

***POLICY AND PROCEDURES  
MANUAL***



**Health Sciences & Technology Academy**

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**Acronyms Found in this Document**

<u>ACRONYM</u>	<u>DEFINITION</u>
ACT	American College Testing - a <u>standardized</u> test for high school achievement and college admissions
FSC	Field Site Coordinator
FSS	Field Site Secretaries
GPA	Grade Point Average
HSTA	Health Sciences and Technology Academy
CRA	Community Research Associate
IRB	Institutional Review Board
JGB	[West Virginia State] Joint Governing Board
LGB	[Regional] Local Governing Board
SAT	Scholastic Aptitude Test and Scholastic Assessment Test - a standardized test for college admissions in the United States.
WVAHEC	West Virginia Area Health Education Center
WV	West Virginia
WVU	West Virginia University

## Introduction

The Health Sciences and Technology Academy (HSTA) Program reaches out to 9th-12th grade under-represented students and follows them to college and towards professional school to help them prepare for health care careers. The goal is to nurture the ambitions of talented students who, for economic or other reasons, might not ordinarily achieve these career goals. Under the direction of a community-based state governing board, HSTA is a partnership among the numerous units of West Virginia University, West Virginia State University, Marshall University, Glenville State College, West Virginia Area Health Education Centers and many Appalachian communities. The program brings HSTA students and their teachers to campus each summer for laboratory and classroom training and enrichment activities; then provides the infrastructure and support for community-based science projects mentored by teachers, scientists, health professions students and volunteer community leaders during the school year. HSTA aims to share the resources and talent of the partnership, to encourage public school teachers' and community leaders' mentoring of students. The ultimate goal is to increase the college-going rate among under-represented students in the Appalachian region, to improve science and math education, to empower communities through leadership development of their youth, and, ultimately, to increase the number of health care providers in West Virginia's currently under-served rural communities.

In the summer campus-based program, fun hands-on science and math projects are led by middle and high school teachers trained by campus faculty to integrate math and science curriculum with leadership development, self-empowerment, communication skills, study skills and multicultural sensitivity. During the academic year, community health/science projects are the vehicle for academic enrichment and social support. The students are enrolled in HSTA science clubs and led by trained middle and high school teachers in group and individualized science projects. They develop networking skills, communication skills, the ability to pull together resources and a feeling of ownership in providing solutions to community problems. The students begin this program as 9th graders and progress through 12th grade with the hope that they will pursue higher education. HSTA has been providing STEM driven support services to this target audience for two decades.

# **1. Article One: Governance**

## **1.1. The Joint Governing Board**

- 1.1.1. The HSTA Program shall be governed by a board known as the Joint Governing Board (JGB).
- 1.1.2. The JGB shall be responsible for all financial and budgetary decisions involving the HSTA Program.
- 1.1.3. The JGB shall be responsible for all personnel policies and procedures; and the JGB shall be responsible for the creation and dissolving of employee positions involving the HSTA Program.
- 1.1.4. The JGB shall be responsible for all curriculum policies involving the HSTA Program.
- 1.1.5. The JGB shall be responsible for all the recruitment and retention policies involving the HSTA Program.
- 1.1.6. The JGB shall be responsible for all the public relations policies involving the HSTA Program and approve the HSTA Program public relations activities.

## **1.2. The Local Governing Board**

- 1.2.1. The HSTA regions will be locally governed through a board known as the Local Governing Board (LGB).
- 1.2.2. The LGB will be responsible for communicating all appropriate matters to the JGB for action and decision and communicating these decisions back to the appropriate HSTA regional entity.
- 1.2.3. The LGB will be responsible for assuring all personnel policies and procedures are followed involving the HSTA Program.
- 1.2.4. The LGB will be responsible for ensuring that all Program financial and budgetary policies developed by the JGB are followed.
- 1.2.5. The LGB will have committees at the discretion of that region. Committees are not required of the LGB.

## **1.3. Parliamentary Procedure**

- 1.3.1. The boards shall use protocol and procedures as outlined by Robert's Rules of Order

## **1.4. Election of Members to HSTA Governing Boards**

- 1.4.1. Notification of election of members to the JGB and LGB must be publicized at least five (5) days prior to the date of the meeting.
- 1.4.2. Notification of a cancelled meeting must be placed at the site of the meeting.

## **1.5. Quorum**

- 1.5.1. A JGB quorum shall exist when a minimum of one voting representative from 51% of the LGB regions is present.
- 1.5.2. A LGB Quorum shall exist when 51% of the voting members are present.

## **2. Article Two: Joint Governing Board**

### **2.1. Membership**

2.1.1. The JGB shall be made up of\*:

- 2.1.1.1. 1 Ex-Officio for the West Virginia University System (Chancellor, Higher Education Policy Commission or designee)
- 2.1.1.2. 2 Representatives and one alternate from each LGB
- 2.1.1.3. 1 Ex-Officio from the West Virginia Board of Education (State Superintendent of Schools or designee)
- 2.1.1.4. 1 Ex-Officio from Marshall University (Vice President for Health Services or designee)
- 2.1.1.5. 1 Ex-Officio from West Virginia School of Osteopathic Medicine (Vice President for Academic Affairs or designee)
- 2.1.1.6. 1 Ex-Officio from West Virginia State University (Vice President for Academic Affairs or designee)
- 2.1.1.7. 1 Ex-Officio from West Virginia University (Vice President for Health Sciences or designee)
- 2.1.1.8. 3 Ex-Officio members from West Virginia University Health Professions Schools
- 2.1.1.9. 3 Ex-Officio members from Marshall University Health Professions Schools

\* University ex officio positions are valid only if waiver is honored at that institution.

- 2.1.2. Ex-officio slots will retain full voting privileges when present.
- 2.1.3. Any HSTA state administrator can serve as a non-voting member of the board.
- 2.1.4. A written and signed proxy from a voting member to a non-voting member will be accepted as valid except where a conflict of interest may arise.
- 2.1.5. A non-voting member may also be appointed as an alternate for a voting member, except where a conflict of interest may arise.
- 2.1.6. Members of the JGB may appoint a designated alternate to attend meetings in their stead. The alternate must be identified by letter or e-mail. A copy of the letter/e-mail must be on file at the HSTA Program's Central Administrative office. Alternates shall have voting privileges and shall be listed in the minutes as alternates to the appropriate official members. If both the official member and the alternate are in attendance at a meeting, only the official member may exercise voting privilege.

### **2.2. Selection of Joint Governing Board Members**

- 2.2.1. The Chancellor of the West Virginia Higher Education Policy Commission, or designee, is selected by virtue of the office.

- 2.2.2. LGBs shall appoint two members and an alternate to serve on the Joint Governing Board.
- 2.2.3. The State Superintendent of Schools, or designee, from the West Virginia Board of Education is selected by virtue of the office.
- 2.2.4. The Vice President for Health Services, or designee, from Marshall University, is selected by virtue of the office.
- 2.2.5. The Vice President for Academic Affairs, or designee, from the West Virginia School of Osteopathic Medicine, is selected by virtue of the office.
- 2.2.6. The Vice President for Health Sciences, or designee, from West Virginia University, is selected by virtue of the office.
- 2.2.7. The three representatives from West Virginia University Health Professions Schools will be appointed by the Vice President for Health Sciences.
- 2.2.8. The three representatives from Marshall University Health Professions Schools will be appointed by the Vice President for Health Services.

