

# The Commonwealth



# Student Handbook

*A Regional Community of Learners*

*Serving the counties of Caroline, King George, Spotsylvania and Stafford*

*Celebrating Over Two Decades of Excellence!*

*Est. 1998*

## Contents

The Commonwealth Governor’s School .....	4
The Commonwealth Governor’s School Contact Information.....	5
CGS Governing Board:.....	5
CGS Site Locations:.....	5
CGS Regional Office.....	5
Colonial Forge High School .....	5
King George High School .....	5
North Stafford High School .....	5
Riverbend High School .....	5
Spotsylvania High School .....	5
Stafford High School .....	5
Spotsylvania County Public Schools .....	5
Stafford County Public Schools .....	6
King George County Public Schools.....	6
Caroline County Public Schools.....	6
CGS Staff .....	7
Regional Office .....	7
Colonial Forge High School Site Faculty .....	7
North Stafford School Site Faculty .....	7
Stafford High School Site Faculty .....	7
Riverbend High School Faculty.....	7
Spotsylvania High School Site Faculty .....	7
King George High School Site Faculty .....	7
Gifted Education Resource Teachers or Coordinators.....	8
Program Overview .....	9
Mission.....	9
School and Community .....	9
Curriculum .....	9
Providing a Four Year Sequence .....	10
Course Descriptions .....	11
English .....	11
Mathematics .....	11
Science .....	12
Social Studies .....	13
Advanced Studies Diploma .....	14
Commonwealth Governor’s School Counselor .....	14
CGS Weekly Schedule .....	15
Daily Schedule for Caroline/King George/Spotsylvania/Stafford Block Schedule .....	16
CGS Transportation.....	17
Caroline County.....	17
King George County .....	17
Spotsylvania County.....	17
Stafford County.....	17
Frequently Asked Questions .....	18
CGS Honor Code.....	19
The Pledge: .....	19
Violations and consequences:.....	19
Taking Charge of Your Education.....	21
Field Experience Guidelines .....	26
Technology Usage Guidelines and Other Agreements .....	27
Computer/Teleconferencing Equipment and Network Users Standards of Conduct.....	27
Ethical Conduct for Technology Users .....	27
Internet/World Wide Web Usage .....	29



# The Commonwealth Governor's School

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12301 Spotswood Furnace Road • Fredericksburg, Virginia 22407 • 540-548-1278 • Fax 540-548-1736

July 24, 2023

Dear CGS Students and Families,

Congratulations on your participation in the Commonwealth Governor's School (CGS). You have demonstrated a commitment to academic excellence, and we look forward to providing you with rigorous, robust opportunities that will prepare you for life after high school.

This is going to be an exciting year. You will receive high quality instruction from passionate teachers who are devoted to your academic, social, and personal growth. You will engage in real-world experiences that allow you to apply your knowledge both in and out of the traditional classroom setting. You will have opportunities to participate in extracurricular activities that further enhance your learning. We hope that you will explore these opportunities and ask critical questions of your instructors. The entire region is here to support you in your pursuits, and we look forward to sharing this school year with you.

Please be sure to visit your school's website, as well as the regional CGS website at <https://cgsva.org> frequently to stay up-to-date with news, activities, and announcements. On behalf of Stafford, Caroline, King George, and Spotsylvania Schools, *welcome* to the 2023-2024 school year.

Sincerely,

Thomas W. Taylor, Ed.D., M.B.A.

Superintendent, Stafford County Public Schools

Executive Superintendent, The Commonwealth Governor's School

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## The Commonwealth Governor's School Contact Information

### **CGS Governing Board:**

Dr. Thomas Taylor, Executive Superintendent  
Mr. John Copeland, Chair, Caroline  
Dr. Sarah Chase, Vice Chair, Stafford  
Mr. Matthew Roles, King George  
Ms. April Gillespie, Spotsylvania

### **CGS Site Locations:**

#### **CGS Regional Office**

The Commonwealth Governor's School  
Director, Mrs. Jennifer Grigsby  
12301 Spotswood Furnace Road  
Fredericksburg, Virginia 22407  
(540) 548-1278 (telephone)  
(540) 548-1736 (fax)

#### **Colonial Forge High School**

Stafford County  
Principal, Mr. Greg Daniel  
550 Courthouse Road  
Stafford, Virginia 22554  
(540) 658-6115 (telephone)  
(540) 658-6120 (fax)

#### **King George High School**

King George County  
Principal, Mr. Marcus Watson  
10100 Foxes Way  
King George, Virginia 22485  
(540) 775-3535 (telephone)  
(540) 775-8426 (fax)

#### **North Stafford High School**

Stafford County  
Principal, Dr. Dashan Turner  
839 Garrisonville Road  
Stafford, Virginia 22554  
(540) 658-6150 (telephone)  
(540) 658-6158

#### **Riverbend High School**

Spotsylvania County  
Principal,  
12301 Spotswood Furnace Road  
Fredericksburg, Virginia 22407  
(540) 584-4051 (telephone)  
(540) 584-2964 (fax)

#### **Spotsylvania High School**

Spotsylvania County  
Principal, Rob Marchett  
6975 Courthouse Road  
Spotsylvania, Virginia 22551  
(540) 582-3882 (telephone)  
(540) 582-3890 (fax)

#### **Stafford High School**

Stafford County  
Principal, Mr. Allen Hicks  
63 Stafford Indian Lane  
Stafford, Virginia 22405  
(540) 371-7200 (telephone)  
(540) 371-2389 (fax)

#### **Spotsylvania County Public Schools**

8020 River Stone Drive  
Fredericksburg, Virginia 22407  
Telephone: 540-834-2500  
Fax: 540-834-2556

- Superintendent - TBD
- Executive Director Secondary Education - Mr. Keith Wolfe
- Director of Prof Learning & Instructional Programs - TBD

### **Stafford County Public Schools**

31 Stafford Avenue  
Stafford, Virginia 22554  
Telephone: 540-658-6000  
Fax: 540-658-5963

- Superintendent – Mr. Thomas Taylor
- Chief Officer of High Schools & School Safety  
- Dr. Thomas Nichols
- Facilitator of K-12 Gifted Education &  
Secondary Programs – Ms. Amy Nearman

### **King George County Public Schools**

9100 St. Anthony's Street, P. O. Box 1239  
King George, Virginia 22485  
Telephone: 540-775-5833  
Fax: 540-775-2165

- Superintendent – Superintendent - Dr. Jessie  
Boyd
- Supervisor of Curriculum & Instruction –  
Kristine Hill

### **Caroline County Public Schools**

16221 Richmond Turnpike  
Bowling Green, Virginia 22427  
Telephone: 804-633-5088  
Fax: 804-633-5563

- Superintendent - Dr. Sarah Calveric
- Director of Secondary Education - Mrs.  
Karen Foster
- Gifted Specialist & Governor's School  
Coordinator - Ms. Nikki Kiger

## CGS Staff

### **Regional Office**

(540) 548-1278

Mrs. Jennifer Grigsby – Regional Director  
Mr. Kevin Howard - Networking Engineer  
Mrs. Heidi Robison - CGS Program Manager  
Ms. Maggie Morganti - CGS Program Counselor

