

**Chesapeake Bay Governor's School**  
for Marine and Environmental Science

**Student and Family**  
**Handbook**  
**2018-2019**



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## Chesapeake Bay Governor's School Campus and Staff Directory

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\* Please see our website at [www.cbgs.k12.va.us](http://www.cbgs.k12.va.us) for faculty and staff email addresses

\*\* M&E refers to Marine & Environmental Science courses taught in the junior and senior years.

*The Chesapeake Bay Governor's School does not discriminate on the basis of race, color, national origin, religion, political affiliation, disabilities, or sex.*

## Table of Contents

Overview	4
Section One: General Information	5
Inclement Weather and School Closings	5
Safety / Emergencies / Illness	6
Community Service	7
Field Trip Transportation	7
Grade Reporting to Students and Families	7
Section Two: Student Conduct and Behavioral Expectations	8
Expectations for Student Conduct	8
Acceptable Use of Technology	8
Attendance	9
Cell Phones	10
Dress Code	10
Field Trip Guidelines	11
Laboratory Safety & Behavior	11
Honor Policy	12
Section Three: Academic Information	14
Academic Achievement Expectations	14
Grading	14
Tutoring	15
Voluntary Student Withdrawals	15
Re-evaluation of Student Progress (Academic Dismissal)	16
Frequently Asked Questions	18
Directory of Participating District Contacts	20
2018-19 School Calendar	21
CBGS Course Information for 2018-19	22
Acceptable Use Policy and Agreement	27
Student Driver Permission Form	29
Medicine Permission Form	30
Handbook Agreement Page	31

## OVERVIEW

The Chesapeake Bay Governor's School for Marine and Environmental Science (CBGS), established in 1998, serves the counties of Caroline, Essex, Gloucester, King & Queen, King George, King William, Lancaster, Mathews, Middlesex, New Kent, Northumberland, Richmond, and Westmoreland; and the town of Colonial Beach. CBGS operates through partnerships with the Virginia Department of Education, participating school divisions, and Rappahannock Community College.

### Mission

The Chesapeake Bay Governor's School for Marine and Environmental Science provides a community of learners the opportunity to explore connections among the environment, math, science, and technology. In addition, CBGS develops leaders who possess the research and technical skills, global perspective, and vision needed to address the challenges of a rapidly changing society.

### Program Focus

CBGS provides high-ability 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students from the Northern Neck and Middle Peninsula with a rigorous curriculum designed to broaden their opportunities through enrichment, exploratory, investigative, and career awareness experiences. Through the integration of math, science, technology, and research, woven with marine and environmental sciences, students develop an appreciation of and respect for environmental issues.

### Purpose:

The Chesapeake Bay Governor's School provides:

- three sites for classroom instruction (RCC Glenss, RCC Warsaw, and Bowling Green).
- a rigorous classroom curriculum and a wide-ranging field study program, allowing hands-on, interactive activities, a problem-based focus, and the development of critical thinking.
- the opportunity for students to complete an extensive scientific research paper in marine and environmental science or a related field.
- use of and instruction in technology across every aspect of the program.
- service and outreach opportunities and partnerships with community groups that will enhance the marine and environmental science focus.
- participation in competitions and other extracurricular activities.
- social interactions and teamwork amongst students from fourteen different school divisions, helping students become productive members of the educational community in college and beyond.

### Field Studies

In addition to traditional classroom instruction, CBGS students participate in a sequence of immersive multi-day field courses, during which they learn valuable field data collection techniques. Tenth graders travel to the Blue Ridge Mountains to study the Chesapeake Bay watershed. Eleventh graders investigate tidal freshwater marshes and the expansive salt marshes of Virginia's Eastern Shore. Twelfth graders explore the beaches and barrier islands of the North Carolina Outer Banks.

### Admission

Students apply for admission to CBGS at their own high schools in the spring of the 9<sup>th</sup> grade year. The school divisions review their respective applicants' assessments, achievement, and demonstrated interest in science and mathematics. Acceptance into CBGS is offered to applicants by their own school divisions.

Each student who enrolls in CBGS shall be a bona fide student in one of the participating public school divisions (CBGS Constitution, Article XI). Private and home school students shall not be permitted to enroll or to participate in academic or extracurricular activities in the Chesapeake Bay Governor's School.

### Governance

CBGS is governed by a Joint School Board composed of 14 voting members, one from each of the local school boards of participating school divisions. The superintendent of each division serves on the CBGS Steering Committee. The CBGS Director supervises all instructional and operational aspects of the program.

**INCLEMENT WEATHER AND SCHOOL CLOSINGS**

Closing of the Chesapeake Bay Governor's School is determined by safety concerns; by the closing decisions of our cooperating facilities partners RCC and Caroline County; and by the closing decisions of our partnering school districts.

**If CBGS must close school at all campuses, no student would report to any of the three CBGS sites.**

Please note also:

- *If Rappahannock Community College is closed or delayed 2 hours, CBGS (at all sites) is closed.*
- *If Caroline County Public Schools are closed or delayed 2 hours, CBGS-Bowling Green will be closed. Students from Caroline, King William, and King George would not report to CBGS-Bowling Green that morning.*

**If a particular school district is closed or delayed due to inclement weather or any other circumstance which prevents normal transportation services to be provided, but CBGS is open, then students from that school district are excused from CBGS and not expected to attend. This is to insure the safety of all students.**

\*\*\*\* Even if a student drives to CBGS, he or she should NOT risk driving in the conditions that caused that student's school district to close. *If a student's home school division is closed or delayed due to inclement weather, attendance at CBGS is excused and students are given the opportunity to complete missed work without penalty.* \*\*\*\*

Other Notes:

- If there is a one-hour delay for the CBGS site (RCC- Glenns/Warsaw and Bowling Green), CBGS will open one hour late.
- If the home high school opens one hour late, and CBGS opens on time, students from the home high school are to report to CBGS, one hour late.
- Regarding calendar differences: The CBGS calendar may be different from a particular school system. Therefore, there may exist holidays in which a particular school system is closed and the CBGS is open. Each school system encourages students to attend and often still provides transportation. Please check with your home school district.

Students should check with their home high schools for policies on reporting to school in the morning if CBGS is closed (weather-related or a scheduled closing) but their high school is open. Transportation and the availability of supervision for CBGS students who arrive earlier than the start time of their home high school classes affects district decisions in this regard. Please check with your home school district.

## **SAFETY/EMERGENCY/ILLNESS**

CBGS follows the crisis plans of its host institutions: RCC and Caroline County Public Schools.

