



May 1, 2023

Dear 2023 Japanese Academy Student,

*Welcome!* You have been selected from over 600 applicants as a participant at the *Virginia Governor's World Language Academies*. On behalf of the Virginia Department of Education (DOE) and Randolph-Macon College (R-MC), we would like to extend our congratulations to you on your acceptance to the Governor's Japanese Academy. We look forward to greeting you and your parents at the opening ceremonies.

The following items are included in this student packet:

- Important dates (please post at home)
- General participant information for all Academy students
- Welcome letter from your Academy director
- General daily schedule
- Packing list
- Checklist with all items to be mailed to the **Japanese Academy Director**, which includes the correct mailing address for these items (Please do not mail any forms to the DOE.)  
Includes the request to complete two online questionnaires:  
<https://forms.gle/8DFKMu8x8NzjTgf59> – GJA Participation Survey  
<https://forms.gle/YEV4LV2SwB27P1Xm6> – GJA Placement Survey
- Japanese Academy Student Information sheet
- Attachments
  - Policies and Regulations Information and Agreement (Attachment A)
  - Request for Activity Fee Waiver – (Attachment A-1)
  - Authorization and Waiver of Liability (Attachment B)
  - Computer and Internet Acceptable Use Policy and Agreement (Attachment C)
  - Image Use Agreement (Attachment D)
  - Medical Information Forms (Attachment E, 3 pages)
  - Attendance of Off-Campus Religious Services (Attachment F)
  - Driving Directions (Attachment G)
  - Map of Randolph-Macon College (Attachment H)

It is important that you and your parents review all items carefully, especially the rules and expectations, which have been jointly established by the Virginia Department of Education and Randolph-Macon College.

**Attachments A-F must be completed and returned to the JAPANESE ACADEMY DIRECTOR by May 20.** Take note of the \$75 student fee that should be mailed with all the completed and signed attachments. Please refer to the director's checklist for a complete list of all items to be returned and the correct address for mailing them.

Once again, on behalf of the *Governor's World Language Academies*, we congratulate you on your acceptance to this unique and exciting program. Best wishes as the end of your school year approaches.

Best Regards,

Lisa Harris  
Coordinator of World Languages  
Virginia Department of Education  
804-225-3666  
[Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov)

Bartolo Natoli  
Program Coordinator  
Governor's Japanese Academy  
Randolph-Macon College  
[bartolonatoli@rmc.edu](mailto:bartolonatoli@rmc.edu)

## IMPORTANT DATES:

(Please post at home)

**May 20, 2023**

Please mail all signed permission forms and other necessary forms to the JAPANESE ACADEMY DIRECTOR by this date using the address indicated on the academy checklist.

**June 18, 2023  
(Sunday)**

### **Opening Day for the Japanese Academy**

<u>Check-in</u>	<u>Opening Ceremony</u>
12:00-1:00 pm	1:30-2:30 pm

ARRIVAL: Make plans to arrive at parking lot H for COVID prescreening and allow time for the screening test to complete before starting Check-in. ONCE CLEARED BY STAFF, move your vehicle to Lot I adjacent to Andrews Hall (#61 on map), for immediate unloading only. Once finished unloading, please expedite the movement of your car to allow the limited spaces to be used by other families also checking in. You can move your vehicle closer to the Center for the Performing Arts building (#16) which will serve as the opening ceremony location. We suggest using Lots D, E, or street parking, where you can park your car until after the opening ceremony. Parking is also available in Lot J.

Please allow adequate time to move in and unpack before the opening ceremony. **PLEASE HAVE LUNCH BEFORE your arrival.**

**The opening ceremonies will take place in the Blackwell Auditorium (#16A).** Both students and parents should attend the opening ceremony. Please park in lots D, E or on the street. Faculty/Staff restrictions do not apply on Sundays.

See Attachments G and H for a map and directions.

**July 8, 2023  
(Saturday)**

### **Oshibai Project – Student Performance**

The students will work together to create and perform a Japanese culture-inspired stage performance during the Academy. All the students will be involved in this production project in multiple facets, including as an actor, scene handler, prop creator, or musical accompaniment.

<u>Performance time</u>
3:30-5:30 pm

Location: Randolph-Macon Campus; Cobb-Kesler Theater (16C)

**July 9, 2023  
(Sunday)**

**Check-out and Closing Ceremonies**

On closing day, parents should arrive according to the schedule below. Parking should be the same as for check-in. Families and guests should attend the closing ceremonies, which will highlight the accomplishments of the students over the three-week period and will include the distribution of certificates. Please note that the Closing Ceremony will start promptly, so families and guests should leave ample time to complete checkout, find parking for the car once loading has been completed, and find seating in Blackwell Auditorium.

<u>Check-out</u>	<u>Closing Ceremony</u>
10:00-11:30 a.m.	12:00-1:00 p.m.

## GENERAL PARTICIPANT INFORMATION FOR ALL ACADEMY STUDENTS

**ACADEMICS:** The courses that are offered during the Academies differ significantly from typical high school language courses and change from year to year depending upon the unique talents of the faculty. Although grades are not given during the Academies, you will receive feedback on your work and should be prepared for a rigorous experience.

For the **Japanese Academy**, students will arrive with a wide variety of Japanese language skills, with many having no prior Japanese. Students will be divided into language classes based on existing skill levels and availability of instructors. These classes allow for individual attention in developing all areas of the language: pronunciation, vocabulary building, grammar review, and oral proficiency. In addition to daily language classes, you will have lessons on a variety of cultural topics. Please refer to the information provided by your Academy Director for this year's exact offerings.

You are encouraged to seek opportunities to speak Japanese with your teachers and resident assistants (RAs) outside the classroom (e.g., during meals and afternoon/evening activities). The more engaged you are, the more you will learn!

**ATTENDANCE:** You are required to be present at all classes, activities, and events, from registration on the opening day through the end of the closing ceremony. Any student who must leave the Academy for any reason during this time will not receive his or her Academy certificate and should not indicate on college applications or résumés that he or she attended. BRIEF exceptions may be made in the event of a true family emergency. Please note that weddings do NOT constitute family emergencies. **Students with known conflicts should immediately decline their invitation to attend so that an alternate may be invited.**

**CLIMATE:** Randolph-Macon College is located in Ashland, Virginia. Our residence hall and classrooms are air-conditioned; however, it will be very hot and humid during the day. Temperatures above 90 degrees are not unusual and summer rain showers are common. We will be walking outside between campus buildings multiple times every day. Use the clothing advice below and the "What to Bring" list included in the Academy packet to choose appropriate items to pack.

**CLOTHING:** Clothing should be casual for classes, lectures, and most activities, but there are a few occasions on which you will be expected to dress up – for example, a dress, skirt, or nice pants outfit for females, or a dress shirt, tie, and blazer/jacket for males. Having at least two or more sets of exercise/gym clothes is highly recommended, as well as clothes for painting, working with liquid inks, or other messy activities. Please bring a sweater or jacket, as air-conditioned classrooms may be cool. You will need to wear comfortable shoes; we will be walking to all activities. It is recommended that you bring two weeks worth of clothes; laundry time is limited and facilities must be shared by others on campus. Due to the climate, we find that some students may want to change clothes several times during the day for various activities.

Please use the following guidelines when packing. There is a checklist (“What to Bring”) in your individual Academy packet that we suggest you follow closely. All clothing, including that for special occasions such as the Academy Sports Day, should follow the guidelines below.

- Clothing should be neat, modest, comfortable, and appropriate.
- Shoes and shirts must be worn at all times.
- Shorts/skirts/dresses must be at least fingertip length.
- Clothing should avoid spaghetti straps, bare midribs, cleavage, exposed undergarments, and offensive messages.
- Outdoor temperatures are usually warm, so bring light, mostly casual clothing.
- Air conditioning keeps academic spaces chilly and warmer attire is recommended indoors.
- Check the PowerPoint presentation (available on the website) to get more information.

**CORRESPONDENCE/COMMUNICATION WITH HOME:** You will not have access to e-mail or telephones during the Academy, so we encourage parents and friends to send frequent letters via postal mail; this is the only contact Academy students will have with the outside world. You will be given time daily for correspondence and should bring an ample supply of paper or postcards and stamps, as well as an address book or pre-printed address labels. Parents may also send packages with snacks and other goodies from home. Keep in mind that any food items must be in sealable plastic or Ziploc containers.

**INBOUND MAIL:** **ALL** mail, including packages, must be sent via U.S. Mail. Special deliveries such as floral arrangements will NOT be accepted by college staff, and academy staff will not be available. Please check with the Academy Director if you have any questions.

