

# Administrative Procedures and Guidelines

## **The Governor's School** *of Southside Virginia* 2016 - 2017

### I. Introduction

In January 1984, state funds were allocated for Governor's Schools to be administered by the Department of Education. In September 1985, five programs began operation. On September 17, 1992, thirteen school divisions in Southside Virginia submitted a request to the Virginia Board of Education for a Regional Academic Year Governor's School for Global Economics and Technology. The unique multi-site secondary school had as its' mission to educate gifted/highly capable students in global economics and technology and to serve as a resource and/or catalyst for improving educational opportunities for all high school students in the Southside area.

On July 6, 2004, at the request of the regional governing board, The Virginia Department of Education approved a change to the name and the mission of the school. The name of the school was officially changed to **The Governor's School of Southside Virginia**. The mission of the school was revised to read "*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.*" The changes reflect the current needs of the participating school divisions.

In October 2009, the regional governing board decided to close the Longwood site and to move students from divisions currently attending that site to the Keysville Campus for the 2010-2011 school year.

GSSV currently operates on two different sites to provide advanced level educational offerings to rising juniors and seniors from eleven school divisions.

### **Goals**

The Governor's School of Southside Virginia will accomplish the following goals:

- The school will incorporate interdisciplinary instruction into all content areas.
- The school will utilize best practices in curriculum design and delivery based on research of the education of the gifted.
- The school will focus on the applied integration of learning through the use of technology.
- The school will provide an opportunity for gifted students to conduct research studies in areas of their own choosing.
- The school will prepare students to understand effective international interaction in a technologically competitive society.

- The school will develop leaders who possess the skills, global perspective, and vision needed to address the challenges of a rapidly changing society.
- The students will be able to compete on a world-class scale for entry into higher education and international positions.
- The students will recognize the interdependence of nations as a part of the new world economy in which Virginia and the United States are integral players.

### **Justification of Need**

The need for a regional program stems from:

- lack of access to academic Governor's or magnet schools,
- low density of gifted students per school division,
- lack of peer interaction for identified gifted students,
- fewer opportunities for exposure to higher education,
- need for a skilled, literate work force in Southside, Virginia, and
- lack of exposure to advanced technology.

### **Identifying Information**

**A. Name/Location of Program - The Governor's School of Southside Virginia** has sites in Keysville at Southside Virginia Community College - John H. Daniel Campus, and in Alberta at Southside Virginia Community College - Christanna Campus. The central office is located in Keysville.

**B. Director** – Laurie Michaelson

**C. Fiscal Agent** - Cumberland County; **The Governor's School of Southside Virginia** is sponsored by the Virginia Department of Education and the ten participating school divisions.

**D. Operation - The Governor's School of Southside Virginia** is a 5/6 day program for students. Teachers work from 7:30 a.m. to 3:00 p.m. Monday through Friday, for 200 days.

## **Student Identification**

**A. Number** - 187 students for the 2016 -17 school year

**B. Grade Levels** - 11 and 12

**C. School Divisions Served** - Amelia County, Brunswick County, Buckingham County, Charlotte County, Cumberland County, Greenville County, Lunenburg County, Mecklenburg County, Nottoway County, Prince Edward County

## **II. Program Description**

### **Program Goals**

The goals of the program are to provide:

- the challenge of an interdisciplinary curriculum,
- involvement in cross-disciplinary instruction with a thematic/conceptual focus,
- participation in independent studies,
- encouragement of student-centered instruction,
- curriculum that utilizes higher level thinking skills,
- the application of communications, mathematics, and science to real life problems, and
- the development of leadership skills.