### **Colonial Forge High School Site Faculty**

(540) 658-6115

\*Mr. Michael Thompson - Math  
Mrs. Jennifer Collins - Math  
Ms. Morgan LaRowe - Social Studies  
Dr. Paul Reibach - Science  
Mr. Mike Singer - Science  
Mr. Michael Snead - English

### **North Stafford School Site Faculty**

(540) 658-6150

\*Mrs. Kathy Thompson - Math  
Ms. Stephanie Canfield - Science  
Mr. Julian Chalifoux – Social Studies  
Ms. Cynthia Christopherson - English  
Mrs. Julia Diaz - Math/Chemistry  
Mr. Kerlin Doss – Science  
Mr. Jared Oliver - Social Studies

### **Stafford High School Site Faculty**

(540) 371-7200

\*Mrs. Winona Siegmund - English  
Dr. Fancie Baker - Math  
Mrs. Faith Calleson - Science  
Mr. Jeff Kumalae - Math  
Mrs. Jennifer Pogue - Science  
Mr. Jeff Rine - Social Studies

### **Riverbend High School Faculty**

(540) 548-4051

\* Mrs. Meredith Lohr - Science  
Mr. Kevin Bywaters - Science  
Mr. James Conlee - Math  
Mr. Trent Garrison - Science  
Ms. Carol Gick - Math  
Ms. Michaela Godfrey - English  
Mr. Larry Letellier - Social Studies  
Mr. Rick Martinez - Social Studies  
Mr. Ernie Meier - English

### **Spotsylvania High School Site Faculty**

(540) 582-3882

\*Ms. Connie Kronander - Math  
\*Mrs. Jenn McLaughlin - English  
Mr. Shawn Kelley - Social Studies  
Mr. Patrick Maginnis - Social Studies  
Mr. Jim McNamee - Math  
Mr. Brad Miller - Science  
Mr. Mark Ulanowicz – Science  
Dr. Steven Peppers - Science

### **King George High School Site Faculty**

(540) 775-3055

\*Mr. Craig Giles – Math  
Mr. Thomas Britt- Science  
Mr. Jim DeGrandis – Math & Science  
Ms. Kelley Ross - English  
Mr. Nathaniel Shaffer – Social Studies  
Mr. Stephen Sollohum - Social Studies

\*Site Leader

**Gifted Education Resource Teachers or Coordinators**

- Caroline –Nikki Kiger 804-873-3631
- King George – Kristine Hill 540-775-5833
- Spotsylvania/Chancellor – Ronda Dockery 540-786-2606
- Spotsylvania/Courtland – Matthew Hibbs 540-898-4445
- Spotsylvania/Massaponax – Al Burner 540-710-0419
- Spotsylvania/Riverbend – Jean Young 540-548-4051
- Spotsylvania/Spotsylvania – Patrick Maginnis 540-582-3882
- Stafford/Brooke Point – Kevin Bouffard 540-658-6080
- Stafford/Colonial Forge – Susan Easter 540-658-6115
- Stafford/Mountain View – Kali Hamill 540-658-6840
- Stafford/North Stafford - Feli Cardenas 540-658-6150
- Stafford/Stafford - Helga Purnell 540-371-7200



## **Program Overview**

### **Mission**

CGS is an Academic Year Governor's School whose mission is to provide gifted and highly motivated high school students a challenging, differentiated, and interdisciplinary academic program of study in the core subject areas of English, mathematics, science, and social studies using non-traditional activities supported by technology at their CGS site.

### **School and Community**

Based on a school-within-a-school model, the half-day program at CGS utilizes real-time interactive technology, field trips, and team teaching to create a regional community of learners. Students from Caroline, King George, Spotsylvania and Stafford school divisions are offered a rigorous program of study while interacting with other talented students in the region. Students from 12 participating high schools travel to one of the six CGS sites: Colonial Forge High School, North Stafford High School, Stafford High School, Spotsylvania High School, Riverbend High School, and King George High School.

The CGS program provides students with a four-year program (students are required each year to take all four subjects) through which they can achieve a deep conceptual understanding of a discipline as well as its integration with other disciplines. Teachers provide opportunities to experiment, analyze information critically, make conjectures and argue their validity, and solve real world problems both individually and in groups. Students develop technology skills for effective communication, investigation, and presentation. Community partnerships provide year-round support, as well as service-learning opportunities.

The CGS student body is composed of culturally diverse ninth through twelfth graders from 12 area high schools. These academically talented and highly motivated students have a strong commitment to their personal educational goals as well as the desire to be well-rounded individuals. They are leaders at their home-based schools in academics, athletics, fine arts, SCA, and clubs.

### **Curriculum**

The CGS curriculum is designed to challenge students in four major academic content areas, through problem-based instruction appropriate for gifted and highly motivated learners and to focus on the community issues of environment, development, and service. High-speed Internet access, videoconferencing, and e-mail enable students to reach worldwide resources for special interest projects and intensive research. Advanced Placement options are available. Students participate in foreign language, health/PE, electives, and extracurricular activities at their home-based high school. The CGS faculty is determined to provide the kind of coaching, mentoring, and individualization gifted and highly motivated learners need to achieve their fullest potential.

**Providing a Four Year Sequence ....**

**New Curriculum 2023 – 2024 and Beyond**

	9th Grade	10th Grade	11th Grade	12th Grade
English	Honors English 9	Honors English 10	AP English Language and Composition***	AP English Literature and Composition***
Mathematics	Honors Algebra II	Honors Geometry with Trigonometry or AP Pre-Calculus: with Special Topics	Honors Math Analysis with Discrete Topics or AP Calculus AB***	AP Calculus BC & Multivariate Calculus*** or AP Statistics***
Science	AP Environmental***	AP Biology ***	Dual Enrollment Chemistry ***#	AP Physics 1 ***
Social Studies	AP European History ***	AP U.S. Government ***	AP U.S. History***	AP Human Geography***
Summer	Optional: Daily Summer Sessions Mentorships Internships Research			

\*\*\*Weighted Classes

# College credit is available through a dual enrollment option.

## Course Descriptions

### English

ENGLISH 9: Honors English 9 (Course #1131G) Foundations of Community introduces students to the critical analysis of literature through challenging reading, writing, and discussion. Students study the defining characteristics of the forms and levels of discourse, both imaginative and expository. Students apply their skills to timeless problems of communities, their environment, and their development.

ENGLISH 10: Honors English 10 (Course #1141G) Basic concepts learned in the ninth grade course are applied to literary works of increasing complexity. Special attention is given to the relationships between and among individuals, their society, and their environment. Written and oral work increasingly emphasizes persuasive forms appropriate to public discourses and to problem-solving in human communities. Upon course completion, students will take the Standards of Learning Reading 11 test.

\* ENGLISH 11: AP English Language & Composition (Course #1196G) The American Experience in a Global Context examines the American cultural experience and its connections to the world in coordination with eleventh-grade social studies. Students will extend and refine their skills in critical reading and writing. Upon course completion, students will take the Standards of Learning Writing 11 test and be prepared to take the AP English Language and Composition exam.

