

## ARTICLE III: INSTRUCTIONAL PROGRAMS

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### **POLICY 6-3.1 ADULT EDUCATION**

The Hanover County School Board offers an Adult Basic Education Program to those members of the community who have not successfully completed the eighth grade or higher. The School Board also offers a General Education Development Program for adults who have not earned a high school diploma and who wish to prepare for the General Education Development Program Examination. Finally, the School Board offers additional educational programs for adults, as from time to time it deems appropriate to meet the needs of adults in the community. Tuition and fees shall be established by the School Board.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-210, 22.1-223 through 22.1-226.4, 22.1-253.13:1 (D9); Regulations Governing Adult High School Programs, 8 VAC 20-30-10; Regulations Governing General Education Development Certificates, 8 VAC 20-360-10.

*Recodified: August 2000*

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### **POLICY 6-3.2 ALTERNATIVE SCHOOL PROGRAMS**

As special needs are determined, the Hanover County School Board may establish alternative education programs within existing schools or at separate sites that are within the jurisdiction of the Hanover County Public Schools. No person of school age meeting the residency requirements of Virginia Codes 22.1-3 may be charged tuition for enrollment in an alternative program offered as a regional or division-wide initiative by the School Board.

Proposals for alternative school programs shall be developed by the division superintendent or his designee and will be submitted to the School Board for review and endorsement prior to implementation. Proposals shall include:

1. A statement of justification for the alternative program explaining how it will meet the special needs or expectations of the target population and the community.
2. A plan which delineates the proposed organizational structure as it relates to staffing and the scope and structure of the total instructional program.
3. A statement of financial impact identifying all costs, including administration, staffing, equipping, supplying, transportation, support services, and maintaining the program.
4. A statement of related impact explaining how the proposed program will affect and interrelate with other programs and populations served in existing programs and facilities.
5. A statement of authentication verifying that all aspects of the program are in compliance with all appropriate federal, state, and local laws and regulations, and that there is compliance with all applicable accreditation requirements.
6. If the proposal presents a potential conflict with existing regulations of the Virginia Department of Education, special evidence of authorization from the Virginia Department of Education must accompany the proposal.
7. A plan for evaluation that defines anticipated outcomes and establishes criteria and procedures for evaluating achieved outcomes.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-209.1:1, 22.1-209.1:2, 22.1-253.13:1, 22.1-277.1; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10, et seq.; Regulations Governing Alternative Education, 8 VAC 20-330-10.

*Recodified: August 2000*

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### **POLICY 6-3.3 CAREER EDUCATION**

The Hanover County School Board believes that career education is a vital component of the school division's curriculum. Career education is the totality of experiences infused into the school division's curriculum (K-12) through which students learn about work as a part of their way of life and through which they relate work skills and values to academic and other life choices.

The School Board intends that career education components of the curriculum should satisfy the following objectives:

1. To assist students in developing personal skills that are transferable to the workplace.
2. To include career awareness activities in all elementary classrooms.
3. To include career exploration, planning and development in the middle and high school curricula.
4. To provide comprehensive career resource centers in each high school.

The School Board shall develop and implement a plan to ensure that competency based career and technical education programs are implemented. These programs shall integrate academic outcomes, career guidance and job-seeking skills for all secondary students including those identified as disabled, that reflect employment opportunities, labor market needs, applied basic skills, job-seeking skills and career guidance. Career guidance shall include employment counseling designed to furnish information on available employment opportunities to all students, including those identified as disabled, and placement services for students exiting school. This plan shall be developed with the input of area business and industry representatives and local community colleges and shall be submitted to the Superintendent of Public Instruction in accordance with the timelines established by Federal law.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-253.13:1; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10, et seq.

*Recodified: August 2000*

*Amended: July 16, 2002*

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### **POLICY 6-3.4 CHARACTER EDUCATION**

The Hanover County School Board shall establish, within its existing programs, a character education program in its schools. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. The program shall be cooperatively developed with students, parents, and the community, and shall comply with criteria established by the Virginia Board of Education. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring, and friendship. Character education shall be interwoven into the school procedures and environment so as to instruct primarily by example, illustration, and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program.

Character education is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 7.1-26, may be taught as representative of such civic values. It shall not include indoctrination in any particular religious or political belief.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-208.01; United States Constitution, First Amendment.

*Recodified: August 2000, Amended: July 16, 2003*

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### **POLICY 6-3.5 COMPUTER EDUCATION**

The Hanover County School Board believes that computer/technology skills are essential components of every student's education. The division superintendent and his designees after receiving appropriate and necessary input, shall develop and regularly revise a five-year technology plan. Such plan shall emphasize, among other goals, the integration of educational technology into the instructional program. The instructional program shall emphasize technological proficiency, which is defined by the Standards of Learning as "proficiency in the use of computers and technology." In the lower grades, emphasis should be placed on general understanding of computer theory, vocabulary and application as prescribed by the Virginia Board of Education. At the middle and high school levels opportunities will be offered for students to maximize skills for academic success and further learning in a technological society.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-212.2, 22.1-253:13.1; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10, et seq.

*Recodified: August 2000*

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### **POLICY 6-3.6 PROGRAMS FOR ECONOMICALLY DISADVANTAGED STUDENTS**

The Hanover County School Board shall operate a Title I program for economically disadvantaged students as authorized by the Elementary and Secondary Education Act of 1965, as amended. The School Board shall provide opportunities for parental involvement in the operation of the Title I program as authorized by regulations promulgated by the United States Department of Education, the Virginia Board of Education, and those approved by the School Board.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:1; Every Student Succeeds Act, P.L. 114-95, (revising and reauthorizing, *inter alia*, the Elementary and Secondary Education Act of 1965, 20 U.S.C. § 6301, *et seq.*); Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-5, et seq.

*Recodified: August 2000*

*Amended: July 12, 2016*

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### **POLICY 6-3.7 DRIVER EDUCATION**

The Hanover County School Board shall offer in all division high schools a program of driver education in the safe operation of motor vehicles and knowledge of rules, regulations and laws. The program shall consist of classroom training and "behind the wheel training." The program shall include instruction concerning alcohol and drug abuse, aggressive driving, motorcycle awareness, distracted driving, organ and tissue donor awareness, and fuel-efficient driving practices.

The School Board shall establish fees, that do not exceed the limit established by the Virginia Department of Education, for the "behind the wheel" portion of the program. The School Board may also request approval from the Board of Education to assess a surcharge to recover program costs that exceed state funding. The School Board may waive the fee or surcharge in whole or in part for those students it determines cannot pay the fee or surcharge.

No student shall be permitted to operate a motor vehicle without a learner's permit or a license. Necessary certification of students' academic standing and compliance with compulsory attendance laws shall be provided by the administration to the Department of Motor Vehicles upon request, in accordance with Virginia law.