### **2.3. Chairperson of the Joint Governing Board**

- 2.3.1. The chair of the JGB shall be a member of a LGB, elected by the JGB.
- 2.3.2. The chair shall serve a two-year term. Elections or re-elections will be held bi-annually in October.
- 2.3.3. The Chair shall appoint and approve all subcommittees and membership thereto.
- 2.3.4. In the absence of the Chair and the Vice Chair, a designee of the Chair shall be the presiding officer of all JGB meetings.
- 2.3.5. All meetings follow the open meeting law or Sunshine Law <http://www.ethics.wv.gov/openmeetings/Pages/default.aspx>
- 2.3.6. The Chair may call additional meetings of the JGB.
- 2.3.7. The Chair rulings on procedural matters are final.
- 2.3.8. The Chair may execute executive orders for emergency expenditures of money, not to exceed \$1000.00 provided the JGB has not, or will not meet within one week of the request. Expenditures must be made in full compliance with WV purchasing protocols.
- 2.3.9. The Chair shall charge all committees.
- 2.3.10. The Chair shall discharge all committees.
- 2.3.11. The Chair shall set the agenda for the JGB Meetings.

### **2.4. Vice Chair of the Joint Governing Board**

- 2.4.1. A member of a LGB shall be elected vice chair by the majority of the JGB and assume the duties of the chair in the chair's absence or resignation.
- 2.4.2. The vice chair's term shall run consecutively with that of the chair.

### **2.5. Joint Governing Board Functions**

2.5.1. The standing committees of the JGB are:

- 2.5.1.1. Finance
- 2.5.1.2. Personnel
- 2.5.1.3. Curriculum
- 2.5.1.4. Recruitment and Retention
- 2.5.1.5. Public Relations
- 2.5.1.6. Ethics
- 2.5.1.7. Expansion
- 2.5.1.8. Summer Advisory Board

2.5.2. The JGB Chair shall appoint and approve all committee membership and the committee chair and vice chair.

2.5.3. The committee members must have a complete list of their respective memberships on file with the HSTA Program Central Administrative office.

2.5.4. Committees may include members who do not serve on the JGB.

2.5.5. All committees must have community representation.

2.5.6. The standing committees shall have distinct responsibilities and charges.

2.5.7. The agenda for each committee is set by the committee chair.

2.5.8. Each committee shall meet at the call of the committee chair.

2.5.9. Each committee shall establish procedures for the operation of their committee, and assure the procedures fall within the guidelines established by the JGB.

## **2.6. Standing Committees**

2.6.1. The Finance Committee shall:

- 2.6.1.1. Make recommendations to the JGB regarding all budgetary and financial matters.
- 2.6.1.2. Review and approve all changes in the approved budget for any given year.
- 2.6.1.3. Request JGB approval for expenditures of funds outside the parameters of the approved budget for any given year.
- 2.6.1.4. Assure the finance policies and procedures developed by the JGB are carried out.
- 2.6.1.5. In the event a region has no standing LGB, make all financial and budgetary decisions for the region until a new LGB is established and ready to take over.
- 2.6.1.6. In the event a LGB is being censured by the ethics committee, the Finance Committee may make all financial and budgetary decisions until a new local governing board is established and ready to take over.

2.6.2. The Personnel Committee shall:

- 2.6.2.1. Develop policies and procedures for hiring, evaluating and separation/termination of HSTA volunteers, and HSTA employees, including HSTA teachers.
- 2.6.2.2. Assist with the selection of HSTA members to represent HSTA (i.e., conferences & presentations).
- 2.6.2.3. Advise HSTA supervisors and leadership on how to respond to personnel and volunteer actions, behaviors, decisions etc. that are in violation of HSTA procedures and policies.
- 2.6.2.4. In the event that a region has no standing LGB, the Personnel Committee shall develop policies and procedures for hiring, evaluating and termination of HSTA volunteers, and HSTA employees, including HSTA teachers, as well as hiring and dismissing said individuals until a new local governing board is established and ready to take over.
- 2.6.2.5. In the event a LGB is being censured by the Ethics Committee the Personnel Committee may develop policies and procedures for hiring, evaluating and separation of HSTA volunteers, and HSTA employees, including HSTA teachers, as well as hiring and dismissing said individuals until a new local governing board is established and ready to take over.

2.6.3. The Curriculum Committee shall:

- 2.6.3.1. Have members knowledgeable about curriculum issues including the HSTA Curriculum Coordinators.
- 2.6.3.2. Advise the LGBs on curricular issues.
- 2.6.3.3. Evaluate the HSTA Program curriculum for suitability.
- 2.6.3.4. Assist the Field Site Coordinators and HSTA Teachers to assure students gain educational rural health experiences.
- 2.6.3.5. Advise regarding methods used to teach these student populations and ensure the methods used relate to the objectives of the program.
- 2.6.3.6. Provide leadership towards identifying and acquiring learning resources such as equipment, materials and supplies, and expert assistance on projects.
- 2.6.3.7. Facilitate cooperation with the school systems and communities to secure resources for student learning and project activities.
- 2.6.3.8. Advise constituents towards securing telecommunications technology for HSTA programming, which includes communication, training and learning.

2.6.4. The Recruitment and Retention Committee shall:

- 2.6.4.1. Establish policies and procedures for recruitment and retention of students and teachers.

- 2.6.4.2. Establish and implement criteria for student and teacher selection and retention.
- 2.6.4.3. In the event that a region has no standing LGB, the Recruitment and Retention Committee will recruit and select students for that region, as well as be responsible for student disciplinary action in that region until a new LGB is established and ready to take over.
- 2.6.4.4. In the event a LGB is being censured by the Ethics Committee, the Recruitment and Retention Committee may recruit and select students for that region, as well as be responsible for student disciplinary action in that region until a new local governing board is established and ready to take over.
- 2.6.5. The Public Relations Committee shall:
  - 2.6.5.1. Advise public relations and media staff.
- 2.6.6. The Ethics Committee shall:
  - 2.6.6.1. Be charged with any issues of appeal for students. (See HSTA Disciplinary Procedure).
  - 2.6.6.2. Process all non-student violations of policy and procedure, ethics, or violations of HSTA standards and decide appropriate action which may include reprimands, censure, suspension, or termination from the program. (See HSTA Disciplinary Procedure)
  - 2.6.6.3. If the by-laws do not address an ethics issue specifically, the Ethics Committee has the authority to remove a person from HSTA if he/she behaves in a way that could injure the work or good name of HSTA.
- 2.6.7. The Expansion Committee shall:
  - 2.6.7.1. Be charged with any issues relating to regional and club expansions.
- 2.6.8. Other committees may be formed by the JGB Chair on an as needed basis and dissolved by the JGB Chair.

### **3. Article Three: Local Governing Board**

#### **3.1. Membership**

- 3.1.1. The LGB shall be made up of but not limited to:
  - 3.1.1.1. 1 Representative from the community
  - 3.1.1.2. 1 Representative from the local schools
  - 3.1.1.3. 1 Representative from the Health Care Professions
  - 3.1.1.4. 1 Parent of a current HSTA student
  - 3.1.1.5. 1 Current HSTA student
  - 3.1.1.6. West Virginia Area Health Education Center (WVAHEC) representative where available

#### **3.2. Election of Local Governing Board Members**

- 3.2.1. The representatives from the community, the local schools, the health care professions, WVAHEC where available, the parent of a current HSTA student, and the current HSTA student shall be elected in a public open meeting forum held in the respective HSTA communities.
- 3.2.2. The LGB members shall serve staggered two year terms after the first year. The first board positions will consist of one and two year terms. The three members receiving the highest number of votes shall serve two year terms and the three members receiving the next highest number of votes shall serve a one year term. If all are elected unanimously, it is up to each individual nominating committee to determine which members will serve these terms. Elections shall be held every September.
- 3.2.3. The LGB has the right to establish a local attendance policy for board members to retain membership.

