



2023-2024 Student Handbook

gssvsouthside.org

The Governor's School of Southside Virginia is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristics protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom GSSV does business.

Student Name _____

(Please print)

2023-2024 Student Handbook Verification

Dear Students and Parents:

The Commonwealth of Virginia places great emphasis on a high standard of student behavior and parental/guardian awareness of expectations and responsibilities pertaining to student behavior. This information is sent to you by the home high school where your child is enrolled.

The Governor's School expects an even higher level of self-discipline on the part of its students. Our students are carefully selected for participation in The Governor's School. They set standards for themselves that reflect favorably on their home schools, their parents, and themselves. It is a pleasure to work with them. To ensure that there are no misunderstandings, we have included *Expectations for Behavior* at The Governor's School in the Student Handbook section of our 2023-2024 handbook. **The handbook also points out that The Governor's School follows the detailed discipline policies of the home high schools.**

Sincerely,

Wesley Swain, Director

Signature of parent/guardian and student indicates acknowledgement of content of student handbook.

Student Signature Date

Parent/Guardian Signature Date School Division

Please return this page only. The remainder of the handbook is for your records.

The Governor’s School of Southside Virginia

Christanna Campus
109 Campus Drive
Alberta, VA 23821

John H. Daniel Campus
200 Daniel Road
Keysville, VA 23947

Wesley Swain

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MISSION STATEMENT

“The mission of The Governor’s School of Southside Virginia is to provide gifted, highly motivated juniors and seniors a challenging, interdisciplinary program of studies that develops leaders who possess the skills, global perspective, and vision needed to address the challenges of a rapidly changing society.”

*Approved by the Virginia State Board of Education,
July 6, 2004*

The Governor’s School is jointly sponsored by the Virginia Department of Education and the participating local school divisions of Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Lunenburg, Mecklenburg, Nottoway, and Prince Edward.

Governor’s School sites are located on the John H. Daniel and Christanna Campuses of Southside Virginia Community College.

2023-2024 CALENDAR

July 31	Teachers report
August 7	Classes begin
September 1 & 4	Labor Day holiday
November 7	Election Day holiday
November 22-24	Thanksgiving holiday
December 20	Winter break begins
January 3	Second Semester begins
January 15	Martin Luther King, Jr. holiday
April 1-5	Spring break
May 14	Last day for students

THE GOVERNOR'S SCHOOL OF SOUTHSIDE VIRGINIA CURRICULUM 2023-2024
Christanna Campus, Alberta

Humanities		1st Semester	
Juniors		Seniors	
CHM 111	College Chemistry (4)	BIO 101	Biology (4)
MTH 155	Statistical Reasoning (3)	NAS 206	Design & Application of Scientific Research (3)
ENG 111	College Composition I (3)	MTH 161	Precalculus I (3)
ITE 152	Intro to Digital & Info Literacy (3)	ENG 255	World Literature (3)
SDV 100	College Success Skills (1)	PSY 200	Principles of Psychology (3)
Junior Research (high school credit only)		HLT 100	First Aid & CPR (2)
Humanities		2nd Semester	
CHM 111	College Chemistry (cont'd)	ART 101	History and Appreciation of Art I (3)
MTH 155	Statistical Reasoning (cont'd)	NAS 206	Design & Application of Scientific Research (cont'd)
ENG 112	College Composition II (3)	MTH 162	Precalculus II (3)
PHI 220	Ethics (3)	ENG 245	British Literature (3)
Junior Research (high school credit only)		ENG 211	Creative Writing I (3)
STEM		1st Semester	
Juniors		Seniors	
CHM 111	College Chemistry I (4)	BIO 101	Biology I (4)
MTH 161	Precalculus I (3)	NAS 206	Design & Application of Scientific Research (3)
MTH 155	Statistical Reasoning (3)	MTH 263	Calculus I (4)
ENG 111	College Composition I (3)	ENG 211	Creative Writing I (3)
SDV 100	College Success Skills (1)	HLT 100	First Aid & CPR (2)
Junior Research (high school credit only)			
STEM		2nd Semester	
CHM 112	College Chemistry II (4)	BIO 102	Biology II (4)
MTH 162	Precalculus II (3)	NAS 206	Design & Application of Scientific Research (cont't)
MTH 155	Statistical Reasoning (cont'd)	MTH 264	Calculus II (4)
ENG 112	College Composition II (3)	CSC 200	Introduction to Computer Science (3)
Junior Research (high school credit only)		ART 101	History and Appreciation of Art I (3)