All letters should be addressed as follows:

Student’s Name  
Governor’s Japanese Academy  
Randolph-Macon College  
P.O. Box 5005  
Ashland, VA 23005-5505

Packages sent via UPS or FedEx should be addressed as follows:

Student’s Name  
Governor’s Japanese Academy  
Randolph-Macon College  
204 Henry St.  
Ashland, VA 23005

**OUTBOUND MAIL:** Student’s written letters will be gathered by Academy staff and posted via U.S. Mail. Students should bring stamps with them. Stamps may also be purchased at the R-MC bookstore, but there is no post office on campus. Parents, we suggest that you send your first letter to your child a few days before the beginning of the Academy so that the students will have something waiting for them on the first day of the Academy. Students, you may even wish to send a postcard to yourselves.

**E-MAIL:** Students will **not** have access to e-mail during the Academy. Parents may e-mail general questions to their child’s Academy director at [VAJapaneseAcademy@gmail.com](mailto:VAJapaneseAcademy@gmail.com). Please keep in mind that Academy staff members are busy with students most of the time and allow at least 24 hours for a response to a non-emergency message.

**TELEPHONE:** Academy participants may not make or receive phone calls during the Academy, except in the case of a family emergency. However, parents/guardians may contact the Academy Director via several telephone numbers that will be distributed at check-in. Parents may also e-mail the Director using the Academy address provided above. Please note that the Academy office is not staffed during the day, as the Director and staff are busy with classes and activities. Please allow at least 24 hours for non-emergency return calls. In an emergency, if you are not able to reach the Director immediately, please contact campus security at 804-752-4710 or by using the numbers that will be provided at check-in.

**Students may not be in possession of a cell phone, smartwatch, or other wireless communication device at the Academy. Students found with such devices may be dismissed from the Academy.**

Each Academy seeks to promote community among its members, re-creating the culture of the target language. This means fostering an environment with limited distractions. Over the past 25 years, we have found that students appreciate the ability to concentrate on new relationships within the Academy community and leave behind, if only for a short time, the demands and interruptions that everyday life imposes. The relationships that students build at the Academies often last into adulthood and many participants keep in touch and participate in informal reunions for many years. We believe that cell phones impede the fundamental goals of the Academy experience. To that end, we expect that students and parents will respect our community formation process by leaving cell phones and other wireless communication devices at home. This policy is often more difficult for parents to accept than for students, because they have become accustomed in recent years to being in constant contact with their children.

Indeed, the Academy may be the first time in years that participants will not pick up their phone at all for an entire day. This is especially jarring for many students given how intrinsic technology has become to our daily functions. Recent years have seen even more compounded usage, both educationally and personally. Students should be particularly aware of any “streaks” or other usage patterns that they have become accustomed to participating in with their devices. Any such goals should be left to a trusted friend to carry on for the duration of the Academy.

Parents wishing more information about this policy should contact Lisa Harris at the Virginia Department of Education at 804-225-3666 or [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) no later than June 9.

**VISITS:** As you were advised in the original application materials, participants are not allowed to receive or make visits during the three-week session. Please understand that these guidelines are established to ensure that all participants derive maximum benefit from the program.

**DAILY SCHEDULE:** In order to let you make the most of your experience, every day will be filled with classes and activities. Every day will include language classes followed by cultural activities, lectures, field trips, projects and recreation periods that do not end until shortly before lights out. Even weekends will be packed with classes and activities.

Please take note of the highly-structured nature of a typical day at the Academies. There is very little free time and you are expected to participate in all classes and activities. Students who are accustomed to being independent sometimes have a difficult time adapting to this rigorous program during which they are under constant supervision by staff members. Please

keep this in mind as you prepare to attend the Academy. In particular, you should not allow your sleep schedule to shift during summer break prior to the Academy, and should instead prepare yourself to wake at 7:30a.m. for each day of the program.

In addition to classes, you will learn traditional crafts and/or dances, get a taste of various ethnic culinary marvels, attend guest lectures, watch films and animations, and even go on several field trips (pending the availability of buses) to learn more about your target culture and history. All of these activities are designed to enrich your learning experiences.

Activities will include a variety of group projects that you will work on consistently over the three-week period. These vary by Academy but often include video production, newspaper, theater, chorus/music, and the production of an electronic memory book that will be distributed to students at the end of the experience. Many of these activities will be highlighted during the final weekend of the Academy.

**DINING HALL:** Students and staff will eat together in the dining facilities at Estes Dining Hall. The dining hall is operated by Parkhurst. Daily menus can be accessed online at <https://rmcdining.catertrax.com>. The summer menu is slightly limited compared to the regular school year. You should make sure to choose a variety of healthy foods.

It is important that dietary restrictions be listed on the information sheets and that you communicate your needs to the Academy staff.

The dining hall may be closed for breakfast on the weekends and you will receive breakfast items in the residence hall, which may include granola bars, bagels, yogurt, fresh fruit, and juice.

**EXPENSES:** Tuition costs for the Governor's Academies are shared by the local school division or private school and the state. (Private schools may make alternate arrangements with parents for their share.) Therefore, the only expenses incurred by participants are for transportation to and from the Academy; expenses on campus (e.g., laundry and snacks); spending money for field trips; and the student activity fee of \$75 for the Academy T-Shirt, electronic memory book, and other items produced by and for the students during the Academy. You may pay the activity fee by check for \$75 made payable to Randolph-Macon College; please send the fee payment with the other enclosures in this packet. Include the names of the student and the Academy on the memo line of the check. *Extra-curricular activities fees may be waived or reduced for economically disadvantaged students and those students whose families are undergoing economic hardship and are financially unable to pay. Please complete attachment A1 if you wish to request a fee waiver.*

Students will need some spending money while on campus for incidentals such as snacks, and souvenirs. Experience has shown that \$50-\$75 should suffice. You may also want change for snack and drink machines on campus. Please note that laundry cost will be AT LEAST \$1.50 a load, and the machines ONLY TAKE QUARTERS. (Don't forget to bring your own detergent!)

As a student and guest of R-MC, you will be responsible for your own door fob provided to you for access to the dorms. The replacement cost for the fob is \$25~. In the unlikely case that you lose it, you will be held responsible for the charge by R-MC. Of course, you will also be responsible for any damage that you cause to property of the Academy, College, or other people.



**FACULTY AND STAFF:** The Japanese Academy has a director, three teachers, and three resident advisors (RAs). The staff members are carefully selected and may include high school teachers, university professors, and other experts in the language. The RAs are generally college students who are majoring in the language of the Academy, and many are former Academy students themselves. Because of the unique opportunity to teach and interact with the brightest and most motivated language students in the Commonwealth, faculty and staff members often return for multiple summers and many have a great deal of experience with the Academies.

The Academy maintains an office on campus. Office telephone numbers will be distributed at check-in. You may reach the program coordinator, Dr. Natoli at 804-752-7276.

**HEALTH:** The students' health and well-being are of utmost concern to all staff members. Any illness, whether slight or severe, must be reported immediately to a member of the staff. The Director will notify the parents and keep them apprised of the situation.

The R-MC campus is about 14 miles from the Bon Secours Memorial Regional Hospital in case of emergency. For minor injuries, students will be transported by an approved driver in a college vehicle to Better Med (<http://www.bettermedcare.com/>) As noted on Attachment E, parents are responsible for the payment of all medical and emergency services rendered. Please plan for this when providing spending money.

Any and all medications (including over-the-counter drugs) must be in original containers and must not exceed the amount needed for the duration of the Academy. All medical information, including permission to use over-the-counter drugs, must be included on the attached Medical Forms. Neglecting to relay any medical or emotional conditions as well as information about prescribed medications and/or allergies could compromise your child's health and safety and would be grounds for dismissal from the Academy. Please also note that **students must be able to self-medicate, as Academy staff are not allowed to dispense ANY medications to students.**

Students who suffer from any chronic illness, even if there have been no bouts or occurrences recently, should anticipate that the rigorous demands of the Academy might trigger a bout of the disease. Students should come with medicine prepared for any such rare occurrences.

**Students must have health insurance and parents must submit proof of coverage.**

Parents of students with no insurance coverage should contact the program coordinator prior to arrival to make arrangements for camp insurance.

**RECREATION:** Students will participate in organized recreation at the R-MC Brock Center, as well as fields and indoor pool. Tennis courts are also available. Field trips, which may include trips to local parks, are subject to the availability of local school buses for transportation. However, students should bring any basic portable recreational equipment that they already own: bathing suit, beach towel, sunscreen, insect repellent, water bottle, tennis shoes, comfortable walking shoes or hiking boots, and other items such as a Frisbee, football, etc. When packing clothing for recreation, keep in mind that you may encounter multiple instances where you need a set of sportswear between opportunities to do laundry.

The Academy encourages physical fitness and we know that some of our participants are serious athletes. However, while there is some time for organized recreation built into the schedule, it will not be possible to accommodate an athlete's rigorous training schedule. Any student may sign up for supervised jogging on Monday through Saturday mornings before breakfast; however, you will not have access to sports facilities during free time.

