



# **CFA Student Handbook 2020 – 2021**

**Henrico High School**

**302 Azalea Avenue**

**Henrico, VA 23227**

**CFA Office 804-228-2718**

**Main Office 804-228-2700**

**Office Hours: 8:00 a.m. - 4:30 p.m.**

**Dr. Stephanie Poxon, Director: [slpoxon@henrico.k12.va.us](mailto:slpoxon@henrico.k12.va.us)**

*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 (CFA) with a specialization in one of four disciplines: Dance, Musical Theatre, Theatre or Visual Arts.

The CFA program serves as Henrico County's leading Performing and Visual Arts Center that provides intensive, in-depth arts training in the fields of Dance, Musical Theatre, Theatre and Visual Arts. CFA students can obtain and maintain the highest level of artistic and academic achievement in their specialized arts curriculum, enhanced by state-of-the-art facilities, resident and guest faculties, numerous performance and internship opportunities and Arts-Infused core academic courses in a rigorous program of study that meets and exceeds the VDOE standards for a Virginia high school diploma and prepares them to pursue the arts in higher education and/or arts-related careers.

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 representing various cultures, sequencing, problem solving, decision-making, analyzing, evaluating, physical training, and aesthetic literacy. You will be working with others, increasing your capacity for divergent thinking, critical thinking, communication and collaborating while developing skills in your artistic disciplines.

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 and parent to know and understand the information contained in the handbook. Students and parents are asked to sign a handbook contract to demonstrate awareness of the CFA policies and procedures.

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. Congratulations again on being part of the CFA family!

## **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 2020-2021 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!

The 2020-2021 school year will look like none we've ever seen before. The safety measures brought on by the COVID-19 pandemic result in an all-virtual start this year. None of us have ever experienced opening the school year in this fashion but that leaves us all with something in common! We are all on equal footing as we navigate these unknown challenges before us. Teachers, students and parents alike are asked to use technology in ways that are unfamiliar or even daunting to some, if not most, of us. Families are quickly trying to adapt so that education and learning can continue. With so many uncertainties, we will have to depend on each other more than ever! Never before have I been as grateful to work with such creative students, such dedicated teachers and such supportive parents. It is through our teamwork, our patience, our resilience, and our passion that we will both survive and conquer this "COVID" year together!

This year we need to focus on being flexible. We have tentatively scheduled our calendar of events for the year, but we do not yet know if the performances and galleries will be virtual or in-person. In fact, we do not yet know many of the details going into this school year that are usually outlined for us well in advance. While the scheduling of performances and galleries will require flexibility, our end goals will not waiver. We will still work toward academic and artistic success, whether we are working virtually, in-person or in a hybrid situation. We will still work toward creating a sense of community—the bonds students make during their CFA years are strong—so we will find ways for our students to connect. We will still work at being kind to one another. And we will still work on self-care and focusing on our mental and emotional health during this unusual time in our country's history.

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.

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

CFA Office Assistant Sarah Sluss

### **Dance**

Theresa Niermeyer, Lead

### **Theatre**

Todd Ritter, Lead

Shanea Taylor

### **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 2020-2021**

<b>President</b>	Michele Butts (butts.michele@gmail.com)
<b>Secretary</b>	Kristi Mullins
<b>Treasurer</b>	Darlene Dupilka
<b>Hospitality/Events</b>	Toniraye Moss
<b>Scholarships</b>	Anja Thomas
<b>Alumni/Fundraising</b>	Anja Thomas
<b>Board</b>	Arnold Lewis
<b>Board</b>	Shannon Peed
<b>Ex-Officio</b>	Stephanie Poxon

FCFA General Email: [friendsofcfa@gmail.com](mailto:friendsofcfa@gmail.com)

Facebook: Friends of Center for the Arts

Website: [www.friendsofcfa.com](http://www.friendsofcfa.com)

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 based on the VDOE arts standards of learning. The curriculum (both virtual and in-person learning) 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 2020-2021 HCPS Planning Guide. During the 2020-21 school year, HHS and the CFA program will also follow the HCPS 2020-21 Learning Plan:

<https://henricoschools.us/wp-content/uploads/HCPS-Learning-Plan-2020-2021.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 CFA Counselor 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, whether it be virtual or in-person. 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 struggles 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.