#### **3.3. Chairperson of the Local Governing Board**

- 3.3.1. The Chair and Vice Chair shall be elected by the LGB.
- 3.3.2. The Chair and Vice Chair shall serve a one-year term. Elections will be held annually starting in September.
- 3.3.3. The Chair shall appoint and approve all subcommittees and membership thereto.
- 3.3.4. The Chair shall be the presiding officer of all LGB meetings.
- 3.3.5. The Chair may call additional meetings of the LGB.
- 3.3.6. The Chair shall consult Roberts Rules of Order to resolve procedural matters.
- 3.3.7. The Chair shall charge all LGB committees.
- 3.3.8. The Chair shall discharge all LGB committees.
- 3.3.9. The Chair shall set the agenda for the LGB Meetings.

- 3.3.10. The Chair shall communicate to the JGB Representative all matters to be discussed at the JGB meetings.
- 3.3.11. The Chair or designee shall submit minutes through the proper channels to the Program Manager and the Director.
- 3.3.12. The Chair with the support of the LGB shall ensure the field site coordinator meets the needs of the LGB and HSTA program as discussed in section 9.1 below.

#### **3.4. Vice Chair of the Local Governing Board**

- 3.4.1. A member of a LGB shall be elected vice chair by the majority of the members and assume the duties of the chair in the chair's absence or resignation.
- 3.4.2. The vice chair's term shall run consecutively with that of the chair.

#### **3.5. Local Governing Board Functions**

- 3.5.1. The functions of the LGB are to insure the JGB Policies and Procedures are followed. Additional functions of the LGB include but are not limited to the following:
- 3.5.1.1. Personnel
- Interview and select candidates for positions.
  - Evaluate employees on a yearly basis.
- 3.5.1.2. Finances
- Make recommendations to the JGB regarding all budgetary and financial matters.
  - Review and approve the regional line-item annual budget changes.
  - Obtain Director and JGB approval for fund expenditures outside the parameters of the approved budget.
  - Ensure the JGB finance policies and procedures are carried out.
  - Oversee and approve of regional expenditures.
- 3.5.1.3. Curriculum
- Work in collaboration with the JGB Curriculum Committee to insure the club curriculum is applicable for the region.
  - Ensure students gain educational rural health experiences.
- 3.5.1.4. Recruitment and Retention
- Assist in the recruitment of teachers and students for the program.
  - Develop policies and procedures for recruitment and retention of students and teachers.
  - Develop criteria for student and teacher selection and retention.

- Ensure the JGB policies and procedures for recruitment, selection and retention of students and teachers are followed.
- Review attendance/GPA and place students on probation and expel non-compliant students in a timely manner.
- Approve students' waiver eligibility each year.

#### 3.5.1.5. Learning Resources

- Provide leadership in identifying and acquiring learning resources such as equipment, materials and supplies, and expert assistance on projects.
- Cooperate with school systems and communities to secure resources for student learning and Program activities.
- Work closely with constituents to secure telecommunications technology for teacher, student and volunteer communications, training and learning.

3.5.2. The LGB will have committees at the discretion of that region. Committees are not required of the LGB.

3.5.3. The LGB will avoid nepotism and conflict of interest (for example, a LGB shall not hire a FSC who is a relative of any LGB member, for example, a child or grandchild of any LGB member may not be considered for selection into HSTA unless the related LGB member removes themselves from the selection process).

3.5.4. Letters of Exception: The LGB cannot excuse FSCs, teachers or students from state-wide events (Symposium, Summer Institute, Professional Development Workshop). The LGB denies or approves requests from FSCs, teachers and students asking to miss a required state-wide event or substitute another event for any required state-wide event. If the LGB approves the request, they then write a Letter of Exception.

3.5.4.1. Requests by FSCs, teachers, and students to the LGB for Letters of Exception must be made in writing in Standard English by the person requesting the Letter of Exception. The request should include the name and date of the event, a substantial reason for missing the event and all relevant information that the LGB needs to make an informed decision.

3.5.4.2. If the LGB approves the written request from the FSC, teacher or student, they write a Letter of Exception, attach the original request and submit it to the proper HSTA leadership for that event before the deadline for Letters of Exception for that event.

3.5.4.3. The appropriate HSTA leadership will review all properly approved Letters of Exception and a written letter from the HSTA leadership will be sent to the LGB Chair with copies to the proper local authorities and the requester with the final decision.

3.5.4.4. Deadlines:

- Summer Institute deadline for teachers and FSCs – March Summer Advisory Board Meeting
- Summer Institute deadline for students – April 16th
- Symposium deadline for teachers, FSC and students – varies yearly depending on the date of the event. Deadline for submission of Letters of Exception will be announced in writing.
- Professional Workshop deadline for teachers - varies yearly depending on the date of the event. Deadline for submission of Letters of Exception will be announced in writing.

## **4. Article Four: Budget Procedures**

### **4.1. Budget Development**

- 4.1.1. The Director and HSTA Budget Office will develop, coordinate and submit the proposed annual budget to the JGB Finance Committee based on state, federal and grant guidelines and allocations.
- 4.1.2. The Director and HSTA Budget Office are responsible for the development and administration of the budgets for Summer Institute and Central Based Community Administration.
- 4.1.3. The LGBs will develop regional budgets designed to meet their students' educational needs and the week-to-week operations of the clubs. The total amount of each region's discretionary budget will be determined by the JGB Finance Committee and approved by the JGB.
- 4.1.4. The JGB Finance Committee will review all budgets and make recommendations for implementation to the JGB.
- 4.1.5. The JGB will be the final authority for the annual budget approval.

### **4.2. Budget Monitoring**

- 4.2.1. The HSTA Budget Office will supply the Field Site Coordinators (FSC) with an electronic spreadsheet template upon request to help them keep track of their budgets. This spreadsheet can be updated each year for each new budget.
- 4.2.2. The FSCs will be supplied financial statements by the HSTA Budget Office on a semi-annual basis. It is the responsibility of the FSCs to reconcile their budgets with this information. FSCs may request reports at other times throughout the year, if needed.
  - 4.2.2.1. It is the responsibility of FSCs to alert the HSTA Budget Office of any discrepancies, errors or problems.

### **4.3. Budget Changes and Additional Requests**

- 4.3.1. It is advisable to notify the HSTA Budget Office of any major changes in line items. However, no action will be taken unless the bottom line is in the red.
  - 4.3.1.1. An increase in one line item must accompany a decrease from another line item in regional budgets
- 4.3.2. Unused HSTA Teacher Salaries
  - 4.3.2.1. The JGB has final approval or rejection on the use of remaining teacher salaries by the local region.
- 4.3.3. Field Site Coordinator and Field Site Secretary Salaries and Fringes
  - 4.3.3.1. FSC and/or FSS salary and fringe line items in the local regional budget cannot be decreased.
  - 4.3.3.2. All unused FSC and FSS salaries and/or fringes will revert back to the general budget allocated to Central Based Community Administration.
- 4.3.4. Local Region Requests for Additional Funding

- 4.3.4.1. Any local regions request for additional funding during the year needs to be done in writing to the JGB Finance Committee.
- Send the written request to the HSTA Budget Office for its possible inclusion in the agenda of the next JGB Finance Committee meeting.
  - Make requests as specific and detailed in costs as possible so that the JGB Finance Committee will be able to respond to it fully at first query. HSTA Budget Office will help on details needed.