At the beginning of each school year and thereafter as necessary, the division superintendent shall report to the Virginia Department of Motor Vehicles the name and driver's license number of all persons providing instruction in driver education for the school division.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-204; 22.1-205, 22.1-206, 46.2-323 through 46.2-336; Regulations Governing Driver Education, 8 VAC 20-340-10, et seq.

*Recodified: August 2000*

*Amended: August 4, 2009, July 13, 2010*

## ACCOMPANYING REGULATION

### REGULATION 6-3.7 DRIVER EDUCATION

The driver education program shall be designated for and available to all eligible students and shall consist of classroom training and "behind-the-wheel" training. The program shall be in compliance with the provisions of Virginia law and the regulations of the Virginia Board of Education. The behind-the-wheel phase of the program will be offered at all high schools under the direction and supervision of certified driver education teachers.

If the applicant is at least fifteen years old and under the age of 18, he may obtain an instructional permit at a DMV customer service center (CSC). **The following steps are necessary to obtain an instructional permit:**

1. Complete the Virginia Driver's License Application Form (DL 1M). A parent/guardian or spouse over the age of 18 must sign the revised DL 1M form to grant DMV permission to issue the student a permit and a driver's license.
2. Furnish proof of a social security number. If a student does not have a social security number, DMV will issue a control number.
3. Provide an original identification document certifying name and date of birth.
4. Furnish proof of residency.
5. Present certification of enrollment.
6. Pass knowledge test. Students who fail DMV's motor vehicle knowledge test will not be eligible for retesting for at least 15 days.
7. Pass vision test. If the student needs to wear glasses or contact lenses to pass the test, his license will show the restriction.
8. Have digitized photo taken at DMV.

The minimum age to apply for a license is 16. In compliance with state regulations, the following guidelines must be followed in applying for a driver's license if the applicant is under the age of eighteen and was issued an instructional permit:

1. The student must hold a valid learner's permit (from Virginia, another state, or U.S. Territory) for a period of at least six months and successfully complete a state-approved classroom and behind-the-wheel driver education program.
2. The parent, guardian, legal custodian, or other person standing in loco parentis must provide written authorization for a minor to receive a license on the parent permission form (PPF-99).
3. After receipt of the parent permission form (PPF-99), a ninety-day temporary license (DE-TLC/CDT-A) will be issued.
4. Schools will provide DMV with a copy of the Driver Education Certificate (DE-TLC/CDT-A).
5. Schools should also provide DMV with a student self-addressed mailing label attached to DMV's copy of the DE-TLC.

#### Extenuating Circumstances

1. If the student reports the loss of the Driver Education Certificate -Authorization form (DE-TLC) as with the loss of a DEC-1 card, the school will issue a new certificate.
2. If a student successfully completes a state-approved driver education program consisting of classroom and laboratory instruction from another state, the student will present the certificate of completion signed by an administrator of the school specifying the number of instructional hours directly to the customer service representative at the Department of Motor Vehicles.

## **POLICY 6-3.8 LIMITED ENGLISH PROFICIENT STUDENTS**

The Hanover County School Board shall provide programs to improve the education of limited English proficient students by assisting such students to learn English and meet Virginia's academic content and student academic achievement standards. The School Board will annually assess the English proficiency of all students with limited English proficiency.

### **Notification**

Not later than 30 days after the beginning of the school year, the School Board will inform a parent or the parents of a limited English proficient student identified for participation in, or participating in, a program for limited English proficient students of –

- The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction education program;
- The student's level of English proficiency, how that level was assessed, and the status of the student's academic achievement;
- The method of instruction used in the program in which their child is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- How the program in which their child is or will be participating will meet the educational strengths and needs of the student;
- How the program will specifically help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such program;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program of the student; and
- Information pertaining to parental rights that includes written guidance –
  - (a) Detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
  - (b) Assisting the parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the School Division.

For each student who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the School Board shall provide the notice detailed above within 2 weeks of the student being placed in the program.

The information described above will be provided to parents in an understandable and uniform format and, to the extent practicable, in a language the parent can understand.

Students may be accepted and provided programs for students for whom English is a second language if they entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition shall be charged such students if state funding is provided for such program.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 7.1-42, 22.1-5; 20 U.S.C. §§ 6311, 6825 and 7012.

*Recodified: August 2000*

*Amended: September 14, 2004*

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## **POLICY 6-3.9 FAMILY LIFE EDUCATION (FLE)**

### **Generally**

The Hanover County School Board approves the inclusion of family life education (FLE) in the curriculum. Instruction shall be organized and maintained under the FLE Standards of Learning objectives developed by the Virginia Department of Education.

### **Community Involvement Team**

Under procedures approved by the School Board, a community involvement team shall be established. The team may include, but not be limited to, school administrators, teachers, parents, clergy, medical professionals and others in the community.

### **Instructional Materials**

All instructional materials used in family life education (FLE) must be approved by the division superintendent or his designee. No materials relating to FLE may be available for circulation to students through the school libraries or resource and media centers unless the School Board has approved these materials.

### **Separate Sessions**

Portions of classes in the FLE program which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

### **"Opt-out" Procedures**

The division superintendent or his designee shall develop "opt-out" procedures for parents or guardians who do not want their children included in all or part of the FLE program.

### **Disabled Students**

The division superintendent, or his designee, shall develop a plan for including appropriate instruction in family life education in the individualized education plans (IEPs) of disabled students.

### **Annual Review**

The FLE curriculum shall be reviewed annually. Such review shall allow for community input.

### **Right of Parental Review**

A parent or guardian shall have the right to review the family life curriculum, including all supplemental materials used in the program. A summary of the family life program designed to assist the parent in understanding the program and to encourage parental involvement in the instruction of students in family life education shall be prepared and available for review.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-207.1, 22.1-207.2; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10 et seq.; Standards of Learning for Family Life Education, 8 VAC 20-131-170; U.S. Department of Health, Education and Welfare Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education, § 86.34C.

*Recodified: August 2000*

**POLICY 6-3.10 PROGRAM FOR GIFTED STUDENTS; ADVANCED PLACEMENT CLASSES AND SPECIAL PROGRAMS**

**Program for Gifted Students**

To provide acceptable programs for gifted students, the Hanover County School Board must provide educational opportunities appropriate for students with exceptional abilities. The School Board recognizes its responsibility to provide each student with the opportunity to realize his potential. Gifted students require a unique, advanced, and challenging educational program in order to enhance the development of their special abilities. The division shall use multiple criteria for the identification of gifted students as prescribed by the Virginia Board of Education. The School Board shall submit an annual report on its Program of Gifted Education to the Department of Education as prescribed by the Virginia Board of Education.

The School Board seeks to actively promote and develop an appropriately differentiated educational program for gifted students in order to facilitate the fullest development of their potential. The School Board shall establish a local advisory committee for the gifted education program. Annually, the committee shall review the gifted education program, including any revisions to the program. The committee shall also determine the extent to which the program for the previous year was implemented by the school division. The comments and recommendations of the committee shall be provided in writing to the division superintendent and the School Board. The program shall be in compliance with the Code of Virginia and the Virginia Board of Education Regulations.