THE GOVERNOR'S SCHOOL OF SOUTHSIDE VIRGINIA CURRICULUM 2023-2024

John H. Daniel Campus, Keysville

Humanities		1st Semester	
Juniors		Seniors	
CHM 111	College Chemistry (4)	NAS 206	Design & Application of Scientific Research (3)
MTH 155	Statistical Reasoning (3)	MTH 161	Precalculus I (3)
ENG 111	College Composition I (3)	ENG 245	British Literature (3)
PHI 220	Ethics (3)	ENG 211	Creative Writing I (3)
SDV 100	College Success Skills (1)	PSY 200	Principles of Psychology (3)
Junior Research (high school credit only)		ART 101	History and Appreciation of Art I (3)
Humanities		2nd Semester	
CHM 111	College Chemistry (cont'd)	BIO 101	Biology (4)
MTH 155	Statistical Reasoning (cont'd)	NAS 206	Design & Application of Scientific Research (cont'd)
ENG 112	College Composition II (3)	MTH 162	Precalculus II (3)
ITE 152	Intro to Digital & Info Literacy (3)	ENG 255	World Literature (3)
Junior Research (high school credit only)		HLT 100	First Aid & CPR (2)
STEM		1st Semester	
Juniors		Seniors	
CHM 111	College Chemistry I (4)	BIO 101	Biology I (4)
MTH 161	Precalculus I (3)	NAS 206	Design & Application of Scientific Research (3)
MTH 155	Statistical Reasoning (3)	MTH 263	Calculus I (4)
ENG 111	College Composition I (3)	CSC 200	Introduction to Computer Science (3)
SDV 100	College Success Skills (1)	ART 101	History and Appreciation of Art I (3)
Junior Research (high school credit only)		HLT 100	First Aid & CPR (2)
STEM		2nd Semester	
CHM 112	College Chemistry II (4)	BIO 102	Biology II (4)
MTH 162	Precalculus II (3)	NAS 206	Design & Application of Scientific Research (con't)
MTH 155	Statistical Reasoning (cont'd)	MTH 264	Calculus II (4)
ENG 112	College Composition II (3)	ENG 211	Creative Writing I (3)
Junior Research (high school credit only)			

Grading Period CALENDAR

October 11	End of 1 st Grading period
December 19	End of 2 nd Grading period
March 6	End of 3 rd Grading period
May 14	End of 4 th Grading period

EXAM POLICY

All Governor's School classes will have exams. Students are expected to take semester exams on the day scheduled. **All** exceptions to the schedule should be approved in advance by the teacher and the director.

DROP/ADD POLICIES

The Virginia Community College System has a policy concerning drop/adds. There will be a definitive date, very early in the school year, which is a deadline for finalizing dual enrollment class rolls. The Governor's School has no facility for students to have only partial enrollment. With the integrated curriculum, all students are expected to take all classes offered with the instructors offered. Students are not allowed to request a certain teacher or class.

GRADING SYSTEM

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59-below = F

Math Grade Requirements

Per Virginia Community College System's policy, a student must complete MTH 161, 162, and 263 with a "C" or better in order to progress to the next sequential math course. Please be aware of this requirement and understand that it can impact the student's course of study.

Chemistry Grade Requirements

Per Virginia Community College System's policy, a student must complete CHM 111 with a "C" or better in order to progress to the next sequential chemistry course. Please be aware of this requirement and understand that it can impact the student's course of study.

GSSV CALENDAR

The Governor's School of Southside Virginia will follow its approved calendar (gssvsouthside.org). GSSV may be in session during the school year when the home division is closed for various reasons. Students are still expected to attend GSSV classes during those situations. In the event of inclement weather, this does not apply. Please refer to our inclement weather policy on page 9 and 14.

DISCIPLINE POLICY

The Governor's School follows the detailed discipline policies of the home high school. In the event of an incident, the director will contact the home division. The director has the authority to exercise appropriate disciplinary measures to deal with immediate student misbehavior. Students who display serious or repeated behavior problems may be asked to withdraw from GSSV.

