



STUDENT HANDBOOK

2015 -16

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Sponsored by:

**Virginia Department of Education
Office of Gifted Programs**

Augusta County School Board, Staunton City Schools, Waynesboro City Schools



SVGS Student Manual 2015-16

Table of Contents

SVGS Mission	1
Program Overview	2
The Program	2
The Environment	2
The Students	2
The Requirements	2
The Courses	3
Outreach	3
Community Partnerships	3
Program Goals and Objectives	4
Curriculum and Instruction	4
Identification/Placement	4
Exemplary Regional Model	5
Parental and Community Involvement and Partnerships	5
Course Descriptions	6
Humanities Courses	6
Mathematics Courses	6
Science Courses	8
Technology Courses	10
Theater Arts Courses	11
Visual Arts Courses	13
Teachers for SVGS Courses	15
Humanities	15
Mathematics	15
Sciences	15
Technologies	15

SVGS Student Manual 2015-2016	
Visual Arts.....	16
Theater Arts.....	16
Independent Study and Co-Curricular	16
Information about SVGS Staff	17
How to Contact SVGS Staff or Students.....	21
Staff e-mail addresses.....	21
SVGS Calendar	23
Schedule of Activities	24
Regular Class Schedule	24
Research	25
Special Topics Seminars	25
Senior Projects	25
Community Time.....	26
Evening Hours	26
Inclement Weather	26
STEM Program Schedule for 2015-16.....	28
STEM Schedules: Lectures.....	28
STEM Schedules: Labs	29
Arts and Humanities Schedule for 2015-16	30
Expectations for Student Conduct	30
Code of Conduct	31
Dress Code	32
Personal Electronic Devices	32
“Sexting” and Other Inappropriate Use of Portable Devices or Electronic Systems.....	32
Illegal Substances.....	33
Discipline of Students	33
Harassment.....	33
Violations of Computer Acceptable Use Policy	33
Violations of Electronic Device Policy	31
Other Offenses Not Involving Tobacco, Drugs, Alcohol or Weapons	34
Tobacco, Drug, Alcohol or Weapons Offenses	34
Searches.....	35
Suspension or Expulsion	35
Appeals	35
Attendance Policy	36
Arriving Late.....	36
Pre-Arranged Absences	37
Summary Attendance Policy Statement.....	37
Leaving Early	38
Absences Because of High School Activities	39
Returning to School Following Absence	39
Excessive and/or Unexcused Absences and Tardiness	39
Academic Policy.....	40

SVGS Student Manual 2015-2016

Academic Integrity	40
Grading Policy	41
Progress Reports and Report Cards	41
Semester Exams	42
Advanced Placement Testing	42
Dual-Enrollment Classes	43
Criteria for Successful Completion of the SVGS Program	43
Academic Deficiency	43
Criteria for Senior Year Enrollment	44
Withdrawal from SVGS	44
Laboratory and Studio Safety and Behavior.....	45
Science Labs.....	45
Research and Engineering Labs.....	45
Studios	46
Computers and Other Technologies	46
Student Data Storage	47
Networks and Electronic Mail.....	47
Student Services.....	48
SVGS Office.....	48
Student ID Cards.....	4
Technology and Media Resources	48
Driving and Parking Privileges	48
Recommendation Requests.....	49
Textbooks	49
Supplies.....	50
Field Trips.....	51
Off-Campus Sites	51
Faculty Advisors.....	51
Photo Release	52
Foreign Exchange Programs	53
Drinks and Snacks.....	53
Other Information about Facilities and Furnishings.....	53
Student Activities.....	53
Community Time.....	53
Electric Vehicle Team (Team EV)	53
FIRST/NXT Robotics.....	49
Performances, Exhibitions, and Literary Publications.....	54
SVGS Outreach.....	54
Everything You Always Wanted to Know.....	56
Picky Details You Need to Know and Do to Survive.....	60

Just for Parents!! What do you do when.....	66
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The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Title IX Coordinator
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SVGS Mission

We provide a supportive and challenging environment for area gifted students to nurture and develop their talents, expand their knowledge and improve their critical thinking skills while fostering their sense of personal and social responsibility.

Program Overview

The Program

SVGS has programs and courses designed to meet the unique needs of gifted and highly motivated students. Students may attend in one of three broad curriculum areas, STEM (Science, Technology, Engineering and Mathematics), Visual Arts with Humanities, and Theatre Arts with Humanities.

The Environment

SVGS provides a unique environment in which individuals explore the interconnections between technology and (1) mathematics and sciences or (2) the arts and humanities. The award-winning facility, housed in the Valley Career and Technical Center, supports the curriculum in its open and flexible design. Student work is facilitated and enhanced by the computers, workstations and multimedia equipment available throughout. Comfortable work areas of varying size are provided to promote group and individual activities in informal settings. Students in the arts regularly work off-site in professional performance and exhibition spaces. It is truly a "student-centered" environment.

The Students

SVGS serves up to 225 students from seven high schools in three participating divisions. Most students apply through their high school during the fall of their sophomore year for admission as juniors. However, juniors may also apply for available senior openings. Local and regional review committees evaluate nominations from the high schools and submit a roster of accepted students to SVGS.

The Requirements

When evaluating applications, review committees consider a variety of indicators which may include PSAT scores, transcripts, activities, personal statements, writing samples, teacher and counselor recommendations, interviews, auditions, portfolios, and demonstrated interest in and aptitude for STEM or arts fields of study. All applicants must meet course and grade level pre-requisites. All accepted students must attend, during their tenure at SVGS, one of the seven public high schools of the three participating divisions

The Courses

In the STEM program, students take at least one credit in each of three areas: mathematics; science; and technology. All courses emphasize the interdisciplinary and collaborative nature of scientific inquiry.

In the arts program, students take one credit in humanities and three credits from the following areas: studio, crafts and skills workshop, concepts and criticism, history, and practicum.

Outreach

SVGS nurtures younger gifted, talented and highly motivated students through their participation in integrative, hands-on experiences taught by SVGS faculty. In addition, professional development programs and multimedia resources are available for teachers in all disciplines offered at SVGS.

Community Partnerships

Partnerships with institutions of higher education, business and industry, and local arts organizations have resulted in sharing of equipment, expertise, space and funds.

Area universities and corporations provide research and mentoring opportunities for students. Dual enrollment credit is available for some classes through Blue Ridge Community College, James Madison University, Radford University and the University of Virginia.

Local theaters and art studios partner with SVGS to provide space for arts classes, performances and exhibitions. Local professional artists teach special crafts and skills classes as well as provide workshops throughout the year. Additionally, regionally, nationally, and internationally recognized artists contribute their special talents to the program on occasion.

Program Goals and Objectives

Curriculum and Instruction

SVGS will provide a comprehensive, intellectually challenging program for advanced learners that extends and enriches their education by:

- Offering courses that exceed requirements of the Standards of Learning as specified by the State Standards of Accreditation.
- Developing courses that reflect current wisdom and practice in education as articulated in national and state standards.
- Providing opportunities that enable students to develop self-discipline, self-confidence, and planning, leadership and organizational skills as they engage in laboratories, studios, mentorships, internships, workshops, projects and seminars with professionals, potential employers, patrons, and community organizations in related fields.
- Employing methodologies that develop students' technical skills, knowledge bases, critical abilities, creativity, and modes of self-expression while nurturing risk taking, imagination, critical thinking, and problem solving.
- Providing opportunities for staging presentations, exhibits and/or performances in varied formats that showcase students' intellectual and artistic skills and talents.

Identification/Placement

SVGS will identify advanced learners from the participating school divisions in grades eleven and twelve and provide appropriate opportunities for intellectual and personal growth by:

- Using multiple criteria to identify student participants, which will include, but may not be limited to, an assessment of artistic and intellectual talents; interviews; grades, honors, and test scores; teacher recommendations; and other narrative information provided by the candidate and others. The procedure will be designed to allow for no one data source to exclude a student from consideration.
- Assessing applicants' potential to benefit from a comprehensive enriched accelerated secondary program.
- Providing support, in conjunction with the student participants' high schools, to assist in arranging course schedules based on students' interests, and career/guidance services specifically designed to enhance short-term and long-term planning skills, and exposure to opportunities in the world of work and higher education.
- Cooperating with participating school divisions' gifted programs and coordinators to create a channel of communication by which students may be identified to participate in SVGS and to enhance gifted and talented programs in existing home schools. Gifted

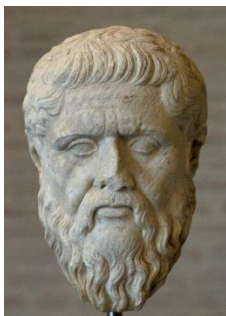
coordinators will actively participate in program planning, implementation, and evaluation with the Governor's School director, faculty, and staff.

Exemplary Regional Program through Community Involvement and Partnerships

SVGS will facilitate partnerships between SVGS and parents, community members, colleges and businesses that expand students' knowledge of and interest in science and technology, the humanities, and the arts by:

- Increasing the community's understanding of the advantages of SVGS instruction for all students through participation in scientific forums, exhibitions, performances, and special events that will enhance the cultural and scientific environment of the entire region.
- Providing enhanced regional resources that can serve students as a "Community Campus," by utilizing multiple instructional sites that are available throughout the community and region.
- Offering staff development and leadership opportunities for area educators, artists, and business and community leaders as well as enrichment opportunities for younger talented and gifted students.
- Involving students in mentorship programs in varied businesses, arts, and community organizations in related professional career fields. Such programs will serve multiple purposes, to include the development of collaborative and cooperative work opportunities and engage students in on-the-job-training in scientific, technological and/or artistic fields.
- Employing professional expertise and advanced technology in the SVGS program.
- Providing opportunities for parents to participate in many aspects of SVGS's activities that will include student presentations, exhibits, and productions.
- Soliciting parents' evaluation of the implementation and administration of the program and its effectiveness in meeting their children's unique needs.
- Developing public information strategies to promote the continuing development of the Governor's School and its unique resources and services to students.

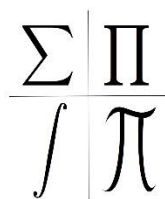
Course Descriptions



Humanities Courses:

Governor's School **Humanities I** (1521) – Juniors connect the themes found throughout the history of American literature, theater, art and culture and explore common patterns in these different forms of expression. Students increase their understanding of the ways in which these different disciplines interact to create a uniquely American cultural and artistic heritage by reading a broad range of literary selections. In preparation for the Standards of Learning English 11 exam, students focus on basic and advanced composition skills in various subject and stylistic areas that prepare them not only for the high school classroom, but the college classroom. Students may opt to take this class for BRCC credit (English 111 [College Composition] and 112, 3 credits each) at their own expense.

Governor's School **Humanities II** (1522) -- Seniors develop an overall understanding of the connections between literature, theater, and art in relation to the development of British history and culture. Students examine the ways in which themes in British and other world literature have influenced similar ideas in American culture. In preparation for graduation, students develop college entrance essays as well as hone their writing skills in other areas. Students develop their expository and technical writing skills, as well as their ability to research, write, and revise an extended research paper. Students are encouraged to combine the lessons learned in Humanities I with those learned in Humanities II to form a better understanding of the connectedness of all forms of art and culture and the resulting influences those connections may have on them as individuals. Students may opt to take this class for BRCC credit (HUM 111, 3 credits) at their own expense.



Mathematics Courses:

Governor's School **Pre-calculus** (3162) - Students increase their understanding of functions and their characteristics including graphing techniques, using exponential, logarithmic and trigonometric functions to solve application problems, arithmetic and geometric sequences and series, mathematical induction, limits, first and second order derivatives, and integration. Students explore the use of mathematics in the natural sciences, thus fostering an application-oriented approach to mathematics that is enhanced through the use of technology. Students make extensive use of technology as an integral part of their learning. Students improve their facility with graphing calculators and the computer packages such as EXCEL.

Governor's School **Calculus** (DE3231) – Students become proficient with limits, the derivative and differentiation techniques, the integral and integration techniques, basic applications of differentiation and integration, and infinite series, including Taylor Series. Students explore the fundamental relationship between the derivative, the integral, and the Riemann Sum. Students begin their study of multidimensional calculus including vectors and parametric equations. Students enhance their learning through computer-based activities utilizing *Maple* and *Excel*. Students may take this class for BRCC credit (Math 173-174, 5 credits each) at their own expense. Prerequisite: Any Pre-Calculus course.

Governor's School **A. P. Calculus BC** (3177) – Students master limits, derivatives and anti-derivatives of polynomial, exponential and trigonometric functions and their inverses, as well as parametric, polar and vector functions for planar curves; techniques of differentiation and anti-differentiation; continuity of functions and the Intermediate Value Theorem and Mean Value Theorem; Fundamental Theorem of Calculus; physical applications of derivatives and anti-derivatives; series of constants and tests for convergence of series; Taylor's series approximations of functions with radii of convergence and error bounding. Students actively participate in class discussions, which are supplemented by graphing calculator and computer activities. Students become proficient with *graphing calculator* and *Excel*. This course prepares students to take the BC version of the Advanced Placement Calculus test. Pre-requisite: SVGS Pre-Calculus (grade of A- or better) or a dual-enrollment pre-calculus class (grade of A- or better). Prerequisites may be waived by the Director.