**Advanced Placement Classes and Special Programs**

Hanover County Public School students and their parents shall be notified of the availability of advanced placement classes, the International Baccalaureate program, and the Academic Year Governor’s School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low income and needy students to take the advanced placement and International Baccalaureate examinations. The division superintendent may promulgate regulations to implement this policy, which shall ensure the provisions of timely and adequate notice to students and their parents.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-253.13:1; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10, et seq; Regulations Governing Educational Services for Gifted Students, 8 VAC 20-40-10, et seq.

*Recodified: August 2000*

**ACCOMPANYING REGULATION**

**REGULATION 6-3.10 PROGRAM FOR GIFTED STUDENTS**

Refer to the Hanover County Plan for Education of the Gifted 2000-2005 for identification, delivery of services, curriculum development, staff development and parent and community involvement information.



### **POLICY 6-3.11 HEALTH/PHYSICAL EDUCATION**

Each Hanover County public school shall organize and maintain a physical and health education program in accordance with Virginia Board of Education regulations and Virginia Board of Health guidelines.

**LEGAL REFERENCE:** Code of Virginia, 1950 as amended, §§ 22.1-207, 22.1-212.1:1; Regulations Governing Physical and Health Education, 8 VAC 20-320-10.

*Recodified: August 2000*

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### **POLICY 6-3.12 KINDERGARTEN PROGRAM**

The Hanover County Public Schools kindergarten program is designed to broaden a child's experiences and to contribute to the child's intellectual, physical, emotional and social development. While many of these experiences shall have direct and beneficial results in the years to follow, the real educational value lies in the experiences themselves. The kindergarten goals are designed primarily to develop the thought process and, secondarily, to build a foundation for the presently needed skills in reading, writing, and mathematics.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-199, 22.1-253.13:1; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10, et seq.

*Recodified: August 2000*

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### **POLICY 6-3.13 PROGRAMS FOR STUDENTS WITH DISABILITIES**

The Hanover County School Board shall establish a program of services for students with disabilities as required by the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and all applicable state and federal law. The program shall include a child find process designed to identify, locate and evaluate those children from birth to 21 inclusive who may have disabilities and may need special education and related services. The School Board shall ensure that a free appropriate public education will be available for all children and youth with disabilities, ages 2 through 21, who are residents of Hanover County.

The School Board shall ensure that students with disabilities and their parents or guardians are guaranteed the appropriate procedural safeguards in the process of identification, evaluation, placement, and provision of an appropriate education program. To the maximum extent appropriate, students with disabilities will be educated with children who are not disabled. Prior to the identification, evaluation, placement, or provision of a free appropriate public education to a disabled student, a full explanation of all procedural safeguards shall be made available to parents.

An Individualized Education Program (IEP) shall be designed and maintained for each child eligible for special education under the Individuals with Disabilities Education Act. The program will be developed in a meeting with the child's teachers, parent(s), the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services and other individuals at the discretion of the parents or school division in accordance with state and federal law. This IEP shall be reviewed at least annually.

The IEP shall be inclusive of areas specified by state and federal statutes and regulations.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-213 through 22.1-221, 22.1-253.13:1 and 13:5; Regulations Governing Programs For Children with Disabilities, 8 VAC 20-80-10, et seq.; Individuals with Disabilities Education Act (1990), 20 U.S.C. Section 1400 et seq.; 34 C.F.R. Parts 300 and 303; et seq.; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101, et seq.

*Recodified: August 2000*

## ACCOMPANYING REGULATION

### REGULATION 6-3.13 PROGRAMS FOR CHILDREN WITH DISABILITIES

The School Board shall ensure compliance with the following requirements for special education and will provide support services and programs to achieve these goals:

1. A free appropriate public education will be available for each child, ages 2 to 21, inclusive, residing in the school division (FAPE).
2. All children, ages 2 to 21, inclusive, residing in the school division who are disabled and need special education and related services are identified, located, evaluated and placed in an appropriate educational program (Child Identification) consistent with applicable law.
3. Children with disabilities and their parents, guardians or surrogates are guaranteed procedural safeguards in the process of identification, evaluation, and educational placements (Procedural Safeguards).
4. To the maximum extent appropriate, children with disabilities will be educated with children who are not disabled (LRE).
5. Confidential records of children with disabilities shall be properly maintained (Confidentiality).
6. Testing and evaluative materials utilized for the purpose of classification and placement of children with disabilities are selected and administered so as not to be racially or culturally discriminatory (Protection in Evaluation Process).
7. An individualized education program for each child with disabilities will be maintained (IEP).
8. Surrogate parents will be appointed, when appropriate, to act as advocates to serve the educational interest of children, ages 2 to 21, inclusive, who are suspected of being or are determined to be disabled (Surrogates).
9. A comprehensive system of personnel development, to include the inservice training of general and special education instructional and support personnel, related to the needs of children with disabilities is provided (CSPD).
10. Program evaluation shall be conducted annually (Program Evaluation).
11. There will be on-going parent or guardian consultation (Parent Involvement).
12. A full educational opportunity goal is provided for all children with disabilities from birth to age 21, inclusive, including appropriate career education, prevocational education, and vocational education (Full Opportunity).

#### Definitions

The term "children with disabilities" includes those children who are mentally retarded, learning disabled, seriously emotionally disturbed, hearing impaired, visually impaired, orthopedically impaired, other health impaired, severely and profoundly handicapped, speech or language impaired, autistic, multihandicapped, or deaf/blind, and who experience other conditions as are from time to time defined as disabled under applicable law, and who, because of these impairments, need special education and related services.

## **POLICY 6-3.14 SUBSTANCE ABUSE EDUCATION**

Each Hanover County Public School student shall receive instruction in substance abuse education in accordance with the guidelines set forth by the Virginia Board of Education, which shall include first aid instruction for substance abuse, at the appropriate levels.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-206; Rules Governing Instruction Concerning Drugs and Substance Abuse, 8 VAC 20-310-10.

*Recodified: August 2000*

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## **POLICY 6-3.15 TECHNOLOGY PROGRAM**

### **HAN (Hanover Academic Network)**

The responsible use of computers and computer networks is a powerful tool in support of the instructional program. Regulation 6-3.15(A) outlines acceptable and prohibited use of the HAN, a wide area network linking the schools, administrative office, and the Internet. As used in this Policy and any accompanying regulations, HAN shall include but not be limited to, hardware, software, software data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, main frames, and personal computers, the Internet, web pages, social media and other internal or external networks.

Regulation 6-3.15(A) establishes the appropriate uses, ethics and protocol for the HAN. The failure of any student, teacher or administrator to follow the terms of this policy, the accompanying regulations, including the Acceptable Use Policy, may result in the loss of HAN privileges, disciplinary action and/or appropriate legal action.

### **Website Privacy**

The Hanover County School Board has adopted an Internet privacy policy, which can be found at <http://hcps2.hanover.k12.va.us/disclaimer.htm>.

