



# CFA Student Handbook 2019 – 2020

Henrico High School  
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*CFA Website: [blogs.henrico.k12.va.us/cfa](https://blogs.henrico.k12.va.us/cfa)*

*Henrico HS Website: [henrico.henricoschools.us](https://henrico.henricoschools.us)*

*Facebook: [Center for the Arts at Henrico High School](#)*

*Twitter: [@CFA\\_Henrico](#) ~ Instagram: [@Center4thearts](#)*

## **PREFACE**

**Congratulations!** You have been chosen to be a student at the Center for the Arts with a specialization in one of four disciplines: Dance, Musical Theatre, Theatre or Visual Arts. Whether you are an incoming freshman or a returning CFA student, you are starting an intense year designed to provide in-depth training at a level that individual high schools cannot provide. During this year you will work with instructors who will assist you with your professional and artistic goals. In addition, you will participate in intellectual activities that involve artistic creativity, sequencing, problem solving, decision-making, analyzing, evaluating, physical training, and aesthetic literacy. You will be working with others, increasing your capacity for divergent thinking while developing skills for working in-groups.

You will have opportunities to share your talents and skills with others in the general public, schools, and media. Your performances will be based on curricular studies and will be used as a method to assess learning. The CFA expects you to excel in your academic growth by making and maintaining high grades in all of your classes. Daily attendance is essential to your academic and artistic success.

This handbook has been designed to describe general operating procedures for the Center for the Arts in addition to specific information, rules, and regulations. Please read this carefully as it is the responsibility of each student to know and understand the information contained in the handbook. You are asked to sign a statement about the handbook on the permission page.

Your presence signifies your intense interest in working for a goal you have set for yourself with the assistance of professionals. Your perseverance will assure success.

*Academic and Artistic Excellence  
Setting High Goals  
Maintaining High Standards*

## **WELCOME MESSAGE FROM DR. POXON, CFA DIRECTOR**

Greetings! It is with great pride, pleasure and enthusiasm that I welcome our new and returning Center for the Arts students and families to the 2019-2020 school year! On behalf of the CFA faculty and staff, we look forward to another exciting and productive year. As always, we are dedicated to our mission of fostering artistic success, as demonstrated in our CFA Showcase performances and Visual Arts galleries. We also reaffirm our commitment to academic achievement as the CFA program strives for excellence in both artistic and academic endeavors!

This school year marks the 11<sup>th</sup> consecutive year I will have served the HCPS and HHS communities as the Director of the CFA Program. During my tenure, the CFA and HHS have witnessed many changes in leadership; changes in CFA and HHS faculty; renovations and improvements to CFA facilities and to the HHS campus; and continued growth of the CFA program, including the inclusion of two CFA electives this year: CFA Show Choir (named “Company 302”) and Stage Craft. Our CFA teachers have accomplished much: they have been awarded grants and other major accolades; they have studied their craft in the U.S. and abroad; they have directed, created and performed in many local shows and galleries; they have provided travel and enrichment opportunities for their students; and they are continuing to explore new staff development opportunities so that their students can benefit from current trends and technologies. Our teachers are doing tremendous things to challenge their students – and themselves – in their quest for excellence in the fields of visual and performing arts.

As proud as I am of our CFA teachers, I am most proud of the talents and abilities of our CFA students. It is a wonderful privilege to watch a student blossom and grow in their respective discipline, whether it is dance, art, theatre or musical theatre. Each talent is unique and cultivated in its own way. Talent, however, cannot thrive alone. It must be accompanied by a high quality work ethic, an academic discipline, a cooperative spirit, and a strong sense of self. You have been accepted as a member of the CFA community; it is now your responsibility to meet these challenges and to make a full commitment to these principles. Your artistic side will flourish if it is nurtured by hard work.

I never cease to be amazed by the creativity and vast abilities of our students; the dedication and passion of our teachers; the efforts and loyal support provided by the FCFA; and the support and advocacy of our parents. It is truly a blessing to serve the HHS and CFA communities and it is an honor to help guide our students and watch them develop and excel in their respective arts disciplines and achieve their academic successes. I can’t wait to see what happens during the next decade!

Best wishes for a productive and creative year!

