

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

Section

7.1 Student Selection Process

- A. Participating divisions will receive applications from any interested rising 11th or 12th grade student who meets the requirements for selection listed below.

Eligibility of private and home school students to apply for admission to the Governor's School is determined by the policy of the participating school division in which the student resides.

Each division will develop a selection process which should include review by professional staff members, which may include teachers, counselors and administrators.

Criteria for selection should be established by each division to ensure that students selected for Governor's School participation meet the requirements for selection listed below. The division may allocate from its quota of students a distribution among its high schools or may wish to establish a pool of students and select from among that pool.

Each division may select for participation in the Governor's School the number of students allocated in its quota. In addition to those students recommended through a review of applications, each school division will be able to submit the name of one student for participation in the program as a "discovery student."

The "discovery" process allows for high school principals to recommend students to the Division Selection Committee for Governor's School participation as part of that division's quota. Discovery students may be recommended without the review included in the selection process used in the division, but they should meet the admission requirements specified in the "Requirements for Selection" item #3 or item #6 below. In extenuating circumstances, the Division Selection Committee can appeal to the CVGS Director to waive items #3 and/or #6 of the Requirements for Selection. The appeal must be submitted to the Director during the month of March of each year. Subsequently, the decision of the Director can be appealed to the CVGS Governing Board.

The Central Virginia Governor's School for Science and Technology does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504. No otherwise qualified student with a disability shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination for any school-sponsored program or activity. For purposes of this policy, a student with a disability shall be one who satisfies the definition set forth in the Rehabilitation Act of 1973 and its implementing regulations.

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Qualified students with disabilities may require supplemental aids, equipment, or other accommodations in order to access and/or participate in programs or activities of the Central Virginia Governor's School for Science and Technology. The sending school division will be responsible for providing and/or funding any supplemental costs required to accommodate its qualified student with disabilities.

Governor's School student records, application forms and faculty recommendations should be used in the Governor's School admission process and forwarded to the Governor's School director along with the names of the selected students. A copy of those forms should be retained by the home schools.

B. Requirements for Selection

Student participants in the Governor's School may be selected through a holistic review process. Test scores, attendance record, review of student characteristics and recommendations by teachers should be considered. Interest in science as well as documented participation in school based programs may help to determine the level of qualification. Students recommended for participation must possess these characteristics:

1. Strong academic preparation, with special emphasis in the areas of science and mathematics.
2. Test scores which reflect ability and achievement in the areas of science, mathematics and language.
3. Academic achievement reflected by a minimum GPA of 3.0 (unweighted) in mathematics and science classes taken for high school credit.
4. Strong interest in continuing their education and careers in science and technology.
5. Demonstrated commitment to participation and contribution to the science process.
6. Need for the alternative educational program offered in the Governor's School. All students admitted must meet the minimum GPA in requirement #3 above unless they have a PSAT greater than 65 or SAT score greater than 650 in mathematics or qualify under the discovery student appeal process listed above.

The students should generally be among the top of the student body in terms of academic preparation and test scores and be capable of pursuing a rigorous academic program, as well as maintaining an active role in the Governor's School.

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C. Openings for the Senior Class

School divisions may have an opportunity to select additional students for the senior class. Therefore, each school division should check the waiting list from last year's selection process to establish if students on the waiting list are still interested in participating in the senior program. Also, school divisions should advertise for students interested in being considered for the waiting list for the senior program.

Openings in the senior class will be available under the following conditions:

At the end of second semester, the Governor’s School will notify a school division if a student is not invited back for his senior year because of academic deficiency. The school division may send a student to replace him. If the school division does not send a replacement, the vacancy will be made available to the other divisions according to the selection process.

D. Student Participants

The number of students served in the Central Virginia Governor's School for Science and Technology will be determined by the Governor's School Board based on the available programs and facilities.

The students served will represent each of the participating school divisions on a quota system determined by the Governor's School Board based on school population and the number of high schools in the participating school division. Divisions are obligated to maintain their per pupil contributions in the event the division quota is not filled.

E. Quota and Distribution

	Junior Class	Senior Class
Amherst	7	7
Appomattox	2	2
Bedford	20	20
Campbell	14	14
Lynchburg	21	21
Total	64	64
	Total number of students participating:	128

F. Unfilled Quotas

Should a division not fill its quota with qualified participants or should a student withdraw from the program prior to June 1, that division will have the option to identify additional students until its quota is filled. If a division does not fill its quota by June 1, the available positions will be opened to students from the participating school divisions without any additional financial obligation.

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If a vacancy occurs at the beginning of the school year due to unforeseen circumstances, the division with the vacant slot can fill this slot with a student from their waiting list within fifteen school days from the beginning of the fall semester. Normally, students will not be admitted during the year after that deadline. In special cases, the Director can approve an admission later in the fall semester if the student is able to meet the “Criteria for Successful Completion of the CVGS Program” and is willing to make up all course work missed prior to enrollment.

