

ARTICLE I: GOALS

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2-11 SCHOOL BOARD GOALS FOR SCHOOL-COMMUNITY RELATIONS

POLICY 2-1.1 SCHOOL BOARD GOALS FOR SCHOOL-COMMUNITY RELATIONS

The division superintendent shall keep the community informed of the objectives, achievements and needs of the Hanover County Public Schools and shall establish channels of communication through which citizens may make their desires and criticisms known to the Hanover County School Board. Persons visiting the Hanover County Public Schools or requesting information regarding a Hanover school shall be treated in a courteous manner and may expect a prompt and informative reply to legitimate questions.

The School Board may set goals and standards for school-community relations and may regularly evaluate its relationship with the public and its programs for maintaining open channels of communication and good relations with parents, community organizations, the business and industrial sector, the community at large, and media organizations.

Through this school-community relations program, the School Board will encourage the community to, among other things:

1. Take an active interest in the schools and participate in planning activities.
2. Place a high priority on education and make funds available for an educational system that supports learning for all children.
3. Establish partnerships with the schools to enhance learning opportunities.

School-community relations are essential to securing public input and public support for educational programs. To satisfy this objective, the division superintendent, through the school division's strategic plan and with the assistance of appropriate representatives from the school division's various constituencies, shall regularly review and revise the division's public relations goals and practices.

The division superintendent or his designee, after receiving input from members of the community, including parents, students, civic and business leaders, may develop and from time-to-time revise a published Hanover County Public Schools Public relations program. The published plan shall be maintained in the office of the division superintendent.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-29.1, 22.1-79(2) (8), 22.1-253.13:6(C) and 22.1-253.13:7 (4).

Recodified August 2000

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POLICY 2-2.1 ACCESS TO SCHOOL BOARD RECORDS

Generally

Official records of the Hanover County School Board are available for inspection, except as otherwise specifically provided by law, by any citizen of the Commonwealth, representative of a newspaper or magazine with circulation in the Commonwealth, or representative of a radio or television station broadcasting in or into the Commonwealth and will be made available for review upon request in the division superintendent's office during regular office hours. A request for public records of the School Board shall identify the requested records with reasonable specificity.

Freedom of Information (FOIA) Officer

The name and contact information for the person the School Board designates as the FOIA Officer shall be posted at the School Board office and on the division's website. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA.

Fee for Search Time and Copying

An "at cost" fee shall be charged to the requestor for the actual cost incurred in accessing, duplicating, supplying, or searching for the requested School Board records. The School Board may, before processing a request, require the requestor to pay a deposit in an amount not to exceed the estimated production cost for the requested records where the School Board determines in advance that such production cost will exceed \$200.00.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§2.2-3704, 2.2-3704.2.

Recodified: August 2000

Amended: July 16, 2003, June 13, 2017

POLICY 2-2.2 SEX OFFENDER REGISTRY NOTIFICATION

The Hanover County School Board recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, and attend school or school-related activities, each school in the Hanover County school division shall request electronic notification of the registration or reregistration of any sex offenders in the same or contiguous zip codes as the school. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification

At the beginning of each school year, the Hanover County Public Schools shall notify parents and employees of this policy. The School Board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender Registry and Crimes Against Minors Registry and the location of the Internet website (<http://sex-offender.vsp.virginia.gov/sor/index.htm>).

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to:

1. school bus drivers;
2. employees responsible for visitor registration;
3. employees responsible for bus duty

4. security staff;
5. coaches;
6. playground supervisors, and;
7. maintenance personnel.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who improperly share registry information with others may be disciplined.

The School Board recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, the School Board and its employees will not disseminate registry information to parents.

Use of Sex Offender Registry Information

Registry Information shall only be used for the purposes of the administration of law-enforcement, screening current or prospective school division employees or volunteers, and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near School Board property, around any Hanover County student, or attending any school division activity, the division superintendent or his designee shall be notified immediately. The division superintendent or his designee may, in his discretion, notify local law-enforcement officials.
2. School Volunteers and Student Teachers. Each staff member shall submit to his principal the name and address of each volunteer the staff member is or may be using as soon as the person is identified. The principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the principal shall notify the division superintendent, who shall confirm the match. If the match is confirmed, the division superintendent shall inform the individual, in writing, that he may not be on School Board property without permission of the division superintendent. The notice shall provide the reason with reference to this Policy. The division superintendent shall also inform the principal and employees that the individual may not be used as a volunteer.
3. Contractors' Employees. The division superintendent shall include the following language in all school division contracts that may involve an employee of the contractor having any contact with a student. "The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property." Monthly, the contractor shall check the registry to determine if any employee is registered.
4. School Division Employees. Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the division superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the division superintendent shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for Employment. Before hiring any person, the division superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he shall not be hired by the school division.
6. Students and Parents of Students. A sex offender registrant who is the parent or guardian of a student shall be permitted to participate in appropriate parent or guardian activities, unless prohibited by court order. Students who are registered sex offenders may not be precluded from attending school.
7. Precautions to Protect Students. When the division superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the State Police.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-79.3, 9.1-914, 9.1-918, 18.2-370.5, and 19.2-390.1.

Recodified: August 2000

Amended: August 8, 2006, November 7, 2007

POLICY 2-2.3 SEX OFFENDERS ON SCHOOL PROPERTY

No adult who has been convicted of a sexually violent offense, as defined in Virginia Code § 9.1-902, may enter or be present during school hours, upon any public school property, unless:

- He is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote;
- He is a student enrolled at the school; or
- He has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order.

Legal References: Code of Virginia, 1950s as amended, §§ 9.1-902, 18.2-370.5.

Adopted: November 7, 2007

POLICY 2-2.4 ADVERTISING/SALES/SOLICITATION

Distribution of Outside Communications/Materials

Any outside communications or materials that are distributed or made available in the Hanover County Public Schools or on school property shall be approved in advance by the division superintendent or his designee. The division superintendent or his designee may regulate the time, place and manner of such distribution consistent with applicable law. Non-instructional materials may not be distributed during instructional time. If doubt exists at this level as to whether distribution should be made, permission shall be denied until disposition of the matter is made by the Hanover County School Board. Any decision by the School Board shall be final.

The distribution of materials or information which publicly endorse or support groups or organizations involved in a commercial endeavor for profit or political campaigns is prohibited. Further, expressions which are libelous, slanderous, or defamatory are prohibited. The division superintendent or his designee shall regulate the distribution of material where there is a reasonable basis for the belief that such publication or expressive activity would create a clear and present danger of the commission of unlawful acts, or the violation of School Board policies, regulations, or Code of Student Conduct, or would materially disrupt classes or classwork, or orderly operation of the school or which violates the privacy rights of others.

Communications to parents from parent organizations affiliated with the school or other communications of a significant educational value may be distributed when approved by the relevant school principal.

Use of School Mail and Messenger Services

The use of the school division mail and messenger distribution services shall be limited to official Hanover County Public School business.

Prohibition on Distribution of Political Materials

No Hanover County Public Schools student shall be required to convey or deliver any materials that (i) advocate the election or defeat of any candidate for elective office, (ii) advocate the passage or defeat of any referendum question, or (iii) advocate the passage or defeat of any matter pending before the School Board, the Hanover County Board of Supervisors, the Virginia General Assembly, or the United States Congress. This Policy does not prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects and does not prohibit the delivery of informational materials.

Advertising in Schools

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the division superintendent.