Stephanie Poxon, Ph.D.  
Director, Center for the Arts

## **CFA Faculty & Staff**

**Specialty Center Director** Dr. Stephanie Poxon

**Dance**

Theresa Niermeyer, Lead

Josephine Slade

**Theatre**

Todd Ritter, Lead

Emma Givens

**Musical Theatre**

William Dye, Lead

Morgan Day

**Visual Arts**

Mary Scurlock, Co-lead

Genevieve Dowdy, Co-lead

**Adjunct Faculty**

Kim Fox—Accompanist

Tracy Moody— Dance for Musical Theatre

Michael Jones—Production Assistant

### **FRIENDS OF CFA (FCFA)**

Friends of Center for the Arts (FCFA) is a 501(c)(3) non-profit organization whose primary mission is to support the activities and students enrolled at the Center for the Arts through volunteer efforts and fundraising. You are encouraged to join, and most important, to serve.

### **FCFA Board of Directors for 2019-2020**

**President** Brandy Ewell (bewell95@gmail.com)

**Secretary** Karen Almond

**Treasurer** Jeremy Ewell

**Hospitality/Events** Anne-Marie Bennett

Michele Butts

**Scholarships** Megan Carter

**Alumni/Fundraising** Anja Thomas

**Board** Kim Holmes

**Board** Darlene Dupilka

**Board** Kristi Mullins

**Ex-Officio** Stephanie Poxon

FCFA General Email: [friendsofcfa@gmail.com](mailto:friendsofcfa@gmail.com) Website: [www.friendsofcfa.com](http://www.friendsofcfa.com)

Facebook: Friends of Center for the Arts~Instagram/Twitter: @FriendsofCFA

## **CURRICULUM AND INSTRUCTION**

The curriculum for each of the arts programs provides a focused and intense course of study designed to develop both technical and conceptual skills. The curriculum is designed to be challenging and to provide for a wide range of topics and studies, resulting in an equally wide area of expertise and responsibility. For a complete description of the CFA curriculum, please consult the 2019-2020 HCPS Planning Guide, available online at:

<http://henricoschools.us/pdf/Schools/PlanningGuide.pdf>

### **Enrollment in more than one CFA Curriculum Area**

It is possible for CFA students to be enrolled in more than one CFA Curriculum Area. Enrollment in multiple CFA areas typically takes place during students' junior or senior years; however, it may be possible to be in two CFA areas as early as the sophomore year.

All current CFA students interested in enrolling in an additional CFA Curriculum Area must attend an advisory meeting with the CFA Center Director and the HHS Director of School Counseling to determine eligibility. Note that CFA students who are under academic or behavioral probation WILL NOT be permitted to audition for an additional CFA Curriculum Area. Once a student has been deemed eligible to enroll in two areas, the student must engage in the Specialty Center application process by submitting an application (applications become available in November and are due in January) and attending the CFA auditions (typically held in early February) for the next school year.

### **ARTISTIC EXPECTATIONS**

Students are expected to work to their fullest potential, every day, in their CFA Curriculum Area class. Students may be subjected to artistic benchmarks at the end of the first semester and/or periodically throughout the school year to determine artistic progress in a number of categories. Any student who continually fails to meet artistic expectations may be placed on a benchmark plan, determined by the CFA Lead and Adjunct Curriculum Area Teachers, the CFA Director and/or the student's administrator. Students who are placed on a benchmark plan and who do not show adequate artistic improvement may be asked to repeat a CFA Curriculum Level until the student is able to perform the benchmark skills.

## **ACADEMIC EXPECTATIONS**

Students receive two credits for each CFA class successfully completed. Students in the dance, theatre, and musical theatre programs earn physical education credits in grades 9 and 10; however, these students must complete the online health modules either during the summer or the school year. CFA classes receive honors weighted credit. Credits earned will fulfill the fine arts graduation requirements and/or additional elective graduation requirements. A Specialty Center diploma will be awarded to students who successfully complete two or more years in the Center for the Arts, with the last year being the senior year.

The minimum GPA expectation for all students is 2.7; in addition, CFA students are expected to earn grades of B- or higher in their CFA curriculum area courses. A CFA grade below a B- will initiate a conversation about your commitment and dedication to your achievement in the arts. Semester grade review letters are issued each February so that grades earned in all classes can be reviewed and academic successes celebrated. Students who are having difficulty will be counseled to determine possible solutions and remedies, will be placed on probation, and may jeopardize eligibility to remain in the Center if grades do not show improvement. It is imperative that students and parents understand the importance of academic and artistic achievement.