In the event of a medical emergency of a CBGS student or faculty, emergency medical help may be called immediately. The CBGS staff will notify the student's family and school as to the nature of the emergency and the location of the student. Permission to treat forms will be obtained from the home school or from the student as part of the application and entry process.

A primary consideration in all student activities and classes shall be the safety and well-being of the students. Students will be supervised at all times. Students who have permission to leave the classroom to go to another part of the building are still considered to be under the supervision of the faculty.

### Medication

Parents should try to schedule medication, including over-the-counter medication, before and after school. However, if a student has to take prescription medicine during the school day, it should be brought to the school by the parent/guardian in the *original* container with the prescription label intact; or a secondary student may bring the medication to school but must deliver the medication to the school office at the beginning of the day. It will not be accepted unless in its original container. Over-the-counter medication needed during school hours must be provided to CBGS in the original container.

Most medications are to be left in the office. A signed parental medication permission form must be completed for medication to be given at the school. The medication will be administered as directed per the container label. These procedures are designed to help ensure that students receive the appropriate medication and dosage. However, asthma medicines, epinephrine, and some other medications may be kept by secondary students and self-administered, under certain conditions. Proper documentation must be on file with the CBGS office and approval by the CBGS administration may be necessary. Please ask CBGS personnel for the proper medicine documents if your child will be taking medicine during CBGS hours or on a trip.

### Accidents/Injuries/Illnesses: Emergency Care

School Personnel shall:

1. Become familiar with the evacuation routes for the classroom use in case of an emergency. Chesapeake Bay Governor's School faculty will adhere to the site regulations.
2. Render emergency care only to students who are injured at CBGS (including on school trips.) School personnel shall not treat students who are injured at home or in areas for which the school is not responsible.
3. Proceed on the assumption of maximum disability in the event that the severity of an injury cannot be determined.
4. Notify the parent before a physician is contacted except in cases of extreme emergency. This is a matter of judgment. The decision to call 911 or contact a physician immediately should be made if it is in the best interest of the student.
5. Notify the student's school division high school's principal or designated contact of any injury, accident, or severe illness.
6. Take first-aid kits on all field trips.
7. File a report of any medical occurrence on appropriate forms.
8. Not administer medicine or treatment without proper approvals.
9. Adhere to universal precautions for handling blood-borne pathogen diseases within the school setting and on buses in accordance with state and federal law and guidelines.

## **COMMUNITY SERVICE**

Students attending the Chesapeake Bay Governor's School for Marine & Environmental Sciences have the option of earning a CBGS Community Service "gold" cord. The gold cord will be presented at graduation. The following guidelines must be met to earn this cord:

- Students must complete a total of 120 hours of community service, with 40 per year suggested but not required. (If a student enters CBGS as a junior, 80 total hours are required.)
- 60 hours must be in the area of Marine & Environmental Science. (40 such hours for entering juniors)
- All hours must be documented and signed by a project supervisor.
- Hours are only awarded for services that are provided to or for the public at no charge; family obligations are not allowed.
- Environmental hours, as approved by the instructor, may only be earned for services that are above and beyond class requirements. These hours might include oyster restoration, highway cleanup, water quality testing, river cleanup, park service, etc.
- Hours must be completed and submitted for approval within 30 days of completion of service or September 30th for summer hours.
- All community service hours must be submitted at least ten days before the CBGS Senior Night celebration for graduates.

## **FIELD TRIP TRANSPORTATION**

Field trip transportation is provided through CBGS working in collaboration with partnering districts, or on occasion, using charter buses. Please check details on specific trip information and permission forms.

## **GRADE REPORTING TO STUDENTS AND FAMILIES**

CBGS uses an electronic grade book and communication tool (Schoology) and urges all students and parents/guardians to log into and actively follow student progress on this e-gradebook. Interim reports are not sent since parents may check student progress at any time on Schoology. However, CBGS will provide a paper grade report when requested for any parent who does not have electronic access.

Paper report cards are sent home via students at the end of each quarter, approximately one week after the close of the grading period. Teachers and parents/guardians are encouraged to stay in contact about student progress through conferences, phone calls, and emails, in addition to the use of Schoology.

### **EXPECTATIONS FOR STUDENT CONDUCT**

Students are responsible for their conduct while in school or participating in school-sponsored activities and should expect consequences for behavior that shows disrespect for individuals in the CBGS community or disregard for school rules and procedures. Additionally, students are held accountable to their school division high school's Code of Conduct. Students are expected to be punctual and to respect faculty, their peers, and school property. The Governor's School expects academic integrity and honesty at all times.

The Governor's School shares buildings with Rappahannock Community College and Caroline County School Division. It is essential that students be orderly when moving about the buildings between classes, and when entering or leaving. When asked, students must identify themselves to CBGS, Rappahannock Community College, or Caroline County School staff and follow necessary instructions. Students shall be respectful to all CBGS personnel, their peers, trip chaperones, and Rappahannock Community College or Caroline County School staff.

#### **Students:**

- Are not permitted to possess or use tobacco or any tobacco products on school grounds, in school vehicles, at school functions, 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 school functions or on school-sponsored trips.
- Are not permitted to have in their possession on school property a firearm, knife, dangerous weapons, or substances prohibited by the Code of Virginia.
- May be immediately removed from CBGS in an emergency situation by the Director/designee. The Director of the Chesapeake Bay Governor's School will make recommendations for final disciplinary action to the student's home high school.
- Must adhere to all rules and policies – in this Student Handbook as well as all other CBGS policies.

Consequences for violations of student conduct expectations in this section or any part of CBGS handbooks and policies shall be handled by CBGS faculty and the CBGS director, in consultation with home school administrators.

### **ACCEPTABLE USE OF TECHNOLOGY**

Students have access to the Internet and many technology tools at CBGS. They also are permitted to bring laptops, tablets, phones, and other devices. With this availability of technology comes the firm expectation that students will use such tools for educational use only. Abuses of any kind, with regard to technology, will not be tolerated.

*Students and their parent(s)/guardian(s) are required to sign an Acceptable Use Agreement prior to students being given technology, network, or software (including online tools) privileges or access. Please find the AUP and AUA contained in this handbook for further details.*



## ATTENDANCE

### Absences

Since the academic pace at the Chesapeake Bay Governor's School is accelerated and not all courses meet each day, it is important that students be present every day and absences be kept to a minimum.

