

Appomattox Regional Governor's School
for the
Arts and Technology



2019-2020

Student Handbook



Welcome ARGS Dragons!

On behalf of the entire Appomattox Regional Governor's School faculty and staff, it is my privilege to welcome you to the 2019-2020 school year!

We have developed this handbook which includes a lot of useful information that will help you navigate this school year. By being a student here at ARGS, we believe that you have earned a great deal of freedom to pursue your education. That being said, it is important that we all adhere to the rules and policies so that everyone has an equal opportunity for success, in our shared space.

Each school year offers a new beginning, a clean slate on which to create exciting, challenging personal experiences. Each of us; students and staff alike, can set goals for the year and then design a road map for the year-long journey. This year will see ARGS begin the process of whole school inflection, goal writing and reformat of our organization and instructional program. We will also be reaching out to new stakeholders to preserve and enhance the magical place that is ARGS. I encourage you, as you look forward to this school year, to do the same; in your own life and as a student.

I look forward to a wonderful year in which we all work together, respect and support each other, and joyfully celebrate our efforts and successes.

Best wishes for a fantastic school year. Go Dragons!

Sincerely,

Dr. Brendon Albôn
Executive Director

MISSION STATEMENT

Through integration of a well-founded liberal arts education with intensive focus upon specific artistic or technological discipline, The Appomattox Regional Governor's School for the Arts and Technology provides gifted and talented students a differentiated and rigorous education, cultivates a supportive environment that inspires unique artistic and technological visions, promotes cultural tolerance, nurtures community partnerships, and produces active, engaged citizens.

Goal Statements

The Appomattox Regional Governor's School for the Arts and Technology:

- Provides a full-time regional program for students in grades 9-12 who demonstrate advanced skills in the arts.
- Offers an advanced arts program that includes music, dance, theatre, creative writing, and the visual and technical arts.
- Provides a learning environment that promotes artistic and academic excellence.
- Engages students in a rigorous academic, skill-based, sequential, multicultural, and interdisciplinary curriculum.
- Fosters problem solving, critical thinking, communication, teamwork, and creative expression.
- Enhances students' learning skills, achievement, and personal growth and development.
- Serves as a center for broadening the arts through a collaborative partnership with the community.

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ADMISSIONS PROCESS

Each year the Appomattox Regional Governor's School for the Arts and Technology will admit highly talented students who have demonstrated the ability to participate in and benefit from this school's specialized curriculum and environment. Students will be admitted at the ninth grade level. Applications for next school year will be available in late October from the student's middle school counselor. (See our website for details.)

Student Enrollment

Students attending Appomattox Regional Governor's School must be domiciled with a parent/guardian in a participating district and meet that jurisdiction's residency requirements.

No request to enroll in the Appomattox Regional Governor's School will be accepted from a tuition paying student not domiciled in and sponsored by a participating district.

Withdrawals – A student enrolled at the Governor's School may, at any time, with parent/guardian permission, voluntarily withdraw from the school. Withdrawal forms are available in the School Counseling Department. Students considering withdrawal are strongly encouraged to remain in attendance at ARGs for the first two weeks of class.

It is the responsibility of the parent/guardian or student to notify the Gifted Coordinator in their school division upon withdrawal.

Re-entry – A student who has been offered admission to, enrolled in, and withdraws from the Appomattox Regional Governor's School may not re-enter the school unless:

- The student and parent/guardian request and obtain prior written approval of the Executive Director for the plan to withdraw and the intention to re-enter the school.
- The approved plan is for a withdrawal period of no more than one academic year.
- The student's academic program during the withdrawal period is such that graduation from ARGs will be at the expected time of graduation for the class in which the student was originally enrolled.
- Student and parents/guardians move out of the sending school's jurisdictions.

Please note that unless all conditions of re-entry are met prior to withdrawal, the student will not be able to re-enter and must go through the regular admissions process if he or she wants to return.

ACADEMIC INTERVENTION PROCESS

- Faculty members should submit a School Counselor Referral form to the appropriate department chair/School Counselor for any student who is experiencing academic difficulty (grades of D or lower, or not performing to their ability). That faculty member will also contact the student's parent/guardian.
- The Department Chair and School Counselor will hold a conference with the student to offer recommendations for improvements. Also, schedule adjustments may be recommended at this time.
- If the student is still having academic difficulty, a conference will be held at the end of each nine-weeks with the student, parent/guardian, School Counselor, Department Chair, Executive Director, and the Coordinator of Gifted Education for the student's home school division to determine future placement of the student.
- A review of student progress will be made at the end of the student's second year in the Academic Intervention Process. The student must meet all of the following criteria:
 - (1) A cumulative grade point average of 2.0 or greater.
 - (2) Failure in no more than one class by the end of the second year of the process.
 - (3) A plan in place to complete graduation requirements in four years at the Governor's School.
- If the above requirements are not met, a recommendation will be made to return the student to his/her home school (district). The student or his/her parent/guardian may appeal this recommendation to a committee composed of the School Counselor, the current Department Chair, the home school Coordinator of Gifted Education, and the Executive Director of the Governor's School. The Executive Director of the Governor's School will chair the appeals committee.
- Notification will be sent to the student, parent/guardian, and the Coordinator of Gifted Education for the student's home school system, as soon as it is determined that the student will not be able to complete the Governor's School graduation requirements in four years.
- An Academic Advisor is available to monitor student academic performance when participating in plays, concerts, athletics, etc.

ACADEMIC POLICIES

Academic Standards

The purposes of the academic standards policies and procedures are to ensure the success of all students at the Governor's School, and to provide support for those students experiencing academic difficulty. Parents/guardians are asked to notify the school if their student has special academic needs.

Grades

The grading scale for the Governor's School is to be used to determine academic progress. Interims are sent home around the fifth week of each nine-week grading period. Interims are an estimate of student progress. It is important that a number of evaluation types and opportunities be utilized in order to get a complete picture of student achievement. Alternative assessments may be used by the staff. Grade distributions are used each nine-weeks during team meetings with the Executive Director to determine the need for student counseling and assistance. Students may be placed on academic probation if determined by the team and Executive Director.

Grading Scale (BOD approved 8/10/17)

Grade	Range	Regular	Weighted (CC & AP)
A+	97-100	A+ = 4.5	A+ = 5.0
A	90-96	A = 4.0	A = 4.5
B+	86-89	B+ = 3.5	B+ = 4.0
B	80-85	B = 3.0	B = 3.5
C+	76-79	C+ = 2.5	C+ = 3.0
C	70-75	C = 2.0	C = 2.5
D+	66-69	D+ = 1.5	D+ = 2.0
D	60-65	D = 1.0	D = 1.5
F	Below 60	F = 0	F = 0

Exams/ Evaluations

- Alternatives to exams may be in the fine or performing arts or world languages where an oral component, critiquing activity, or performance may be required.
- Two weeks prior to exams, all extra school seminars and similar activities will be curtailed except when specifically exempted by the Executive Director.
- The testing style used for the exam will reflect the same style used by the teacher throughout the semester.
- Exams will not count more than 20% toward a student's grade. This should be a curriculum department decision, and the student will be notified the week prior to exams.
- Portfolios and/or performance activities may be required in place of, or in conjunction with, a written exam.