In order to solicit advertisements from merchants and business establishments for school publications, school organizations must secure approval from the relevant school principal. If there is need for policy clarification, the principal shall consult with the division superintendent. Commercial establishments whose source of revenue is the sale of intoxicants may not advertise in school publications. Neither the facilities, nor the staff, nor the students (in their capacity as students) of any Hanover County public school may be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

In general, the School Board does not approve of commercialism within the public schools. However, the School Board recognizes and approves of the use of materials developed by commercial organizations when, in the judgment of the division superintendent or his designee, the educational value of the materials to be used far outweighs their commercialism, when the advertising is in good taste, and when the materials used are not available elsewhere at a reasonable cost. This prohibition shall not apply to civic and cultural entertainments or exhibits, in which case permission to advertise must be obtained from the division superintendent or his designee.

Public Solicitation in the Schools

No employee of the school division may sell or offer for sale, within the school or school grounds, any article or service to employees or students, except for the regularly established school cafeteria and textbook programs. This does not prevent solicitation for the United Way, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations at regularly scheduled extracurricular events after school hours. Exception: It is permissible for schools to sell certain specialized merchandise pertaining to the individual school, such as caps and sweaters bearing the school name, within the school building or at a school sponsored activity.

Public Sales on School Property

Sales on Hanover County School Board property by outside vendors may only be made as outlined in Hanover County School Board Policy 3-3.6.

Soliciting Funds from School Personnel and Students

The direct solicitation of funds from school personnel and students by outside organizations must be approved by the Hanover County School Board. The School Board permits the solicitation of voluntary contributions from employees for the United Way. The division superintendent or his designee may develop and from time to time revise regulations necessary to effect the purpose of this Policy.

Emergencies and Disasters

The division superintendent or his designee may approve the solicitation of voluntary contributions to local fund drives when these drives are of an emergency nature or are for disasters that have a strong emotional effect on the community.

Contribution to Charity

School participation in charity projects which involve soliciting/selling in the community (walk-a-thons, read-a-thons, jump rope, etc.) shall be limited during school time. Activities conducted during the school day shall be educational in nature and shall not infringe on required instructional time. All charity projects shall be approved by the division superintendent or his designee.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79, 22.1-79.3, 22.1-125, 22.1-126, 22.1-131, 22.1-293; Equal Access Act, 20 U.S.C. 4071, et seq; U.S. Constitution, First Amendment.

Recodified: August 2000

Amended: November 7, 2007

ACCOMPANYING REGULATIONS

REGULATION 2-2.4 (A) SOLICITING FUNDS FROM STUDENTS
REGULATION 2-2.4 (B) SOLICITATION VIA ELECTRONIC MAIL
REGULATION 2-2.4(C) DISTRIBUTION OF OUTSIDE COMMUNICATIONS/MATERIALS

REGULATION 2-2.4 (A) SOLICITING FUNDS FROM STUDENTS

Requests for contributions from Hanover County students to charity shall be made as follows:

1. The request to participate in charity projects (e.g. walk-a-thons, read-a-thons, jump rope, etc.) shall be submitted to the division superintendent or his designee for approval.
2. Only one such activity will be allowed for elementary schools each academic year.
3. Approval must be granted by the division superintendent or his designee before the activity is announced or initiated by the requesting school.

Amended: November 7, 2007

REGULATION 2-2.4 (B) SOLICITATION VIA ELECTRONIC MAIL

In keeping with School Board policies on fundraising and the acceptable use of the school district computer network, the following regulation addresses the approval of direct solicitation messages sent via the school district e-mail server.

Messages pertaining to the solicitation of funds by a school or a school-related (i.e., PTA/PTO, Athletic Booster Club, etc.) organization that are restricted to an individual school's patrons and staff must be approved by the school principal prior to being sent via the district e-mail server.

Messages pertaining to the solicitation of funds by a school or a school-related organization that are sent to a distribution beyond an individual school's patrons and staff must first be approved by the school principal and then forwarded to the superintendent or his designee for final approval prior to being sent via the district e-mail server.

Solicitation of funds or offerings of services through district electronic means for any non-school activity is prohibited.

Adopted: April 13, 2005

Amended: November 7, 2007

REGULATION 2-2.4(C) DISTRIBUTION OF OUTSIDE COMMUNICATIONS/MATERIALS

The Hanover County School Board will consider approval of distribution of non-instructional informational flyers from only these sources:

- Individual schools or the school division.
- School-related groups or club-sponsored activities (i.e. PTAs, PTSAs, PTOs, Booster Clubs, school-sponsored sports camps, etc.).
- Local, state, and federal government (including Hanover County's Parks & Recreation Department).

All other informational flyers regarding community activities for children and families, sponsored by not-for-profit organizations received by the school division for distribution will be:

- Posted or displayed in a designated area of the principal's choice at all requested schools for a suggested time period of three weeks.
- Accessible on a link located on the school division's Web site for a suggested time period of three weeks.

Adopted: July 1, 2006

Amended: November 7, 2007

POLICY 2-2.5 STAFF DIRECTORIES

The names and addresses of Hanover County Public Schools employees may be compiled annually for use within the school division, but no person shall be authorized to release or sell such directories for use by any commercial or profit-making organization. The division superintendent may supply such lists to colleges, universities, and such other organizations as he may judge to be of significant educational value to the staff.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78.

Recodified: August 2000

Amended: November 7, 2007

POLICY 2-2.6 MEDIA RELATIONS

Media Relations

The community shall be kept informed regarding the educational programs of the Hanover County Public Schools through the use of available media of communication. The Hanover County School Board encourages the administration and individual schools to utilize media releases as a means of informing the public of educational programs, activities, and accomplishments. The School Board encourages staff members to participate in activities that inform the public about school programs and activities.

The School Board shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The division superintendent or his designee serves as a reliable source to whom the news media may turn for information regarding the division schools. The School Board encourages the attendance of representatives of the news media at all open School Board meetings.

News and information concerning individual school events, personnel, students, and programs shall be released to the press only with the approval of the principal and in accordance with all applicable law regarding confidentiality. All other matters representing the official position of the School Board prepared for publication by any of its employees shall be approved by the division superintendent or his designee prior to release to the press.

Interviews

The School Board permits the interviewing of employees and students during the school day when approved by the school principal, appropriate supervisory staff and/or the division superintendent, only when such interviews do not disrupt the educational program or cause undue confusion and under conditions approved by such principal, staff member, or division superintendent. In the case of students, no interviews shall be conducted until a school staff member has contacted the student's parents or guardians. Representatives of the news media who wish to conduct interviews are subject to all policies and regulations governing visitors to school property.

Broadcasting of Athletic Contests

The division superintendent may permit the broadcasting of home athletic contests by radio or television in accordance with the regulations of the Virginia High School League, provided either that such broadcasting is done as a public service or that the sponsor of such broadcast is appropriate. It shall be communicated during such broadcast that the School Board does not endorse the product or products of any sponsor.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-253.13:7, 22.1-293, 22.1-287 through 22.1-287.1; Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), et seq.; 34 C.F.R. § 99.1, et seq.

Recodified: August 2000

Amended: November 7, 2007

POLICY 2-2.7 SCHOOL PUBLICATIONS

All school publications shall be approved by the relevant principal before distribution.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 2.1-340 through 2.1 - 346.1 (Virginia Freedom of Information Act).

Recodified: August 2000

Amended: November 7, 2007

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POLICY 2-3.1 COMMUNITY INVOLVEMENT IN DECISION-MAKING

The Hanover County School Board recognizes that the community's resources and experience can be useful to schools. The School Board may involve citizens both as individuals and as groups to act as advisors and resource people. Public input will be carefully considered by the School Board in light of school division goals, current practices, and financial feasibility. However, all final decisions on matters pending rest solely with the School Board.

Community Involvement/Volunteers

The School Board encourages the use by individual schools and the administration of the talents and skills of all members of the community who wish to contribute their abilities toward the enrichment of the educational program. The School Board endorses the concept of assistance by parents in the classroom, the library and in other programs designated by school administrators.