#### **4.4. Budget Expenditures**

- 4.4.1. The fiscal year for the HSTA Program shall end on the last day of June and begin on the first day of July
- 4.4.2. All expenditures must be in conformity with state, federal, granting institutions, WVU, and HSTA guidelines. The most up-to-date policies can be found at [financediv.wvu.edu](http://financediv.wvu.edu).

#### **4.5. Budget Restrictions**

- 4.5.1. Regions are not permitted to keep private and separate funds received from contributions, bakes sales, fund-raising activities, etc. in accounts that are not established through the HSTA Budget Office, WVU, WVU Research Corporation or WVU Foundation. This is to avoid any implications of fraud and to protect the LGB from such implications.

#### **4.6. Fund-Raising Budget**

- 4.6.1. Each region has a WVU Foundation account. Monies from institutionally allowed fund-raising activities or donations (from individuals or private companies) must be deposited into this account.
- 4.6.2. For advice on regional donations, contact the HSTA Budget Office. Donations received from tax-payer funded sources (such as high schools, city/town/county governments) can be deposited into regional regular state budgets as expenditure reductions. Donations from private sources must be deposited into regional WVU Foundation accounts. Monies cannot be received from business sales. Example: Pop cannot be resold at a higher price with the profit kept as a contribution. HSTA is not and cannot be in the business to sell.
- 4.6.3. To ensure the legality of any fund-raising activity, contact the HSTA Budget Office before proceeding.

#### **4.7. Use of Incentive Money**

- 4.7.1. Matching Grant Funds
- 4.7.1.1. These are monies that have been solicited by the FSC for matching funds requests.
- 4.7.1.2. Amount to be determined and recommended by JGB Finance Committee on an annual basis and ratified by the JGB.
- 4.7.2. ACT- SAT Fees

- 4.7.2.1. HSTA will pay for two regular admissions (i.e. no late fees) of either the SAT or the ACT for all HSTA students.
  - 4.7.2.2. Students will register, complete the exam and then submit test results to their FSC for reimbursement. FSCs are then responsible for providing the HSTA Budget Office with this documentation along with any other forms required by Payment Services for the student or parent to be reimbursed. Forms can be found on the HSTA website under budget forms.
  - 4.7.2.3. Provisions for prior payment of fees for financially disadvantaged students may be made with the LGB.
- 4.7.3. Sara Spencer Essay Awards
- 4.7.3.1. Annual monetary award given to graduating high school seniors in good standing within the HSTA program.
  - 4.7.3.2. Students must submit a 500 word essay to qualify for this award.
  - 4.7.3.3. Winning essay(s) will be chosen by a special committee appointed by the JGB Chair.
  - 4.7.3.4. Number of awards and actual monetary value will be determined and recommended by JGB Finance Committee on an annual basis and ratified by the JGB.
- 4.7.4. Monies Received by Regions - Other than Matching Grant Funds
- 4.7.4.1. The JGB Finance Committee will review all other funds and resources received by regions which are not part of the region's regular budget and make recommendations to the JGB on disposition of any such funds or resources.

## **5. Article Five: Program Criteria**

### **5.1. Student Criteria for Selection**

- 5.1.1. Students must be a US citizen, a WV resident and attend an approved school in a HSTA County/Region.
- 5.1.2. Students must fill out a HSTA application and submit the completed application to the FSC within the regional timeline.
- 5.1.3. Students will be accepted into the HSTA program if slots are available according to the eligibility requirements prioritized as:
  - 5.1.3.1. African American
  - 5.1.3.2. Financially Disadvantaged as defined in student application
  - 5.1.3.3. First Generation College Bound Student (Neither parents/legal guardian holds a four year or Bachelor Degree)
  - 5.1.3.4. Rural
  - 5.1.3.5. It is the overall goal of the program to maintain or exceed student representation of 30% or better in these 3 categories, African American, financially disadvantaged and 1st generation college bound student.
- 5.1.4. Students are recruited for HSTA in the 8<sup>th</sup> grade and accepted into HSTA by October 1<sup>st</sup> of their 9<sup>th</sup> grade year.
- 5.1.5. Student's previous semesters GPA must be a minimum of 2.5.
- 5.1.6. Students should have an interest in a science technology engineering or math (STEM) or health science field.
- 5.1.7. Application Eligibility Criteria will be reviewed, acted on and approved anonymously by the LGB.
- 5.1.8. There are no automatic guarantees of acceptance into the HSTA program.

### **5.2. Student Criteria for Participation**

- 5.2.1. Students must be a US citizen, a WV resident and attend an approved school in a HSTA County/Region.
- 5.2.2. Student's 8th grade semester GPA must be a minimum of 2.5, 2.5 for both semesters of 9th grade and 3.0 for both semesters of grades 10 – 12.
- 5.2.3. A student shall be suspended from HSTA activities if they are suspended from school.
- 5.2.4. A student shall be expelled from HSTA if they are expelled from school or placed in an alternative school setting.
- 5.2.5. Students must complete 75 documented hours of community service prior to completion of the tuition waiver application.
- 5.2.6. Students must complete and present a yearly HSTA science project at the HSTA science symposium.

- 5.2.6.1. If a student is unable to present his/her science project at the science symposium, the student must document the reason for this and submit it to his/her LGB prior to the symposium for approval.
- 5.2.6.2. If the student's absence is approved, or if the student does not receive a passing score, the student must present his/her project at a public forum approved by the LGB.
- 5.2.7. Students must successfully complete at least two of the campus-based summer camps before entering their senior year.
  - 5.2.7.1. When available, students must successfully complete one summer institute prior to their junior year in high school to qualify for the Senior Summer Institution or three hour free college HSTA course.
  - 5.2.7.2. Students are required to take a pre-placement math test prior to enrolling in the three hour college math class.
- 5.2.8. Students shall be on probation for not meeting HSTA requirements only one time during their entire participation in the HSTA program. Any deviation from this must be approved by the LGB.
- 5.2.9. If a student should fail to comply with the program participation requirements, the student will be dismissed from the HSTA Program by written notification.
  - 5.2.9.1. The student has the right to appeal in writing to the LGB within 10 working days of notification.
  - 5.2.9.2. If the student does not agree with the LGB decision, he/she may appeal in writing to the JGB Ethics Committee.

### **5.3. Student Criteria for Eligibility of the HSTA Tuition Waiver**

- 5.3.1. Students must be a US citizen, a WV resident and attend an approved school in a HSTA County/Region.
- 5.3.2. Have the required semester HSTA grade point average.
- 5.3.3. Have no major discipline problems.
- 5.3.4. Attend 70% or better of HSTA club meetings or make other arrangements with their teacher and approved by the LGB.
- 5.3.5. Completed 75 documented hours of community service.
- 5.3.6. Present yearly a HSTA project at the HSTA Symposium and receive a passing score.
- 5.3.7. Successfully complete two years of campus-based summer institute.
- 5.3.8. Students must complete a HSTA tuition waiver application by the deadline.
- 5.3.9. All students must successfully complete four years of HSTA unless graduating early.

### **5.4. HSTA Waiver Procedures**

- 5.4.1. A student must meet the criteria for successful completion of HSTA.