**RELIGIOUS SERVICES:** Interested students may attend religious services within close walking distance of the residence hall. Please know that selections are limited, although we will make our best effort to accommodate your needs. A teacher or RA also attending services will accompany you. Students wishing to attend services must return the signed permission form (Attachment F), giving parental permission to attend services off-campus. This form also indicates which services are available.

**RESIDENCE HALL:** Male and female students will live in separate areas of Andrews Hall. Male and female students will be able to meet only in common meeting areas. RAs will live in the dorm with you and will be available at all times. Specific regulations will be discussed upon arrival. Please see the R-MC Web site for photos and other information at <https://www.rmc.edu/offices/residence-life/housing-information/residential-options/andrews-hall>

Students will live in suites of four students with shared bathrooms. The residence hall is air-conditioned and rooms are comfortable but sparse. Rooms are furnished with twin beds or bunks, desks, dressers/closets, and an overhead light. The beds are extra long and it may be easiest to use an extra flat sheet on the bottom instead of a fitted sheet. The mattresses are covered in plastic for hygienic purposes, so we strongly recommend bringing a mattress pad. You may also want to bring photos from home or other decorations for your rooms. Don't forget to bring basic cleaning supplies as needed; bathrooms will be cleaned once a week by R-MC staff.

Please feel free to bring snack foods and drinks to save spending money on site. All food must be kept in sealable containers (Ziploc bags, airtight containers, etc.).

Laundry facilities are in the residential complex, and they cost at least \$1.50 per load for the washer and \$1.50 for the dryer. Students should bring a supply of laundry detergent and quarters.

**STUDENT CONDUCT:** We are fortunate to serve the brightest and most motivated language students in Virginia, and all of you have been highly recommended by your teachers and schools. Therefore, disciplinary infractions are rare and 99 percent of Academy students finish the program with no problems. However, each summer the Academies typically dismiss a few students, most frequently for cell phone use or possession. In all cases of disciplinary issues or concerns, parents will be informed as soon as possible.

Academy directors, staff, and the host site program coordinator may exercise disciplinary measures, including dismissal from the Academy, after giving the student notice and an opportunity to present his or her version of what occurred. This informal hearing will be held as soon as possible after the alleged misconduct. In the case of any student whose presence poses a danger to self, others, or property, the student may be removed from the Academy immediately. Dismissal must be approved by the program coordinator and DOE Coordinator of World Languages.

If you are dismissed from an Academy prior to the closing, we are required to notify your public school division superintendent or private school headmaster and will send copies of the dismissal letter to your public school principal, your nominating teacher, and your parents. Your local school may take additional disciplinary actions, at its discretion. Students that have been dismissed will not receive an Academy certificate and should not indicate their attendance on college applications or résumés.

You are expected to follow all rules and guidelines set forth in these materials, as well as any additional guidelines given out during the Academies. Due to the highly structured nature of the program, we would like you to be aware of the following rules in advance:

You are expected to:

- Be on time (don't hold back your group and delay the next group);
- Be prepared (bring whatever you need for classes/activities);
- Show respect and consideration to others;
- Maintain a positive attitude and contribute positively to the community spirit of the Academy;
- Be responsible for belongings, especially the door fob;
- Wear your lanyard with name tag at all times (you must scan the door fob to enter the residence hall);
- NEVER be in rooms or on halls of the opposite sex;
- Not go anywhere outside of the residence hall without a staff member;
- Not use telephones, smartphones, smartwatches, or e-mail;
- Sign up in advance for certain activities (ex., to attend religious services or to go jogging);
- Turn off the lights at lights-out;
- Cross streets at an intersection or crosswalk carefully.

**SUPERVISION AND SECURITY:** Students are accompanied by staff members at most times when moving about the campus and when in the common areas of the residence hall. Staff members do have cell phones and are able to contact one another or emergency services in the event of a problem.

All persons entering the dorm must have the appropriate door fob to do so.

# Welcome to the Japanese Academy!

2023年5月1日

Dear Student and Parents, こんにちは！

Congratulations on behalf of the staff of the 2023 Virginia Governor's Japanese Academy. We are all excited to have you at the Academy and cannot wait to welcome a new group of outstanding Japanese students this summer.

Our Academy has a tradition of providing an intensive yet exciting academic study of Japanese Language and culture. Last year, for the first time since transitioning to an online format in 2019, the Academy was held entirely in person. Online learning had brought both blessings and challenges. Here at the Academy, we had long hoped for the chance to give students the immersive experiences that are a hallmark of our Academy – wearing traditional Japanese clothing, eating sushi, even simply trying to use chopsticks. Last year, we were once again able to offer our students all of these experiences, and more.

This year, we are incredibly thankful to be able to continue with our in-person format. Students will participate in face-to-face Japanese language classes, conducted at several learning levels to accommodate students of various proficiencies. The instructors of the Academy will teach cultural classes to include Japanese traditional cooking, yokai (Japanese ghosts), rakugo comedy, and more. Academy participants will certainly have the opportunity to study the culture of Japan from an array of perspectives. Additionally, students can look forward to participating in a Japanese tea ceremony, as well as creating art using classical Japanese methods.. Regarding the Japanese language classes, students are expected to fill out the placement survey by **May 20th** so as to inform us which language level they are comfortable with.

During this summer, we expect you to grow, learn, and expand your knowledge of and experiences with Japanese language and culture. The staff of the Academy are all here to support and help you on your personal educational journey as you build a passion for Japanese studies. This being said, please come motivated and ready to challenge yourself, and never stop learning.

Please review your comprehensive welcome packet and guide for the Academy. This student packet includes a list of things to do in order to prepare for the Academy. Please make sure that both parents and student carefully read the entire packet to fully understand the Academy and its requirements.

On behalf of the Japanese Academy staff, we are thrilled to meet you and cannot wait to make this summer a lifelong memory for everyone. For now, good luck with the rest of your school year! Please contact me at [VAJapaneseAcademy@gmail.com](mailto:VAJapaneseAcademy@gmail.com) should you have any questions or concerns.

All the best,  
Kyle Maclauchlan  
マグラクラン カイル  
Director, Governor's Japanese Language Academy

## 2023 GJA GENERAL DAILY SCHEDULE (TENTATIVE)

### Daily Schedule from Monday to Friday

7:30 Wake-up call  
8:00 Radio exercise  
8:15 Breakfast  
9:00 Morning language class  
12:30 Lunch  
1:30 Guest lecture  
3:30 Research group work/study time  
5:30 Dinner  
6:30 Activity (Guest lecture/Culture class etc)  
9:00 Nightly meeting  
10:30 Curfew  
11:00 Lights out

### Saturday Schedule

7:30 Wake-up call  
8:00 Radio exercise  
8:15 Breakfast  
9:00 Morning language class  
12:30 Lunch  
1:30 Afternoon topic-based class  
3:30 Recreation  
4:00 Cooking Japanese food  
6:30 Film night/Culture activities  
9:00 Nightly meeting  
10:30 Curfew  
11:00 Lights out

### Sunday Schedule

8:00 Breakfast  
9:00 Flex time (optional religious services)  
12:20 Lunch  
1:30 Culture activity  
3:30 Recreation  
5:30 Dinner  
6:30 Culture activity  
9:00 Nightly meeting  
10:30 Curfew  
11:00 Lights out

### 2023 GJA Field Trip Schedule (tentative)

Monday, June 26<sup>th</sup> Maymont in Richmond: Japanese Garden tour and picnic at the garden  
Virginia Museum of Fine Arts in Richmond  
Carytown: Visit Tokyo market and candy shop

## Guest Lectures and Appearances

We plan to have several guest lectures from Randolph-Macon College professors for the Japanese Academy in 2023, combined with several guest performances. These lectures will expand your knowledge about Japanese culture, art, government, music, and more. We value the opportunity to share these unique perspectives from each professor's research area. Students will be given the opportunity to ask many questions as a part of these lectures, so please think ahead so you can engage with these topics in ways that are meaningful to you. The areas that we are planning to cover are listed below. (Please note that the topics may change due to schedule conflicts.)

- Japanese *Yokai*
- Religious Studies of Japan
- Comparative Study of Japanese Government
- Film Studies of Japan Featuring Silent Films and *Benshi*
- Kimono, Yukata, and Traditional Japanese Clothing
- Traditional Japanese Cuisine
- *Rakugo* Japanese Comedy Performance

## Oshibai Project – Student Performance

The students will work together to create and perform a Japanese culture-inspired stage performance during the Academy. The staff members will assist in preparing the stories with the students, who will work on them during the course of the Academy. All the students will be involved in this production project in multiple facets, including as an actor, scene handler, prop creator, or musical accompaniment. We are all going to learn the story together at the Academy, so prior preparation is not required. However, if you are able to play an instrument, please consider bringing it with you to the Academy. Also, please bring a **solid black T-shirt** with you when you pack for the Academy.

