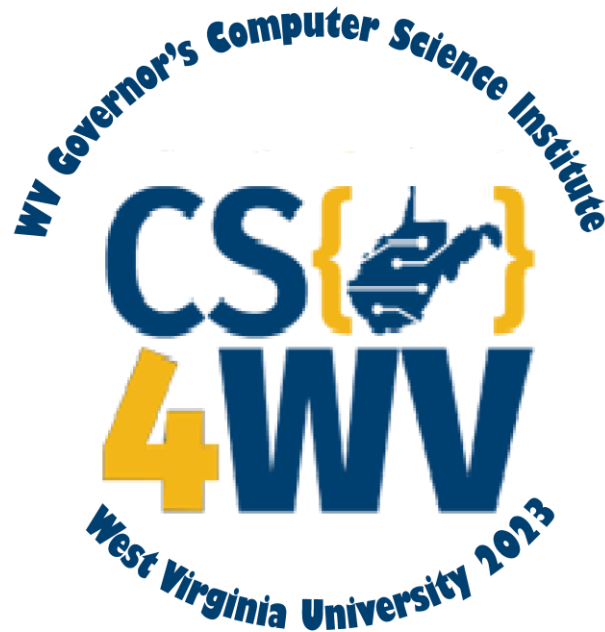


# West Virginia Governor's Computer Science Institute



Handbook for Students and Their Families

***West Virginia University***

June 18-24, 2023

West Virginia Department of Education

The policies for the WV Governor's Computer Science Institute are below.

Please make sure that you have read and agree to the policies before coming to the program this summer. If you have any questions, please see the contact information for our program directors at the end of the packet.

## **Cell Phone Policy**

*Students are expected to leave their cell phones in their rooms during the day.* Students can use their phones during their free time at night once they are in their rooms. The best time to contact your child will be around 10:00 PM, after all of the daily activities have concluded.

## **Visitation Policy**

No student may have a visitor at any point during his/her stay with the West Virginia Governor's schools. Students will have ample time for emails, text messages, and phone calls; however, visits by friends and family are strictly forbidden.

## **Attendance Policy**

Students are required to attend all classes, research sessions, meals, activities, and field trips. Additionally, no student may leave GCSI for any reason (including sporting events/practices, family reunions, weddings, etc.). If a student were to get sick while attending GCSI, then the directors will work with the student and his/her parents to determine if further medical attention is necessary and/or if the student should remain at GCSI or return home before the program concludes.

## **Medications and Allergies Policy**

If a student has been prescribed medications that s/he will be taking during GCSI, then those medications will need to be checked in when students arrive. Additionally, parents will be asked to fill out a form to inform the faculty and staff of the medications that will be administered, who will administer the medications (students may give themselves their medications if a parent agrees to do so), and when the medications will be administered. Medications will be stored in a secure location at the Honors College and privately given to students when needed.

Any student who has an allergy to a food, substance, chemical, animal, etc. needs to fill out a form to inform faculty and staff during check-in. Food allergies will be shared with the dining halls to ensure that appropriate foods are available for all students.

Additionally, if a student has an allergy in which s/he needs to carry an EpiPen, the faculty and staff need to be made aware of it to ensure that students are properly cared for in the event a student comes into contact with the allergen.

## **Behavior/Disciplinary Policy**

As a representative of your school, community, and county, you are expected to be an exemplary citizen and participant. Certain behavior is incompatible with the philosophy of the Governor's School. Disciplinary action in response to misbehavior is the responsibility of staff members. Suggestion: Behavior that is incompatible with the philosophy of the Governor's School can result in disciplinary action, a responsibility of staff members.

There are three levels of discipline which are determined by the nature, frequency, or severity of the infraction. **These levels are not necessarily progressive.**

- 1.) Verbal reprimand by staff with notice to the program director(s) and/or dean.
- 2.) Student meeting with the program director(s) or dean. Parents will be notified.
- 3.) Dismissal by the director(s) or dean in consultation with the appropriate faculty, staff, and state director for the WV Governor's Schools.

Should a student be dismissed, parents must pick the student up no later than 12 hours after having been notified. Further, a letter setting forth the reason for the student's dismissal may be sent to the parent/guardian, school principal, and county superintendent of schools. Once a student has been dismissed, he/she is not to return to the WV Governor's Schools for any reason.

