

**Central Virginia Governor's School for Science and Technology
Policy Manual**

Section

2.1 Community Relations

- A. The Director shall maintain open lines of communication with the public and school divisions served by the Governor's School.
- B. The Program Coordinator and faculty will be responsible for submitting press releases to the media relating to the event they are coordinating.

2.2 Public Records

Public records are kept in the Governor's School main office and are open to public inspection by contacting the Governor's School Director.

2.3 Public Complaints

All public complaints will be addressed by the Governor's School Director and/or the Superintendent-in-Charge.

2.4 School Advisory Board

The School Advisory Board of the Governor's School consists of a division advocate from each participating division and a school advocate from each home high school. The Board meets at least once a year. The Governor's School Director coordinates the School Advisory Board.

2.5 Industrial Advisory Board

The Industrial Advisory Board of the Governor's School is comprised of business, government and health care professionals representing the organizations within Virginia's Region 2000. The Board meets at least twice a year. The Partnership Coordinator coordinates the Industrial Advisory Board.

2.6 Central Virginia Governor's School Foundation

The Central Virginia Governor's School Foundation is a non-profit, tax-exempt corporation formed to receive contributions from individuals, organizations, businesses and institutions for the purpose of providing CVGS students with college scholarships, state of the art technology, in-depth research opportunities, and sophisticated laboratory experiences. The Foundation is governed by a board of trustees who represent each of the five school divisions served by the Governor's School. The Governor's School Director serves as the Executive Director of the Foundation.

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2.7 Facility Use

Requests by member school divisions for using the CVGS facility and equipment for staff development programs will be approved provided the programs do not interfere with the Governor's School daily operation. No facility use fee will be charged to member divisions. Division personnel should request use of the facility and CVGS staff support at least 30 days prior to the event. A list of participants for each program must be given to the CVGS staff prior to the event and must include verification that each participant is employed by a member division. Requests for using the CVGS facility by divisions not participating in the CVGS program will be approved with a fee of \$20.00 per person per day. The fee is for facility rental only and does not include fees for CVGS staff support services. Any fees generated in this manner will be used for upgrading and maintaining equipment.

Requests by educational associations for use of the CVGS facility in conjunction with conferences will be reviewed by the Director on an individual basis. The fee for facility use may be waived depending on the nature of the request. Requests by other groups to use the CVGS facility will be denied.

Approved by Governor's School Board: 05/04/2005

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