ACADEMIC INTEGRITY HONOR SYSTEM

All Governor's School students are expected to submit their own work on projects, tests, homework, research papers, labs, and in-class assignments unless the teacher gives specific instructions allowing group effort on a given assignment. A high level of ethical behavior is expected of the Governor's School students at all times. Acts of cheating as defined by the GSSV staff will constitute a referral to home school administration and appropriate SVCC dean. Consequences may include, but not limited to, removal from GSSV. The Honor Code Pledge must be written on all submitted assignments.

The Governor's School of Southside Virginia follows Southside Virginia Community College's Honor Code.

SVCC HONOR CODE

SECTION 1. Cheating-Prohibitions

- A. The intentional giving or receiving of help on any written assignments or examinations without the permission of the instructor.
- B. Looking at another's test paper or other material (notes, paper, text) with the intent to gain or give unfair academic advantage without the permission of the instructor.
- C. Talking or signaling to another while taking a quiz or exam with the intent to gain or give unfair academic advantage.
- D. Collaborating with another in preparing written assignments without the permission of the instructor.

SECTION 2. Plagiarism-Prohibitions

- A. Copying another's paper and handing it in as one's own.
- B. Intentionally footnoting an incorrect source.
- C. Using passages or ideas of another as one's own work without giving proper credit.
- D. Cutting and pasting information from a website onto your paper.

Plagiarism means "to take and use as one's own the writing or ideas of another" (American Heritage Dictionary). Before submitting any paper for any course at the College, the student must acknowledge each source used consciously, whether published or unpublished. Even an idea presented in the student's own words, but consciously taken from a source, must be acknowledged. In addition, quotation marks (or indenting and single spacing) must set off phrases or longer passages copied verbatim. (The first sentence of this paragraph includes both quotation marks and acknowledgement of the source.) Each instructor will explain any special means required to avoid plagiarism in his or her own field.

SECTION 3. Pledge

I have not violated nor am I aware of any violation of the Honor Code.

INSTRUCTIONAL ITEMS LOAN POLICY

Students will be issued textbooks, calculators, and other instructional resources at the beginning of each semester. The student is responsible for the items issued to him/her and ensure that they remain in good condition. All items must be returned at the end of the course except for calculators. Calculators are to be returned at the completion of the program. If a textbook or loaned item is lost or significantly damaged, the student must pay the cost of a new textbook or item to The Governor's School by the end of the semester.

AUTOMOBILES

Permission to drive to school is a privilege and may be revoked by the school division or GSSV Director. All parking regulations must be followed or risk loss of privilege and possible disciplinary action. Parked cars are off limits to students during GSSV hours. Students are not to remain in vehicles or to loiter in the parking area.

DRESS CODE

Students are expected to adhere to their school division's dress code policy. Governor's School students are expected to conduct themselves with dignity and self-discipline. Home schools will be contacted if there are dress code violations.

EXPECTATIONS FOR BEHAVIOR

Governor's School students undergo an eligibility screening process that includes references to citizenship and responsibility. The Governor's School students are expected to commit to high standards and are expected to compose themselves with a degree of dignity and self-discipline.

The Governor's School follows the discipline policies of the home high schools.

Students who do not adhere to The Governor's School *Expectations for Behavior* will be referred to their home high school.

The Governor's School students shall

1. demonstrate respect for other students, faculty, and staff;
2. demonstrate respect for the property of The Governor's School and Southside Virginia Community College;
3. abide by the *Acceptable Internet Use* policies;
4. refrain from the use of profane or abusive language;
5. refrain from conduct that is, or is intended to be, disruptive to any Governor's School activity;
6. abide by regulations governing travel to and from The Governor's School on school busses and/or private vehicles;
7. attend school regularly and on time;
8. remain on campus in designated areas per specified schedule during The Governor's School hours;
9. not possess weapons, look-alike weapons, or other instruments intended to inflict bodily harm;
10. not use or possess alcohol, tobacco, or other drugs;
11. refrain from physical displays of affection.

