



The Governor's School @ Innovation Park

A STEM INITIATIVE IN COLLABORATION WITH GEORGE MASON UNIVERSITY

The Governor's School @ Innovation Park

A Regional Academic Year Governor's School

Participating School Divisions:

Manassas City Public School Division

Manassas Park City Public School Division

Prince William County Public School Division

In collaboration with George Mason University

2017-18 Student Handbook

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DAILY OPERATIONS

Announcements

Governor's School announcements will be given daily in 1st block classes. Students should check base school websites and with guidance counselors regularly to make sure they are aware of updates.

Calendar

The instructional calendar is designed to meet the needs of the three participating divisions for reporting grades and it avoids conflicts with high school semester exams. Subsequent calendars for The Governor's School will incorporate the array of testing schedules for the three divisions. All student applications, other printed information, and the The Governor's School webpage will reflect that students are expected to attend classes in alignment with the The Governor's School calendar, regardless of the schedules used in their respective school divisions.

Class Schedule

Monday, Wednesday, and Friday will be as follows for Math and Science classes:

	Session 1	Session 2
Begin	7:30 a.m.	9:30 a.m.
End	9:20 a.m.	11:15 a.m.
	Sr Science	Sr Math
	Jr Math	Jr Science

Tuesday and Thursday will be as follows for Principles of Technology and Engineering (PTE) and Mentorship classes:

	Session 1	Session 2
Begin	7:30 a.m.	9:30 a.m.
End	9:20 a.m.	11:15 a.m.
	Jr PTE	Sr PTE
	Sr Mentorship	Jr Mentorship

Although no tardy and class change bells will be sounded to cue students to report to class, all students are expected to report on time to their assigned area for each particular session.

Any modifications to this schedule for special activities will be announced prior to the event.

Dismissal from The Governor's School will be at 11: 15 a.m. daily, and students are expected to return to their base high school for the last period of each school day at that time.

Inclement Weather

The Governor's School will follow Prince William County School schedule, including closings or delayed openings due to inclement weather. Our 2-hour delay schedule will be as follows:

	Session 1	Session 2
Begin	9:30	10:25
End	10:20	11:15

PROGRAM OF STUDY AND CURRICULUM OVERVIEW

The Governor’s School @ Innovation Park provides an alternative learning environment in a university-setting designed to meet the needs of academically talented and highly motivated learners. The STEM program provides a uniquely designed integrated science, math, engineering, and technology curriculum with real world research and application opportunities. Students attending The Governor’s School will be engaged in multiple opportunities to develop their leadership skills and potential by applying their intellectual design based on research into action proposals.

Students attending the partial-day program at The Governor’s School will have opportunity to continue being involved in the social and extracurricular activities offered by their base schools. By providing a dual enrollment program, The Governor’s School @ Innovation Park enables college-bound students to be challenged with college level content while earning both high school and college credits in science and math. Students will also be awarded opportunities to interact with science researchers and learn about possible career opportunities.

Interdisciplinary Connectivity and Technology Integration

Courses at The Governor’s School @ Innovation Park are planned and taught in collaboration with George Mason University faculty. The Governor’s School faculty collaborates to integrate content knowledge and skills across disciplines with an environmental component infused into each course. Students are challenged to understand and engage in the process of scientific investigation using state-of-the art technology and to utilize their technical writing skills to present their findings.

Overview of Required Courses

NOTE: ALL COURSES ARE REPORTED ON HIGH SCHOOL TRANSCRIPTS AS SEMESTER COURSES

	<u>MATH</u>	<u>SCIENCE</u>	<u>TECHNOLOGY/ENGINEERING</u>	<u>MENTORSHIP</u>
<u>JUNIOR</u> <u>YEAR</u>	Precalculus/Calculus I Part A Or Calculus I/II	Biology I Chemistry I Or Physics I	Principles of Technology and Engineering I	Hands-on research in science area of interest
<u>SENIOR</u> <u>YEAR</u>	Calculus I Part B/II Or Calculus III/Linear Algebra	Biology II Chemistry II Or Physics II	Principles of Technology and Engineering II	Hands-on research in science area of interest