### **Program Objectives**

The objectives of the program are to:

- create excitement and desire for lifelong learning – focusing on the future,
- elevate the awareness level of students as well as provide practical skills in regard to teamwork and independence,
- enable students to master the tools necessary to use electronic networks,
- help students define and solve real life issues and problems,
- supply students with the means to recognize the interdependence of nations as a part of a new world economy, and,
- serve as a catalyst and through staff and students, be a resource for expanded educational opportunities for all Southside schools

## Course Offerings

Juniors and seniors take dual enrollment college credit courses that may lead to obtaining an Associates Degree in General Studies (Humanities) or Science (STEM) through the Southside Virginia Community College. Students may participate in a Humanities or a STEM (Science, Technology, Engineering & Mathematics).

| <b>Humanities -1st Semester</b> |                                   |                       |  |
|---------------------------------|-----------------------------------|-----------------------|--|
| <b><u>Juniors</u></b>           |                                   | <b><u>Seniors</u></b> |  |
| CHM 111                         | College Chemistry (4)             | PSY 230               | Developmental Psychology (3)<br>Keyville |
| EDU 199                         | Fundamentals of Research (3)      | EDU 299               | Research Application (3)                 |
| ENG 111                         | College Composition I (3)         | ENG 211               | Creative Writing I (3)                   |
| ITE 115                         | Computer Applications (3)         | ENG 243               | Survey of English Literature I (3)       |
| MTH 163                         | Precalculus I (3)                 | MTH 273               | Calculus I (4)                           |
| SDV 100                         | College Success Skills (1)        | BIO 101               | General Biology (4) Alberta              |
| <b>Humanities -2nd Semester</b> |                                   |                       |  |
| CHM 111                         | College Chemistry (cont'd)        | EDU 299               | Research Applications (cont'd)           |
| EDU 199                         | Fundamentals of Research (cont'd) | ENG 212               | Creative Writing II (3)                  |
| ENG 112                         | College Composition II (3)        | ENG 244               | Survey of English Literature II (3)      |
| MTH 168                         | Precalculus II (3)                | BIO 101               | General Biology (4) Keyville             |
|                                 |                                   | MTH 273               | Calculus I (cont'd)                      |
|                                 |                                   | HLT                   | Health (2) online                        |
|                                 |                                   | PSY 230               | Developmental Psychology (3)<br>Alberta  |
| <b>STEM -1st Semester</b>       |                                   |                       |  |
| CHM 111                         | College Chemistry I (4)           | EGR 126               | Computer Programming (3)                 |

|             |                                      |                      |  |
|-------------|--------------------------------------|----------------------|--|
|             |                                      |                      | (Keysville)                                  |
| MTH 163     | Precalculus I (3)                    | MTH 173              | Calculus I (5)                               |
| SDV 100     | College Success Skills (1)           | PHY 101              | Physics I (4)                                |
| ENG 111     | College Composition I (3)            |                      |  |
| EDU 199     | Fundamentals of Research (3)         | ENG 211              | Creative Writing I (3) (online) Alberta      |
| <b>STEM</b> |                                      | <b>-2nd Semester</b> |  |
| CHM 112     | College Chemistry II (4)             | ENG 211              | Creative Writing I (3) (online)<br>Keysville |
| EGR 120     | Intro to Engineering (2) (online)    | HLT                  | Health (2) (online)                          |
| MTH 168     | Precalculus II (3)                   | MTH 174              | Calculus II (5)                              |
| ENG 112     | College Composition II (3)           | PHY 102              | Physics II (4)                               |
| EDU 199     | Fundamentals of Research<br>(cont'd) | EGR 126              | Computer Programming (3) (Alberta)           |

*\*Syllabi are on file with the Director of the Governor's School.*

### **Relationship between the Academic Year Governor's School and Local Gifted Education Plans**

The Curriculum and Membership Committee consists of gifted coordinators/representatives from the participating divisions. They offer contributions in planning, follow-through, and evaluation of program components. **The Governor's School of Southside Virginia** supports and enriches the programs offered in the participating divisions by adhering to the shared concept of providing a systematic, continuous curriculum that is differentiated for gifted students. Participating school divisions include GSSV in their local plans for gifted education.

### **Administration and Reporting of Standards of Learning Scores**

Only English 11 and Chemistry are subject to Virginia SOL testing. Divisions have chosen to administer the SOL tests at the home high schools. SOL scores are

reported by the school divisions. The Governor's School classes are considered part of the home school curriculum, and the faculty is an extension of the home school faculty.