SAFETY

Each student and faculty member should become familiar with the evacuation routes for the classroom in case of any emergency. Each site has a set of regulations pertaining to emergencies. The Governor's School personnel will adhere to the site regulations. Students are to 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 classroom teacher. Students should show consideration for other classes and/or students by moving quietly through the hallways and taking the most direct routes to their destinations.

INCLEMENT WEATHER POLICY

- ❖ If the SVCC site (Alberta or Keysville) is closed or opens at 10 a.m., GSSV students do not report for the day. This means that one GSSV site may be open while the other one is closed. Parents and students are encouraged to sign up for SVCC Alert (text "svccalert" to 888777), GSSV's Remind, and monitor GSSV's website (gssvsouthside.org) and GSSV's Facebook (The Governor's School of Southside Virginia) and Twitter (@GSSVSouthside) Pages during questionable weather situations.
 - ❖ The Alberta site opens according to Brunswick County Public Schools. If Brunswick County is closed or on a two-hour delay, do not report to GSSV.
 - ❖ The Keysville site opens according to Lunenburg County Public Schools. If Lunenburg County is closed or on a two-hour delay, do not report to GSSV.
 - ❖ If your home school is closed or on a two-hour delay, do not report to GSSV.
 - ❖ If your home school is delayed one hour and the GSSV site is opening on time or is delayed one hour, you should report to GSSV.
 - ❖ Please listen to local radio stations and television stations and check websites for closings and delays. There will be no announcements specifically for GSSV nor will GSSV's website provide closing information, but the GSSV Facebook and Twitter Pages will.
 - ❖ Alberta – Brunswick County Public Schools closing information:
 - Radio – WVNC 105.5 FM
 - WKSK 101.9 FM
 - WEVA 86 AM
 - WPTN 102.3 FM
 - Television – WRIC TV 8
 - WTVR TV 6
 - WWBT TV 12
 - ❖ Keysville – Lunenburg County Public Schools closing information:
 - Radio – WSVS 800 AM & WSVS 97.1 FM
 - WFLO 95.7 FM
 - WKSK 101.9 FM
 - WSHV 96.7 FM
 - Television – WTVR TV 6
 - WRIC TV 8
 - WWBT TV 12
 - WSET TV 13
- (See Appendix A)

EXPECTATIONS FOR GOVERNOR'S SCHOOL TECHNOLOGY USE

Students will be expected to:

- ❖ Read and sign the Internet and Computer Use Policy agreement.
- ❖ Turn off computers and monitors when leaving computer stations.
- ❖ Cite all copyrighted files (text, graphics, photos, etc.).
- ❖ Use only personally assigned user names and passwords.
- ❖ Use GSSV/SVCC computers for school and curriculum related purposes only.
- ❖ Restrict printing to essential materials.
- ❖ Keep all food and beverages out of the computer lab.

Students *will not* be allowed to:

- ❖ Use or download any file sharing or peer-to-peer programs or utilities.
- ❖ Download or play games that are not part of the curriculum or have not been approved by faculty.
- ❖ Share personal user names and passwords.
- ❖ Modify or remove any programs.
- ❖ Attempt to access blocked or restricted internet sites.

All rules apply to GSSV and SVCC computers. Failure to comply with these expectations will result in the loss of technology privileges.

CELL PHONE & ELECTRONIC DEVICES POLICY

Cell phones may be used before class begins, during breaks, and after class is dismissed. Devices may not be used during class except with specific instructor permission. Cell phones must be silenced before entering the classroom, library, or any other educational setting. Students must store their device in a location not visible to the teacher or other students. If a device is visible or audible during unapproved times, a GSSV team member has the option to confiscate the device and return it at the end of class. GSSV will contact home school administration if there are repeated non-compliance issues. If a student is found using a device during an examination and/or testing session, it will be considered cheating. The student will face disciplinary action.

ATTENDANCE POLICY

Daily Class Attendance

Governor's School provides a challenging, fast-paced curriculum, which engages students as active learners. Daily attendance is critical and absences should be kept to a minimum. Class participation and laboratory experiments require students to be present. It is in the student's best interest to schedule activities and engagements outside of school time.