Each student is required to arrive on time and attend every class. If a student must be absent or tardy, it is imperative that the student, parent, or local school division call the CBGS site office to report the absence or tardiness. In addition, students are asked to submit a signed note from the parent/guardian, principal, or doctor within three (3) days of the absence or tardy in order for it to be recorded as excused. Three unexcused absences will be handled as skipping class. (See "Skipping Class" section, below.)

If a student's home school division is closed or delayed due to inclement weather, attendance at CBGS (see page 5) will be excused. Students will be given the opportunity to complete missed work without penalty.

The Chesapeake Bay Governor's School will submit a daily attendance/tardy report to each student's home high school. The CBGS Office Associate at each site submits the report by phone or fax to the home school daily, as required by state law. Students adhere to their home school policy with regard to absentee and tardiness consequences. It is essential to document the whereabouts of each student; therefore, faculty or staff will take attendance in every class.

Attendance will be reported to parents on grade reports, and they have access to attendance records in the CBGS electronic grade book. In the event of five (5) or more absences that are non-school related within a marking period, a parent conference may be requested.

### Leaving Early

Early dismissals should be prearranged when possible. A note that explains the need for an early dismissal should be signed by the student's parent/guardian and approved by the Lead Teacher or designee before a student leaves the campus. Students are required to sign out with the site Office Associate prior to leaving the building. If a student becomes ill during Governor's School hours, a staff member will contact the student's parent/guardian before allowing the student to be dismissed. Students are not permitted to leave the CBGS before their scheduled departure unless the above procedure is followed.

### Arriving Late

Students who arrive late to school must report immediately to the main office at the school site and check in. Excessive tardiness is detrimental to student achievement. Excessive tardiness, therefore, will result in any or all of the following actions: a conference with the parents and high school counselor, principal, or CBGS Director; making up time missed after school or on a Saturday; and/or a recommendation of dismissal from CBGS.

### Skipping Class

Skipping a class or the entire morning of Chesapeake Bay Governor's School classes will be reported to the CBGS Director and the home high school for disciplinary action. Additionally, the Director or designee may meet with the student, parents or guardian, and home high school personnel, (such as the Advisory Committee Member, high school principal or counselor). Schoolwork missed may be made up but may carry a penalty at the discretion of the instructor. Skipping Governor's School may result in making up time missed after school or on a Saturday, and/or a recommendation for dismissal from CBGS. Incidents will be noted and filed.

## CELL PHONES

CBGS requires that cell phones be turned off or silenced and out of sight during instructional time. Cell phones may be used before and after classes.

There may be times teachers allow for the use of cell phones for instructional purposes, **but all students must abide by the rules as stated by the classroom teachers during daily class periods.** The following will occur if students are in persistent violation of this rule:

- The cell phone may be taken until end of the class period.
- Parents or guardians will be notified of continued infractions.
- The student must meet with the CBGS Site Lead Teacher.
- The student must meet with the CBGS Director.
- A conference may be held with the teacher, CBGS Director, student, and parent(s).
- A conference may be held with the home school principal, student, CBGS personnel, and parent(s).

*Should cheating with the use of a cell phone be suspected, the cell phone may be subject to examination by the CBGS Director or home school principal.*

## DRESS CODE

Based on the belief that school is a place of business where students are learning both academic and social skills, the School Board requires that students dress appropriately. The following dress regulations will be enforced:

- Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to oneself. See-through apparel, tube tops, tank tops, halter tops, mid-cut tops/shirts, low-cut tops/shirts and mini-skirts are not acceptable.
- Very short shorts, tight shorts, biker shorts, and sagging pants are not acceptable.
- Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, or that reflect adversely on persons because of their race, sex, color, creed, national origin, or ancestry are not permitted.
- Underwear must be covered by clothing.
- For health and safety, appropriate footwear must be worn at all times.

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the CBGS Director or a designee. Students may not be permitted to attend classes in clothing deemed inappropriate. Please use good judgment in all matters related to dress.

Large t-shirts and lightweight athletic pants may be available for students to wear over clothes if they are not appropriately dressed.

CBGS requires students on field studies trips to wear appropriate clothing for the activity. Swimsuits must be full coverage one piece suits or tankini tops with shorts. Male Speedos and bikinis are not allowed.

## **FIELD TRIP GUIDELINES**

When you are on a CBGS field trip, you are still at school. All school policies – both CBGS rules and your home school rules – are in effect, and the same potential punishments apply.

Students should remember that actions and attitudes are a reflection of both the individual and of CBGS. The established good reputation of CBGS has meant we are welcome back annually to our trip sites; all student conduct should further this goal.

- No intoxicants. This is grounds for immediate and permanent expulsion from CBGS and will be reported to parents/guardians, the home high school personnel, and the home school central office staff.
- Couples are not allowed to be behind closed doors together at any time. Under no circumstance should a couple be alone in a hotel or dorm room. Groups of students in rooms or areas may be permissible, however, *chaperone discretion always determines if these situations are allowable*. If in doubt, check with chaperone before group gatherings.
- Stay “on campus” (the site of the trip – hotel, campground, lodge, etc.) within the designated boundaries. If you want to leave campus to visit a neighboring convenience store or gift shop, you must obtain chaperone permission. If you are permitted to leave the trip site, you must travel in a group, never alone.
- No non-CBGS visitors should be on trip sites unless chaperones have explicitly permitted this (e.g., alumni, parent).
- No swimming without chaperone supervision.
- Safety first on nature trails: stay on the trail, no rock climbing, avoid venomous snakes, etc.
- Take care of your hotel room or lodge. No moving of furniture, no pranks, no water play, and stay out of unauthorized areas. Keep noise levels down inside the rooms and hotel hallways.
- Wherever we go, we inflict minimal environmental impact. Respect nature and wildlife. Pack out your trash. “Take only photos. Leave only footprints.”

## **LABORATORY SAFETY AND BEHAVIOR**

Students are expected to use caution, common sense and follow safety guidelines when working in any laboratory area. Extreme safety precautions will be exercised in those classes where chemicals are in use. In those cases, protective eye devices shall be worn where required by law and in instances where any danger to the eyes of any student might be present (reference – Code of VA 22.1-275).

Students are responsible for maintaining all equipment issued to them. If a student breaks or damages glassware, thermometers, probes, stopwatches, calculators or other laboratory equipment, payment for repair or replacement of the item is the responsibility of the student. If a student does not know how to operate laboratory equipment, it is his/her responsibility to seek instruction from a faculty member prior to using the equipment. A student may be responsible to pay for breakage or damage to equipment if he/she was responsible.

Per RCC guidelines, CBGS students are required to sign a laboratory safety agreement each school year.