Governor's School **Advanced Calculus: Multivariable Calculus** (3178) Concepts learned during the first year of calculus to advanced problems in multi-dimensional analysis. Students investigate topics including rectangular, spherical and cylindrical coordinates, three-dimensional vectors, partial differentiation, multiple integrals and matrices. Students' understanding of multi-dimensional mathematics is enhanced with computer visualization techniques. This course is designed for students who have exceptional math skills. Pre-requisite: A.P. Calculus B.C. or SVGS Calculus (grade of B or better).

Governor's School **A. P. Statistics** (3192) - Students become proficient with the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Four broad themes woven throughout the course are experimental design, measures of central tendency, anticipating patterns, mathematic modeling and statistical inference. Students enhance their understanding through the use of computer software packages such as *Excel* and *JMP*, which are used extensively to analyze, display and aide in the interpretation of data. This course prepares students to take the Advanced Placement Statistics test. Pre-requisite: completion of Pre-Calculus (grade of C or better) and prior completion or concurrent enrollment in any Calculus class.



Science Courses:

Governor's School **College Physics** (DE4700) – Students conduct extensive laboratory investigations on topics including Newtonian mechanics, optics, electromagnetism, and materials science. Students' investigations and assignments integrate the physical sciences with mathematics. Students enhance their learning through the use of technology to analyze and present data, and simulate experiments. Students may opt to take this class for dual enrollment credit with James Madison University at their own expense (PHYS 140-140L/150-150L, 4 credits each semester).

Governor's School **AP Chemistry** (4770) – Advanced Placement Chemistry is designed to be equivalent to a first-year college chemistry course. Students will participate in lectures, demonstrations, activities & extensive laboratory experiments on topics such as atomic structure & quantum theory, chemical compounds, reactions & stoichiometry, states of matter & solutions, thermo-chemistry & kinetics, equilibrium, acids & bases, electro-chemistry, nuclear chemistry & organic chemistry. AP Chemistry also involves applying these concepts to “every-day” life with projects such as calorimetry, efficiency, crystal growth, catalysis and water treatment. Pre-requisites: Chemistry (grade of A- or better)

Governor's School **Environmental Chemistry** (DE4701) - Students master basic principles of chemistry and statistical analysis in the context of the chemical and physical characteristics of water, soils, rocks, the atmosphere and natural fuels. Students conduct extensive laboratory analysis and field sampling utilizing EPA methods where feasible. Students investigate anthropogenic influences on natural materials cycles from the viewpoint of the classical chemist. Students enhance their learning through the use of instrumental analysis, which supplements traditional micro and wet chemistry methods. Students will demonstrate mastery of computerized data recording, calculation and analysis; graphical presentation; researching primary and popular literature; and formal report writing and scientific presentation. This class is required of any SVGS student who will not otherwise have completed high school chemistry prior to graduation. Students may opt to take the class for JMU credit (ISAT 112, 4 credits) at their own expense.

Governor's School **A. P. Environmental Science** (DE4702) - Students explore geology, paleontology, atmospheric science, ecology, and technology in the context of environmental problems facing humans today. Students conduct extensive laboratory and field studies including water and air quality, soil processes, population dynamics, and community and ecosystem processes. Students enhance their learning through the use of computer simulations and models, and the use of technology to analyze and present data. Students are prepared to take the Advanced Placement Environmental Science test. Pre-requisites:

Biology, Chemistry, Physics and Pre-Calculus, completion of Earth Science is strongly recommended.

Governor's School **Molecular and Microbiology** (DE4703) – Students investigate fundamental life processes through the use and study of rapidly developing technologies such as genetic engineering, pharmaceutical developments, and treatment and prevention of infectious diseases. Students conduct extensive laboratory investigations on DNA extraction, gel electrophoresis, culture and identification of microbial organisms, and biochemistry. Students enhance their understanding of biological molecules through the use of mechanical and computer molecular modeling. Students become proficient in the use of technology to analyze and present data. Students may opt to take this class for dual enrollment credit with James Madison University at their own expense (ISAT 113, 4 credits). Pre-requisites: Biology, Chemistry, Physics (all with grades of B or better) and Pre-Calculus.

Governor's School **Modern Physics** (4520) – Students explore the theoretical study of Special Relativity and Quantum Mechanics with an emphasis on computer models of the processes involved. Topics covered include Special Relativity, the Schrödinger equation, tunneling phenomena, General Relativity, Elementary Particle Physics, and the Hydrogen Atom. Students enhance their learning through extensive laboratory investigations and simulations. Students become proficient in the use of technology to analyze and present data. Pre-requisites: GS Physics, and GS Pre-Calculus or GS Calculus.

Governor's School **Scientific Research** (4321) - Students discover and put into practice research methods and engineering design. Students apply principles of the natural sciences and applied statistics in solving research and engineering problems. Students complete an individual research project, write a scientific paper, and submit their results for presentation at various venues, including the SVGS Research Symposium (participation is required) and science fairs. They are encouraged to make use of on-line libraries and scholarly scientific resources.

Governor's School **Advanced Scientific Research** (4399) - Students extend their study of research methods through independent research and work with a scientific mentor. Students apply principles of the natural sciences and applied statistics in solving research and engineering problems. Students complete an individual research project, write a scientific paper, and submit their results for presentation at various venues, including the SVGS Research Symposium (participation is required), science fairs, and paper submission to student research journals for publication. They make use of on-line libraries and scholarly scientific resources.



Technology Courses:

Governor's School **Advanced Technology** (8466) - The primary focus in Advanced Technology is the exploration of computer technology as a tool for communicating powerful ideas in mathematics and science. Students learn to animate in two-dimensions and build interactive presentations. Students will learn to create web sites and will develop an understanding of good design. Students will also explore digital photography and digital video production. The students will use all their skills to build pod-casts and other means of using MP3 players such as iPods. The course is project-based and students will develop projects in conjunction with their mathematics and science courses. Students will also be asked to discuss ethical issues related to modern technology and to learn vocabulary associated with computers.

Governor's School **A. P. Computer Science (A)** (3185) - Students design, implement and interpret computer-based solutions to problems in several application areas using *Java*. Students become knowledgeable about programming concepts, algorithm designs, and documentation of the computer solution and proficient at writing and debugging code. The course material emphasizes those concepts outlined by the College Board and prepares students to take the Advanced Placement Computer Science test. Pre-requisites: completion of Pre-Calculus, Research and Engineering, and Physics (grades of A- or better) OR permission of the Director and Instructor.

Governor's School **Computer Network Software Operations/Networking Security** - Students are provided instruction in the basics of computer networking, operating systems, system administration and network security. Course content includes a overview of networking, operating systems and other software applications, learning to perform common administrative functions in scripting environments. Students will examine PHP and PERL in the context of an Apache webserver, and use GNU BASH and Microsoft Powershell scripting from the command line to complete every day administrative functions. Course content also includes risk management, network security policy, security training, security keys, confidentiality, integrity, access, accountability, and audit ability. Participation in various industry sponsored contests *such as Cyber Challenge and other contests* are expected. As part of this class, students may opt to enroll in Radford University's Data Ethics, Privacy and Security (ITEC 145, 3 credits). *Tuition is provided through NSF grant with Radford University for no expense to the student.*

Governor's School **Engineering I** (8491) - Introduction to Engineering familiarizes students with the engineering design process in a project-based learning environment. Toolkit skills such as dimensional analysis, computer-aided design, and statistical analysis will be

introduced and incorporated in projects throughout the year. A project-based approach to the major branches of engineering (Electrical, Civil, Mechanical, and Chemical) will give students the opportunity to apply engineering design principles to a variety of problems while developing personal skills in teamwork and communication that are vital in the engineering profession.

Governor's School **Engineering II** – Students develop the “thought-work” behind applying concepts of multi-disciplinary engineering methods. Students are immediately immersed in advanced tenements of: static and dynamic equilibrium of particles, tools, and complex elements (like the human body); use of Computer Aided Design in basic engineering modeling; test and evaluation concepts; evaluation of structural and mechanical relationships; evaluation and application of problem design criteria, design for failure concepts, precision and safety-factors mark some but are not inclusive of all the principals touched-on during the course. Engineering Methodology combines mathematics and the physical sciences to resolve problems and reverse engineer solutions. Students complete a dozen team Design Projects and solutions are presented via CAD, schematics, and detailed technical write-ups. Individuals improve math, physics and material science skills by combining them to resolve problems. As part of this class, students may opt to enroll in the first semester of the University of Virginia's Introduction to Engineering (ENGR1520, 3 credits) at their own expense.

Governor's School **Geospatial Systems** (8466) - Students will develop the skills and knowledge necessary to make use of geographic technologies such as geospatial information systems (GIS), global positioning systems (GPS), and remote sensing. The class will focus on applying GIS technology to different fields, such as environmental science, city planning, ecology and many others. Students will work with a variety of data sets, collect data, and develop their own GIS research project. Students in this class must enroll for dual enrollment credit with James Madison University at their expense (GEOG 161, 3 credits).



Theater Arts Courses:

Governor's School **Acting I** (1435)– Students learn basic stage terminology, the importance of ensemble, basics of technical theatre, theatre management, rehearsal process, acting, and directing. Students will learn to give and accept constructive criticism. Students read, analyze, and respond to selected dramatic literature. Students learn to score a script using Stanislavski's Method of Physical Actions. Analysis will be applied to scene and monologue studies.

Governor's School **Acting II** (1440) - Students will explore the incredible richness of theatrical tradition and style in a laboratory setting. Text and floor work will focus on the evolution of such major 20th century performance styles as realism, epic theatre, street theatre, musical comedy, theatre of the absurd, post-modernism, and script deconstruction. Students must have successfully completed Acting I or demonstrate exceptional talent and discipline and/or a thorough knowledge of the Acting I curriculum. Special focus workshops will introduce students to a variety of non-western theatrical forms and techniques

Governor's School **Craft and Skills Workshops I/II** (144910/144920) – Students work with guest artists and practicing professionals on location in diverse acting spaces, including professional theatres. Students develop their skills in areas including voice and diction, Shakespeare, stage combat, movement, dance, design for the stage (lighting, costumes, set, and sound), puppetry and mask work, street theatre, children's theatre, improvisation, acting styles, and related audio-visual media skills. Students develop an understanding of life as a professional artist. [Note: Due to the importance of basic skills such as voice and movement, some Skills and Craft course offerings will be mandatory for first-year students.]

Governor's School **Introduction to Theatre** (1448) – Students analyze and perform theatre texts (and scenes) from the Greeks through the modern masters. Students explore plays within the context of the time and place in which they were written. Students research music, literature, and art of the time while they develop a repertoire of acting styles, which may include high tragedy, Shakespeare, Commedia dell'Arte, Comedy of Manners, Melodrama, Theatre of the Absurd, and theatre of social change. Students may opt to take this class for BRCC dual-enrollment credit at their own expense (CST 130, 3 credits).

Governor's School **Dramatic Theory and Criticism** (1450) - Students will use a variety of critical tools as a basis for making informed judgments about theatre art. Students will read and discuss works of dramatic literature and criticism. Students will study theatre and acting training theorists and put their theories to the test in class. Theorists may include, but are not limited to, Aristotle, Meyerhold, Meisner, Strasberg, Artaud, Grotowski, and Brecht. Students must have successfully completed Introduction to Theatre or demonstrate exceptional talent and discipline and/or a thorough background in theatre history and dramatic literature.

Governor's School **Theatre Practicum** (1449) – Students will participate in mentorship with a professional theatre artist or internships in residency at a professional theatre, film, or television facility. Students will gain a working knowledge of the life of the theatre, film, or television artisan. Students are responsible for finding opportunities to study with professionals and setting and meeting goals for their own success. Internships can take place during the school year or in the summer months before the second year. Students must have successfully completed all first-year courses and demonstrate maturity and the capacity to

succeed in an independent learning situation. Pre-requisite: Permission of the Theater Head and the Director.



Visual Arts Courses:

*Governor's School **Studio Art I** (9150)* - Students study many styles, topics, and techniques using a wide variety of media with the intention of receiving a breadth of knowledge from which to develop their own personal style. Emphasis is on basic skills development, self-expression and experimenting with materials and techniques. Students focus on art production using two- and three-dimensional media and building upon their prior studio experience. A portion of class time is devoted to improvement of basic drawing and design skills. The students begin developing a body of work to use for their portfolio. Students utilize the language of the visual arts and understand, evaluate, and celebrate art in its historical and cultural context as a multicultural means of communication. Students develop critical thinking and communication skills as they articulate their personal responses to the aesthetic qualities of works of art.

*Governor's School **Studio Art II** (9147)* - Students continue exploration of media and techniques with an emphasis on portfolio development through focused study of utilizing the elements and principles of design and in-depth investigation of self-selected topics. Students select an area of concentration in two-dimensional, three-dimensional, or drawing media, according to the course description for Advanced Placement Studio Art. A schedule of proposed projects in these concentration areas are individually arranged with their instructor. Students also complete project work assigned by the instructor and continue to develop drawing and design skills, especially color theory, through regular exercises in these areas. Through these assignments and the student-directed concentration projects, students create a body of work representing their own personal style for their portfolio. Students may opt to take this course for Advanced Placement Studio Art credit at their own expense by submitting a portfolio completed through the work created in this course.

Governor's School **Survey of World Art I* - This course is a traditional art history survey course. It covers artistic traditions from Prehistoric art to the transition from the art of the Middle Ages to the art of the Renaissance. Students will learn about art from an historical and cultural perspective during this period of time by examining major forms of artistic expression from world cultures including European, African, Near Eastern, Asian, and Central, South, and Native American. Students will analyze and critique these artistic styles in architecture, sculpture, painting, and other art media. Part of the course is also devoted to art appreciation. Students develop skills in evaluation and judgment through increased knowledge of the range of media, techniques, and stylistic approaches utilized by

artists. Students will study aesthetics and criticism, in addition to art history. Students may opt to take this class for *BRCC credit available (ART 201, 3 credits)* at their own expense.