Citizen Advisory Committees

The School Board intends to involve as many citizens as may be practical in the activities of the schools. The School Board, upon recommendation of the division superintendent, shall from time to time appoint such advisory committees of citizens of Hanover County as it deems necessary or as may be required by law. The School Board shall provide such committees specific instructions regarding their authority, the areas or problems they are to consider and to whom they are to submit reports of their deliberations. Unless extended, citizen committees shall expire upon rendering their reports, the completion of their assignment or at the end of their appointment.

Public Hearings

It is the policy of the School Board to conduct public hearings when there is an issue for which many citizens have expressed concern and on those issues for which public hearings are required by law. The time, place, and date of the hearing(s) shall be announced in advance consistent with all applicable law. Public hearings shall be conducted in accordance with the School Board's bylaws and shall be presided over by the School Board chairman.

Local School Committees

The School Board encourages all principals to have an advisory committee at the local school level to work with staff members in establishing a biennial school plan and for the purpose of reviewing school needs. Each school shall have in effect a school and community interaction plan that fosters mutual understanding of the role of each in providing quality education. Each school shall develop a comprehensive and continuing program for informing the community about the school. The School Board may establish committees of citizens to advise the members of the School Board with reference to matters pertaining to the schools.

Community-Staff Committee on a Comprehensive, Unified, Long-Range Plan

Generally

The School Board shall appoint a Long-Range Planning Committee to involve the community and staff as mandated by applicable Virginia law. The membership of the Committee shall represent the community, the schools, and the central office staff.

Purpose

The major purpose of the Long-Range Planning Committee is to assist the School Board in developing a division-wide comprehensive, unified, long-range plan ("Plan") based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student

achievement. The Plan shall include, or be consistent with, all other division-wide plans required by state and federal laws and regulations and shall be reviewed by the School Board biennially.

Plan Components

The Plan shall include, but shall not be limited to:

1. The objectives of the School Division, including strategies for improving student achievement and maintaining high levels of student achievement.
2. An assessment of the extent to which these objectives are being achieved.
3. A forecast of enrollment changes.
4. A plan for projecting and managing enrollment changes, including consideration of the consolidation of schools to provide for a more comprehensive and effective delivery of instructional services to students and economies in school operations.
5. An evaluation of the appropriateness of establishing regional programs and services in cooperation with neighboring school divisions.
6. A plan for implementing such regional programs and services when appropriate.
7. A technology plan designed to integrate educational technology into the instructional programs of the School Division, including the School Division's career and technical education programs, consistent with, or as a part of the comprehensive technology plan for Virginia adopted by the Board of Education.
8. An assessment of the needs of the School Division and evidence of community participation, including parental participation, in the development of the Plan.
9. Any corrective action plan required pursuant to Virginia Code § 22.1-253.13:3.
10. A plan for parent and family involvement to include building successful school and parent partnerships that shall be developed with staff and community involvement, including participation by parents.

Parental Involvement

The School Board encourages parental involvement in the school division and in the individual schools, including but not limited to the following activities: parenting; communicating; recruiting and organizing parent help and support; learning at home; and representing other parents. The division superintendent may develop regulations and/or guidelines to encourage parental involvement in the school division, in the schools and in students' educational programs.

Partnerships

The School Board encourages business, industry, educational and community agency partnerships in the individual schools and throughout the school division. The partnerships shall include efforts related to: policy development; systemic educational improvement; improving management practices; teacher training and development; and partnering with students and teachers in the classroom. The division superintendent may develop regulations and/or guidelines for partnerships to assist the school division in providing an effective education for all students.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 2.1-554 through 2.1-558, 22.1-86, 22.1-253.13:6, 22.1-253.13:7.

Recodified: August 2000

Amended: July 16, 2002, July 12, 2005

SEE ACCOMPANYING REGULATION

ACCOMPANYING REGULATION

REGULATION 2-3.1 CITIZEN ADVISORY COMMITTEES – RECORDS AND REPORTS

All advisory committees shall record minutes of their meetings and distribute such minutes to the Hanover County School Board. From time-to-time as he deems appropriate or necessary, the division superintendent shall schedule selected advisory committees to make formal presentations to the School Board. All advisory committees shall submit a written annual report to the School Board.

POLICY 2-3.2 RELATIONS WITH COMMUNITY ORGANIZATIONS

Consistent with all applicable law, the Hanover County Public Schools shall cooperate with all non-profit and non-partisan agencies such as the departments of social services, parks and recreation, health, safety, fire, civil defense, and law enforcement in promoting the general public interest and the educational welfare of the students.

Virginia Employment Commission

The division superintendent shall designate a staff member as the division's liaison person with the Virginia Employment Commission for the purpose of establishing and maintaining employment counseling and placement services for secondary school students. Procedural differences that cannot be resolved by the division superintendent shall be brought to the School Board's attention. The division superintendent shall include an evaluation of this program in the annual report to the School Board.

Disaster Agencies

The School Board shall cooperate fully with all relevant agencies in the time of local, state or national emergencies consistent with School Board Policy 4-2.2 and consistent with individual schools' crisis management plans. The division superintendent shall open the schools of the district as needed in times of emergency and shall cooperate fully with directors of agencies regarding the use of the schools and their equipment.

Parks and Recreation Department

The School Board intends that there be the fullest cooperation to permit the maximum use of school athletic and recreational facilities and the school auditorium by the schools, the recreation department and the residents of Hanover County, generally, consistent with School Board Policy 2-4.1

During the school year, official school programs shall be given priority. However, such programs shall be scheduled, as much as possible and without detriment to them, to permit use of school facilities by the parks and recreation department and citizens generally. During the summer, recreation programs shall be given priority. At all times the facilities shall be used so as to preserve and to maintain them in proper condition. To accomplish this purpose, the principals of the schools will work with the recreational director. Policy differences and problems, if any, will be referred to the division superintendent or his designee.

The operation and maintenance of school facilities is primarily the responsibility of the school principals. Nonetheless, the parks and recreation department shall provide adequate supervision and will assume full responsibility for facilities during the periods of their use by the parks and recreation department. The maintenance of the grounds, however, will be performed by the parks and recreation department and the School Board with costs allocated among their respective budgets, reasonably reflective of the amount of use and wear and tear attributable to each.

Parks and recreation normally shall not be charged usage fees as set forth in School Board Policy and Regulation 2-4.1 to use any outdoor school facility. However, the department is responsible for the appropriate use of such facilities and may be charged a fee for inappropriate usage. The department of parks and recreation will be charged an hourly fee for the use of school gymnasiums. The fee provides for supervision of the school staff. The parks and recreation department will be responsible for cleaning and maintaining the facility after usage.

Specific guidelines governing the use of athletic and recreation facilities shall be adopted from time to time by the department of parks and recreation and the School Board administration acting cooperatively. There shall be full consultation prior to the adoption of any policy, any proposed capital improvements or any other action by the department of parks and recreation which may materially affect such facilities or their use.

Nothing in this Policy shall abrogate in any manner the respective legal responsibilities of the School Board and the department of parks and recreation.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.
Recodified August 2000

POLICY 2-3.3 RELATIONS WITH OUTSIDE ORGANIZATIONS

Parent/Patron Organizations

The Hanover County School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with applicable law. The School Board recommends that parent-teacher organizations maintain a close liaison with the School Board, administration, and staff, and that they plan their actions in accordance with established School Board policies.

Relations with Non-Governmental Agencies

The School Board, as permitted by applicable law, shall assist local professional, civic, or business organizations and associations whose efforts will result in improved educational opportunities for the students of the Hanover County Public Schools.

The School Board shall cooperate to the extent permitted by applicable law with private and parochial schools whenever the welfare of the youth of the school division would be benefited.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-209, 22.1-253.13:7.