**Please save the date:**

**Saturday, July 8th 3:30 - 5:30 pm**

**Reception and Performance of The Oshibai Project**

**Location: Randolph-Macon Campus; Cobb-Kesler Theater (16C)**

Parents: the students will have clean-up duties and their farewell dinner with their fellow Academy members following the show, so please plan to send them off quickly and meet again the following day (Sunday) for move-out at 10am and the Closing Ceremony from 12pm-1pm.

## PACKING LIST

### **WHAT TO BRING to the Japanese Academy:**

Carefully read the section on the dress code under General Information. Clothes that reveal cleavage or the midriff; low-cut, halter, or spaghetti strap tops; short shorts; exposed underwear; suggestive or offensive messaged clothing; and beachwear for daily use are NOT acceptable. This applies to all clothing, including athletic, recreational, and dress clothes.

#### **Recommended Clothing:**

T-shirts or polo shirts (no spaghetti straps) and shorts (at least fingertip length)

Plenty of recreation and sportswear, socks, and undergarments, swimsuit

Bathrobe, pajamas

Tennis shoes, loafers, sandals (at least one closed-toed pair of shoes)

Flip-flops for shower or pool (not recommended for daily wear on campus)

Hats, raincoat or umbrella, galoshes

Sweatshirts, sweaters, and/or jackets for cold rooms

Two sets of dress clothes for church or special events such as an evening formal dinner and opening/closing ceremonies.

**Students must bring at least one pair of casual long pants (like jeans) and at least one pair of casual closed-toed shoes (like sneakers or tennis shoes).**

**A black T-shirt is also a required item to bring in order to perform the Japanese Oshibai.**

#### **Essential Items:**

Alarm clock and watch (do not bring a phone to use as an alarm!)

Bath linens: towels, washcloths, beach towel

Bed linens: sheets (twin **long**) and blanket (dorm room may get cold)

**Pillow**, pillowcase

Mattress pad (size 36"x80")

Clothes hangers

Laundry supplies: laundry bag, detergent, fabric softener, quarters

Letter writing supplies: envelopes, stationery, address book or labels, stamps

Medicines listed on your medical form, including over-the-counter drugs

Personal toiletries: soap, hand soap, shampoo, conditioner, toothbrush and toothpaste, sunscreen, bug repellent, etc.

Reading lamp (there are overhead lights; a clip-on reading light is really useful!)

Spending money for field trips, snacks, etc.

Trash can, plastic bags

Water bottle – there are (very fast, fancy, and free) water bottle refill stations located in the dorm

**School Supplies:**

Backpack or tote bag  
Composition notebook  
English-Japanese/Japanese-English dictionary  
One three-ring binder with loose-leaf paper  
200 3x5 index cards  
USB storage device  
Pens, pencils, erasers, markers, construction or art paper, glue, tape, scissors

**Optional Items (*but recommended*):**

Three-hole punch (past students really think you should bring this)  
Band-Aids, small first aid kit, anti-itch cream, aloe, ice-pack, ace bandage  
Camera, extra batteries, battery charger (film if camera is not digital)  
Iron, ironing board (if used), small sewing kit  
Japanese cultural books, games, or other items that may be of interest to others  
Japanese traditional costumes (yukata, kimono) if you already own one  
Light and portable musical instruments, sheet music  
Music (especially Japanese music)  
Other Japanese culture related costumes, clothing, posters, or decorations  
Props and costumes for variety or talent shows or skits: hats, costumes, silly clothes, wigs  
Sketch books or other art materials  
Small sports equipment you may already own: lacrosse stick, ball gloves, Frisbee

**Prohibited Items (do NOT bring any of the following items):**

Alcohol, illegal drugs, or other items listed in Attachment A (Policies and Regulations)  
Candles, incense, matches, lighters or any other such items  
Cooking appliances (toasters, microwave ovens, etc.)  
Communication devices of any type (e.g., cell phones, ipad, Apple Watch, Smart Watch, pagers, computers, televisions, etc.)  
Items of value (sentimental or monetary); the Academy is not responsible for lost or stolen items  
Vehicles of any type (e.g., automobiles, bicycles, skateboards, in-line skates, scooters)  
**Handheld or any form of electronic games**  
**Weapon-shaped items of any kind including but not limited to: wooden swords or nunchaku, metal letter openers, plastic toy knives**

If you have any questions about what to pack, please email the director at [VAJapaneseAcademy@gmail.com](mailto:VAJapaneseAcademy@gmail.com).



# JAPANESE ACADEMY CHECKLIST

Please read all materials carefully, then complete, sign, and return the following items to the Director no later than May 20th, 2023:

**Mr. Kyle Maclauchlan  
Randolph-Macon College  
GFLA Japanese Academy/ Asian Studies Program  
204 Henry Street Ashland, VA 23005**

1. \_\_\_\_\_ This CHECKLIST.
2. \_\_\_\_\_ Japanese Academy Student Information Sheet with photo attached
3. \_\_\_\_\_ Attachment A: Policies and Expectations Agreement
4. \_\_\_\_\_ Attachment A-1: Request for Activity Fee Waiver (Optional)
5. \_\_\_\_\_ Attachment B: Authorization and Waiver of Liability
6. \_\_\_\_\_ Attachment C: Computer and Internet Agreement
7. \_\_\_\_\_ Attachment D: Image Use Agreement
8. \_\_\_\_\_ Attachment E: Medical Information **with copy of insurance card and immunization record**
9. \_\_\_\_\_ Attachment F: Off-Campus Religious Services (Optional)
10. \_\_\_\_\_ \$75.00 Activity and T-shirt fees (see “Expenses”, pg.7).  
One check or money order made out to “Randolph-Macon College”.  
Once processed, checks are non-refundable.

Additionally, please complete the following two online questionnaires. The links below can be easily accessed through the electronic copy of this packet found on the vajapaneseacademy.com website.

1. \_\_\_\_\_ <https://forms.gle/tDruXUb1WSJihF5Z9> – GJA Participation Survey
2. \_\_\_\_\_ <https://forms.gle/BeuwDzBeiLQs7vnVA> – GJA Placement Survey

Please sign below indicating that you have read this packet in its entirety, **AND** completed the online questionnaires listed above.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

# JAPANESE ACADEMY STUDENT INFORMATION SHEET

Please Print Full Name of Participant:

Print Preferred Name or Nickname:

Print School Name and Hometown:

Print Birthdate (Month and Date):

PLEASE ATTACH  
A **RECENT**  
HEADSHOT PHOTO  
OF YOURSELF

\*Please **do not** glue, tape, or staple on the paper as we need to remove it. **Paperclip only!!**

(Photo will be on the wall in the classroom to make the introduction map of the students and will **not** be returned)

Student E-mail: \_\_\_\_\_

\*Please provide gmail email address. Please **do not** list your school email address.

Parent E-mail: \_\_\_\_\_

\*Please provide gmail email address.

# RANDOLPH-MACON COLLEGE 2023 GOVERNOR'S JAPANESE ACADEMY

## POLICIES & EXPECTATIONS

Governor's Academy participants are expected to be of unquestionable character and to be responsible and mature members of the high school community. They recognize that respect for others is essential for people who wish to live together in a wholesome environment. This attitude, coupled with each participant's personal integrity, is of utmost importance for students who will share a campus, including facilities, dining halls, classes, field trips, and other Academy activities for an extended period.

Participants in the Governor's World Language Academies are guests of the Virginia Department of Education (DOE), the local school divisions that they represent, and host universities where the Academy programs are held. Respect for the personnel and the property of the host campus is expected and rules specific to that site may be attached to this document.

### I. Responsibilities

It shall be the primary responsibility of students to maintain a climate of mutual respect and trust in order that the dignity of the individual be protected and the pursuit of opportunities for each student may be realized. It shall be the responsibility of the Academy directors and others to whom disciplinary authority is delegated to be consistent and uniform in the application of all policies and regulations.

### II. General Rules

While participating in any activities as part of the Governor's World Language Academies, no student shall violate laws or rules and expectations of the Academies. The following list of conduct violations is not meant to be all-inclusive. The Academy director or program coordinator may invoke disciplinary measures for conduct not listed, but which, by common understanding, a student would know or reasonably should have known would be detrimental to the maintenance of good order and/or the academic process. **Infractions of such rules will result in disciplinary action and may result in immediate dismissal and possible prosecution under the law.**

1. All students are responsible for the care and preservation of their rooms, study areas, and other residence hall facilities. Damage to school property, including lost room keys or identification cards, will be repaired or replaced at the expense of the student causing the damage.
2. All students are expected to participate in **all** activities of the Academy, including meals, classes, evening programs, etc. Class attendance is required except as excused by medical personnel or the Academy director.
3. Students are not allowed to ride in personal vehicles at any time.