Governor's School **Survey of World Art II* - Introduction to art and architecture of the world from the Renaissance through Modern ages. Includes European Renaissance, Baroque, Enlightenment, 19th and 20th centuries, as well as Asian and African arts. Students will analyze and critique these artistic styles in architecture, sculpture, painting, and other art media. Part of the course is also devoted to art appreciation. Students develop skills in evaluation and judgment through increased knowledge of the range of media, techniques, and stylistic approaches utilized by artists. Students will study aesthetics and criticism, in addition to art history. They will learn to analyze, interpret, and judge. Students may opt to take this class for *BRCC credit available (ART 202, 3 credits)* at their own expense.

**Note: Survey of World Art I and Survey of World Art II are offered in alternating years.*

*Governor's School **Art Craft and Skills Workshops I/II*** (9163/9164) – Students will specialize in exploration of specific media and techniques through study with guest professional artists who are willing to share their knowledge and skills with them. Students will be offered two- and three-dimensional topics on a six to eight week basis. Classes may be taught at SVGS or may be taught at studio spaces in the community. By working with professional artists, students will learn about the career of an artist and the experience of working in the art world. The students also receive an in-depth studio experience in which experimentation, exploration, and individual development are encouraged.

*Governor's School **Art Practicum and Mentorship*** (9164) - Students gain knowledge of the business of art through practicum and mentorship experience with local galleries, art centers, or art-related businesses. Students may also choose to work with a local artist as a mentor. Students arrange this hands-on opportunity in an area of art that is of particular interest to them with approval of their SVGS coordinator. Students maintain a journal record of their work and receive on-site visits regularly from the SVGS coordinator. Presentations of the students' experiences are required at specified times during the course. Pre-requisite: Permission of the Visual Arts Department Coordinator and the SVGS Director.

Teachers for SVGS Courses

2015-16 Academic Year

Humanities

Humanities I	Anne Jeffrey
Humanities II	Anne Jeffrey

Mathematics

A. P. Statistics	Anthony Tyler
A. P. Calculus (BC)	Susan Jenny
Calculus	Ralph Irons
Advanced Calculus: Mutlivariable	Ralph Irons
Pre-Calculus	Anthony Tyler, Aiwu Zhu

Sciences

College Physics	Chris Martin
AP Chemistry	Vincent Daw
Environmental Chemistry	Vincent Daw
AP Environmental Science	Jo-el Nelson
Molecular and Microbiology	Janet Hamilton
Modern Physics	Aiwu Zhu

Technologies

A. P. Computer Science	Leonard Klein
Advanced Technology	Leonard Klein
Computer Software Operations	Leonard Klein, John York
Geospatial Systems	Jo-el Nelson
Scientific Research – Life Science	Janet Hamilton
Scientific Research – Physical Science	Aiwu Zhu
Engineering I	Susan Jenny
Engineering II	Vincent Daw

Theater Arts

Acting I	Cassy Maxton-Whitacre
Introduction to Theatre	Cassy Maxton-Whitacre
Dramatic Theory and Criticism.....	Cassy Maxton-Whitacre
Theatre Craft and Skills Workshops	Various

Visual Arts

Studio Art	Jennifer Vaughan
Art Concepts and Criticism	Jennifer Vaughan
Art History	Jennifer Vaughan
Art Workshops.....	Various

Independent Study and Co-Curricular

Electric Vehicle Team.....	Vincent Daw, Byron Grove-Humphries
Robotics Team	Chris Martin
International Programs.....	Jo-el Nelson

Information about SVGS Staff

Vincent Daw

Master of Science Education, Environmental Chemistry, New Mexico
Institute of Mining and
Technology
Bachelor of Engineering Science, Mechanical Engineering, Georgia
Tech



Janet Hamilton

Master of Science, Biology, James Madison University
Bachelor of Arts, Psychology, College of William and Mary



Ralph Irons

Master of Science, Mathematics, University of Virginia
Master of Arts, Philosophy, University of Pittsburgh
Bachelor of Arts, Philosophy, University of Lethbridge



Anne Jeffrey

Masters of Arts, English, James Madison University
Bachelor of Arts, English and French, Mary Baldwin College

Susan Jenny

Masters of Chemical Engineering, University of Delaware
Bachelor of Science, Chemical Engineering, Pennsylvania State University



Leonard Klein

Masters of Arts, Teaching (Chemistry), Central Michigan University
Bachelor of Science, Chemistry, Hampdon-Sydney College



Cassy Maxton-Whitacre

Bachelor of Fine Arts, Theatre, Miami of Ohio



Chris Martin

Master of Education, Science Education, Virginia Tech
Bachelor of Science, Physics, Virginia Tech



Jo-el Nelson

Master of Arts, Science Education, East Carolina University
Bachelor of Science, Marine Biology, UNC- Wilmington



Anthony Tyler

Masters of Science, Mathematics, South Dakota State University
Bachelor of Science, Mathematics, Liberty University

Jennifer Vaughan

Master of Education, Art, James Madison University
Bachelor of Science, Art, James Madison University



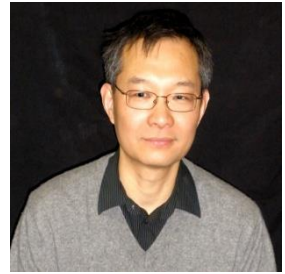
Lee Ann Whitesell

Certification – Administration & Supervision K-12, Shenandoah University
Master of Education, Counseling Psychology, James Madison University
Bachelor of Science, Mathematics, James Madison University



Aiwu Zhu, PhD.

Doctor of Philosophy, Physics, Chinese Academy of Science
Bachelor of Science, Physics, Tsinghua University



Debbie Conner

SVGS Office Manager



How to Contact SVGS Staff or Students

Generally, staff and students will generally NOT be available to come to the phone between the hours of 7:30 a.m. and 11:15 a.m. when classes are meeting. For student messages, Ms. Conner will either e-mail. Students may use SVGS phones to return your call on one of their breaks. For staff, Ms. Conner can forward you to the personal voice-mail box. Staff will return your call as soon as possible.



Please DO NOT ask us to page students or staff to the phone during those hours unless it is a genuine emergency. Ms. Conner, SVGS secretary, will be glad to put notes in students' or teachers' mailboxes (snail, voice, and/or electronic) conveying your messages. Students are expected to check their mailbox (snail and e-mail) before

leaving each day.

The phone numbers for SVGS are: 540-245-5088

The FAX number for SVGS is: 540-886-6476

Staff e-mail addresses

Staff e-mail addresses are created by using the last name of the staff member followed by "@svgs.k12.va.us". (The full e-mail address is not included here to avoid automated retrieval programs.) Please feel free to e-mail us at anytime with questions, concerns or comments. You may e-mail us with information, for example, e-mail Ms. Conner AND Ms. Whitesell if your son or daughter is ill, will be late, or will be absent. (However, this does not obviate the need for a note upon their arrival or return to school.) E-mail will be answered as soon as possible, usually within 24 hours.

Staff Member

Lee Ann Whitesell, Program Director
Debbie Conner, Secretary
Vincent Daw
Janet Hamilton
Ralph Irons
Anne Jeffrey
Susan Jenny
Leonard Klein
Cassy Maxton-Whitacre
Chris Martin
Jo-el Nelson

Lastname for e-mail followed by "svgs.k12.va.us"

whitesell@ svgs.k12.va.us
conner@ svgs.k12.va.us
daw@svgs.k12.va.us
hamilton@ svgs.k12.va.us
irons@ svgs.k12.va.us
jeffrey@svgs.k12.va.us
jenny@ svgs.k12.va.us
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Anthony Tyler

tylera@***svgs.k12.va.us***

Jennifer Vaughan

vaughan@ ***svgs.k12.va.us***

Aiwu (Alf) Zhu, PhD

zhu@ ***svgs.k12.va.us***

SVGS Calendar



2015—2016 SCHOOL CALENDAR

49 Hornet Rd., Fishersville, VA 22939
Phone: 540-245-5088/ FAX: 540-886-6476

- First Day of School
- Exams/ Review Week
- Orientation (Mandatory for all new students)
- No School
- No School for Student/Teachers
- No School for Students (Teacher Workday)

*Note: Teachers on 210 contract will begin July 29 and end June 10.
Teachers on 220 contract will begin July 29 and end June 24.*

July 29—SVGS Teachers return
July 29—August 7—Teacher Inservice/Workday

August 10—Orientation for New SVGS Students (8:30 a.m. — 3:00 p.m.)
August 11—Orientation for New SVGS Students (8:30 a.m. — 3:00 p.m.)
August 12—Orientation for New SVGS Students (8:30 a.m. — 3:00 p.m.)
August 13—Orientation for New SVGS Students (8:30 a.m. — 1:00 p.m.)
August 14, 17, 18—Teacher Inservice/Workday
August 19—FIRST DAY OF SCHOOL
August 20—OPEN HOUSE for ARTS & HUMANITIES (6:30—7:30 p.m.)
August 24—OPEN HOUSE for STEM (6:30—7:30 p.m.)

September 7—No School for Students/Teachers—Labor Day
September 16—Steering Committee
October 19—Parent Conferences (6 - 8 p.m. Governor's School)
October 23—No School for Students—Parent Conferences (8:30 a.m.—11:30 a.m.)
October 28—Steering Committee

November 3—No School for Students (School Inservice / County Inservice)
November 16—END OF SECOND GRADING PERIOD (30 DAYS)
November 25—27—No School for Students/Teachers (Thanksgiving Break)

December 7—11—SVGS Exams
December 14—17—SVGS Exams
December 18—Winter Brunch
December 18—Winter Seminar Begins
December 21—31—No School for Students/Teachers (Winter Break)

January 1—No School for Students/Teachers (New Year's Day)
January 4—8 Winter Seminar
January 11—SVGS Classes begin Second Semester
January 13—Steering Committee
January 14—END OF THIRD GRADING PERIOD (30 DAYS)
END OF FIRST SEMESTER (91 DAYS)
January 15—No School for Students (Teacher Workday)
January 18—County School Inservice (Schedule to be determined as needed)
January 21-24—Theater Production (tentative)
January 25—Report Cards Distributed to Students

February 15—No School for Students (Teacher Workday)
Parent Conferences: from 2-5 p.m. and 6-8 p.m.—All Schools

March 16—Steering Committee
March 28—April 1—No School for Students (Spring Break)

April 25—Teacher Workday/School Inservice

May 2—13—Exams
May 12—Open House (tentative)
May 16—SVGS Awards Picnic
May 27—Last day for SVGS Students
May 25—Steering Committee
May 30—No School for Students (Memorial Day)

SCHOOL MAKE-UP DAYS

1st Make-up Day—Built In
2nd Make-up Day—Built In
3rd Make-up Day—Built In
4th Make-up Day—Built In
5th Make-up Day—Built In
6th Make-up Day—Feb. 15
7th Make-up Day—April 25
8th Make-up Day—March 28
9th Make-up Day—March 29
10th Make-up Day—March 30
11th Make-up Day—May 30
12th Make-up Day—June 9
13th Make-up Day—June 10

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Please check the SVGS web page (www.svgs.k12.va.us), facebook, twitter or parent portal regularly and look for e-mailed and/or mailed notices for upcoming events.

SVGS follows the Augusta County School Board's calendar. Students are expected to attend on days when SVGS is in session regardless of the high schools'/divisions' differing calendar(s).

In the event of inclement weather, SVGS follows the Augusta County school schedule. Parents and students should listen/watch for announcements regarding Augusta County Schools. As a reminder, students and parents should listen/watch for announcements regarding Augusta County Schools. Any changes in the normal SVGS schedule are posted on our website, facebook, and twitter. Parents will receive automated calls to their landline or cell phone. Students who requested notification will receive text messages.



SVGS follows the Augusta County School Board's calendar. Changes may have to be made to the calendar because of days missed due to inclement weather. Changes are official only after actions by the Augusta County School Board. Students are expected to attend on days when SVGS is in session regardless of their high school's calendar.

Schedule of Activities

Regular Class Schedule



SVGS activities begin at 7:15 AM and end at 11:30 AM. **Formal class periods are scheduled from 7:43 until 10:55 a.m.** The day begins with the "Minute of Silence" required by the Code of Virginia 22.1-203. The "Minute of Silence" is followed by an invitation to join in the *Pledge of Allegiance*, also required by state regulations and school board policy.

Pre- and post-class times are for tutoring and workshops as needed. Students are required to remain at SVGS until they must leave for the next class period at the high school. *Students are not permitted to make stops or run errands during this travel time.* A dismissal schedule will be provided during the first week of school. Exceptions will be made only if students are officially enrolled in an independent study course or engaged in other activities approved by the high school principal. Parents/guardians and the high school principal or her/his designee must document these exceptions.

Most, but not all, of the time at SVGS will be spent in formal classes, at which attendance is required. The remainder of the time is for students to use for projects, research, and other assignments. Although not told exactly how to use this time, students are expected to use this time productively and to make progress on work for SVGS classes. If not, students will be reminded that ALL time at SVGS is counted as "class time." Students are being awarded up to four (4) credits based on this assumption.

