



West Virginia Wesleyan College Governor's School for the Arts 2024 Handbook



Welcome!

Hello young artist! We are excited to welcome you to the West Virginia Governor's School for the Arts 2024, hosted by West Virginia Wesleyan College. This is an amazing opportunity for you to grow, learn, explore, experiment, and connect with other young creatives and mentors.

This handbook covers all the policies, procedures, and expectations you need to know before participating in GSA. Please make sure you read it thoroughly and understand the content before submitting your confirmation via the Student Information Form. If you have a question not covered in this handbook, please contact Professor Alexis de Coning, Assistant Dean of the GSA, at deconing.a@wwwc.edu.

The theme for GSA 2024 is "Arts in Community." When we create art, we interact with and serve our communities. West Virginia has a rich cultural history, with diverse communities expressing themselves through music, dance, theater, writing, and visual arts. We draw on this cultural heritage to foster community through art at GSA, empowering you to find community with other artists both in and outside of your chosen artistic discipline.

Professor Thomas Schoffler is the Dean of the GSA. Prof. Schoffler teaches acting, movement, musical theater, and drama in the Theatre & Dance Department. A professional actor and director, he has worked in New York City as well as regional theaters across the country.

We look forward to welcoming you to our community soon!



Securing Your Place

To ensure your spot at GSA, please complete the Student Information Form and sign the consent forms emailed to you, and send all required documents to the Assistant Dean, Dr. Lexi de Coning, at deconing.a@wwwc.edu no later than May 15, 2024.

Please note that both the student and a parent or guardian need to be present to complete these forms for informational and signature purposes. You will also need to submit 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.

Mentor Appreciation Day

On the Student Information Form, you'll be asked to provide the name and contact information of someone who has mentored you as a young artist - usually a teacher, practitioner, or local community artist who has supported and encouraged your artistic pursuits.

Mentors are invited to attend GSA for a day to observe classes and enjoy a multi-disciplinary showcase of students' work. Please note that you cannot select a family member or friend as your mentor. Let your mentor know you've selected them, and ask them for their preferred email address or contact details.

Expectations for Young Artists

We want to provide a productive and engaging learning environment for all students attending GSA. But you also need to meet us halfway by living up to the community standards for appropriate behavior, participation, and community-building.

Participation

This is a highly collaborative, hands-on program. You'll be working with your faculty and peers for both major discipline classes and interdisciplinary classes; we will also provide time for relaxation, entertainment, and activities with your peers. Aside from scheduled down-time, you are expected to attend and actively participate in all scheduled classes and activities.

Physical Activity

We aim to make the GSA as accessible and enjoyable as possible for all students. However, please be aware that there is some physical activity required of all students - for instance, walking across campus from one class to another, or participating in

interdisciplinary activities or workshops that ask you to move your body. If you are unable to participate in moderate levels of physical activity, please contact us as soon as possible to ensure we are able to accommodate your needs.

Some classes may require clothing that allows you to freely move in a safe manner. Each GSA instructor will review their requirements during the first week of classes. A list of packing items is included below (see *What to Bring*) to help you prepare.

Residency

The GSA is an intensive residency learning experience. Students are expected to stay on the WVWC campus for the full 21-day duration of the program. You will be housed in Dunn Hall and expected to maintain appropriate behavior on campus (see *Housing* for more on dormitory life). Parents, family, and friends are not permitted to visit you on campus. This standard applies to local students from Buckhannon as well as students from other parts of West Virginia.

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 (RA) when you'll be leaving and returning before you leave campus. There is a 24-hour limit on emergency leave.

As a minor, GSA is responsible for your safety and wellbeing at all times. For this reason, you may not wander on or off campus without adult supervision.

Visitors

Students are not to entertain visitors who are not part of the GSA, nor are they 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 Residence Assistant (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 are to be returned to the GSA office at the end of all scheduled visits.



Vehicles

Students are not permitted to ride in any motor vehicle except those provided by the GSA staff.

Students are not allowed to have their own car at the GSA. Visitors' vehicles are to be parked only in the designated areas, even on opening day (more on that below).

Electronic Devices

While our devices can sometimes be tools for creating and sharing our art, they are often distractions that prevent us from being fully present or engaged in what we're doing.

For this reason, electronic devices (including but not limited to cell phones, tablets, iPods, MP3 players, etc.) are not permitted for use during major discipline or interdisciplinary classes, and should not be visible during morning meetings, on- or off-campus performances, or during other times and activities as indicated. During instructional time, each instructor has the right 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.