Attendance Policy

Governor's School courses are dually enrolled through Southside Virginia Community College. The policy states "Absences totaling more than 20% of a course's semester class meetings will result in dismissal from the course. Instructors may impose more stringent requirements as specified in their course outlines. SVCC does not distinguish between an excused or unexcused absence." A tardy or leaving early of more than 30 minutes will result in an absence. **Five late arrival and/or five leaving early will result in an absence.** The student must complete all assigned work for the class to receive high school credit.

Number of class meetings in a semester			Letter to parent and high school		Follow-up letter to parent and high school		Withdrawal from college credit	
	Class Meetings	Percent	Classes Missed	Percent	Classes Missed	Percent	Classes Missed	Percent
1 per week =	18	100%	2	11%	3	16.6%	4	22.2%
2 per week =	36	100%	3	8.3%	5	13.9%	8	22.2%
3 per week =	54	100%	5	9.3%	8	14.8%	11	20.4%%

Absences

A **written excuse** is required for all absences and must be given to GSSV on the day the student returns to school. Please provide a doctor's excuse if applicable. If a student returns without an excuse, the parent will be emailed. Because absences and tardiness affect learning for the individual and group, there may be specific consequences for absences and late work as established by the instructor in the course outline. Such action may include phone calls/letters to the parent and high school. Additional penalties would be the decision of the parent and/or school division (loss of privileges, loss of high school credit, in-school suspension, etc.).

Planned Absences

If a student knows in advance that he/she will be absent for a personal reason or a home school academic activity, a note from the parent or school personnel must be submitted to GSSV prior to the absence explaining the reason for the requested absence. The student must notify the instructor(s) and make arrangement for assignments to be completed prior to the absence.

Returning from Absence

If a student is absent from GSSV, he/she must bring a written explanation signed by the parent/guardian the day he/she returns. It is the responsibility of the student to approach the instructor(s) for work that was missed while absent. Work missed should be made up as quickly as possible.

Late Arrivals

If a student reports late to school, he/she will report directly to his/her classroom instructor with a signed note. Per the attendance policy, a tardy by more than 30 minutes will be counted as an absence. **Five late arrivals for a class will count as an absence.**

Leaving Early

If it is necessary that a student leaves Governor's School early, he/she must bring a note from the parent/guardian requesting the early departure. Early dismissals should be prearranged. The director must approve the request before a student is allowed to leave campus. If a student becomes ill, a GSSV employee will contact or assist the student in contacting the parent/guardian. When a parent/guardian is picking up a GSSV students, he/she must check him/her out at the GSSV office (Keyville) or with his/her GSSV classroom instructor (Alberta). **Five leave earlies for a class will count as an absence.**

Students are not allowed to leave campus prior to the scheduled departure time. Disciplinary actions will be taken if a student leaves campus without approval for any reason. Students should not visit their vehicles during GSSV hours. If it is necessary to retrieve an item in the car, the student must obtain approval from a member of the GSSV team. Driving privileges to GSSV may be revoked at any time if deemed necessary.

JOINT SITE & SYMPOSIUM ATTENDANCE

All students are required to attend the Senior Research Symposium at their site. A minimum of two joint site events are held each year. Students are required to attend these events.

LATE WORK POLICY

1. Students must make every effort to submit assignments on or before the due date.
2. If the student is absent, scheduled assignments are due to the instructor upon the student's return. It is the student's responsibility to see the instructor for missed assignments and arrange a time to complete missed work.
3. Late work may be accepted according to the given policy of the instructor and will be subject to point deductions.
4. Instructors may use their discretion for extenuating circumstances.
5. See instructor's syllabus.

FIELD TRIPS

Field trips are all Governor's School planned activities that take place outside of the students' assigned instructional site. Students will be required to complete a "Field Trip Permission Form" for field trips and other school-related off-site activities.

Field trips to support the curriculum, goals, and mission of The Governor's School are necessary components of good instruction. The use of field trips to extend the learning opportunities provided in the regular instructional program, to provide opportunities for competition for students in extracurricular programs, and to address the affective needs of gifted learners are valuable activities. Only properly insured and approved modes of transportation are used for school trips. All state laws affecting transportation will be abided. No student is denied participation on a day field trip because of the expense of the trip.

