

# GENERAL INFORMATION ABOUT AGS 2018



**\*\*\* 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 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 10, 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:** 501-450-3846

**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.**

*\*Please be aware that residence halls do not have elevators when packing heavier items.*

Clothing	Quarters for laundry machines	Umbrella	Basic school supplies: pens, pencils, binders, notebook paper, spiral notebooks, pocket folders, small package colored markers, 3 x 5 index cards, etc.
Sweaters	Iron and ironing board	Waste basket and bags	
Swimsuits	Hangers	Cleaning supplies	
Pajamas	Towels (bath and beach)	Alarm clock	
Robe/Slippers	Washcloths	Wrist watch	
Blanket	Toiletries	Electric fan	
Bedspread	Shower shoes	Cell Phone (see <i>Telephones</i> on p.4)	Sports equipment:
Sheets (Twin XL recommended)	Shower caddy	Camera	Swim goggles
Pillows	Lanyard or keychain for room key (available for purchase from AGS Store)	Surge protector (see <i>Guideline #4</i> on p.6)	Tennis equipment
Pillow cases	Prescription Medications (only if issued in <u>student's name</u> )	Desk lamp (no halogen or quartz)	Baseball/Softball gloves
Laundry bag		Musical instruments and associated equipment (no amplifiers)	Frisbee
Liquid laundry detergent (no pods or 2-in-1 laundry sheets)			Athletic shoes

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)	Matches/Lighters	Nails, pushpins, thumbtacks, or tape for use on walls
Televisions	Halogen lamps	Weapons (of any kind)
DVD/Video players	Quartz bulbs/lamps	Toys that look like weapons
Video game devices	Candles/Incense	Walkie-Talkies
Laundry pods or 2-in-1 sheets	Fluid lamps/lanterns	Handcuffs (or other restraint devices)
Electric heaters	Hoverboards	Alcohol
Hot plates or items with exposed heating element	Skates (of any kind)	Illegal substances or illegal objects of any kind
Fireworks or explosives	Skateboards	Prescription medications not issued in the student's name
Cigarettes or smoking materials	Drones	
Tobacco products	Scooters (of any kind)	
	Bicycles/Unicycles	
	Pets (including fish)	

**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). During the session, the AGS Office is open Monday to Friday, 8:00 AM to 4:30 PM, and Saturdays, 8:00 AM to 12:00 PM.

**DRESS:** In general, students should always dress and groom in a manner that:

- is respectful to themselves and the AGS community.
- is not disruptive or distracting to the educational process.
- does not pose a threat to the safety and health of self or others.

AGS generally enforces the following guidelines noting that exceptions may be needed in certain cases (religious requirements, accommodations for disability, etc.).

General Campus:

1. At all times, a student's midriff, back, lower chest, and upper thigh must be covered. Clothing should not obscure a student's face unless required by religious practices.
2. Clothes displaying any language, images, or symbols that are profane, obscene, vulgar, promote drugs or alcohol, or are insensitive to race, sexual orientation, ethnicity, religion, or gender are not allowed.
3. Dresses, skirts, and shorts must be of appropriate length to not reveal the upper thigh or buttocks (for most, beyond the length of the student's thumb when the arms are at rest).
  - a. If wearing shorts or a skirt, a student's shirt should not extend past the shorts or skirt.
4. Undergarments should never be visible including underwear, boxer shorts, and bras (excluding the strap).
5. Leggings are permitted if they are worn with dresses, tunics, oversized shirts, or other acceptable tops as long as the article of clothing on the top is of appropriate length (see guideline #3).
6. Sleepwear or loungewear such as pajamas should not be worn outside of the residence halls unless special permission is granted. School-sponsored theme days such as "pajama day" are an exception to this rule.
7. Appropriate footwear with soles should be worn at all times.
8. Swimwear is not permitted as appropriate clothing except during specified recreational activities or in certain areas such as the pool. Please see additional guidelines below regarding dress in recreational areas.

