ARTICLE I: GENERAL ADMINISTRATION

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POLICY 7-1.1 SCHOOL BOARD AUTHORITY TO REGULATE STUDENTS

Virginia and federal law give the Hanover County School Board the power to make reasonable rules for the (1) governance of the schools, (2) management of the Board's business, and (3) supervision of the schools, including the regulation of student conduct while students are on school property, attending or participating in school activities and going to and returning from school.

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

Recodified August 2000

POLICY 7-1.2 EQUAL EDUCATIONAL OPPORTUNITIES

The Hanover County Public Schools' educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, or on any other basis prohibited by law. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct, including acts of harassment and bullying.

In furtherance of this Policy, the School Board shall: (i) provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons; (ii) provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons; (iii) not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or vocational programs; and (iv) not discriminate against qualified disabled persons in the provision of health, welfare or social services.

Sexual Harassment

It is the policy of the School Board to maintain a working and learning environment for all of its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. No employee or student, male or female, shall harass another employee or student, male or female, by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student, (2) such conduct creates an intimidating, hostile, or offensive working or learning environment, or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs. As used elsewhere in this policy, the term "harassment" specifically includes sexual harassment unless the context implies otherwise.

Student Complaints Regarding Discrimination

The division superintendent shall implement procedures for resolving complaints arising from alleged violations of Title IX of the Education Amendments of 1972, as amended, the Americans with Disabilities Act, and § 504 of the Rehabilitation Act of 1973.

The division superintendent shall designate at least one employee to coordinate the efforts of the school division to comply with and carry out its responsibilities for implementing the law, including investigation of any complaint of alleged noncompliance with the law or accompanying regulations. The school division shall notify students, parents of students and employees of the name, office address and telephone number of the Title IX compliance officer and the Section 504 compliance officer through the permanent, prominent display of posters prepared for this purpose, as well as any other appropriate communication channels, such as school handbooks and other school division publications.

The School Board shall implement specific and continuing steps to notify students and parents that it does not discriminate on the basis of gender in educational programs and activities and that it is required by Title IX not

to discriminate. The School Board shall implement specific and continuing steps to notify students and parents that it does not discriminate on the basis of disability in educational programs and activities.

Complaint Procedure

Any employee or student who believes that he or she has been subjected to discrimination, harassment, including sexual harassment, or bullying should file a complaint of the alleged act immediately with the appropriate compliance officer. The reporting party should use the form attached to this Policy as Regulation 7-1.2(A). If the complaint is against the compliance officer, the complaint shall be filed with the division superintendent. If the complaint is against the division superintendent, the complaint shall be filed with the chairman of the School Board. The compliance officer shall request that the complaint be in writing. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved and the dates of any specific incidents.

Investigation

Complaints should be processed pursuant to this Policy and the accompanying regulations. However, nothing in this Policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination, harassment, or bullying as authorized by applicable law.

The compliance officer, with the assistance of other appropriate school division administrators, shall immediately undertake a thorough investigation of all reported incidents to determine the nature and extent of any alleged discrimination, harassment, or bullying. The investigation shall be completed as soon as practicable, but not later than 14 calendar days after receipt of the report. The investigating administrators will observe and preserve the confidentiality of the reporting party provided it does not interfere with the investigation or with the ability to take corrective action.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of bullying, harassment, or discrimination regardless of the outcome of that investigation. Any employee or student with knowledge of the occurrence of bullying, harassment, or discrimination should notify the compliance officer, or the division superintendent or School Board chairman if the student or employee, for any reason, does not wish to report such an occurrence to the compliance officer.

Any administrator, teacher or other employee or student who is determined after appropriate investigation to have engaged in sexual harassment of another employee or student, or to have engaged in other prohibited behavior toward another employee or student, will be subject to disciplinary action appropriate to the offense, from a warning up to and including expulsion or discharge.

False charges of sexual harassment or other prohibited behavior shall be treated as a serious offense and those persons making false charges shall be subject to disciplinary action.

Retaliation against anyone reporting or thought to have reported sexual harassment, or other prohibited behaviors, is prohibited. Any individual filing a complaint of discriminatory behavior, including harassment and bullying, is assured that he or she will be free from any retaliation from filing such a complaint. Retaliators will be subject to discipline up to and including expulsion or discharge. Retaliation shall be considered a serious violation of this Policy and shall be independent of whether a charge or informal complaint of discriminatory behavior is substantiated. Encouraging others to retaliate also violates this Policy.