Recodified August 2000

POLICY 2-3.4 RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

When it becomes necessary for any law enforcement officer to interview a student on Hanover County Public School premises, the principal shall be contacted immediately. The principal or his designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or his designee shall be present throughout the interview. All such interviews shall be conducted in accordance with Regulation 7-3.1 (D).

Service of Process at School

The Hanover County School Board encourages servers of legal process on school employees or students to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they shall be served at the principal's office of the school at which the student is in attendance or the main office of the facility at which the employee is assigned.

Development of Programs

The division superintendent shall seek to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The division superintendent shall obtain and use Sex Offender Registry information in accordance with School Board Policy 2-2.2.

School Resource Officers

The Hanover County School Board works cooperatively with the Hanover County Sheriff's office to operate the Hanover School Resource Officers and D.A.R.E. Officers program. These school resources officers are certified law enforcement officers and are employed to help ensure safety, prevent truancy and violence in schools, and to enforce school rules and the code of student conduct.

Report to Law Enforcement Officials

As required by applicable law, the division superintendent, principal or their designees shall immediately report to local law-enforcement officials all incidents occurring on school property involving:

1. the assault, assault and battery, sexual assault, death, shooting, stabbing, cutting or wounding of any person on a school bus, on school property, or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity; or
3. any threats against school personnel while on a school bus, on school property, or at school-sponsored activity; or
4. the illegal carrying of a firearm onto school property; or
5. Any illegal conduct involving firebombs, explosive materials, or devices, or hoax explosive devices, as defined in Virginia Code § 18.2-85, or explosive or incendiary devices, as defined in Virginia Code § 18.2-433.1, or chemical bombs, as described in Virginia Code §18.2-87.1, on a school bus, on school property, or at a school-sponsored activity; or,
6. Any threats or false threats to bomb, as described in Virginia Code § 18.2-83, made against school personnel or involving school property or school buses.

Reports By Law Enforcement Officers

Principals or their designees may receive such reports on offenses, wherever committed, by students enrolled in their schools as authorized by Virginia Code § 22.1-279.3.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 8.01-47, 9.1-101, 22.1-70, 22.1-78, 22.1-279.3, 22.1-280.2:1, 22.1-293.

Recodified August 2000
Amended: July 16, 2002

POLICY 2-3.5 PUBLIC COMPLAINTS

Generally

A complaint involving a particular school shall first be handled within the school. If the complaint cannot be resolved through the school, it shall be referred to the division superintendent or his/her designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular School Board meeting, in accordance with Hanover County School Board Policies 1-6.8 (Citizen Participation), 5-9.1 (Issues Regarding Employees and Third Parties) and 6-5.7 (Complaints Regarding Instructional Materials and Learning Resources).

Any parent, custodian, or legal guardian of a student attending Hanover County Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-87 and 22.1-253.13:7.

Recodified August 2000

Amended: October 11, 2016

REGULATION 2-3.5 PUBLIC COMMENTS

Consistent with Hanover School Board Policy 5-1.5 Personnel Records, the Hanover County School Board and school administration will not disclose, discuss, or comment publicly about information contained in the personnel records of employees of the School Board or about personnel decisions concerning employees of the School Board.

Adopted: January 15, 2003

POLICY 2-3.6 VISITORS TO SCHOOLS

Generally

Visitors are welcome in the Hanover County Public Schools. Visitors shall immediately report to the relevant administrative office of the school which they are visiting and obtain a visitor's pass. Unauthorized persons, including suspended students, will be requested to leave school grounds by the building administrator.

Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, and other school programs. Except as otherwise required by law, non-custodial parents shall not be denied, solely on the basis of their non-custodial status, the opportunity to participate in any of the student's school activities in which such participation is supported or encouraged by the policies of the School Board.

Unauthorized Persons

In order to protect Hanover County Public Schools students, personnel and facilities, no unauthorized persons shall be permitted to enter upon the school premises during the school day unless they first report to the principal's office and have a legitimate reason for being there. The division superintendent shall make such regulations as are necessary to protect students, personnel and property from unauthorized visitors, and he shall inform such law enforcement officers as may be needed to enforce this Policy in the case of uncooperative violators.

Trespassing

No one shall be in a school building after school hours unless he is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 18.2-128, 18.2-415, 22.1-279.5.

Recodified August 2000

POLICY 2-3.7 SPEAKERS' BUREAU

The Hanover County School Board may sponsor a speakers' bureau of articulate teachers and administrators conversant with the various aspects of the division's programs and able to present current information about the school's activities before community organizations. A listing of staff volunteering for such service and indicating their presentation topics may be maintained in the division superintendent's office. This listing will be made available to community groups upon request.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:6, 22.1-253.13:7(D)(4).

Recodified August 2000

POLICY 2-3.8 PARENTAL INVOLVEMENT IN EDUCATION

When parents of a Hanover County public school student are estranged, separated, or divorced, building personnel will uphold the parental rights of both parents to participate in their childrens' education. Unless there is a court order to the contrary, both parents have the right to:

1. View the child's school records, in accordance with School Board policies.
2. Receive school progress reports, the school calendar, and notices of major school events.
3. Visit the school in accordance with School Board policies.
4. Participate in parent-teacher conferences; in the case of the non-custodial parent, after a timely request is made.
5. Receive all notifications in accordance with the Individuals with Disabilities Education Act.
6. Receive notice of the student's extended absence, as defined in and pursuant to School Board policy, if both parents have joint physical custody.

Parent Responsibilities

The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of residence and how he or she may be contacted at all times.
2. On the Hanover County Public Schools registration form, list the current address and phone number of the non-custodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the non-custodial parent.
3. Provide a copy of any legal document which restricts the educational and/or contact rights of the non-custodial parent.
4. Assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

In addition, the principal may request a student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the School Board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order and to discuss improvement of the child's behavior and educational process.

The non-custodial parent has the responsibility to keep the school office apprised of changes in his current phone number and address. Further, the non-custodial parent may make timely requests to participate in parent-teacher conferences.

LEGAL REFERENCE: Code of Virginia, as amended, §§ 20-124.6, 22.1-3, 22.1-4.3, 22.1-78, 22.1-287, *et seq.*; Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g); 34 C.F.R. § 99.1, *et seq.*

Recodified August 2000

ARTICLE IV: FACILITIES

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POLICY 2-4.1 COMMUNITY USE OF SCHOOL FACILITIES

For the purposes of this Policy, “school facilities” are defined as buildings, grounds and equipment owned or operated by the Hanover County School Board. The primary purpose of these facilities is for the support of the instructional program. However, the School Board encourages the use of these facilities by the public when such use will not interfere with the basic purposes of the educational program.

Charges and fees for the use of these school facilities are designed not to limit or prohibit use, but to protect citizens from the expenditures of public money appropriated for classroom instruction and for other purposes. The expenses of heating, lights, water and custodial services, as well as protection of school property and security of the buildings when various groups use school facilities, make it necessary to have specific regulations with relation to the use of schools, buildings and grounds. Because schools are educational institutions, their facilities should be used in an appropriate manner to enhance the education and culture of the community. Requests for permission to use school facilities for programs that do not meet this basic standard shall be denied. Any program of a type that might attract an undesirable patronage or result in boisterous behavior or misconduct on the part of the spectators shall be denied.

School facilities shall not be used for public dances. School departmental facilities, such as laboratories, music, vocational and commercial departments, generally shall not be made available for non-school use. Use of school facilities on Sundays, when schools are closed during summer and winter breaks or for inclement weather, may be limited.

The division superintendent is authorized to permit the use of school property and to issue regulations consistent with School Board policies for the proper administration of the use of school facilities. The division superintendent shall submit to the School Board a monthly report on the use of school facilities.

