** from the faculty member in charge of the production. Visitors should arrive just before an event begins and depart just after its completion.

PARENT'S DAY AND MID-SESSION BREAK: Parents are invited to attend their child's class at 9:00 a.m. on Wednesday, July 2, prior to checking him/her out for the mid-session break. Students must be checked out between 10:30 a.m. and noon on that day. Lunch will NOT be served. Residence halls will close at noon; therefore, all students must depart.

AGS reopens on Sunday, July 6. Students should check-in at their residence between 6:00 p.m. and 8:00 p.m. on that day. Supper will NOT be served that day.

CLOSING DAY: Students will be dismissed from AGS at 11:00 a.m. on the final day, Saturday, July 19. Parents should meet their student at his/her residence hall between 11:00 a.m. and noon. Students will not be released before 11:00 a.m. Lunch will NOT be served that day. Residence halls will close at noon.

Guidelines for Living

The following rules govern and partly define the AGS community. Please be sure that you fully understand them in letter and spirit.

1. Alcoholic Beverages/Tobacco/Illegal Drugs

Possession or use of alcoholic beverages, tobacco products, or other illegal drugs will result in immediate dismissal.

Visitor Smoking Policy

Tobacco products are prohibited from use on the Hendrix College campus including parking lots, grounds adjacent to buildings, and athletic fields. AGS students are responsible for the behavior of their guests.

2. Required Presence

Participants must attend all classes and other required activities. Participants must be in their residence halls by 10:30 p.m. each night. *Participants must not leave campus except as according to the leave policy (page 5).*

3. College Property

Damage to college property will be replaced or repaired at the participant's expense. Window screens must not be removed. Nothing should be tacked or glued to walls or windows. Students may not post notes, announcements, or pictures in private or public spaces without permission from the Director. **Furniture in residence rooms must not be moved or altered in any way.**

4. Avoiding Fire Safety Hazards and **Unsafe Practices**

A. Policy Statement

Fireworks, explosives, candles, incense, and items constituting an open flame, burning element hazard, or an unsupervised flammable object hazard are prohibited from campus. Unsafe usage of materials is also prohibited.

B. Materials and items that are acceptable in residence hall rooms unless specifically misused include:

electrical cords, connectors, or outlets containing a circuit breaker; hair dryers, and other personal hygiene items. "UL" approval on an item does not guarantee that the item will be allowed in residence hall rooms. Questions about the acceptability of a specific item should be directed to residence hall staff.

C. Materials and items that are prohibited from residence hall rooms include:

- flammable liquids and chemicals;
- lighted or unlighted candles, incense, and combustible fluid lamps;
- all appliances employing open burning coils, toasters, toaster ovens, and pizza ovens;
- halogen or quartz light bulbs and lamps requiring such bulbs;
- extension cords, connectors or outlets that contain multiple outlets, are frayed, or overloaded.

D. Fire Safety Hazards—prohibited practices include the following:

- any modification of existing electrical equipment, such as outlets, light fixtures wiring, etc.;
- running electrical cords under carpeting;
- running electrical cords through a door way or window;
- connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches;
- decorating a student room by hanging tapestries, flags or posters on the ceiling, or in a way that covers vents on appliances or electronic equipment;
- tampering with fire safety equipment, including smoke detectors, fire extinguishers, or fire alarms;
- any other practice which constitutes a fire hazard.

5. Honor

Stealing, lying, or cheating under any circumstances will result in immediate dismissal. Failure to inform AGS staff about others' rule violations, or to cooperate with AGS staff investigating suspected rule violations, will result in immediate dismissal.

6. Name Tags

Official name tags must be worn at all times, unless instructed otherwise. Name tags are required for admittance into the student's residence hall and the dining hall. **There is a $50.00 charge for lost name tags.**

7. Telephone Use

No calls - incoming or outgoing - are allowed between 11:30 p.m. and 7:00 a.m. Students may use cell phones only in their residence hall rooms and only during non-class times between 7:00 a.m. and 11:30 p.m. ***Students are not permitted to use or carry their phones outside of their rooms at any time.*** Violations will result in confiscation.

8. Multi-use Electronic Devices

Students are not allowed to bring multi-functional portable media players and tablets to AGS. These include, but are not limited to: iPad, Zune, Nook, Kindle and other devices that include internet functions. A computer lab is available for access to the Internet.

9. Bicycles, Skateboards, Scooters, Roller blades, Skates.

No bicycles, skateboards, scooters of any variety, roller blades, or skates are permitted at any time.

10. Computers

Students should not bring personal computers to AGS. Computers with internet access are provided in the computer lab. Participants must not use AGS computers to a) play or download games, music, movies, or other copyrighted material, b) view or download pornography, or c) engage in any sort of harmful or unauthorized programming.

11. Obedience

Students are expected to follow all instructions given to them by any members of the AGS faculty and staff.

AGS Leave Policy

Arkansas Governor's School is state funded, highly competitive, and interested in fostering a very strong sense of community among its participants. Therefore, it is believed to be inappropriate for students who have accepted a place at AGS to take temporary leaves from the program. Time away from the program has an undesired effect on student participation, both for the individual and for the Governor's School community at large. We know that gifted and talented students will have many quality opportunities during the summer. Although we hope that students invited to attend AGS will accept our invitation to attend for the full six weeks, we understand that other choices are available and difficult decisions must be made. For students desiring to take advantage of other opportunities that coincide with AGS, students should decline the AGS invitation which will allow another student to be invited to benefit from the entire program.

Temporary leaves will be granted for certain situations and only these situations. Requests for special leaves of absence must be made in writing <u>at least one (1) week in advance</u> and include explicit justification for the leave. A form may be obtained from the AGS office once the session starts. A leave may be granted for the following situations:

- unplanned personal or family emergencies
- weddings of immediate family members
- extremely important events of major personal, regional, or national significance

Please note:

- proper paperwork must be filled out and submitted at least one week in advance
- the student cannot miss more than 2 class days
- the leave cannot be during the first 3 days or the last 3 days of the program
- no student may be granted more than one leave of absence