- Exam reviews are given at the discretion of the teacher and are not a requirement.
- If a student is absent for an exam for any verified and excused reason, the exam will be left on file in the School Counseling office. It is the student's responsibility to arrange a time to come to school to take the exam. The teacher will grade the exam at his/her convenience.
- Missed evaluation activities that require individual or ensemble performance will be made up in a manner to be determined by the teacher.

Homework Policy

Homework is an important part of the learning process serving to:

- Strengthen skills
- Increase learning time
- Provide enrichment opportunities

Homework contributes to the development of organizational skills, self-discipline, and a sense of responsibility. In keeping with this philosophy, Appomattox Regional Governor's School emphasizes the importance of meaningful homework assignments (to include reading, rehearsals, research, and work on art projects) that provide additional opportunities for creative endeavors and applications.

Student Honor Code

The Governor's School recognizes the right of every student to enjoy a meaningful education without disruption and a corresponding responsibility not to deny this right to any other students. The faculty and administration encourages acceptable behavior by working with students in an atmosphere of respect and understanding, centered on freedom, firmness, and consistency to build pride and confidence in the students and the school. Each student will be involved in the governance of the school and establishment of ethical behavior with strong emphasis on each student's honor and integrity. The following offenses will be considered Honor Code violations:

- Computer hacking / destruction of computer equipment
- Stealing
- Invasion of Privacy
- Lying
- Plagiarism *
- Providing work to be graded to other students
- Tampering with the work of other students
- Cheating **
- Other illegal, unethical or unlawful acts

****Plagiarism is defined as presenting academic work for credit that is not the original work of the student, except when research papers and related writing projects are properly footnoted.***

*****Plagiarism and cheating are serious violations of school policy that may result in the dismissal of the student.***

Violations of applicable laws will be referred to the proper authorities, in addition to administering school disciplinary actions.

ADDRESS CHANGES

It is recognized that students may move during the year and still remain within the service area of Appomattox Regional Governor's School. However, accurate address information is essential and parents/guardians are required to notify the Governor's School and appropriate school division(s) of any address changes. Address changes during the school year should be reported to the Office Manager of the Governor's School at least seven (7) days in advance, as well as the Transportation Department of the student's home school district to arrange a change in transportation.

Change of Residency

Financial responsibility for Governor's School students who move from one participating school district to another shall be assigned as follows:

1. Once admitted, the student may remain in the Governor's School for the duration of his/her high school program, (4 years) providing:
 - a. The student remains in good academic standing and abides with school rules.
 - b. Resides in a participating school district.
 - c. The school district has funding available.
2. The school district where the student resides on **March 1** will be responsible for the tuition for said school year.

Parents/guardians will be responsible for officially notifying, in writing, the school district and the Governor's School within ten (10) business days of change of residency. Failure to notify the Governor's School may affect the student's status in the Governor's School.

ATTENDANCE POLICY

Daily Schedule: 8:30 a.m. – 3:30 p.m.

Arrival

Arrival on time

Report to 1st/5th by 8:30 a.m.

Parents are requested to call the Attendance Line every day their child is absent
@ 804.722.0200 ext. 3004 – choose 1 for Absence, 2 for Tardy, 3 for Attendance Issues or problem

Attendance is marked by 1st/5th period teacher at the 8:30 a.m. bell

- Students marked absent or tardy without parental notification to the Attendance Line or written note are recorded as such by the Attendance Officer. Parents/guardians will receive an automated voicemail message advising them of the absence/tardy of their student.

Late arrival to 1st/5th Period

Report to Security Desk at Door #1

- Student issued pass to class by Security Personnel
- Student will be marked **tardy before** half-way point of block
- Student will be marked **absent after** half-way point of block
 - ❖ During test weeks: notes are required for tardies if student is exempt from exams earlier in the same day

Late arrival after 1st/5th Period

Report to Main Office

- Student issued pass to class by Attendance Officer
- Attendance Officer records tardy on master attendance list
- Attendance Officer logs notification
 - ❖ During test weeks: notes are required for tardies if student is exempt from exams earlier in the same day

Late arrival to school due to home school transportation delays are not counted as tardy.

1st/5th period teachers must check tardies/absences against the Daily Attendance Report for each day. This check is essential to:

- Determine whether a student is truant
- Reconcile the Daily Attendance Report
- Fulfill “in loco parentis” requirements “including but not limited to the proper discipline of students, including their conduct going to and returning from school.” Code of Virginia, 22.1-78 (2003)

Note: Early release notes must be brought by students to the Main Office by 8:20am of the day they are to be released early. **E-mails are not acceptable.**

The presentation of false or forged notes will result in disciplinary action.

Early Dismissal

- Student brings parental note to Main Office **before** 8:20 a.m.
- Student will be issued early dismissal permission slip
- Student presents early dismissal permission slip to appropriate classroom teacher at beginning of class period
- Student exits class at approved time if driving self, otherwise the student will be called out of class when the parent or guardian arrives.
- Parents picking up students must come to Main Office with a photo ID to sign students out.
- Parents wishing to have an alternate designee, not listed on the Emergency Contact List, pick up their student must provide a written/signed note stating who will be picking up the student. The person listed in the parental note must have a photo ID to sign the student out.
- Students driving themselves must present a signed parental/guardian note for dismissal and sign out in the Main Office
- Student departs school premises promptly
- **Students being released as being sick must be dismissed through the Clinic. The school nurse will contact the parent/guardian to confirm that the student may sign themselves out and drive themselves home.**
- ***Emails and telephone calls are not acceptable.*** Fax notes are acceptable and must have the parent's/guardian's signature on the note to be valid.
- **If two or more students are riding together for an early dismissal, each student must have a note from their parent with permission to ride with or drive the other student(s).**
- During test weeks: notes are required for early release if student is exempt from exams later in the same day

For known/planned absences, students should provide written parental permission to miss school in advance of the days(s) to be missed.

Tuancy is unacceptable. Students must bring a note from their parent/guardian. Undocumented absence from an individual class or from school is considered truancy and will be handled as a disciplinary matter.

Three (3) tardies equal one (1) absence

IMPORTANT NOTICE:

- **Nineteen absences may result in "Loss of Credit" for the course.**
- **Nine absences per semester in CC classes may result in "Loss of Credit" for the course.**

- **A failing grade may be recorded on the student's Report Card and Transcript.**

Appeals Process

Students/Parents can appeal a "Loss of Credit" status.

Student/Parent submits written request to student's School Counselor.

School Counselor convenes an Appeals Committee

Appeals Committee = 2 teachers, Assistant Director, and School Counselor

Documentation of tardies and absences will be presented by the School Counselor to the student/parent.

Each time a student is tardy or absent he/she should bring a note from their parent, doctor, etc. If a "Loss of Credit" occurs, this will serve to support the request for an extension.

The Appeals Committee can deny request (student loses credit for course) or approve request (student continues in course with stipulations).

If denied, student will continue to be assigned to that classroom or be re-assigned to another location.

Decision of Appeals Committee can be appealed to the Executive Director.

Sequence of Contact with student's parent/guardian preceding "Loss of Credit"

-A tardy or absence call will be made from our Attendance Officer daily.