Divisions will be asked to submit candidates for the unfilled junior and senior positions. The Governor’s School staff will review the applications from all divisions and make the final selection based on merit. Divisions will be notified of students selected for the unfilled positions.

Top priority for available senior positions will be given to juniors currently enrolled in the Governor’s School under this policy. In the event that divisions fill their senior positions through recruitment, the responsibility for payment of tuition for rising seniors enrolled under this policy will revert to the students’ home school division. Therefore, divisions enrolling junior students under this policy should plan for the possibility of assuming the Governor’s School tuition payments for the students’ senior year.

7.2 Criteria for Admittance to the Senior Year Program

- A. At the end of the junior year, the student must have a B (3.0) grade point average in Governor’s School classes in order to be admitted to the senior-year Governor’s School program. Furthermore, the student must successfully complete two semesters of each of the following courses: physics, research, and either math analysis or calculus. The first step to determine the student’s grade point average will be to assign semester letter grades (**unweighted**) the following grade points: A – 4.0, B – 3.0, C – 2.0, D – 1.0. Next, the sum of the grade points for the junior courses will be divided by the number of semester grades.

EXAMPLE:	Physics	A	A	8 points
	Math	B	B	6 points
	Research	B	A	7 points

$$\text{GPA} = 21/6 = 3.5$$

In some cases, a student may steadily improve throughout his or her junior year but still fail to attain a 3.0 GPA due to a difficult transition into the CVGS program. If the student is one letter grade short of the required 3.0 GPA (2.83 GPA), the student may be admitted to the senior year program if the majority of the faculty votes for that placement. The placement is not automatic, for it depends on the faculty’s evaluation of the student’s progress and his/her probability of successfully completing the senior year program. Students invited to return for their senior year by a faculty

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vote may be required to seek remedial help or take specific courses as a condition of enrollment.

Students with a GPA less than 2.83 will receive no additional consideration and will automatically be dropped from the CVGS program.

Rising seniors applying for admission to CVGS for the first time must meet the requirements specified in the CVGS Student Selection Process including having a 3.0 GPA (unweighted) in mathematics and science classes their junior year.

7.3 Criteria for Successful Completion of CVGS Program

A. To receive a certificate certifying successful completion of the science, mathematics and research requirements of the Central Virginia Governor's School program, a student who enrolls as a junior must earn a passing grade both semesters in each of the following courses:

Junior Year*
research, and
physics, and either
math analysis or college calculus

Senior Year*
senior technology seminar, and
one science course from the table below and
one math course from the table below:

<u>Science</u>	<u>Math</u>
college biology	college calculus
college human anatomy and physiology	connections in mathematics
college computer science	linear algebra/vector calculus
	other approved college math course

* Advanced students who take senior level classes their junior year must still complete three courses their senior year. At the discretion of the Governor’s School Director, CVGS will arrange for them to take appropriate courses here or at a local college if necessary. A student who enrolls as a senior must earn a passing grade both semesters of the senior year in the senior courses listed above. In addition, students must have successfully earned one high school credit each in biology, chemistry, and physics during their high school matriculation.

7.4 Student/Parent/Guardian Appeals

An appeal is the act of expressing an objection to a condition, a circumstance or a punishment imposed by an instructor or administrator. For the purposes of this policy,

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appeal means those objections beyond the normal discussion and questioning that a student or parent/guardian might pursue with an instructor or administrator.

In order to provide due process for all CVGS students, parent(s) or a legal guardian of any student or a student who has reached age eighteen has the right to initiate an appeal. The steps in the CVGS Appeals Process are:

1. Schedule a meeting with the CVGS Director to discuss the matter.
2. If the matter is not resolved in Step 1, an appeal of the Director's decision can be made to the CVGS Governing Board. The request for an appeal hearing must be made in a letter sent by the parent(s), legal guardian or student who has reached age eighteen to the CVGS Director by the 20th of the month. The Director will then include a closed session to discuss student matters on the agenda of the next Governing Board Meeting.
3. The parent(s), legal guardian or student who has reached age eighteen must be present to state the appeal at the scheduled Governing Board Meeting. The Board will then consider the appeal and the decision of the Board will be conveyed in writing to the parent(s), legal guardian or student via a letter written by the CVGS Director.

7.5 Student Attendance

Since the academic pace at the Governor's School is accelerated it is important that student absences be kept to a minimum. If a student knows in advance that he/she will be absent from Governor's School for personal reasons or home school academic activity, it is up to the student to bring a note from a parent or guardian and to make arrangements for assignments to be completed prior to the absence. Students should not miss Governor's School for home school activities except *awards* assemblies, Honor Society inductions or similar academic events. Club activity periods are not considered academic events.