Research

All first year STEM students must conduct an independent research or engineering project during the first semester. This project is formally within the purview of the Research and Engineering courses. However, students may choose a project in any area of science, math or engineering that is interesting, provided a SVGS faculty mentor and a community mentor can be found if the project falls outside in-house areas of expertise. Students are required to present their projects at the Student Research Symposium held each spring, at which attendance is mandatory for all first-year STEM students. Students are also required to submit their projects to the science fair, Virginia Junior Academy of Science or an equivalent venue, and if accepted, required to attend the annual conference and/or competition. Please refer to the school calendar for dates and times.

Special Topics Seminars

Twice during the year, the regular class schedule is suspended for special topics' seminars of approximately one- two weeks' duration. These seminars serve two purposes: 1) to allow teachers to offer an intensive experience in a suitable topic and 2) to allow students to investigate and explore other topics of interest. Many seminar offerings integrate the arts with sciences and technology.

Senior Capstone Projects

A requirement for successful program completion is implementation of an approved senior project. Projects provide additional opportunities for students to build leadership and administrative skills, provide service to the school and larger community, and/or demonstrate advanced competence within their particular skills and interests. Students prepare a proposal at the end of their junior year, defend it early in the senior year, and implement their approved projects between the proposal defense and the end of April. Specific requirements, guidelines and examples of previous successful projects may be found on the website.

Community Time

Several times a semester, classes are abbreviated in order to accommodate “Community Time” which allows for activities including but not limited to club and co-curricular meetings, student meetings, research consultations, special student projects, leadership development, school-wide activities, and cross-curriculum lessons and activities. Unlike the “unscheduled project time,” the CT period is scheduled for all students and attendance at one or more activities is mandatory as it is for all other classes.

Evening Hours

SVGS facilities are usually available after school until 4:00 PM for students' use. However, if students need to come back to SVGS after school, they must check with the teachers to make sure someone will be here. Be warned that teachers staying after hours are usually doing so because they have work to do; they may not be available to help students with specific tasks unless prior arrangements have been made.

The school is officially open on most Mondays and Thursdays until 7:30 PM. One or more staff members are on duty specifically to assist students on these days. In the event that Monday is a teacher workday or holiday, school may be open on Tuesday evening instead. Evening hours are not held directly before a school holiday.

Inclement Weather

Exception to the normal hours of operation occurs during inclement weather. *If Augusta County Schools are closed, SVGS is also closed until the following school day.* Please listen to local radio stations or watch the Harrisonburg or Charlottesville TV stations for this information. These stations are usually notified by 6:00 AM of any modifications in the school system's schedule. *Even if SVGS is open, if a student's parent or guardian does not want his/her child to drive, the parent may call the SVGS office to request an excused absence because of hazardous road conditions.*

*If Augusta County Schools are **closed**, SVGS is closed for the day.*

*If Augusta County Schools are on a **one-hour delay**, students report no later than 8:30 to SVGS. See below for 1 hour delay schedule.*

1st 8:30– 9:06
2nd 9:08 – 9:44

3rd 9:47– 10:23
4th 10:25– 11:00*

*If Augusta County schools are on a **two-hour delay**, students report no later than 9:30 to SVGS. See below for 2 hour delay schedule.*

1st 9:30 – 10:03
2nd 10:05 – 10:37
3rd 10:39– 11:11
4th 11:13 – 11:45**

*In the rare event that Augusta County Schools are operating on a one or two-hour delay but Staunton and/or Waynesboro are not, Staunton and Waynesboro students will coordinate their release time at SVGS based on their individual high school's class schedule as needed.

**PLEASE NOTE tech buses will not run on a 2 hr. delay schedule. Students and parents are expected to make alternative arrangements for transportation back to the high school for those days.

With either delayed schedule, the school is open during school hours and students may come in to use the computers and other facilities if road conditions improve and parents allow them to drive.

In the event that a storm moves into the area during the day, students will be dismissed at the discretion of the Director of Transportation for Augusta County Schools or their parents. Students will be encouraged to contact a parent for guidance on whether or not to drive to the high school or home. Evening hours will be cancelled if Augusta County Schools cancels after-school activities.

STEM Program Schedule for 2015-16**STEM Schedules: Lectures**

Day(s)	Period 1	Period 2	Period 3	Period 4	Community Time
Mondays, Tuesdays and Fridays	7:45-8:31	8:33-9:19	9:21-10:07	10:09-10:55	NA

Lecture Locations

Room	Block 1 7:45-8:31	Block 2 8:33-9:19	Block 3 9:21-10:07	Block 4 10:09-10:55
Haven - Nelson	AP Env. Science	AP Env. Science	AP Env. Science	GIS
Physics - Martin	Physics	Physics	Physics	Physics
Loft - Klein	Networking Security	AP Computer Science	Adv Tech	AP Computer Science
Grid - Hamilton/Jenny	Research – Life Science	Research - Life Science	Engineering I	Engineering I
Corner - Tyler	Precal	AP Stats	AP Stats	Precal
Off the Grid - Jenny/Hamilton	AP Calc	AP Calc	Mol.Bio.	Mol.Bio.
Chamber - Zhu	Advanced Research	Precal	Modern Physics	Research – Physical Science
Thinktank - Daw	AP Chem.	Env. Chem.	Electric Vehicle	Engineering II
Room 22 - Irons	Calculus	Adv. Calc.	Calculus	Calculus

STEM Schedules: Labs

Day(s)	First Lab Period	Second Lab Period
Wednesdays	1 st Block meets from 7:45 – 9:15	2 nd Block meets from 9:25-10:55
Thursdays	3 rd Block meets from 7:45 – 9:15	4 th Block meets from 9:25-10:55

Lab Schedule

Room	Block 1 7:45-8:31	Block 2 8:33-9:19	Block 3 9:21-10:07	Block 4 10:09-10:55
Corner - Nelson	APES	APES	GIS	GIS
Physics - Sava	Physics	Physics	Physics	Physics
Loft - Klein	Networking	APCS	Adv Tech	APCS
Grid - Hamilton/Jenny	Research - LS	Research - LS	Engineering I	Engineering I
Haven - Sava	Precal	AP Stats	AP Stats	Precal
Off the Grid - Jenny/Hamilton	AP Calc	AP Calc	Mol.Bio.	Mol.Bio.
Chamber - Zhu	Research - PS	Precal	Modern Physics	Research - PS
Thinktank - Daw	AP Chem.	AP Chem.	Env. Chem.	Eng. II
Room 22 - Irons	Calc BRCC	Adv. Calc.	Calc BRCC	Calc BRCC

Arts and Humanities Schedule for 2015-16

LECTURE (MTF)

	Block 1 7:45-8:31	Block 2 8:33-9:19	Block 3 9:21-10:07	Block 4 10:09-10:55
AHT Jrs	Workshop - AHT Jrs.	Hum I AHT Jrs.	Acting I	Intro to Theatre
AHT Srs.	Acting II	Drama Th. & Crit	Hum II Th. Srs.	Workshop - AHT Srs.
AHV Jrs	Art History - Jrs.	Studio I	Workshop - AHV Jrs.	Hum I. AHV Jrs.
AHV Srs.	Hum II VA Sr.	Workshop - AHV Srs.	Studio II	Art History - Sr.

STUDIO DAYS(W, TH)

	Wednesday		Thursday	
	<i>Block 1</i> 7:45- 9:18	<i>Block 2</i> 9:21 - 10:55	<i>Block 1</i> 7:45- 8:38	<i>Block 2</i> 8:40-10:55
AHT Srs.	Hum. II	Acting II	Drama Th. & Crit	C & S II -AHT
	<i>Block 1</i> 7:45- 8:38	<i>Block 2</i> 8:40-10:55	<i>Block 1</i> 7:45- 9:18	<i>Block 2</i> 9:21 - 10:55
AHT Jrs	Intro to Theatre	C & S I - AHT	Hum. I	Acting I
	<i>Block 1</i> 7:45- 10:00	<i>Block 2</i> 10:02 - 10:55	<i>Block 1</i> 7:45- 9:18	<i>Block 2</i> 9:21 - 10:55
AHV Srs.	C & S II - AHV	Art History	Studio II	Hum. II
	<i>Block 1</i> 7:45- 9:18	<i>Block 2</i> 9:21 - 10:55	<i>Block 1</i> 7:45- 10:00	<i>Block 2</i> 10:02 - 10:55
AHV Jrs	Studio I	Hum. I	C & S I - AHV	Art History

Expectations for Student Conduct

Students are responsible for their conduct and the consequences of their actions while in school or participating in school-sponsored activities. Students are expected to be punctual and to respect SVGS faculty, peers, and school property.

Fortunately, student behavior and discipline is seldom a concern with SVGS students. (Unfortunate all-too-frequent exceptions to this confident statement include attendance and

honor code violations.) Personal freedom and responsibility are essential to the program and rules are kept to a minimum. However, the expectations for conduct will be enforced. In addition, all Augusta County policies will be enforced.

Any student behavior, which includes dress, that is demeaning to any individual or group of individuals, disrupts the learning process of other students, or detracts from the SVGS program will not be tolerated. Students are expected to dress and behave in a civil and modest manner at all times. It is the prerogative of the Director to determine if dress or behavior is demeaning, disruptive, detracting, or otherwise unacceptable for SVGS students.

Code of Conduct

A statement regarding expectations for students' conduct is contained in the ACSB Administrative Manual, Policy 7.500. The manual contains a list of forbidden behaviors including, but not limited to, cheating, possession or use of drugs, alcohol or tobacco products, violence, possession of weapons, vandalism, trespassing, gambling, vulgarity, verbal abuse, possession of inappropriate literature, possession of pagers or active cell phones during school hours, display of affection, sexual harassment, bullying, truancy, tardiness, disrespect, and insubordination.

SVGS students will not harass, nor be subject to harassment by, other students or staff members. Policy 7.510 in the ACSB Administrative Policy Manual addresses the definition and consequences of harassment based on gender, sexual orientation, religion, ethnicity, and disability. Grievance procedures are outlined in this policy. A copy of the manual is kept in the SVGS office or may be found at www.augusta.k12.va.us.

Students participating in a Mentorship, Practicum, or Special Arts class are expected to dress and behave in a professional manner at all times. These are special privileges that will be revoked if the sponsoring individual or organization experiences any unpleasantness as a result of student actions.

SVGS students are expected to demonstrate academic integrity (as explained in detail later in this manual) and honesty at all times.

During the "Minute of Silence" all students must be seated and silent. Students may not be engaged in any activity which distracts other students. During the Pledge, if not participating, students must remain quiet while others recite the Pledge.

Because the Governor's School shares a building with VCTC, it is essential that students are orderly when moving about the building. This includes entering and leaving the building, which students do at different times than the VCTC students, and changing classes. When

asked, students must identify themselves to VCTC staff and follow their instructions. Students must be respectful of VCTC facilities and students.

Students may not sell products (including raffle tickets) for high school fund-raising projects to VCTC or other SVGS students during SVGS hours without permission of the Director.

Dress Code

To provide an environment conducive to learning, students are expected to dress modestly. Dress that is considered disruptive to the learning process is listed in the *Augusta County Administrative Manual*, Regulation 7.190. The list includes, but is not limited to, swimwear, halter tops, tank tops, sundresses, muscle shirts, bare midriffs, bare feet, sunglasses, hats, short-shorts, net tops, and see-through shirts. "Demeaning" refers to words and graphics that are profane, obscene, racist, sexist or offensive or insulting to any religious, social, or ethnic groups, or that glorify products, media, or organizations that espouse such views. Clothing that advocates use of violence or illegal products, including those not suitable for consumption or viewing by minors, will not be tolerated. Students may be asked to change clothes at SVGS if something suitable is available or go home to change.

Personal Electronic Devices

Only those items that are vital to a student's education shall be brought to school. Students who are in possession of portable electronic devices, including game, music, and data/voice communication devices such as cellular phones must have these items turned off and properly stored during instructional time. Cellular telephone use from that time until the end of the official instructional day is prohibited unless used for authorized academic instruction. *Any student found using a personal electronic device during a testing situation will be considered to be cheating, have the device confiscated and face disciplinary action.*

Inappropriate uses of portable devices or electronic systems include, but are not limited to, cyberstalking, cyber-bullying, impersonating another person. Possession of such devices on school property or at school sponsored events or activities constitutes consent for and authorizes a school official to search such devices. In addition, any school official with reasonable suspicion that a student has used any such device in a manner that may violate the Code of Conduct may confiscate the device and review the contents and activity on the device. Improper use of such devices may result in confiscation of the device by school personnel and/or other appropriate disciplinary action.

"Sexting" and Other Inappropriate Use of Portable Devices or Electronic Systems

"Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature or engaging in stalking, bullying or impersonating in electronic or any other form

on a computer, cell phone or electronic device on school grounds is prohibited and violates ACPS Code of Conduct (ACSB Administrative Manual, Policy 7.500, page 9)" .

SVGS enforces this policy.

Illegal Substances

Students are not permitted to possess or use tobacco, any tobacco products OR any facsimiles on school grounds, in school vehicles, at school functions, at mentorship or practicum sites, or on school-sponsored trips.

Students are not permitted to possess, sell, consume or be under the influence of drugs or alcohol on campus, in school vehicles, at mentorship or practicum sites, at school functions or on school-sponsored trips. Infractions of these rules will be dealt with in accordance with Augusta County School Board policy and local and state laws

Students are not permitted to have in their possession or in their vehicles on school property a firearm, knife or other weapon or a facsimile of these items. Infractions of these rules will be dealt with in accordance with Augusta County School Board policy and local and state laws.