LEGAL REFERENCE: Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 (P.L. 92-318), as amended (P.L. 93-568 and P.L. 94-482); 34 C.F.R. §§ 100.6-100.11; 34 C.F.R. 101.1-101.131, 34 C.F.R. 106.1-106.7; 45 C.F.R., Parts 81, 86; Americans with Disabilities Act, 1990; § 504 of the Rehabilitation Act of 1973.

Recodified August 2000
Amended: August 11, 2015

ACCOMPANYING REGULATIONS

REGULATION 7-1.2(A) REPORT OF DISCRIMINATION, BULLYING OR HARASSMENT
REGULATION 7-1.2(B) GRIEVANCE PROCEDURE FOR DISCRIMINATION ON THE BASIS OF GENDER, HANDICAP OR DISABILITY

REGULATION 7-1.2(A): REPORT OF DISCRIMINATION, BULLYING OR HARASSMENT

Name of Complainant: _____

Student's School and Class: _____

Address and Phone Number: _____

Date(s) of alleged discrimination, bullying or harassment: _____

Name of person(s) you believe discriminated against, bullied, or harassed you or others:

_____

Please describe in detail the incident(s) of alleged discrimination, bullying, or harassment, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

_____ _____

Signature of Complainant **Date**

Complaint Received By:

_____ _____

Compliance Officer **Date**

Amended: August 11, 2015

REGULATION 7-1.2(B): GRIEVANCE PROCEDURE FOR DISCRIMINATION ON THE BASIS OF *GENDER*, HANDICAP OR DISABILITY

Application

Students enrolled in Hanover County Public Schools may seek resolution of grievances resulting from alleged discrimination on the basis of gender, handicap or disability in accordance with this regulation.

Procedures

1. The complainant shall file a written complaint with the Title IX or Section 504 Coordinator not later than 30 days from the date of the alleged discrimination. The coordinator or his representative will attempt to adjust the grievance and will notify the complainant within 10 days of the filing of the written complaint. The coordinator will meet with the complainant within the 10-day period if the complainant requests such a meeting in his complaint.

2. If the Title IX or Section 504 Coordinator does not resolve the grievance to the complainant's satisfaction within the specified time period, the complainant may file a written complaint with the division superintendent within 5 days of receipt of the coordinator's decision (or the due date thereof). The division superintendent shall notify the complainant of his decision within 10 days of the date the complainant filed the complaint with the division superintendent. The division superintendent or his designee will meet with the complainant within the 10-day period if the complainant requests such a meeting in his complaint filed with the division superintendent.

3. If the division superintendent does not resolve the grievance to the complainant's satisfaction within the specified time period, the complainant may file a written complaint with the School Board within 5 days of the receipt of the division superintendent's decision (or the due date thereof). The complainant may request a hearing by the School Board, which request must be filed with the complaint. A hearing will be conducted as described in paragraph 4 below. The School Board shall consider the grievance within 30 days of the date the complainant filed the complaint with the School Board. The School Board shall give the complainant at least 15 days written notice of the date, place and time of its consideration of the grievance. The School Board shall notify the complainant in writing of its decision within 30 days of its consideration of the complaint.

4. If the complainant requests a hearing before the School Board, the following procedure shall be followed:

    a. The complainant, and the division superintendent acting in the capacity of respondent, may be represented by legal counsel or other representatives.
    b. All parties must, before the hearing date, exchange any written materials to be used during the hearing with each other and provide copies to the School Board. Such materials must be distributed within 3 business days before the hearing, or at such later time as the materials first become available to the party using them.
    c. Each party may make an opening statement and present all material and relevant evidence, including the testimony of witnesses.
    d. The School Board may question witnesses.

e. A stenographic or tape recording of the hearing shall be taken unless dispensed with by agreement of all parties. All parties shall share the cost of the recording equally; a party who requests a transcript shall bear the cost of its preparation.