## HONOR POLICY

Students attending CBGS must abide by the Honor Policy. Failure to do so could result in disciplinary action.

### Core Values

Academic honesty, respect, trust, integrity, and responsibility are underlying core values that support the Honor Policy and Honor Pledge of the Chesapeake Bay Governor's School.

### Definitions

1. Academic dishonesty or cheating includes, but not limited to:
  - Exchanging unauthorized information during, before, or after a test, quiz, or exam.
  - Copying from other students during a test, exam, or quiz.
  - Using prohibited materials (electronically or otherwise) to complete an exam, test, quiz, or assignment.
  - Copying parts of a test or exam and giving it to other students who have to take the test.
  - Collaborating, without permission from the teacher, on assigned work submitted by any student, including but not limited to: papers, projects, lab reports, products, other reports, and homework.
  - Violating a procedure specifically articulated by the teacher.
  - Altering or being an accessory to altering or changing a grade on a test, assignment, or project.
  - Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval from the teacher.
2. "Plagiarize" means "to use the words or ideas of another person as if they were your own words or ideas" ([www.merriam-webster.com/dictionary](http://www.merriam-webster.com/dictionary).)
3. "Complicit" means "helping to...do wrong in some way" ([www.merriam-webster.com/dictionary](http://www.merriam-webster.com/dictionary).)

### Consequences for Violation of the Honor Policy

Failure to abide by the Honor Policy may result in disciplinary action. A written reflection may be assigned or an interview with CBGS staff required, to encourage the student to demonstrate how the infraction of the Honor Policy could have avoided. Other disciplinary action(s) may be applied as described below.

<b>OFFENSE</b>	<b>MINOR OFFENSE</b> (Cheating on assignments such as, but not limited to: journal entries, labs, homework, field studies/field trip worksheets)	<b>MAJOR OFFENSE</b> (Cheating on assignments such as, but not limited to: tests, exams, quizzes, essays, major papers, other work that exhibits plagiarism)
First	50% off of the assignment score  After the first minor offense, subsequent minor offenses convert to a major offense.	0 percent on the assignment; parents notified by telephone and in writing.
Second		0 percent on the assignment; conference with parent, including director, will be requested.
Third		0 percent on the assignment; 10 percent off on interim, 9-weeks, mid-term, or final grade depending on when the offense occurs; conference with parent, including director, guidance counselor, and principal to determine further action.

**HONOR POLICY (continued)**

**Honor Pledge**

*As a member of the Chesapeake Bay Governor’s School for Marine and Environmental Science community, I pledge to maintain a high level of respect and integrity. I pledge on my honor, not to lie, cheat, steal, plagiarize or be complicit with those who do. I understand that such acts violate the Honor Policy and undermine the community of trust at the Governor’s School. I also understand that such acts may result in disciplinary action including possible expulsion from the Governor’s School. I will encourage fellow students who commit honor offenses to acknowledge such offenses to their teacher. I make this pledge in the spirit of honor and trust.*

This shorter pledge may be included on class work, tests, and other assignments at the discretion of the teacher. *“I pledge that I have neither received nor given assistance on this work”.*

*Student Signature* \_\_\_\_\_

*(Please do not remove this page from the handbook.)*

*Section Three: Academic Information*

**ACADEMIC ACHIEVEMENT EXPECTATIONS**

Students enrolled at CBGS are expected to maintain a 3.0 GPA at the end of each grading period. If a student has earned a C minus (70-72) or lower by the interim or end of quarter in any class, or if at any time a steady decline in achievement occurs, or cause for concern exists from additional indicators, the CBGS staff and home school personnel shall provide additional support and/or counseling.

In these cases of concerns around student achievement, the student and CBGS instructor(s) shall be required to set up a conference in order to work together to identify the problem area(s) and develop a plan. In addition, the CBGS instructor(s) shall contact the parents and the CBGS Director shall contact a local school division designee. Student progress will be closely monitored for the next grading period.

A grade of a C minus (70-72) or lower for two consecutive grading periods in a course may require an additional meeting with the student; parents; CBGS faculty; CBGS Director or designee; and local school division designees, such as the Advisory Committee Member or a high school counselor. A more formalized plan of action may be created with expectations for the student as well as supports. CBGS faculty will closely monitor the academic achievement of the student and remain in contact with parents and school designee. The plan of action may be revised by CBGS faculty as needs change. Also, if a plan of action is not needed, CBGS faculty and staff will communicate with the student, family, and home school staff as to the reasons and expectations for improvement.

Any student who does not improve his or her academic performance following the aforementioned interventions shall be referred to the CBGS Director for further review of the student's academic standing. The director and others (CBGS faculty, Advisory Committee Members, etc.) may collect data such as: grades in all courses (CBGS and home high school); attendance; tests scores; student work samples; and other relevant information. The director, Advisor, or a designee may also interview the student and/or parent to ascertain any additional facts or insights regarding his or her underachievement at CBGS.

The purpose of focusing attention on qualitative and quantitative data is to determine factors contributing to the student's low academic performance; and to make a recommendation regarding the best placement for the student, should poor performance continue.

**GRADING**

The grading scale used by the Chesapeake Bay Governor's School is as follows:

98 – 100	A +
93 – 97	A
90 – 92	A –
87 – 89	B +
83 – 86	B
80 – 82	B –
77 – 79	C +
73 – 76	C
70 – 72	C –
67 – 69	D +
63 – 66	D
60 – 62	D –
57 – 59	F +
Below 57	F

CBGS instructors provide individual class syllabi to convey grading systems, exam practices, and academic expectations. Students and parents should consult syllabi and the course instructors for additional questions on grading.

## **TUTORING**

Tutoring will be available to assist students outside of regularly scheduled class time if the student is experiencing difficulty in an academic area. Students should inform their CBGS teachers when they need additional assistance outside of class. Tutoring time may also be set up for extensions and support, such as sessions for students and teachers when students are doing research projects.

CBGS faculty members regularly travel to the home high schools after school hours to provide this tutoring and support time. Because of our many district partners, and the limited number of faculty, not every teacher can meet students at every site daily. However, schedules for tutoring are relayed to students in class and/or on small group meetings; and students should attend these CBGS teacher help sessions when they are offered, if extra time with the teacher is needed.

CBGS instructors also provide online support on platforms such as Schoology, Google Docs, MathXL for School, and other blended learning options. Students should keep up with online supports and use these avenues for help and communication regarding academics.

Tutoring may also be available through RCC. Please refer to the RCC website for more information on their services.