CFA students whose GPA falls below a 2.7 or are receiving a grade lower than a B- in a Center class for any semester will be put on academic probation for the following semester. Any student with two consecutive semesters below a 2.7 GPA (an annual GPA below 2.7 or a cumulative GPA below 2.7) and/or a final grade less than a B- in the CFA class will be brought before an Academic Review Board. The Review Board will evaluate the student's academic requirements and conduct history. If the Review Board finds the student has not met academic and/or conduct requirements, the student will be asked to leave the Center and return to their home school. The Review Board's decisions are final. The Academic Review Board will consist of the Center Director, Assistant Principal for the Center, HHS Director of School Counseling and the Center Teachers.

## **STUDENT CONDUCT & BEHAVIORAL EXPECTATIONS**

All students attending the Center for the Arts are subject to the Henrico County Public Schools Code of Student Conduct as a minimum expectation for behavior and judgment. In addition, students are responsible for adhering to all rules and regulations that govern student life at Henrico High School and the rules and regulations as set out in the Center for the Arts Handbook.

**Students attending the Center for the Arts are expected to demonstrate the highest degree of citizenship and decorum, and to practice safety and respect for all.** Students are required to exhibit self-discipline, maturity, and judgment in dealing with peers, guests, and professional instructors in academic and arts classes. It is never appropriate to physically or verbally assault, bully, cyber-bully, threaten, harass students and staff, or to vandalize, steal, or misuse property, or undermine the value of the CFA or Henrico performances, events or gatherings.

Students who have difficulty maintaining excellent self-discipline, decorum, and good citizenship will be counseled to determine possible solutions and remedies. Appropriate steps will be taken to address all discipline problems. Discipline incidents/problems will result in a meeting with the CFA Director, HHS Director of School Counseling, the student's HHS Administrator and the student's legal parent or guardian. Each disciplinary meeting is documented by a Behavioral Contract, which is signed by all present at the meeting. Students who have multiple behavior contracts in their CFA file are subject to removal from the CFA program.

Participating in the CFA Program is a privilege, not a right. Removal from the program with subsequent return to the student's home school may occur under, but not limited to, the following conditions:

- Multiple (in one year) or cumulative (grades 9-12) serious or habitual disciplinary infractions
- Multiple (in one year) or cumulative (grades 9-12) Academic Honesty Code/Integrity violations
- Having an extended illness that requires homebound instruction

## **STUDENT CONDUCT & BEHAVIORAL EXPECTATIONS (Cont.)**

Finally, students who engage in extreme single or continued disciplinary offenses that result in suspension of more than **THREE DAYS** are subject to **IMMEDIATE** removal from the CFA program. Examples of extreme circumstances can include, but are not limited to, incidents involving severe altercations, fighting, bullying, or cyber-bullying; use of weapons or weaponry; or alcohol or drug use on HCPS campuses/sites.

**NOTE**—students who are removed from the CFA program are **NOT ELIGIBLE** to participate in any CFA Showcase, Gallery, event or field trip, regardless if Henrico HS is the student's zone school.

### **SHOWCASES**

**Student performances are an important part of the learning process and are components of assessment of skills.** Advance notice will be given regarding student performances (including Gallery openings) and evening or afternoon rehearsals. Students/parents are to notify the instructors with performance and rehearsal conflicts in advance.

**Rehearsals, performances and gallery openings are mandatory and are part of the student's grade. Students who miss Dress Rehearsal may be prevented from performing in the Showcase. Each instructor has a rubric for rehearsal and performance grades. Students must check all performance, rehearsal and gallery preparation/opening dates for conflicts prior to accepting positions or roles in other productions and for scheduling work hours or sports activities. Dates for all showcases are published well in advance to allow for the avoidance of conflicts. Adherence to the Center's schedule is both expected and required. In addition, attendance during the school day is mandatory during all of showcase week.**

Students are responsible for keeping belongings secure during rehearsals and performances. Dance, theatre and musical theatre students must use the lockers to secure belongings. The school is not responsible for lost, misplaced or stolen items. Students are encouraged not to bring large amounts of money and valuables to rehearsal. Do not leave your items unattended at any time.