Miscellaneous

1. A document required to be filed under this regulation shall be deemed filed, and any notice required to be given under this regulation shall be deemed given, when personally delivered to the appropriate person or entity, or when sent by certified mail, return receipt requested.
2. The complaint and all actions taken in response to the complaint shall be kept confidential by those acting on behalf of the school division.
3. If any person with whom the complainant is required to file a complaint is the complainant or the source of the complaint, or if there is a conflict of interest, the complainant is not required to file the complaint with that person but may proceed with the next step in the procedure.
4. All complaints filed in accordance with this regulation shall be prepared on a standard form supplied by the Title IX or Section 504 Coordinator, attached as Regulation 7-1.2 (A).
5. Any action permitted to be taken by the complainant may be taken by the complainant's representative.

Amended: August 11, 2015

POLICY 7-1.3 STUDENT INVOLVEMENT

The Hanover County School Board recognizes the student body as a significant part of the community and the decision-making process. Student input is important in the data collection process. On relevant issues, the School Board and the division superintendent will seek and consider students' views.

LEGAL REFERENCE: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79(2), 22.1-253.13:6, 22.1-253.13:7(D)(4); Regulations Establishing Standards for Accrediting Public Schools in Virginia, Part III (3.1-1), 8 VAC 20-130-10.

Recodified August 2000

POLICY 7-1.4 STUDENT RECORDS

The Hanover County School Board shall maintain accurate and complete individual, permanent and cumulative records for every student enrolled in public schools. These records shall include cumulative and confidential information and shall be the student's official school record. Such records, identified as "education records" in Title 20, § 1232(g) of the United States Code and in Chapter 14 of Title 22.1 of the Code of Virginia, 1950, as amended, shall be maintained in compliance with all Federal and State law.

The superintendent or his designee(s) shall be responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability, at the request of the parents. The superintendent shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification to parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of the Hanover County Public Schools' written policy and procedure on the management of the education records and their location. The superintendent or his/her designee shall be present for interpretation and explanation of student records when all parties have access to those records with the exception of designated

professional personnel within the school division. The superintendent shall provide for the periodic evaluation of records by the professional personnel and the removal of data no longer educationally useful. Parent(s) of students and eligible students shall be informed prior to destruction of records and provided a copy if desired.

Hanover County Public Schools shall provide a copy of this Policy on request to a parent or eligible student.

Definitions

As used in this Policy, the following definitions apply:

Student - any person who attends or has attended a school in the school division.

Eligible student - a student or former student who has reached age 18, is emancipated under Virginia law, or has complied with compulsory attendance requirements as set forth in the Code of Virginia, 1950, as amended.

Parent - either natural parent of a student, a guardian, an individual acting as a parent or guardian in the absence of the student's parent or guardian, or other person in the Commonwealth having control or charge of any child of school age as defined in the Code of Virginia, 1950, as amended.

Education records - any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by Hanover County Public Schools or an agent of the school division which is directly related to a student, *except*:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.
2. Records created and maintained for law enforcement purposes by the Hanover County Public Schools law enforcement unit, if any. A law enforcement unit is an individual, department or office of the school division that is authorized to enforce any state or federal law, report enforcement matters to appropriate authorities or maintain the physical security and safety of the school division.
3. An employment record which is used only in relation to a student's employment by Hanover County Public Schools.
4. Alumni records which contain information about a student after he is no longer in attendance in Hanover County Public Schools and which do not relate to the person as a student.

Education records include:

1. Court notice of adjudication as provided in § 16.1-305.1 of the Code of Virginia, 1950, as amended, if disciplinary action against a student is based upon an incident which formed the basis for the adjudication or conviction. Any notice of disposition shall not be retained after the student has been awarded a diploma or certificate.
2. Disciplinary record of action taken based on notice of adjudication as specified in number 1.
3. Any disciplinary action taken against a student for violation of school rules or policies occurring on school property or at school-sponsored events and information concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

   If disciplinary action is taken by the school division in regard to the incident upon which the adjudication or conviction was based, notice shall be provided to the parent or guardian in accordance with state law. With the consent of the parent or guardian, or in compliance with a court order, the school must also notify the court of the disciplinary action. If the school division does not take disciplinary action, every notice of adjudication or conviction received by the division superintendent, and information contained in the notice, shall be maintained by the division superintendent, and by any others to whom he disseminates it as permitted by law, separately from all other records concerning the student.