\* ENGLISH 12: AP English Literature & Composition (Course #1195G) In this course students will apply their critical skills to imaginative literature from the Anglo-American tradition. Students will prepare to meet the demands of the AP English Literature and Composition exam and the 12th grade Standards of Learning. They will also enrich their understanding of global issues through a study of major cultural developments.

### Mathematics

MATHEMATICS 9: Honors Algebra II (Course #3135G) Prerequisite(s): Algebra I This course presents an in-depth study of algebra topics, including the study of linear and quadratic equations, functions and systems, irrational and complex numbers, matrix theory, conic sections, and polynomials; sequences and series; and probability. Students will take the Standards of Learning Algebra II test.

MATHEMATICS 10: Honors Geometry with Trigonometry (Course #3143G) Prerequisite(s): Algebra I, Algebra II This course will consist of a range of geometry and trigonometry topics including logic and deductive reasoning, angles, parallel lines, congruence and similarity, triangles, quadrilaterals, polygons, circles, trigonometric functions, trigonometric identities, applications of trigonometry, areas and volumes, 3-D modeling through the use of 2-D views, and constructions. Students may take the Standards of Learning Geometry test if needed for graduation requirements.

**-or-**

AP Pre-Calculus with Special Topics (Course #3161G) this course centers on functions modeling dynamic phenomena. This research-based exploration of functions is designed to better prepare students for college-level calculus and provide grounding for other mathematics and science courses. In this course, students study a broad spectrum of function types that are foundational for careers in mathematics, physics, biology, health science, business, social science, and data science. Furthermore, the course is structured to provide both a coherent capstone experience and a focus on preparation for future courses.

MATHEMATICS 11: Honors Math Analysis with Discrete Topics (Course #3162G) this course will study functions and their properties including: exponential, logarithmic, rational, polar, trigonometric (triangular and circular), trigonometric identities, and applications of trigonometry. Also included will be parametric equations, vectors,

sequences, series, and limits. Discrete topics will include the mathematics of choice, management science, and growth and symmetry.

**-or-**

\* CGS AP Calculus AB with Special Topics is a college-level calculus course. Students cultivate their understanding of differential and integral calculus through engagement with real-world problems represented graphically, numerically, analytically, and verbally and using definitions and theorems to build arguments and justify conclusions as they explore concepts like change, limits, and the analysis of functions. Using traditional CGS methods, students will explore practical applications of content through problem-solving and project-based learning. Students will be highly prepared to take the AP Calculus AB exam at the end of the course.

\* MATHEMATICS 12: AP Statistics (Course #3192G) Students study problems of statistics in society. Topics include exploratory data analysis, sampling, probability, simulations, and hypothesis testing. Emphasis is placed on problem-solving and applications through research. Experiences with appropriate micro-computer software, graphing calculators, and projects are included. Upon completing the course, students will be prepared to take the AP Statistics exam.

### **Science**

\*SCIENCE 9: AP Environmental Science (Course #4270G) AP Environmental Science is designed to be the equivalent of a one-semester, introductory college course. Scientific principles and analysis are stressed and a laboratory component is included. AP Environmental Science is designed to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them. Upon course completion, students will be prepared to take the AP Environmental Science exam.

\*SCIENCE 10: AP Biology (Course #4370G) this course is the equivalent of a two-semester college introductory biology course. The course follows the AP College Board criteria addressing three general areas of study: molecules and cells, heredity and evolution, and organism and populations. The two main goals of AP Biology are to help students develop a conceptual framework for modern biology and help students gain an appreciation of science as a process. Primary emphasis in an AP Biology course will be on developing an understanding of concepts rather than memorizing terms and technical details. Essential to this conceptual understanding are the following: a grasp of science as a process rather than as an accumulation of facts; personal experience in scientific inquiry; recognition of unifying themes that integrate the major topics of biology; and the application of mathematics and critical thinking skills to better understand biological knowledge. Students will take the Standards of Learning Biology test. Upon course completion, students will be prepared to take the AP Biology exam.

\* SCIENCE 11: Dual Enrollment Chemistry (Course #4420G) this course will be a college level chemistry course with a dual enrollment option. Students electing the dual enrollment option will be expected to complete college level course work with academic standards equivalent to other college courses. Students may take the Standards of Learning Chemistry test if needed for graduation requirements.

\* SCIENCE 12: AP Physics 1 (Course #4570G) this is equivalent to a first-semester college course in algebra-based physics. The course covers Newtonian mechanics, including rotational dynamics and angular momentum; work, energy, and power; and mechanical waves and sound. It will also introduce electric circuits, while giving students the option to take the AP Physics 1 exam.

## **Social Studies**

\* SOCIAL STUDIES 9: AP European History (Course #2399G) AP European History is a western civilization course designed to emphasize higher cognitive and critical thinking skills. Problem-solving strategies are utilized to teach basic social science skills such as map reading, research, comparison making, and assessing cause and effect. Through independent study and interdisciplinary projects, students study the most important trends, events, and personalities in European history from the Renaissance to the present. Students may take the Standards of Learning World History II exam if needed for graduation requirements. Students will have met the requirements for World History and will be prepared to take the AP European History exam.

\* SOCIAL STUDIES 10: AP U.S. Government (Course #2445G) This government course is designed to enable students to identify and analyze political theory while examining the institutions, political process, and practices of local, state and national governments. Students identify topics of community, national, and international concern, gather data, and research possible solutions. Students will have met the requirements for U.S. Government and will be prepared to take the AP U.S. Government exam.

\* SOCIAL STUDIES 11: AP U.S. History (Course #2319G) The U. S. History course is designed to present U. S. History within a global perspective. Emphasis will be on critical reading and writing. Students will gain an in-depth understanding of American history through selection and effective use of knowledge. Students may take the Standards of Learning U. S. History test if needed for graduation requirements, and will be prepared to take the AP U. S. History exam.

\* SOCIAL STUDIES 12: AP Human Geography (Course #2211G) This course provides students with the opportunity to identify and analyze contemporary concerns and problems from local, national, and global perspectives. Using geographical tools and skills, they will consider issues pertaining to population distribution and composition, cultural patterns and processes, political organization, land use, industrialization and economic development, and urbanization. Students may take the World Geography Standards of Learning test if needed for graduation requirements, and be prepared to take the AP Human Geography exam.

\* Weighted course

Did you know...

### Advanced Studies Diploma

To earn an Advanced Studies Diploma, students must earn at least 26 standard units of credit and at least nine verified credit.

Discipline Area	Standard Units of Credit	Verified Credits Required	*Verified Credits Required
English	4	2	2
Mathematics	4	2	1
Laboratory Science	4	2	1
History and Social Studies	4	2	1
Foreign Language	3		
Health and Physical Education	2		
Fine Arts or CTE	1		
Electives	3		
Economics & Personal Finance	1		
Student selected Test		1	
Total	26	9	5

\*Beginning with the 9th grade class in 2018-19

### Commonwealth Governor's School Counselor

The Commonwealth Governor's School Program Counselor is a licensed school counselor available for all CGS students to receive support in the areas of academics, emotional/social development, and career/post-secondary planning. The Program Counselor collaborates with parents, teachers, school counselors, administrators across the region to foster, promote, and improve student success and achievement in the CGS Program.