### **Legal Requirements**

The School Board protects and maintains its records in accordance with its obligations as defined by applicable Virginia statutes, including, but not limited to, the "Government Data Collection and Dissemination Practices Act," the "Virginia Freedom of Information Act," the "Virginia Public Records Act," and by applicable federal laws.

### **Links to Other Websites**

The Hanover County School Board website may contain links to other public or private entities' websites, whose privacy practices the School Board does not control.

### **Information We Collect**

When you access the Hanover County School Board website, the routing or client information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through the School Board website except when you deliberately decide to send it to the School Board website (for example, by clicking on a link to send the School Board an email). The information you might choose to send the School Board is listed below as "optional information."

*Routing, or client, information:* the Internet domain and Internet address of the computer you are using.

*Essential technical information:* identification of the page or service you are requesting, type of browser and operating system you are using, and the date and time of access.

*Nonessential technical information:* the Internet address of the website from which you linked directly to the School Board website.

*Optional information:* when you send the School Board an e-mail, your name, e-mail address, and the content of your e-mail; when you fill out online forms, all the data you choose to fill in or confirm.

*Cookies:* The Hanover County School Board website does not place any "cookies" on your computer.

### **How the Collected Information is Used**

Routing information is used to route the requested web page to your computer for viewing. The School Board sends the requested web page and the routing information to the School Board Internet service provider or other entities involved in transmitting the requested page to you. The School Board does not control the privacy practices of those entities. Essential and nonessential technical information helps the School Board respond to your request in an appropriate format and helps the School Board plan website improvements.

Optional information enables the School Board to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows the School Board to plan website improvements.

The School Board may keep its information indefinitely, but ordinarily deletes the transaction routing information from its computer within 60 days after the web page is transmitted and does not try to obtain any information to link it to the individuals who browse the website. However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in the School Board's possession to law enforcement agencies. The School Board uses this transaction routing information primarily in a statistical summary type format to assess site content and server performance.

Optional information is retained in accordance with the records retention schedules at the Library of Virginia.

Under the "Virginia Freedom of Information Act," any records in the School Board's possession at the time of a "Freedom of Information Request" might be subject to inspection by, or disclosure to, members of the public. However, all identifiable confidential/personal information will be removed prior to releasing the routing information.

### **Choice to Provide Information**

There is no legal requirement for you to provide any information at the Hanover County School Board website. However, the website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of the website, but may prevent certain features from working. Failure to provide optional information will mean that the particular feature or service associated with that part of the web page will not be available to you.

### **Customer Comments or Review**

If you have questions about this privacy statement or the practices of this website, or if you choose to review or correct any information you previously submitted, please contact the School Board administration at <http://hanover.k12.va.us>.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, 2.2-3803; 42.1-76; 18 U.S.C. §§ 1460, 2256; 47 U.S.C. § 254

*Recodified: August 2000;*

*Amended: April 23, 2001, October 9, 2001, June 19, 2007, August 11, 2015*

## ACCOMPANYING REGULATIONS

REGULATION 6-3.15(A)	HAN - ACCEPTABLE USE POLICY
REGULATION 6-3.15(A.1)	EMPLOYEE EXPECTATIONS REGARDING CONFIDENTIALITY, STUDENT RECORDS, and SOCIAL MEDIA
REGULATION 6-3.15(B)	REGULATIONS FOR STUDENTS ENROLLED IN ON-LINE INSTRUCTION
REGULATION 6-3.15(C)	STUDENT-OWNED ELECTRONIC DEVICE ACCEPTABLE USE

### REGULATION 6-3.15(A) HAN - ACCEPTABLE USE POLICY

This regulation governs the use of the Hanover Academic Network (HAN). The goal of Hanover County Public Schools (HCPS) in providing computer network access is to support instructional programs and administrative operations. In support of this goal, connections to local, regional, and worldwide resources are provided. The HAN is established solely to support the mission of the school division. This regulation provides general guidelines, but does not attempt to address all acceptable or prohibited uses. Questions regarding the appropriateness of a particular activity or use must be directed to the Director of Technology.

#### A. Access to the HAN

1. Access to the HAN is permitted to the extent that available resources allow.
2. The level of access that users have to the HAN is based upon specific employee job requirements or student school related needs.
3. User access to the HAN is provided for administrative, educational, communication, and research purposes consistent with the school division's educational mission and curriculum and instruction goals. General roles and expectations for professional behavior and communication apply to the use of the HAN.

#### B. Acceptable Use

1. Any HAN user's traffic that traverses another network may be subject to the HAN acceptable use policy.
2. Photographs, artwork, writing, or other original works of HAN users may be included in official HCPS Internet documents. The unauthorized disclosure, use, and dissemination of any personal identification information regarding students is prohibited. School personnel are expected to review the school list before using a student image in a publication or in media. Parents and eligible students must annually notify the office of the student's school in writing if they do not want the school division or media to have access to or use of the student's image.
3. Users are to utilize the HAN for school-related purposes and performance of job duties.
4. HAN users are responsible for all activities under the user's account. The School Board is not responsible for any unauthorized charges or fees resulting from access to the HAN.
5. Given the fluid nature of many network resources, staff must evaluate the validity and appropriateness of a particular resource for a given assignment or application.

### C. Prohibited Use

HAN users are responsible for all activities in or from the user's account. Users are prohibited from using the HAN for any purpose other than for student academic assignments or to promote the instructional programs or administrative operations of HCPS. General examples of prohibited HAN uses include, but are not limited to, the following:

**1. *Sharing of Named User Credentials***

To safeguard HAN user accounts, passwords may not be shared, logged-in workstations must be locked when unattended, and access may not be provided to another person by the account owner.

**2. *Use of the HAN for Personal Gain***

Activities such as operating a business, soliciting money, or product advertising are prohibited. Political lobbying also is prohibited.

**3. *Obscenity, Material That Is Harmful to Juveniles and Other Illegal Material***

Any use involving the sending, receiving, viewing, or downloading from the Internet of any illegal material, including material that is obscene, sexually explicit, or sexually suggestive, including "child pornography," as defined in Va. Code §18.2-374.1, and material that is "harmful to juveniles," as defined in Va. Code § 18.2-390, is prohibited.

**4. *Inappropriate Communication***

Any communication that is in violation of generally accepted professional rules of network etiquette and/or professional conduct is prohibited. Examples include harassing, discriminatory or threatening communications or behavior.

**5. *Digital Impersonation***

Use of the HAN to impersonate other individuals in electronic communication such as, but not limited to forging electronic mail is prohibited.

**6. *Hacking***

Any attempt to circumvent security safeguards, guess passwords, or otherwise gain unauthorized access to any system or files is prohibited.

**7. *Hardware***

Tampering with or modifying HCPS wiring, computer hardware, and software is prohibited.

**8. *Downloading***

Downloading or loading software or applications without permission from the Director of Technology is prohibited.