### **Length of Program and Daily Schedule**

The program covers 180 instructional days for students and 200 teacher contract days. Schedules vary between the two sites, depending on the faculty assignments and the availability of classrooms at each college campus. Essentially, Humanities classes are taught on alternate day schedules, with some courses running for a full year. STEM classes are taught by semesters. All sites observe a common school calendar. Site schedules are online and on file with the Director of the Governor's School.

### **Facilities Required to Accomplish Program Objectives**

#### **A. *Keysville Site on the John H. Daniel Campus of Southside Virginia Community College Campus***

1. 7 classrooms daily including science labs; 6 shared with SVCC, 1 dedicated to the Governor's School
2. 1 Governor's School computer lab
3. full Internet access through the SVCC network
4. 1 faculty office suite
5. central office suite for director and administrative assistant
6. use of the SVCC library, SVCC science lab equipment

#### **B. *Alberta Site on the Christanna Campus of Southside Virginia Community College***

1. 6 classrooms daily including science labs; 5 shared with SVCC, 1 dedicated to the Governor's School
2. 1 computer lab provided by SVCC for Governor's School use
3. full Internet access through the SVCC network
4. 1 faculty office suite
5. use of the SVCC library; SVCC science lab equipment

The Governor's School has the use of meeting facilities and auditorium space on both campuses.

### **Materials and Equipment Required to Accomplish Program Objectives**

Materials and equipment are budgeted to accomplish program goals. Inventory is on file in the Central Office of the Governor's School.

## **Internal Evaluation Process**

The Curriculum and Membership Committee holds regularly scheduled meetings to provide input and evaluation of **The Governor's School of Southside Virginia**. All stakeholders, including members of the Joint Governing Board, Superintendents, School Board members, parents, students, and members of the faculty may participate in the continuous evaluation and improvement process.

## **Program Administration**

**The Governor's School of Southside Virginia** is administered through a Joint Board comprised of one School Board member and one Superintendent from each of the participating school divisions. The Director reports to the Joint Board and to the Executive Superintendent.

## **III. Administrative Procedures**

### **Student Recruitment/Selection**

Recruiting is handled as a joint effort by GSSV and the home schools. Prospective students attend GSSV in small groups to "shadow" current students. Recruitment meetings are held in each division with the Governor's School director and faculty attending. Open Houses are also held at the GSSV sites to allow parents and students to visit the facilities and meet the faculty. The home schools publicize within the home schools when the admission process begins.

*File: JGC*

### *CRITERIA FOR ELIGIBILITY*

*Acceptance for enrollment in **The Governor's School of Southside Virginia** is based on the following criteria and procedures:*

- 1. The student is enrolled in a public high school at the time of application.*
- 2. The student will have satisfactorily completed all math prerequisites prior to the fall semester.*

|                      |  |
|----------------------|--|
| <i>All juniors -</i> | <i>algebra I, geometry, and algebra II</i>   |
| <i>All seniors -</i> | <i>algebra I, geometry, algebra II, and advanced algebra/trigonometry (equivalent of pre-calculus) or pre-calculus</i> |

3. *The Curriculum and Membership Committee, composed of representatives from each of the participating school divisions, will establish the selection process.*

4. *The Placement Committee at the local division will identify and rank the applicants to be invited to attend the Governor's School.*

5. *The student who is eligible to participate in the full two - year curriculum may be given preference in ranking.*

6. *Admission to GSSV is by application, and all applicants are made aware of the curriculum offered. Students who enroll in the program will be enrolled in all of the courses at a given level. Students are not permitted to opt out of certain courses, since they are holding a slot, which could be filled by another student who wishes to take the entire program. Exceptions to accommodate variations in programs at the home high school are made only with the approval of the Joint Board. Such exceptions are not made to allow students a less demanding curriculum than the one described in Governor's School policies, literature, and correspondence.*

*Parents/Legal Guardians who are dissatisfied with the decision of the Placement Committee may initiate an appeal by a request to the principal of the home high school.*

*Adopted: October 5, 1999*

#### **A. Pre-application**

Each school division will give an orientation meeting for tenth and/or eleventh grade students concerning **The Governor's School of Southside Virginia**. Students are encouraged to "shadow" currently enrolled Governor's School students as part of the pre-application process.