To request an appointment with the CGS Program Counselor, email [mmorganti@cgsva.org](mailto:mmorganti@cgsva.org) or you can contact the CGS Regional Office at 540-548-1278 ext. 1003.

**CGS Weekly Schedule**

			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A M	12th Grade	A	Science 12	Math 12	Labs, Field Experiences, Culminating, Speakers, Special Activities, Extra Instructional Time	Science 12	Math 12
		B	English 12	Social Studies 12		English 12	Social Studies 12
	11th Grade	A	English 11	Social Studies 11		English 11	Social Studies 11
		B	Science 11	Math 11		Science 11	Math 11
P M	10th Grade	C	Math 10	Science 10		Math 10	Science 10
		D	Social Studies 10	English 10		Social Studies 10	English 10
	9th Grade	C	Social Studies 9	English 9		Social Studies 9	English 9
		D	Math 9	Science 9		Math 9	Science 9

## Daily Schedule for Caroline/King George/Spotsylvania/Stafford Block Schedule

Regional CGS Program Broadcast Times	Stafford County - 11th/12th Grade Schedule	Riverbend Site - 11th/12th Grade	Spotsylvania Site - 11th/12th Grade Schedule	King George Site - 11th/12th Grade Schedule
Block A - 8:05am - 8:45am (40 minutes)	Travel Students Arrive Prior to Block 1 Block 1 - 7:30am - 8:48am	Travel Students Arrive - 7:45am Block 1 - 7:45am - 9:10am	Travel Students Arrive - 7:50am Block 1 - 7:55am - 9:15am	Travel Students Arrive - 8:00am Block 1 - 8:05am - 9:17am
Block B - 9:25am - 10:05am (40 minutes)	Block 2 - 8:53am - 10:11am Travel Students Depart - 10:15am	Block 2 - 9:15am - 10:40am Travel Students Depart - 10:43am	Block 2 - 9:20am - 10:35am Travel Students Depart - 10:40am	Block 2 - 9:22am - 10:35am Travel Students Depart - 10:40am
	Lunch & Learn - 10:15am - 11:15am Block 3 - 11:19am - 12:37pm Block 4 - 12:42pm - 2:00pm	Block 3 - 11:00am - 12:55pm (including lunch) Block 4 - 1:00pm - 2:20pm	Block 3 - 11:00am - 12:55pm (including lunch) Block 4 - 1:00pm - 2:20pm	Block 3 - 11:01am - 1:00pm (including lunch) Block 4 - 1:04pm - 2:35pm
<b>Regional CGS Program Broadcast Times</b>	<b>Stafford County - 9th/10th Grade Schedule</b>	<b>Riverbend Site - 9th/10th Grade</b>	<b>Spotsylvania Site - 9th/10th Grade Schedule</b>	<b>King George Site - 9th/10th Grade Schedule</b>
Block C - 11:25am - 12:10pm (45 minutes)	Block 1 - 7:30am - 8:48am Block 2 - 8:53am - 10:11am Travel Students Arrive - 11:10am	Block 1 - 7:35am - 8:55am Block 2 - 9:00am - 10:20am Travel Students Arrive - 11:15am	Block 1 - 7:35am - 8:55am Block 2 - 9:00am - 10:20am Travel Students Arrive - 11:15am	Block 1 - 7:25am - 8:56am Block 2 - 9:00am - 10:28am Travel Students Arrive - 11:05am
Block D - 12:50pm - 1:35pm (45 minutes)	Block 3 - 11:19am - 12:29pm Block 4 (9th Grade) - 12:34pm - 2:00pm Block 4 (10th Grade) - 12:34pm - 1:45pm 10th Grade Travel Students Depart - 1:50pm	Block 3 - 11:20am - 12:40pm Block 4 - 12:45pm - 2:05pm Travel Students Depart - 2:08pm	Block 3 - 11:20am - 12:35pm Block 4 - 12:40pm - 1:52pm Travel Students Depart - 1:55pm	Block 3 - 11:10am - 12:25pm Block 4 - 12:30pm - 1:50pm Travel Students Depart - 1:55pm



## **CGS Transportation**

Transportation is provided by each local school division between home-based schools and the CGS sites.

### **Caroline County**

Students from Caroline High School will be transported to the King George High School CGS site.

### **King George County**

No transportation needed.

### **Spotsylvania County**

Students from Courtland High School will be transported to the Spotsylvania High School CGS site.

Students from Massaponax High School will be transported to the Spotsylvania High School CGS site.

Students from Chancellor High School will be transported to the Riverbend High School CGS site.

### **Stafford County**

Students from Mountain View High School will be transported to the North Stafford High School CGS site.

Students from Brooke Point High School, grades 12, will be transported to the Colonial Forge High School site; grade 9-11 will be transported to Stafford High School.

\*Due to change in bell schedule, travel students in grades 11-12 may drive from their home based high school to the CGS site and back.

The departure times and arrival times will vary from site to site.

CGS students will receive their exact times for departure and arrival the first week of school. It is imperative for students to be prepared to load the bus at their designated times.

## Frequently Asked Questions

### **What is The Commonwealth Governor's School (CGS)?**

CGS is an Academic Year Governor's School that provides gifted, talented, and highly motivated high school students with challenging academic courses in a unique environment.

Students take their core high school classes in English, math, science and social studies at CGS.

Ninth and tenth grade CGS students attend their home based high school in the morning and then attend CGS in the afternoon.

Eleventh and twelfth grade CGS students attend CGS in the morning and then attend their home based high school in the afternoon.

All of the courses offered through CGS are either honors level, Dual Enrollment, or Advanced Placement courses. A team of highly qualified teachers work closely with CGS students for four consecutive years.

Students are connected with other like students from three different counties through a broadcasting system.

### **Where is the CGS program located?**

Students from twelve different high schools in Caroline, King George, Spotsylvania, and Stafford counties attend one of six CGS sites. The sites are located at Colonial Forge, King George, North Stafford, Riverbend, Spotsylvania, and Stafford high schools. Currently, the CGS program serves students from the four school divisions.

Students who attend a high school without a CGS site are shuttled from their home based high school to their CGS site and back.

### **What is unique about this program?**

Instructional methods used to teach the courses are different in many ways. Some of the unique features of CGS include:

Hands on approach to learning

Teachers create lessons through a multi-dimensional team approach that includes both grade level and subject area approaches.

Field experiences to reinforce learning in the classroom

Use of telecommunication system

Use of technology

Interdisciplinary units approach to learning

Cohort of students learning together for four years

Year-long culminating research project

### **When do CGS students from different sites have an opportunity to interact?**

CGS students across the region are brought together once a week in each of their four classes by way of Zoom broadcast system. During the broadcast, students have the opportunity to learn from other master teachers from

outside of their classrooms. Additionally, the students can communicate and interact with other like-minded students through a variety of avenues that include the broadcast system, Blackboard, e-mail, field experiences, regional academic activities, and regional social activities.