- 5.4.2. A student must be a current member of HSTA.
- 5.4.3. An early graduate must submit a completed application one month before graduation.
- 5.4.4. All applications must be reviewed and approved by the LGB by the March LGB meeting.
- 5.4.5. All LGB Waiver recommendations must be reviewed and approved by the JGB by the April JGB meeting.
- 5.4.6. All Waiver recommendations will be contingent upon students completing spring requirements and receipt of an official transcript.

### **5.5. Teacher Criteria for Participation in HSTA**

- 5.5.1. Teachers must have a minimum of 24 documented hours of student contact per semester that includes at least 6 hands-on science activities and one guest speaker.
- 5.5.2. Complete monthly reports as stated in their contract.
- 5.5.3. A HSTA club represents a ratio of 10 students to one teacher.
- 5.5.4. All HSTA teachers are required to attend two weeks of summer institute, the annual HSTA symposium and the fall workshop.
  - 5.5.4.1. Reason for absence must be presented in writing to the LGB for approval.
  - 5.5.4.2. Attendance is required for payment of full stipend in accordance with teacher contract.
- 5.5.5. The JGB may occasionally require special classes be completed and passed for teachers to remain HSTA teachers. In the event this occurs HSTA teachers will be given appropriate time to meet this requirement.

## **6. Article Six: Summer Advisory Board**

### **6.1. The Summer Advisory Board (SAB) shall:**

- 6.1.1. Act as the governing board for the Summer Institute on all campuses and report to the JGB. This governance includes but is not limited to the following:
  - 6.1.1.1. Oversight of all aspects of the adherence of each Summer Institute component on all campuses to the mission of HSTA.
  - 6.1.1.2. Creation, direction, and oversight of the curriculum guidelines.
  - 6.1.1.3. Creation, direction, and oversight of all activity guidelines.
  - 6.1.1.4. Creation, direction, and oversight of the student transportation and distribution.
  - 6.1.1.5. Creation, direction, and oversight of the FSC duties guidelines and distribution.
  - 6.1.1.6. Approval of facilities.
  - 6.1.1.7. Oversight of special events and coordination of opening and closing events.
  - 6.1.1.8. Oversight of evaluations for all Summer Institute Components including the determination and communication of programmatic directives emerging from the results.
  - 6.1.1.9. Determination of outcomes of student appeals related to Summer Institute participation.
  - 6.1.1.10. Determination of outcomes of teacher and field staff appeals related to Summer Institute participation.
  - 6.1.1.11. Determination of outcomes of disciplinary actions related to Summer Institute to be suggested to LGB or in some cases, JGB.
  - 6.1.1.12. Oversight of other Summer Institute issues as needed.

### **6.2. Deadlines for Forms**

- 6.2.1. Deadline for Summer Institute Forms – All summer forms, including the WVU ACCESS form (rising seniors only) are due to the Main Office no later than May 1<sup>st</sup> each year. Failure to meet this deadline can result in not being accepted to Summer Institute. Incomplete or missing forms can result in a student being denied acceptance to Summer Institute.

### **6.3. Completing Camp**

- 6.3.1. Leaving camp early – A student must attend the entire Summer Component for the camp to count as a completed summer camp. Only completed components will be counted toward the two camp requirements for the HSTA Tuition Waiver. Students with family emergencies must speak with the Camp Director prior to leaving camp. Only the HSTA Summer Institute Director and/or the SAB can grant credit for an incomplete camp.

#### **6.4. Attending Camp after Graduation**

- 6.4.1. Attending Summer Institute after high school graduation is not permitted except in cases deemed by the SAB as worthy of exception.
- 6.4.2. If a student is granted permission to attend the Senior Component after high school graduation, the student must complete and submit the WVU on-line application and all HSTA summer forms by May 1<sup>st</sup>. All students attending the Senior Component must be officially admitted to WVU. Failure to meet this deadline or failure to be admitted to WVU will result in the student not being accepted to the Senior Component. HSTA has no obligation to provide an alternate for the Senior Component for students who need a second Summer Institute after high school graduation.

#### **6.5. Substitution of Camps**

- 6.5.1. A student may petition the LGB to approve that another activity or camp experience be counted towards the HSTA Tuition Waiver in lieu of a HSTA Summer Institute. This petition will be a written request for a Letter of Exception to the LGB. The LGB is advised that any activity or camp experience accepted in lieu of a HSTA Summer Camp should meet or exceed the academic weight of a HSTA Summer Institute.
  - 6.5.1.1. The following summer activities are considered acceptable for substitution (other similar academic-based summer programs may be approved as well):
    - WV Governor's Honors Academy
    - WV Governor's School for Mathematics and Science (GSMS)
    - Minority Introduction to Engineering and Science Enrichment Program (MITES)
- 6.5.2. If the LGB approves this request for a Letter of Exception, a written Letter of Exception from the LGB Chair stating justification for approval and a copy of the student's letter must be submitted to the HSTA Program Manager no later than April 16th.
- 6.5.3. SAB will review all approved Letters of Exception for Summer Institute substitution and a written letter from the SAB Chair will be sent to the LGB Chair with SAB's decision.

## 7. Article Seven: Research Policies and Procedures

### 7.1. Definition of Human Subjects Research

- 7.1.1. “A systematic investigation gathering data on human subjects that is designed to develop and contribute to generalizable knowledge.” Examples of activities that constitute human subjects research include:
- 7.1.1.1. Any study that gathers data on human activity or behavior with the intent to publish or publicly present the data.
  - 7.1.1.2. Any study that analyzes existing data gathered on human activity or behavior with the intent to publish or publicly present the data.

### 7.2. HSTA Research Project Policy

- 7.2.1. All HSTA student research projects must be approved prior to implementation by the HSTA teacher, FSC, and Community Research Associate (CRA) assigned to work with the region.
- 7.2.2. Students must submit a first draft of the Document 1 (Doc 1) research proposal to the CRA by the appointed date as noted on the current yearly calendar. Failure to comply with the above deadline will result in the appropriate CRA sending a list of students in non-compliance to the LGB within 10 calendar days of the due date. The LGB will take action.
- 7.2.3. Students not meeting the Doc 1 deadline submission date will be notified of the missed deadline in writing by the teacher and/or Field Site Coordinator from the appropriate CRA. The student will then be required to submit a Doc 1 within 10 calendar days of receipt of notification. Students failing to meet the deadline or submit the Doc 1 shall be subject to disciplinary action as decided by the Local Governing Board.
- 7.2.3.1. Local Governing Board Actions:
- Probation
  - If Doc 1 is not received after 10 calendar days of receipt of notification, then the students should be dismissed for non-compliance to HSTA policy.
- 7.2.4. Students will actively work with their teacher and/or CRA from their region to revise Doc 1s between the initial submission date and the final approval date as noted on the yearly calendar. Students who fail to actively work on Doc 1 revisions and do not have an approved project by the deadline will receive a letter of dismissal from the LGB from the program.

### 7.3. Policy statement

- 7.3.1. Federal law requires Institutional Review Board (IRB) approval or exemption of approval for all research projects involving human subjects.
- 7.3.2. HSTA must be in compliance with federal law on IRB for all research projects involving human subjects conducted by HSTA clubs.
- 7.3.3. Approval **MUST** be obtained **BEFORE** the research is conducted.