4. Students may not have cars, motorcycles, bicycles, skateboards, rollerblades, scooters or other vehicles on campus or in the local area during the time the Academy is in operation.
5. Use of the telephone is unauthorized at the Governor's World Language Academies, since outside contact disrupts the intent to maintain a world language environment. **Students may not use cell phones or other wireless communication devices or have them in their possession during the Academy.** Parents will be given contact numbers for the Academy directors in case of emergencies.
6. Students of full-immersion Academies (French, German, and Spanish) must speak the language of the Academy at all times and in all situations, with the exception of communication with medical personnel or law enforcement officials. Willful or consistent violations of this rule will result in dismissal from the Academy.
7. Students must remain within areas specified for their use on the host campus and abide by the rules set forth for these areas, such as swimming pools, sports fields, etc. This includes restricted boundaries for field trips and other activities off campus.
8. Students must abide by the curfews established by the Academy director. Absence from the campus without the director's prior approval, absence from one's assigned room in the residence hall after curfew, visiting under any circumstances a hall or area not assigned to the Academy, visiting rooms in a residence area assigned to the opposite sex, and harboring guests and visitors may result in immediate dismissal from the Academy.
9. Cheating, plagiarism, forgery, lying, stealing, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers or computer networks. Access to computers will be arranged by the Academy staff for Academy-related activities only. Students may **not** have personal laptop computers, palm pilots, or any other similar device for communication in their rooms or in their possession.
10. Gambling in any form is prohibited.
11. Students shall not behave in a disorderly or inappropriate manner or in any other manner to interrupt or disturb the operation of the Academy and its activities.
12. Students shall not fight or display or contribute to aggressive behavior that is disruptive or dangerous.
13. Students shall not willfully or maliciously injure, deface, or destroy the property of the Academy, the host site, or the property of others.
14. The parents of students who require prescription and/or over-the-counter medications must inform the Academy director. Prescription and over-the-counter medications must remain in the possession of the student for whom they have been prescribed, and students must be able to self-medicate. Dispensing prescription medications to others for whom they were not prescribed will result in immediate dismissal from the Academy.

### **III. Violations of the Virginia Code Resulting in Immediate Dismissal from the Academy and Possible Prosecution under the Law**

Students who do not observe the following laws as well as others cited in the Virginia Code or the United States Code **will be dismissed immediately from the Academy and will be subject to prosecution under the law.**

**1. Possession of Tobacco Products - VA Code Section 18.2-371.2 and related sections**

No person under eighteen years of age may lawfully purchase or possess any tobacco product including but not limited to cigarettes and cigars.

**2. Possession of Alcoholic Beverages – VA Code Section 4.1-305 and related sections**

No person under twenty-one years of age may lawfully purchase or possess alcoholic beverages.

**3. Possession of Legally Controlled Substances (Drugs, etc.) – VA Code Sections 18.2-250 and 18.2-250.1**

The possession, use, distribution, manufacture or sale of legally controlled substances is prohibited. The possession of paraphernalia in conjunction with drugs or drug residue is prohibited.

**4. Possession of Firearms and Weapons – VA Code Section 18.2-308.1**

Possession of a firearm, stun weapon, or other weapon on school property is prohibited. School property is interpreted to include the Academy site since it is administered by the Virginia Department of Education.

**5. Tampering with a Fire Alarm – VA Code Section 18.2-212 and related sections**

Any person, who without just cause, calls or summons, by telephone or otherwise, any ambulance or fire-fighting apparatus, or any person who maliciously activates a manual or automatic fire alarm in any building used for public assembly or for other public use, including, but not limited to, schools, theaters, stores, office buildings, shopping centers and malls, coliseums and arenas, regardless of whether fire apparatus responds or not, shall be deemed guilty of a Class 1 misdemeanor.

### **IV. Enforcement of Rules**

Academy directors, personnel, and/or the program coordinator may exercise disciplinary measures, including dismissal from the Academy, after giving the student notice of the charges against him/her, and, if he/she denies them, an explanation of the facts as known to Academy personnel and an opportunity to present his/her version of what occurred. This informal hearing will be held as soon as possible after the alleged misconduct. In the case of any student whose presence poses a danger to persons or property or any ongoing threat of disruption, the student may be removed from the Academy immediately, and the notice, explanation of facts, and opportunity to present his/her version shall be given as soon as practicable thereafter.

If a student is dismissed from an Academy, a letter will be sent to the superintendent of the public school division or headmaster of the private school, with copies to the parents of the student, the nominating teacher, and the principal of the public high school that nominated the student for participation. Please be aware that local schools may take additional disciplinary actions, at their discretion. Students that have been dismissed should not indicate on college

applications or résumés that they attended the Governor’s World Language Academies. Should a student leave an Academy at any time before the end of the program, regardless of the reason, **no certificate will be awarded.**

## **V. COVID-19 Policy**

The Virginia Governor’s Latin and Japanese Academies are responsible for providing a safe space for all participants and staff to learn together. Therefore, in an effort to provide such a safe space, the Academies follow the recommendations by the Centers for Disease Control and Prevention (CDC). Vaccination for COVID-19 is not a requirement for admission to the Academies, but it is highly recommended. Moreover, the Virginia Governor’s Latin and Japanese Academies do not require proof of vaccination for entry. Protocols and procedures for participants exposed to or testing positive for COVID-19 align with the policies and procedures of Randolph-Macon College.

### **Entry Testing**

Upon arrival for Academy check-in on Sunday, June 18, all participants will undergo a rapid COVID-19 test with a brief nasopharyngeal swab that can be performed by the participant themselves. If a participant tests positive, that participant will not be allowed to attend the Academy. This testing is free of charge.

### **Protocols and Procedures**

Academy protocols and procedures for COVID-19 are determined by participant proof of vaccination. Since the Academies do not have the ability to house quarantining or isolating students, any CDC or Randolph-Macon recommendations requiring quarantine or isolation will result in the participant leaving the Academies. In case of such a dismissal, the participant will still receive a certificate of completion for the Academy.

If a participant tests Positive for COVID-19 while at the Academy (regardless of vaccination status)

- Participant will be asked to leave the Academy, and parents/guardians will be contacted for transportation.

If a participant is Exposed<sup>1</sup> to Someone with COVID-19 while at the Academy (regardless of vaccination status)

- Participant will be asked to wear a mask covering the nose and mouth around others for 10 days and test on Day 5.

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<sup>1</sup> Exposure is defined as being within 6 feet for 15 minutes or more over a 24-hour period.

**RANDOLPH-MACON COLLEGE  
2023 GOVERNOR'S JAPANESE ACADEMY  
ATTACHMENT A**

**POLICIES & EXPECTATIONS AGREEMENT**

We hereby certify that we have read and understood the rules and expectations that will be in effect throughout the 2023 Governor's Japanese Academy. **We have kept a copy** of the policies, and we agree to abide by those rules and expectations during the entire length of the program.

**Agreement by Parent or Guardian**

Printed Name of Parent or Guardian: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Agreement by Student**

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Summer Residential Governor’s School and World Language Academy  
Waiver Request for Extra-Curricular Activities Fees  
Summer 2023**

In addition to the instructional activities associated with the main focus or content area of Virginia’s Summer Residential Governor’s Schools and World Language Academies, students are provided the opportunity to participate in extra-curricular activities and events that enrich their summer program. Such activities and events may consist of field trips, local cultural activities, or educational related programs and usually occur on evenings and weekends throughout the summer, outside of the regular Governor’s School or World Language Academy program. These activities typically provide team building opportunities, creative endeavors, community and regional insights, and recreational outlets. Each Summer Residential Governor’s School and World Language Academy collects extra-curricular fees to support these enrichment opportunities to enhance students’ summer experience and/or to provide keepsakes such as customized T-shirts, digital yearbooks, and other Academy specific memorabilia.

These extra-curricular activities fees may be waived or reduced for economically disadvantaged students and those students whose families are undergoing economic hardship and are financially unable to pay. Criteria that may be considered in waiving or reducing extra-curricular activities fees include, but are not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid, foster families caring for children in foster care; or families that are homeless. Student eligibility for free or reduced priced meals may be considered as well.

To receive this waiver, a parent or guardian is required to sign this form and provide proof of eligibility by attaching a copy of the Notification of Eligibility letter for free or reduced priced meals provided to you by your school or documentation to support receipt of TANF, SNAP, SSI, Medicaid, unemployment benefits, foster care services, or other documentation of eligibility.

Please complete the form below and return it along with your Notification of Eligibility for free or reduced priced meals or documentation to support receipt of TANF, SNAP, SSI, Medicaid, unemployment benefits, foster care services, or other documentation of eligibility to the director of the program to which your child was accepted. Questions about the waiver or reduction of fees for eligible students may also be addressed to the program director.