-All grades and attendance information are recorded in PowerSchool, and parents/guardians should frequently view grades and attendance information.

-A Call Em All Message will be sent quarterly reminding parents/guardians to check grades and attendance information in PowerSchool.

-Interim and quarterly reports with grades and attendance information will be sent home with your student. Parents/Guardians should sign those interim and quarterly reports, and they should be returned to your students 1st or 5th block teacher.

-End of the first semester, and end of year grades will be mailed to parents/guardians. These reports will contain grades and attendance information.

IMPORTANT NOTICE:

- Any student having more than 19 absences in any class is in jeopardy of losing credit for those courses.
- Nine absences per semester in CC classes may result in "Loss of Credit" for the course.

Parents/Guardians should contact our School Counseling Department, regarding the loss of credit appeals process.

Students are considered present when participating in field trips, athletic events, student government activities, and other functions sanctioned by the school. The students are marked present on all school records.

Regulations - Make-up Work

It is the student's responsibility to see the teacher to schedule make-up work on the day he/she returns to school. Teachers shall assign and schedule appropriate make-up work to be completed within five (5) school days following the student's return. Make-up work assigned, but not completed within the established time period, shall be recorded as a failing grade for the assignment, unless the teacher grants an extension.

Students wishing to get homework assignments before returning to school should:

1. Contact the teacher at school or via e-mail, or in cases of:
2. Absences of one or two days – contact a friend in class to obtain information.
3. Absences of three or more days – call the School Counselor to request assignments. Assignments may be picked up in the office on the day following the request.
4. For pre-arranged absences, a student should bring a written parental/guardian request to the office at least two (2) days in advance of any planned absence. Teachers will be notified of pre-arranged absences.
5. For an approved pre-arranged absence, a student may request assignments in advance of the absence.

BEHAVIOR EXPECTATIONS

Members of the Governor's School community are required to conduct themselves in a responsible manner at all times. Failure to adhere to a satisfactory standard of conduct will result in discipline ranging from warning to a suspension of up to 30 days with a recommendation for expulsion.

Discipline

School-wide rules and regulations, as well as classroom rules, are necessary for the safe, orderly, and efficient operation of our educational programs. To provide the highest quality and maximum amount of education to all ARGS students, students will be expected to be responsible citizens at all times. ARGS students will be:

1. Prompt
2. Courteous
3. And always do his/her best work

Following these three brief rules will create a positive learning environment in the classroom and a favorable sense of community throughout the school.

Disciplinary Actions will occur if any behavior disrupts the act of teaching or learning, or is destructive of personal or school property. Consequences appropriate to the offense will be administered by the teacher. If and when minor offenses became repetitive, or when a flagrant (serious) offense is committed, administrative consequences will be applied.

In addition, a system of progressive discipline will be in force. Simply put, the more times a student is dismissed from class and sent to an administrator, the more serious the disciplinary consequence.

The following is a partial list of minor offenses and flagrant offenses:

Minor Offenses

Tardy
Unprepared to begin class
Disruptive behavior
Rudeness
Talking without permission of teacher
Passing notes
Public Display of Affection
Cellular Telephones – **Cellular telephones may be used before 8:30 a.m. during lunch, and after 3:30 p.m. Cellular telephones may be used in the classroom as a BYOD instructional tool only as authorized by the teacher. Unauthorized use of cellular telephones at other times during the school day, may result in the cellular telephone being confiscated, and may require it to be returned to a parent or guardian.**

Flagrant Offenses

Assault (verbally abusive)
Battery (fighting)
Being under the influence of or possessing alcohol
Cheating (including plagiarism)
Defiance
Destruction of property
Disobedience
Harassment (bullying, sexual or other)
Leaving class or school grounds without permission
Possessing or distributing controlled substances
Possession of weapons or dangerous items
Repetitive minor offenses
Sexual Activity
Theft
Threats (verbal or written)
Truancy

Note: If a student commits a crime, appropriate school discipline will be administered and the student may be charged with a criminal offense.

Dress Code

Self-discipline and responsibility will be emphasized daily at the Appomattox Regional Governor's School for the Arts and Technology. Clothing should reflect respect for the learning environment.

The following specific dress code is in effect:

- Students are required to wear clothing that is neat and clean at all times.
- Skirts and shorts must be at least fingertip length. Shorts or skirts worn over leggings must appropriately meet dress code.
- Leggings may not be worn as pants at any time.
- Ripped jeans, skinny jeans and "jeggings" should not be too revealing or too tight.
- All pants, skirts, and shorts should be worn at the natural waistline at all times. "Sagging" clothes will not be permitted. Belts should be used when appropriate.
- Clothing that is too revealing, too loose, or too tight will not be permitted.
- See-through tops may not be worn without an undershirt that appropriately meets dress code.
- Strapless or off the shoulder clothing is not permitted.
- Skirts/dresses that have a see-through overlay may not be worn without an underskirt that appropriately meets dress code.
- Clothing with manufactured cuts and holes may not be worn if these features do not meet dress code length.
- Midriff tops/tank tops with exposed waistlines and spaghetti strap tops are prohibited.
- Shoes must be worn and laced, tied or buckled as appropriate.
- Shoes with heels taller than three inches are not permitted.
- Shoes with stiletto heels are not permitted.
- Only rubber soles or athletic shoes are permitted on the gymnasium floor.
- Clothing with profane, offensive, or suggestive language is not permitted.
- Hats, caps, or other head gear are not to be worn in classrooms.
 - Requests for exceptions need approval from administration.
- Dance, visual arts, physical education, and theatre students who may be required to wear special clothing during specific classes must be allowed time to change clothing prior to continuing classes in other parts of the school building. (Teachers will allow sufficient time and appropriate locker or restroom space).
- Sunglasses are not allowed unless they are necessary and medically approved with a written doctor's note on file.

Students who violate the dress code will not be permitted to attend class until he/she is in compliance. Repeat offenses will be handled as disciplinary referrals.

Personal Electronic devices

Smart phones, headphones and other electronic devices are not permitted to be used in classrooms, unless permission is granted by the teacher.

Responsibility of eighteen-year-old students

Students reaching the age of eighteen prior to graduation from ARGS will be regarded as minors. ARGS will communicate with parents/guardians concerning grades, medical issues, early dismissals, etc. Permission from the administration must be obtained for any exceptions to this policy.

Smoking/Tobacco/Illegal Drug Use/Weapons

Students shall neither smoke nor use tobacco products, nicotine vapor products or other illegal substances in school buildings, on school grounds, or on school buses. This policy applies to ANY school-sponsored event. Such behaviors will be dealt with expeditiously and with assistance of the local law enforcement officials, as required by law.

Textbooks and Equipment

Textbooks are issued by the teacher. Books must be protected and returned at the end of the year in good condition. Textbooks or equipment lost, damaged, or broken through carelessness must be paid for by the student. A fee will be assessed based on replacement cost.

Title IX

In accordance with federal laws, the laws of the Commonwealth of Virginia and the policies of the Appomattox Regional Governor's School and its fiscal agent, Chesterfield County Public Schools, the Governor's School does not discriminate on the basis of sex, race, color, age, religion, disabilities or national origin in the provision of employment and affirmative action programs for students and staff.