Course Equivalency and Transferability

GS Course Names	George Mason University Dual Enrollment Option	AP Exam Option	University Credit Transferability
Pre-Calculus	(Math 105)	No	No
Calculus I Parts A and B	(Math 123 – 124)	Yes - Calc AB	Likely- AP waiver equivalent course
Calculus I/II	(Math 115 and 116)	Yes - Calc BC	Likely AP waiver equivalent course
Calculus III	(Math 215)	No	Likely- comparable course
Linear Algebra	(Math 203)	No	Likely-comparable course
General Biology I and II (Juniors)	(Biology 103 – 104)	Yes	Possibly science elective
Microbiology and Anatomy Physiology (Seniors)	(Biology 124 and 246)	No	Possibly science electives
General Chemistry I and II (Juniors)	(Chemistry 211 – 212)	Yes	Likely AP waiver equivalent course; General Chem for Majors at GMU
Intro to Organic Biochem and Environmental Chem (Seniors)	(Chemistry 104 and 155)	No	Possibly science electives
College Physics I and II	(Physics 243/244 – 245/246)	Phys 1 and 2	Likely AP waiver equivalent course; Possibly science elective for Physics majors
University Physics I and II (E&M and Mechanics)	(Physics 160/161 – 260/261)	Phys C (both exams)	Likely – University Physics for Majors; some universities may want Physics majors to repeat at their university
Principles of Technology and Engineering I	(Computer Science 112, Engineering 107)	No	Likely – comparable courses
Principles of Technology and Engineering I/II Innovations Strand	No	No	No
Fundamentals of Technology and Engineering II Courses other than Innovations	(Civil and Infrastructure Engineering – CEIE 203, Computer Science 211)	Yes (CS only)	Likely – comparable courses
Junior and Senior Year Research/Mentorship	Yes	No	Possibly science elective

George Mason University Courses Equivalents

Schedule for Students enrolling in Pre-Calculus Junior Year:

	Fall Semester		Spring Semester	
	<u>Math Strand</u>	<u>Science Strand</u>	<u>Math Strand</u>	<u>Science Strand</u>
Junior	Math 105 (4 Mason Credits)	Chem 211 (4 Credits) Biol 103 (4 Credits) Phys 243 (4 Credits)	Math 123 (3 Mason Credits)	Chem 212 (4 Credits) Biol 104 (4 Credits) Phys 245 (4 Credits)
Senior	Math 124 (3 Mason Credits)	Chem 104 (4 Credits) Biol 124 (4 Credits) Phys 160/161 (4 Credits)	Math 116 (4 Credits)	Chem 155 (4 Credits) Biol 246 (3 Credits) Phys 260/261 (4 Credits)

Schedule for Students enrolling in Calculus I/II Junior Year:

	Fall Semester		Spring Semester	
	<u>Math Strand</u>	<u>Science Strand</u>	<u>Math Strand</u>	<u>Science Strand</u>
Junior	Math 115 (4 Credits)	Chem 211 (4 Credits) Biol 103 (4 Credits) Phys 243 (4 Credits)	Math 116 (4 Credits)	Chem 212 (4 Credits) Biol 104 (4 Credits) Phys 245 (4 Credits)
Senior	Math 215 (3 Credits)	Chem 104 (4 Credits) Biol 124 (4 Credits) Phys 160 (4 Credits)	Math 203 (3 Credits)	Chem 155 (4 Credits) Biol 246 (4 Credits) Phys 260 (4 Credits)

Dual Enrollment to Receive College Credit: Registration and Payment Methods

Please note: A student will complete the Mason dual enrollment registration through The Governor's School office. Payment for any optional dual enrollment courses will be made directly to George Mason University online at <http://patriotweb.gmu.edu>. All payment due dates are strictly enforced by the university and can be found at <http://registrar.gmu.edu>.

Dual Enrollment Procedures

Students admitted into The Governor's School @ Innovation Park are eligible to enroll in Mason courses for credit as a High School Guest Registrant through our dual enrollment program. Students must complete an online admissions application by the assigned deadline and must be admitted to the university as a High School Guest Registrant.

Students enrolled in Mason courses for credit should be capable of doing college level work demonstrated through their high school grades. Students will receive an official Mason transcript and may only register and drop an optional course for credit during the published university "add/drop" dates. Students and families should be aware that when applying to colleges and universities they will be required to submit their official Mason transcripts to other institutions showing all grades.

Students admitted into The Governor's School @ Innovation Park will be enrolled in various courses that can be taken for Mason college credit as a High School Guest Student. The school systems will be paying Mason

tuition for two courses during the junior year and two courses in the senior year. Two of the four courses paid for by the school divisions must be math.

Governor's School students may also choose to take additional semester courses for Mason credit, although tuition for these courses will be charged to the enrolled student and will not be paid by the sponsoring school division. All GS@IP students enroll as High School Guest Registrants through The Governor's School Program.

Students shall be given the option to earn an additional 20 hours in GS@IP coursework for a maximum total of 32 hours of Mason credit. GS@IP students choosing to enroll in non-GS@IP Mason courses shall be considered for in-state tuition on an individual basis as long as not exceeding the 32-hour credit limit. Tuition for the optional Mason credit shall be charged at the appropriate in-state or out-of-state tuition rate, and shall be paid by the student.