Following the student orientation and shadowing process, students interested in attending GSSV will submit a **Statement of Interest** form requesting admission consideration.

#### **B. Initial Student Screening**

Each student submitting a **Statement of Interest** form will be screened using the criteria listed below, and those meeting the criteria will be given an **Application** form to apply formally to GSSV.

- 85 percentile ranking or higher on one or more of the following on a recent standardized norm referenced test:
  - Complete Composite
  - Math
  - Science
  
- A or B average (overall G.P.A.) for the current grade, or



- a recommendation from at least one teacher who feels the pupil would qualify above, except for unusual situations or conditions
- applicants must have completed Algebra I, Geometry, and Algebra II prior to the beginning of the term.

**C. Student Profile** - An individual student profile consisting of the following will be obtained:

- Scores from locally administered standardized achievement tests in Math, Reading, and Science.
- Scores from locally administered standardized aptitude tests
- Writing Sample (locally administered)
- Grades (previous grade and first semester of current grade with review of overall strengths in specific areas of math and/or science)
- Teacher Recommendations (minimum of two from a ninth, tenth, or eleventh grade math or science teacher; one may be a non-school reference)
- Transcript and Test Record (must be attached to the application, the cumulative G.P.A. should be on the transcript circled in red; and it is necessary to know whether a 4 or 5 point scale is used in the pupil's school).

**D. Preadmission**

Final screening will be conducted by a panel, with representatives from each participating school division. Students will be ranked and the list submitted to the school division for final selection of participants. The number of slots awarded to a school division will be based upon a total ADM for the school division and the number of available slots at the given GSSV site.

**E. Selection Matrix**

| <u>Category</u>                      | <u>Maximum Points</u> |
|--------------------------------------|-----------------------|
| Standardized Achievement Test Scores | 15                    |
| Standardized Aptitude Test           | 10                    |
| Standardized Aptitude Test           | 15                    |
| Writing Sample                       | 10                    |
| Grades                               | 25                    |
| Teacher Recommendations (10 each)    | <u>20</u>             |
| TOTAL POINTS                         | 95                    |

**F. Final Decision**

Final decision letters will be sent to individual students and their parents by the GSSV office.

## **G. Appeals**

1. Each school division will establish an appeals process to handle appeals at the local level. The language of the process should follow the language used in the school division's approved state gifted plan.
2. A regional appeals committee will be established which includes a minimum of three persons. These persons may be a superintendent, or his or her designee, a guidance counselor, a teacher from GSSV, a member of the GSSV planning committee, a local gifted education coordinator, or a parent.
3. The regional appeals process will be coordinated by the GSSV director, and the language of the process will follow the language used in the school division's approved state gifted plan.

### **Code of Conduct**

Governor's School students undergo an eligibility screening process that includes references to citizenship and responsibility. GSSV students are expected to be committed to high standards, and are expected to comport themselves with a degree of dignity and self-discipline that may be at a higher level than that of some peers.

The Governor's School follows the discipline policies of the home high schools. Students who do not adhere to the GSSV *Expectations for Behavior* will be referred to their home high school.

### ***The GSSV Expectations for Behavior***

The Governor's School students shall:

1. demonstrate respect for other students, faculty, and staff,
2. demonstrate respect for the property of GSSV and the 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 GSSV activity,
6. abide by regulations governing travel to and from GSSV on school busses and/or private vehicles,
7. attend school regularly and on time,
8. remain on campus during GSSV school hours,

9. not possess weapons, look-alike weapons, or other instruments intended to inflict bodily harm is prohibited at all times, and,
10. not use and/or possess alcohol, tobacco, or other drugs,
11. refrain from public displays of affection.

A student handbook is issued to each student at the beginning of the school year. A copy is on file in the Central Office of the Governor's School.

### **Athletics Eligibility and Services**

GSSV students are eligible for all athletics, academic competitions, and extra-curricular activities available to students at the home high school and Southside Virginia Community College.

### **Transportation**

All transportation issues are handled by the home schools. Most divisions provide transportation to the Governor's School from the home school. The local divisions or community colleges provide transportation for day trips. Charter buses usually handle longer field trips.