### **CGS Honor Code**

The CGS honor system strives to build trust and respect among students and faculty. Its purpose is to foster an environment of moral excellence within an academic community that shares a code of values. An inherent aspect of education is instilling a sense of honor, integrity, and high principles that extend to all facets of life. Learning depends on honesty. It requires students and teachers to analyze what they know and to set goals to expand both their knowledge and skill foundation. Since learning thrives on dialogue and debate, it flourishes in communities where trust, truthfulness, and respect prevail.

This CGS Honor Code is designed to reflect and reinforce the honor code expectation of students' home-based schools.

**Students:** The students of CGS may not give or accept unauthorized assistance. Unauthorized assistance includes sharing oral and written information during examinations, tests, quizzes, or homework assignments; consulting written materials or copying another's work without the teacher's expressed permission. Tests may not be taken out of the examination room without the teacher's express permission and must be completed within the allotted time. Notes or other sources may not be consulted unless specifically authorized by the faculty member administering the examination. Cheating includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information. Falsification includes the intent to mislead, as well as forgery of any signatures. Lying or stealing violates the principles of integrity and respect for self, others, and property. It is in each student's best interest to adhere always to the values of honesty, integrity, and respect.

**Plagiarism:** All material submitted should be the student's own original work. Students are solely responsible for the analysis and research. Plagiarism is defined as the presentation of someone else's ideas or words as your own. When a student paraphrases, diction and phrasing should not duplicate or closely parallel the language of the source, but should show the student can process information and create new ideas based on what he/she has heard or read. Furthermore, if a student directly quotes someone else's analysis or line of reasoning, including arguments that the student may only have heard, and not seen in print, the student should acknowledge that information in a parenthetical citation or in a footnote.

#### **The Pledge:**

The Honor Pledge is an expression of the student's support of the Honor Code. The student should write and sign the following pledge on every graded assignment:

"I have neither given nor received any unauthorized assistance on this Assignment." (Followed by an original signature)

#### **Violations and consequences:**

The CGS teacher will provide notification to the student's parents/guardians.

An Honor Code violation report will be sent to the student's appropriate school administrator. The student will be subject to procedures and consequences as outlined by the home-based school's code of conduct.

The student will not receive credit nor be allowed to make up the assignment. At the teacher's discretion, an alternate assignment may be completed for credit.

**Faculty:** CGS faculty members serve as professional role models for life-long learning, as well as exemplify the values of honor, respect, and integrity. They have a responsibility for setting clear expectations under which their classes operate; i.e. when they encourage or prohibit cooperation among students.

Developed in the spirit of a regional community of learners by:

- Amber Mathur, CGS Class of 2003, Stafford High School
- Victoria Glick, CGS Class of 2002, North Stafford High School
- Cathleen Hannifin, CGS Class of 2002, Chancellor High School
- Todd Rosenbaum, CGS Class of 2002, Massaponax High School
- Ali Wyne, CGS Class of 2003, Stafford High School

Approved by the Commonwealth Governor's School Governing Board June 20, 2002

## Taking Charge of Your Education...

**Academic Standing:** Any CGS student whose grade point average (GPA) in the core subjects (English, Social Studies, Mathematics, and Science) falls below a 2.5 will be placed on academic probation at the end of a semester. Weighted grades will be considered in the GPA at each grade level. Students can also be placed on probation for not successfully passing the culminating course each year.

At the conclusion of any semester when the GPA is below 2.5, the student and family will meet with their academic team to develop a written 'Academic Plan for Success' that will include goals that will help him/her improve their grade point average.

Removal from probationary status will occur when the CGS student maintains at least a 2.5 grade point average or higher in core subject areas the following semester. Students may be removed from the program by the Director if lack of progress endangers their graduation status. (See entire Academic Standing policy on the CGS website.)

**Attendance:** The CGS curriculum is rigorous and presented at an accelerated pace. Your daily attendance will be a key factor in your success. CGS is on a block schedule and therefore one day of missed work is equivalent to two to three missed days of class.

**AP Exams:** Students are strongly encouraged to consider taking all AP exams offered through the CGS program of studies and expected to take a minimum of four AP exams over the course of four years. This expectation is consistent with the Early College Scholars program required of all ninth graders and strongly encouraged for tenth, eleventh, and twelfth graders. Each individual school district participating in the CGS regional program may have an AP policy that is more stringent than the CGS policy.

**CGS Calendar:** Each school division will follow its own calendar. On days when one school division is closed for a holiday or because of weather, the other school divisions will continue with instruction. Caroline students will NOT be transported to the CGS King George site if Caroline schools are closed. School closings due to inclement weather will be announced on the individual school division's websites and the local radio and T.V. stations.

Caroline County Public School Website: <https://www.ccps.us/>  
King George County Public School Website: [www.kgcs.k12.va.us](http://www.kgcs.k12.va.us)  
Spotsylvania County Public School Website: [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us)  
Stafford County Public School Website: <https://www.staffordschools.net/>

**CGS Diploma Seal:** Any student who completes at least their junior and senior years with CGS, earns a minimum cumulative 2.5 GPA in the four core subject area classes, and successfully passes the culminating course at CGS will receive the Virginia Governor's School seal on their diploma.

**CGS PTO:** CGS has a very active Parent Teacher Organization (PTO). Students are encouraged to take advantage of all the activities sponsored by the CGS PTO. Parents are encouraged to join. PTO membership <https://cgs-pto.square.site/>.

**Codes of Conduct:** The Student Codes of Conduct for participating school divisions are in effect. All CGS students are responsible for their actions in school and during all extracurricular activities and field experiences. All students are responsible for knowing their school divisions' conduct expectations and are expected to be exemplary role models.

**Course Management System:** Blackboard, a course management system, will be available to all CGS students. All CGS students will have access to a Blackboard web page for each of their CGS courses. CGS teachers will be responsible for maintaining the Blackboard web pages associated with their classes. Blackboard will provide

students with the course syllabus, course materials, announcements, course assignments, course calendars, and opportunities to collaborate with other CGS students on joint projects. CGS parents will have limited access to their child's Blackboard courses as a guest. If a teacher uses another platform, there will be a link to that page.

**Culminating Activity:** The culminating activity is a yearlong independent project that all CGS students complete. Students will complete their projects in the spring of each year. Each student, with the guidance of faculty advisors, will select a topic, identify a problem related to the topic, and design a plan for research. This topic will be the focus of an independent study with three major components: a portfolio, a presentation, and a product. Upon completion of the four sections of the culminating project, students receive 1 graded high school credit at the end of their senior year. Students who fail to complete the culminating activity will be placed on academic probation and could be dismissed from the CGS program.

The objectives and rationale for this activity are:

- To give students the opportunity to engage in independent study on topics of their choice,
- To encourage students to complete in-depth, academic research on issues in their areas of interest,
- To give students a creative outlet for their interests,
- To supply opportunities for students to improve critical thinking, writing and presentation skills, and
- To allow students to investigate real world problems and solutions.
- To provide an opportunity to present information to an audience beyond the CGS community.