Admission as a High School Guest Registrant does not guarantee admission into Mason's degree programs, and students must re-apply if they wish to attend Mason as a full time degree seeking student.

Prior to each semester, students will be provided with a document from The Governor's School allowing them to select courses that they wish to dual enroll. Students who want to enroll in the optional courses for credit will be responsible for payment. Tuition rates and course fees will be available on George Mason University's website (www.gmu.edu), as will all calendar dates regarding payment, add/drop, semester dates and semester exams each semester.

The Governor's School Research Program

The Governor's School's Research Program opportunities are open to juniors and to seniors as specified each school year. To insure the safety and proper supervision of students at a sponsor site, The Governor's School's partnership coordinator or designated faculty member will establish a formal agreement with all mentors who are not part of our faculty.

Students will need to communicate with both the mentor and faculty for the mentorship course regarding attendance in the event research is done offsite. Students will be required to complete activity logs documenting their research hours as well as comply with lab safety protocols as outlined in The Governor's School Research Handbook.

The Governor's School @ Innovation Park will attempt to find suitable mentors for students based on their area of interest.

NON-DISCRIMINATION STATEMENT

The Governor's School @ Innovation Park does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX, or Section 504. No otherwise qualified student with a disability, shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination for any school-sponsored program or activity. A student with a disability shall be one who satisfies the definitions set forth in the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and its implementing regulations.

PROCEDURES AND EXPECTATIONS

Application Process

Students who attend The Governor's School @ Innovation Park must be students enrolled in a public school in one of the participating school divisions.

Participating schools use a common application which is available directly through the school division. The selection process for accepted students is determined by the use of a committee review process.

Applicants will be evaluated based on their academic performance in high school as well as their score on a math exam. Only students who have excelled in high school and demonstrate the preparation and maturity indicative of the potential to succeed in Mason's competitive course work will be admitted. Students must have demonstrated excellence in advanced math and science courses, and have successfully completed pre-requisite Algebra II/Trig as well as a Pre-AP or Honors level science course in biology and chemistry.

The Governor's School program's emphasis on rigorous, university-level curricula and its use of collaborative teams formed principally in the first week of the program have been designed specifically to meet the expectations of gifted learners and in agreement with George Mason University's expectations for dual enrollment courses.

While individual students will occasionally have to be absent for health and family reasons, students who wish to enter this program at any time other than the beginning of the school year would be inconsistent with the program's classification as a "continuous" program by the Virginia Department of Education.

Students who are admitted to the program and who do not attend classes the first week of the program are withdrawn from the program. (2) Any student who does not attend Governor's School classes for the first week of the program will automatically be re-registered at his or her base high school as a full-time student; and (3) students may not be admitted to the program after the first week of classes.

Withdrawal from Program

A student requesting to withdraw from The Governor's School @ Innovation Park will be expected to adhere to the following procedures. Criteria for withdrawing from The Governor's School will be based on what is in the best interest of the student and the school.

There will be three times periods designated for students to request to withdraw from The Governor's School:

- within the designated GS@IP semester class drop period
- at the end of fall semester (high school calendar)
- at the end of the high school year for juniors

Any student that requests to withdraw from The Governor's School will be subject to the home school division's procedures relating to doing so, as well as any consequences that may result. A student will not be allowed to re-enter The Governor's School @ Innovation Park once he/she has withdrawn.

Procedures for Requesting to Withdraw:

If a parent/guardian believes that remaining at The Governor's School @ Innovation Park may not be in the best interest of the student:

- The parent shall contact the Director and the home school guidance counselor to request a review of the student's academic record and to discuss what action is best for the student. This assessment may result in the development of an individualized plan for success that contains specific objectives, strategies for improvement, outcomes, and a designated time period for reassessment.
- If it is determined that the student shall withdraw from The Governor's School at the end of the high school calendar fall semester or the high school year, the student must submit a written request to withdraw from the program to the Director. The Director shall send a copy of the letter to the school division's base school Guidance Department, Gifted Coordinator, and Mason's Registrar Office.

- The student may be asked to participate in an exit interview to provide feedback data for The Governor's School program.
- If the student who requests to withdraw from the program is enrolled in a course for dual enrollment credit, the withdrawal policy of George Mason University will be in effect for the dual enrolled courses. As per Mason policy, withdrawal past the add/drop period and prior to the end of the semester requires the student to seek approval by the College of Science Dean for permission to withdraw. Withdrawal requests during this time should be for non-academic reasons that require the student to withdraw from The Governor's School Program. Withdrawal requests are reviewed on a case-by-case basis, and are not routinely granted. Students apply to withdraw with the understanding that approval would result in forfeit of college credit and receipt of a "W" on the college transcript. Withdrawal request forms are available through the Director of The Governor's School.