Concessions on School Property

Outside groups may be permitted to use athletic field concession stands. Approval by the division superintendent or his designee of such requests shall be contingent upon the groups abiding by School Board policies, paying the appropriate fees and submitting the proper application forms. The fees shall be established and from time to time revised in regulations prepared by the division superintendent or his designee.

Priority of Eligible Organizations

The requirements of the regular school program shall receive first consideration in the use of school facilities. School-related organizations shall have priority over non-school-related organizations.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-131, 22.1-132, 4.1-309.

Recodified: August 2000

Amended: July 16, 2002, May 10, 2011

ACCOMPANYING REGULATION

REGULATION 2-4.1 FEES FOR USE OF FACILITIES

Hanover County Public Schools facility rental fees may be waived for local and state government agencies, or for charitable or other educational organizations as recommended by the school principal. When building use is approved outside normal work hours or if additional staff is deemed necessary by the principal, fees will be assessed for staff ("Building Attendant").

RATES

Fees will be assessed according to an organization's physical address. An individual will be assessed based on the individual's physical home address. The physical address will determine residency. Non-resident organizations (to be determined by the physical address of the organization) will be charged a rate double the amount assessed resident organizations. A dual fee schedule, one for Elementary and Middle Schools and one for High Schools (based on 3 hour blocks of time), is below:

INDOOR:

<u>Area</u>	<u>Resident & Open to Public</u>	<u>Non-Resident & Resident NOT Open to public</u>
Classroom	\$ 50.00 (Minimum 3 hours) and \$25 per hour for each additional hour or partial hour	\$100.00 (Minimum 3 hours) and \$50 per hour for each additional hour or partial hour
<i><u>Elementary/Middle School</u></i>		
Auditorium/Gymnasium/ Cafetorium	\$150.00 (Minimum 3 hours) and \$50 per hour for each additional hour or partial hour	\$300.00 (Minimum 3 hours) and \$100 per hour for each additional hour or partial hour
<i><u>High School</u></i>		
Auditorium/Gymnasium/ Cafetorium	\$200.00 (Minimum 3 hours) and \$75 per hour for each additional hour or partial hour	\$400.00 (Minimum 3 hours) and \$150 per hour for each additional hour or partial hour

To qualify for a seasonal league fee the adult or youth league use must be coordinated through the Hanover County Parks and Recreation Department. All others will be charged at a per use rate.

OUTDOOR (all schools):

Area

Parking lot/grounds (non-athletic use)	\$ 25.00	\$ 50.00
Adult and Youth Athletics (indoor and outdoor):	<u>Affiliated with Hanover County Parks and Recreation Department</u>	<u>All other athletic organizations</u>
	Adult and youth leagues: (indoor & outdoor facilities) to be assessed a seasonal league fee in the amount of \$150/event/season/site (i.e. Tuesday & Thursday \$300/season)	Individual organizations that have not coordinated their use of outdoor athletic fields by registering with the Hanover County Parks and Recreation Department will be assessed a \$200 per use fee.

Please note that Hanover County Parks and Recreation may assess an additional fee for athletic users. Please reference the Hanover County Parks and Recreation Facility Use Policy for additional information.

A portion of the facility use fees will be returned to the Central Office to defray utility and repair costs associated with building usage.

Fees for supervisory, custodial and for other staff presence may be assessed in addition to the fees listed above.

Staff Presence and Additional Charges

In addition to the charges for use of school facilities, a charge for the services of a school division employee, or employees (including custodial, cafeteria, supervisory and/or administration personnel) may be required. Payment for staff presence is to be made to the school in which the activity is being held. These charges are as follows:

1. Custodial Staff - The rate of pay will be determined annually. Payment shall be made for a minimum of three hours.

A custodial staff member should be on duty for all non-school activities. For most meetings it will be necessary for the employee to be on duty prior to the time the meeting is scheduled to prepare the facility for use. The organization shall be charged for all extra time used beyond the employee's regular schedule, plus any extra time the employee may have to expend during his/her regular work hours to prepare for the organization's use of the facility. For example, using a lunchroom requires removal of tables and chairs. If this work is done on school time by the employee, the organization will be billed for this time since the employee will be required to spend this additional time away from his regular duties. The presence of the employee on duty does not relieve the organization of responsibility for any damage done to the property.

2. Cafeteria Personnel - The rate of pay will be determined annually. Payment will be for a minimum of three hours. For school functions (PTA, etc.) the school shall reimburse the cafeteria worker's hourly rate of pay.

When kitchen facilities are used to prepare and/or serve foods, one or more members of the regular cafeteria staff, preferably the manager, shall direct the said preparation and/or service. The regular staff member shall determine that equipment and facilities are properly used, cleaned, and restored after usage. The organization using the kitchen facilities shall pay a rental fee as established above for use of the facility plus the compensation for cafeteria worker(s).

3. Administrators and Supervisory Personnel - School administrators or other supervisory personnel presence, including law enforcement, Fire and EMS, may be required if deemed necessary by the school principal/school division. Payment for such presence shall be for minimum of three hours. The cost will be determined annually.
4. Special Equipment - Special lighting must be operated by trained persons. Pianos may not be used or moved unless under the authorization and/or supervision of the lead teacher specialist for performing arts. The charge for the use of the piano and of persons to operate the lights will be determined annually. Organizations may be charged for the use of other special equipment or consumables, which charge will be determined by the school principal.
5. All fees shall be reviewed and established annually through the budget process.

Sports Organizations, Parks and Recreation, and Sport Leagues

Organizations will be required to pay school personnel to supervise all indoor activities. In addition, groups may be charged a maintenance fee if the premises are littered or if custodial services are required.

Guidelines to be Used by Facility Coordinators to Prioritize the Scheduling of Events

1. Local school activities
2. Activities of educational organizations as recommended by the school principal
3. Local and state government activities
4. Activities facilitated through Parks & Recreation AND open to the public
5. County-based organizations (residency determined by organizations' physical address)
6. Hanover County resident activities
7. Activities of non-resident, organizations
8. Other activities

Note: To receive priority scheduling, adult or youth league use must be coordinated by registering with the Hanover County Parks and Recreation Department.

** The period of time for submitting applications to receive priority scheduling is July 1 – July 15 for the period of August 1 through January 31. Priority scheduling for the period February 1 through July 31 should be submitted between January 1 and January 15. The building facilitator will review the athletic needs of the school facilities utilizing the prioritization guidelines to schedule facility events. Applications received after July 15 and January 15 will be considered throughout the year in the order they are received.

Internal School Organizations

Internal school organizations (PTA/PTO, booster organizations, county music groups, and other scheduled groups) should schedule the use of school facilities directly with the school principal. The school principals will determine the need for custodial fees. Facility use fees and administrative fees will not be charged. School organizations using facilities in other schools and external school organizations (for example, regional music or regional vocational organizations) should complete a **Facility Use Application**. School organizations sponsoring the use of school facilities by outside groups should also complete a **Facility Use Application**.