Reasons for dismissal include, but are not limited to, the following:

- a. Absence from campus without permission from the director(s) or dean;
- b. Any unexcused absence;
- c. Disobeying visitation policies;
- d. The use or possession of tobacco, alcoholic beverages, or controlled substances, whether on-campus or off-campus;
- e. Unauthorized riding in a vehicle with another person;
- f. Bullying;
- g. Refusal to follow directions;
- h. Any other behavior deemed to be inappropriate, dangerous, or damaging to self, staff, guests, or the institution;
- i. Destroying or damaging property - a serious matter requiring full monetary compensation.

Students who are determined to have violated the tobacco, alcohol, or controlled substances rule will be dismissed immediately.

## Living Accommodations Policy

### **YOUR ROOM:**

- 1.) You will be housed in Honors Hall. Each room is furnished for two students with twin XL beds, desks, chairs, dressers, under-bed storage drawers, and two large closets. Students in two rooms will share a connecting bathroom. Honors Hall has a social lounge, vending machines, and television viewing areas. The entire complex is air conditioned.
- 2.) You may bring a cell phone, iPod, or MP3 player but not a television. It is important that you respect the rights of your fellow students by not playing music that can be heard outside of your room and should not play music while your roommate is trying to sleep; use headsets or earphones if necessary.
- 3.) You will be issued a card key to your room. A fee of \$25 will be charged to change the lock code if the key is lost or not returned.
- 4.) Your room should always be locked when you and your roommate are gone. Missing items should be reported immediately to your resident assistant.
- 5.) If you plan to keep snacks in your room, you must bring airtight containers for storage.
- 6.) You and your roommate are ultimately responsible for the maintenance of your room, all activity that goes on in your room, and any damage that occurs during the Governor's School.
- 7.) Your room should be made neat and orderly before your first morning class. It may be inspected at any time by residence hall personnel.
- 8.) All items left in the dorm room at the conclusion of GCSI will be collected and donated to a local shelter. Therefore, it is the responsibility of the student and parents to ensure that all personal belongings are removed before leaving. GCSI staff will not be responsible for locating and returning items left behind.

### **THE RESIDENCE HALL:**

- 1.) While living on campus, you will be under the guidance and supervision of an experienced dean, program director(s), resident director, and faculty, and mentors/resident assistant.
- 2.) The residence hall, classrooms, laboratories, and other facilities should be kept neat, clean, and undamaged. You will be expected to pay for any

damages beyond normal wear for which you are responsible.

- 3.) Possession or use of tobacco products, alcoholic beverages, chemical substances, or drugs (other than those prescribed and over-the-counter medications that have been approved) are prohibited.
- 4.) You must be inside the residence hall no later than 9 p.m.
- 5.) Quiet hours are to be observed in the residence hall from 10 p.m. to 7 a.m. This means that there should not be any sounds loud enough to disturb your roommate, next door neighbor, or other students. Lights must be out by 11 p.m.
- 6.) Early in the program, a fire evacuation plan will be explained, and a fire drill may be held. When the alarm sounds, you must leave the building. You will be expected to report to an assigned area where roll will be taken.

## **Contact Information for WV Governor's Computer Science Institute Personnel**

- 1.) West Virginia University Honors College  
P.O. Box 6635  
Morgantown, WV 26506-6635  
Phone: (304) 293-2100
- 2.) Bill Gibson, Program Director  
[wgibson@k12.wv.us](mailto:wgibson@k12.wv.us)  
Phone: 304-685-8318
- 3.) Gretchen Gibson, Program Director  
[ggibson@k12.wv.us](mailto:ggibson@k12.wv.us)  
Phone: (304) 906-6050
- 4.) Ray Lowther, Director of the Governor's Schools of West Virginia  
[ray.lowther@k12.wv.us](mailto:ray.lowther@k12.wv.us)  
Office Phone: (304) 558-8098  
Cell Phone: (402) 525-8357
- 5.) Information Desk at Honors Hall (staffed 24 hours a day, 7 days a week)  
Phone: (304) 293-1800