Attendance Procedures

The Governor's School faculty will take attendance on a daily basis and report absences and tardies to the student's base school at the end of each marking period.

Please remember that The Governor's School is in a unique situation. As much as we like to keep things easy for everyone involved and coordinate between the base schools, attendance is ultimately the responsibility of the parent and as such, there are times (i.e testing, base school activities, etc.) when it would seem a note is unnecessary but it remains a requirement to excuse your student's absence.

Student Absences

Since The Governor's School will operate at a more rigorous and accelerated pace, attendance is of utmost importance so that students do not fall behind academically. If a student is aware in advance of an upcoming situation in which he/she must be absent from The Governor's School, requests for approval and arrangements must be made in advance for assignments to be completed. **A parent/guardian should contact the The Governor's School @ Innovation Park office at 703-993-7027 immediately if a student will be absent for more than three days due to a medical situation, and certification by a licensed medical physician will be necessary.**

Under Virginia Law, students are responsible for attending school every day that school is in session. Absences, tardies, and/or early dismissals must have documented approval from a parent/guardian and/or school personnel. **A written statement which provides the reason for the absence and is signed by the parent is the preferred verification process for excusing an absence that was not pre-arranged. This statement should be provided no later than the second school day after returning to school. Alternate means of notification may include telephone contact with parent, parent conference, or email to Pamela Thorpe at thorpepl@pwcs.edu.**

Classwork for excused absences must be made up in a timely manner as noted below. The student or parent is responsible for obtaining assignments during absences.

Types of Excused Absences

- Personal illness of the student
- Medical appointments that cannot be made for after school hours
- Student participation in academically-related school-sponsored activities
- Death in the family
- Required court appearance
- Observation of a religious holiday
- Emergency conditions in the student's home
- When, in the judgment of the parents, the roads or walkways in neighborhoods are unsafe
- Reasons of extenuating circumstances will be judged by the Director

Types of Unexcused Absences

- Truancy
- Oversleeping
- Missing a ride or a bus
- Disapproved prearranged absence
- Failure to produce an appropriate explanation for an absence within the allotted time

Requesting Prearranged Absences

A request for prearranged absences must be made in advance in writing to the Director of the program. The Director uses professional judgment in making a determination to approve or not approve the request based on the reasons stated in the written request for the prearranged absence. Factors such as the educational value of the proposed experience and the impact of the absence on the student's academic progress will be given consideration in determining whether a prearranged absence is approved or disapproved.

Returning Following an Absence and Make-Up Work

If a student is absent from The Governor's School for illness or a home-school activity, the **student must bring a written explanation signed by the parent or guardian (regardless of student age)** to The Governor's School office **within two days of returning from the absence. Make-up work must be completed within the number of days absent plus one day.** For example, if a student is absent for one day, he/she would have two school days to make up missed work. If absent for three days, he/she would have four school days to make up work, etc. If the student fails to turn in a note within two days after his or her return to school, the student will receive an unexcused absence. The Governor's School will not award a grade or points towards any assignment that was collected during a student's unexcused absence.

In general, no late submissions will be accepted for work that is to be submitted online.

Since our courses are mostly offered as dual-enrollment options, **students who are absent on the date of a schedule test / exam must submit a note from a doctor or base school administrator (in the event that the absence is due to an approved school activity) for that student to be allowed to make up the exam. It is the responsibility of the student to arrange to make up any exams missed due to an excused absence with the class instructor, and the agreed upon time must be within the allotted make-up time described above. If a student fails to report to make up an exam at the agreed upon time, there will be no additional opportunities given to the student to make up that particular exam.**

Excessive Absences

If a student is absent for five or more days during a semester, The Governor's School office will send a notice to the student's parent or guardian. If a student misses eight or more days during a semester, notice will be sent to student's parent or guardian, the home school principal, and the school and division advocates.

If a student has 10 or more absences during a semester, she or he may be dismissed from The Governor's School. Only under extenuating circumstances, such as extended illness with verification from a doctor, will a student be considered to remain in the program.

Due to the laboratory/project-based nature of The Governor's School courses, it is not possible to offer the same content to students in a home bound instruction format.

Arriving Late

Students who arrive later than 7:45 must report immediately to The Governor's School's main office and sign the attendance notebook. A student arriving twenty minutes or more late to class is considered

absent rather than tardy. Tardiness is addressed in each course outline and may result in the student's grade being affected for the class in which he/she is tardy.

Three tardies within a semester (to any classes) will be counted as an absence and will be included in the total absence count for that semester.