Dissemination of Information about Court Proceedings

Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in § 16.1-260(G) of the Code of Virginia, contained in a notice received pursuant to § 16.1-305.1 of the Code of Virginia, 1950, as amended, to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

Petitions

The superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Code of Virginia § 16.1-260 except as follows:

1. If the juvenile is not enrolled as a student in a public school in the division to which the notice was given, the division superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed and may forward the notice of petition to the superintendent of the division in which the juvenile is enrolled, if known.

2. Prior to receipt of the notice of disposition, the division superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the division superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students or school personnel within the division.
3. After the student has been taken into custody, whether or not the student has been released, the principal may further disseminate the information only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety, appropriate educational placement or other educational services.

Annual Notification

Parents will be notified of their rights under the Family Educational Rights and Privacy Act (FERPA) annually by publication in their child's student handbook published and distributed to students during the first week of each academic year.

The school division shall notify, at least annually, the parents of students in attendance (including those parents identified as having a primary or home language other than English) and eligible students in attendance (students who have reached age 18) by such means as are reasonably likely to inform them of their rights as follows:

1. the types and location of education records and information maintained therein;
2. the title and address of the school official responsible for the maintenance of education records, the parties to whom data may be disclosed, and the purpose for disclosure;
3. policies and procedures for reviewing and expunging education records;
4. policies and procedures for disclosure of data from education records;
5. the rights of parents and eligible students to review and challenge the content of education records and to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with 20 U.S.C. 1232g;
6. the fee as established in this Policy to the parent or eligible student for reproducing copies of education records;
7. the data designated in this Policy as directory information;
8. the right of parents and eligible students to obtain, upon request, a copy of the school division's written policies and procedures on the management of the education records and the location of these records; and,

9. that it forwards scholastic records upon the request for the transfer of such records from another school division without providing written notice of the transfer to the parent, guardian, or other person having control or charge of the subject student, or to a student who is eighteen years old or older.

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the education records relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record. Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parents or eligible students of the time and place where the records may be inspected. Access must be given no later than 5 days from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

When disciplinary action is taken by the school division in regard to an incident upon which an adjudication of delinquency or a conviction of acts specified in § 16.1-305.1 of the Code of Virginia, 1950, as amended, has been made, the parent or guardian must be notified of the action, the reasons therefore and his right to review and to request amendment of the student's education records. Every notice of adjudication or conviction received by the division superintendent and information in the notice which is not a disciplinary record, shall be maintained by the division superintendent and other school personnel separately from all other records concerning such student unless the school division takes disciplinary action based on an incident which was the basis for the adjudication or conviction.

Refusal To Provide Copies

Although the Hanover County Public Schools cannot deny parents access to their children's education records, the school division will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

Fees for Copies of Records

The fee for copies will be .25 per page. The actual cost of copying time and postage will be charged. Hanover County Public Schools shall not charge for search and retrieval of the records. Hanover County Public Schools shall not charge a fee for copying an Individualized Education Program (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

Types, Locations, And Custodians of Education Records

Hanover County Public Schools shall provide parents, on request, a list of the types and locations of education records collected, maintained, or used by the school division.

Disclosure of Education Records

When parental consent is required in order to release a student's records and the parent refuses to give such consent, the division shall use informal means to secure the consent. If the parent continues to refuse to consent, the school division shall provide written notification to the person/agency requesting the information that parental consent is required and has been refused. If the school division wishes to disclose the information and has been

unable to secure the necessary consent through informal means, the school division may use more formal measures, as appropriate, to effect release of information.

Hanover County Public Schools shall disclose information from a student's education records only with the written consent of the parent or eligible student, *except:*

1. To school officials who have a legitimate educational interest in the records.

   A school official is:

   a. A person employed by the School Board as an administrator, supervisor, instructor, or support staff member.
   b. A person appointed or elected to the School Board.
   c. A person employed by or under contract with the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
   d. A person who is a teacher or school official, including teachers and school officials in other schools, who have legitimate educational interests in the student.

   A school official has a “legitimate educational interest” if the official is:

   a. Performing a task that is specified in his position description or by a contract agreement.
   b. Performing a task related to a student’s education.
   c. Performing a task related to the discipline of a student.
   d. Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. Hanover County Public Schools shall provide written notice of the transfer including the identity of the requester to the parent, guardian or other person having control or charge of the student or to a student who is 18 years of age or older within five days of the date on which the record was transferred. This notice requirement applies to the transfer of records to education programs in jails and detention centers.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.