Refer to ACSB Administrative Manual, Policy 7.500 for further details. Any violation of this policy by students in possession, use, and/or distributing of illegal substances will require a student to be placed in an Alternative Education Program (AEP).

Discipline of Students

Harassment

All incidents of alleged harassment will be taken seriously and investigated by the Director or her designee in accordance with policies of Augusta County Public Schools. If allegations are supported by the facts of the investigation, perpetrators will be subject to appropriate disciplinary actions outlined in the ACSB Administrative Policy Manual.

Violations of Computer Acceptable Use Policy

To assure that all students understand what constitutes legitimate uses of the SVGS network, all students must agree to abide by the guidelines for acceptable computer use as outlined in the Augusta County document and elsewhere in this manual. Agreement to these guidelines is implicit in the return of a signed AUP document, without which students will NOT be allowed to use SVGS computers or the SVGS computer network. There will be no excuses for violations of the AUP. Students who choose to violate the policy will have all computer

privileges revoked for up to two weeks for the first violation. Other disciplinary and legal actions may be taken as allowed by the *Augusta County School Board Administrative Manual* and state and federal laws.

Violations of Personal Electronic Device Policy

For the first offense, an electronic device in use by a student during school hours for non-academic purposes will be confiscated and a parent will have to meet with the director to collect the confiscated phone. For the second offense, the device will be confiscated and the student will be suspended for 1 to 3 days. For the third offense, the device will be confiscated and the student suspended for 3 to 5 days. A parent conference with the director is required for return of the phone. Subsequent offenses will be dealt with more severely.

If the device is used for “sexting,” harassment, or other disallowed behaviors, further disciplinary actions will be imposed immediately.

Other Offenses Not Involving Tobacco, Drugs, Alcohol or Weapons

If behavior is unacceptable, the student will have a conference with the teacher(s) involved and the Director to discuss the problem. A written summary of the incident and conference will be placed in the student’s file and a copy sent to parents. Actions that can be taken include warning, probation, in-school-suspension, detention, out-of-school suspension and expulsion, depending upon the severity of the incident. High school principal and guidance departments may be notified.

Students and parents should be aware of a state law that allows teachers to request permanent removal from their classes if behavior is truly egregious. If behavior continues to be unacceptable, the student will be subject to the more stringent disciplinary actions.

Tobacco, Drug, Alcohol or Weapons Offenses

If a student chooses not to comply with the school policies or with local, state and federal laws pertaining to the sale or possession of tobacco, drugs, alcohol, illegal substances or weapons or any facsimiles, he or she will be subject to disciplinary actions outlined in the *Augusta County School Board Administrative Manual* and to the consequences of the legal system.

The Director is required to report any infractions to local law enforcement officials.

Searches

Possessions, including purses, briefcases, book bags, lockers and similar, may be searched at any time. There is no expectation of privacy for objects, *including personal electronic devices and vehicles*, brought on school property. Additionally, this applies to the SVGS computer network.

SVGS facilities are subject to periodic, unannounced inspections by law enforcement officials with and without drug-enforcement dogs.

Suspension or Expulsion

If suspended or expelled from your high school, students will be automatically suspended or expelled from SVGS for the duration of the penalty. Conversely, if suspended from SVGS, students will also be automatically suspended from the high school. Parent(s) or guardian(s) will be notified by phone, if possible, and in writing. A conference with the student's parent(s) or guardian(s) is advantageous for any suspension.

Depending upon the length of the suspension, a re-admission hearing may be required with the Augusta County Assistant Superintendent for Administration.

Expulsion from SVGS will result in permanent return to, and may result in expulsion from, the high school depending upon the severity of the incident and the local school board policy violated.

Procedures for suspension and expulsion from SVGS are outlined in more detail in the *Augusta County School Board Administrative Manual*.

Appeals

All disciplinary actions imposed by the director or her designee may be appealed to the Augusta County Assistant Superintendent for Administration, Dr. Doug Shifflett. Appeals procedures are outlined in detail in the ACSB Administrative Manual which can be found on the Augusta County School website.

Attendance Policy



Because the pace at SVGS is accelerated and much work is done in groups, it is particularly important that absences be kept to a minimum. When students are absent, they will not only miss instruction by teachers but also time to work with their group on projects. When all members are not present, it impedes the group's progress.

Class and lab participation grades are earned only by being present in the classroom and lab. Excessive absences and tardiness will adversely affect a student's grade. Students need to be mindful of the number of days missed for school activities and pre-arranged absences. **Students are urged to refer to their individual teachers' class syllabi for attendance and grading policies.** In addition to home room attendance, individual teachers will keep attendance records for each class.

If a student is ill or has an unexpected emergency, his or her parent/guardian must call SVGS. S/he must send a written notice to the Director explaining the absence within 3 days of the absence. Without such notice, the absence is "unexcused." Tests, quizzes and other work which were due or assigned during the period of absence must be taken and/or are due within three days of your return to school. It is the student's responsibility to arrange a time convenient to the instructor to take a missed test or quiz. Any extension to the "3 day rule" must be explicitly granted by the instructor or director. If work is not submitted within the three days (without an extension), the credit will be "zero" for the missing work.

If the student is absent for a school activity or other pre-arranged activity, he or she must notify the Director and communicate with teachers prior to the absence. Without such notice, the absence is "unexcused." **Tests, quizzes and other work which were due or assigned during the period of absence must be taken and/or are due PRIOR to the absence.** Any exception must be explicitly approved by the teacher PRIOR to the absence.

Arriving Late



SVGS homeroom begins promptly at 7:43 a.m. Students are expected to be in homeroom ready to begin the day's activities at this time. *Excessive tardiness will adversely affect a student's grade. Students are urged to refer to their individual teachers' class syllabi for tardy policies.*

Students who arrive after the “minute of silence” has started are LATE. They must report to Ms. Conner immediately upon arrival at SVGS to check in. In order to be excused, tardy students must also bring a **note which explains the reason** for the tardiness. Valid reasons for being late include family emergencies, car break-downs, and other UNAVOIDABLE situations. Needing to stop for gas, not waking up on time, returning home for something you forgot etc. will NOT be excused. Students are allowed three (3) unexcused absences each semester (not cumulative) before disciplinary action will be taken. Three unexcused “tardies” will result in early morning detention. Further unexcused “tardies” will result in more stringent disciplinary actions.

If a student does not check in with Ms. Conner, s/he most likely will be counted absent for the day. That presents problems for the student, parents, your high school and SVGS.

It is the STUDENT'S responsibility to make sure s/he is marked present for the day by following our procedures for late arrivals.

NOTE: Art and theater students who will be late for a community-site class must either (1) stop by SVGS and check in with Ms. Conner if your site is at WWRC or (2) ask the adjunct instructor to call Ms. Conner if your site is elsewhere in our community. Remember: being allowed to take off-site classes is a privilege. Making certain that you are counted present for the day is YOUR responsibility through following our procedures for late arrivals.

Pre-Arranged Absences

If known in advance that time will be missed because of scheduled high school activities or for personal reasons, parents/guardians must send a note or email explaining the reason for the proposed absence. It is the student's responsibility to discuss absences with teachers and, if necessary, the Director. FAILURE TO PREARRANGE ABSENCES will result in loss of credit.

Summary Attendance Policy Statement

Except in cases of verifiable illness, family emergency, court subpoena, and academic activities at the home school, whether to excuse or not excuse an absence or tardiness is at the discretion

of the Director. It is the student's responsibility to make arrangements for all work to be completed prior to the planned absence. This is particularly important for group projects. If teachers are not notified and the proper procedure for pre-arranged absences not followed, the absence will be counted as "unexcused" and missed work may not be made up.

If students do not bring a note or parents send an email within 3 days of the absence, the absence will be unexcused. Suspensions are unexcused. If you do not prearrange an absence (for trip or other special event), the absence is unexcused. Consequences for unexcused absences are severe – no credit may be earned for work after more than 3 unexcused absences per semester.

Attendance will be taken in each class. Class and lab participation grades are earned only by being present in the classroom.

Please refer to Regulation 7.110 of the ACSB Administrative Manual for further regulations.

Note to Waynesboro and Lee High School Students:

Students from Waynesboro or Staunton who are not able to attend, because of family or unusual circumstances, on regular SVGS days when city schools are closed must get approval from the Director for a pre-arranged absence, as stipulated above. Failure to do so will result in an unexcused absence.

Leaving Early

Early dismissal from SVGS must be prearranged with the Director or her designee. The Director/designee must approve an explanatory note signed by your parent or guardian before leaving SVGS. In the case of an emergency, your parent/guardian must telephone the Director to explain the request for early dismissal.

All students must sign out in the SVGS office prior to leaving early.

If a student becomes ill during SVGS hours, his or her parent or guardian will be contacted and permission obtained to leave early to return home or seek medical assistance.

If the above procedure is not followed, and a student leaves SVGS early for any reason, disciplinary action will be taken. In addition, law enforcement officials may be notified.

Absences Because of High School Activities

The staff at SVGS supports students' involvement in co-curricular activities and academic field trips for the high school. Absences for these events are excused if teachers and the Director are notified prior to the planned absence from SVGS. Although most teachers and officials at the high school notify us in advance, it is the student's responsibility to notify the Director and teachers and complete all work IN ADVANCE of the absence. Written confirmation of participation in the activity or trip from a high school official is required. If a student fails to notify teachers and follow the proper procedure for pre-arranged absences, the absence will be counted as "un-excused" and missed work may not be made up if unexcused absences are greater than three(3).

Returning to School Following Absence

If a student is unexpectedly absent from SVGS because of illness or family emergency, a written explanation signed by his or her parent or guardian must be presented to the Director. If no note is received within two days of the return to school, the absence will be unexcused. Any missed test must be taken within three days of the absence. All other missed work must be completed within three days unless the instructor or Director has given an extension.

Excessive and/or Unexcused Absences and Tardiness

There is a correlation between attendance and success at SVGS. It is in students' best interests to attend school regularly and be active participants in all classes. Class and lab participation grades are earned only by being present in the classroom. In the event students choose not to do so, in addition to the potential for reduced academic success, repeated un-excused absences or tardiness will result in detention, in-school suspension, or out-of-school suspension.

If five missed days are unexcused during a grading period, a letter will be sent to the student's parents, base school principal and guidance director.

If ten days are unexcused during a semester, a letter will also be sent requesting conference involving the director, student, parents and high school representative.

Missed work may not be completed for credit after three "unexcused" absences per semester. Additionally, "unexcused" absences in excess of ten (10) will result in suspension of driving and participation in all extracurricular and co-curricular activities at SVGS and the high school.

Upon missing 10 days, students will also be considered truant and reported to the high school's attendance officer. Upon missing 10 days, students may be required to have "third party" notes confirming the reason for absences. An attendance contract will be established between student, parent and schools (both SVGS and high school).

Excessive unexcused absences may result in loss of credit for SVGS courses according to the local school divisions' policies.

Academic Policy

Academic Integrity



Unfortunately, the second most common infraction of SVGS policies involves violation of the SVGS Honor Code.

Unless explicitly told otherwise by the teacher assigning the work, all SVGS students are expected to submit their own work on individual projects, tests, exams, research papers, homework assignments, laboratory reports, and in-class assignments. For group activities, all work is expected to be that of the group's members.

Because much of the work is accomplished within a group setting and students are encouraged to help each other, it is important that they recognize the difference between authorized collaboration and assistance and what is commonly referred to as "cheating". For any assignment which involves collaboration with other students, all students' names must be listed on the work submitted. Failure to do so will be viewed as plagiarism and cheating and carry serious academic penalties.

If instructed that assistance may **not** be received from anyone other than another SVGS teacher, the instructions mean exactly that. If there is any doubt about the level of assistance being contemplated, students should ask for clarification from the teacher(s) for whom the work is being done.

Writing must be your own, presenting your ideas in your words. If you are using other's ideas or words, they **MUST** be appropriately cited. Your teachers will provide you with style guidelines describing how you must cite your sources.

Artwork must be your own creation, both in concept and implementation. Copying another's artwork - including magazine photographs, digital images, paintings, drawings, etc. - and presenting it as one's own is a violation of the SVGS Honor Code and federal law.

The Honor Code applies to using or downloading materials from a computer or website without permission or citation.

Students should report suspected honor code violations immediately to the instructor(s). If a student witnesses a violation and does not report it, he or she is condoning, and a partner to, unacceptable behavior. Failure to report a violation is in itself a violation of the standards of academic integrity expected of all SVGS students and your grade may be affected and disciplinary action may be imposed.

Violations confirmed by a teacher will result in a grade of zero (0) for the activity in question. The student(s) and teacher(s) involved will have a conference with the Director to discuss the incident. Other actions that may be taken include parent conference, notification of your high school, suspension and/or dismissal from SVGS.

Most assignments will require a signed honor statement indicating that all work on the assignment complies with all aspects of the SVGS honor code.

All students and their parents must sign the SVGS Student Honor Code agreement.

To submit another's work and ideas as your own, or to tolerate others doing so, is unnecessary, unethical and unauthorized. There are no excuses.

Grading Policy

Grades are earned through accumulation of points for a variety of assessments including homework, tests, special projects, papers, labs, studios, and class participation. The percentage that each category counts is at the discretion of the teacher but tests and special projects routinely count more than homework and participation, for example.

Students may expect to be given an assessment plan at the beginning of each month. Semester grades will be reported to home schools.