ARGS has a Title IX Coordinator. Any student who believes he/she has been the victim of sexual harassment and/or any other sexual misconduct should file a written complaint with the Coordinator. An investigation will ensue. Posters re: Title IX will be posted throughout the building (minimum of one on each floor).

SCHOOL INFORMATION AND GENERAL REGULATIONS

Academic Record Access and Policies

Parents/guardians have the right to inspect and review the scholastic records relating directly to their children or legal wards. Eligible students (those 18 years of age or older) also have the right to inspect and review their own scholastic records. Student and parents/guardians will not be allowed to review letters of recommendation, employment, or other records when a signed “waiver of right to access” is part of the document.

After School Activities

After school activities are under the supervision of a staff member. All activities shall be scheduled in accordance with the procedures established by the Governor’s School staff and approved by the Executive Director. Students remaining after school for an event are expected to attend the event and not to use the school as a “hang out” or gathering place. Students waiting for transportation will do so in the designated “pickup” or “waiting area”. In order to participate in after school activities, students must attend at least 2 full blocks of classes on the day of the activity.

Athletics

Competitive team sports will be offered in Boys’ Basketball, Girls’ Basketball, Girls’ Volleyball, Co-ed Soccer, Boys’ Tennis, Girls’ Tennis, Golf, Co-ed Cross Country and Cheerleading. ARGS is a member of the Virginia High School League and assigned at the Single A classification.

Automobiles

With written parental/guardian permission, students who are licensed drivers will be permitted to drive private automobiles to and from school, provided they follow traffic laws and school regulations. Permission to drive to school is a privilege and may be revoked by a school administrator. A student who drives to school must park in the designated student parking areas and must register the vehicle with the Governor’s School. The following regulations apply:

1. Students must register their vehicle and purchase a parking permit in the school Main Office.
2. Students must park only in designated areas.
3. If cars are towed, it is the responsibility of the car owner to pay towing expenses.
4. Students are not to remain in vehicles or loiter on the street.
5. **Parked cars are off-limits to students during the school day unless the student has administrative authorization to leave school.** Students using their vehicles to leave school without authorization will lose their driving privileges.
6. Students who drive on campus in a careless or dangerous manner and/or ignore parking rules are subject to revocation or suspension of their driving privileges.
7. The Governor’s School is not responsible for students’ cars or contents.

8. Parking permits are to be displayed in the front window, hanging from the rear view mirror. Failure to do so will result in a warning. A second notice may result in the car being towed at the owner's expense.



Clubs and Activities

A variety of clubs and extracurricular activities will be made available to students (see list below). Students will have opportunities to make specific choices during the first month of the school year.

Art Club
Chess Club
Dance Focus Workshop/National Honor Society for Dance Arts (NHS-DA)
Dance Interface (Dance Company)
Dragon Scales (A Capella)
Dragon Phenomenon (Step Team)
FCA (Fellowship of Christian Athletes)
French Club
Film Appreciation Club
Forensics Team
German Club
Girls Learn International
Inter-Club Council (ICC)
Interact Club
Key Club
Latin Club
Literary Arts/Writer's Club
Model UN
National Art Honor Society (NAHS)
National Honor Society (NHS)
Peer Tutoring
PETE
Prestidigitation/Magic Club
Robotics
Spanish Club
Spectrum
Spoken Word
Theatre Arts Club International Thespian Society (ITS)
Tri-Music Honor Society
Technology Student Association (TSA)
Yearbook
Writer's Club

Driver Education

The Governor's School does not offer "Behind the Wheel" and simulator classes. Students are encouraged to contact their home districts or other agencies to obtain this service. The Governor's School students will continue to attend the classroom portion of driver training through their P.E. class.

Duplicate Record Fees

Parents/guardians not residing with the student may obtain duplicate copies of test data and end-of-year report cards by paying \$3.50 for six pages; 10 cents per each additional page. The parent/guardian with whom a student resides will be entitled to receive one copy of all report cards, test scores, and other information about the student. Complete copies of these policies may be obtained from the School Counseling Department.

Emergency Drills

A fire drill will be conducted once per week during September and once monthly afterward.

Lock-Down Drills

A lock-down drill will be conducted twice during the first 20 days of school. Two more lock down drills will be conducted throughout the remainder of the school year.

Tornado Drills

A tornado drill will be conducted at least once during the school year.

Fundraising

In order for students or groups to participate in fundraising using the school's name, they must have a school staff sponsor. The sponsor will submit all required paperwork to obtain the Executive Director's written approval in order to raise funds.

Fiscal responsibility

All payments (other than school fees) must be submitted directly to the club/class sponsor. The Main Office is not responsible for receiving monies.

PTSA - Parent Teacher Student Organization

The involvement of parents/guardians is considered essential for the success of the Appomattox Regional Governor's School. The Parent-Teacher-Student Association holds regular monthly meetings beginning with September of each school year. Students are encouraged to join and be active members.

School Closing

Information on school closing or late opening because of snow or other inclement weather will be broadcast on the ARGs website in addition to major regional radio and TV Stations. ARGs also utilizes a mass automated telephone notification system, and text messaging to inform parents and students of school closings. Please do not telephone the school for information.

Student Fees

Material fees for all students for the 2019-20 school year

All students	\$60.00
Art	\$25.00
Class Dues (9 th , 10 th , 11 th & 12 th)	\$30.00
Dance	\$25.00
Graphic Design	\$25.00
JTCC/DE Technology (Eng 11 & 12 CC)	\$51.00
JTCC/DE Technology (Tech Assess CC)	\$42.50
Literary Arts Focus Area Fee**	\$15.00
Music	\$25.00
Parking Permit*	\$25.00/\$12.50
Additional Parking Permit	\$ 5.00
Photography	\$25.00
Sculpture I/II/III	\$25.00
Science	\$25.00
Technology	\$25.00
Transcripts	\$ 3.00 each
World Language Classes	\$20.00

Yearbooks ordered before 1/1/20 are \$50.00, and ordered after 1/1/20 are \$65.00.

**Parking permits are issued only with parent/guardian approval and contingent on student fee balances paid in full or a payment plan in place.*

***All fees are **per class**, except for literary arts*

Payment plan arrangements are available through the Main Office.

The ARGS fee schedule is posted on the ARGS website.

Textbook fees for damaged textbooks are pro-rated up to the full cost of the textbook. Please see the Options to Return/Replace Lost Textbooks procedures document on the ARGS website.

Student Searches

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the student and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students or other persons.

Lockers, other storage facilities, and the parking lot are subject to periodic searches by school officials, with or without notice. The search may also involve police assistance and the use of search canines. Metal detectors and cameras may be utilized as additional tools to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Metal detectors may be used on a random basis

to deter the possession of weapons and other dangerous objects as defined by the Standards for Student Conduct.

Vehicles driven by students and parked on school property are subject to random sweep searches by sniffer K-9 units, for any illegal paraphernalia. If vehicles are identified by the K-9 unit as being suspicious, then reasonable suspicion is established for a search by school administrative personnel.