- 7.3.3.1. All proposals for research to be conducted by HSTA club participants that involves human subjects shall be submitted in advance to one of the post-secondary institutions (i.e. West Virginia University, Marshall University) within the University system of West Virginia for a determination approval and/or exemption under the institution's respective IRB process.
- 7.3.3.2. Studies done in HSTA club settings that are for the purpose of understanding the process of science, are program evaluations, and do not involve any more than minimal risk to participants can be exempt from IRB review with approval from the CRA.

#### **7.4. Compliance with Human Subjects Research Federal Regulations**

##### 7.4.1. Responsibility:

- 7.4.1.1. Oversight Responsibility: HSTA CRAs and Director.
- 7.4.1.2. Implementation Responsibility: JGB Curriculum and Learning Resources Committee

#### **7.5. Human Subjects Research Procedure**

- 7.5.1. Once HSTA club students have determined that they wish to conduct a research project that involves human subjects that will need IRB approval, their HSTA teacher(s) shall be responsible for such project and supervise those students in the research. The teacher will be supervised by a university system faculty member who holds an appointment in one of the university system institutions.
- 7.5.2. To determine if the HSTA club research will require an application for exemption or the submission of a proposal for expedited or quorum approval, the HSTA club teacher(s) will consult with the HSTA Curriculum and Education Coordinators (CRA's) to review the criteria. Subsequently, the teacher and Coordinators will direct applications and any questions concerning the research project to the IRB staff of the respective sponsoring institution.
- 7.5.3. The guidelines for completing proposals are provided in the IRB guidelines for each institution, which are available on the internet.

#### **7.6. Non-Human Subject Research Policy**

- 7.6.1. No research will be allowed on vertebrate animals (excluding human subjects).
- 7.6.2. HSTA research projects involving culturing and growth of bacteria will not be allowed unless under laboratory supervision.
  - 7.6.2.1. Consent must be obtained by the participating HSTA students' parent or guardian prior to beginning any project involving culturing bacteria. Consent forms will be reviewed and collected by teachers and the CRA assigned to the region.

#### **7.7. Outside Research Partners**

- 7.7.1. Outside partners who wish to share HSTA research data or partner with HSTA and/or its students must complete the HSTA Partnership Agreement form before consideration.

7.7.2. Any data sharing or research projects with outside entities must be approved by the JGB after review of the HSTA Partnership Agreement.

## **8. Article Eight: Hiring Policy**

### **8.1. Field Staff Positions**

- 8.1.1. When a Field Staff position becomes vacant, the LGB Chair notifies the Program Manager who with the Human Resources Division at WVU carries out the HSTA/WVU hiring process until completion.
- 8.1.2. The Program Manager will work with the LGB during the entire employee hiring process.
- 8.1.3. The Program Manager or designee will maintain local programs in the absence of the FSC.
- 8.1.4. When a LGB has voted to add a Field Staff position to the local region, the LGB must gain approval for the position from the JGB.
- 8.1.5. Written request with justification and the budget necessary for filling the position must be submitted to the JGB Finance Committee. The JGB Finance Committee will approve or disapprove the position.
- 8.1.6. If the JGB Finance Committee approves the position, they will put it before the JGB for approval. Once the approval is gained, the LGB works with the Program Manager who will supply a copy of the HSTA/WVU Hiring Process Document.

## **9. Article Nine: Field Staff Responsibilities**

### **9.1. Field Site Coordinator Responsibilities**

#### 9.1.1. General Function

- 9.1.1.1. Under general direction of the LGB and Program Manager, the FSC develops, administers and promotes HSTA student clubs and programs geared toward academic enrichment and community service in the regions where HSTA students reside.
- 9.1.1.2. Position serves as the staff person for the LGB.

#### 9.1.2. Characteristic Duties and Responsibilities

- 9.1.2.1. Consults and assists with the Director, Program Manager and LGB on the goals and objectives of the HSTA Program in development.
- 9.1.2.2. Assesses the educational needs of communities through formal and informal studies, surveys, and other research instruments.
- 9.1.2.3. Coordinates and assists with all HSTA Club and community program activities aimed toward the achievement of the HSTA program goals.
- 9.1.2.4. Assists or facilitates gathering resources necessary to carry specific projects to completion.
- 9.1.2.5. Recruits teachers, students, parents, healthcare providers and resource personnel for HSTA clubs in the region.
- 9.1.2.6. Coordinates networking of resources needed for program goals.
- 9.1.2.7. Maintains regular contact with participating faculty, teachers, parents and students.
- 9.1.2.8. Communicates with principals, superintendents and other school personnel as needed to ensure collaboration as a whole in the high school HSTA setting.
- 9.1.2.9. Assists teachers and CRAs to ensure all projects are completed in accordance with university and HSTA standards.
- 9.1.2.10. Cooperates and communicates with program staff and affiliates who arrange activities and carry out special projects at other HSTA sites.
- 9.1.2.11. Writes, designs, and distributes promotional materials, including brochures, flyers, print, and media announcements.
- 9.1.2.12. Advises students, parents, and teachers of program resources and goals, financial aid, health profession career opportunities and access to higher education.
- 9.1.2.13. Assists the LGB in preparing the program's policy, budget, and operating procedures.

- 9.1.2.14. Monitors Program expenditures in order to comply with budget limitations.
- 9.1.2.15. Assists in the creation and maintenance of records kept on all projects to ensure their accuracy and timeliness.
- 9.1.2.16. Writes and co-administers grants and proposals.
- 9.1.2.17. Coordinates and writes interim reports on the progress of the Program for review by Director.
- 9.1.2.18. Prepares final project documentation for presentation to Director.
- 9.1.2.19. Prepares a budget report for the LGB on a monthly basis.
- 9.1.2.20. Field staff is required to perform Summer Institute duties as defined by JGB.
- 9.1.2.21. For all mandatory state-wide meetings and events, FSCs must get permission to be absent through the Program Manager and ultimately through the State Chairman. The LGB cannot excuse FSCs from state-wide events.

### 9.1.3. Job Specifications

#### 9.1.3.1. Education and Experience:

- Master's degree preferred or
- Bachelor's degree with at least two years of directly related experience.

#### 9.1.3.2. Knowledge/Skills/Abilities:

- Ability to analyze complex information and explain detailed information to others.
- Excellent oral and written communication skills.
- Interpersonal skills essential.
- Ability to plan and coordinate, implement and evaluate programs.
- Budget management skills.
- Proficiency in Microsoft Office software and e-mail (Computer literacy).
- Valid driver's license and willingness to drive state-wide.

- 9.1.3.3. Any equivalent combination of education and/or experience which provides the applicant with the knowledge /skills /abilities listed above may be substituted.