## **VOLUNTARY STUDENT WITHDRAWALS**

A student, parent, or home school division personnel may initiate withdrawal requests by submitting a written request with reason(s) and parent/guardian signature to the home high school guidance department. Students will not be permitted to withdraw unless there are circumstances that make withdrawal the best choice for the student. Once the home high school guidance department has received the written and signed request, both school division personnel and Governor's School personnel will be notified. A meeting may be held to review the request, and may include the CBGS Director or designee, the home school principal or designee, home school guidance counselor, Advisory Committee Member, parent/guardian, and student. CBGS staff and home school district personnel will review the request and reach a decision. If the decision is for the student to withdraw, CBGS will notify Rappahannock Community College. If this occurs midyear, the school division is still liable for the tuition cost of the student. The RCC grades for the courses from which the student withdraws will be in accordance with Rappahannock Community College's withdrawal policy.

*PLEASE SEE PAGES 22-26 FOR COMPLETE CBGS COURSE DESCRIPTIONS.*

## **RE-EVALUATION OF STUDENT PROGRESS (ACADEMIC DISMISSAL)**

At CBGS, if student achievement falls below a 3.0, greater involvement of CBGS and home school personnel takes place and grades are closely monitored. However, should low achievement issues persist, placement at CBGS may need to be reconsidered.

### ***I. Students with persistent low achievement will be placed on academic probation.***

***Academic probation*** is defined as two consecutive nine-weeks of a student earning less than a 2.67 GPA with one or more of his/her grades being a D or F. When this occurs, the following steps will be taken:

- CBGS administration will send a letter home notifying the student and family of his/her academic probation status, with the CBGS Advisory Board member notified, as well.
- The CBGS Director or a designee and a home school staff member will meet with the student, (and optionally, a parent, other CBGS staff, or other home school staff) twice monthly to monitor progress. These may be joint meetings or separate.
- The student will be required to complete or participate in strategies set forth to mitigate the pattern of low achievement. (Tutoring, online help sessions, assignment check-ins, etc.)

### ***II. Students who continue on academic probation will be considered for dismissal from CBGS.***

At the close of the nine-weeks in which the notification of academic probation took place, the student's grades will be examined for improvement. If improvement did not occur, the student will be considered for dismissal from CBGS. The CBGS Director or a designee will confer with the parent/guardian, to glean any extenuating circumstances as a part of the process of reconsideration of placement.

If the following conditions exist (and it is determined that there were no special circumstances), the CBGS Director will notify the student/family, the Advisory Board member, and the division superintendent that CBGS recommends the student withdraw from CBGS.

1. The student earned below a 2.67 (with at least one D or F) in the nine-weeks in which the notification of academic probation took place (i.e., no improvement occurred).
2. The student had little or no response to attempted interventions or would not participate in suggested interventions.
3. CBGS faculty or home school personnel recommends the student's placement be reconsidered (i.e., classroom considerations are included, such as participation, program interest, student strengths/weaknesses).

**Upon notification that the CBGS Director recommends academic dismissal for a student, the home school division retains the option to make a final determination regarding the student's placement at CBGS.** If the school division decides, however, to allow the student to stay, the student must remain on academic probation until such time as the student's GPA meets or exceeds 2.67 with no D or F grades.

Written communication will occur between the CBGS Director and the home school division designee as to final decisions on placement and a letter will be sent to the student's home.



**RE-EVALUATION OF STUDENT PROGRESS (ACADEMIC DISMISSAL) (Continued)**

Addendum: Grade combination possibilities and resulting GPA

Class 1	Class 2	Class 3	GPA
A	A	A	4.00
A	A	B	3.67
A	A	C	3.33
A	B	B	3.33
A	A	D	3.00
A	B	C	3.00
B	B	B	3.00
A	A	F	2.67
A	B	D	2.67
A	C	C	2.67
B	B	C	2.67
A	B	F	2.33
A	C	D	2.33
B	B	D	2.33
B	C	C	2.33
A	C	F	2.00
A	D	D	2.00
B	B	F	2.00
B	C	D	2.00
C	C	C	2.00
A	D	F	1.67
B	C	F	1.67
B	D	D	1.67
C	C	D	1.67
A	F	F	1.33
B	D	F	1.33
C	C	F	1.33
C	D	D	1.33
B	F	F	1.00
C	D	F	1.00
D	D	D	1.00
C	F	F	0.67
D	D	F	0.67
D	F	F	0.33
F	F	F	0.00

## FREQUENTLY ASKED QUESTIONS

### **1. What are the classes like?**

Each morning you will attend classes at one of the three CBGS sites – Bowling Green, RCC Warsaw, or RCC Glens – for about 2 ½ hours. This makes up approximately 70% of the time in these “traditional” classes. More time will be devoted to your CBGS studies through field studies outside of classes.

### **2. How much homework will I have?**

All of the CBGS courses are dual enrollment, meaning you get college credit for them. That makes coursework rigorous and outside-of-class work necessary. You should not embark on the year thinking you can get by without doing homework.

You will be expected to complete assigned readings in preparation for class and complete long-term projects. Many homework assignments are graded and failure to complete them will adversely affect your grades. Even if a homework assignment is not graded, we expect it to be completed because the work will provide good practice and check for understanding. You can expect to spend on average 1-2 hours per night of study, preparation for class, and homework – sometimes more when big projects are due.

### **3. What if I have difficulty keeping up with the assignments?**

First, ask your instructors for help. CBGS instructors provide tutoring and it is important that students request this additional assistance. Arrangements will be made to provide tutoring either during the school day or after school. We want you to be successful and will do everything possible to assist you. However, be prepared to work hard. Many students 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.

Often, talking to classmates about how others manage time and workload can be a help. In addition, your home high school counselor or the CBGS Director might be able to offer suggestions. Please ask for help.

### **4. May I drive to Governor’s School?**

Each high school has its own policy regarding students driving. Please check with your home high school. Most school divisions provide transportation to CBGS.

If your high school does permit driving, you must fill out and have signed the driving permission form. You also must abide by safe driving rules and you must be on time to school each day. *Excessive tardies by student drivers may lead to driving privileges being revoked.*

### **5. How do I get a transcript that shows my community college (RCC) credits?**

You must request a transcript from RCC to see those credits displayed. Go to <https://www.rappahannock.edu/admissions/transcripts> or reference your myRCC account for more information.