If illegal paraphernalia is found in the searched vehicle, the authorized student driver of the vehicle may be subject to school disciplinary action, as they take sole responsibility as the driver of the vehicle. In such circumstances, illegal paraphernalia may be turned over to law enforcement for their legal discretion.

Visitors and Guests

All visitors must sign-in at the Security Desk at Door Number 1 and are issued a visitor's pass. Visitors are requested to 'Silence' cell phone upon entering the building.

Deliveries of flowers, food and balloons for students is prohibited.

No student visitors will be allowed while classes are in session.

- ARGS Alumni:
 - Are only permitted on school premises during school hours to work directly with current students for the benefit of their learning as an invited and approved guest artist
 - Social visits are for outside of school hours only

STUDENT SERVICES

Bus Transportation Information

Each school division provides for transportation of its students. Bus schedules are determined by each school division and not by the Governor's School. Changes in bus schedules can only be made by the appropriate school division's transportation office. Questions should be addressed to the respective division as follows:

<u>County/City</u>	<u>Supervisor</u>	<u>Phone Number</u>
Amelia	Mr. A. Vernon	(804) 561-2621, 2632
Charles City	Mr. A. Ghee	(804) 878-1873
Chesterfield	Mr. B. Sloane	(804) 748-1656
Colonial Heights	Mr. D. Talley	(804) 524-3405 x 162
Dinwiddie	Mr. E. Tucker	(804) 469-4680
Franklin	Ms. J. Vick	(757) 569-8111
Hopewell	Mr. T. Pond	(804) 541-6418
Petersburg	Mr. A. Spencer	(804) 862-9058
Powhatan	Ms. K. Gwaltney	(804) 598-5709 x 106
Prince George	Mr. C. Thweat	(804) 733-2712
Richmond	Mr. F. Miles	(804) 674-4444
Southampton	Mr. R. Blunt	(757) 653-2692
Surry	Ms. B. Thomas	(757) 267-2452
Sussex	Mr. J. Parham	(434) 246-6462

Please make certain the student has transportation available at the pick-up point, as supervision is not provided. Buses are not allowed to make stops other than those officially designated.

NOTE: All school divisions, for liability reasons, will not allow a student from another division to ride their buses. There are no exceptions!

- Discipline and Incident referral on buses:
If an ARGs student is referred by a bus/car driver who transports ARGs students to and from school and school sponsored events, the ARGs Assistant Director, will be responsible for handling the referral and dispensing appropriate disciplinary measures. If the incident involves a student(s) from another school, the ARGs Assistant Director will work in collaboration with the administration of the school(s) involved. Appeals are to be directed to and handled by ARGs Executive Director.

Clinic

- A student may be sent to the Clinic with permission from a teacher any time during the day or may enter without a pass during the lunch period.

- A student should go directly to the Clinic and check in with the nurse. A register containing the student's name, time in and out and disposition of complaint will be maintained in the Main Office/Clinic.
- When a student is sick and feels the need to go home he/she will go to the nurse for assessment. A parent/guardian will be called following such an assessment.
- An e-mail will be sent to the teacher when a student returns to class. A student leaving school with a parent/guardian must sign out through the Main Office.
- After three days (medical/illness), returning students must report to the nurse prior to reporting to class.
- The school nurse may issue an elevator pass for not more than 3 days. If the elevator is needed for more than 3 days, a doctor's note is required.
- If an elevator pass is issued due to a school sponsored sports related injury, the coach will be notified and further evaluation may be required before the student may return to full sports participation.

Medical and Information Forms

Each year your child is here, the following forms must be filled out by the parent/guardian:

- Student Medical Form
- Over the Counter Medication Consent Form
- Medication Administration Request Form
- Student Information Form

These forms are maintained in the Main Office. In an emergency, the information on a student's form will be valuable in providing proper care. In the event a student must receive emergency treatment, a staff member will accompany the student to the hospital and relay necessary information to the parents/guardians.

No student will be allowed to participate on field trips unless the Field Trip Medical/Emergency form is by the parent/guardian and returned to the Main Office.

Medical Flag List

This list identifies students with health concerns or those needing special care. Parents/guardians are required to notify the Main Office/Clinic either by phone or e-mail to share information about their student concerning health concerns, or conditions, injuries, surgeries or serious illnesses such as mono, norovirus, pink eye or other contagious diseases. A doctor's note stating the diagnosis, limitations, any special treatments, and treatment directions to the staff is required. A doctor's note is required for students returning to school after an extended absence, or having been diagnosed with a contagious illness. The Nurse/designee develops the Medical Care List, and full copies are available in the Clinic, Main Office and School Counseling Department.

Administration of Medication During School Hours

Over The Counter (OTC) medications such as Tylenol, Ibuprofen, gargles, ear drops, eye washes, Pepto Bismol, etc. are classified as medications and are not considered part of basic first aid. Parents/guardians are encouraged to dispense medication to the student before or after school; however, if a student needs medication during school hours an **Over-The-Counter Medication Form** is available from the Main Office or Clinic. The OTC form must be completed by a parent/guardian and returned to the school office. The school will provide Extra Strength Tylenol, Ibuprofen, Benadryl, Excedrin Migraine, Midol Teen, Liquid Tylenol, Liquid Ibuprofen, Liquid Benadryl, and Cough Drops.

A student may be given medication under the following conditions:

- Self-administration of non-prescription medication will **not** be allowed under any circumstances.
- If the student must take prescription medication at school without the parent/guardian being present, a current Medication Consent Form must be on file **before** any medication can be administered by any school employee.
- For prescription medications to be taken on an as-needed basis, the physician must describe the conditions and time interval for repeating the medication on the consent form.
- On the first day the prescription medication is to be taken at school, the parent/guardian must take the medication to the Clinic or Main Office with signed releases. **STUDENTS ARE NOT PERMITTED TO CARRY MEDICATION TO, FROM, OR WHILE IN SCHOOL.**
- Medication must be in a container labeled and dated by a pharmacist or physician and include the following data:
 1. Name of student
 2. Name of medication
 3. Exact dosage to be taken in school
 4. Time dosage is to be taken in school
- Asthma inhalers can be carried by the student at all times. The Code of Virginia requires a consent form signed by the parent/guardian and physician be on file in the school Main Office. These forms are available from the Main Office/Clinic.
- It is the responsibility of all students to respect the dietary needs of students with severe food allergies.

- **A MEDICATION MAY BE CONSIDERED A CONTROLLED SUBSTANCE IN MANY INSTANCES. DISREGARD FOR THE PROCEDURE MAY RESULT IN SUSPENSION.**

College and Career Planning

Services are available from the School Counselor's Office to assist students in the college and financial aid application process. Students are urged to keep official records of community service hours and begin preparing for auditions and portfolios where appropriate. ARGS Director of School Counseling/College Advisor, assists seniors with college choices, the application process, and financial aid.

Communication with Home School Systems and Parents/Guardians

Parents/Guardians should check PowerSchool for grades and attendance information.

A copy of each student's report card will be sent to his/her home system. For all students involved in an academic intervention process, notification will be sent along with the report card.

Library/Media Center Services

The Library/Media Center is an important resource center available to the student and the community. Although some class time will be spent there, the student is encouraged to use it on his/her own. During the first semester each year, all new students will participate in orientation regarding the use of the Library/Media Center and all of its resources, including the electronic media center and the electronic check-out system.