Early Dismissal

Early dismissals must be prearranged. An explanatory note signed by the student's parent/guardian must be approved by the Director or Mentorship Coordinator before a student may leave the campus or mentorship site. Students are required to sign out in The Governor's School office notebook prior to leaving the building. If a student becomes ill during Governor's School hours, a member of the faculty or administrative team will contact his or her parent or guardian before the student will be dismissed. Students are not permitted to leave The Governor's School campus before their scheduled bus departure time unless the above procedure is followed. **Disciplinary actions will be taken if a student leaves campus without approval for any reason.** If a student needs to recover an object from a car in the parking lot, he or she must obtain prior approval from The Governor's School office in order to do so without penalty. It is the student's responsibility to follow these procedures.

Inclement Weather

If Prince William County School Division is operating on a delayed schedule due to inclement weather, The Governor's School will also be on a delayed schedule. Parental discretion is considered if roadways are determined dangerous, and parents should communicate this decision with The Governor's School office.

Students should listen to the local radio and television stations for the official closing of Prince William County Schools. The Governor's School administration will not issue a separate snow bulletin. Students are advised not to call The Governor's School office for closing information, but to check the Prince William County Schools website (www.pwcs.edu) for updates. If inclement weather begins during Governor's School class hours, students will be dismissed according to Prince William County School's announcements. Students using school division transportation services will be dismissed when the vehicles arrive at The Governor's School.

ACADEMICS

Grading Scale

The Governor's School @ Innovation Park and Mason use the following grading scale:

- A - Excellent (90-100)
- B - Above average (80-89)
- C - Average (70-79)
- D - Below average (60-69)
- F - Failure (0-59)
- I - Incomplete

All incomplete grades must be changed to a letter grade within two weeks after the end of the marking period. Incomplete grades will be given only under extenuating circumstances, such as prolonged illness, as approved by The Governor's School Director and George Mason University Coordinator (for dual enrolled courses).

All grades will be reported to student's respective high schools at the end of each nine-week period in time to be included in the school division's reporting system.

Academic Honor Code

Students at The Governor's School @ Innovation Park must pledge to abide by both the public school system's Honor Code as well as George Mason University's Honor Code. This includes neither giving nor receiving

assistance (written, orally, or otherwise) on any assessments that were assigned for completion by individual students. Cheating also includes the giving or receiving a computer file, program, or computer-based information without specific teacher direction or approval. Cheating encompasses any violation of rules where the violation involved dishonesty.

Plagiarism and copyright infringements are also considered to be cheating. Students are responsible for giving recognition to all sources from which material is quoted, summarized or paraphrased, and to give recognition to persons from whom assistance has been received.

Students should be aware that violations of the Honor Code will result in a grade of zero on the assignment in question. In addition, The Governor's School Director will send correspondence to the parent or guardian, base school, and school division level advocate explaining the violation. If a student is dual enrolled in the course in which the violation occurred, the Director will also inform George Mason University's Coordinator who is under obligation to submit a written report of the incident to Mason's Honor Committee. The student may be required to meet with representatives from Mason's Honor Committee regarding the alleged offense, a requirement which is supported in full by The Governor's School.

The Governor's School will comply with Mason's responsibilities of the faculty and procedures for reporting violations of the Honor Code in full. This includes full support of the Honor Committee's discretion as to whether or not a Hearing Panel is necessary, and all sanctions imposed during the hearing panel, should one be appointed, will be supported fully by The Governor's School.

Students are required to report suspected Honor Code violations to the appropriate instructor or to the Director immediately. Any student withholding information regarding an Honor Code violation is also in violation of the code.

Disciplinary action for the Honor Code violation will be addressed with the student by The Governor's School Director on a case-by-case basis. Students risk being suspended or expelled from The Governor's School on the first violation of the Honor Code, as well as being subject to all penalties as deemed appropriate by Mason's Honor Committee.

Reporting Grades

Every nine weeks The Governor's School faculty will submit student grades to their perspective school according to The Governor's School calendar. Students dually-enrolled in Mason classes will not receive their Mason semester grades through Governor's School (these will be available online at <http://patriotweb.gmu.edu> for students to view). Mason does not have a nine-week grading period, so nine-week grades reported to students in dual-enrollment courses simply reflect the student's progress to date in the course.

The Governor's School will report only student interim, nine-week, and semester/end of year grades to student's home school.

Grades are available for online viewing by all students and parents. Students and parents will be given information at the beginning of the school year for online access availability through Jupiter.

Academic Deficiency

If a junior at The Governor's School is receiving a grade of "D" or below in any Governor's School course at the interim of a grading period, a faculty member will contact a parent or guardian regarding the grade. The student and the faculty will work together identify the problem areas and develop a plan for the student to improve the grade.