The best resources for RCC needs and information are: (1) RCC’s high school dual enrollment staff : Dean Canice Graziano, Mr. Hutt Williams; or Mr. Basheer Adul-Malik. You may also find helpful information on RCC’s main webpage: <https://www.rappahannock.edu/>

### **6. Are field trips required?**

*Yes; the Field Studies Courses are an integral part of your education!* Through the trips, you will develop a deeper understanding of our relationship with the environment. We will collect data in a setting that cannot be duplicated in the classroom. The trips also allow us to understand the true concept of community that is the backbone of CBGS. The field trips require a minimal fee, but financial assistance is available.

## **FREQUENTLY ASKED QUESTIONS (continued)**

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

Absolutely! Part of the appeal of a small regional program like ours is that CBGS faculty and staff can really get to know our students. You may have some teachers for multiple years or courses. And you will see us on trips, environmental fieldwork, and more. You will get to know CBGS teachers both in and outside of the classroom.

Please share if you are struggling. Although we have high expectations of you, we also are here to help you grow and learn. Stay connected with your teachers by meeting, emailing, or messaging via Schoology.

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

The credits you receive for the Chesapeake Bay Governor's School courses are included on your official transcript from the home high school. How they are listed varies from school to school. A description of the courses and program is attached to your transcript for college admissions officers who are unfamiliar with CBGS. On your high school diploma, you will receive a special seal, for the Chesapeake Bay Governor's School, to show your participation. Additionally, colleges will find out through your transcript from Rappahannock Community College and any reference letters written by the faculty. Because governor's schools in the state of Virginia are highly regarded programs, you may want to obtain at least one college letter of reference from a CBGS faculty member.

### **9. Does CBGS teach a PE class? I noticed something about PE on the course listing.**

Because our field studies program involves hiking, kayaking, walking, and outdoor education, we are able to offer a 2-credit community college-level PE class, also through RCC. This class is actually *not* dual enrollment in that it does not count for your high school PE requirement. But, the college of your choice *may* accept the credits toward a PE requirement there (students should check with the college.)

These 2 credits do not get awarded until the senior year; attending all 3 field experience trips is required.

### **10. What do I do when it snows?**

Please read the inclement weather policy included in this handbook (see page 5); and check the CBGS website, Schoology notifications, and listen to the designated radio and television stations for closing information.

### **11. Will my college credits transfer?**

Since admission policies and program requirements vary among four-year colleges, students need to be acquainted with the specific requirements of the college or university of their choice. The RCC website contains information about college transfer options. Most four-year colleges provide online transfer guides indicating the community college courses that transfer with equivalencies at the four-year college.

### **12. Do I have to purchase textbooks and a graphing calculator?**

CBGS will provide books but we suggest you have your own graphing calculator. Teachers are able to loan out calculators for in-class use. Books are to be returned at the end of the year. You may be charged for items not returned.

### **13. How do I keep up with CBGS information and news?**

Letters, trip information, calendars, and other information are posted on the website ([www.cbgs.k12.va.us](http://www.cbgs.k12.va.us)) and on Schoology. Please check this site on a regular basis. In addition, teachers will relay class information regarding daily lessons and assignments.

### **14. What is involved in the two-year research project?**

Your instructors will provide a detailed timeline that outlines the research project. All seniors are required to present their research at the CBGS Science Symposium in the spring.

<b>SCHOOL DIVISION DIRECTORY</b>				
<b>Division</b>	<b>Phone</b>	<b>Superintendent</b>	<b>Joint Board Member</b>	<b>Advisory Committee Member</b>
Caroline	804.633.5033	Dr. Victor Hellman	John Copeland	Lindsey Rose/Nikki Kiger
Colonial Beach	804.224.0906	Mr. Dashan Turner	Vicki Roberson	Karen Camlin
Essex	804.443.4366	Dr. Scott Burckbuchler	Garlyn Bundy	Dr. Kimberley Chandler
Gloucester	804.693.4300	Dr. Walter Clemons	Jarret Lee	Dr. Bess Worley
King & Queen	804.785.5981	Dr. Carol Carter	Celestine Gaines	Stephanie Lambrecht
King George	540.775.5833	Dr. Robert Benson	Tammy Indseth	Amanda Higgins
King William	804.769.3434	Dr. David White	Steve Tupponce	Amy Siepka
Lancaster	804.462.5100	Dr. Steven Parker	Katherine Keith	Tara Booth
Mathews	804.725.3909	Ms. Nancy Welch	Linda Hodges	LeeAnne Bray
Middlesex	804.758.2277	Dr. Peter Gretz	Dr. Richard Shores	Katie Wilkins
New Kent	804.966.9650	Dr. David Myers	Andrea Staskiel	Ross Miller
Northumberland	804.529.6449	Dr. Holly Wargo	Mary Hooper	Shauna McCranie
Richmond	804.333.3681	Dr. Greg Smith	Vivian Wood	Dr. Sarah Schmidt
Westmoreland	804.493.8018	Dr. Michael Perry	Dr. Daniel Wallace	Cathy Rice/Rob Wright/ Andrea Cottom
Rappahannock Community College:	Dr. Donna Alexander, Vice President of Instruction and Student Development			
	Canice Graziano, Dean of Dual Enrollment			
	Glenns 804.758.6703 or Warsaw 804.333.6753			

As of 7/17/18

CALENDAR TO BE INSERTED PAGE 21

## CBGS COURSE INFORMATION – 2018-19

<b>Lab Sciences</b>			
	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
Fall	DE Biology (BIO 101)	DE Chemistry (CHEM 111)	DE Physics (PHYS 201)
Spring	DE Biology (BIO 102)	DE Chemistry (CHEM 112)	

### BIOLOGY

1 High School Credit • RCC BIO 101/102 4 credits/semester (total 8 DE credits)

The biology course taught to the Chesapeake Bay Governor’s School sophomores will focus on those major concepts or themes deemed to be essential to an understanding of life processes. Throughout the year, science as a process will be emphasized as students conduct laboratory studies to support classroom information, use inductive reasoning to discover key concepts, study the history of the development of our present understanding of biological concepts, and learn how to conduct their own research. Other major themes to be emphasized are genetics, evolution, energy transfer, the relationship between structure and function, ecological interrelationships, the regulation of processes at many levels, and the impact of science and technology on our society. These concepts are all encompassing as well as recurring in all topics that will be covered throughout the year. This course, in conjunction with the topics course, will adequately prepare our students to succeed in their next two years at CBGS, in college, and in their future endeavors, as they will learn to focus their efforts and master essential study skills. CBGS Biology students will also be able to succeed on the Virginia Standards of Learning End of Course Biology Exam.