Materials from the Library/Media Center should be returned on a timely basis to permit all patrons the opportunity to take advantage of the resources. Lost or damaged materials will be replaced by the responsible individual.

- **Policy Statement:** Each student assumes full responsibility for all materials charged to his or her account and for knowledge of and adherence to Library/Media Center policies concerning loan periods and penalties. It is the policy of the Appomattox Regional Governor's School to charge fines for the late return of Library/Media Center materials and for lost (not returned) and damaged materials. Failure to pay fines may result in library privileges being suspended, or other disciplinary consequences.
- **Circulation Periods/Late Fees:** General Circulation Books (2): 14 days with 1 renewal Reference (Books only) and Magazines (Back Issues) (1): 1 Day with 1 Renewal
- **Fines:** General Circulation Books: \$.25 per school day
Overnight for Reference Materials and Magazines: \$.50 per school day
Lost/Not Returned Fines: Cost of Book, Reference Materials and/or magazines that are lost.

- **Notices:** On a regular basis students will be notified regarding overdue or lost materials. The end of each school year students must pay notices for fees and fines. **Please refer to the Policy Statement.**
- **Damaged Materials:** If materials are already damaged, please alert the Library/Media Center Specialist before you check them out.

All damaged materials remain the property of the Appomattox Regional Governor's School Library/Media Center.

Materials that cannot be repaired will be added to a student's account as lost materials.

- **Media Equipment:** Media equipment can only be loaned out to the faculty and staff.
- **Additional Policies:** There will be no food, drink or chewing gum allowed in the Library/Media Center. When meetings and luncheons are held in the library, please notify the Library/Media Specialist prior to the event and obtain approval from the administrative office. The Library/Media Center is a designated area for those wishing to study, read, or use the computers. Student behavior should reflect that purpose.
- **Scheduling for Library/Media Center:** The faculty and staff may schedule times to use the Library/Media Center for their classes with a **24 hour notice**. This should be scheduled through the Library/Media Center Specialist. A schedule for classroom use will be posted on the front counter.

Lost and Found

Lost and found items will be placed in bins in the basement floor east stairwell (near the Dance Studio) and will be discarded at the end of each month.

Main Office and Cellular Telephone Use

Personal and all non-essential calls should be made before or after school. Students may only use cellular telephones before 8:30 a.m., during lunch, and after 3:30 p.m.

The Main Office telephones may be used as necessary with permission. A courtesy telephone with local and long distance service is available for student use in the Main Office.

Parents/guardians are discouraged from requesting the school to deliver messages to students during the day unless it is an emergency.

Orientation and Preparation for Success

An orientation program will be provided for incoming students prior to the opening of the school year. The purpose of this orientation will be to acquaint incoming students and

their parents/guardians with the Governor's School's expectations, success strategies, and support services.

During orientation, departments will conduct activities to assist faculty in appropriate differentiation of instruction to meet student needs.

School Counseling and Support Program

The mission of the school counseling program is to help students acquire specific knowledge necessary for maximizing lifetime pursuits and to master the developmental tasks encountered during high school. It is through a systematic program of the School Counselor and counseling experiences that students learn to work toward accomplishing educational, personal, social, and career outcomes.

TECHNOLOGY USE

Appomattox Regional Governor's School provides access for students, staff, and its community to resources from around the world through an electronic communication system which includes internet and electronic communication access. All uses of the ARGs computer system, including Internet access, must be in support of education, research, and/or other legitimate school business.

Unless otherwise specified, this policy only applies to the use of any ARGs technology equipment, Internet/Network access provided by ARGs technology equipment, or services provided by ARGs.

The Opportunities and Risks of Technology Use

The Appomattox Regional Governor's School believes the value of technology outweighs its potential hazards. Making network, internet and electronic communication access available to students, staff, and the community, however, carries some risk to the users and to the security of personal information. Because information on networks is transitory and so diverse, ARGs cannot completely predict or control what users may or may not locate either intentionally or accidentally.

Internet Filtering and Liability

In accordance with the Children's Internet Protection Act (CIPA), VDOE Policy: 1.75 – Use of Electronic Communications And Social Media, the Keeping the Internet Devoid of Sexual Predators Act of 2008 (42 USC 16901 § 431), Protecting Children in the 21st Century Act, and the Family Involvement in Technology (FIT) Program (Code of Virginia § 22.1-212.2:3), ARGs installs, operates and monitors filtering software to limit users' internet access to materials that are obscene, pornographic, or harmful to children, or otherwise inappropriate, notwithstanding that such software may at certain times block access to other materials as well.

At the same time ARGs cannot guarantee that filtering methods will in all instances successfully filter access to materials that are obscene, pornographic, harmful to

children, or otherwise inappropriate. The use of Internet filtering does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable. Among other matters, ARGS, ARGS I.T. department, ARGS administrative team and the school board are not liable or responsible for the following:

- Any information that may be lost, damaged, or unavailable due to technical or other difficulties
- The accuracy or suitability of any information that is retrieved and/or produced through technology, breaches of confidentiality, or defamatory material
- Breaches of personal security as a result of user error, weak user password, or a security vulnerability
- Access to material that may be seen as offensive or obscene in nature as a result of a system failure or system bypass either accidentally or intentionally
- lost, stolen, or damaged personal equipment

ARGS I.T. reviews the filtering methods annually and evaluates the current filtering solution to newer solutions. Filtering software is selected based on its effectiveness, stability, ethical standards, speed, and transparency.

Privileges and Responsibilities

The Appomattox Regional Governor's School's network is a part of a curriculum and is not a public forum for general use. Users may access technology only for educational purposes. Access to the ARGS network "the Network" and use of technology-related equipment is a privilege, not a right. We will strive to provide equitable opportunities for the use of technology, and the I.T. department will take reasonable measures to inform students and staff of the rules and regulations regarding network and equipment use in staff and student handbooks. This policy shall apply to all users and devices, including but not limited to, faculty, students, administrators, staff, community, and guests.

Computer Labs- Tech Foyer

Computer labs may be reserved by faculty/staff for student use. The computer labs are not open before school, during lunch, or after school, without staff supervision.

Only school-related printouts are acceptable. Students should use recycled paper in the printer for rough drafts and printouts of websites for notes/research. Students should print in draft mode whenever possible. Students in violation of this policy may have their printing privileges revoked.

At the end of each computer session, students should push their chairs under the computer table, shut down the computer, and place all trash in the proper receptacle. Remember that food and drink are **STRICTLY PROHIBITED** in the lab space.

Students are also subject to all policies as defined in the Internet Access Agreement. Students in violation of this agreement or the above policies are subject to revocation of their computer lab privileges.

Users of technology will do the following:

1. Comply with copyright laws, fair-use laws, and software licensing agreements.
2. Respect the privacy rights of others and maintain confidentiality of all personnel and student records stored.
3. Make a best effort to maintain the integrity of technological resources from potentially damaging messages, physical abuse, viruses, malware, scams, and phishing schemes.
4. Respect the rights of others to use equipment.
5. Recognize that there is no assurance of confidentiality with respect to sent or received communication(s).
6. Understand that a third party may have access to the user's data only through the I.T. department for the sole purpose of off-site backups, remote administration/technical support, or remote hosted/cloud applications.
7. Report intercom or telephone issues immediately. This only applies to faculty/staff.