6. To organizations conducting certain studies for or on behalf of the school division.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.

10. To appropriate parties in a health or safety emergency.

11. Directory information so designated by the school division.

Military Recruiters and Institutions of Higher Learning

Hanover County Public Schools will provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. The school division will notify parents of the option to make a request and will comply with any request.

The school division will provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Record of Requests for Disclosure

Hanover County Public Schools shall maintain a record, kept with the education records of each student, indicating all individuals, agencies, or organizations which request or obtain access to a student's education records, except those who receive records with consent. The record will indicate the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of requests for disclosure stated above do not apply to requests made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any Federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

Directory Information

Hanover County Public Schools shall notify parents and eligible students at the beginning of each school year what information, if any, the school division has designated as directory information, the right to refuse to let the school division designate any or all of such information as directory information and the period of time to refuse, in writing, the directory information designation, in accordance with FERPA.

Directory information may include the name, gender, address, telephone listing, date and place of birth, the student's major field of study, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, degrees or awards received and photographs.

Correction of Education Records

Parents or eligible students shall be notified of their right to challenge the content of student records and to ask to have records corrected (including expungement) that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must request in writing that Hanover County Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.

2. Hanover County Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3. Upon request, the school division shall arrange for a hearing and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.

4. The parent may be accompanied and represented by one or more individuals/attorneys.

5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.

6. Hanover County Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision.

7. If Hanover County Public Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the student's official record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education record as long as the contested portion is maintained.

8. If Hanover County Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.

9. Hanover County Public Schools shall notify the parent and eligible student of their right to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with federal law.

Confidentiality of HIV And Drug And Alcohol Treatment Records

The school division shall comply with the confidentiality requirements of § 32.1-36.1 of the Code of Virginia, 1950, as amended, providing for the confidentiality of records related to any test for human immunodeficiency virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state law.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-287, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-289, 23-2.1, 32.1-36.1; Special Education Program Standards; 8 VAC 20-570-10; Regulations Governing Management of the Student's Scholastic Record, 8 VAC 20-80-10, et seq., 8 VAC 20-150-10; 18 U.S.C. §§ 2331, 2332b; 20 U.S.C. §§ 1232(g); 20 U.S.C. § 1400, et seq.; 20 U.S.C. § 7908.; 42 U.S.C. § 290dd-2; 34 C.F.R. Part 99; 34 C.F.R. § 300 et seq.; Education Division General Administrative Regulations (EDGAR) 34 C.F.R. § 75.734; Virginia Superintendent's Memoranda No. 12, June 17, 1994 and No. 6, April 8, 1994.

Recodified August 2000
Amended: July 16, 2003, August 4, 2009

ACCOMPANYING REGULATIONS:

REGULATION 7-1.4:(A) STUDENT RECORDS
REGULATION 7-1.4 (B): ACCESS AND DISCLOSURE OF STUDENT RECORDS TO OTHER AGENCIES
REGULATION 7-1.4 (C): RECORDS MANAGEMENT

REGULATION 7-1.4 (A): STUDENT RECORDS

Transfer of Student Records

A school responding to a request for the transfer of the scholastic records from another school division need not provide written notice of the transfer of the record, including the identity of the requester, to the parent, guardian or other person having control or charge of the student, or to a student who is eighteen years of age or older, if the school has previously included in its annual notice a statement that it forwards such records to such requesting school divisions.

All personnel authorized access to student records shall be informed of these regulations. Strict adherence shall be a condition of employment by the Hanover County School Board.

Definitions

Student Records

The scholastic record shall be limited to data needed by the school to assist the student in his personal, social, educational, and vocational development and placement and be maintained in accordance with Regulations Governing Management of the Student's Scholastic Record in the Public Schools of Virginia.

Federal and state laws/regulations require the maintenance of confidentiality with reference to certain items in scholastic records. Virginia has elected to identify confidential information and file all cumulative data as follows: An Education Record shall be developed for every student including information regarding differentiated programs and/or special services, such as gifted, disabled, disciplinary information and court disposition records, etc.