As facilitators, the CGS teachers will:

- Serve as resource persons and provide guidance,
- Facilitate contact with experts beyond the CGS community, and
- Evaluate the process, product, and presentation.

The course will be taught in intersessions periodically over the school year. No other CGS course will occur during those intersessions.

**DRESS:** CGS students are involved in field activities and public presentations. Appropriate attire is expected whenever a student represents CGS in any public forum. Students need to be aware of and comply with the dress code of their home-based school and their CGS school if it is a different school.

**Dual Enrollment:** 11th grade chemistry is a college level course with a dual enrollment option. The earned college credit is transferable to most Virginia colleges and universities. Parents are responsible for a portion of the dual enrollment tuition.

**Early College Scholars:** CGS students are required to sign an Early College Scholars Agreement. The Early College Scholars program allows eligible high school seniors to complete their high school diploma while earning at least 15 hours of transferable credits toward a college degree, resulting in a more productive senior year and reducing the expense of college tuition for families. CGS students will earn these credits through Dual-enrollment and Advanced Placement courses at their CGS site.

To qualify for the Early College Scholars program, a student must:

- Have a "B" average or better
- Be pursuing an Advanced Studies Diploma; and
- Take and complete college-level course work (i.e., Advanced Placement, International Baccalaureate, Cambridge, or Dual-enrollment) that will earn at least 15 transferable college credits.

Students sign an Early College Scholars Agreement, which is also signed by the student's parents or guardians, principal, and school counselor. Students who meet the terms of the agreement are recognized as Early College Scholars and receive a certificate of recognition from the Governor.

**Email:** All CGS students will have their own CGS email account. New students will be assigned an email account when they enter the program for the first time. Students will be expected to use their CGS email strictly for CGS business and check it daily.

**Field Experiences:** Field experiences are an essential component of the CGS curriculum. The impact of these experiences on CGS students' class attendance at their home-based schools will be carefully monitored. CGS students are responsible for any assignments missed while on a CGS field experience. A field experience permission form will be required. CGS and/or school divisions will provide transportation. Entrance fees and other expenses are the responsibility of the student. Students who do not attend a scheduled field experience will be required to complete an additional assignment.

**FIRST ROBOTICS and LEGO LEAGUE:** The acronym FIRST means: For Inspiration and Recognition of Science and Technology. The CGS FIRST Robotics team creates a robot to compete in international competition. It is a wonderful opportunity to meet new people while learning how science and technology can be challenging, applicable, and rewarding. Members of the CGS FIRST Robotics Team mentor middle school students involved in LEGO league, as well as participate in high school LEGO League competitions. Students who are interested in joining FIRST Robotics and or Lego League can contact the coach, David Shotwell at [dshotwell@cgsva.org](mailto:dshotwell@cgsva.org)

**Grading:** The grading policies and grade reporting systems of each school division will be maintained.

**Home-Based School Assistance:** Each home-based high school has a counselor and gifted education resource teacher to assist CGS students. Students are assigned a counselor by the home-base school. During the school year, CGS students can access the gifted education resource teachers at their home-base school (see page 10 for a listing of your schools gifted resource teacher.)

**Library Facilities:** Students will utilize their CGS sites' library. Access to library computer resources is available from the CGS classroom. CGS students are to respect and comply with all of the rules and expectations of the library facilities. The use of school libraries is a privilege. DO NOT lose that privilege.

**Lockers:** CGS students will have lockers issued to them at their home-based school. They will NOT have a CGS site locker. Personal items need to be taken with students at the end of their CGS classes. CGS will not be responsible for any personal items left in the CGS classrooms.

**Lunch:** All CGS students from Spotsylvania and Stafford will have the option of eating lunch at their home-based high schools or bringing their own lunch to eat on the bus. Caroline CGS students will eat lunch on the bus.

**Math League Competitions:** CGS students participate in the Virginia Math League and the American Math League. Discuss how to participate with your math teacher.

**Make-Up Work:** The student is responsible for contacting his or her teacher regarding missed work. Consult course syllabus for specific make-up work policy.

**Model UN:** Students from the region participate in regional and state Model United Nations competitions. Students interested in joining should speak to their CGS Social Studies teacher.

**Science Lab Facilities:** Students will utilize their CGS sites' science lab. CGS students are to respect and comply with all of the safety and operational guidelines of those facilities. The use of the school laboratories is a privilege.

**Student Records:** Each school division will be responsible for maintaining the records of CGS students.

**Summer Enrichment:** Summer enrichment opportunities will be provided to CGS students in June/July. CGS students are encouraged to take full advantage of these fun, educational activities. Information pertaining to summer enrichment offerings will be distributed to all students in April. Students interested in participating in summer enrichment programs will register in April. Enrollment in each activity will be based on which students register first.

**Technology:** CGS technology virtually creates our regional community of learners and makes the world our classroom. Students are expected to maintain the highest integrity and ethical standards in the classroom and while on-line. The CGS Computer/Teleconferencing Equipment and Network Users Standards of Conduct will be strictly enforced. Both students and parents are expected to be aware of the code and to sign a code understanding form. Violation of this code can result in dismissal from CGS. No intentional damage to CGS equipment will be tolerated. Food and drink is NOT allowed in the CGS technology classrooms.

**Textbooks:** CGS students are responsible for issued textbooks and supplemental textbooks. Fees will be charged for lost or damaged textbooks.

**TRANSPORTATION SCHEDULES:** Transportation is provided between students' home-based schools and CGS. Students may only drive to their site based on division policies.

**Web Site:** The address for the CGS Web site is: [cgsva.org](http://cgsva.org). This web site provides information about the CGS program. It is updated on a regular basis. The CGS Guidelines for Web Documents Style and Design will be strictly enforced.

**Withdrawal from CGS:** Students exiting from CGS are expected to adhere to both the guidelines of The Commonwealth Governor's School as well as the scheduling change procedures of the local school division.

#### Scenario 1: Student Elects to Exit the CGS Program

There are three time periods designated for withdrawing from the CGS program: at the end of the first grading period, at the end of the semester, or at the end of the school year. A student should not be academically penalized for transferring out of CGS; however, if a student withdraws during the school year, he or she may not be granted full academic credit as a result of the differences in course schedules at participating high schools.

If a student successfully completes a weighted course in the CGS program, weighted credit is to be issued. If a student transfers from CGS into an equivalent weighted course and successfully completes that course, the student is to receive weighted credit from their designated high school.

If a student wishes to exit from The Commonwealth Governor's School:

1. The parent should contact the CGS Director and the student's CGS teacher advisor to review the student's academic record and to discuss what action is best for the student. A request to exit a student should be **made in writing to the Director** (email is acceptable).



2. The student will be required to participate in an exit interview to provide feedback data for improving the CGS program with the Director or the CGS Program Counselor.

Once those two required components are completed, the CGS Director will notify the student's high school counselor and the division gifted coordinator of the student exit. The student's schedule may then be adjusted to reflect non-CGS sections.

If a CGS student plans on exiting from the program for the following school year, the withdrawal request must be done by **JUNE 1st**. All exit requirements must be completed prior to **JUNE 1st**.