## **9.2. Field Site Secretary Responsibilities**

9.2.1. Upon the approval of the JGB, some LGB may have a regional secretary.

9.2.2. General Function

- 9.2.2.1. Under the direction of the FSC, performs basic secretarial duties following established department policies, procedures, and methods in support of the HSTA program.
  - 9.2.2.2. In the absence of a FSS, the following duties and responsibilities are assumed by the FSC.
- 9.2.3. Characteristic Duties and Responsibilities
- 9.2.3.1. Prepares drafts of correspondence, reports, proposals, charts, graphs, manuscripts, forms and memoranda from draft to final form using a personal computer and word-processing software.
  - 9.2.3.2. Proofreads all typed material, correcting typographical and grammatical errors.
  - 9.2.3.3. Maintains program specific electronic student records following an established format. Prepares desktop publishing documents such as certificates and brochures.
  - 9.2.3.4. Develops tables, charts, graphs from rough draft (use of spreadsheets).
  - 9.2.3.5. Answers telephone, responds to routine inquiries, routes calls to appropriate individual, takes messages and places outgoing calls.
  - 9.2.3.6. Establishes a mutually agreed upon filing system. Retrieves material from files upon request.
  - 9.2.3.7. Collects, opens, date stamps, sorts, and distributes incoming mail.
  - 9.2.3.8. Handles travel reimbursement, materials requests and other requisitions from project funds. Records expense information in logs, accurately and efficiently.
  - 9.2.3.9. Maintains basic bookkeeping records, such as grant, contract, or state appropriated funds.
  - 9.2.3.10. Prepares materials and maintains mailing lists for mass mailings utilizing Mail Merge. Prepares materials for mass mailings by stuffing envelopes, and addressing envelopes, etc.
  - 9.2.3.11. Maintains a ready supply of program materials, brochures, applications and stationary.
  - 9.2.3.12. Maintains and updates computerized mailing lists of students, teachers, JGB and LGB members, and other community constituents.
  - 9.2.3.13. Operates duplicating and office machines as required.
  - 9.2.3.14. Attends monthly JGB and LGB meetings. Assists in preparation of agenda. Records and types minutes. Forwards copy to appropriate staff for review. Disseminates agenda, minutes and memos electronically to designated staff and board members. Schedules meetings and training programs.
- 9.2.4. Job Specifications
- 9.2.4.1. Education: High School Diploma or equivalent.

9.2.4.2. Experience: Minimum of one year experience or equivalent amount of education or experience providing applicant with the requisite skills, ability and knowledge as stated, preferred.

9.2.4.3. Knowledge, Skills, Abilities:

- Ability to type with accuracy and at least average speed.
- Ability to communicate orally and in writing.
- Proficiency in Microsoft Office software, and e-mail (Computer Literacy).
- Ability to follow instructions with minimal supervision.
- Ability to apply judgment and discretion to performing confidential job duties.
- Ability to utilize budget management skills required by the position.
- Valid driver's license and willingness to drive state-wide.

## **10. Article Ten: Field Staff Evaluations**

### **10.1. Field Site Coordinator**

- 10.1.1. HSTA FSCs will be evaluated yearly by a review committee consisting of: The LGB (or designee), and Program Manager (or designee).
- 10.1.2. Performance Evaluations are done using West Virginia University Performance Review forms and are done in accordance with West Virginia University Performance Management procedure.
- 10.1.3. Performance Evaluations will begin in October of each year.
- 10.1.4. Final approval by the LGB will be completed by the November LGB meeting.
- 10.1.5. Evaluations are sent forward to the Program Manager.
- 10.1.6. Appeals go to the JGB Ethics Committee following LGB action.

### **10.2. Field Site Secretary**

- 10.2.1. FSS will be evaluated yearly by the FSC with input from the LGB Chair (or designee).
- 10.2.2. Performance Evaluations are done using West Virginia University Performance Review forms and are done in accordance with West Virginia University Performance Management procedure.
- 10.2.3. Performance Evaluations will begin in October of each year.
- 10.2.4. Final approval by the LGB will be completed by the November LGB meeting.
- 10.2.5. Evaluations are sent forward to the Program Manager.
- 10.2.6. Appeals go to the JGB Subcommittee following LGB action.

### **10.3. HSTA Teachers**

- 10.3.1. The appropriate evaluation forms will be filled out for each teacher by the LGB Chair and the local FSC. The LGB Chair will conduct the evaluation meeting with appropriate assistance.
- 10.3.2. Performance Evaluations will begin in November of each year.
- 10.3.3. Final approval by the LGB will be completed by the November LGB meeting.
- 10.3.4. Evaluations are sent forward to the Program Manager in the HSTA Central Office.
- 10.3.5. Appeals go to the JGB Subcommittee following LGB action.

## **11. Article Eleven: JGB Ethics Committee, Disciplinary Procedure**

### **11.1. Standards**

- 11.1.1. All students, staff, and volunteers in the HSTA Program are subject to and required to comply with the following:
  - 11.1.1.1. The laws of the United States;
  - 11.1.1.2. The laws of the State of WV;
  - 11.1.1.3. Local city, county and municipal ordinances;
  - 11.1.1.4. Lawful directives of the local school boards;
  - 11.1.1.5. Applicable policies and procedures adopted by the HSTA JGB and LGB;
  - 11.1.1.6. Lawful directives of their supervisors while performing HSTA duties.

### **11.2. Violation of Standards**

- 11.2.1. **Anyone** who violates any of the standards may be subject to disciplinary action including but not limited to written reprimands, suspension or termination from the program.
- 11.2.2. Charges brought against anyone, hereafter referred to as Respondent, shall be in writing and shall state with specificity the conduct complaint including the dates thereof and the standard or standards which the Respondent has allegedly violated.
- 11.2.3. The Respondent, upon receipt of the written statement shall, within 10 days of the receipt of the same, meet with the charging party, hereafter referred to as **Claimant**, in an effort to resolve the complaint on an amicable basis.
- 11.2.4. Determination of violation by a student will be decided by the LGB unless the violation took place at a state wide event, in which case the JGB may decide the appropriate board to make determination and decide disciplinary action if necessary
- 11.2.5. .Determination of violation by a nonstudent member or members and disciplinary action if needed, will be decided by the JGB Ethics Committee.

### **11.3. Local Governing Board Hearings and Appeals**

- 11.3.1. For a respondent with a violation at the local level: In the event the complaint is not resolved as provided under Section 11.2.3 above, the respondent shall have the right of appeal to the LGB or a Committee thereof. Such an appeal shall be in writing and set forth the reasons the Respondent contends that the Claimant's complaint is not valid or any mitigating circumstances regarding the alleged misconduct. The appeal shall be filed with the LGB no later than 10 days after the Respondent has met with the charging party Claimant as in Section 11.2.3 above.
- 11.3.2. LGB or a designated committee thereof shall grant the Respondent a hearing within 10 days of the receipt of the appeal. The hearing shall be closed to the public. The Respondent shall have the right to be represented at the hearing by a person other than an attorney at law. The charging party Claimant shall first present the charges and any documents or witnesses in support of such charges. The charging party Claimant shall have the right to be represented by a person other

than an attorney at law. The Respondent shall then have the right to present any documents or witnesses to contest or mitigate the charges.

11.3.3. Within 10 days of the hearing, the LGB shall issue its decision in writing which shall set forth a statement of facts supporting its decision. The LGB may issue a written reprimand, a suspension or terminate the Respondent from the program. A copy of the decision shall be sent to the Respondent and Parent/Guardian by both USPS first class mail and Certified Mail at the address listed in the West Virginia Educational Information System as used when the student presented the application for membership in HSTA, to be updated upon change of student residence as is required by the WV Code and Policy. Alternatively, the copy of the decision may be hand delivered and the Respondent and Parent /Guardian shall sign to acknowledge receipt of the same.

11.3.4. If a student is reinstated after failure to comply with program requirements, membership in HSTA is restored. Any future failure to comply with program requirements will be handled by the due process outlined in Section 5.2, Student Criteria for Participation, and the appeal must begin with the LGB as the first step in the appeal process.

11.3.4.1. The LGB has the authority to process the new appeal as outlined in referenced Section 5.2.9, or refer the appeal to the JGB Ethics Committee.