Individual Notification

All parents and students shall be informed of their rights relative to the student's scholastic record. Parents and eligible students shall have an opportunity for a hearing before the principal to challenge the content of their child's records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction or deletion of inaccurate, misleading, or inappropriate information therein and for the insertion of a written explanation of the parents respecting the content of the records.

All agencies of the Hanover Central Agency Referral Services shall receive annually copies of policies and regulations relating to management of student records.

Directory Information

The categories below are directory information and may be disclosed by the school if the parent has not filed a non-disclosure request. Parents have fifteen (15) administrative working days from the receipt of annual written and public notice to notify Hanover County Public Schools in writing that any part of or all of said directory information about their child shall not be released without prior consent. Directory information consists of 1) name of student in attendance or no longer in attendance including a student's age, gender, and date(s) of attendance; 2) participation in officially recognized activities and sports including a student's academic field of study; 3) height and weight, if member of athletic team; 4) awards and honors or degrees received by a student; 5) yearbook photographs; 6) the name, address, and telephone number of students may be released to military recruiters as permitted by law; 7) the name, address, and telephone number of students may be released to institutions of higher learning as permitted by law, and 8) names, addresses and honors received may be released to members of the Virginia General Assembly on request for the purposes of congratulatory communication only.

Publication of Student Records Policy

It shall be the division superintendent's responsibility to ensure that each school principal reports annually and on request to parents and students over eighteen years of age the following rights concerning student records:

1. To know the types and location of scholastic records that are kept;
2. To know the title and address of the official in charge of the records, the parties to whom data may be disclosed, and the purpose for disclosure;

3. To know the policies for reviewing and expunging scholastic records;
4. To know the policy and procedures for disclosure of data from scholastic records;
5. To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made; to place a statement of rebuttal in the challenged record if no change is made; to file a complaint with FERPA (Family Educational Rights and Privacy Act) office of the United States Department of Education if they believe any of these rights (20 U.S.C. 1232g) are violated.
6. To receive a copy of the record at a reasonable cost as annually specified in the Parent-Student Handbook, not to exceed the cost of reproduction (search and retrieval fees shall not be charged). Such fee shall not effectively prevent the parents or their designee from exercising their right to inspect and review these records. There is no charge for IEPs. No search fee is charged for any special education records.
7. To know which data are designated as directory information;
8. To receive a response to a reasonable request for explanation and interpretation;
9. To provide the right to inspect and review the education record relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving identification, evaluation, or placement;
10. To provide the right to have a representative of the parent inspect and review the education record;
11. To provide the right to inspect and review only information pertaining to their child should the LEA maintain education records on more than one child;
12. To obtain, upon request, a copy of the school division's written policy and procedures on the management of the scholastic records and the location of same.

Collection of Data

Data in Student's Education Record

a. Family background data other than the name and address of parent or guardian (for example, ethnic origin, religious beliefs, income and occupational data, husband-wife relationships and the like) shall be obtained only by individual consent unless specifically authorized by state and/or federal statutes and regulations.
b. Standardized tests designed to measure aptitude, achievement, habits/skills and vocational interests shall become a part of each student's academic record.
c. Additional data shall include but need not be limited to disciplinary records of the student and required reports of evaluations of exceptional students (i.e., gifted, disabled, etc.) when such reports are necessary for placement/special services for such student. This shall also include reports for children with disabilities who have not yet become students (i.e., preschool or unserved).
d. Court disposition records shall be included following specific procedures for receipt, dissemination, maintenance and retention specified in Code of Virginia §§16.1-305.1, 22.1-288.2, 22.1-289.

Court Disposition Records - Receipt of the Notice, Virginia Code §16.1-305.1

The Virginia Code requires that when a juvenile is adjudicated delinquent or convicted of certain crimes, the clerk of the court must provide written notice of the disposition ordered by the court to the division superintendent of the school division in which the child is enrolled at the time of the disposition or, if he is not then enrolled in school, the division in which he was enrolled at the time of the offense. This notice must be sent within fifteen (15) days of the disposition if an appeal has not been filed. Further disclosure of this information by the division superintendent to the school personnel is authorized only as provided in §22.1-288.2. Notices of disposition will be sent to superintendents when a student is convicted or adjudicated delinquent of one of the following crimes:

1. the unlawful purchase, possession or use of a weapon;
2. homicide;
3. felonious assault and bodily wounding;
4. criminal sexual assault;
5. manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances;
6. manufacture, sale or distribution of marijuana;
7. arson and related crimes; or
8. burglary.

