

## GENERAL INFORMATION ABOUT AGS 2017



arkansas  
governor's  
school 2017

**\*\*\* 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 11, 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 that 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.

<b>10:00 a.m. to 1:00 p.m.</b>	Arrive, register, and move into your residence hall.
<b>2:00 p.m.</b>	Opening Ceremony in Staples Auditorium. Overflow seating in Mills Center.
<b>3:30 p.m.</b>	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.
<b>5:00 p.m.</b>	Mandatory meeting for all students in their residence halls.

**AGS OFFICE:** Student Life and Technology Center (SLTC)

**PHONE:** 501-450-1279

**EMAIL:** [ags@hendrix.edu](mailto:ags@hendrix.edu)

**WEB:** [www.hendrix.edu/ags](http://www.hendrix.edu/ags)

## WHAT TO BRING:

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

Clothing	Iron	Cleaning supplies	Basic school supplies: pens,
Sweaters	Hangers	Alarm clock	pencils, binders,
Swimsuits	Towels (bath and beach)	Wrist watch	notebook paper, spiral
Pajamas	Washcloths	Electric fan	notebooks, pocket
Robe/Slippers	Toiletries	Cell Phone (see <i>Telephones</i>	folders, small package
Blanket	Lanyard or keychain for	on p.3)	colored markers, 3 x 5
Bedspread	room key (available for	Camera	index cards, etc.
Sheets (twin)	purchase from AGS	Extension cord (see	Sports equipment:
Pillows	Store)	<i>Guideline #4</i> on p.5)	Swim goggles
Pillow cases	Prescription Medications	Desk lamp (no halogen or	Tennis equipment
Laundry bag	(only if issued in	quartz)	Baseball/Softball gloves
Laundry detergent	<u>student's name</u> )	Musical instruments and	Frisbee
Quarters for laundry	Umbrella	associated equipment	Athletic shoes
machines	Waste basket	(no amplifiers)	

It is recommended that students in the following areas bring the items listed:

ART: Hard bound sketchbook (9x12), marker sets, tackle box or tote bag for holding supplies, paintbrushes (brushes will be provided, but bring ones you prefer), assorted drawing paper (basic paper will be provided; bring any special paper you want to work with), comfortable clothing appropriate for work in the studio (please be aware that this includes working on the floor and using materials that may stain clothing).

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.

Computers, tablets (e.g. iPad, Surface, Kindle, and other internet devices)	Tobacco products	Bicycles/Unicycles
Televisions	Matches/Lighters	Weapons (of any kind)
DVD/Video players	Halogen lamps	Toys that look like weapons
Video game devices	Quartz bulbs/lamps	Walkie-Talkies
Electric heaters	Candles	Handcuffs (or other restraint devices)
Hot plates or other food-warming appliances	Incense	Alcohol
Fireworks	Fluid lamps/lanterns	Illegal substances or illegal objects of any kind
Explosives	Hoverboards	Prescription medications not issued in the student's name
Cigarettes or smoking materials	Skates (of any kind)	
	Skateboards	
	Drones	
	Scoters (of any kind)	

**DELIVERIES:** Packages or deliveries for students should be left with the staff in the AGS Office located in the Oathout Technology Center (OTC) in the Student Life and Technology Center (SLTC).

**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.

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.* **We highly recommend students either bring a lanyard or keychain or purchase an AGS lanyard at the AGS Store during Registration.**

**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 \$100.00 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 (please see note below), 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.***

\*Note on Allergy Shots: The Hendrix nurse will administer routine (NOT initial) allergy shots to students.

Students must provide AGS with the medication's information (storage and instructions) and a schedule of injection dates. Email this information to [ags@hendrix.edu](mailto:ags@hendrix.edu). The student will transfer the medication to his/her hall director on the first day of AGS, and the hall director will transport the medication to the nurse for safekeeping. The medication will be securely stored with the nurse for the duration of the program. Please ensure that there is enough medication for all six weeks and that the containers are clearly labeled. The student will be escorted to the nurse for injections.

Please note that the nurse is only available Monday through Friday from 8:00 a.m. to noon. Please contact the AGS Office if you have any questions.

**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 until the end of AGS.

**VEHICLES:** Students may not have cars, motorcycles, bicycles, unicycles, hoverboards, 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 2:30 p.m. on Friday, June 30, prior to checking him/her out for the mid-session break. **Students must be checked out between 3:30 p.m. and 5:30 p.m. on that day.** Dinner will NOT be served. Residence halls will close at 5:30 p.m.; therefore, all students must depart.

**AGS reopens on Wednesday, July 5. Students should check-in at their residence hall between 6:00 p.m. and 8:00 p.m.** on that day. Dinner will NOT be served that day.

**CLOSING DAY:** Students will be dismissed from AGS at 10:30 a.m. on the final day, Saturday, July 22. Parents should meet their student at his/her residence hall between 10:30 a.m. and noon. Students will not be released before 10:30 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.
- Towels should never be hung over A/C unit vents to dry. Obstructing vents may cause damage to the unit.

#### 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.
- Hoverboards

#### 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 \$25.00 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, Surface, Kindle and other devices that include internet functions. A computer lab is available for access to the Internet.

## 9. Bicycles, Unicycles, Hoverboards, Skateboards, Scooters, Roller blades, Skates.

No bicycles, unicycles, hoverboards, 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. Prescription Medications

Students **must** notify AGS of any prescription medications in their possession and update this information if medications change during the program. Any prescription medications in a student's possession **must** be in his or her name.

Prescription medications are not to be transferred between students.

## 12. 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 at least one (1) week in advance and include explicit justification for the leave. Documentation may be requested to verify listed justification. 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
- medical reasons

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
- leaves granted for medical reasons may not exceed a total of six (6) class days
- proper documentation may be requested to verify the listed justification for the leave