#### **11.4. Appeal to Joint Governing Board**

11.4.1. All violations should be first processed at the lowest possible level. A Respondent who has been found guilty of the charges shall have the right of an immediate appeal to the JGB or its JGB Ethics Committee. Such an appeal shall be in writing and filed within 10 days of the receipt of the decision of the LGB or supervisor and shall state the basis of the appeal. A copy of the appeal shall be furnished to the LGB or supervisor simultaneous with the filing of the appeal with the JGB within 10 days of the filing of the appeal.

11.4.2. The JGB or its JGB Ethics Committee shall have the option of ruling on the appeal based on the records submitted to it or to grant a hearing to the respondent. If a hearing is granted such hearing shall be held within 10 days of the receipt of the appeal and shall be conducted in accordance with the procedure outlined in Section 11.3.2 above, except that the applicant shall have the burden of proof.

11.4.3. The JGB or its JGB Ethics Committee shall issue its decision in writing within 10 days of the hearing on the last day of the appeal procedure outlined above. The decision shall be in writing and set forth the factual basis for the decision. A copy of the decision shall be final and binding upon both the respondent and the LGB or supervisor.

#### **11.5. Non-Student Violation of Standards**

11.5.1. Any non-student persons or boards who violate any of the standards and policies may be subject to disciplinary action.

11.5.2. All non-student violations shall be processed by the JGB Ethics Committee. The JGB Ethics Committee thereof shall grant the Respondent(s) a hearing within 10 days of the receipt of the appeal. The hearing shall be closed to the public. The

Respondent(s) shall have the right to be represented at the hearing by a person other than an attorney at law. The charging party Claimant shall first present the charges and any documents or witnesses in support of such charges. The charging party Claimant shall have the right to be represented by a person other than an attorney at law. The Respondent(s) shall then have the right to present any documents or witnesses to contest or mitigate the charges.

- 11.5.3. Within 10 days of the hearing the JGB Ethics Committee shall issue its decision in writing which shall set forth a statement of facts supporting its decision. The committee may issue a written reprimand, a suspension, censure, or terminate the Respondent(s) from the program. A copy of the decision shall be sent to the Respondent(s) USPS first class mail and Certified Mail at the address listed in the HSTA database as used when the Respondent(s) joined HSTA, to be updated upon change of as is required by Policy. Alternatively, the copy of the decision may be hand delivered and the Respondent(s) shall sign to acknowledge receipt of the same.
- 11.5.4. A Respondent who has been found guilty of the charges shall have the right of an immediate appeal to the JGB. Such an appeal shall be in writing and filed within 10 days of the receipt of the decision of the JGB Ethics Committee or supervisor and shall state the basis of the appeal. A copy of the appeal shall be furnished to the JGB Ethics Committee or supervisor simultaneous with the filing of the appeal with the JGB within 10 days of the filing of the appeal.
- 11.5.5. The JGB shall have the option of ruling on the appeal based on the records submitted to it or to grant a hearing to the respondent. If a hearing is granted such hearing shall be held within 10 days of the receipt of the appeal and shall be conducted in accordance with the procedure outlined in Section 11.3.2 above, except that the applicant shall have the burden of proof.
- 11.5.6. The JGB shall issue its decision in writing within 10 days of the hearing on the last day of the appeal procedure outlined above. The decision shall be in writing and set forth the factual basis for the decision. A copy of the decision shall be final and binding upon both the respondent and the LGB or supervisor.

## **12. Article Twelve: HSTA Organizational Description**

### **12.1. HSTA Positions Defined**

- 12.1.1. Joint Governing Board (JGB) - The ultimate authority for all aspects of the policy and procedures used in the Health Sciences and Technology Academy community-based and campus-based programs. The JGB is made up of a panel of community members representing each region in which HSTA clubs exist, and professional members representing the health and education fields from throughout the state of WV.
- 12.1.2. Community Program – Under guidance of the JGB and oversight of the LGB, provides STEM enrichment for HSTA students in their communities.
- 12.1.3. Campus Program – Under guidance of the JGB and SAB, the Summer Institute consists of four summer, college campus, academic-based activities: Fun with Science, Forensics, Biomed and Senior camps.
- 12.1.4. Local Governing Board (LGB) - A panel of local citizens who are the authority in each region where HSTA clubs exist. The LGB sets local policy and oversees community based HSTA programs to insure local compliance with policies and procedures as set by the JGB.
- 12.1.5. Director - Under the guidance of the JGB, directs all aspects of HSTA including communication with the public.
- 12.1.6. Assistant Director – Under the guidance of the Director and JGB, helps direct all aspects of HSTA. Facilitates and oversees staff engaged in community based participatory research and curriculum development. Acts as director in absence of the Director.
- 12.1.7. Curriculum Coordinator – Under the guidance of the Director and Curriculum Committee, designs, coordinates and implements curriculum.
- 12.1.8. Community Research Associates (CRAs) – Under the guidance of the Assistant Director, facilitates students and teachers in both the Campus Program and the Community Program promoting community based participatory research.
- 12.1.9. Program Manager – Under the guidance of the Director and JGB manages all day to day matters of the program.
- 12.1.10. Field Site Coordinators (FSCs) – Under the authority of the LGB, and direction of the Program Manager, facilitates teacher and student activities in the HSTA clubs in their respective regions.
- 12.1.11. Field Site Secretaries (FSS) – Under the guidance of the FSC, and the authority of the LGB, assists in their respective regions.
- 12.1.12. Teachers/Community Leaders – Under the authority of LGB, and direction of the Curriculum Coordinators, oversees implementation of HSTA policy and procedures in the local HSTA clubs in their respective regions.
- 12.1.13. Students – The benefactors of the mission and goals of the entire HSTA Program.

- 12.1.14. Budget Office Manager – Under the guidance of the Director, administers budgetary operations in compliance with the policies and procedures.
- 12.1.15. Budget Analyst – Reports to and assists Budget Office Manager.
- 12.1.16. Graduate Coordinator – Under guidance of the Director, assists in transitioning HSTA alumni into college.
- 12.1.17. Office Manager – Under the guidance of the Director, staffs and runs HSTA home office, facilitating all aspects of HSTA.
- 12.1.18. Senior Research Associate– Under the guidance of the Director, creates, administers, evaluates and distributes all evaluation instruments and tools.
- 12.1.19. Information Systems Technician - Under the guidance of the Director and JGB creates and maintains the website.
- 12.1.20. Summer Program Director – Under the guidance of the Director and the JGB, coordinates Summer Institute activities held on campuses across the state. This position automatically serves as chair of the SAB under the authority of the JGB.
- 12.1.21. Campus Program Coordinator – Under the guidance of the JGB and SAB, coordinates and plans campus-based summer components on his/her respective campus each year. This position automatically holds a seat on the SAB under the authority of the JGB.
- 12.1.22. Faculty – Under the direction of the Campus Program Coordinators of the Summer Institute Advisory Board, provide leadership in the various campus based summer components.
- 12.1.23. Mentors/Tutors – Under the authority and guidance of the Campus Program Coordinators, provide leadership for students in the campus-based summer programs.

### **13. Article Thirteen: Miscellaneous**

**13.1. HSTA Website: WWW.WV-HSTA.ORG**

**13.2. Forms and Guides on the HSTA website:**

13.2.1. Student Application

13.2.2. Student Contract

13.2.3. Teacher Application

13.2.4. Teacher Agreement

13.2.5. Teacher Performance Appraisal

13.2.6. Parent Student Handbook

13.2.7. Forms may be printed, copied and submitted to the appropriate HSTA entity in hard copy or by e-mail when appropriate.