Communicating Medical Needs

Students and parents are responsible for providing up-to-date, valid medical information. The Student Information Form mentioned above will ask for some of this information, and you'll need to submit relevant medical documents where necessary. Information will be stored securely in the GSA office.

Please ensure that students bring all necessary prescription medications, allergy medications, EpiPens, etc. with them. Students who need to refrigerate insulin may bring a mini-fridge for their dorm room (less than 3.2 cubic feet) or should contact us as soon as possible to make arrangements for refrigeration in Dunn Hall.

Working with Others

Being part of an artistic community and fostering community through the arts means working with other people. No matter your preferred medium or means of expression, art requires us to connect with our audiences and engage with people from different walks of life. We want all GSA staff and students to be their full selves

during their time on campus; we can create this environment together by not defining others or making hasty judgments about each other.

We all bring different personalities, experiences, ideologies, and values to the classroom. Sometimes we hit it off and sometimes we don't. Regardless of our differences, we expect all students at GSA to practice thoughtful interpersonal communication - i.e. respecting others, thinking before we speak or respond, and practicing empathy by trying to understand where others are coming from. These are skills that will take you far in your career as an artist.

However, if anyone is being disruptive, hostile, or inflammatory, please talk to your instructor, RA, or a GSA staff member. We are invested in fostering a productive learning environment for everyone. Anyone who feels that they have been harassed or discriminated against can contact Amy Kittle (kittle.a@wwvc.edu), the university's Title IX coordinator, to report the incident and receive support. You can read the university's full policies on diversity, inclusivity, and non-discrimination below.



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 GSA - like being disruptive during class sessions, being disrespectful to your faculty and peers, or defying rules that are meant to keep you safe while you are under our care.

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; and
- Dismissal by the Dean.

Final decisions regarding dismissal from the GSA will be made by the Dean in consultation with the appropriate faculty, Resident Director (RD), Resident Assistants (RAs), Assistant Dean, and the GSA 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, they will pack their belongings under staff supervision and be separated from other GSA 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.

Reasons for disciplinary action or dismissal include (but are not limited to):

- Destroying or damaging property, which could result in a written warning of probation or dismissal, and will require compensation for any repairs;
- absence from campus without permission, or any unexcused absence from classes;
- disobeying visitation policies;
- use or possession of alcoholic beverages or controlled substances at any time;
- unauthorized use of a vehicle or riding in an unauthorized vehicle with another person;

- tampering with fire alarms or security systems;
- harassment or inappropriate behavior;
- failure to follow the resident life staff, faculty, or campus security's direction;
- failure to actively participate in all classes, including major discipline and interdisciplinary classes;
- failure to follow COVID guidelines established by West Virginia Wesleyan College; and
- 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 West Virginia Wesleyan College 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.



Medical & Mental Health Services

Our on-campus Health Center, run by Community Care of West Virginia, will be available to students during its regular hours (Monday – Friday from 8am - 4pm). For after-hours visits and emergencies, the nearest hospital is St. Joseph’s Hospital, just five minutes away from campus.

Parents or guardians are responsible for all medical expenses incurred during the GSA, including emergency transport costs.

All medications, whether prescription or over-the-counter, must be reported on the Student Information Form and accompanying medical documents. Please alert the GSA staff of any medical/food allergies or special medical problems so we can make proper arrangements before you arrive.

We will also have a trained counselor available to students, as needed, to help you manage your mental health while under our care.

COVID-19 Guidelines

The coronavirus pandemic has required alterations to many policies and procedures both on- and off-campus. These policies and procedures can be updated at any time. Students should make every effort to do their part to ensure the health and safety of their fellow GSA participants.

Students may be required to take a COVID test at the discretion of the GSA Administration and/or West Virginia Wesleyan College.

GSA will follow the policy set by the West Virginia Wesleyan College Health Center regarding face coverings. Refusal to adhere to this policy will result in disciplinary sanction and removal from the GSA.

Due to the nature of the in-person sessions, a positive COVID test during GSA will require students to return to their homes. We will provide short-term quarantine housing while students wait for their parents or guardians to collect them.

Housing

You’ll be staying in Dunn Hall on the West Virginia Wesleyan campus. Just like a college student, you’ll be sharing a dorm room with a fellow student and a bathroom with three other students. Dunn Hall is air conditioned, and includes both a TV Lounge and Study Lounge where students may relax and socialize. Dunn Hall also has some board games, as well as corn-hole and outdoor games and balls available to

check out during down-time.