**9. *Reporting Responsibilities***

Concealing information stored on a school computer with the intent to violate this regulation is prohibited. HCPS employees have the responsibility to report promptly any unacceptable use of the HAN to their immediate supervisor or the Director of Technology.

**10. *Compromising Student Personal Identification Information***

The unauthorized disclosure, use or dissemination of student personal identification information is prohibited.

### Violations

HAN Users shall have no expectation of privacy in their accounts. The network is solely the property of the School Board. The School Board retains the right to audit, inspect, and/or monitor the user's internet/intranet access at any time. The online activities of students will be monitored by the School Board. Software has been installed on the HAN to filter or block internet access through such computers to child pornography, obscenity or material that is harmful to or otherwise inappropriate for minors. This technology protection measure will be

enforced during any student's use of the HAN. HAN users who violate any provisions of this Acceptable Use Policy shall be subject to discipline including loss of HAN privileges, appropriate discipline under the *Code of Student Conduct*, and termination of employment, and appropriate legal action; however, all students, educators, and parents have the responsibility to contact the school administrator as they become aware of unacceptable usage. Periodically, Hanover County Public Schools will make decisions on whether specific uses of the HAN are consistent with this Policy. The Hanover County Public Schools shall remain the final authority on use of the network and the issuance of user accounts.

### **Internet Safety Curriculum**

A component on Internet safety for students, which is consistent with guidelines issued by the Virginia Department of Education, shall be integrated in the Division's instructional program.

### **Guidelines for HAN Access and Accounts**

1. Access to the HAN is considered a privilege and is permitted to the extent that resources are available.
2. All Hanover County Public School personnel are eligible for a HAN account.
3. Students in grades 6-12 will have access to the HAN through a classroom account managed by school personnel. Each student may also be granted an individual email account held jointly by the student and parent/guardian.

*Amended: October 9, 2001, June 19, 2007, August 11, 2015*

## **REGULATION 6-3.15(A.1) EMPLOYEE EXPECTATIONS REGARDING CONFIDENTIALITY, STUDENT RECORDS, and SOCIAL MEDIA**

### **A. Confidentiality of Student and Other Records**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Student data may not be stored in any system that is not controlled by Hanover County Public Schools. Additionally, the release of any student education records is governed by the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the privacy of student education records, and Virginia's student records laws.

### **B. Use of Social Networking Sites by Hanover County Public Schools Employees**

#### **1. Generally**

Hanover County Public Schools recognizes the value of student, teacher, parent, and community interaction on social networking sites that are designed for specific educational purposes and directly tied to HCPS curriculum and instruction. Collaboration, resource and information-sharing, and online tutoring, can all be facilitated by the judicious use of educational networking tools and web pages, including Facebook, Twitter, blogs, wikis, and other networking tools.

A certified or licensed employee may communicate through electronic media with current HCPS students for educational purposes. All online communication via the HAN or in which an individual holds him/herself out as a HCPS employee must be consistent with HCPS policies and regulations. Communications

between employees, volunteers, and students must be transparent, accessible to supervisors and parents, and professional in content and tone.

## 2. Establishment of Social Networking Sites for Educational Purposes

A certified or licensed employee may establish one or more social networking sites to be used for educational purposes and communication. Any such site must have a clear statement of purpose and outcomes for the use of the networking tool, and a code of conduct for all site participants. The employee establishing the site shall: apply appropriate security settings, allow only approved participants access, be responsible for the site's content, diligently monitor the site for inappropriate content, and post only information related to the site's purpose that is appropriate for viewing by students, parents and the community at large. Employees are expected to read and understand all terms of service and privacy policies associated with the social networking sites they intend to use.

## 3. Employee Use of Personal Social Networking Sites

Employees shall make student internet safety, including the protection of students' personal information, a priority. HCPS discourages any employee from establishing or maintaining an online social relationship with a currently enrolled HCPS student on his or her personal social networking site(s). For the protection and safety of both employees and students, employees should limit internet contact and communication with students to available school division-approved, work related resources made available through the HAN. In all use of personal social networking sites, employees should:

- Maintain appropriate, professional boundaries, propriety and authority as a classroom teacher, administrator or supervisor;
- Practice online reputation management by considering the personal, professional and social impact of what is posted;
- Establish appropriate privacy settings to limit access to personal information contained on social networking sites;
- Establish social networking relationships with caution and "unfriend" those who post inappropriate material that may be viewed on your social networking site;
- Refrain from inappropriate electronic communications with students;
- Recognize that students may not exercise good judgment and may use social media inappropriately;
- Abstain from posting negative information about students, fellow employees or the school division;
- Avoid uploading inappropriate content, exercise caution when posting links to other internet or social networking sites and consider ad-free sites for hosting videos to eliminate inadvertent access to inappropriate advertising and content.



Factors that may be considered in determining whether an electronic communication between an employee and a student is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing and frequency of the communication;
- Whether there was an attempt to conceal the communication from supervisors and/or parents;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- Whether the communication was sexually explicit; and
- Whether the communication discussed participating in any illegal activity, including the use of controlled substances.

Employees are prohibited from using personal devices to post to social networking sites for personal reasons during contract hours. The HAN shall not be used to access, post to, view, or otherwise use social networking sites for personal reasons.

#### 4. Consequences of Inappropriate Use of Social Media

All employees are expected to know and are responsible for observing federal and state laws as well as the School Board's policies and regulations pertinent to their work activities. Accordingly, employee use of social networking found to be in violation of one or more HCPS policies, regulations or procedures and/or in violation of any applicable state or federal law may result in disciplinary action, up to and including termination.

#### **C. Disclaimers**

1. Employees are encouraged to include a disclaimer within their personal media sites that the views expressed are not those of their employer. For example, "The postings on this site are my own and do not represent Hanover County Public School's positions, strategies, opinions, or policies." This standard disclaimer does not by itself exempt Hanover County Public Schools employees from a special responsibility when blogging.
2. Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate content contributed by students.

#### **D. Copyright and Fair Use**

1. Respect copyright and fair use guidelines.
2. A hyperlink to outside sources is recommended. When using a hyperlink, content should be appropriate and adhere to the Hanover District AUP.

#### **E. Staff Responsibilities to Students**

Employees who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Employees are expected to be familiar with the school division's policies and rules concerning student computer and

internet use and to enforce them. Internet safety instruction is the responsibility of all instructional personnel. Internet safety will be integrated into the instructional curriculum for kindergarten through grade 12.

*Adopted: August 11, 2015*

## **REGULATION 6-3.15(B) REGULATIONS FOR STUDENTS ENROLLED IN ON-LINE INSTRUCTION**

### **Student Conduct**

Students enrolled in on-line courses in Hanover County Public Schools are subject to all policies, regulations, and expectations for student conduct and academic performance as in non on-line courses. Students are expected to use the Hanover Schools' Blackboard areas, including Virtual Classroom, Digital Dropbox, Discussion Board, and E-mail for the intended instructional purposes only and to demonstrate appropriate conduct at all times during the use of these facilities.