Cell phones must be turned OFF during after-school rehearsals and performances (not on silence or vibrate). During the school day, cell phones may be used in class ONLY at the teacher's discretion for instructional purposes. Cell phones in use during unapproved times may be confiscated by CFA faculty and held by the students' administrator. For more information, please refer to the Code of Conduct

## **ATTENDANCE**

All students are expected to attend classes on time every day, ready to work, and properly attired. Unexcused tardies and absences will result in disciplinary action. **All students arriving late to school must report directly to the Attendance Office for a pass to class.** Missing the bus is an unexcused absence or tardy. Absences are excused if the parent either calls the school or sends a written note within 24 hours of the absence. Refer to the HCPS Code of Conduct for acceptable excuses for absences. Phone calls and notes should be directed to the attendance office. Early dismissals are also arranged through the attendance office.

**Students may be excused from participation in a CFA activity due to illness or injury for up to two days with parental notification, by letter or email, to the CFA teacher. Should an illness or injury require a student to "sit out" three or more days, we will need a note from an attending physician.**

**In addition, attendance during the school day is mandatory during showcase tech week. Students are not permitted to sleep in or come to school late during Showcase Tech Week or Showcase Performance days. If a student is absent during Showcase Tech Week/Performance days, we will need a note from an attending physician to verify the absence. Otherwise, the student may not be permitted to perform in the Showcase.**

Chronic absences, truancy or tardiness are serious problems and undermine a student's ability to meet the Center's expectations and standards. Absences impede progress and should be kept at a minimum. Excessive absences, excused and unexcused, will warrant a review of attendance history, question student's commitment to the curriculum, and may result in a recommendation for removal from Showcase or dismissal from the Center.

## **FEES**

The School Board has approved a \$20 fee for all CFA curriculum areas. **Fees may be paid online (Mastercard/VISA) or in person during fee nights, to CFA teachers or in the CFA office (cash, check, money order or Mastercard/VISA). Make checks and money orders payable to Henrico High School.**

Students enrolled in more than one CFA curriculum area must pay the \$20 fee for each CFA class.

Dance, theatre and musical theatre students are required to take 2 semesters of online health. The fee for this course is \$100 per semester, whether taken during the summer or during the school year. **Students taking online health are REQUIRED to complete both semester courses by the end of their JUNIOR year.**

Students who are delinquent in paying CFA Fees, for ANY school year, may not be eligible to participate in CFA Showcases or CFA events, such as field trips. All CFA students must be in good financial standing in order to participate in these events.

## **HOMEWORK/MAKE UP WORK/TESTS**

Homework assignments will depend upon class and curriculum. When a student is absent, it is his/her responsibility to talk with the instructor or check online assignments to arrange for make-up work. **As a general rule, tests and all performance assessments must be made up the within the first days back to school after an excused absence.** No performance evaluations or tests will be allowed for unexcused absences or tardies.

Individual instructors schedule performance assessments and tests. Graded items may include completion of assignments, classroom work and participation, announced and unannounced quizzes, performance assessments, written assignments, tests, projects, theatre logs and performances. The Center for the Arts follows Henrico County's nine-week grading period with interim reports, and exams at the end of the semester. The Specialty Center Chair reviews semester grades, and warnings of grade problems are addressed through a letter and/or conference. Students are reminded of the CFA grade requirement discussed earlier in this handbook.

## **LOCKERS**

The lockers provided for students in the dance, theatre and musical theatre hallways are to be used for Center related items only. **Students will not be allowed to use these lockers at any time other than their scheduled class periods and before or after school.** Combinations for the lockers are provided. Lockers for books may be provided in other locations on campus. Students may not share lockers with other students at any time. The administration reserves the right to search any locker with reasonable cause.

**Students must mark all dance clothing and other important items with names, initials, or some identifying icon.** Students are discouraged from lending or sharing any class items. Students should close and lock all personal items in lockers while in class.

The CFA cannot be responsible for missing items left out of lockers. Dance clothing and items left on the locker room floor may be thrown away. It is the responsibility of each student to have supplies for classes as they are needed and described by the teacher.

## **TEXTBOOKS AND SUPPLIES**

The individual class instructors issue textbooks, costumes, materials, etc. to students. Students are responsible for the proper care of all materials. Students must pay for lost or damaged books, costumes, and/or materials.

**Students must mark all dance clothing and other important items with their names, initials, or some identifying icon.** Students are strongly discouraged from lending or sharing any class items. Students should close and lock all personal items in lockers while in class.