1. **Day trips** will be considered **instructional activities** and student attendance is *mandatory*; the trip coordinator will resolve conflicting circumstances or individual student financial barriers. **Overnight trips** will be considered for **academic competitions** and will be *voluntary*.
2. Since field trips are part of the curriculum, instructors must include a list of educational objectives for the trip and should assess student learning accordingly.
3. Home school Code of Conduct and The Governor's School Expectations for Behavior will be considered; however, appropriate dress and behavior will be determined by the trip coordinator for each trip. Specific circumstances may dictate a different standard than a particular home school policy.
4. Students with documented discipline/health problems may be excluded from field trips.
5. In order for a student to participate, GSSV's Field Trip Permission form must be signed by the parent/guardian and returned prior to the event.
6. The Governor's School field trips will only include the Governor's School students and acceptable

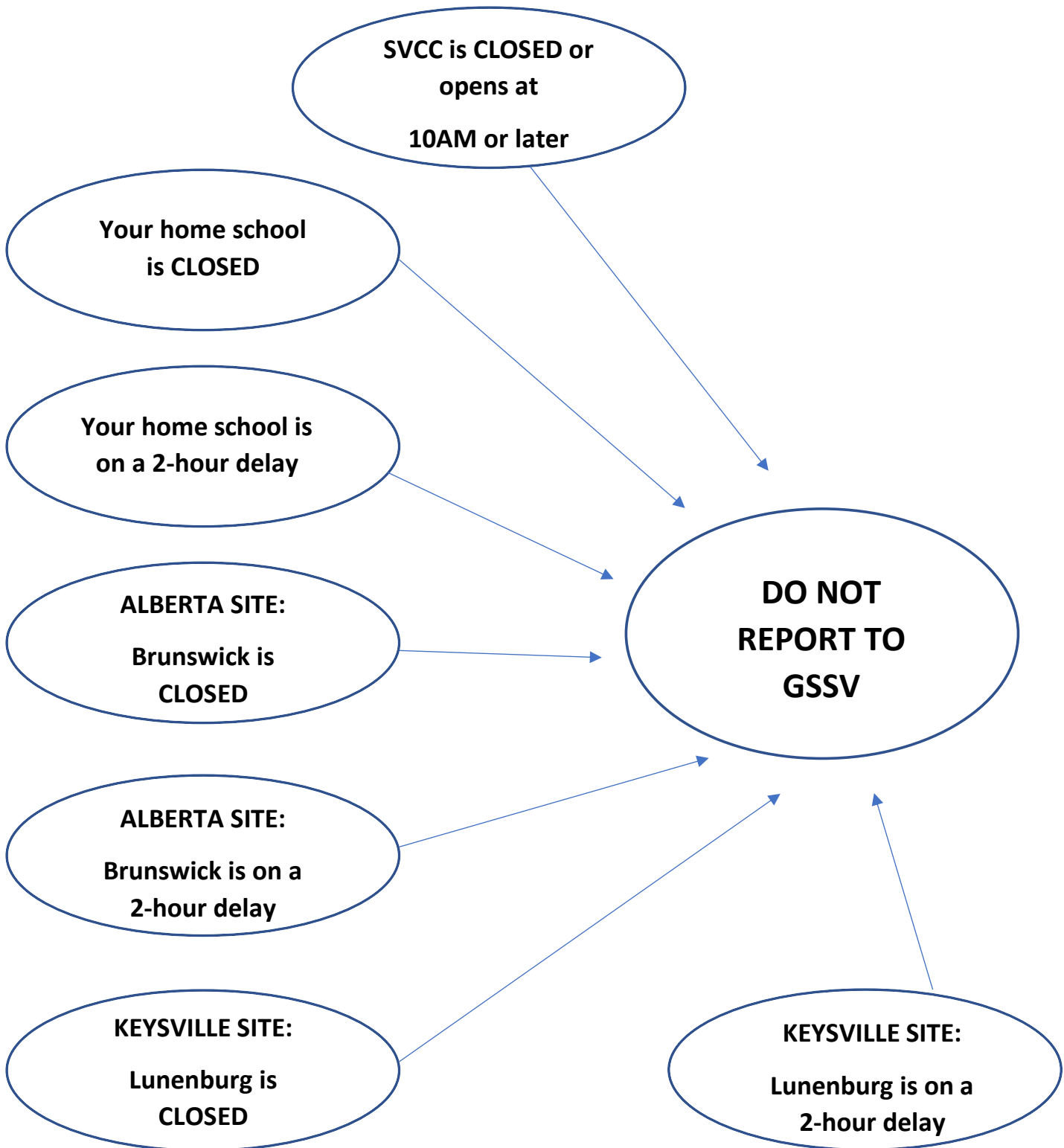
chaperones.