Students are expected to follow the Hanover Acceptable Use Policy (6-3.15) and the *Code of Student Conduct* at all times while using the course website. Only assigned students can log into and use their accounts. Because an on-line course is technology driven, anything a student does on-line in the course can be retrieved and printed by the teacher, school, or division-level administration at anytime. Expectations for student behavior include the following:

- use Hanover County Public Schools network only for intended instructional purposes; political, personal, and commercial communications on-line are unacceptable;
- use appropriate language and exhibit proper etiquette while communicating on the system;
- download only course related material;
- visit only appropriate academic sites;
- follow all rules as specified by the teacher;
- make no attempt to destroy network, school hardware or software by releasing viruses, hacking, or using any other destructive methods;
- turn in original work, completed without plagiarism or any act of dishonesty;
- communicate with the teacher and participate in the course as specified in the syllabus for the course.

### **Consequences**

A student who violates the school division's expectations for student behavior in any on-line course will be removed from the course and may be suspended from school for one or more days or up to a year for serious or repeated violations. The school principal will make final recommendations and decisions regarding discipline of students in on-line courses.

### **Student Evaluation & Grade Reporting**

#### *Performance*

Students are expected to maintain a C at all times during the duration of the course. Students who are not maintaining a passing grade at the end of the first unit of instruction in the course syllabus will receive an administrative review to determine their eligibility to continue in the course. Students unable to improve to a passing grade by the end of the next instructional unit will not be allowed to continue in that on-line course. A student removed from an on-line

course must enroll in a non on-line course to maintain his/her enrollment in the required number of classes.

#### *Completing Assignments*

- Students will complete assignments on time. Work turned in late will not be accepted.
- Extenuating circumstances must be pre-approved by administration.
- Students must follow the guidelines for each on-line class in which they are enrolled.

#### *Communication*

- Students must communicate with the teacher as outlined in the course syllabus to fulfill course requirements.
- Students must follow the teacher's guidelines for each on-line class in which they are enrolled.

#### *Participation*

To pass an on-line course students will be expected to follow the teacher's guidelines for each of the following:

- Virtual Classroom
- Discussion Board
- Required class meetings
- Meeting on-line with Instructor
- Communication

#### **Reporting Grades to Parents/Guardians**

On-line courses do not differ in any way from other secondary instructional courses which are offered to students for a Carnegie unit of credit. All Hanover County Public Schools Policies and Regulations related to Reporting to Parents, Examinations, Report Cards, and Grades apply to on-line courses. Students in any on-line course will receive an interim grade and a final grade for each nine-week grading period per the annual grade-reporting schedule for the school division. The school administration will notify parents/guardians of students in on-line courses of scheduled or requested parental conferences and other information relevant to the students' academic standing or conduct.

#### **Technology Requirements**

##### *Connectivity*

Internet Service Provider  
56 kbps Modem

##### *Hardware*

Pentium processor with Win 95 (or later) or Mac OS 8.5 (or later)  
Hard Drive with at least 1 GB available  
Monitor with 16-bit color  
CD 8x (or faster) or DVD  
Keyboard and Mouse  
Sound card and speakers

### *Software*

Internet Explorer 5 (or later) or Netscape 4.61 (or later)  
MS Office 2000  
Instructor may request additional software

*Adopted: July 2, 2003*

### **REGULATION 6-3.15(C) STUDENT-OWNED ELECTRONIC DEVICE ACCEPTABLE USE**

Students in Grades 4 – 12 may bring personally-owned electronic devices (“Device”) to school to be used solely for educational purposes. No student is required to bring a Device to school; nor will a student’s grade be negatively affected by not having a Device. Prior to bringing a Device to school, both the student and his/her parent/guardian must sign and submit a *Student-Owned Electronic Device Acceptable Use* form to the student’s school, which will maintain the form. Students who bring a Device to school are subject to the following requirements and conditions:

1. The Device will be used only for school assignments acceptable to and approved by the teacher and will not be used for other purposes, such as text messaging, social networking, or downloading non-educational material, such as gaming, music, and videos, from the Internet.
2. A student must use the Hanover County Public Schools (HCPS) Guest Internet service provider and filters to access the Internet with his/her Device. Students are prohibited from accessing the Internet using any external Internet service.
3. The Device must only be used at appropriate times, as allowed by the teacher or school administrator. The use of a Device during classroom time must be for educational purposes and not for personal use. Students must turn off and put away a Device when requested by the teacher.
4. The presence or use of a Device must not be a distraction for students.
5. General school rules for behavior and communication apply to the use of Devices. Guidelines found in the *Code of Student Conduct* will be supported as related to Search and Seizure of a Device. A teacher or school administrator may examine Devices and search their contents if there is reason to believe that a student has violated school policies, regulations or rules through the use of a Device. Students are responsible for reporting to a teacher or school administrator any inappropriate material received on the student’s Device.
6. HCPS will not provide technical support to any Device. Students are responsible for maintaining and securing their Devices with virus protection.
7. HCPS will accept no responsibility for lost, stolen or damaged Devices. A Device remains the sole responsibility of the student while it is at school.
8. School administration and teachers will take disciplinary action against any student who violates any HCPS policies and regulations or any state or federal laws while using a Device on the HCPS wireless network, and/or report such violations to appropriate law enforcement authorities.
9. A student should immediately reset his/her password using a school division computer if the student believes his/her password has been compromised.

The following are not allowed when using a Device on HCPS property:

1. Using a Device during class time without teacher consent
2. Using a Device to take photographs or videos without teacher consent
3. Sending text, images, sound or video files on a Device for the purpose of cheating
4. Sending or displaying offensive messages or pictures on a Device
5. Revealing personal information (last name, home address, phone number, etc.) on a Device
6. Using obscene language on a Device
7. Using a Device for commercial purposes, which means using a Device to offer, provide, or purchase products or services via the HCPS network
8. Using a Device to harass, discriminate against, or attack others, or to engage in an illegal act
9. Using a Device to knowingly post false or defamatory information about an individual, business or organization
10. Using a Device to post private information about another individual
11. Using a Device to damage another electronic device, computer system or computer network
12. Using a Device to violate copyright laws
13. Using another individual's password
14. Using a Device to trespass in another individual's folders, work, or files
15. Using a Device to access the HCPS network for any non-educational purpose

*Adopted: August 2, 2012*

**STUDENT-OWNED ELECTRONIC DEVICE ACCEPTABLE USE**

**Parent/Guardian Agreement:**

I authorize my child to bring his/her personal electronic device ("Device") to school with the understanding that it must be used as a tool for school assignments only and that my child must comply with School Board **Regulation 6-3.15(C) Student-Owned Electronic Device Acceptable Use**. I understand that Hanover County Public Schools is not responsible for my child's Device if it is lost, stolen, or damaged. I also understand that my child will be subject to disciplinary consequences for violating **Regulation 6-3.15(C) Student-Owned Electronic Device Acceptable Use** and may lose the privilege of bringing the Device to school.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Electronic device make and model: \_\_\_\_\_

**Student Agreement:**

I agree to follow **Regulation 6-3.15(C) Student-Owned Electronic Device Acceptable Use**. I understand that if I violate this regulation I may receive disciplinary consequences and lose the privilege of bringing my Device to school. I also understand that I am responsible for my Device and the school is not responsible for my Device if it is lost, stolen, or damaged.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **POLICY 6-3.16 VOCATIONAL/TECHNICAL EDUCATION**

The Hanover County School Board shall provide a program of vocational/technical education in order that students may acquire skills, knowledge, attitudes and habits of work necessary for life and success in employment. Occupational vocational/technical programs shall be aligned with industry and professional standard certifications, if applicable. The division superintendent and staff shall plan and shall make recommendations for vocational/technical education in compliance with the Standards of Quality and Virginia Board of Education Regulations.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-208.2:2, 22.1-209, 22.1-209.01, 22.1-227 through 22.1-237, 22.1-253.13:1; Vocational Education Regulations, 8 VAC 20-120-10.