**Attached is a copy of the Notification of Eligibility letter for free or reduced priced meals.**

**Attached is a copy of documentation to support receipt of TANF, SNAP, SSI, Medicaid, unemployment benefits, foster care services, or other documentation of eligibility.**

**I give my permission for my eligibility status for free or reduced price meals, TANF, SNAP, SSI, Medicaid, unemployment benefits, foster care services or other documentation to be used only for the Summer Residential Governor’s School or the World Language Academy to which my child was accepted.**

**I understand that I give up my rights to confidentiality for this specific purpose only.**

Student’s Name \_\_\_\_\_  
PRINT NAME

Parent/Guardian’s Name \_\_\_\_\_ DATE \_\_\_\_\_  
PRINT NAME

Parent/Guardian’s Signature \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE



**RANDOLPH-MACON COLLEGE  
2023 GOVERNOR'S JAPANESE ACADEMY  
ATTACHMENT B  
AUTHORIZATION AND WAIVER OF LIABILITY**

Over the course of the Governor's Japanese Academy Program, students will have the opportunity to participate in various field trips and other activities. Please sign below acknowledging that it is your responsibility to follow all rules and guidelines set for your safety when participating in these activities:

\_\_\_\_\_  
Signature of Academy Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

**PARENT OR GUARDIAN AUTHORIZATION AND WAIVER OF LIABILITY**

I hereby grant permission for my son or daughter, \_\_\_\_\_, to participate in the following activities:

I. Water-Related Activities

- a. Swimming in the swimming pool at the host site for this Academy.
- b. Excursion to a river, lake, or state/national park.

\_\_\_\_\_ I **do not** wish for my son or daughter to participate in water-related activities.

\_\_\_\_\_ **Please note:** My child is a NON-SWIMMER.

II. Other Activities

- a. Use of the sport and/or exercise facilities and equipment at Randolph-Macon College.
- b. Participation in field trips which may involve lake swimming, hiking, etc. as well as walking (within restricted boundaries) to and from activities accompanied by a staff member.

I confirm and certify that my child has no medical or health-related condition that would preclude or otherwise render inadvisable his/her participation in any of the activities for which I have granted permission. I understand that participation in these activities carries with it a certain amount of risk that I am willing to accept as a condition of my child's being allowed to participate in this program. I hereby release and otherwise agree to hold harmless Randolph-Macon College and any of its officers or employees from any claims stemming from my child's participation in this program.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**RANDOLPH-MACON COLLEGE**  
**2023 Governor's Japanese Academy**

**COMPUTER & INTERNET ACCEPTABLE USE POLICY**

**Purpose:**

To provide procedures for the appropriate use of computers at the Governor's Japanese Academy.

**General principles:**

The Academy provides computer equipment and services for academic purposes only. Academic purposes include those purposes directly related to an Academy assignment. Access to the Internet is provided to improve learning and teaching through research, collaboration, and use of materials and resources. Access to the Academy computers carries responsibility for the proper use of the computing facilities. The Academy recognizes that most students are responsible and thoughtful users. The actions of a few irresponsible users, however, can disrupt and interfere with the rights of all users.

**Procedures:**

Computer users must abide by the rules set forth. Inappropriate use may result in termination of computer privileges, disciplinary action, and/or other actions determined appropriate, including legal action.

The following are examples of computer and network use infractions that are **prohibited** for students:

1. Using the computer for purposes other than academic purposes.
2. System tampering (any unauthorized alteration of operating systems, individuals' accounts, software, and/or other programs).
3. Obtaining or using obscene, vulgar, abusive, or inappropriate language, pictures, or other material.
4. Knowingly introducing viruses.
5. Vandalism, including equipment damage and willful tampering of data or software.
6. Attempting to decrypt passwords.
7. Attempting to gain unauthorized higher level of network privilege and access.
8. Attempting to gain unauthorized access to remote systems.
9. Deliberately interfering with other users.
10. Attempting to libel, slander, or harass other users.
11. Unauthorized copying or transferring of copyrighted materials, including, but not limited to music, movies or videos, or any other violation of copyright laws.
12. Placing copyrighted material on the network without permission of the author.
13. Plagiarizing, which is the taking of someone's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to the source.
14. Using the computer for illegal activities.
15. Using commercial advertising or chain letters.
16. Using e-mail without the director's or a teacher's permission.

**RANDOLPH-MACON COLLEGE  
2023 GOVERNOR'S JAPANESE ACADEMY  
ATTACHMENT C  
COMPUTER & INTERNET AGREEMENT**

**STUDENT USER AGREEMENT AND PARENT PERMISSION FORM**

As a user of computers and Internet services provided by the Governor's Japanese Academy and Randolph-Macon College, I agree to comply with the stated Computer & Internet Acceptable Use Policy of the Governor's Japanese Academy. I understand that violations of this policy may result in a loss of access to the Academy computers and Internet services as well as other disciplinary or legal action.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

As the parent or legal guardian of the student signing above, I hereby grant permission for my son or daughter to use the computers and Internet services provided by Randolph-Macon College for the Governor's Japanese Academy. I have read the stated Computer & Internet Acceptable Use Policy and understand that individuals and/or families may be held liable for violations of this policy. Violations may result in a loss of access to the Academy's computers and Internet services as well as disciplinary or legal action. Acknowledging that some materials on the Internet may be objectionable, I accept the responsibility of helping to convey appropriate standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**RANDOLPH-MACON COLLEGE  
2023 GOVERNOR'S JAPANESE ACADEMY  
ATTACHMENT D**

**STUDENT RELEASE FORM FOR USE OF  
PHOTOGRAPH, IMAGE, VOICE, PERFORMANCES & APPEARANCES**

During this session of the Governor's Japanese Academy, many photographs and videos of students will be made during their activities. Many of these pictures will be included on the Academy USB memory book. Some photos and videos could appear on the Governor's Japanese Academy Website, posted by the Virginia Department of Education, or on materials or Websites prepared by Randolph-Macon College. Students will also be asked to evaluate and comment on the program, and some of their quotes may be used as well. For security reasons, only the first names of students or no names will be used in the description of these photos and videos, or in identifying the quotes.

I, the undersigned, hereby grant permission to the Virginia Department of Education (hereinafter Department) and/or Randolph-Macon College (hereinafter R-MC), and their employees, agents, assigns and licensees to photograph my child and to record my child's image, voice, performances and appearances.

I hereby grant permission to the Department and/or R-MC and their employees, agents, assigns and licensees to use my child's name, picture, photograph, image or other reproductions of my child's physical likeness, voice and recording for any and all purposes within the scope of the Department's role in public education and government without notifying me in advance. I waive any right to inspect or approve the finished picture, photograph, image or other reproductions of my child's physical likeness, voice and recording or any printed or electronic matter that may be used with them or to be compensated for them.

The Department and/or R-MC and their employees, agents, assigns and licensees may use my child's first name, picture, photograph, image or other reproductions of my child's physical likeness and voice for any and all purposes in any medium or format, including but not limited to in videotape, audiotape, film, photograph, television, radio, digital, Internet, intranet, theater or exhibition. In doing so, I agree to the unlimited distribution, promotion and exhibition of the first name, picture, photograph, image or other reproductions of my child's physical likeness, voice and recording.

I agree that I waive and therefore I shall not assert or maintain against the Department and/or R-MC and their employees, agents, assigns and licensees any claim, action, suit or demand of any kind or nature whatsoever, including but not limited to, those claims grounded upon invasion of privacy, rights of publicity or other civil rights or for any reason in connection with the Department's and/or R-MC's and their agents, assigns and licensees authorized use of my child's name picture, photograph, image or other reproductions of my child's physical likeness, voice and recording.

I agree that the Virginia Department of Education owns the pictures, photographs, images or other reproductions of my child's physical likeness, voice and recording created pursuant to this release and all rights related to them.

I agree to release, indemnify and hold harmless the Commonwealth of Virginia, the Virginia Department of Education, and R-MC, and their respective employees, agents, assigns and licensees from liability against any claims or damages arising from or related to the use of my child's first name, picture, photograph, image or other reproductions of my child's physical likeness, voice and recording including but not limited to any misuse or distortion by third parties.

I have read the foregoing and fully understand the meaning and effect thereof and, intending to be legally bound, I have freely and voluntarily signed this permission for release, without compensation and prior notice.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**RANDOLPH-MACON COLLEGE  
2023 GOVERNOR'S JAPANESE ACADEMY  
ATTACHMENT E  
MEDICAL INFORMATION FORM (p. 1 of 3)**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Parent's/Guardian's Name(s): \_\_\_\_\_ / \_\_\_\_\_

Parent's/Guardian's Work/Cell Number(s): (\_\_\_\_\_) \_\_\_\_\_ / (\_\_\_\_\_) \_\_\_\_\_

Medication (**prescription drugs and over-the-counter medication taken for certain symptoms**) is presently being taken: Yes  No  If the answer is yes, PROVIDE A COMPLETE LIST on pp. 3 of this form.

Does student have allergies to food, medication, bees, plants, or anything else about which we should be informed? Yes  No  If the answer is yes, please describe. (Does the student have an inhaler or epi pen?)