Dunn Hall will be staffed by your Residence Director, Colby Wamsley, and his Residence Assistants (RAs) from 8am - 6pm every day. Students may contact their RAs at any time if they need assistance.

Standard room furnishings include a twin extra-long size bed, desk and desk chair, dresser, and closet space for each occupant. Window shades are included; draperies and tension rods are not.

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

Trash cans are located on each hallway; students may opt to bring a small trash can for their room or shared bathroom spaces. Trash should be bagged before it is placed in the residence trash cans. Please do not leave trash in hallways, lounges, study areas, lobbies, or other areas on campus.

We will provide cleaning supplies and brooms for students to use to keep their rooms and bathrooms clean. Cleaning supplies can be checked out from an on-duty RA, and must be returned promptly.

Washers and dryers are available for students to use for free; students must bring their own detergents and laundry products. Any problems with washers or dryers should be reported to the RAs in Dunn Hall immediately.



Public computers will be available in the Annie Merner Pfeiffer Library during regular business hours.

Students are not permitted to bring pets or emotional support animals to GSA. Because of the intense participatory nature of GSA, it's simply not fair to our pets to be left in a dorm room for large parts of the day! Students may bring a registered service animal to campus, but should contact Dr. Lexi De Coning at deconing.a@wwwc.edu ahead of time to confirm details.

Check-In Procedure

- Upon arriving on campus, you will check-in at the front desk of Dunn Hall where you will be assisted by GSA staff and RAs. You will receive your room information and keycard. Your parent or guardian is to be present at both check-in and check-out.
- When you arrive at GSA, the residence hall rooms and bathrooms 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 and bathroom. You and your parents/guardians will be financially responsible for any damages to the suite.
- You will be issued a keycard to the building and your room. You and your parents will be financially responsible for lost keycards.
- We have included a list of must-bring items, optional items, and prohibited items below (see What to Bring).

Residence Rules

- Do not hang items out of or on the windows, or on any sprinkles or fire alarms. This is a fire safety regulation.
- If you bring snacks for your room, please keep them in airtight containers.
- Possession or use of tobacco products is forbidden (including e-cigarettes and vape pens).
- Alcoholic beverages, chemical substances, or drugs of any kind (excluding necessary 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

10p.m., you will have 15 minutes to reach your room upon conclusion of the event.

- Quiet hours will be from 11pm to 7am every day. Noise levels must be kept to a minimum.
- You may play music on your 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 when 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 keycard.
- Do not leave your keycard 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 \$100.00 "Improper Checkout" charge.



Fees and Fines

- Smoking or vaping in a residence hall room: \$25 per occurrence
- Tampering with safety and security equipment in the residence halls (cameras, smoke detectors, fire extinguishers, improper use of fire doors, etc.): \$25 per occurrence
- Breaking a seal on a closed window: \$25.00 per occupant, per occurrence
- Lost keycards: \$100.00
- Improper check-out: \$100.00

All Housing policies must be followed while residing on campus.

Dining on Campus

Most meals will be served in the nearby French A. See Dining Hall; dining hours will be announced when you arrive. If you have special dietary requirements that you did not include on the online Student Information Form, please provide detailed information to Dr. Lexi de Coning at deconing.a@wwwc.edu as soon as possible.

To ensure that everyone has an enjoyable experience while dining, please do not run, wrestle, or throw food or other objects; do not shout or use profanity; and do not use skateboards, balls, remote-controlled toys or similar devices. In short, be considerate and respectful of your peers, faculty, and staff.

What to Bring

Clothes

In general, your clothes should be casual but tasteful. You will need one set of semi-formal clothes for one activity – something you'd wear to a dressy church occasion or semi-formal banquet dinner (but not those for a formal dance or prom).

For your own safety, you are required to 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 once you arrive.

Specific Clothing You Will Need:

- A variety of shirts

- Shorts
- Jeans/slacks
- One outfit for physical movement (e.g. sweatpants, gym shorts; dancers will need to bring extra movement clothes for their major discipline instruction)
- One dressy or semi-formal outfit
- Shoes (dress, casual, athletic/closed toe)
- Sleepwear
- Bathrobe and bedroom slippers/slides for shower
- Sweater or sweatshirt (for cool evenings)
- Rain gear (waterproof jacket and/or umbrella)
- Lightweight jacket

Articles you'll NEED for your room:

- Sheets (twin extra-long)
- Pillows & pillowcases
- Blanket
- Towels and a washcloth
- Basic toiletries and toiletry caddy
- Clothes hangers