A grade of “D” or below for a marking period will result in a conference with the instructor, the student and parent/guardian, and the Director of The Governor’s School. In addition, the student’s home school officials will be notified and a determination will be made in regards to the best course of action for that student.

Eligibility Criteria for the Senior Year Program

At the end of the junior year, the student must have a minimum of a “C” grade point average in all Governor’s School classes in order to be admitted to the senior year Governor’s School program. Furthermore, the student must successfully complete two semesters of mathematics, science, engineering, and mentorship with a C or better.

Semester Exams

All students are expected to take semester exams on the day scheduled. Only in a rare case, such as illness confirmed by a physician or a death in the family, will a make-up examination be allowed. All exceptions to the examination schedule must be approved ahead of time by the Director. **If a student does not report for a semester examination due to an emergency, The Governor’s School office must be notified on the day of the exam by the student's parent/guardian, and excusing the absence will be at the discretion of the Director. Failure to follow this procedure may result in a grade of zero (0) for the exam.**

Criteria for Successful Program Completion

To receive The Governor’s School diploma seal and certificate certifying successful completion of The Governor’s School @ Innovation Park program, a student must meet all enrollment requirements for the program and earn grades of “C” or better in all courses during both the junior and senior years.

Student Conduct

Each student at The Governor’s School is responsible for his/her own actions while on school property or under the supervision of The Governor’s School faculty members during school activities. Students are expected to be punctual to class and to respect fellow class members, faculty members of The Governor’s School and George Mason, and property of The Governor’s School and George Mason. Disruption of the learning process by a student and/or a student’s actions which jeopardize his/her safety or the safety of others will not be tolerated.

Students must comply with all of Prince William County Schools Code of Behavior Procedures (available at www.pwcs.edu) and George Mason University’s Student Handbook procedures (available at www.gmu.edu). These procedures will be strictly enforced whether infringement of the procedures occur when the student is on or off Mason’s campus.

Dress Code

The Governor’s School students are also expected to abide by a respectful and professional dress code that is in compliance with Prince William County Schools, George Mason University, and Lab and Safety OHS Regulations. Since students should be ready to participate in a laboratory experience at all times while at The Governor’s School, they must be in compliance with the dress code which includes no open toed shoes and shorts/skirts (coverage must be for the entire leg) are allowed in the biology and chemistry science laboratories. Students must also remember that their appearance reflects the reputation of The Governor’s School program; therefore rules for attire will be enforced very strictly. Students not having proper attire may be sent home as an unexcused absence for the day.

Drugs, Alcohol, Weapons

Students who choose not to comply with procedures set forth by The Governor’s School, George Mason University or local, state and federal laws pertaining to the sale/possession or distribution of drugs, look-alike drugs, alcohol, weapons and explosives, or any other procedures governed by these agencies and procedures are subject to administrative action at the level deemed most appropriate by the school administrators involved. Students violating such procedures may receive corrective measures from The Governor’s School @ Innovation Park, the student’s base school and school system, George Mason University, and the legal system. Please refer

to the student's school division procedures and George Mason University's Student Handbook for possible corrective measures that may be utilized for disciplinary action.

Suspension

According to The Governor's School @ Innovation Park procedures, students who are suspended or expelled from their base high school will be automatically suspended or expelled from The Governor's School for the duration of the penalty. In this type of suspension, The Governor's School Director will collaborate with the base high school to determine if consideration should be given to students being allowed to make up academic work missed during the suspension.

If a student is suspended or expelled from The Governor's School @ Innovation Park, it will be determined by the administration at the student's base school as to whether or not the student will be allowed to attend base school classes.

Science Lab Safety and Conduct

The Governor's School students should perform laboratory experiments only with prior approval by the instructor. The instructor will inform the students of any dangers or safety precautions that need to be considered for a given experiment. Students are expected to report accidents immediately to the nearest instructor so proper measures can be taken. If a student has an open cut, the instructor will follow special procedures.

Individual experimentation for mentorship or engineering courses must be prearranged and must be conducted under the supervision of an instructor. Students should refer to the Student Research Handbook for additional information.

Students are responsible for maintaining the equipment issued to them. Students who break glassware, thermometers, or other laboratory equipment will be responsible for the replacement cost of the item by the last day of the nine-week period.

If a student does not know how to use certain equipment, it is his or her responsibility to secure proper instructions before proceeding with the task. Also, students must practice good lab skills by properly cleaning up all equipment and materials at the end of the activity.

It is the student's responsibility to review, on a regular basis, safety rules and guidelines provided by the instructor as well as those posted in labs.

Students must abide by Mason's "Minors in the Laboratory Guide." All students must participate in safety training provided by Mason's Environmental Health and Safety Office (EHS), and the Assumption of Risk form provided by the EHS office must be signed by both the student and parent (for minors under the age of 18) and be on file in The Governor's School office.