Users of technology will not do the following:

1. Access, submit, post, publish, display or create any content that is defamatory, intentionally misleading, abusive, obscene, profane, sexually oriented, threatening, harassing, or illegal.
2. Use the provided technology resources for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student inadvertently accesses such information, that student should immediately disclose the inadvertent access to a teacher or other school official. Other authorized users should report the incident to the I.T. Director.
3. Use a personal or school-provided device on school grounds or a school-related function (a) with the intent to intimidate, harass, coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act.
4. Interfere with, or disrupt the Network use by others; create and/or propagate unsolicited advertising, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the Network or any other network. Vandalism includes knowingly transmitting a computer contaminant, or inserting a computer contaminant into a computer, computer program, computer software, or network of another without the knowledge or permission of the owner of that computer, computer program, computer software or computer network.
5. Use another's account credentials or distribute user credentials without the permission of the I.T. department.
6. Knowingly distribute plagiarized material.
7. Misrepresent oneself or forge electronic materials.
8. Trespass in others' folders, work, or files, or attempt to gain unauthorized access to resources or entities.
9. Violate the Family Educational Rights and Privacy Act (FERPA).
10. Use ARGS technology services for non-school related purposes.

11. Attempt to breach and/or breach security measures or remove hardware/software, networks, information, or communication devices from any network without the permission of the owner of that computer or computer network.
12. Use the network while access privileges are suspended or revoked.
13. Use the telephone system unless previously authorized by a teacher, staff member, or administrator to do so.
14. Use any unauthorized personal equipment to attach, connect to, or install on the Network with the exception of any device using our BYOD initiative.
15. Intentionally disrupt the network by any means with any type of hardware or software.
16. Maintain or use an account that has heightened privileges to install or modify a computer/device that is owned and operated by Appomattox Regional Governor's School without the permission of ARG S I.T.
17. Use any form of electronic communication (either provided by ARG S or provided by an external source) for the purpose of soliciting sexual contact or romantic relationship with a student.
18. Send mass electronic communications which serve no academic or administrative purpose, such as chain letters. Students must seek prior approval before sending any mass communications.
19. Make changes in the physical setup of any technology device owned by ARG S unless approved by the Information Technology department. Examples include, but are not limited to removing or disconnecting any peripherals (such as the mouse, keyboard, or speakers) or disconnecting a device from the local area network. USB hard drives and USB memory sticks are exempt from this.
20. Permanently write on, deface, destroy, or damage technology equipment for any purpose. All technology equipment purchased with school-appropriated funds belongs to the organization ARG S, not a specific department or person.
21. Disconnect, disable the ringer, unplug, or tamper with any school telephone.

Bring Your Own Device "BYOD" Initiative

Users may not connect to any other wireless network except the ARG S Wireless Network while on-campus. This includes wireless internet access by cell carriers and access points maintained by the residences adjacent to the property. Any user found to be accessing the internet on a personal device without express permission by a teacher, administrator, or the I.T. Department will be subject to the disciplinary actions set forth in this policy. Access to the Wireless Network may be restricted to a per-user basis. Anyone who is authorized for wireless access to the network will be subject to the rules and regulations set forth in this policy. If a user violates any portion of the ISAUP, the right to access the wireless network may be immediately and permanently revoked.

Students may not use laptops or portable computing/communication devices while in class without the express permission of their teacher. It should be noted that wireless connectivity is considered a secondary network and connectivity is not guaranteed on your device. ARG S provides and maintains computers for students and staff to use.

ARGS I.T. is under no obligation to provide any assistance to a personal device at any time.

This is an optional initiative: No student or faculty/staff member will be required to bring a personal device. BYOD devices are the sole responsibility of the person bringing them. Computers are provided at the campus at a ratio of 1 computer to every 2 students.

Websites and Web Pages

Authorized users may create web pages only as part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The Class Sponsor/Teacher, Department Head, I.T. Department, and Administration have the right to exercise control over the content and/or style of the student web pages. All class web pages shall be posted through the school website and not housed off school grounds unless prior approval is obtained in writing.

Only those students whose parent(s) or guardian(s) have consented and signed a release may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media), or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes unless otherwise approved by ARGS administration and a parent or guardian.

Guidelines for Use of Electronic Communications

New technologies, such as social networking tools, blogs, forums, and message boards, provide exciting new ways to collaborate and communicate. Activities which are improper, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the school community should be judiciously avoided in both physical space and on the Internet.

To that end, we offer the following guidelines for school employees who use online social networking, communication methods not provided for you by ARGS and approved for education use:

1. **Friending:** Faculty/Staff should not initiate friend contacts or accept friend requests from current students.
2. **Unequal Relationships:** Understand that the uneven power dynamics of the school, in which faculty and staff have authority over former students, continues to shape those relationships.
3. **Privacy settings and content:** Exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed to maintain this standard. Be aware that some of your communications may be public or semi-public even though your privacy settings may reflect otherwise.
4. **Public Information:** Recognize that many former students have online connections with current students, and that information shared between school adults and former students is likely to be seen by current students as well.

These applications may be frequented by current students, former students, and potential future students. The incorrect use of these applications can have a negative impact on the school, school board, community, students both current and future, and yourself. Exert an extreme amount of caution while using these services. Use of applications and communication methods not approved for your use with ARGs students or education use should be avoided in most cases.

Electronic Trust Relationship

ARGs maintains a number of resources for students, parents, board members, and community members. All users of this content should understand how to find information on the public Internet that is accurate.

Please use the following guidelines to ensure you are getting accurate information:

- Only websites linked on the ARGs website (<https://www.args.us>) are considered to be endorsed by the school. Sites claiming to be ARGs-related but not linked on the ARGs website should be viewed as personal opinion and may not express the thoughts and opinions of the Appomattox Regional Governor's School. Your browser must say the connection is secured and is pointed at <https://www.args.us> or a sub-domain of args.us (e.g. <https://powerschool.args.us>) to ensure the trust relationship.
- Postings found on social media are personal in nature and do not reflect the thoughts and opinions of the Appomattox Regional Governor's School.
- Most wiki style sites can be changed at any time by almost any person.

Physical Technology Equipment

The ARGs I.T. Department cannot be held responsible for any equipment that was not directly purchased by the Appomattox Regional Governor's School and will not be serviced by the ARGs I.T. department. All computer equipment and accessory purchases using school-appropriated funds must be approved by the ARGs I.T. department for compatibility with our network. ARGs I.T. maintains a list of approved equipment.

Reporting Violations

Actual or suspected violation of the rules listed in the ISAUP must be brought to the attention of the Information Technology Department immediately. The Information Technology department will perform an investigation and determine the appropriate course of action with the assistance and support of ARGs administration.

Students should report any cyber-bullying to a school administrator immediately.

Logging, Monitoring, and Data Retention

All users must understand that electronic communication, internet usage and network files are not private. All electronic transactions may be logged in accordance with the Electronic Discovery Act. Several systems are in place to keep ARGs systems compliant.