## **FEES**

The School Board has approved a \$20 fee for all CFA curriculum areas. **Fees may be paid online (credit card) or in person during fee nights, to CFA teachers or in the CFA office (cash, check, money order or credit card). 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.

Students who are delinquent in paying CFA Fees for ANY school year may not be eligible to participate in CFA special events, such as field trips. All CFA students must be in good financial standing in order to participate in these events. Students and parents are encouraged to speak with the Center Director or Center Teacher if they have any questions or need assistance paying fees.

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

Homework and daily online assignments will depend upon class and curriculum. It is an expectation that CFA students will participate daily in all academic classes, including virtual/online learning or in-person. 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 few 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 Center Director 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. Only CFA students in good academic and behavioral standing and who have paid their CFA Specialty Center fees 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. Students and parents are encouraged to speak with the Center Director or Center Teacher if they have any questions or concerns about student activities.

## **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, National Honor Society for Dance 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, Ms. Niermeyer for Dance 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 honor societies.

## **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 Arts, Vocal and Instrumental Music, Theatre, and Dance. Henrico County participates in sending students to the regional assessments, which are usually held in January at the Governor's School for the Arts in Norfolk, VA. 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 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:

Makenzie Coles (Dance)  
Dantrice Proctor (Dance)  
Carson Thomas (Theatre)  
Samuel Nance (Visual Arts)

## **STUDENT CONDUCT & BEHAVIORAL EXPECTATIONS**

All students attending the Center for the Arts are subject to the Henrico County Public Schools Code of 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, especially during rehearsals, CFA events, field trips, social media and any other time representing HHS and CFA.** Students are required to exhibit self-discipline, maturity, and judgment in dealing with peers, guests, and professional instructors in academic and arts classes.

Appropriate steps will be taken to assist any student who encounters challenges with meeting the CFA expectations. This may include meeting with the CFA Director, the CFA counselor, the student's HHS Administrator and the student's legal parent or guardian, being placed on a behavior contract, or other supports deemed necessary.

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:

Students who engage in any severe disciplinary infraction (Category 4 or 5 according to the HCPS Code of Conduct) may be subject to immediate removal from the CFA program

Multiple (in one year) or cumulative (grades 9-12) serious disciplinary infractions

Multiple (in one year) or cumulative (grades 9-12) academic honesty code/integrity violations

Multiple (in one year) or cumulative (grades 9-12) incidents of bullying/cyber-bullying

Having an illness that requires extended full-time homebound instruction

## **ACADEMIC EXPECTATIONS**

Students receive two credits for each CFA class successfully completed. All CFA curriculum area 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 the student's commitment and dedication to achievement in the Center for the Arts program. 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, may be placed on probation, and may jeopardize eligibility to remain in the CFA program 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, CFA Administrator, CFA Counselor and the Center Teachers.

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

Finally, any student who is removed from the CFA program is **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.** The Performance Showcases and Visual Arts Galleries will continue to be assessed during virtual learning. Advance notice will be given regarding student performances (including Gallery openings) and evening or afternoon rehearsals. **If a student faces a performance or rehearsal conflict, challenge with transportation, or other extenuating circumstances, the student/parent are to notify the Center Director and Center Teacher in advance for resolution.**

**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 rehearsals. Students are cautioned not to leave 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 HCPS Code of Conduct.

## **ATTENDANCE**

**All students are expected to attend classes on time every day, ready to work, and properly attired, including virtual learning or online classes.** 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 may require a note from a doctor/physician and/or HHS principal approval.**

**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 a student's commitment to the curriculum, and may result in a recommendation for removal from Showcase or dismissal from the Center.**