**Students should have their supplies, computers, dance or theatre clothes, and all other required class materials every day.** Failure to do so will result in a lower daily grade. Parents and students are reminded that the daily grade is a very important factor in the nine weeks grade and should not be taken lightly.

## **STUDENT ACTIVITIES**

Many special activities are provided for students during the school year, including performances, gallery visits, seminars, or field trips. Activities are publicized as information becomes available. **Please note: only CFA students in GOOD ACADEMIC and FINANCIAL standing are eligible to participate in special activities or field trips.**

Students enrolled in the Center are highly encouraged to attend performances or exhibits given by fellow students, professional and/or community performances, arts shows and cultural events offered during the year, either on their own or on a field trip. Announcements of upcoming events will be posted on the CFA website and field/work trips arranged as deemed appropriate. Students should expect to pay admission fees when charged.

## **VISITORS**

**Upon arrival on campus, all visitors must report to the main office and state their business.** No contact with students by visitors, including alumni, will be allowed during the school day unless approved by the administration. No passes will be allowed to students from other schools unless permission has been obtained from the principal prior to the visit. Non-CFA students are not allowed in classrooms or studios without permission from instructors.

## **HONOR SOCIETIES**

Students at different grade levels become eligible for membership in National Honor Society, Beta Club, National Art Honor Society, Tri-M Music Honor Society, and International Thespian Society. Each group has specific requirements. Additional information may be obtained from Mr. Ritter for Thespians, Ms. Scurlock and Ms. Dowdy for Art, and Mr. Day for Tri-M. Details for each activity or club, such as qualifications and application deadlines, are different. **It is the student's responsibility to listen to announcements or find information pertaining to meetings and/or applications for any of these groups.**

## **GOVERNOR'S SCHOOL FOR VISUAL AND PERFORMING ARTS**

Students in the 10th and 11th grades may apply for the Summer Residential Governor's School for Visual and Performing Arts. The Governor's School for Visual and Performing Arts application information is announced in the fall. Areas for the Governor's School are Visual Art, Vocal and Instrumental Music, Theatre, and Dance. Henrico County participates in sending students to the state auditions, which are usually held on the first Saturday in January at Christopher Newport University. Individual schools may submit only a few names for each of the above areas to attend auditions. In-house auditions are generally held in October. Names of students are submitted by the county to the state in November. If chosen by the state to attend the VPA Governor's School, students spend four weeks in July at Radford University, at the county's expense. It is a great honor to be chosen and a great educational experience to attend. See the Governor's School website for information:

[www.doe.virginia.gov/instruction/governors\\_school\\_programs/summer\\_residential/index.shtml](http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml)

This past year, four of the six Henrico county students accepted to the VPA Governor's School were from the Center for the Arts. The students achieving this outstanding accomplishment are listed below:

Chelsea Goode (Theatre)

Trina Jeffer (Dance)

Brooke Moody (Dance)

Casey Schwarzschild (Visual Arts)