7. Parents shall be held financially responsible for all damage caused by their children.
8. Every field trip will have an emergency plan tailored to the specific field trip. The trip coordinator will be primarily responsible for implementing the emergency plan.
9. School busses will be used whenever possible. Carpooling to a pick-up/drop-off site will be permitted with appropriate permission from The Governor's School, home school officials, and parents.
10. Students who have a known medical and/or handicapping condition which may require special attention or consideration during a field trip need an attachment to their permission form. Arrangements to handle an emergency should be agreed upon and noted in the attachment. The Governor's School may be able to assign responsibility for monitoring the student to an acceptable additional chaperone who must be agreed upon by mutual consent of parent/guardian and The Governor's School.

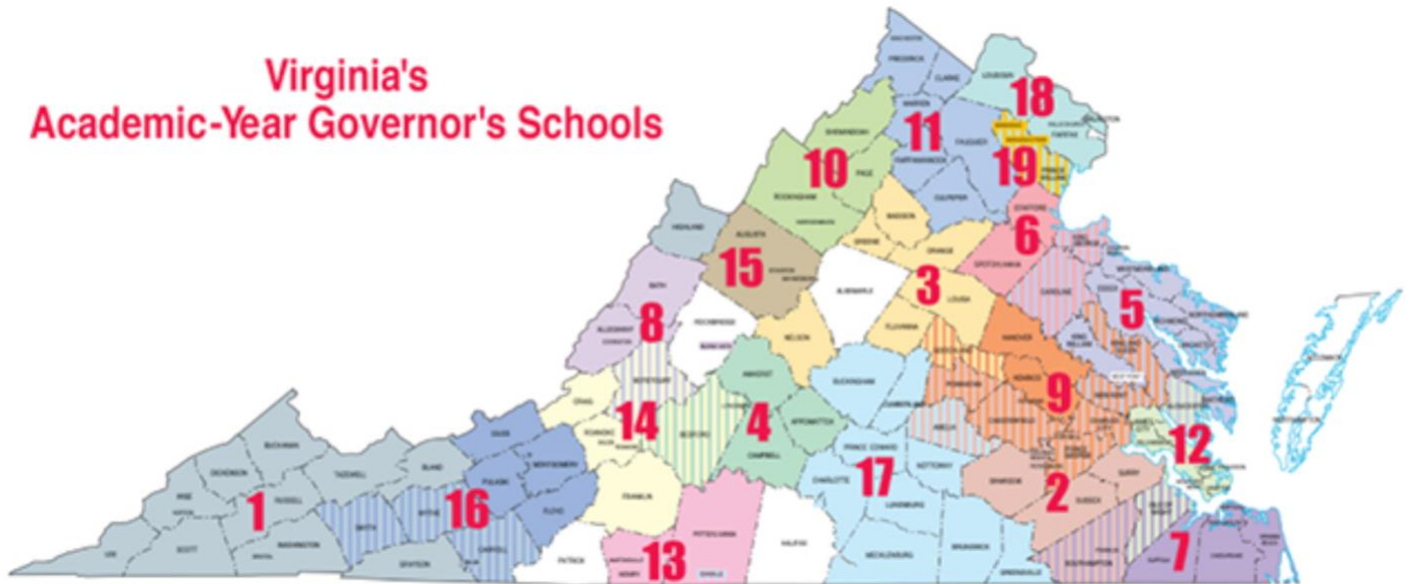
Appendix A

The Governor's School of Southside Virginia

Inclement Weather Policy



Virginia's
Academic-Year Governor's Schools



GSSV serves area 17

Christanna Campus
Alberta

John H. Daniel Campus
Keysville

Brunswick
Greensville
Mecklenburg
Nottoway

Amelia
Buckingham
Charlotte
Cumberland
Lunenburg
Prince Edward