The following resources are logged:

- All electronic communication system access provided by ARGS, including emails, chats, comments on documents
- Webpages visited by a user, DNS record accessed, and IP addresses accessed
- Documents created, modified or deleted. This may be limited to metadata only.
- Security events from any system attached to the network
- Access attempts to our website(s)

Monitors

- Network traffic is regularly monitored by the I.T. department in an effort to maintain network integrity as well as ensure that traffic is educational in nature.
- Security events are regularly monitored to ensure the safety of all user accounts.
- Certain triggers are put on all email accounts for keywords and are monitored by the ARGS I.T. department

Data retention

- All data will be retained for the minimal listed by the Library of Virginia or 10 years, whichever is greater.
- Under *Code of Virginia* § 42.1-85, the Library of Virginia (LVA) has the authority to issue regulations governing the retention and disposition of state and local public records. In keeping with the Code's mandate, LVA has developed Records Retention & Disposition Schedules outlining the disposition of public records (<http://www.lva.virginia.gov/agencies/records/retention.asp>).

E-Discovery requests can only come from the ARGS Executive Director or litigation.

ARGS Response to a Reported Violation

Upon receipt of a violation notice, ARGS I.T. may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings. A person accused of a violation will be notified of the charge and have an opportunity to respond before ARGS imposes a permanent sanction. If a user is deemed to be in violation of the ISAUP, that student will be subject to the disciplinary actions defined in the following section.

Disciplinary Action

Failure to observe the ISAUP will result in possible disciplinary actions from the ARG the following:

- a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, ARGS-administered computing rooms, and other services or facilities
- verbal warnings
- disciplinary probation
- suspension from school
- permanent dismissal from school
- possible criminal prosecution

School administrators may impose any additional disciplinary actions not listed in this policy as deemed necessary by a situation which they feel warrants such actions. Criminal prosecution, depending on the circumstances of each incident, may be necessary. If the activity breaks the law, the perpetrator can be prosecuted. Even if someone is not charged criminally, suspension from the school is still possible. Parents or guardians will be involved in any case which may result in suspension or dismissal from the school. Parents or guardians may be liable for damages resulting from student abuse of any system.

The school reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending device from the campus network, terminating a session, terminating a running job on a system, or taking other action. If ARGS I.T. believes it is necessary to preserve the availability, security, or integrity of facilities, user services, data, data security, or network security, it may temporarily suspend any account, service, or server with or without notice, whether or not the account/user is suspected of any violation. Servers, computers, and services that threaten the security of school systems may be removed from the network and allowed to reconnect only with the approval of network administration.

If equipment is purposefully defaced, destroyed, or damaged, that person will be responsible for the full replacement value for the equipment.

Staff Responsibilities to Students

Staff members utilizing the network, internet and/or computer resources for instructional purposes with students are responsible for supervising such use. In selecting technology for teaching purposes, staff shall comply with the selection criteria for instructional materials and library-media center materials. Staff members are expected to be familiar with the school's policies and any administrative rules concerning student computer and network use and then enforce them. When in the course of their duties staff members become aware of student violation(s), they are expected to stop the activity and/or inform the Information Technology department.

Additional Rules/Actions/etc.

- Community Outreach includes our newsletter, mailing lists, and our main website.
- ARGS offers ongoing professional development and needs assessments every year with our pre-school workweek.
- The ARGS I.T. Director will perform an annual security audit and make the necessary adjustments to ensure the safety and security of all network operations.
- All students must attend our Internet safety assembly as part of entering the school in ninth grade.
- The ARGS Administration Team may establish additional procedures and guidelines and shall take appropriate action to implement this policy as necessary.
- This ISAUP complies with all state and federal telecommunication codes, laws,

and regulations.

- For questions about the Internet Safety and AUP, students should talk to an ARGS staff member, and staff members should talk to ARGS administration or Information Technology. As always, if you don't know, ask.
- **ARGS must comply with Google policy and remove any accounts belonging to students that are no longer enrolled at ARG. The Gmail accounts of graduating seniors will be deleted June 30th of each year. Any student leaving ARG for reasons other than graduation must also have their account deleted.**

In addition to these policies, the Chesterfield County Public Schools' *Standards for Student Conduct and Attendance* is also enforced to determine appropriate discipline.

Chesterfield County Public School policies govern student behavior only in cases where ARGS does not have a specific policy or regulation pertinent to the behavior in question.

ARGS is committed to providing equal opportunities to everyone without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.

Both the Appomattox Regional Governor's School and its fiscal agent, Chesterfield County Public Schools, are equal opportunity/affirmative action employers.

Student Name *(Please Print)*

Grade

**APPOMATTOX REGIONAL GOVERNOR'S SCHOOL
FOR THE ARTS AND TECHNOLOGY
SIGNATURE PAGE**

PARENTS AND GUARDIANS

The Student Handbook is designed to offer general information about the day-to-day operation of the Appomattox Regional Governor's School for the Arts and Technology, and to answer the most frequently asked questions. Every student will receive a copy of the Chesterfield County Public Schools' *Standards for Student Conduct and Attendance*, which will be used by the Governor's School for more specific rules to provide our students and teachers a safe and orderly learning environment.

After reading and reviewing the handbook with your student please sign the form below and return it to the Main Office as soon as possible. Thank you for your cooperation and we look forward to a successful school year.

We have read the information in The Appomattox Regional Governor's School Student Handbook and discussed it with our student. We will work with the school community to provide a safe and orderly learning environment.

Signature of Parent/Guardian

Date

Signature of the Student

Date

The Appomattox Regional Governor's School is authorized to photograph

_____ for articles in newspapers, magazines (name of student) and brochures to publicize the accomplishments and individual works of students.

Signature of Parent/Guardian

Date

(Please see other side for *Release Form*)

**APPOMATTOX REGIONAL GOVERNOR’S SCHOOL
FOR THE ARTS AND TECHNOLOGY
RELEASE FORM**

I hereby grant the right to the Appomattox Regional Governor’s School for the Arts and Technology (“ARGS”) to use, display, and publish audio and/or visual recordings and photographs of me/my child, and my/my child’s work, practices and performances in ARGS-approved publications and submissions, including, but not limited to, newsletters, television, internet, newspapers, magazines, educational journals, and resources displays. Recordings and photographs may be edited and used in whole or part for educational, promotional or marketing purposes.

It is understood and acknowledged that once a recording or photograph is published, it can be seen and/or downloaded by anyone who accesses the recording/photograph. ARGS is not responsible for the use or distribution of recordings/photographs by unaffiliated third parties.

ARGS reserves the right to discontinue such use at any time without prior notice.

The undersigned agree to release and hold ARGS and its officers, agents, and employees harmless from any claims for damages or compensation arising out of the use of the recordings or photographs. The undersigned also agree that they will not receive any compensation for such use.

I AGREE TO THIS:

_____	_____	_____
Parent/Guardian (print)	Parent/Guardian (signature)	Date

_____	_____	_____
Parent/Guardian (print)	Parent/Guardian (signature)	Date

_____	_____	_____
Student (print)	Student (signature)	Date

Updated 7/2019