Articles you may bring (but are not required):

- Small area rug (Dunn's floors are tiled, including the bedrooms)
- Desk lamp
- Small trash can for your room and/or bathroom
- Extension cable (MUST have surge protector)
- Camera
- Laptop for personal use
- Games
- Alarm clock/radio
- Small standing fan or desk fan
- Musical instruments
- Hairdryer
- Additional cosmetics/toiletries
- Mini-fridge (no more than 3.2 cubic feet)
- A dustpan for keeping your room tidy

Items you may NOT bring:

- Wall decorations
- Television
- Toaster
- Hot plate, hot-pot, air-fryer, popcorn popper, microwave or other cooking appliances
- Toaster oven
- Coffee pot
- Air conditioner

- Refrigerator
- Grills of any kind
- Exercise equipment
- Desktop computer
- Skateboard/bike
- Candles/incense
- Plants
- Pets

Additional West Virginia Wesleyan College Policies

Non-Discrimination Statement

West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, disability or blindness, or any other characteristic protected by local, state or federal law in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs.

LGBTQIA+ Statement

West Virginia Wesleyan College is committed to providing a safe, supportive and nondiscriminatory learning and living environment for students, faculty, staff and campus guests. WVWC strives to create and sustain a campus environment that supports and values all members of the campus community regardless of their sexual orientation or gender identity, as full participants in the campus community. To affirm these beliefs WVWC will:

- Foster an educational environment that is safe, welcoming and free from stigma and discrimination for all students, regardless of gender identity or expression.
- Ensure that the responsibility for determining individual gender identity rests solely with the individual.
- Provide WVWC campus community members and guests with the use of facilities that correspond with their gender identity, not their gender assignment at birth or

on their birth certificate.

- Provide gender-inclusive housing that provides a safe and inclusive housing opportunity for students that identify as transgender or gender non-conforming.
- Provide safe, accessible and convenient bathroom/restroom/locker room facilities that correspond to a person's gender identity or facilities designated as gender-neutral or gender-inclusive.

WVWC Institutional Diversity & Inclusion Statement

West Virginia Wesleyan College is committed to creating a safe and welcoming learning environment for all, strongly affirming the principle of inclusivity in all areas of campus life. WVWC is committed to educating and learning in a way that fosters acceptance of diversity and encourages inclusion in our residence halls, classrooms, offices, and co-curricular activities. As we encounter new perspectives and gain new insights, we expect that this statement will evolve and grow accordingly.

If a student feels that they have been unfairly or inappropriately treated by any member of the Wesleyan community, it is suggested that the student do one or more of the following, without fear of reprisal:

- Discuss the matter with a trusted third party to help determine a course of action.
- Approach the offending party directly and discuss the matter and its possible solutions.
- Report the incident to a West Virginia Wesleyan College employee in person, in writing, by telephone, by email or via the online reporting form found at <https://wwwc.guardianconduct.com/incident-reporting>



WWWC Campus Map

Below you can find Dunn Hall on the campus map, as well as other relevant venues like the Virginia Thomas Law Center for the Performing Arts, the Loar Hall of Music, and the French A. See Dining Hall (in the Benedum Campus Center). Most venues on campus are only a short 5 - 10 minute walk from Dunn Hall.

We will provide additional instructions for getting to Buckhannon, as well as parking on campus during check-in and check-out, once we have received your Student Information form and other relevant documentation.



West Virginia **Wesleyan**
Campus Map

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|---|--|---------------------------------------|
| 1. Reemsnyder Research Center | 9. Lynch-Raine Administration Building | 19. Christopher Hall of Science |
| 2. Dunn Hall | 10. McCuskey Hall | 20. Rockefeller Center |
| 3. Wellness Center | 11. Doney Hall | 21. Middleton Hall |
| 4. Virginia Thomas Law Center for the Performing Arts | 12. Fleming Hall | 22. Ross Field (Football) & Track |
| 5. Agnes Howard Hall | 13. Haymond Hall | 23. Ellis Field (Baseball) |
| 6. Wesley Chapel / Martin Religious Center | 14. Jenkins Hall | 24. Culpepper Field (Softball) |
| 7. Annie Merner Pfeiffer Library | 15. Loar Hall of Music | 25. Wood Street Park (Soccer Complex) |
| 8. Benedum Campus Center / See Dining Center | 16. Benedum Hall | 26. Erickson Alumni Center |
| | 17. Holloway Hall | 27. English Annex |
| | 18. Camden Village | |

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