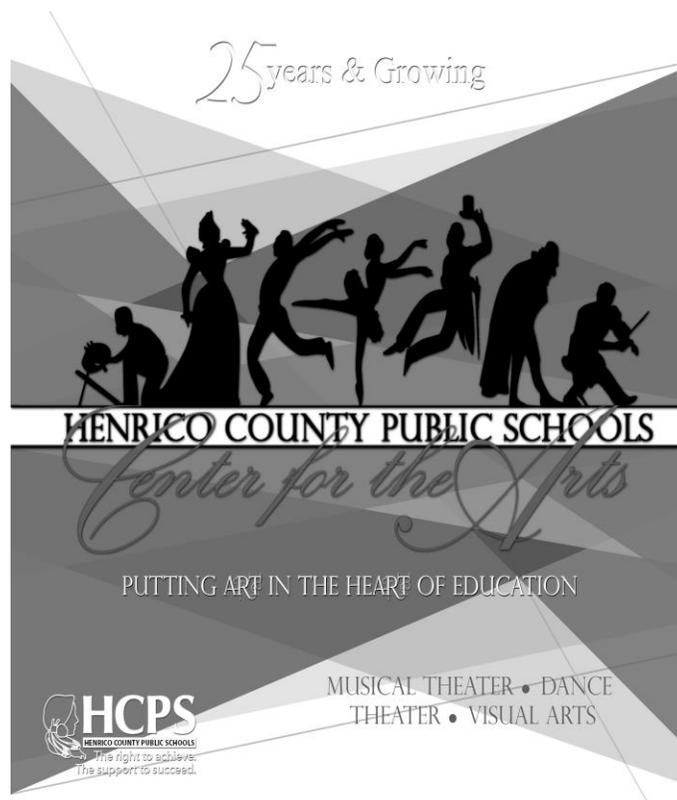
## The Brad Boynton Award

The Boynton Award is in memory of the first director of the Center for the Arts, Brad Boynton. Brad was a multi-talented person, having training and special gifts in acting, directing, dance and choreography, scene design and painting, costume design, light design, drafting, writing, and decorating. His vision of a place where high school students could study the arts was realized with the opening of the Center for the Arts in 1990.

The Boynton Award is given to the student in each curriculum area who most closely exhibits the spirit of Brad Boynton, demonstrating a commitment to excellence in the arts by a willingness to explore new art forms across the disciplines. This person is a leader in his/her community, understanding the importance of the “community in art,” challenging their own creativity and imagination while expanding personal knowledge and skill. This person also exhibits a constant effort and dedication to his/her academic studies.

### **Brad Boynton Winners for 2018-2019 School Year**

<b>Dance</b>	<b>Holly Trenbath</b>
<b>Musical Theatre</b>	<b>Sabrina Simmons</b>
<b>Theatre</b>	<b>Parker Lawrence</b>
<b>Visual Arts</b>	<b>Amina Coleman-Davis</b>



## 2019-2020 Calendar of Events

### SEPTEMBER 2019

- 25 Specialty Center Information Session ~ 7:00 p.m. - Godwin HS  
26 FCFA Ice Cream Social & Fund Drive ~ 7:00 p.m. - Main Commons

### OCTOBER

- 2 Specialty Center Information Session ~ 7:00 p.m. - Highland Springs HS  
10 Specialty Center Information Session ~ 7:00 p.m. - Glen Allen HS  
15 Specialty Center Information Session ~ 7:00 p.m. - Varina HS  
Oct 30-Nov 1 Virginia Theater Association Conference

### NOVEMBER

- 15-16 **VISUAL ARTS FALL SHOWCASE GALLERY** ~ 4:30-6:30 p.m.  
Jeff Hall Gallery  
15-16 **PERFORMING ARTS FALL SHOWCASE** ~ 7:00 p.m. - HHS Auditorium  
(Tech week rehearsals at night November 11-14)  
18 CFA Open House ~ 7:00 p.m. - HHS Auditorium

### DECEMBER

- 5-7 Drama Club Production ~ 7:00 p.m. - HHS Auditorium

### JANUARY 2020

- 17 Specialty Center Applications Due  
11 CFA Audition Workshop for new students ~ 9 a.m. - 12 p.m.

### FEBRUARY

- 1 CFA Auditions (Audition snow date is Saturday, February 8)  
27-29 Drama Club Production ~ 7:00 p.m. - HHS Auditorium

### MARCH

- 13-14 **DANCE SPRING SHOWCASE** ~ 7:00 p.m. - HHS Auditorium  
(Tech week rehearsals at night March 9-12)  
27-28 **MUSICAL THEATRE SPRING SHOWCASE** ~ 7:00 P.M. - HHS Auditorium  
(Tech week rehearsals at night March 23-26)

### APRIL

- 24-25 **THEATRE SPRING SHOWCASE** ~ 7:00 p.m. - HHS Auditorium  
(Tech week rehearsal at night April 20-23)

### MAY

- 1 **VISUAL ARTS SPRING SHOWCASE GALLERY** ~ 4:30-6:30 p.m.  
Jeff Hall Gallery  
1 **MUSICAL THEATRE SENIOR SHOWCASE** ~ 7:00 p.m. - Black Box Theater  
8 **THEATRE SENIOR SHOWCASE** ~ 7:00 p.m. - HHS Auditorium  
12 CFA New Student Orientation ~ 7:00 p.m. - HHS Auditorium  
22 **VISUAL ARTS SENIOR SHOWCASE** ~ 6:00 p.m. - 10:00 p.m.  
Art Works Gallery  
29 **DANCE SENIOR SHOWCASE** ~ 7:00 p.m. - Dogtown Dance Theater  
30 FCFA Honors & Awards Picnic ~ 11:00 a.m. - HHS Auditorium/Commons  
(Picnic to follow in Main Commons/lawn)