The grading scale is 10 points per letter. Course syllabi will include the grading scale for each class. Final semester and year grades are calculated according to the policies of each division.

Progress Reports and Report Cards

Grades in each subject are estimated and made available through progress reports as required by Augusta County School Board policy. Progress reports will be available to students and

parents for all classes through the SVGS Infinite Campus parent and student portal. *It is the responsibility of the student and parent to periodically check their grades!* Students and parents may view their grades at any time through the student/parent portal. Students should check their grades periodically so that any discrepancies may be reconciled with the teacher(s) long before grades are reported to the home school for inclusion on report cards.

Students should check the report and verify the points. If there appears to be a discrepancy, it should be discussed immediately with the teacher(s) responsible for that grade. Students are responsible for sharing their progress with parents and parents should also monitor student progress. Progress reports will be sent directly to parents for students with unsatisfactory progress. “Satisfactory” for new students is a grade of “A” or “B”; unsatisfactory, a “C” or below. For returning students, “satisfactory” is a grade of “C” or above; unsatisfactory, anything below a “C”.

Grades as they appear on report cards issued by the high schools are the official ones. **ONLY SEMESTER GRADES WILL APPEAR on the high school report card.** The SVGS school year is divided into two semesters. The grades on the report cards are received at the end of Semester 1 and Semester 2. A semester grade reflects 18 weeks of progress. The semester grade is the only grade reported on the student’s report card at their home high school. If there appears to have been a mistake, students should discuss it with their teachers. If a mistake was made, the teacher will notify the high school or data processing department in writing or via e-mail so that the report card can be corrected and updated.

Semester Exams

All SVGS students are required to participate in end-of-semester exams or assessment activities on the day scheduled by the instructor. Students are expected to be present on the day scheduled for the exam or activity. Except for illness confirmed by a physician, a death or serious illness in the family or other extraordinary events, no make-up exams or activities will be permitted. Except in the event of a verifiable emergency, the Director/designee must approve all exceptions prior to the scheduled exam/activity time. Failure to follow this policy will result in a grade of zero (0) for the exam/activity.

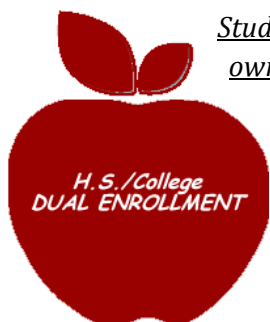
Advanced Placement Testing



SVGS offers several Advanced Placement classes. Students who choose to take these classes are eligible to take the examination at their own expense. Parents will be billed by SVGS the usual charge for Augusta County students at the beginning of the second semester.

Students who are on federal or state aid programs to low income families must notify the Director if seeking relief from payment of full AP Fees.

Dual-Enrollment Classes



Students who opt to take classes for college or university credit do so at their own expense. Parents will be billed by SVGS for tuition for the appropriate number of credits at the beginning of each semester. Tuition is payable in full no later than the first day of class. Some financial assistance is available from the PSAC fund. Application for assistance must be made at the time of registration for the college class(es). Priority will be given to students on federal or state aid programs to low income families.

Criteria for Successful Completion of the SVGS Program

In order to earn a certificate certifying successful completion of the junior or senior year, students must earn a grade of "C" or better for the year in every course.

SVGS is a two-year program. In order to earn a certificate certifying successful completion of the SVGS program and a Governor's School seal on their diplomas, students must have attended SVGS for both the junior and senior year and earned a grade of "C" or better for the year in every course. All SVGS students must have successfully completed an approved Senior Capstone Project to earn the Governor's School diploma seal.

Additionally, all STEM students must have completed either an engineering or research project, participated in the Research Symposium and presented their project, if accepted, at VJAS or other appropriate venue.

All Art students must have completed their senior portfolio, held a senior exhibition, and participated in faculty-recommended juried exhibits.

All Theatre students must have participated as either cast or crew in one production each of their two years at SVGS.

Academic Deficiency

If a student receives a "D" or below for any six weeks' period, he or she will have a conference with the teacher(s) and the Director, if requested by either student or teacher. During the

meeting, SVGS staff and the student will identify problem areas and develop a plan for improvement. Parent(s) or guardian(s) will be informed about the conference by the teacher. The high school counselor will also be notified. The student's progress will be monitored until academic performance has improved.

If academic performance continues to be substandard, the student may be advised to return to the high school for his or her senior year.

Criteria for Senior Year Enrollment

In order to return to SVGS for the senior year, at the end of the junior year, students are expected to have at least an overall "B" (un-weighted 3.0) average for SVGS classes with no final class grade below a "C".

Students who have not demonstrated adequate intellectual and/or artistic progress as evidenced by grades by the end of the first semester will meet with the appropriate department chair and/or Director to formulate a plan of improvement. Parent(s) will be invited to attend this meeting. Students with a plan of improvement will be re-evaluated no later than April by the appropriate staff member(s). Juniors who fail to demonstrate improvement by April will meet with the Director to discuss continuation in the program for their senior year.

If the final average is lower than a "B" (3.0, un-weighted), the staff of SVGS may invite the student to return for the senior year if the staff believes he or she is benefiting from the program. Indications in support of this could include improved participation, test scores and/or grades, critical thinking skills as evidenced through laboratory reports or problem solving exercises, and/or artistic ability as evidenced through performances or exhibition of art pieces. If a student earns below a "C" for the year in any one class, the student will not be invited back to SVGS for the senior year.

If the staff cannot reach consensus regarding the student's continued enrollment or determines that he or she is not benefiting from the program, the Director will confer with the high school counselor, parent(s)/guardian(s) and the student to discuss continuing problems at SVGS and evaluate alternative options for the student's senior year.

Withdrawal from SVGS

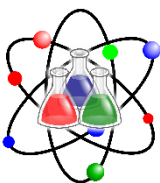
If the SVGS program does not meet the needs of a student, the student may consider withdrawing from the program at the end of each semester. SVGS and high school staff want to help the student and parents make a decision that is in the best long-term interest of the student. To do this, the following procedure needs to be followed:

1. Students should meet with the faculty advisor and/or Director to talk about concerns.
2. Students should meet with their high school guidance counselor.
3. Students and their parents must meet with the director.
4. Students must complete the SVGS withdrawal form and return all materials and equipment on loan from SVGS.

Laboratory and Studio Safety and Behavior

Students are expected to use caution, common sense and follow safety guidelines when working in any laboratory, studio or classroom area.

Science Labs



Students are responsible for maintaining all equipment issued to or used. If a student breaks or damages glassware, thermometers, probes, stopwatches, calculators or other laboratory equipment, the student must pay for repair or replacement of the item. Students must pay for breakage or damage prior to the end of the six weeks during which the breakage occurred.

Safety glasses must be worn at all times in the science labs whether or not currently engaged in any laboratory activity. Hair that is longer than chin length must be confined with clips, in a band, or with a net. Students are discouraged from wearing jewelry of any kind or loose, floppy clothing in the labs. Closed-toe shoes, long-sleeved shirts and/or long pants may be required for some activities.

Research and Engineering Labs

The Research and Engineering Labs provide students with a wide range of equipment and supplies with which to accomplish assignments and research goals. Before any type of equipment may be used, students must receive instruction and authorization from the Research or Engineering instructor. Students are responsible for following safety guidelines, appropriately using equipment and supplies and leaving the work area clean and neat at the end of each lab class. Students will be required to pay for damage to equipment or waste of supplies.

Each student must purchase a pair of safety glasses. Safety glasses must be worn at all times in the technology lab whether or not currently engaged in any laboratory activity. Hair that is longer than chin length must be confined with clips, in a band, or with a net. Students are

discouraged from wearing jewelry of any kind or loose, floppy clothing in the labs. Closed-toe shoes, long-sleeved shirts and/or long pants may be required for some activities.

Studios

The Studios provide students with equipment and materials common in professional acting and studio art spaces. Before equipment and materials are used, students must receive instruction in the proper, safe handling and use of these items. After instruction, students are responsible for using the items in a safe, mature, and professional manner. Students are responsible for following all safety guidelines, teacher directives, and the dictates of common sense. Students are responsible for leaving the areas neat and clean at the end of each studio class or activity. Students are required to pay for damage of equipment or abusive use of materials by the end of the six weeks in which the damage/abuse occurred.

Safety glasses, which students are required to purchase, may be required at times, depending upon the activity. Long hair may need to be confined. Students will be required to wear long pants, long-sleeved shirts, closed shoes and socks for some activities. Steel-toed work shoes may be necessary for some activities.

Computers and Other Technologies

Students and their parents are required to sign the Augusta County School Board's Acceptable Use Policy agreement before students can be issued a SVGS computer account.

SVGS has over 100 computers for your use which are available for projects, research papers, data analysis and other activities that support your total academic program. Use of these computers to support high school class activities is allowed but only after students have finished all assigned SVGS work. If other students need the computer for SVGS work, students are expected to relinquish it.

Playing computer games on SVGS equipment is not allowed at any time regardless of the type of game and whether or not it is "stand-alone" or networked.

Students may listen to music using headphones (which students must provide). Music may also be played through the speakers at a volume appropriate to a school environment if there is not a class in session and others in the immediate area do not object.

Students may not load software or connect peripheral devices unless you are an authorized member of the Network Administration Team. Students should not use storage space on individual computers; hard drives are periodically cleaned of all unofficial files.

Students should report any equipment malfunction or breakage immediately to Ms. Whitesell.

Violation of any portion of this policy will result in disciplinary action, which will include suspension of computer privileges for a minimum of two weeks and may result in suspension from SVGS.

Student Data Storage

Students have individual folders ("U" drives) on the SVGS storage server. These folders may be accessed when logged on locally to the SVGS network and from home. Folder space is adequate for class support but limited. It is expected that students will only use these folders for storing files related to SVGS and/or base school work. Students may be asked to remove extremely large files. Students are responsible for keeping the contents of their personal folders LEGAL.

Networks and Electronic Mail

Students have access to the Internet. They will need to become familiar with the use of the Internet as a research tool. Students will be given an e-mail account through the SVGS network. This is the only e-mail account authorized for use through the SVGS network. The primary purpose of e-mail in this school is for submitting assignments and communicating informally with other students and instructors. Students will also have accounts on one or more on-line course management systems. Students are expected to regularly check these systems for course materials, assignments, and other class-related activities.

Students have a responsibility when using the network. Abuse of the network and computer privileges will not be tolerated. Abuses include, but are not limited to, harassment of other e-mail users, use of unauthorized chat rooms or social networking sites, use of personal e-mail accounts, unauthorized "blogging," and access of sites unsuitable for minors or of any on-line facilities not in support of the educational mission of SVGS. Any abuse will result in revocation of access to the network for a minimum of two (2) weeks and may result in other disciplinary action depending upon the severity of the abuse.

Abuse of computer privileges can be considered criminal trespass and dealt with accordingly. There is no expectation of privacy on SVGS computers, servers, peripheral devices or networks. Students and their parent(s)/guardian(s) are required to sign and agree to support, and abide by the Augusta County School Board's acceptable use agreement prior to students' being given network privileges.

Student Services

SVGS Office

Ms. Conner is the SVGS secretary. She will help you with communications with your home school, messages from parent(s)/guardians, messages to instructors or other students, locating lost items, etc.

Technology and Media Resources

SVGS has a small library of books and other materials. Books and other materials may be borrowed after checking them out with Ms. Conner or a faculty member.

Other resources available include graphing calculators and laptops. Laptops or calculators must be checked out from the instructor on duty before or after school. Laptops are housed in carrying cases. They are to be transported in these cases. If you choose to transport laptops by other means, you will not be allowed use of these machines.

Checkouts of these are for one-night or weekend ONLY. A late fee of \$1.00 per day will be levied if students do not honor this policy. **Checkouts will not be allowed for extended holidays and vacations.** Additionally, occasionally laptops will be reserved for outreach activities and not available for checkout. Laptops will remain in the student's possession at all times. If a laptop checked out to a student is found "abandoned" for any reason, that student will lose the right to use the laptop for at least two weeks on the first offense. The Director reserves the right to modify this time period depending upon the specific incident(s).

Students and their parent(s)/guardian(s) will be required to sign a damage compensation agreement prior to students' being allowed to check out equipment or materials.

Driving and Parking Privileges

Drivers must obtain parking stickers from both the high school and VCTC. For Staunton and Waynesboro students, the VCTC permit costs \$25.00. (For Augusta County students, the fee is collected directly from the high school. For Staunton or Waynesboro students, this fee is collected at SVGS.) The permit is obtained from SVGS when registering vehicle(s) with SVGS. The parking permit must be appropriately displayed at all times.

Students may only park in designated student parking spaces. These spaces are located in the WEST parking lot. The area along the sidewalk is reserved for SVGS/VCTC staff.

Students must park in properly marked spaces. On the grass, on the gravel road, or in the lane adjacent to the fire hydrant are NOT parking spaces.

If the west lot is full on arrival, the only alternative is to park in the east parking lot. Students may not park in front of or behind VCTC or across the street which is reserved for the ACSB offices. Failure to observe these rules will result in a fine and may result in the car being towed at the student's expense. Driving privileges may be revoked upon repeated offenses.

If under 18, the student's parent(s) or guardian must sign a permission form. If car-pooling with another student, both driver and passenger must have parent(s)/guardian(s) sign a release form.

There is no expectation of privacy for vehicles on school property. Vehicles and their contents on school property may be searched at any time.