## **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 2019-2020 School Year**

**Dance**

**Jaiden Logan**

**Musical Theatre**

**Liliana Manyara**

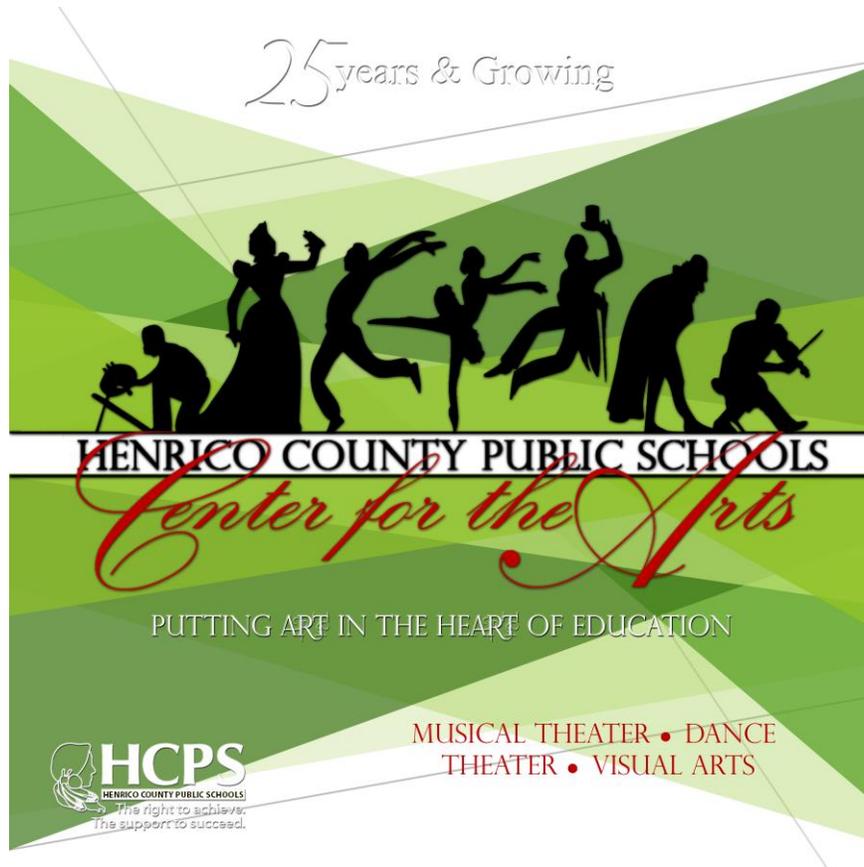
**Theatre**

**Chelsea Goode**

**Visual Arts**

**Cullen Bryant**

*CFA = Art in the Heart of Education!*



*Academic and Artistic Excellence*

*Maintaining High Standards*

Center for the Arts Calendar of Events for 2020-2021\*

**2020**

- September 24           FCFA Virtual Ice Cream Social @ 7:00 p.m.  
November/December   CFA Open House @ 7:00 p.m.  
(date TBA)  
December 3             CFA Dance Showcase @ 7:00 p.m.  
December 4             CFA Musical Theatre Showcase @ 7:00 p.m.  
December 10            CFA Visual Arts Gallery @ 5:00 p.m.  
December 10            CFA Theatre Showcase @ 7:00 p.m.

**2021**

- January 23             CFA Audition Workshop for potential 2021/2022 students  
9:00 a.m. – 12:00 p.m.  
February 6             CFA Auditions for potential 2021/2022 students  
9:00 a.m. – 5:00 p.m.  
(Audition snow date is Saturday, February 13)  
February 8             CFA Symposium Day for Musical Theatre & Theatre Students  
March 25-27            HHS Drama Club Production @ 7:00 p.m.  
April 16-17            CFA Combined Showcase  
Visual Arts Gallery @ 5:00 p.m.; Performing Arts Showcase @ 7:00  
April 30                CFA Theatre Senior Showcase @ 7:00 p.m.  
May 7                  CFA Musical Theatre Senior Showcase @ 7:00 p.m.  
May 11                 CFA New Student Orientation @ 7:00 p.m.  
May 28                 CFA Visual Arts Senior Showcase @ 7:00 p.m., Art Works Gallery  
320 Hull Street, Richmond, VA 23224 (291-1400)  
June 4                 CFA Dance Senior Showcase @7:00 p.m., Grace Street Theater  
934 W Grace Street, Richmond, VA 23220 (828-2020)  
June 5                 CFA Honors and Awards Picnic @ 11:00 a.m.

**Stay tuned for performance dates for COMPANY 302 & HHS Chorus, Band and Strings!!**

\*All events are tentatively planned to be held in-person/live. If HCPS continues all-virtual learning past the first nine weeks of SY2020-2021, adjustments for the safety of our students and community will be made and alternate virtual showcase/gallery options may be planned, and dates may be subject to change. For more information, call 228-2718 or visit our website: <http://blogs.henrico.k12.va.us/cfa>