Facility Use Application and Approval

Conditions under which School Board buildings and grounds in the division may be used for non-school activities are the following:

1. Permission will not be given for fundraising or profit-making activities conducted by any entity or individual operating for profit unless the activity is solely for charity, school fundraising or educational purposes.
2. Permission for the use of school facilities may be given only when an application form is filed at least two (2) weeks in advance. The division superintendent or his designee may waive these requirements if unusual circumstances warrant. A form shall be completed in triplicate and filed with the division superintendent or his designee. All school activities, including those which are by necessity rescheduled, will take priority over use by outside groups.
3. The following procedures shall be followed when any organization is applying for continual use of school facilities while the organization engages in capital programs supporting their efforts to move to a permanent location.
 - a. Any approved application is valid for a maximum of six months from the date of approval in order to align the approval date with the priority scheduling in January and July.
 - b. A new application may be submitted at any time, but renewal applications must be submitted at the next priority scheduling period of January or July. An applicant may have an application renewed up to five times, which may extend facility use under these circumstances to a maximum of 36 months.
 - c. A review of the application will be conducted by school personnel along with a representative from the organization at the time of each reapplication. The parties' review shall address areas of concern and the status of the organization's construction plans/progress.
 - d. Failure to adhere to the rules and regulations of this Policy will result in termination of the approved application.
4. The applicant will place reliable persons in charge of all activities, will be responsible for damage caused by the group or by others admitted and will provide police protection, if necessary, to maintain order and to protect school property. To assure that security of the building is maintained, the person assuming responsibility for the activity must sign the **Facility Use Application** and must be present when the activity is conducted.
5. Before any application can be approved by the division superintendent or his designee, and before the event can be held, all organizations using school facilities must provide to the school a certificate of liability insurance. The insurance policy should be for at least

\$1,000,000.00. The insurance requirement may be reduced to \$500,000.00 for informational or educational small group meetings. The school administration may require additional insurance coverage for events judged to be high risk. Certain self-insured sports instructors shall file a certificate of insurance annually.

6. The application for the use of facilities shall not be considered approved until a signed copy has been sent to the applicant.

Rules and Regulations

1. No organizations may use the buildings or grounds at any time or in such a manner that would interfere with the operation of the school for public education purpose.
2. The School Board and its representatives must have free access to facilities at all times.
3. In the event of the cancellation of a scheduled meeting or event, notification must be given at least twenty-four (24) hours before the scheduled time or the fees are forfeited.
4. The school system reserves the right to cancel an approved activity at any time. Hanover County Public Schools shall not be liable for any damages, direct or incidental, that result from this action.
5. The applicant shall not sublet space to another organization or group.
6. Any organization desiring to move special properties into the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the office of the division superintendent. All flats, curtains, and costumes must be treated for fire.
7. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
8. Permission for bringing equipment such as concession stands or trucks or carnival equipment on school property must be requested in writing thirty days in advance before formal agreement will be considered by Hanover County Public Schools.
9. The parking of automobiles shall be restricted to designated areas. Parking is prohibited in areas designated for the handicapped (without proper authorization) and in fire lanes.
10. The organization that uses the building and grounds shall be responsible for the conduct of its members.
11. Any damage done to School Board property shall be compensated for by the sponsoring organization. Police protection must be provided by any group or organization at its own expense if the school administration deems it advisable.
12. Smoking is not permitted in any part of the building.
13. There shall be no alcoholic beverages or illegal drugs brought to or consumed or used in the building or on the grounds.
14. Premises are rented or donated with the understanding that "tipping" of custodians or other school personnel is not permitted.
15. Except by special permission, a group shall not be permitted to remain after 12 midnight.
16. Building keys will not be provided to any group.
17. Organizations using the facility are expected to leave the facility ready for use the next day. The organization must provide adequate kitchen help to prepare the food, set up the cafeteria, and to clean up. The charge for custodians and cafeteria persons are for operational and security services only. Custodial fees and other personnel fees are governed by wage and hour regulations. All fees for services and/or personnel shall be payable to the particular school at which the event or meeting is conducted.
18. Payment shall be made to the school within thirty (30) days from the date of the invoice.
19. In kind compensation in lieu of payment of fees listed in the regulation is prohibited.

20. All publicity for an event shall carry the name of the group sponsoring the meeting or event. All advertisements for the event shall be reviewed by the division superintendent or his designee and shall include a statement indicating the fact that a group is permitted to use a School Board facility does not in any way constitute endorsement of the group's policies or beliefs by the School Board. All publicity must be pre-approved by the Hanover County School Board or school contact.
21. School facilities shall not be used for public dances.
22. School facilities shall not be used for gambling, including bingo.
23. Department facilities, such as laboratories, music, vocational, and commercial departments, generally shall not be made available for non-school use.
24. Use of school facilities on Sundays and holidays may be limited.
25. The School Board assumes no responsibility for items or equipment brought on premises by the using organization, its members or guests, or for lost or stolen items. The School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the application and the organization which he represents shall be held financially responsible for any damage to the building, its furniture, and equipment during the period of use. The organization using the school facilities will be responsible for damage or theft of school property.
26. Failure to observe the rules will result in suspension of the privilege to use the school facility.
27. All athletic-based, approved facility users must conduct their activities in accordance with Hanover County Parks and Recreation's "Hanover Athletic League Policy – Athletic League Responsibilities." A copy of these responsibilities can be obtained from Hanover County Parks and Recreation's main office.
28. All athletic-based, approved facility users must comply with the Hanover County Parks and Recreation policy regarding athletic field use when schools are closed due to inclement weather. Refer to School Board Regulation 4-2.8: School Closings.

Amended: July 16, 2002, October 22, 2002, September 9, 2003, March 2, 2004, March 10, 2009, May 10, 2011

POLICY 2-4.2 USE OF SCHOOL EQUIPMENT

School equipment may be loaned to responsible community groups for a worthy educational, civic, or charitable purpose when:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The equipment is not both unusually expensive and also subject to easy damage.
3. The equipment is in good condition.
4. The group will provide a competent operator for any equipment loaned.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-131, 22.1-132.

Recodified: August 2000

Amended: January 13, 2004

ACCOMPANYING REGULATION

REGULATION 2-4.2 USE OF SCHOOL EQUIPMENT

"School equipment" available for loan under this policy excludes ladders, scaffolding or other climbing equipment; tools; or lifts or other mechanical equipment, which may only be used by maintenance, custodial, and other school personnel who have been specifically trained in their use.

Adopted: January 29, 2004

POLICY 2-4.3 PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors shall register at the relevant Hanover County Public School office on arrival. Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend a meeting or service. Persons violating this provision may be prosecuted. It is prohibited for any person to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. See policy 2-3.6

Any person who willfully and maliciously damages, destroys or defaces any school district building, damages or removes any school property from a school building may be prosecuted. Any person who willfully interrupts, or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be prosecuted. Each student or his parents shall be required to reimburse the School Board for any actual breakage or destruction of property done by the student as permitted by applicable law. Smoking and use of alcoholic beverages are prohibited at all times in school buildings.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 4.1-309, 15.1-291.1, et seq., 18.2-415, 18.2-128; 20 U.S.C. § 6083.

Recodified: August 2000

POLICY 2-4.4 TOBACCO AND NICOTINE VAPOR PRODUCT USE ON SCHOOL PROPERTY

Smoking of tobacco products and the use of nicotine vapor products is prohibited at all times and under all circumstances in all Hanover County Public School buildings, or on school buses. The use of nicotine vapor products is also prohibited on all Hanover County Public School grounds and at school-sponsored activities, as provided in federal and state law.

"Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

Each principal shall post signs stating "No Smoking," as applicable within each school building. The supervisor of transportation shall post signs visible upon entering each school bus stating "No Smoking."

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 15.2-2824, 15.2-2832, 22.1-79.5; 20 U.S.C., § 6083.

Recodified: August 2000

Amended: July 8, 2014

POLICY 2-4.5 SERVICE ANIMALS ON SCHOOL PROPERTY

To protect the health and safety of students, employees, and visitors, animals are prohibited on school property. Exceptions to this prohibition will be made for service animals assisting individuals with disabilities. The School Board does not discriminate on the basis of disability, and individuals with disabilities have the same right to access school property and attend school sponsored events as nondisabled individuals. Service animals are allowed in all schools, school administration buildings, school buses, and at all school sponsored events in accordance with the terms of this Policy and the related Regulation.

LEGAL REFERENCE: Americans with Disabilities Act, 42 U.S.C. §§12101, et seq.; Code of Virginia (1950), as amended, §§51.5-40, et seq.; 28 C.F.R. Part 35 and 28 C.F.R. §36.104; and Virginia Department of Education, Guidelines for School Division Policy and Procedures Regarding Service Animals in Virginia's Public Schools (2011).