Are there any medical/emotional problems (i.e., asthma, eating disorders, anxiety disorders, mononucleosis, anemia, heart disease, diabetes, depression, etc.) of which we should be aware?

When was the student last ill or hospitalized or has he/she had any recent injuries? Please explain.

Emergency phone numbers (i.e., personal physician or school physician):

Name: \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Name of Accident/Hospital Insurance under which student is covered: \_\_\_\_\_

Certificate #: \_\_\_\_\_ Policy #: \_\_\_\_\_

**If your child is not covered by health insurance, please consider purchasing a short-term policy for the duration of the Academy program.**

**MEDICAL INFORMATION FORM (p. 2 of 3)**

I give permission for my child, \_\_\_\_\_, to receive medical and emergency care at the Academy and/or at the host institution and for a physician or other appropriate medical personnel to treat my child in a manner he/she thinks appropriate, in case of a medical emergency and/or a problem. I understand that the Academy staff members are not allowed to administer medications and permit my son/daughter to self-administer the prescribed and over-the-counter medications listed on the following pages of this medical information form. I agree that all medications shall be in original containers. I understand that I am responsible for the payment of all medical and emergency services rendered to my child, including transportation to medical facilities.

My son/daughter is allergic to the following medications, including over-the-counter medications (continue on separate sheet, if necessary):

***Please attach:***

- ***A copy of your insurance card for the health policy (policies) that cover(s) your child. Many health care providers require that the card be presented before care will be provided.***
- ***An immunization record for your child that includes the date of the last tetanus shot.***

**The above information is complete and accurate to the best of my knowledge.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - Home  
(\_\_\_\_\_) \_\_\_\_\_ - Work

**MEDICAL INFORMATION FORM (p. 3 of 3)**  
(Make additional copies as necessary.)

Student's Name \_\_\_\_\_

Please provide the following information concerning all medications that your child is currently taking. Include **prescription** drugs and **over-the-counter** medicines that might be needed for headaches, cramps, insect bites, hay fever, etc. Please send all medications with the child; they will be kept by the child unless we are notified otherwise. Note that students must be able to self-medicate; staff are prohibited from administering any medications. Where applicable, please include the prescribing physician's telephone number.

Name of medication: \_\_\_\_\_

Why taken: \_\_\_\_\_

Dosage/Frequency: \_\_\_\_\_ Tel. # \_\_\_\_\_

Name of medication: \_\_\_\_\_

Why taken: \_\_\_\_\_

Dosage/Frequency: \_\_\_\_\_ Tel. # \_\_\_\_\_

Name of medication: \_\_\_\_\_

Why taken: \_\_\_\_\_

Dosage/Frequency: \_\_\_\_\_ Tel. # \_\_\_\_\_

Name of medication: \_\_\_\_\_

Why taken: \_\_\_\_\_

Dosage/Frequency: \_\_\_\_\_ Tel. # \_\_\_\_\_

Name of medication: \_\_\_\_\_

Why taken: \_\_\_\_\_

Dosage/Frequency: \_\_\_\_\_ Tel. # \_\_\_\_\_

**RANDOLPH-MACON COLLEGE  
2023 GOVERNOR'S JAPANESE ACADEMY  
ATTACHMENT F  
PERMISSION FORM FOR OFF-CAMPUS RELIGIOUS SERVICES**

Student's Name: \_\_\_\_\_

As the parent or legal guardian of the student named above, I hereby grant permission for my son or daughter to have the option of attending off-campus religious services during the course of the Governor's World Language Academies. I understand that my son or daughter, if he/she chooses to participate, will attend services that are within a reasonable walking distance of the campus and will be accompanied by one or more Academy staff members.

Students who would like the option of attending religious services during the course of the Academy should understand that choices are very limited, due to the small number of places of worship located within a reasonable walking distance of the residence hall.

I give permission for my son/daughter to attend one of the following:

- Catholic Mass      Sundays, St. Ann's Catholic Church  
<http://www.stannsc.org/>
  
- Methodist Church      Sundays, Duncan Memorial United Methodist Church  
<http://www.duncanmemorialumc.org>
  
- Presbyterian Church      Sundays, Ashland Presbyterian Church  
<http://www.ashlandpresbyterian.org/>

Please contact your Academy director for other options that may be available. See the Web sites above for further information about the services offered.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



**RANDOLPH-MACON COLLEGE**  
**2023 Governor's Japanese Academy**  
**Attachment G**

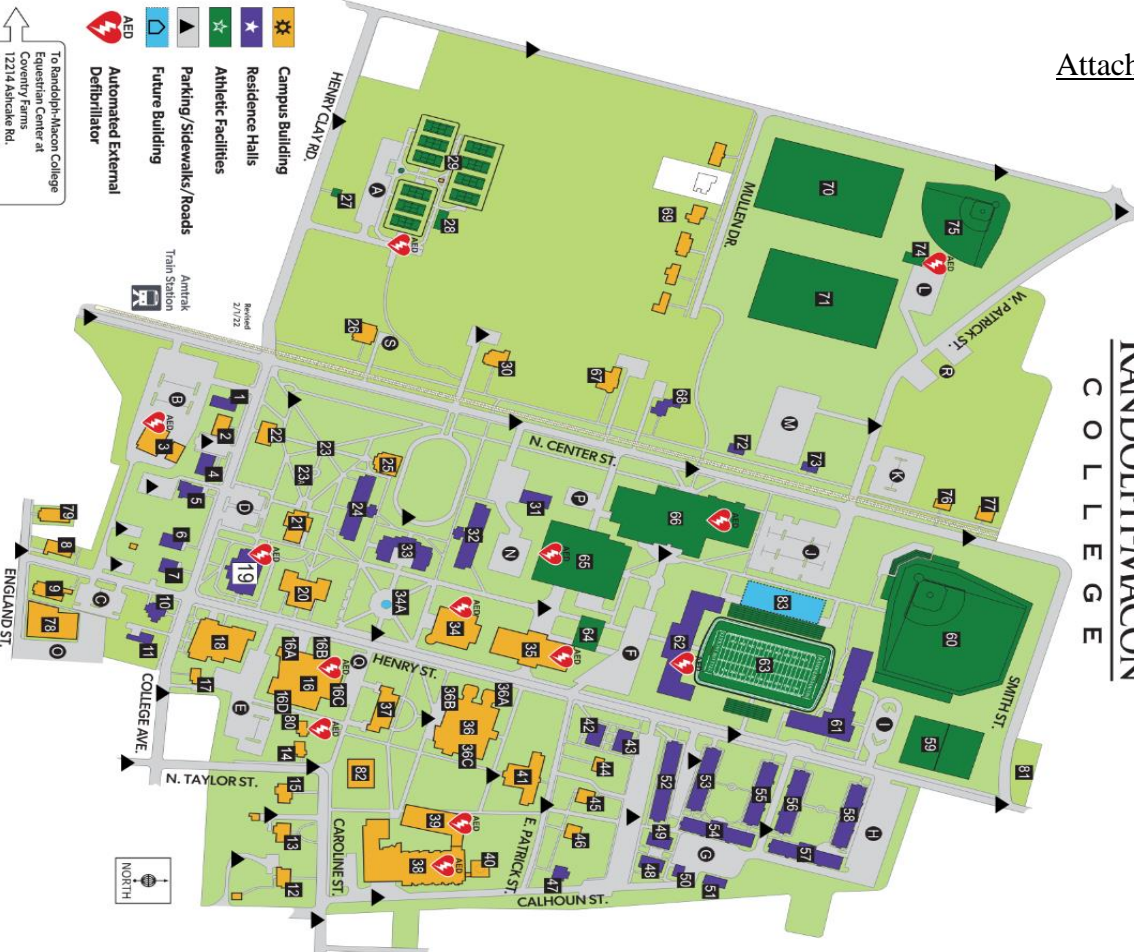
**DIRECTIONS TO R-MC**  
**ANDREWS HALL, ASHLAND, VIRGINIA**

1. Take Interstate 95 or 64 to Central Virginia, 90 miles south of Washington, DC.; 12 miles north of the intersection of Interstates 64 and 95.
2. Exit I-95 at Exit 92B - Route 54 West (Ashland).
3. Take Route 54 across Route 1 (your third light).
4. About 1/2 mile after Route 1, turn right onto Henry Street (across from the Post Office).
5. Park in Lot H, located on the opposite side of Henry Street from Andrews Hall, and await your COVID test screening. **Do not leave your vehicle until you have been screened and cleared.**
5. Once screened and cleared, move your vehicle to Lot I, across Henry Street and behind Andrews Hall to unload. Then, move your vehicle to Lots D or E or street parking. (See map on next page. Faculty/Staff restrictions do not apply on Sundays.)