### CHEMISTRY

1 High School Credit • RCC CHEM 111/112 4 credits/semester (total 8 DE credits)

Students taking Chemistry at the Governor’s School will come from a variety of high school backgrounds. Although no prior chemistry is necessary and all of the Virginia Standards of Learning for the basic high school chemistry curriculum are covered, the college level of this course requires that students process information at a faster pace and cover the principles in much greater depth. This course explores the fundamental laws, theories, and mathematical concepts of chemistry and will cover the structure of matter, the characteristics of the states of matter, types of reactions, thermodynamics, chemical kinetics, equilibrium, and electrochemistry. The lab component of the course, which counts approximately twenty-five percent of the overall grade, will focus on qualitative and quantitative support of the general chemistry concepts.

### PHYSICS

1 High School Credit • RCC PHYS 201 4 DE credits

This is a college level, laboratory Physics course taught in the senior year, covering fundamental Physics principles, and their qualitative and quantitative applications. Topics include: mechanics; harmonic and wave motion; sound; optics; electromagnetism; thermodynamics; nature of matter; nuclear and quantum physics and relativity. Additional topics may be pursued depending upon time and interest. In addition to qualitative and quantitative understanding of topics, students will be required to use them for problem solving in laboratory applications. Strong mathematical skills are essential, particularly in Algebra and Trigonometry. In addition to strong math skills, the ability to handle independent reading and study is crucial. Pre-Calculus is a pre-requisite for this course. Calculus is a co-requisite, taken during this year, and may help with quantitative conceptualization.

## CBGS COURSE INFORMATION – 2018-19

<b>Mathematics</b>			
	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
Fall	Algebra III (MTH 161)	Trigonometry/Pre-Calculus (MTH 162)	Calculus I (MTH 263)
Spring		Statistics (MTH 245)	

### ALGEBRA III/ ADVANCED MATHEMATICS with ALGEBRA II

1 High School Credit • RCC 161 3 credits

This course covers advanced algebraic topics including the structure of complex number systems, polynomials, rational expressions, graphing, systems of equations and inequalities and functions, quadratic and rational equations and inequalities. Standards of Learning for Algebra II are taught but at a rigorous pace and additional depth. Thus, CBGS entering sophomores who have not had Algebra II may be awarded the verified credit for the course, but must be prepared to move through Algebra II material quickly. Topics from Math Analysis / Pre-Calculus are covered, as all students will extend their understanding of Algebra while tackling objectives to prepare them for Calculus, such as exponential and logarithmic functions; linear programming; and conic sections with analytic geometry.

*\* Note: 1 Algebra II credit can be awarded to a student without Algebra II prior to CBGS; OR 1 credit for Algebra III/ Advanced Mathematics can be awarded to students already having an Algebra II credit.*

### TRIGONOMETRY/PRE-CALCULUS and STATISTICS

1 High School Credit (½ Trig/Pre-Calc + ½ Stats) • RCC MTH 162/245 3 cred/sem (total 6 DE credits)

In one semester of the junior year, CBGS students engage in additional Math Analysis/Pre-Calculus topics, adding to what they learned in the sophomore year and focusing on objectives of Trigonometry including evaluating trigonometric expressions (using both right triangle trigonometry and the unit circle), graphs of trigonometric functions, trigonometric identities, the laws of sine and cosine, polar equations, and more. The Statistics course will present an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Students will apply statistical methods to their two-year research paper.

### CALCULUS I

1 High School Credit • RCC MTH 263 4 DE credits

This yearlong Calculus course presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs.

## CBGS COURSE INFORMATION – 2018-19

<b>Marine and Environmental Sciences</b>
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	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
Fall	Foundations (SCT 111)	M & E I (MAR 201)	M & E II (MAR 101)
Spring	Foundations (SCT 112)	M & E I (MAR 202)	M & E II (MAR 102)

### FOUNDATIONS OF SCIENCE

1 High School Credit • RCC SCT 111/112 4 credits/semester (total 8 DE credits)

This course introduces the basic sciences that describe our physical environment, including the fundamentals of geology, meteorology, physics, chemistry, and biology. Students will explore scientific principles through data acquisition and analysis with a focus on the Chesapeake Bay Watershed and human impacts on the environment.

### MARINE AND ENVIRONMENTAL SCIENCE I

1 High School Credit • RCC MAR 201-202 4 credits/semester (total 8 DE credits)

AND

### MARINE AND ENVIRONMENTAL SCIENCE II

1 High School Credit • RCC MAR 101-102 4 credits/semester (total 8 DE credits)

This is a two-year sequence of lab and field science courses for juniors & seniors, designed to provide thematic unity to the CBGS program and immerse students in rich experiential learning. Students explore the principles of general ecology, evolutionary biology, environmental science, and oceanography, with special emphasis on the natural history and ecology of the Chesapeake Bay and its watershed as well as the Atlantic Ocean and east coast. The entire two-year course is interdisciplinary – stressing the importance of chemical, physical, and geological oceanography for understanding marine life and aquatic ecosystems, and making frequent connections to the mathematics and general sciences that students are learning in other CBGS courses. The curriculum is driven by data and investigations of real scientists, and students will design and conduct their own scientific research. In order to provoke critical thinking and creativity, the course is organized around a set of abstract unifying concepts, vivid discovery experiences that require students to interpret their own careful observations, extended problem-solving missions, independent projects and presentations, and environmental issues that compel thoughtful evaluation. *A two-year research project is required of all Chesapeake Bay Governor's School students.*

<b>Physical Education</b>
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### OUTDOOR ADVENTURES

No HS credit • RCC PED 183 2 DE credits

Outdoor Adventures introduces outdoor activities with an emphasis on basic skills, preparation, personal and group safety, equipment selection and use. Over the three years at CBGS students will explore the ecology of the Chesapeake Bay watershed while camping, kayaking, and hiking on three overnight trips and several day trips. *Students must attend all 3 major field studies trips.*



## **CBGS COURSE INFORMATION – 2018-19**

### **RESEARCH PROJECT with TIMELINE**

#### *Fall Semester, Junior Year*

- ◆ Students learn elements of scientific research:
  - ◆ Research method
  - ◆ Experimental design
  - ◆ Graphical and statistical analysis
- ◆ Students gain practice by conducting several cycles of actual research as an entire class in the lab and on field trips:
  - ◆ Generation of null and alternate hypotheses
  - ◆ Lab and field practices for collecting data, including random sampling
  - ◆ Graphing and statistical testing of actual data
- ◆ Students read, discuss, and evaluate scientific papers:
  - ◆ Primary literature
  - ◆ Projects by previous CBGS students
- ◆ Students propose a research question related to marine and/or environmental science that they wish to tackle through individual or small group research, along with a brief discussion of relevant theory and a review of primary literature (December)
  - ◆ Workshop on locating appropriate literature sources
  - ◆ Assignment of faculty advisors
  - ◆ Faculty feedback and streamlining of proposals

