

# Central Virginia Governor's School for Science and Technology Policy Manual

## Section

### 6.1 Mission statement

The mission of the Central Virginia Governor's School for Science and Technology, a dynamic educational community exploring the connections between mathematics, science and technology, is to develop leaders who possess the research and technical skills, the global perspective and the vision needed to address the challenges of a rapidly changing society.

### 6.2 Objectives

The curriculum is designed to provide:

- ..an academic program which challenges students to pursue to their fullest potential their interests in mathematics and science.
- ..opportunities for students to learn the fundamentals of research through participation in research studies and independent projects.
- ..experiences which allow students to improve their technical skills and develop confidence in their ability to use and manage technology.
- ..experiences which expose students to the applications of science, mathematics and technology through field studies, internships, trips and telecommunications.
- ..an environment which fosters independent learning strategies and challenges students to become responsible for their own learning.

### 6.3 Accreditation

Every 5 years the Governor's School program is evaluated by the Virginia Department of Education, Gifted Programs Office.

### 6.4 Calendar

- A. The director prepares the Governor's School annual instructional calendar for approval by the Governor's School Board.
- B. The instructional calendar is designed to meet the needs of the five participating divisions for reporting grades and it avoids conflicts with high school semester exams.
- C. The Governor's School relies on the Lynchburg City School announcement for inclement weather school closings. Hence, the Governor's School attempts to avoid

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scheduling a school day between November 1<sup>st</sup> and March 31<sup>st</sup> on its calendar when the Lynchburg City Schools are not in session due to holidays or staff work days. When such an instructional day is deemed necessary, the Governor's School staff will clearly communicate to students and parents that students are only to attend if their parents decide it is safe to do so. If the Governor's School is closed on such a day, that closure will be noted on the CVGS website.

### 6.5 School Day

The Governor's School has classes scheduled from 7:30 a.m. till 11:15 a.m. each day.

### 6.6 Evaluation of Curriculum and Instructional Program

The curriculum and instructional program of the Governor's School is under constant evaluation by the faculty to keep pace with emerging technologies and trends in math and science education that will best meet the needs of CVGS students.

### 6.7 Field trips

All Governor's School students have a permission form signed by their parent/guardian for all field trips taken within the school's service area during the school year. All trips outside of the service area require a permission form for the specific trip signed by a parent/guardian. In addition, for overnight trips, each participating student and their parent must sign a form agreeing to abide by the CVGS Overnight Field Trip Guidelines. CVGS students on field trips must travel in the company of a CVGS staff member, a staff member of a participating school division or their own parent or guardian.

### 6.8 Textbooks

The Governor's School Governing Board approves the use of all textbooks used in Governor's School courses. The Governor's School faculty makes recommendations on all textbooks for their respective courses.

### 6.9 Acceptable Use Policy (AUP)

An acceptable use policy is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use at the Governor's School.

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**Central Virginia Governor's School for Science and Technology  
Network and Telecommunications Services  
Acceptable Use Policy**

CVGS network and telecommunications services are designed to enhance student learning by supporting instructional activities within the school and by providing students with access to the resources available in the global electronic community. Through our Internet connections, students can communicate with scientists, political leaders and other students around the world. They can use the World Wide Web to search libraries for information on research topics, download data to use in their research, and utilize computational resources located at universities around the world. Because of its enormous size, the educational potential of the Internet is boundless. However, with such great potential for education also comes some potential for abuse.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials and an industrious user may discover pornographic and/or other controversial materials. The Governor's School faculty and Governing Board firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school. Therefore, it is the purpose of this policy to ensure that parents are fully informed and that students and faculty members use the CVGS network and telecommunications services in an appropriate manner.

The Governor's School considers any violation of the acceptable use policy a serious offense and reserves the right to copy and examine any files or information resident on CVGS systems allegedly related to unacceptable use. The use of the CVGS network and telecommunications services is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges.

Examples of unacceptable use of CVGS network telecommunications services include but are not limited to the:

- use for any purposes which violate local, state, federal, or international laws.
- interference or disruption of network users, services, or equipment.
- use of another person's account.
- sharing of your user ID with any other person. You are solely responsible for any actions which occur in relation to your user ID number.
- use of the network to send a message with another person's name on it.
- dissemination of personal addresses or telephone numbers of other students or colleagues.
- use of impolite, malicious, threatening, inflammatory, sexist, racist, or obscene language in public or private messages.
- use of computer programs to decode passwords or access control information.
- unauthorized entry into other computational, information, or communications services, devices, or resources.

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- attempt to change, harm, or destroy data of other users (includes the use of computer viruses)
- use for commercial purposes.
- use for political lobbying.
- use for retrieving or sending pornographic material.
- falsification of one's identity to others.
- creation, transmittal, or use of illegal copies of copyrighted software.
- waste of computing resources, for example, by intentionally placing a program in an endless loop, by sending chain letters or junk mail, or by printing excessive amounts of paper.

The most important prerequisite for a student or educator to receive an account to use CVGS network and telecommunications services is that he or she take full responsibility for his or her own actions. The Central Virginia Governor's School will not be liable for the actions of anyone using the network and telecommunications services. All users shall assume full liability, legal, financial, or otherwise, for their actions. The signature(s) on the Acceptable Use Policy Agreement form is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions stated in this policy carefully and understand(s) their significance.

### 6.10 Student Evaluation and Grading

All Governor's School classes are evaluated on the following scale:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F Below 60

All Governor's School students are required to take exams in all of their courses except for Junior Research and Senior Technology Lab where no exams are given. Grading practices for each course are explained in the course outline. Progress reports simply reflect progress to date in each course.

Students will receive written notification of grades by the Governor's School faculty every nine weeks. All Governor's School students' grades will be reported to their respective high schools at the end of each nine-week period according to the Governor's School calendar.

Approved by Governor's School Board: 05/04/2005

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