# Attachment H



## RANDOLPH-MACON COLLEGE



Campus Building  
 Residence Halls  
 Athletic Facilities  
 Parking/Sidewalks/Roads  
 Future Building  
 Automated External Defibrillator

Amtrak Train Station  
 2/1/22

NORTH  
 To Randolph-Macon College  
 Equestrian Center at  
 Coventry Farms  
 12214 Ashbake Rd.  
 Ashland, VA 23005

### CAMPUS FACILITIES

- ★ 1 Sigma Phi Epsilon – 101 College Avenue
- ★ 2 Old Lambda Chi (Vacant) – 103 College Avenue
- ★ 3 Physical Plant Complex – 115 N. Railroad Avenue
- ★ 4 Phi Delta Theta House – 105 College Avenue
- ★ 5 Sigma Alpha Epsilon House – 109 College Avenue
- ★ 6 Theta Chi House – 113 College Avenue
- ★ 7 Alpha Gamma Delta House – 115 College Avenue
- ★ 8 St. Ann's Building – 216 England Street
- ★ 9 Campus Safety (R/MC Welcome Center) – 300 England Street
- ★ 10 Kappa Alpha Theta House – 201 College Avenue
- ★ 11 Special Interest Housing – 203 College Avenue
- ★ 12 President's House – 305 Caroline Street
- ★ 13 Alumni House (Dalton House) – 303 Caroline Street
- ★ 14 Education Department (Mabry House) – 205 Caroline Street
- ★ 15 Marketing & Communications – 301 Caroline Street
- ★ 16 Blackwell Auditorium – 205 Henry Street
- ★ 16a Cobb-Kestler Theater – 205 Henry Street
- ★ 16c Cobb-Kestler Theater – 205 Henry Street
- ★ 16d Haun Rehearsal Hall – 205 Henry Street
- ★ 17 Reginald-Henry House – 202 College Avenue
- ★ 18 Durcan Memorial United Methodist Church – 201 Henry Street
- ★ 19 Admissions/Financial Aid/The EDGE Career Center/ Brook Residence Hall (Thomas Branch Building) – 114 College Avenue
- ★ 20 Administration Building (Reale Hall) – 204 Henry Street
- ★ 21 Old Chapel – 110 College Avenue
- ★ 22 Washington and Franklin Hall – 104 College Avenue
- ★ 23 Jordan Wheat Lambert Historic Campus – 201/17 N. Center Street
- ★ 23a Memorial Garden – 201/7 N. Center Street
- ★ 24 Moreland Residence Hall – 209 N. Center Street
- ★ 25 Pace-Armistead Hall – 211 N. Center Street
- ★ 26 Sociology and Religious Studies Departments (Blanton House) – 206 N. Center Street
- ★ 27 Tennis Program Offices (Log Cabin) – 110 Henry Clay Road
- ★ 28 Tennis Court Restrooms – 112 Henry Clay Road
- ★ 29 Banks Tennis Center – 112 Henry Clay Road
- ★ 30 College Advancement/Alumni Development (Rhodes House) – 304 N. Center Street
- ★ 31 Kappa Alpha Order House – 307 N. Center Street
- ★ 32 Conrad Residence Hall – 305 N. Center Street
- ★ 33 Mary Branch Residence Hall – 300 Henry Street
- ★ 34 Brook Commons – 304 Henry Street
- ★ 34a Frank E. Brown Fountain Plaza – 300 Henry Street
- ★ 35 Estes Dining Hall – 306 Henry Street
- ★ 36 McGraw-Page Library – 305 Henry Street
- ★ 36a John B. Werner Pavilion – 305 Henry Street
- ★ 36b James T. Butler Pavilion – 305 Henry Street
- ★ 36c Higgins Academic Center/The Communication Center – 305 Henry Street
- ★ 37 Fox Hall – 200 Caroline Street
- ★ 38 Copley Science Center – 304 Caroline Street
- ★ 39 Macon F. Brock Jr. Hall – 304 Caroline Street
- ★ 40 Keeble Observatory – 207 E. Patrick Street
- ★ 41 Healy Hall – 205 E. Patrick Street
- ★ 42 Birdsong Townhouse – 200A E. Patrick Street
- ★ 43 Clements Townhouse – 200B E. Patrick Street
- ★ 44 Asian Studies – 202 E. Patrick Street
  
- ★ 45 Communication Studies/Singer Radio (Neville House) – 204 E. Patrick Street
- ★ 46 Counseling Center (Parrott House) – 206 E. Patrick Street
- ★ 47 Delta Zeta House – 100 E. Patrick Street
- ★ 48 Filippa Townhouse – 405B Henry Street
- ★ 49 Cochran Townhouse – 405A Henry Street
- ★ 50 Student Apartments – 585 413 Henry Street
- ★ 51 Starr Residence Hall – 182 417 Henry Street
- ★ 52 Ivy Residence Hall – 407 Henry Street
- ★ 53 Jones Residence Hall – 409 Henry Street
- ★ 54 Quinn Residence Hall – 415 Henry Street
- ★ 55 Smith Residence Hall – 419 Henry Street
- ★ 57 Garland Residence Hall – 421 Henry Street
- ★ 58 Bennett Residence Hall – 423 Henry Street
- ★ 59 Practice Field-Blincoe Field – 422 Henry Street
- ★ 60 Hugh F. Stephens Field at Estes Park – 505 N. Center Street
- ★ 61 Andrews Hall – 420 Henry Street
- ★ 62 Birdsong Hall – 106 E. Patrick Street
- ★ 63 Day Football/Lacrosse – 108 E. Patrick Street
- ★ 64 Athletic Annex – 107 E. Patrick Street
- ★ 65 Christian and Alumni Gyms – 103 E. Patrick Street
- ★ 66 Brock Sports and Recreation Center – 313 N. Center Street
- ★ 68 Business/Treasurer's Office – 310 N. Center Street
- ★ 68 Special Interest Housing – 312 N. Center Street
- ★ 69 Staff Housing – 5 Houses – 115, 117, 119, 121, 125 Mullen Drive
- ★ 70 Field Hockey (Nunnally Field) – 109 W. Patrick Street
- ★ 71 Soccer/Lacrosse Field – 109 W. Patrick Street
- ★ 72 Kappa Sigma House – 314 N. Center Street
- ★ 73 Special Interest Housing – 320 N. Center Street
- ★ 74 Restrooms – 109 W. Patrick Street
- ★ 75 Softball Field – 109 W. Patrick Street
- ★ 76 Staff Housing – Athletic Coaches – 504 N. Center Street
- ★ 77 Staff Housing – 504A N. Center Street
- ★ 78 Information Technology Services (ITS) – 302 England Street, Suite 3
- ★ 79 Men's Volleyball Office – 2nd Floor, 214 England Street
- ★ 80 Secondary and Exceptional Education – 203 Caroline Street
- ★ 81 Brian Wesley Moore's Native Plant Garden – 510 Henry Street
- ★ 82 Payne Hall (Nursing and General Academics) – 204 Caroline Street
- ★ 83 Duke Hall (Athletics & Physician Assistant Studies) – 319 N. Center Street
  
- ▲▲▲▲▲ Parking (V) - Visitor Parking
- ▲▲▲▲▲ A Tennis Court Parking Lot (V) – 112 Henry Clay Road
- ▲▲▲▲▲ B Physical Plant Parking Lot (V) – 115 N. Railroad Ave
- ▲▲▲▲▲ C Welcome Center Parking Lot (V) – 300 England Street
- ▲▲▲▲▲ D Old Chapel Parking Lot/Admissions Visitor Parking Lot (V) – 110 College Avenue
- ▲▲▲▲▲ E Blackwell Auditorium Parking Lot (V) – 205 Henry Street
- ▲▲▲▲▲ F Day Field Parking Lot (V) – 100 E. Patrick Street
- ▲▲▲▲▲ G Jones Parking Lot – 409 Henry Street
- ▲▲▲▲▲ H Bennett Parking Lot – 423 Henry Street
- ▲▲▲▲▲ I Andrews Parking Lot – 420 Henry Street
- ▲▲▲▲▲ J North Brook Parking Lot (V) – 400 N. Center Street
- ▲▲▲▲▲ K Center Street Parking Lot (V) – 500 N. Center Street
- ▲▲▲▲▲ L Athletic Fields Parking Lot – 109 W. Patrick Street
- ▲▲▲▲▲ M Old Tennis Court Parking Lot – 100 W. Patrick Street
- ▲▲▲▲▲ N Conrad Parking Lot – 307 N. Center Street
- ▲▲▲▲▲ O ITS Parking Lot – 302 England Street
- ▲▲▲▲▲ P South Brook Parking Lot – 309 N. Center Street
- ▲▲▲▲▲ Q Fox Parking Lot – 201 Caroline Street
- ▲▲▲▲▲ R West Patrick Parking Lot (V) – 104 W. Patrick Street
- ▲▲▲▲▲ S 296 N. Center Street Parking Lot – 296 N. Center Street

**General** – 204 Henry Street • Ashland, VA 23005-5505  
**Admissions** – 114 College Avenue • Ashland, VA 23005-5505