Scenario 2: Student is Placed on Probation OR Student Is at Risk of Not Graduating with Cohort  
Students who are placed on probation due to lack of academic progress will be removed from CGS by the Director if they do not show improvement that meets the requirements of their probationary status. Additionally, if a student is not on formal probation but is at risk of not graduating with their class cohort due to lack of academic progress, the student may be removed from the program by the Director in order to maintain the student's graduation plan.

If the student's CGS teachers and/or the Director believe that remaining at CGS may not be in the best interest of the student:

1. The student's CGS advisor or the Director will contact the parent to arrange an assessment of academic progress.
2. This assessment may result in the development of an individualized CGS plan for success that contains specific objectives and outcomes. A designated time period will be stated for reassessment.
3. If after this period of time the student has not made sufficient progress and it is determined that the student will be removed from CGS, an exit interview will be conducted to provide feedback data for improving the CGS program.

The CGS Director will notify the student's high school counselor of the removal decision and the school division's drop/add procedures will be utilized to transition the student back into the home-based school program.

Scenario 3: Student Violates Technology Agreement or Student Code of Conduct

If the Director and the building site principal determine that a student is to be withdrawn due to an infraction of the CGS Computer/Teleconferencing Equipment and Network Users Standard of Conduct and/or the local division's Student Code of Conduct:

1. The Director will send a letter to the parents indicating the reason that their student has lost the privilege to continue in the CGS program.
2. The parent will have the right to appeal the decision first to their division superintendent and secondly to their local school board.
3. If the decision is upheld, the school division's drop/add procedures will be utilized to transition the student back into the home-based school program.

## Field Experience Guidelines

**Purpose:** A field experience is a school-sponsored and school-chaperoned activity, which provides an effective means of accomplishing the stated goals of the instructional program. Field experiences are an important part of the CGS experience. The purposes of these educational experiences are to:

- provide community-based learning opportunities;
- focus on the three CGS themes of environment, development, and service;
- enable students to participate in real world problem-solving;
- build a regional community of learners through face-to-face educational experiences;
- reach into the community as both learners and contributors;

**Transportation:** Transportation for field experiences will be restricted to school buses and commercially licensed carriers. When circumstances warrant an exception, a teacher or other duly licensed adult may be approved to drive a privately owned vehicle. In such cases, the owner's insurance will be considered as "primary" coverage in the event of an accident. Under no circumstances may a student be used as a driver for a field experience.

**Safety:** All reasonable, foreseeable aspects of danger must be addressed and safety precautions must be in place. Students will be covered by the insurance policy of their school division.

**Student Conduct:** Students will be responsible to their school division's code of conduct and field trip regulations.

**Permission Slips:** A permission slip signed by a parent/guardian is required each time that a student participates in a CGS sponsored field experience. Parents are to be notified of safety considerations and that they are responsible for medical treatment of any injuries.

**Frequency:** Field experience opportunities will be offered to students on an average of two per month. Depending on the travel time and learning objectives, field experiences will be taken during regular CGS school time, half day or full day during school time, during the evening or on the weekends.

**Funding:** Transportation costs will be funded by The Commonwealth Governor's School. Additional costs such as admission tickets, meals, snacks, etc., will be the responsibility of each student. No student will be denied access to a field trip due to the inability to pay any additional costs.

**Additional Chaperones:** If the number of staff is not sufficient to safeguard students, parents will be asked to accompany the group. Additional adult chaperones shall be provided on the ratio of a minimum of one adult per fifteen students. Chaperones will be responsible for admission tickets, meals, snacks, etc.

## Technology Usage Guidelines and Other Agreements

### Computer/Teleconferencing Equipment and Network Users Standards of Conduct

THE INFORMATION SYSTEMS AND INTERNET ACCESS AVAILABLE AT THE COMMONWEALTH GOVERNOR'S SCHOOL ARE INTENDED FOR EDUCATIONAL PURPOSES ONLY. PARTICIPATION IN THE COMMONWEALTH GOVERNOR'S SCHOOL IS A PRIVILEGE, NOT A RIGHT.

Instruction in CGS is dependent on the use of video and computer technology. A student's participation in CGS is contingent upon the ethical and appropriate use of the CGS information system as outlined in this document. CGS students will be held accountable for following the expectations as outlined in their local division's Student Code of Conduct.

The term "information systems" as used herein includes, but is not limited to: hardware, software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, tape drives, scanners, and micro-, mini-, mainframe computers, iPads, and teleconferencing equipment.

The term "users" as used herein includes all staff members, students, volunteers, parents, and other individuals using any portion of the information systems.

These information systems are operated by faculty and students for the mutual benefit of all concerned, and all users are expected to assist in the successful operation of the facilities. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, and/or interfere with the learning of other students. The following guidelines are intended to help users understand appropriate use. All access to information systems shall be pre-approved by the director. The school may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may also be imposed as stated in the participating school divisions' Student Code of Conduct.

### Ethical Conduct for Technology Users

With the use of information resources and information technology, all users are required:

- to recognize and honor the intellectual property of others.
- to comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- to restrict the use of the information systems and resources to the mission or function of the school system; the use of computer systems for personal use unrelated to the mission or function of the school system or for private gain is prohibited.
- to help maintain the integrity of the school information systems; deliberate tampering or experimentation is not allowed. It is a violation to modify and/or copy any system folder or file, e.g. Start-up, Initialization, Configuration, and System (.bat, .sys, .ini) folders, files or control panel files.

### Educational Use

- The information systems are intended for educational purposes. Users are responsible for the ethical and educational use of their network accounts:
- School-related files are the only files to be saved on your account. Storing commercial software and/or games or hidden files on your account is not permitted.
- Saving to the hard disk drive is granted only by permission of the instructor.

- Storing and/or playing commercial games are not permitted.

### **Respect for Others**

- Users should respect the right of others using the information system and/or network.
- Use assigned workstations.
- Be considerate when using CGS resources.
- Do not leave a workstation without logging off.
- Do not deliberately attempt to disrupt system performance or interfere with the work of another user.
- Leave equipment and room in good condition for next user/class.

### **Respect for Security**

- Accounts on the systems at CGS are considered secure, although the absolute security of any data cannot be guaranteed. Teachers have access to student files for instructional or evaluative purposes. All files created and saved become the property of CGS.
- Use only your account/password. It is a violation to give access to your password to any other user.
- Reading, modifying, or removing files and/or mail owned by other users are not allowed without prior approval by the instructor or director.
- Hacking, the attempt to breach another person's e-mail or system security is prohibited.

### **Respect for Property**

SOFTWARE INSTALLATION: Software may be installed on the school information systems (including all individual workstations) only with prior approval from the director.

### **Software Copyright:**

- All software used by CGS must hold a valid and legal license.
- Licensed/copyrighted software is not for loan.
- Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a pre-authorized licensing agreement. Infringement or violations of U.S. or international copyright laws or restrictions will not be tolerated.
- Any attempts to circumvent the licensing control or the copying of software from the network without the director's permission is prohibited.

### **Hardware:**

- Report equipment problems immediately to the instructor.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.