Computer Equipment and Networking Resources

Laptop Computers

All students will be allowed to access to laptops as deemed appropriate by The Governor's School faculty during class time. Students may bring their personal laptop or check out a laptop from The Governor's School for the academic year. Appropriate behavior in relation to the laptop computer is expected at all times. Any neglect or abuse of the equipment resulting in damage or loss will be the student's monetary responsibility. Students are not permitted to install any software on school laptops. The laptop is a loan item that must be returned at the end of the school year, when all personal data must be removed from the hard drive.

Network Access

Network and telecommunications services are intended to enhance student learning and provide valuable global resources in a 21st century learning environment. George Mason will issue a network and an email account to each Governor's School student. Students are to use these accounts to complete assignments and to communicate with their class mates, faculty, and others on the Internet for school-related collaboration only. Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school or on equipment owned by the school, students are required to abide by the standards defined by The Governor's School, their school division, and by George Mason University.

Unacceptable Uses of Technology (not an all-inclusive list)

- Violating the privacy rights of others.
- Using, producing, distributing, or receiving profanity, obscenity, or material which bullies, harasses, offends, threatens, or degrades others. This includes cyberbullying, the intentional and/or repeated harm of others through the use of computers, cell phones, and other electronic or technological devices.
- Copying commercial software in violation of copyright law.
- Using technology for financial gain or commercial or illegal activity.
- Using technology for product advertisement or political endorsement.
- Re-posting personal communications without the author's prior consent.
- Using technology in violation of other rules and regulations of the student's school division.
- Use of technology off school property which has a material effect on the operation or general welfare of The Governor's School, student base school, or school divisions, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school's authority *in loco parentis*, or otherwise invades the rights of students or staff.

The most important prerequisite for a student or educator to receive an account to use The Governor's School/Mason network and telecommunications services is that he or she takes full responsibility for his or her own actions. The Governor's School @ Innovation Park, school divisions, and George Mason University will not be liable for the actions of anyone using the network and telecommunications services. All users shall assume full liability, legal, financial, or otherwise, for their actions. The signature(s) on the property loan document that you signed is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions stated in this handbook carefully and understand(s) their significance. Violation of this any procedures or expectations outlined by this handbook may result in corrective action, loss of technology-use privileges, and penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable state and federal law.

Cell Phones and Other Portable Electronic Devices

The Governor's School permits students to possess cell phones and other portable electronic devices. However, such devices may not be used during class time except with the specific permission of the faculty.

Release Due to Infraction of Handbook Policies

If the Director determines that a student shall be released from the program due to an infraction of The Governor's School Handbook Policies:

- The Director's recommendation for a student dismissal shall be communicated with the student, parent, home school counselor, and school division coordinator.
- A meeting shall be convened to review the recommendation, based on school division policy and due process, and to move forward with appropriate action.

Appeals Process

An appeal is the act of expressing an objection to a condition, a circumstance or a punishment imposed by a faculty member or administrator on a student. For the purposes of this procedure, appeal means those objections

beyond the normal discussion and questioning that a student or parent/guardian might pursue with a faculty member or administrator.

Appeals regarding grades, discipline, and/or classwork/course expectations should be addressed first with the specific faculty member involved. If resolution is not possible, the concerns should then be taken to the Director. The Executive Committee of The Governor's School @ Innovation Park may be involved in the appeals process along with the Director.

Appeals regarding a student's eligibility for program participation will be reviewed by the Executive Committee of The Governor's School @ Innovation Park.

STUDENT SUPPORT SERVICES

The Governor's School Office (Discovery Hall 175-178)

Our office is located in Discovery Hall of George Mason University's Prince William Campus. Office hours are from 7 a.m. until 3:00 p.m. on weekdays. If you call after these hours, please leave a message and we will contact you as soon as possible.

Student Health Services

Students who become ill during class must notify their instructor, and then report to The Governor's School office to speak with GS@IP faculty or Dr. Calhoun if possible. If deemed appropriately necessary, students may be sent to Health Services at Mason, otherwise students will be asked to see their base school nurse and/or family physician. Students who need to go to Mason's Health Services Department will be escorted by faculty or administration from The Governor's School to ensure that the staff knows they are Governor's School students when they report. If a student needs to receive medications during the time at The Governor's School, please notify our office at 703-993-7027.

Transportation and Parking Services

Transportation by school division bus services will be provided for each student attending The Governor's School. Students should contact their perspective school divisions for information regarding bus routes and schedules. Please note that the Prince William County Schools Code of Behavior is in effect for bus transportation as it would be for students attending their base school, and any infringements on the Code of Behavior will be reported both to The Governor's School administration and the student's base school administration.