Recommendation Requests

Staff at SVGS will be happy to write recommendations for jobs, scholarships, colleges, awards, special programs, etc. Request recommendations in writing or by e-mail (preferred) and provide the staff member with the following at least two weeks prior to the deadline:

- Complete name and address of individual or committee
- Date the material is due
- Description about the award, job, college, etc. to/for which you are applying
- Special information you would like mentioned in the recommendation

SVGS cannot guarantee recommendations will be completed by the deadline if you do not give the staff at least two weeks.

Textbooks

Required textbooks will be checked out by your teacher. Books must be returned in the condition they were lent, less normal wear. If not, a repair or replacement fee will be collected depending upon the circumstances and severity of the damage. SVGS books are college textbooks and they are expensive.

Books must be returned on or before the final course exam activity. A late fee of \$1.00 per day per book will be levied for books returned after this date unless prior arrangements have been made with the teacher who issued the book(s).

Textbooks that are turned into the office (having been found somewhere in the school) may be reclaimed upon payment of a \$1.00 fine.

The director sets the fees for lost (full replacement cost) books. In the case of damage, the teacher(s) and director will jointly determine the extent of damage and fine for the damage.

Fee Schedule for Damaged Books:

Torn/bent cover	\$10.00 up to replacement cost, depending on extent
Pages dislodged from binding	\$30.00 up to replacement cost, depending on extent
Broken binding	\$30.00 up to replacement cost, depending on extent
Water/liquid damage without mold – minor	\$20.00
Water/liquid damage without mold– major	\$40.00
ANY Mold.....	Full replacement cost
Severe damage – unusable.....	Full replacement cost

Any writing or highlighting by a student will require purchase of the book by the student at the end of the year at full replacement cost.

Other texts and resource media are available for loan through Ms. Conner in the SVGS office. Students may borrow books or journals from SVGS or make limited copies at ten (10) cents per page.

Supplies

Students are responsible for loss or damage done to all materials while checked out or assigned to them and will be required to replace severely damaged materials

In addition to the usual supplies, students need to come to class equipped with some form of adequate removable computer storage. Options include writeable CDs, flash USB memory sticks, or other storage device(s) approved by the SVGS Network Administrator.

If work on the computer is lost, the first question a teacher will ask is, “Where is the back-up?” Not having a back-up is not a valid reason for late or incomplete work!

STEM students must have a scientific calculator, preferably graphing. Students should check with their math instructor to determine the appropriate make and model. This is particularly

important for students taking an Advanced Placement math class. Parents and students are STRONGLY encouraged to record the serial and model numbers of calculators to facilitate identification when calculators are unwittingly left behind.

Students must have their own safety glasses.

Art and Theater students receive a list of necessary supplies from the instructors. Art students must have their own safety glasses.

Field Trips

Field trips are important extensions of in-school learning activities. The Augusta County Field Trip Permission Form must be signed by parents/guardians and returned before students may participate. All field trips will originate in the parking lot of VCTC.

Unless otherwise instructed, students are expected to dress in professional attire (no jeans, sweat pants/shirts, team shirts, tee shirts, shorts, sandals, etc.). Students are expected to behave courteously.

They will be subject to disciplinary action for violating any Augusta County or SVGS policy while on a school-sponsored trip.

Off-Campus Sites

Students will be at off-campus sites as part of the instructional program for reasons including practicums, mentorships, regularly scheduled classes, field trips and special workshops or seminars. Students are expected to dress and behave professionally while at these sites. Dress or behavior that is not up to expectations will result in disciplinary action which may include revocation of the privilege of working at an off-campus site.

Faculty Advisors

All new students are assigned faculty advisors who will read and respond to weekly journals. If students have a problem with Governor's School in general, they should notify their advisor immediately or through the journal, which is read once a week. Students may also contact the Director, or the advisor may suggest a meeting with the Director to discuss the situation. The Director will coordinate with the high school counselor if necessary.

If students have problems with a specific assignment or course, they should discuss them with the teacher(s) responsible if possible prior to involving the Director.

Photo Release

SVGS staff frequently use photos of class activities to illustrate articles, web pages, and recruitment talks. We ask that parents and students sign a release that allows us to use the students' images for these purposes. No personal identifying information is used with the photographs.

Foreign Exchange Programs

SVGS enjoys foreign exchange programs with two schools, NCMV in Bucharest. Students from the guest schools visit SVGS for two weeks and SVGS students spend two weeks at one or both schools. Lodging is provided in all locations by students and their families. One or more teachers accompany the student groups. These exchange programs foster international understanding and cooperation and provide valuable opportunities for our students to experience life and education in another culture.

Drinks and Snacks

There are drink and snack machines available in the school for students' use. Students are expected to clean up their "mess" and dispose of containers in the appropriate receptacle. Drinks and snacks are allowed in the classrooms only in areas that do not house computers. Neither drinks nor snacks are allowed in any science or technology laboratory or in any space at the WWRC. Please bring sufficient change if making use of drink and snack machines. Change in the office is reserved for purchase of snacks in the office. Failure to observe these simple rules will result in suspension of the privilege to enjoy these items while at SVGS.

Other Information about Facilities and Furnishings

Comfortable furniture is provided for students' enjoyment, not their abuse. Feet must not be put up on any of the furniture and sofas must not be used for reclining (i.e., lying down or sleeping). Students should use furniture for the purpose for which it was intended, i.e. not stand on chairs, sit on tables, or climb on the walls. These rules are for the longevity and maintenance of good condition of both students and the facilities!

Student Activities

Community Time

Several times during the semester, SVGS will have an adjusted schedule for "Community Time." This time is for school-wide programs such as guest speakers, research rotations, master classes, senior project work, and other meaningful activities and events that help SVGS "build community." Students and staff may suggest ways in which to use this time.

Electric Vehicle Team (Team EV)

SVGS has had a successful “Team EV” since 1993. All SVGS students are invited to participate in the team as a co-curricular activity. The team and class meet in the evening on a schedule agreeable to the sponsors, Mr. Grove-Humphries, Mr. Daw and the students. A wide variety of skills and talents are developed in preparation for the team’s activities and competitions, including mechanics, electronics, auto-body repair, graphic design, public speaking, and web-page design. All SVGS students are welcome to participate. See Mr. Daw for more information.

FIRST Robotics Team (FRC)

SVGS competed in the FIRST robotics competition in 2012 and is looking to build on their initial success. All SVGS students are invited to participate in the team as a co-curricular activity. The FIRST (*For Inspiration and Recognition of Science and Technology*) program, which has been operating for more than 20 years, is an international organization that drives interest in science and technology by calling forth high school students to participate in annual competitions that involve robots completing a specific task, in the form of a game. These 120-pound robots, which require highly innovative and creative engineering, are designed, constructed, and operated by students over the course of a six-month season. Thus, FIRST provides unique technical and professional experience to high school students interested in pursuing careers in science, engineering, medicine, and business. All SVGS students are welcome to participate. See Mr. Martin for more information.

International Exchange

All SVGS students may participate in established cultural exchanges with Colegiul Național “Mihai Viteazul” in Bucharest, Romania. SVGS students and their families have the opportunity to serve as “hosts for exchange students from these institutions. SVGS students also have the opportunity to visit these countries, are hosted by students from these international schools and are immersed in the culture. Both hosting and visiting are scheduled for approximately 10-14 days each. All SVGS students are welcome to participate. See Ms. Whitesell for more information.

Performances, Exhibitions, and Literary Publications

All SVGS students may audition for selected performances, submit their art work for consideration in juried exhibitions, or apply to have their work included in SVGS publications. Information may be obtained through announcements at school, by mail, or from the web site, the Director, or Arts and Humanities Instructors.

SVGS Student Advisory Board

Representatives are expected to inform the members of their school, both Juniors and Seniors, of any and all action taken by the board, either by email, or school meetings. Each school has discretion on communicating information. Elected student representatives are to stay informed and help take an active leadership role in Governor's to improve student life and make Governor's School a place where knowledge and community can both grow by representing the interests of the students. This advisory board is student led and serves as in both an advisory and leadership capacity to SVGS.

SVGS Outreach

SVGS hosts over 2,000 “young scholars and artists” each year as part of its award-winning outreach program. Students in grades 4-10 are invited to visit SVGS for thematic activities that enrich, extend and enhance instruction in their schools. All current SVGS students are encouraged to assist with the activities. (It counts towards your NHS community service for most schools!)

Everything You Always Wanted to Know....

SVGS will be a very different experience than your high school. You probably have many questions about what life at SVGS is like. Here are some answers to questions asked most frequently of staff and students.

1. Do I need a computer at home?

Although most of our students have access to computers at home or at their parent(s)/guardian's place of work, it is not necessary to have a computer at home. However, having a computer at home is recommended if you can afford to have one! There is time built into the schedule for you to have access to computers at SVGS. In addition, the afternoon and evening hours will give you more time to work on the computers. Also, there are several laptops you may check out overnight or for the weekend from a staff member if you have a signed "permission to borrow" form on file with Ms. Conner. Students may access internet on their personal computer through our wireless network.

2. How much homework will I have?

You will have a significant amount of homework! The best thing you can do is establish regular study hours and plan to spend AT LEAST 30 minutes every night in reading, writing, problem-solving, drawing, rehearsing, etc. in **EACH** subject. This means you can expect to spend AT LEAST 3 to 4 hours per week outside of class working in each subject. (Compare this to college expectations of three hours outside of class for each hour in class! Our expectations are more than "usual" high school but still a little less than college expectations.)

You will be expected to complete assigned readings in preparation for class, complete long-term projects, produce art work, attend rehearsals, and do the "drill-and-practice" assignments. Most homework assignments are graded and failure to complete them on time will adversely affect your grades. However, even if a homework assignment will not be "graded", we expect you to complete it because the work will provide good practice and check your understanding of what is going on during the day.

SVGS assignments, projects, problems and take-home tests are long-term rather than overnight. This approach requires you to manage your time wisely and not try to do a two-week problem in two hours the night before it is due! This is VERY different from the normal high school approach, so be prepared!

3. What about working in groups?

So much of what is done in research and business today is done in groups. It is critical for you to function well in this setting to succeed in life. You will be assigned to various research and project teams for each class throughout the year. Activities provide opportunities for each

member of the team to be able to contribute to their successful conclusion. You and your team members will bear ultimate responsibility for the outcome of any project or activity. And be warned, your classmates will have high expectations of you!

4. What are the classes like?

You will spend approximately 75% of your time in "traditional" classes. The rest will be devoted to group projects and activities. The time you do spend in class may not resemble your classes at your high school. It is often difficult to tell if you are in math, physics or computer class. You will collect physics data in "math class", solve equations in "physics class", and use computers to do both.

Arts and Humanities classes require more group activities and performances than traditional high school arts and/or English classes. In addition, you will be attending some arts classes in local Theaters and /or studio spaces. The interdisciplinary nature of these classes, their locations, and your schedule may not resemble anything that you have experienced in the past. HOWEVER, no matter what the class looks like or where it is held, REMEMBER that you are in a GRADED class!

5. What do I do if I can't keep up?

This will be very difficult for you to do because few of you have ever had to ask for help. But I implore you: Scream "help" to anyone who is within hearing. Well, not literally, but do ask your instructors, your classmates, or the Director for help. All of us want all of you to be successful and we will do everything possible to assist you. However, be prepared to work hard and long. (Too many people make the mistake of thinking that not having daily assignments means they do not have any work to do. You will almost always have work to do – it just may not be due the next day! Again, use your time wisely!)

Again, I beg of you, do not hesitate to ask for help. Do not feel embarrassed, think people will laugh at you, etc. It is much easier to help you catch up when the amount of material is small. Waiting until the day before the 6-weeks' test won't make us laugh at you but it is laughable and frequently impossible.

6. What if I don't do well on my first test/project in ____?

You ARE smart and talented or you would not have been admitted. We just ask you to demonstrate your intelligence and talents in different ways! Remember: It's JUST a test. It's not "who you are," it does NOT mean you are not smart. It is NOT the end of anything! It's the BEGINNING of learning how to really study and prepare for advanced academic and artistic work. It is not unusual for SVGS students to not do as well as they are accustomed on the first test/project or two. We are here to HELP you learn how to do things better and smarter. This

is something you must learn to be successful in college and employment. Ask for assistance immediately of your teachers and classmates and for support from your parents and friends. Repeat after me: I AM SMART AND TALENTED!!! I just need to learn how to do things differently.

7. Will I have time to talk informally with my teachers?

Because several hours each week are devoted to group projects and there is a break built into each day, you will find some of your instructors are accessible during the morning. In addition, teachers arrive at 7:15 AM and are available until the start of homeroom. At least one teacher is also available during each “project time” block in the STEM program.

8. How do colleges find out about Governor's School courses?

The credits you receive for SVGS courses are included on your official transcript from your high school. How they are listed varies from school to school. A description of the courses and program is attached to your transcript so college admissions officers who are unfamiliar with SVGS will know how much you have accomplished during your tenure here. In addition, those of you taking classes for JMU or BRCC credit will need to order a transcript from the college(s). Use the CEEB code for your high school, which is the custodian of your official school records.

Also, every senior receives a copy of short course descriptions that help explain to colleges the scope of work you accomplished while at SVGS. Counselors get a copy which they include in your college application packets.

9. Will I be able to do things that really interest me?

The subjects taught here should interest you somewhat or you wouldn't be here, right? Assuming you mean really specific topics, the answer is yes. At any time you may propose experiments, projects or investigations that appeal to you and earn credit for carefully following through on your proposal. STEM students will conduct a semester-long research investigation during their first year, so you should choose this topic wisely. Arts students will be building their portfolios (which should greatly interest you), and Theater students will be enhancing their audition and/or portfolio skills. If none of these things interest you, perhaps you should question why you are here!