### **Staff Recruitment and Selection**

Staff is recruited through newspaper advertising as well as advertising within the home schools, community colleges, four-year colleges, and on-line. Interviews are usually conducted by a committee consisting of the Director, other GSSV instructors, and members of the Curriculum and Membership Committee. The Steering Committee of superintendents and the Joint School Board approve all new employees.

### **Staff Development**

On-going staff development activities take place throughout the school year during scheduled faculty meetings. There is no set schedule from year to year. Faculty have input into planning effective staff development activities. Attendance at professional conferences and other related educational meetings is encouraged and some financial support is provided.

It is the responsibility of the director to insure that faculty members without training or successful experience in gifted education shall have appropriate supervision in how to use proper instructional strategies and techniques for gifted learners.

### **Staff Evaluation**

The director is responsible for faculty evaluations.

## **Parent & Community Involvement**

Orientation programs, open houses, and teacher conferences are held at both sites. In addition, parents, educators, and the community are invited to various site specific and joint site events throughout the year. Examples of these activities are the Keysville Medieval Faire and the Alberta Festival of the Trees. Parents and community members serve as mentors to students involved in research projects.

## **Business, Industry, Higher Education, and Arts Community Involvement**

Various community sectors provide GSSV with opportunities for student mentorships, internships, guest speakers, and community service projects. GSSV in turn serves as an educational resource to the community.

## **Insurance and Fiscal Information**

The fiscal agent for the Governor's School is Cumberland County Public Schools. The school maintains Virginia Municipal League insurance.

# Appendices

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- B. Joint Board Members**
- C. Superintendent Steering Committee Members**
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### A. Screening Matrix

Applicant # \_\_\_\_\_ Division \_\_\_\_\_ Grade Level \_\_\_\_\_  
 Reader #1 \_\_\_\_\_ Reader #2 \_\_\_\_\_

## THE GOVERNOR'S SCHOOL OF SOUTHSIDE VIRGINIA

### Student Selection Matrix

| ITEM  | RS %ile    | POINTS  |       |       |       |       | WEIGHT                | SCORE R1<br>O | SCORE R2<br>△ |
|---|------------|---------|-------|-------|-------|-------|-----------------------|---------------|---------------|
|   |            | 1       | 2     | 3     | 4     | 5     |                       |               |               |
| NNAT  |            | 1       | 2     | 3     | 4     | 5     | x 2 (10 max)          |               |               |
|   |            | 78-86   | 87-93 | 94-97 | 98    | 99    |                       |               |               |
| OLSAT   |            | 1       | 2     | 3     | 4     | 5     | x 3 (15 max)          |               |               |
|   |            | 78-86   | 87-93 | 94-97 | 98    | 99    |                       |               |               |
| WRITING   |            | Content | 1     | 2     | 3     | 4     | x 1 (10 max)          |               |               |
|   |            | Style   | 1     | 2     | 3     | 4     |                       |               |               |
| ACHIEVEMENT ME199 Reading Comp  |            | 1       | 2     | 3     | 4     | 5     | x 1 for each (15 max) |               |               |
|   |            | 80-84   | 85-89 | 90-94 | 95-97 | 98-99 |                       |               |               |
|   | Math Total | 80-84   | 85-89 | 90-94 | 95-97 | 98-99 |                       |               |               |
| Science   |            | 80-84   | 85-89 | 90-94 | 95-97 | 98-99 |                       |               |               |
| GPA<br>Most rigorous program of studies available<br>5 point<br>4 point | Y<br>N     | 1       | 2     | 3     | 4     | 5     | x 5 (25 max)          |               |               |
|   |            | B-      | B     | B+    | A-    | A     |                       |               |               |
|   |            | 3.43    | 3.76  | 4.07  | 4.38  | 4.5   |                       |               |               |
|   |            | 2.75    | 3.01  | 3.26  | 3.51  | 3.76  |                       |               |               |
| TEACHER A   |            | 1       | 2     | 3     | 4     | 5     | x 2 (10 max)          |               |               |
|   |            | 21-27   | 28-33 | 34-38 | 39-42 | 43-45 |                       |               |               |
| TEACHER B   |            | 1       | 2     | 3     | 4     | 5     | x 2 (10 max)          |               |               |
|   |            | 21-27   | 28-33 | 34-38 | 39-42 | 43-45 |                       |               |               |