*Recodified: August 2000*

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## **POLICY 6-3.17 REMEDIAL INSTRUCTION PROGRAM**

The Hanover County School Board shall provide remedial programs that supplement the regular classroom programs, will serve to strengthen students in need of remediation, and are consistent with applicable law. Specifically, the School Board shall review and report on the remedial program as from time-to-time is required by the Virginia General Assembly and the Virginia Department of Education. These programs are contingent on annual appropriations.

### **Literacy and Standards of Learning Assessment Tests**

The School Board shall implement programs of prevention, intervention or remediation for students who are educationally at risk, including those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit shall be required to attend a remediation program or participate in another form of remediation. Such remediation program or other form of remediation shall be chosen by the school division to be appropriate to the academic needs of the student. Students who are required to attend such summer school programs or to participate in another form of remediation shall not be charged tuition.

The requirement for remediation may, however, be satisfied by the student's attendance in a program of prevention, intervention or remediation which has been selected by the parent, in consultation with the division superintendent or his designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private school remediation program or other special remediation program shall be borne by the student's parent.

### **Instruction**

In designing the division remediation programs required by the Standards of Quality, the School Board shall annually evaluate and modify, as appropriate, the remediation plan based on an analysis of the percentage of students meeting their remediation goals and consideration of the pass rate on the Standards of Learning assessments. The program shall include, when appropriate, a procedure for early identification of students who are at-risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit required for the student's graduation. Such students shall be provided appropriate remediation activities.

## **Summer School**

### Generally

Hanover County Public Schools summer programs shall be administered under the direction of the division superintendent or his designee. Summer schools shall be designed to enrich the education of students and to permit students to earn credits needed for graduation or promotion. The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term and shall meet Virginia Board of Education requirements for an accredited summer school. Students must meet the requirements for Standards of Learning testing if appropriate.

Credit for repeated work will be granted on the same basis as that for new work. A student may receive a unit credit for a course only once. With approval of the principal, students may be allowed to enroll in two repeat subjects to be completed in not less than 75 clock hours of instruction per unit of credit.

### Eligibility

The division superintendent may require students who are educationally at-risk to take special programs of prevention, intervention, or remediation in summer school if the division superintendent determines that remediation of the student's poor academic performance, performance on the Standards of Learning assessments in grades three through eight, or promotion necessitate the student's attendance in summer school.

Any student who passes one or more, but not all, of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend summer school. Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit shall be required to attend a summer school or to participate in another form of remediation.

The requirement for remediation may, however, be satisfied by the student's attendance in a program of prevention, intervention or remediation which has been selected by his parent and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private school remediation program shall be borne by the student's parent.

Summer school instruction which is provided as part of a remedial program shall be designed to improve specific identified student deficiencies.

### Fees

Summer school programs shall be financed by fees as approved by the School Board. Students required to attend a division summer school shall not be charged tuition.

### **Compulsory Attendance**

The division superintendent may seek immediate compliance with the compulsory school attendance law as set forth in Va. Code § 22.1-254 after a reasonable effort to seek the student's attendance in the summer school program has failed, including direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, when:

- a student is required to take a special program of prevention, intervention, or remediation in a public summer school; and,
- the superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through eight, or promotion is related directly to the student's attendance in the summer school program.



## Reporting

School divisions must report to the Board of Education the number of students who successfully complete the objectives of remedial programs which they attended due to their performance on the Standards of Learning assessments.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-199.2, 22.1-211, 22.1-212, 22.1-253.13:1, 22.1-253.13:2, 22.1-253.13:4, 22.1-254, 22.1-254.01; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, 8 VAC 20-630-40, 8 VAC 20-630-50.

*Recodified: August 2000*

*Amended: July 16, 2003, August 4, 2009*

### ACCOMPANYING REGULATION

#### REGULATION 6-3.17 SUMMER SCHOOL

##### Elementary

In elementary schools, the Hanover County Public Schools summer school program shall be offered for remedial and enrichment purposes.

##### Secondary

The operation of the secondary summer school programs for middle school students and high school students (grades 6-12) shall comply with Virginia Department of Education regulations, some of which are set forth below:

1. Summer school programs shall be designed to afford students the opportunity to take repeat courses to meet deficiencies, to enroll in required courses for advancement, and to enroll in elective courses for enrichment.
2. Summer school shall be administered by regular school authorities and shall be supervised by the principal of the secondary school sponsoring the summer session or by a qualified staff member approved by the principal and the division superintendent.
3. The minimum qualifications of the teachers in a summer school shall be the same in all respects as those required for the regular session; other pertinent requirements of the Virginia Board of Education for an accredited secondary school also shall be met.
4. The library facilities available during the regular sessions shall be available for the summer school session; if science is offered, the laboratory facilities shall also be available.
5. The summer school program shall be designed to meet the needs of the students served by that particular summer school.
6. Courses which students are studying for the first time shall be structured to require completion of all course requirements normally taught over a minimum of 150 clock hours of classroom instruction per unit of credit.

*Amended May 9, 2001*

### **POLICY 6-3.18 HOMEBOUND INSTRUCTION**

The Hanover County School Board shall maintain a program of homebound instruction for students who are confined for periods that would prevent normal school attendance based upon certification of need by a licensed physician or licensed clinical psychologist.

Upon request of the student's parent or guardian, and provided such request is recommended by a physician or licensed clinical psychologist, the School Board shall furnish a teacher to instruct the student at home. Any credits earned shall be considered a part of the student's regular school work and recorded as such on the cumulative record. Credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold a Virginia certificate or another appropriately licensed professional employed by the School Board.

Applicants for homebound instruction shall be approved by the division superintendent or his designee. Medical forms must be maintained on file. During such period of instruction the student shall be carried on the school register as present.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-78; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, et seq., "Off-Site Instruction", 8 VAC 20-131-180 (A).