A. Returning to School Following an Absence

If a student is absent from the Governor's School for illness or a home-school activity, the student must bring a written explanation signed by the parent or guardian to the Program Coordinator. If no note is received within two days after the student's return to school, the student may receive an unexcused absence.

B. Excessive Absences

If a student has three or more unexcused absences over a nine week period or six or more excused absences over a semester and is not succeeding academically, the Director will contact the student's parents or guardian to arrange a conference.

C. Home Bound Instruction

Due to the laboratory/project-based nature of the Governor's School courses, it is not possible to offer them in a home bound instruction format. If a student needs to enroll in home bound instruction, she/he will be dropped from the CVGS roster and will not be allowed to enroll again in the same year.

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D. Arriving Late

Students arriving late will report immediately to the CVGS main office and sign the attendance notebook. Repeated tardiness will be addressed in each course outline and will result in the student's grade being affected.

E. Leaving Early

Early dismissals must be prearranged. An explanatory note signed by the student's parent/guardian must be approved by the Director or Program Coordinator before a student may leave the campus. Students are required to sign out in the Governor's School office notebook prior to leaving the building. If a student becomes ill during Governor's School hours, his/her parent/guardian will be contacted before the student can be dismissed. Students are not permitted to leave Governor's School before their scheduled departure unless the above procedure is followed. Disciplinary actions will be taken if a student leaves campus without approval prior to scheduled departure.

7.6 Procedures for Student Discipline, Suspensions and Expulsions

Each Governor's School student is responsible for his/her own actions while on school property or under the supervision of Governor's School faculty members during school activities. Students are expected to be punctual to class and to respect fellow class members, CVGS faculty, and school property. Actions which jeopardize student safety or disrupt the learning process will not be tolerated.

Students who choose not to comply with the school policies or with the local, state and federal laws pertaining to the sale/possession or distribution of drugs, look-alike drugs, alcohol, weapons and explosives are subject to disciplinary action and to the consequences of the legal system. Disciplinary actions which result from a student's inappropriate behavior will be followed as outlined in the following paragraphs.

A. Drug/alcohol/weapon/explosives/assault related offenses:

The student will have a conference with the Director or the Director's Designee to discuss the incident in detail. Since the student is on Lynchburg School Board property, Lynchburg City School Board policies regarding drug/alcohol/weapons/explosives and assaults will apply. A copy of the LCS policies is available for review in the CVGS main office.

In the event of a violation, the CVGS Director is required by LCS policy to:

1. notify the Superintendent-in-Charge, the home school superintendent and immediately suspend the student from CVGS and;
2. confiscate the weapons, explosives, drugs or alcohol and turn them over to the Lynchburg Police Department for appropriate action and;
3. notify the parent/guardian by phone and with a follow-up letter of the offense, the results of the conference with the Director and the Director's recommendations to the Superintendent-in-Charge and;
4. request the Superintendent-in-Charge to recommend to the CVGS Governing Board that the student be permanently dismissed from the Governor's School and;

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5. refer the student to his/her home school officials for counseling and placement.

B. Non drug/alcohol/weapon/assault related:

First Offense:

Students will have a conference with the Director or the Director's Designee to identify the problem and the policy in question. The student will be put on probation and a letter will be sent to the student's parent/guardian and home school principal explaining the reason for the disciplinary action.

Second Offense:

Students will have a conference with the Director or the Director's Designee. Automatic suspension from the Governor's School will occur for a given number of days. The home school principal and parent/guardian will be notified in writing concerning the disciplinary action taken. Students suspended by the Director will not be allowed to make up academic work missed during their suspension. They will receive a grade of zero on missed assignments.

C. Home School Reciprocity

According to Central Virginia Governing Board policy, students who are suspended or expelled from their home schools will be automatically suspended or expelled from the Governor's School for the duration of the penalty. In this type of suspension, CVGS will follow the home school's policy regarding making up academic work missed during the suspension.

7.7 Communication Devices

Students are allowed to have in their possession cellular phones and other portable electronic and communication devices while at CVGS. The permitted use of all such devices is described in the CVGS Student Handbook.

7.8 Dress and Appearance

Students should follow the dress and appearance guidelines outlined in the CVGS Student Handbook.

7.9 Non-Discrimination on the Basis of Disability

All support services for a student with disabilities are provided by the student's School Division.

7.10 Textbooks

Students in CVGS college-level courses are responsible for purchasing their own textbooks unless their School Division reimburses CVGS for the books or sufficient funds exist in the current year's textbook account to cover the cost of the books and the books can be used for multiple years.

7.11 Medical Insurance

CVGS students are required to have medical insurance in order to participate in all aspects of the CVGS program such as field trips, tours, field studies, conferences, field

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research projects, and internships. Families without medical insurance can purchase low cost school insurance through their participating school division which covers the student on school activities and allows the CVGS staff to get medical care should the need arise.

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