#### *Spring Semester, Junior Year*

- ◆ Students observe and critique Senior research presentations at the annual *CBGS Marine & Environmental Science Symposium* (early March)
- ◆ Students submit formal Prospectus for research to be approved by CBGS faculty before data collection begins (final copy due prior to Spring Break)
  - ◆ Introduction with literature review
  - ◆ Null and alternate hypotheses
  - ◆ Materials and methods, including identification of variables, constants, treatments, and controls
  - ◆ Analysis, including statistical test(s) to be employed
- ◆ Students start data collection after Spring Break

## CBGS COURSE INFORMATION – 2018-19

### *Summer Break and Fall Semester, Senior Year*

- ◆ Students complete experiments and data collection
  - ◆ Submission of raw data by mid-September for preliminary evaluation and troubleshooting
  - ◆ Completion of all data collection by end of October
- ◆ Students analyze data graphically and statistically (October/November)
- ◆ Students write a formal scientific paper summarizing and discussing their research (November/December)
  - ◆ Workshop on technical writing and scientific paper format: Abstract, Introduction, Literature Review, Materials and Methods, Results, and Discussion
  - ◆ First draft submitted by Thanksgiving with a cycle of faculty feedback
  - ◆ Final draft submitted by mid-January
  - ◆ Students may enter papers in the *Virginia Junior Academy of Sciences* competition in the spring

### *Spring Semester, Senior Year*

- ◆ Students publicly present research at annual *CBGS Marine & Environmental Science Symposium* (all sites together, early March)
  - ◆ Workshop on public presentations, including use of PowerPoint and graphics
  - ◆ Practice session with faculty for coaching and feedback
  - ◆ Faculty and guest judges evaluate presentations and choose award-winners in each category
- ◆ Senior year 2nd semester is the culmination of ALL the work. Final research paper (based on strict VAS Guidelines) and VJAS (optional) occur during this semester.

## ACCEPTABLE USE POLICY - CBGS

Students are expected to use technology as part of their daily educational programs. The School Board provides a network system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term network system includes hardware (physical device and its components), software, data, communication lines and devices (cables, routers, switches, etc.), printers, the Internet, and personal devices including cell phones and tablets (i.e., iPads, SurfacePros, etc).

All use of the Division's network system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the network system is a privilege, not a right. Any communication or material used on the network system, including electronic mail or other files deleted from a user's account, may be monitored and/or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the network system. The procedures shall include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
  - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
  - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
  - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that the online activities of minors will be monitored;
- (5) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (8) a component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's network system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Division's network system is not a public forum.

Each student and parent/guardian of each student shall sign the Acceptable Network System Use Agreement before using the Division's network system. The failure of any student, to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of network system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the network system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the network system.

*The Chesapeake Bay Governor's School follows this Acceptable Use Policy, from Middlesex County Public Schools, the fiscal agent school division as of 2016, per Article VII of the CBGS Constitution.*



## Chesapeake Bay Governor's School

### Acceptable Use Agreement

By my signature on the line below I attest to the fact that I have read and I understand the policy regarding the acceptable uses and protocols for the use of computers and networks that are the property of Chesapeake Bay Governor's School. Further, I understand that possible consequences may ensue for violating this policy, including suspension or expulsion.

Printed Student Name

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*Signature of Student*

*Date*

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*Signature of Parent/Guardian*

*Date*

*(This form is included in the Student Handbook for your information. Please do not remove. See a CBGS Office Associate to obtain a copy for your use.)*



## Chesapeake Bay Governor's School Student Driver Form

Student's Name: \_\_\_\_\_ Graduation year: \_\_\_\_\_

Vehicle Type / Color \_\_\_\_\_ License Plate #: \_\_\_\_\_

RCC Permit # (if applicable): \_\_\_\_\_

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\_\_\_\_\_ has permission to drive to and from Chesapeake Bay Governor's School during regular school days and functions. The student should arrive by 7:55 and leave CBGS after classes. Students not following CBGS/RCC/Home School driving rules will lose driving privileges.

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

Parent's Signature: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Home School Administrator or Designee (Please print name)

\_\_\_\_\_

Home School Administrator or Designee Signature:

\_\_\_\_\_

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

**Students transporting other students must have prior written approval from both students' parent/guardian and home-school official.**

*(This form is included in the Student Handbook for your information. Please do not remove. See a CBGS Office Associate to obtain a copy for your use.)*

# Medication Consent Form - CBGS

*Medications Prescribed for Individual Students*

### **Prescription Medications**

Employees of CBGS may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the site office associate, site lead teacher, or director by the parent or guardian of the student. If the student brings the medication to school, he or she is asked to deliver it to the school office upon arrival.

Please complete and return this form for **each medication** you wish to have administered by school personnel.

Child's (Student's) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

CBGS Site (check one):    \_\_\_\_\_ Bowling Green    \_\_\_\_\_ Glenns    \_\_\_\_\_ Warsaw

Prescription Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Condition Being Treated: \_\_\_\_\_

Specific Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Possible side effects: \_\_\_\_\_

Duration of the Prescription: \_\_\_\_\_

Signature of prescribing physician: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone number of prescribing physician: \_\_\_\_\_

I request that the school administer the above medication(s) as prescribed by the physician.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_

\*This medication is to be carried and self-administered by the student: \_\_\_\_\_  
(Physician's initials)    (Parent/guardian initials)

### **Nonprescription Medications**

Employees of CBGS may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the site office associate, site lead teacher, or director by the parent or guardian of the student. If the student brings the medication to school, he or she is asked to deliver it to the school office upon arrival.

#### ***\*Student possession and self-administering of medications***

Secondary students with a diagnosis of diabetes, asthma, or anaphylaxis are permitted to carry and self-administer prescribed medicines if approved by the physician, and authorized by the parents and school. Please initial on the above form that your child must carry such medicines with him/her.

*(This form is included in the Student Handbook for your information. Please do not remove. See a CBGS Office Associate to obtain a copy for your use.)*



August 2018

Dear Parents and Student,

Please sign below to acknowledge that you have read and understand all Chesapeake Bay Governor's School rules and procedures, stated in this handbook, including but not limited to the attendance policy, honor code, and cell phone policy.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*(This form is included in the Student Handbook for your information. Please do not remove. See a CBGS Office Associate to obtain a copy for your use.)*