### **MAIL USAGE:**

- The e-mail communication system on the CGS network is a public communication system designed for educational use only and is subject to review and monitoring.
- Failure to comply with all responsibilities will result in disciplinary action which may include suspension of e-mail privileges.

**Responsibilities:**

- Electronic communication (e-mail) and use of the modem pool is restricted to educationally appropriate communications and must comply with the applicable division's Student Code of Conduct restrictions regarding language.
- It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of security.
- Users are responsible for all mail maintained and/or stored under their user accounts.
- The user is responsible for making sure all e-mail received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.
- Sending e-mail to general audiences is inappropriate. Students must obtain permission from the Network Administrator before sending out an e-mail that includes all CGS students or faculty.
- All mail communications must reflect the sender's account I.D.
- Real time messaging and on-line chat may only be used with the permission of the instructor or director.
- Do not share personal information in correspondence with unknown parties.
- Do not reveal your personal address or phone number or those of other students or staff.

**Internet/World Wide Web Usage**

- The term "Internet access" includes all methodologies used to connect to individual computer networks around the world.
- The term "World Wide Web" (WWW) is an Internet service that organizes information using graphics and point-and-click technology. Each document can contain embedded references to images, audio, or other documents. Users can browse for information by following references. The term "home page" as used herein is a page of information accessible through the WWW. The page can contain a mixture of graphics and text and can include embedded references to other such pages.

**Responsibilities:**

- The user exercising his/her privilege to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her account.
- All users are prohibited from accessing portions of the Internet that do not promote the instructional mission of CGS.
- All home pages are subject to initial approval and on-going review according to the CGS Home Page Guidelines. All home pages should reflect the mission and character of the school. No CGS web page will specifically correlate an individual student's name with a visual image.
- CGS is NOT responsible for any financial commitments made by students. A parent or guardian will be solely responsible for such commitments.

**INTENTIONAL MISUSE OR DAMAGING OF COMPUTERS  
AND/OR TELECONFERENCING EQUIPMENT AND NETWORKS**

The term “damage” is used herein to mean hindering the function of any CGS technology device, teleconferencing and networking equipment.

Instruction in CGS is dependent upon the use of video and computer technology. ANY damage to CGS technology can severely disrupt the learning process. Therefore any student(s) who intentionally caused a malfunction of the computers, the local area network, and/or the wide area computer-video teleconferencing network of CGS shall be recommended by the director of CGS for dismissal from the program.

Students dismissed from the CGS program for matters of conduct shall be ineligible to reapply for admission for a period of not less than 365 calendar days from the date of dismissal.

**Guidelines for Web Document Style & Design**

The availability of Internet access at CGS provides an opportunity for students and staff to contribute to the school system’s presence on the World Wide Web. The system’s Web sites provide information to the world about school curricula, instruction, school-authorized activities, and other general information relating to our school and our mission. CGS will provide Internet access for the creation of Web pages. Creators of Web pages need to familiarize themselves with and adhere to the following guidelines and procedures. Failure to follow these guidelines or procedures may result in the loss of authoring privileges. These Web page guidelines will be updated on an annual basis, or more frequently if needed.

**Content Standards:** School director and county school administrators must approve pages prior to their being uploaded on to the CGS Web server by the Webmaster. The Webmaster is the one staff member designated to be responsible for the maintenance of the school’s page(s). This person alone will have access to the page and the ability to make changes. (See Web Page Approval form)

**Subject Matter:** All subject matter on Web pages should relate to curricula, instruction, school-authorized activities, or general information that is appropriate and of interest to others, or it should relate to CGS or the schools within the participating school divisions. Therefore, neither staff nor students may publish personal home pages as part of County Web Sites, or home pages for other individuals or organizations not directly affiliated with CGS. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

**Quality:** All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in CGS procedures. Regarding the question of quality of Web page material, appearance, or content, the judgement of the school director or school administrators shall be final.

**Ownership and Retention:** All Web pages on the CGS server(s) are the property of the school system. Web pages may be deleted when a student graduates or moves unless prior arrangements have been made with the school director.

## Student Safeguards

1. Full individual student names or photographs will not be included.
2. Group photographs will only be labeled with the name of the class and/or subject area.
3. If a student's or staff member's name is published to recognize achievement or to display work, only the first initial and last name will be published with the expressed written consent of the individual and a parent or guardian for students.
4. Published E-mail addresses are restricted to staff members or to a general group E-mail address where arriving E-mail is forwarded to a staff member.
5. Web page documents may not include any information, which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in certain activities.

## Design and Technical Standards

**Consistency:** Each Web page added to the CGS Web site(s) must contain certain elements, which will provide general consistency for CGS Web pages.

1. At the bottom of the Web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for the page or update. It shall be that person's responsibility to keep the Web page current.
2. At the bottom of the Web page, there must be a link that returns the user to the appropriate point(s) or the CGS Web page.
3. All Web pages must be submitted to the school director or appropriate school administrator for review prior to their placement on the CGS server(s).
4. No computers other than the assigned building Web servers shall be configured as Web/FTP servers.
5. Users must exhibit care when creating Web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers.
6. The authorized teacher, who is publishing the final Web page(s) for herself or himself, or for a student, will edit and test the page(s) for accuracy of links and check for conformance with standards outlined in these guidelines.
7. Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text for such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place on the CGS server(s). Structure your information to take advantage of the hypertext environment; this is, instead of putting everything on one page, break it into pieces that can logically stand on their own and link to them. Label links well (make them descriptive and accurate). Strive for high "scan ability" - the ability to scan a page and quickly see what is available from it.
8. All Web pages must be given names, which clearly identify them. The names of all documents shall coincide with current CGS naming practices and structures.
9. Any graphics, sounds, or video used on Web pages must conform to the format currently used or approved by the CGS.
10. Web pages may not contain any student address links or direct-response links back to students' Web pages.
11. Final decisions regarding access to active Web pages for editing content or organization will rest with the director or appropriate county school administrator.
12. The school address and phone number should appear on the starter page with identification as being a part of King George, Spotsylvania, or Stafford County schools.
13. Any changes/additions to Web pages must be submitted on a new disk and sent to the Webmaster with signed approval from the director or county school administrator.
14. All Web pages must abide by copyright standards and guidelines.
15. Additional consistency standards may be developed by CGS's representatives as the need arises.

### **Release Form for Published Student**

CGS publishes a variety of information about our school and its activities in local newspapers. We may wish to include your child's name or photograph in these articles. This information might be published in order to recognize achievement or in conjunction with the display of your child's work. Your signature acknowledges permission for this information to be published in local newspapers.

### **Release Form for Electronically Published Student Information**

CGS publishes a variety of information about our school and its activities on a portion of the Internet known as the World Wide Web. We may wish to include your child's first initial and last name or a group photograph on our web page. This information might be published in order to recognize achievement or in conjunction with the display of your child's work on the web. Your signature acknowledges permission for this information to be published on the World Wide Web.

### **Release Form for Video Conferencing**

CGS records many of the daily videoconferences throughout the school year. We make these broadcasts available to students and teachers via a private web page. Use of these archived videos is intended for educational purposes only. Your signature acknowledges that you are aware your child may be included in these archives.