*Recodified: August 2000*

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### **POLICY 6-3.19 SCHOOL WELLNESS**

The Hanover County School Board acknowledges the link between student health and learning and is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. In furtherance of the commitment to school wellness, the division superintendent or their designee shall:

1. Promote programs in the area of nutrition education, physical activity, student health, and other school-based activities that encourage student wellness;
2. Provide assurance that nutrition guidelines and regulations for Federal programs are being followed, as they apply to meals and snacks provided for or purchased by students during the school day;
3. Establish and maintain an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives; and
4. Coordinate the wellness policy with other aspects of school management.

**LEGAL REFERENCES:** Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.; Pub Law 108-265 §204.

*Adopted: July 10, 2006*

*Amended: August 11, 2015*

## ACCOMPANYING REGULATION

### REGULATION 6-3.19 SCHOOL WELLNESS

#### **Student Wellness - Generally**

##### *Purpose*

The purpose of this regulation is to provide Hanover County Public Schools (HCPS) the necessary structure to implement and document the division standards as they relate to wellness during the regularly scheduled school day. Through the use of a Coordinated School Health team at each school and the Student Health Advisory Board, the school community shall work collaboratively to insure that wellness policy rules and regulations are consistent with division educational and budgetary goals and that they are designed to optimize the health and well-being of students.

#### **Student Wellness – Health Services**

##### *Student Health Assessment*

Vision and hearing screening will be completed in grades K, 3, 7, and 10 per Code of Virginia §22.1-214 and Code of Virginia §22.1-273. Screening may also include BMI (Body Mass Index), height, weight, and dental. These screenings are conducted by the Health Services department and school nurses.

##### *Health and Nutrition Promotion*

School nurses support division activities to promote healthier eating, exercise and overall well being of students. (i.e., health fairs, PTA activities and staff workshops.) Information and assistance for students and guardians is available in coordination with the food services department dietitian and school nurses.

#### **Student Wellness – Food Services**

##### *School Meal Programs*

The division offers a school meals program in the elementary and middle schools which follows the meal patterns, nutritional standards, and guidelines of the National School Breakfast and Lunch Programs as established by the U.S. Department of Agriculture and the Virginia Department of Education, Office of School Nutrition Programs. These programs are accessible to all students and the community is made aware of the benefits for reduced price and free meals for students who meet the qualifications for assistance.

At the high school level, the food services department operates an a la carte based program that offers a wide variety of foods and beverages that meet the varied nutritional needs and eating habits of teenagers. A meal credit program is available for high school students who meet the qualifications for assistance for the locally operated program.

Schools offer nutritious food choices that are consistent with the federal government's current Dietary Guidelines for Americans, emphasizing variety, affordability, and age-appropriate portion sizes.

Menu, pricing, and promotional strategies encourage student consumption of healthier foods and beverages at all school levels, featuring fruits, vegetables, whole grains, low-fat dairy products, lower sodium foods, and lower sugar beverages. Menus are planned with input from

students, family members, staff, and other school personnel. Menu planning and nutritional analysis by the food services department registered dietitian helps to insure that the nutritional standards are being met.

#### *A la Carte and Competitive Foods*

A la carte snack and beverage items offered in the schools participating in the National School Breakfast and Lunch programs follow the Smart Snacks in Schools nutrition standards as part of the Federal meals program implementation. These standards aim to improve student health, increase the consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A reminder about the Smart Snacks in Schools standards will be disseminated to school administrators each year for their reference in working with their teachers, staff and parents in planning activities and fundraisers.

The sale of competitive foods to students by outside sources, and the use of school vending machines by students during the school day at elementary and middle schools is prohibited and is monitored by the department and by school administrators.

Vending machines for use by students at the high school level and in the staff lounges at the elementary and middle school level are provided by the school administration and are operational during the school day for those consumers. The offerings in the machines are designed to include as many healthy offerings as possible as they are provided by the company responsible for stocking the machines.

#### *Food Preparation and Service*

School food service personnel use products and food preparation techniques that aim to maximize nutrient density and reduce the fat, sodium, and sugar content in meal offerings. School food service personnel and school administrators collaborate in setting breakfast and lunch service schedules to ensure that students have adequate time to eat and enjoy meals.

#### *Food Service Nutrition Education and Marketing*

The food services department communicates nutrition and wellness information to families via messages on menus, school newsletters, cafeteria signs and posters, and through the division website. The department participates in community health fairs, PTA activities, classroom presentations, and staff workshops to support nutrition education and wellness efforts.

### **Student Wellness – Physical Activity and Classroom Nutrition Education**

#### *Physical Activity during the School Day*

All students K-10 are given opportunities for physical activity during the school day through recess periods and physical education classes. Elementary students, on average, have at least 30 minutes a day of recess.

#### *Physical Education Lessons*

Physical education (P.E.) teachers follow the physical education Standards of Learning for health and physical education. The standards are intended to provide students with the necessary knowledge, processes, and skills to become physically educated, physically fit, and make healthy choices for a lifetime. Physical education instruction is provided by a certified

physical education teacher. The school division participates in the Virginia Wellness-Related Fitness Testing Program for grades 4-10.

#### *Creating a Positive Environment for Physical Activity*

Teachers are encouraged to find ways to integrate periodic opportunities for physical activity breaks during and between classroom time to help with student attentiveness, and to find ways to incorporate movement into classroom lessons to limit sedentary behavior during the school day.

#### *Classroom Health Education*

Health and P.E. teachers follow the health education Standards of Learning which helps students understand how to achieve and maintain good health for a lifetime.

#### **Student Wellness – Other School Based Initiatives and Activities**

Faculty, staff and parents are encouraged to serve as role models in promoting health and wellness in the school environment.

#### *Classroom Activities and Celebrations -During the Regular Instructional Day*

School Board Policy 7-4.6 and the accompanying regulations governing the number and timing of parties should be followed when planning classroom celebrations. Given the risk associated with food allergies and other health concerns, food items shall not be used as rewards or incentives in the classroom. In addition, during the regular instructional day no food may be brought to school which is intended to be shared with other students. No trading of food or sharing of utensils will be allowed due to unknown food allergies. Planning celebrations that revolve around crafts, games, and other activities that do not involve food is encouraged. The practice of non-food celebrations allows more students to participate in classroom celebrations. This regulation does not include food items that are part of the instructional process or part of school-sponsored activities which are planned in advance.

#### *School Stores and Fundraisers*

At the elementary and middle school level, any foods sold through a school sponsored store, club, or fundraising activity need to adhere to the Smart Snacks in Schools nutritional guidelines. This applies to activities on all areas of the property/school campus under the jurisdiction of the school that are accessible to students during the school day, which is defined as the period from the midnight before to 30 minutes after the end of the official school day.

High schools are encouraged to limit the number of food based fundraisers during the school day. School clubs, honor societies, and other groups associated with the high schools are encouraged to consider fundraisers that support the goals of the HCPS wellness policy for the majority of their fundraising initiatives. Consideration of non-food based fundraisers should be given top priority.

*Adopted: August 20, 2007*

*Amended: August 11, 2015*