10. Will I have opportunities for leadership at SVGS?

Students are encouraged to be involved in the outreach program, orientation teaching assistantships, and other activities that provide outlets for leadership and service. Senior projects are designed to provide a mentored experience in which students learn how to organize and motivate themselves and others in pursuit of service to some group. Get involved and let your leadership grow!!!

11. Bottom-line, what is really different about SVGS?

Despite the admonishments in this manual, there are very few rules and guidelines here. That means you are responsible for the quality and quantity of your work, how much you learn and in how much detail, and the consequences of what you do or do not accomplish. We focus on problem solving which includes creativity and analytical thinking skills. Your teachers will act more like facilitators or coaches, meaning you can expect to hear answers to your questions such as, "I don't know" or "Let's find out". Do not expect us to regularly give you "the answer" to your question. It is crucial that you learn how to think things through and locate resources for yourself. In addition, students tell us that they really love being in a community of "learners" – other students who enjoy discovery of knowledge and creation of their response to that knowledge. They readily admit that they work hard in these pursuits, but almost all also manage to have FUN!

Picky Details You Need to Know and Do to Survive....

Attendance

How do I pre-arrange an absence?

For your high school's events and activities (including sports and academic classes!), it is YOUR responsibility to let several people know when you will be gone at LEAST three days prior to your absence: Ms. Conner or Ms. Whitesell AND ALL of your teachers. If you do not do this, your absence will be counted as unexcused and you may not be entitled to make up missed work.

What do I do if I am unavoidably absent (for illness, death in the family, other emergency)?

Your parent should call SVGS on the morning of your absence explaining the reason. This enables Ms. Conner to notify your high school of the reason for your absence and may avoid phone calls from your high school. By law, schools MUST speak with a parent or legal guardian if we do not know the reason for your absence.

What must I do after returning to school?

We must have written confirmation of your absence(note or email from parent) – either before the fact for a pre-arranged absence, or upon your return to school. You have two days in which to do this. Failure to bring us a written note **stating the reason for your absence** means the absence is unexcused.

What do I do if I am late arriving at SVGS?

You MUST check in FIRST with Ms. Conner. Then go on to your class. Teachers will not admit you to class if you have not checked in at the office and obtained a pass from Ms. Conner. You should bring a note explaining WHY you are late. This enables us to excuse you for the tardiness if you have a legitimate reason. (Ms. Whitesell decides what is reasonable. "Being tired" because you stayed up late for a rock concert is NOT an excuse.) Ms. Conner will NOT track you down and once homeroom has started your teachers will NOT add you to their roll.

What must I do if I need to leave early?

You must bring a note stating the reason you need to leave early. In the event of an emergency, Ms. Conner will attempt to contact your parents to get verbal permission for you to leave. Otherwise, you are stuck at SVGS!

"Early" means any time prior to YOUR school's dismissal time.

ALL NOTES MUST CONTAIN THE REASON(S) FOR THE ATTENDANCE VARIANCE.

If I am helping with an outreach activity, do I need to contact my school?

Ms. Conner will notify your school via the attendance sheet faxed each morning to the high school's attendance secretary. However, you should notify each of your teachers to make sure that you won't be missing a test or other critical class activity.

Homeroom policies

What is this "minute of silence?"

The "minute of silence" was instituted by the General Assembly in 2002. You are required to be seated and engaged in a silent, respectful activity for the full minute at the beginning of homeroom each day. If you enter the school after the "minute of silence" has begun, you stop in your tracks until it is over, then proceed to Ms. Conner's office to check in because YOU ARE LATE!!

What about the Pledge of Allegiance?

The General Assembly enacted legislation in 2002 that requires the Pledge of Allegiance to be offered in every school. You are not required to recite the pledge, but you must remain quiet and respectful while students who choose to recite the pledge do so.

What else may I do during homeroom?

Our homeroom is basically only as long as the above activities require it to be – two minutes. Classes begin IMMEDIATELY following the Pledge. If your first period is independent work time, you will move quietly out of the homeroom to your favorite place to study.

Computer Uses

What may I do on SVGS computers and peripherals?

You may engage in any activity that supports requirements for your classes at either SVGS or your high school. For example, you may write English or History papers (and print them) and conduct Internet research relevant to your classes. However, if students need our computers for SVGS work, that takes priority and you will be asked to relinquish your computer. Additionally, if your grades in SVGS classes are not up to par, your computer use may be monitored to help you make the best use of your time.

What must I NOT do on SVGS computers and peripherals?

You may NOT engage in any activity which does not directly support, or is not directly relevant, to your academic classes.

You may NOT download music.

You may NOT download graphics unless relevant to your classes, and then you must observe applicable copyright and intellectual property laws.

You may NOT download games.

You may NOT play ANY games on SVGS computers.

You may NOT do use other communications tools or social media except for that provided by SVGS. You have been provided with an SVGS e-mail account. There is no reason to access another while at SVGS.

You may NOT access any “blog” sites unless directed to do so by an SVGS teacher for classroom purposes.

You may NOT alter any of our machines in any way. That includes software downloads and hardware.

You may NOT lock your computer or leave it unattended for longer than a quick trip to the snack machine or restroom. If someone decides to play a nasty joke using your logon ID while you are absent from the computer, YOU are the responsible party.

You may NOT make personal color prints unless you PAY for them. It is 50 cents per page.

What will happen if I choose to violate the SVGS computer policy?

At the least, you will lose your computer privileges for up to two weeks the very FIRST time you violate the rules. This will make it very difficult for your teachers and for you. Depending upon the magnitude of your transgression, you may be suspended, serve detention, be expelled, and be subject to legal action. Subsequent offenses could see permanent revocation of SVGS privileges, suspension, expulsion, and legal action. This is serious stuff!

Journals

What is a SVGS journal?

All new students will write a weekly journal. The journal is your place to let us know how things are going, how you feel, sound off, let off steam, etc. The teacher to whom you write the journal will reply, answer your questions, offer encouragement, offer advice on issues related to SVGS. You must remain polite and respectful in your journals. They are school documents composed on school property. Nothing unsuitable for public school students is to be discussed or included. Your journal is not a private correspondence. Your teacher will pass on to the Director anything of a serious nature. The journal counts for a small percent of your grade in either Research and Engineering or Humanities class.

Academics

What do I do about making up work for excused absences?

When you prearrange an absence, the teacher can require you to complete work **BEFORE** you leave. This is to be expected for tests and exams.

When you are absent because of illness or other unavoidable reason, you have three (3) days to make up all of the missed work that was assigned while you were absent UNLESS you have arranged with the teachers for extensions. Work that was assigned prior to your absence and due during your absence is due the day you return to school. If you are absent on a test day, you will usually be expected to take the day you return.

Note: The ONLY excused absences for exams are verifiable family emergencies (death or serious illness of an immediate family member) and an illness that requires a doctor's treatment.

What will happen if I cheat?

You will at a minimum receive a zero for the entire assignment. Depending upon the magnitude of your dishonesty, you might have to serve detention, be suspended, or be expelled and/or fail for the grading period. Any disciplinary action taken is reported to your high school.

How am I graded?

Every class will be somewhat different. However certain things are common: class participation, group work and presentations are components in all classes. Your teachers will hand out (or make available via the web) a syllabus for the year and grading guidelines each six weeks.

Am I required to take exams?

SVGS classes require a comprehensive exam or major activity. This includes AP and dual-enrollment classes. There are NO exam exemptions for good grades, good attendance or other reasons. This is part of the "college" experience you get at SVGS.

What happens if I miss an exam?

If you are absent for an exam, you get a zero. The only exceptions are serious illness (the kind that requires doctor's visits and prescription drugs) and death in the family. Other than those two, it is at the discretion of the teachers whether to allow you to make up the exam. Family vacations, headaches, colds, dead batteries, or forgetfulness do NOT count as excused unless the teacher allows these reasons. Again, this is comparable to what you will face in college.

Recommendations

What to do if you need a recommendation?

Teachers request a minimum of two weeks' notice to prepare your recommendations for college, summer camp, jobs or other things. Please respect this advanced notice. And no, it is not OK to say, "Just change a few things in that old recommendation you wrote for Podunk U." Teachers put a lot of thought into EACH recommendation, tailoring each for the specifics of your situation. These letters are important and DESERVE our best efforts. We can't give them our best if you don't give us the time.

Driving and Parking

Where may I park?

You have access to all MARKED spaces in the west parking lot EXCEPT for spaces along the sidewalk and the area near the fire hydrant. You MUST NOT park on the grass, in the fire lane, on the pavement in UNMARKED areas (near the entrances, near the dumpster, near the storage buildings, etc.).

If the west lot is full, your ONLY alternative is the **east parking lot** (*Egypt as the students say*).

You must NOT park in the ACSB lot across the road, in front of VCTC (reserved for staff and visitors), or in the area between VCTC and ETP (reserved for staff, visitors and buses).

A word about your driving habits...

Leave home early. Allow plenty of time. Don't speed. Don't pass stopped school buses. Don't cut off other drivers trying to enter a turn lane at the last minute. Don't push the red light. State police patrol Route 250 regularly and WWRC police patrol the road to the school. They are MERCILESS. Also, going slowly will give you a chance to avoid the deer and geese that like to wander without warning into the road. Be extra careful and cautious in the parking lot, and when entering or leaving it. In and near the parking area is where most accidents happen!!!

Checking out laptops and calculators

How do I do this?

First, you MUST have a "permission to borrow" form on file. Without this, you may not borrow expensive equipment.

Second, notify Ms. Whitesell of your need to borrow equipment.

The Office

How do I avoid annoying Ms. Conner?

Students do NOT use the copy machine. Only staff may use it. You may ask (politely and patiently) a staff member to make copies for you at twenty-five (25) cents each.

Students do NOT help themselves to supplies. Stay OUT of the workroom. Bring your own pencils, pens, paper and index cards. DO NOT ask her for these items. She loves to say yes and then you will have gotten her in trouble ☺

Do NOT help yourself to candy money because you lost 50 cents in the drink machine. If you lose money, put a note on the machine WITH YOUR FULL NAME. The nice people who fill the machines will leave money for you with Ms. Conner.

Do NOT ask for change for a \$20 bill. We do NOT keep change. If you want a drink, bring quarters or dollar bills.

Do NOT make a lot of noise. This will annoy not only Ms. Conner but teachers and the Director. When you are enjoying your project time, do so QUIETLY. The school is very open and noise carries very easily. Remember elementary school and “6 inch voices?” That’s what you MUST use when in the lounge or work areas.

Offer to help her with routine tasks if you see her desk stacked high. Alphabetizing forms, putting together packets, stuffing envelopes, etc., can all be done while you enjoy your break with friends.

Volunteer for outreach. It is an awesome experience for you and the younger students we teach. Sometimes you get free lunch!

Just for Parents!! What do you do when....

Your child will be late or absent?

Please call the school at 245-5088 or e-mail **BOTH** Ms. Conner and the director (conner@svgs.k12.va.us and whitesell@svgs.k12.va.us). An e-mail which states the reason for the absence may be considered a note (see below).

Your child returns to school?

You must send a note **with the reason for the absence or tardiness** (this is required to excuse the absence).

What is excusable? Illness, family emergency, dental appointments, college visits, college/scholarship related interviews, court appearances – generally, anything over which you do not have control – and family vacations if the absence is properly arranged ahead of time.

Field trips and other school-related activities do not usually count as an absence but we do need to know about them from you or your child.

What is NOT excusable? Shopping trips, hair appointments, having work done on the car, getting gas...generally, taking care of any personal business is NOT excusable. (*"She was with me"* is not an excuse.) Your child is allowed a few unexcused absences without penalty. So use them wisely!

You have a question about your child's work or grade?

Call or send a note to the teacher directly. You may also e-mail the teacher at "lastname@svgs.k12.va.us."

You have a question about computer needs?

You may e-mail any staff member at "lastname@svgs.k12.va.us."

How will I be billed for dual-enrollment or AP fees?

You will receive an invoice from the SVGS office. Fees are payable by the due date on the invoice in order for your child to be enrolled in the college class. We generally bill in July for the fall courses, and in December (with a January due date) for spring classes.

You need financial assistance to pay dual-enrollment or AP fees?

The PSAC has a limited fund that can help you pay these costs up to 50% of the total or \$250 per year. All inquiries are confidential. **Priority for our limited funds is given to students on free/reduced lunch or other federally or state approved programs for low-income families.**

Do I get tuition tax credits for dual-enrollment tuition?

Unfortunately, no. The Hope Tax Bill offers relief for students taking at least a half-time load in a degree program. It does not apply to classes taken before high school graduation. You may, however, be able to claim tuition as a deduction. In all instances, consult your professional tax preparer!

The weather is frightful?

Listen to area radio and/or TV stations for announcements concerning Augusta County Schools. If AC schools are closed, SVGS is closed. If AC schools are on a one-hour delay, SVGS students report at 8:43 a.m. If AC schools are 2 hours late, SVGS students report at 9:30 a.m. If bad weather moves in during the day, SVGS evening activities will be cancelled if AC cancels its after-school activities.

You want to get involved?

Come to the Parents' Support and Advisory Council's meetings. They are usually the 3rd Monday of the month and begin promptly at 5:30 and end at 6:30 p.m. Check the SVGS website for confirmation of date and time.