For students driving to campus, Mason's standard parking fees apply for any of The Governor's School students as they would to a Mason student. Please be sure to pay for your parking at any time that you are visiting campus. Parking passes can be purchased at <http://parking.gmu.edu>. Students wishing to drive to campus on a daily basis rather than take school division-provided bus transportation must seek approval from their perspective school division.

Textbook Loans

The Governor's School provides all required textbooks for all junior and senior courses. It is the responsibility of the student to keep the issued textbooks in good condition. Each textbook issued to a student at the beginning of a semester must be returned to The Governor's School at the end of the semester or year if needed for the second semester. If a textbook is lost, damaged, or contains markings, the student must pay the cost of a new textbook to The Governor's School by the end of the year. A student's home school principal will be notified if the student fails to fulfill any obligation(s) at The Governor's School.

Field Trips

Field experiences will be an integral part of the applications in the science component of the junior and senior research courses. Parent approval will be necessary for field experiences outside of Mason's Prince William

campus, and it is the student's responsibility to submit forms by the due date to ensure their participation in the event. Fees may be associated with field experiences for transportation, lunch, entrance into facility or event, etc.

A student is subject to disciplinary action if the student's behavior does not meet The Governor's School expectations for student conduct as outlined in this handbook. Students are expected to dress appropriately for field trips in relation to the nature of the event and are expected to give their full attention to projecting a positive image of our school.

Photo Release

Since photographs of The Governor's School students may be published or used on websites and in various programs about our school, we ask that students and their parents who would like to opt out of being included in photos sign a photo opt out form. This form will be available in our office.

Student Transcript Information and Transcript Requests

Student high school transcripts should be obtained from their base school guidance counselor. Please note that we are unable to print official transcripts from our office as we do not have access to student base school grades.

Please note that all of our courses are semester courses; therefore a "Year" grade will not be generated for these courses. Each of these courses will count as 0.5 credits rather than a 1.0 credit as a full year course would in weighting towards the overall GPA.

It is the responsibility of all students to request university transcripts from George Mason University's Registrar office. Transcript request and fee information can be obtained at <http://registrar.gmu.edu/records/transcripts.html>.

Academic Recommendation Letters

Students needing faculty recommendations are required to submit a *Recommendation Request Form* below. Faculty members need at least two week notice for recommendation requests. Faculty members reserve the right to decline writing a recommendation to any student.

Procedures for submitting a request for a letter of recommendation:

- Ask the faculty member if he/she is willing to write a letter of recommendation prior to completing this form.
- Specify the specific name of the program(s), scholarship(s), or college(s) / universities for which you are requesting the recommendation on the form.
- Include the following with this request:
 - a copy of a recent resume
 - SAT or ACT scores
 - Contact information for the recipient including a complete mailing address.

Please provide self-addressed envelopes for all requests that must be mailed by The Governor's School.

Request for Letter of Recommendation

Student Name: _____ Student Email: _____

Date of Request: _____ Required Postmark Date: _____

Base School: _____ SAT or ACT Scores: _____

Program, college, university, or scholarship for which you are requesting a recommendation:

Recipient name and address:

Special instructions:

Note: Resume should be attached as well as a stamp if the letter is to be mailed by faculty/staff.

The Governor's School @ Innovation Park Procedure Acceptance Statement

As a member of The Governor's School @ Innovation Park I honor academic and personal integrity. I understand that the expectations of The Governor's School @ Innovation Park are higher than they are at my base school, promise to uphold their values of honesty, integrity, respect, and responsibility. I have read and agree to abide by the procedures and guidelines set forth in The Governor's School @ Innovation Park Handbook, which can be found at <http://www.pwcs.edu/GovernorsSchool/>, as well as the procedures and practices set forth by my base school, Prince William County School's Code of Behavior, and George Mason University's Handbook. I understand that any violation to any of these procedures could result in disciplinary action at The Governor's School @ Innovation Park, my base school and school division, and George Mason University.

Specifically, I have read, understand, and agree to the procedures described in this document for each major category stated below (Please initial each category):

_____ DAILY OPERATIONS
_____ PROGRAM OF STUDY AND CURRICULUM OVERVIEW
_____ NON-DISCRIMINATION STATEMENT
_____ PROCEDURES AND EXPECTATIONS:
_____ STUDENT SUPPORT SERVICES

Student Name (print) _____ Date _____

Student Signature _____

As the parent of a student at The Governor's School @ Innovation Park, I understand and agree to support the procedures set forth in The Governor's School Handbook, my student's base school, Prince William County School's Code of Behavior, and George Mason University's Handbook.

Parent Signature _____ Date _____