Adopted: December 8, 2015

ACCOMPANYING REGULATION

REGULATION 2-4.5 SERVICE ANIMALS ON SCHOOL PROPERTY

The following procedures shall be followed to evaluate any request to bring a service animal on school property.

I. DEFINITIONS

- A. "Service animal"** means a dog (or, in some cases, a miniature horse) trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (Refer to Section III of this Regulation for the permitted use of miniature horses.) The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, assisting diabetic individuals, retrieving items, carrying items, providing physical support and assistance with balance and stability, and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. **The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.**
- B. "Health certificate"** means certification provided by a veterinarian licensed to do business in Virginia, showing that the trained service animal is currently in good health, free of parasites and has all required vaccinations up to date.
- C. "Individual with a disability"** means any person who has a disability, as defined by the Americans with Disabilities Act of 1990, as amended, and 28 C.F.R. §35.104.

- D. **“Miniature horse”** means a horse that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. These animals generally range in height from 24 inches to 34 inches measured to the wither, or shoulders, and generally weigh between 70 and 100 pounds.

II. STUDENT AND EMPLOYEE REQUESTS FOR USE OF A SERVICE ANIMAL

A student or employee with a disability seeking approval for a service animal to accompany him or her during school hours and on school property shall make such request by completing a Service Animal Request Form and shall provide all required documentation to the building principal prior to bringing the animal on school property and at the beginning of each school year thereafter. If the disabled individual is a student, a parent/guardian may make the request on the student’s behalf.

If a student or employee arrives at school with a service animal without obtaining prior approval, the parent/guardian will be immediately notified and requested to come to the school to retrieve the animal until the requirements of this Regulation have been met.

A designated team of school division administrators shall evaluate and approve or deny each student or employee service animal request on a case-by-case basis within 5 business days of such a request, provided that the team has been provided all the information required to evaluate the request. This team may include the Health Services Coordinator, the building principal, the 504 Coordinator for the building, a requesting student’s case manager if the student has an IEP, or, for an employee request, a representative from Human Resources. The following are the standards by which the team shall review each request for the use of a service animal:

1. Whether the animal is a “service animal,” as defined above. Specifically:
 - a. Whether the animal is trained to do work or perform tasks for the benefit of an individual with a disability; and
 - b. Whether the work or tasks performed by the animal are directly related to the individual’s disability.

Note that these inquiries should not be made if it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability.

2. Whether the animal is housebroken.
3. Whether the service animal has a health certificate.
4. Whether the service animal’s primary handler can demonstrate the ability to care for, control, restrain, and otherwise meet the animal’s needs without assistance from school administration.
5. The team of administrators may not require the student, parent/guardian, or employee to produce documentation showing that the animal has been certified, trained, or licensed as a service animal.

The team of administrators may request additional information regarding the service animal and the primary handler's ability to meet the needs of the animal. If necessary to meet the unique needs of the animal, the employee or the student, the building, or other persons who may come in contact with the animal, the team may develop additional conditions or procedures to be used. These conditions or procedures may change to address new circumstances.

If the team of administrators finds that the service animal meets the requirements of this regulation and approves the request, all parents/guardians of the students in attendance at the school or schools where the service animal will be present, as well as all building employees, must be notified in advance of the presence of the service animal on school property. The approval of a service animal's presence on school property to support a student or employee must be reviewed by the team on an annual basis.

III. STUDENT AND EMPLOYEE REQUESTS FOR USE OF A TRAINED MINIATURE HORSE

Requests for a miniature horse to accompany a student or employee with a disability during school hours on school property will be evaluated on a case-by-case basis by the designated team of administrators. The team will consider, in addition to the general standards applied to a request for the use of a service animal, the following factors:

1. Whether the school building(s) in question can accommodate the type, size and weight of the miniature horse;
2. Whether the primary handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken;
4. Whether the miniature horse's presence in the building(s) in question compromises legitimate safety requirements that are necessary for safe operation;
5. Whether the presence of the miniature horse, because of its size and lower level of flexibility, would result in a fundamental alteration to the nature of the programs, activities, or services provided by the school(s).

IV. VISITOR USE OF A SERVICE ANIMAL

A person with a disability accompanied by a service animal who is visiting school property will be granted access to those areas of school property where members of the public are permitted to go, provided that the service animal is identified by the visitor as a service animal.

If a service animal accompanying a visitor with a disability creates a disruption that fundamentally alters the nature of the program or service, or poses a direct threat to the health or a safety of others, the animal may be required to leave school property.

V. APPEALS

If the team of administrators denies a request for the use of a service animal on school property, or if approval for the use of a service animal has been withdrawn, the primary handler or the parent/guardian may appeal that decision by submitting a letter, within 5 business days of the team's decision, to the Assistant Superintendent of Instructional Leadership if the individual with a disability is a student, or to the Assistant Superintendent of Human Resources if the individual with a disability is an employee. The letter of appeal should explain why the service animal meets the requirements of this Policy. Pending the resolution of the appeal, the service animal will not be allowed on school property or at school sponsored events.

VI. DEVELOPMENT OF AN ACCESS PLAN

Once a request for a service animal is approved, the team of administrators shall consider and establish an access plan for the animal, including the following:

1. Location of the animal's rest place (ex: a crate in a quiet location);
2. Rest times for the animal (ex: lunch time, physical education class, and recess);
3. Water and feeding breaks for the animal;
4. Location of a designated "pet area" on school grounds where the primary handler will take the animal to urinate or defecate (the handler must correctly dispose of any solid waste produced by the animal);
5. Emergency evacuation plan for the animal, to include a plan for emergency drill participation;
6. Plan for field trips where the animal will accompany a student with a disability;
7. Plan for the animal riding the school bus with a student with a disability;
8. A schedule for pre-treating the school facility to reduce animal-borne allergens;
9. The impact of the service animal's presence on other students or employees in the same building or attending a school-sponsored event. A service animal may not be denied access solely because others are allergic to or fearful of dogs, however.
10. An alternate accommodation/plan in the event the animal's primary handler (if not the student) or the animal is not able to accompany the student with a disability to school due to illness, injury or death;
11. Training for any school division employees who may handle the animal if the primary handler is temporarily unable to do so;

12. A school-wide educational program to educate others on how to behave appropriately around the service animal, to be held prior to the animal arriving on school property.

The access plan developed by the team of administrators is not a contract between the School Board and the student, employee, or parent/guardian, but rather, it is solely a guide for the parties involved. The access plan for a service animal is not an accommodation under Section 504 of the Rehabilitation Act or a service or accommodation under a student's Individualized Education Program (IEP).

VII. RESPONSIBILITY FOR SERVICE ANIMAL

The school division is not responsible for the care, supervision, or handling of a service animal.

When on school property, a service animal must be under the control of its handler at all times. It must have a harness, leash, or other tether, unless the handler is unable because of a disability to use a harness, leash, or tether, or if the use of such would interfere with the service animal's safe, effective performance of work or tasks. If either of these circumstances exists, the animal must be otherwise under the handler's control by way of voice controls, signals, or other effective means.

A service animal must be clothed in a backpack, harness or vest identifying the animal as a service animal, with appropriate identifiers specified by Virginia law:

1. **Harness:** guide dog for the blind;
2. **Blaze orange leash:** dog for the hearing impaired; or
3. **Backpack, harness or vest identifying the dog as trained:** dog for those with mobility impairments or other disabilities.

All service animals present on school property must be kept free of parasites, including fleas and ticks.