**Total Reader # 1 (95)**

Grades:

Algebra II \_\_\_\_\_

Pre-calculus \_\_\_\_\_

Calculus \_\_\_\_\_

\_\_\_\_\_ Mathematics

**Total Reader # 2 (95)**

**Total Score**

## **B. Joint Board Members**

| <i>Last Name</i> | <i>First Name</i> | <i>Division</i>                   |
|------------------|-------------------|-----------------------------------|
| Wilkinson        | Catherine         | Amelia County Schools             |
| Warwick          | Roy               | Brunswick County Schools          |
| Ragland          | Sherry            | Buckingham County Schools (chair) |
| Redmond          | Kenneth           | Charlotte County Schools          |
| Ross             | Christine         | Cumberland County Schools         |
| Bush             | Janey             | Greensville County Schools        |
| Carnes           | D. Barry          | Lunenburg County Schools          |
| Garner           | Dora              | Mecklenburg County Schools        |
| Hinton           | Shelli            | Nottoway County Schools           |
| Womack           | Beulah            | Prince Edward County Schools      |

## **C. Superintendent Steering Committee Members**

| <i>Last Name</i> | <i>First Name</i> | <i>Title</i>            | <i>Division</i>              |
|------------------|-------------------|-------------------------|------------------------------|
| McKinley         | Jack              | Division Superintendent | Amelia County Schools        |
| Wynn             | Dora              | Division Superintendent | Brunswick County Schools     |
| Snead            | Cecil             | Division Superintendent | Buckingham County Schools    |
| Leonard          | Nancy             | Division Superintendent | Charlotte County Schools     |
| Griffin          | Amy               | Division Superintendent | Cumberland County Schools    |
| Wilson           | Angela            | Division Superintendent | Greensville County Schools   |
| Berkley          | Charles           | Division Superintendent | Lunenburg County Schools     |
| Nichols          | Paul              | Division Superintendent | Mecklenburg County Schools   |
| Berry            | Rodney            | Division Superintendent | Nottoway County Schools      |
| Johnson          | Barbara           | Division Superintendent | Prince Edward County Schools |

## **D. Dual Enrollment Agreement**

## Dual Enrollment Agreement

The Governor's School of Southside Virginia is billed by Southside Virginia Community College for 35% of the current tuition credit rate. The Governor's School bills the participating divisions for the total number of credits attempted by students each Spring and each Fall.

### E. Calendar

#### ***2016-17 CALENDAR***

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>August 8</b>       | Teachers report                       |
| <b>August 15</b>      | Classes begin                         |
| <b>September 5</b>    | Labor Day holiday                     |
| <b>October 13</b>     | End of 1 <sup>st</sup> Grading period |
| <b>November 23-25</b> | Thanksgiving holiday                  |
| <b>December 16</b>    | End of 2 <sup>nd</sup> Grading Period |
| <b>December 19</b>    | Winter break begins                   |
| <b>January 2</b>      | GSSV reopens                          |
| <b>January 17</b>     | Martin Luther King, Jr. holiday       |
| <b>March 6-10</b>     | Spring break                          |
| <b>March 15</b>       | End of 3 <sup>rd</sup> Grading period |
| <b>May 19</b>         | Last day for students                 |
| <b>May 26</b>         | Last day for Teachers                 |



## **F. Program Description/ Course Syllabus**

The curriculum is designed to meet dual enrollment requirements as appropriate, and also to highlight interdisciplinary and thematic connections; foster research, independent learning, and leadership skills; and develop higher level thinking and real world problem-solving skills. The Governor's School supports and enriches the gifted services provided in the local school divisions. (VDOE Evaluation Report, 6/19/2007)

The Content & Benchmark document developed by the faculty incorporates high school requirements including SOL requirements in subject areas where available, dual enrollment requirements, and, as appropriate, AP requirements. This document serves as the basis for all syllabi. A copy of the Content & Benchmark document is on file in the central office of The Governor's School.