Residence Halls:

1. Dress in residence halls is more relaxed than other areas of campus; however, students are still expected to choose attire that is modest and appropriate. The general campus dress code guidelines must be followed in hall lobbies.
2. As a general rule, clothing should cover students' lower chests, upper thighs, and buttocks.
3. No undergarments should be visible at any time including underwear, boxer shorts, and bras (excluding the strap).
4. Students should be clothed when they leave their rooms including short trips to the bathroom or shower. It is not appropriate for students to appear outside of their room or in the bathroom in underwear, a towel, shirtless, or without pants or shorts. Robes or loungewear should be used between the shower and room.
5. Sleepwear or loungewear such as pajamas may be worn as long as they adhere to all other residential hall guidelines.
6. Shoes are not required although it is recommended that students cover their feet with shoes, sandals, flip-flops, socks, etc...

Recreational Areas (WAC, Pool, Tennis Courts, etc...):

1. Appropriate athletic or gym shoes must be worn by all students past the WAC lobby. Street shoes, sandals, flip-flops, or bare feet are not allowed, even for spectators.
2. Proper exercise attire must be worn when using the WAC. Non-exercise attire such as jeans will not be allowed in the gym or strength/cardio areas.
3. Shirts must be worn at all times excluding the pool.
4. Swimwear is allowed at the pool or at water-related recreational activities such as slip and slides. All swimwear should be modest. String bikinis, thongs, speedos, or other suits that are intended to provide minimal covering are not permitted. Students should change into their swimsuits at the pool (locker rooms are available), or if wearing their swimsuits when walking to the pool, students should wear cover-ups over suits or shirts with swim shorts. Towels are not appropriate cover-ups.
5. Cut offs, athletic shorts, or street clothes are not allowed in the pool.
6. Jewelry and other valuables should be left in your residential hall.

**KEYS:** Room keys must be kept secure at all times. For security reasons, lost or damaged 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. 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, 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 NOT administer allergy shots to students. If students require allergy shots to be administered during the session, please contact a local medical clinic to make arrangements. AGS can provide transportation to the clinic if needed; however, the program is not responsible for any associated costs, arranging transportation of medication between clinics, or scheduling appointments. If possible, appointments for injections should be made at times that a student is not in class. 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. Additional information will be provided in your residence hall.

**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 7.** 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. For special events only, visitors are not required to sign in at the residence halls or wear badges.

**PARENT'S DAY AND MID-SESSION BREAK:** Parents are invited to attend their child's class at 1:30 p.m. on Tuesday, July 3, prior to checking him/her out for the mid-session break. **Students must be checked out between 2:30 p.m. and 5:00 p.m. on that day.** Dinner will NOT be served. Residence halls will close at 5:00 p.m.; therefore, all students must depart.

**AGS reopens on Sunday, July 8. 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 21. 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.

## **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

## 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.
- Extension cords, power strips or extension boxes that are not connected to a surge protector.
- 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, 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. ID Badges

Official ID badges must be worn at all times, unless instructed otherwise. ID badges are required for admittance into the student's residence hall and the dining hall. **There is a \$25.00 charge for lost ID badges.** Visit the AGS Office to report a lost ID badge.

## 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 unless special permission is granted.*** 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.**

## 13. Online Classes/Projects

At AGS, students are encouraged to dedicate their time and focus to the many academic and social opportunities that will be offered. Furthermore, the academic and social challenges that students will encounter require intense concentration and effort. Therefore, in order to reduce distractions from the AGS curriculum and activities, students are not permitted to enroll in online coursework during the session. Additionally, students are strongly discouraged from participating in non-AGS projects or research that are intensive and may distract from one's AGS experience.

## 14. Bullying and Cyberbullying

At all times, students are expected to treat each other and all AGS personnel with respect and contribute to the well-being of the AGS community. All forms of bullying (written, verbal, electronic, physical) will not be tolerated.

## 15. Mandated Reporting

In accordance with Arkansas Child Maltreatment Act, AGS faculty and staff are required by law to report child maltreatment. Child maltreatment refers to any abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a person under the age of 18. If any faculty or staff member has reasonable cause to suspect that a child has been subject to maltreatment or observes a child being subject to conditions or circumstances that would reasonably result in maltreatment, then a report must be made immediately to the Child Abuse Hotline (1-800-482-5964). Please be aware that any references to child maltreatment in class discussions, assignments, or conversations are subject to mandated reporting under the law.