The student, employee or visitor is responsible for all costs, certifications and equipment associated with the service animal. Handlers who are not students or employees are considered volunteers when present on school property or attending school-sponsored events. Such handlers are subject to Regulation 5-2.4 Sex Offender Registry Notification and will be denied access if the handler is a registered sex offender. Handlers who are not students or employees may also be denied access to or removed from school property if the handler's conduct is disruptive or interferes with instruction.

The owner or handler of a service animal is solely responsible, to the same extent that a non-disabled individual is responsible, for personal injuries suffered by an individual(s) or property damage caused by the service animal while on school property.

VIII. REMOVAL OF A SERVICE ANIMAL.

HCPS may request the immediate removal of a previously approved service animal if the animal is out of control and the animal's handler does not take effective action to control it, if the animal is not housebroken, or if the animal is compromising the safety of

any student, employee or visitor and/or compromising the safe operations of the school. Factors that may be considered when determining whether to remove a trained service animal include the following:

1. Whether the animal is clean, well-groomed and does not have an offensive odor;
2. Whether the animal urinates or defecates in an inappropriate location;
3. Whether the animal solicits attention, visits or annoys any students or school employees;
4. Whether the animal vocalizes unnecessarily (i.e., barking, growling, or whining);
5. Whether the animal shows aggression towards people or other animals;
6. Whether the animal solicits or steals food or other items from students or school employees;
7. Whether the animal interferes with the educational program of any student;
8. Whether the animal has rabies or any other disease that can be communicated from an animal to a human or to another animal.

IX. ANIMALS FOR EDUCATIONAL PROGRAMS

In some circumstances a trained or untrained animal may provide unique educational opportunities for students. Accordingly, a school's principal may permit a trained or untrained animal on school property for the purposes of educational programs and activities, subject to compliance with the following:

1. The animal's handler must maintain control of the animal at all times. The handler is responsible for the care, feeding, toileting, and cleanup of the animal.
2. The handler must obtain the permission of the school's principal prior to bringing the animal(s) on school property.
3. The handler must provide the school's principal with certification that the animal has current vaccinations against any diseases that may be communicated from the animal to a human or other animal.
4. All requirements of section VIII (Removal of a Service Animal) shall also apply to animals used for educational programs. In addition, school officials may exclude any animal that no longer serves the school's purposes.

Adopted: December 8, 2015

ARTICLE V: STUDENTS

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2-5.1 RECOGNITION OF STUDENTS BY THE SCHOOL BOARD

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POLICY 2-5.1 RECOGNITION OF STUDENTS BY THE SCHOOL BOARD

It is the policy of the Hanover County School Board to recognize publicly at School Board meetings those students whose activities in any field or endeavor have reflected credit on themselves, their parents, the schools or the community. Citizens are encouraged to forward to the division superintendent's office the names of students whose accomplishments warrant such recognition. The division superintendent retains discretion in deciding which awards shall be recognized at School Board meetings.

The School Board approves of division-sponsored awards as is outlined in School Board Policy 6-4.7 and its accompanying regulations.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:1, 22.1-253.13:3, 22.1-253.13:4; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, et seq.

Recodified August 2000

POLICY 2-5.2 PUBLIC PERFORMANCES BY STUDENTS

Generally

The Hanover County School Board encourages and the division superintendent or his designee may permit public performances by students under the auspices of a school-sponsored organization when such performances:

1. Fit the objective of the school.
2. Meet the needs and interests of the students.
3. Stimulate the students in improving their ability to perform.
4. Are appropriate to the participating age group.
5. Require no extraordinary training but are the natural outgrowth of the normal teaching sequence.
6. Do not encroach on the opportunities of professional performers or musicians.

Performing for Outside Sponsors

Students performing under the auspices of a school-sponsored organization may perform for outside organizations where admission fees are charged only if the proceeds are used for charitable, educational or civic purposes. Costs associated with these performances shall be borne by the sponsoring organization.

Payment for Performances

Payment for student performances is acceptable only in the form of a contribution to support the work of the performing school-sponsored organization.

Supervision and Liability

Performing students shall be supervised by adults under the direction of the school. Liability protection is to be provided by the sponsor.

Political Rallies

The School Board does not believe it advisable to use public school musical organizations for local political rallies. The organizations may be used to honor the position represented by certain high public office or to honor visiting dignitaries to the district.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-278.3.

Recodified August 2000

POLICY 2-5.3 CONTESTS FOR STUDENTS

Contests or other activities involving awards to students and/or their schools by agencies outside the schools shall be permitted only with the approval of the division superintendent or his designee. The division superintendent shall approve no contest or activity whose sole purpose is commercial. Contest rules shall be clear, the conditions fair and the publicity in good taste.

Student participation in contests shall be voluntary, and no compulsory fees shall be charged the students for participation. No one may be excluded from an approved contest for discriminatory reasons as defined by applicable law. Contests that are conducted in the schools and whose purpose is to raise funds shall be regulated under School Board Policy 2-2.3.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Recodified August 2000

POLICY 2-5.4 FUNDRAISING BY STUDENTS

Generally

In general, the Hanover County School Board does not desire to overburden parents or local merchants with the support of special activities, nor does the School Board wish to have students in competition with local merchants. The School Board believes that fundraising should not endanger the safety of students in the school division. The division superintendent or his designee may establish and from time-to-time revise regulations necessary to effect the purpose of this Policy.

Elementary Schools

Fundraising activities to benefit Hanover County public elementary schools which involve students in door-to-door solicitations are prohibited. All other fundraising activities shall be approved by the division superintendent or his designee. Elementary schools shall be limited to one fundraising activity per school year which involves selling to the community.

Fundraising activities conducted at public schools which bring students, parents, and other citizens to the school (examples: dinners, field days, fun fairs, drama productions, and musicals) are encouraged.

Secondary Schools

Fundraising activities to benefit Hanover County public secondary schools which do not require students going into the community shall be permitted upon authorization by the principal. Fundraising activities which involve students selling to the community on a door-to-door basis shall be approved by the division superintendent or his designee.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Recodified August 2000

ACCOMPANYING REGULATION

REGULATION 2-5.4 FUNDRAISING BY STUDENTS

Generally

Hanover County School Board policy dictates that student participation in fundraising activities be limited. When students are involved in fundraising activities, the activities should be educational in nature and enhance their overall development as productive citizens.

All requests to participate in fundraising activities must be submitted on an appropriate form to the division superintendent or his designee before the activity is announced or initiated.

Guidelines

Elementary

1. Door to door solicitation by elementary students is prohibited.
2. One fundraising activity per school year which involves selling to the community will be permitted.
3. All fundraising activities which involve students selling in the community shall be approved by the division superintendent or his designee.
4. Only fundraising projects which have educational justification will be given consideration for approval.
5. Tickets may be sold for scheduled athletic events, school plays, musical performances and dinners.
6. Programs involving students, parents and citizens such as dinners, productions or fairs are encouraged.

Secondary

1. All fundraising activities which involve students selling in the community shall be approved by the division superintendent or his designee.
2. The principal shall approve all fundraisers which take place at school and involve students only.
3. Only fundraising projects which have an educational justification will be given consideration for approval.
4. Tickets may be sold for scheduled athletic events, school plays, musical performances and dinners.
5. Programs involving students, parents and citizens such as dinners, productions or fairs are encouraged.

Hanover County School Board
Ashland Virginia

FUNDRAISING ACTIVITY REQUEST FORM

GROUP REQUESTING _____

PURPOSE OF ACTIVITY _____

TYPE OF ACTIVITY – Explain

SCHOOL INVOLVED _____

SCHOOL PERSONNEL INVOLVED (if any) _____

DATE OF ACTIVITY _____

TIME OF ACTIVITY _____

_____ Requested By _____
Date Signature

.....
PRINCIPAL'S RECOMMENDATION AND SIGNATURE:

_____ Signature
Date

.....
 Approved Disapproved

_____ Superintendent or Designee
Date