Dissemination, Virginia Code §22.1-288.2

The Code requires that the division superintendent disseminate the notice or information contained in the notice to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled, only:

1. if the student poses a danger to himself or others; or
2. to facilitate the student's appropriate educational placement or other educational services.

If disciplinary action is taken by the school division in regard to the incident upon which the adjudication or conviction was based, the school division must provide written notice to the parent, guardian or other person having control or charge of the student of the disciplinary action and the reason it was taken. With the consent of the parent or guardian, or in compliance with a court order, the school division must also notify the court of the action. In addition, the parent or guardian must be notified of his or her right to review and to request amendment of the student's education record.

Maintenance, Virginia Code §§22.1-288.2, 22.1-289

If school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication or conviction, the court notice must become a part of the student's disciplinary record.

If the school division does not take disciplinary action, the notice and information contained therein must be maintained separate from all other records concerning the student. Further, if the notice refers to an incident which did not occur on school property or during a school-sponsored activity, it does not become part of the student's education record.

Retention, Virginia Code §22.1 - 289

Any notice of disposition shall not be retained after the student has been awarded a diploma or certificate.

Maintenance/Disposition of Data

1. Data shall be maintained and disposed of in accordance with Regulations Governing Management of the Student's Scholastic Record in the Public Schools of Virginia and the Hanover County Public Schools Records Manual. Any other data not included in this provision is destroyed five years after the student withdraws or graduates.
2. Parents or eligible students have the right to be provided with copies of any of the student's education record data prior to their destruction, upon written request.
3. No scheduled school records shall be destroyed without the authorization of the division superintendent or designated records manager on appropriate forms developed by the Virginia State Library and Archives.

Access and Administration of Security

Each principal, or a designated professional, shall be responsible for student records content, maintenance, access, security, use and disclosure. All personnel having access to student records shall receive periodic training applicable in federal and state laws, regulations and policies and procedures for management of education records, and in security with emphasis upon privacy rights of students and parents. Student records are to be kept in a secure location in the individual school building in which the student is enrolled.

The principal of each school (see Parent-Student Handbook for address) is responsible for the records maintained within his school. Access to pupil records is limited to those persons as specified in the Virginia Code § 22.1-287 (see P 7-29), including: adult clerical personnel; eligible student; parent; principal or designee of the school the student attends, has attended, or intends to enroll; professional personnel (within school or school division); federal, state and local officials as authorized by law; and others who have the written permission of parent or eligible student. A current listing of names and positions of employees within the school division who

have access to student education records is available for inspection on request to the Assistant Superintendent of Human Resources. Both natural parents, regardless of custody status, have the right of access to all student records in the absence of a court or medical order to the contrary.

Eligible persons seeking access to cumulative records should notify the principal of the school attended by the student. Access will be arranged by the principal within five work days from the receipt of the request. Arrangements will be made for a staff member to be present to interpret the data if necessary. Parents who wish to have records released to specified individuals should request and authorize the release in writing.

Dissemination of Information Regarding Students

1. Directory Information - See School Board Policy 7-1.4 and definitions section, above.
2. Except in compliance with a judicial order or orders of administrative agencies where these agencies have the power of subpoena, the custodian of student records shall not release information gathered by a non-school agency.
3. When a student reaches the age of eighteen and no longer is attending Hanover County Public Schools, or is married (whether age eighteen or not), his consent alone must be obtained. This includes the right to deny parental access to his records.

Without prior written consent, student education record information shall be disclosed to school personnel, to appropriate persons in an emergency, for audits or approved research where personally identifiable information is excluded, to protective services personnel, or when requested if a student transfers to another school or post-secondary education. When the student record is transferred by request from another school division, the school shall provide written notice of the transfer, including the identity of the requester, to the parent, guardian, or other person having control or charge of the student, or to a student who is eighteen years of age or older within **five (5)** calendar days of the date in which the record was transferred.

The school shall transfer a student's record to the Department of Correctional Education when the division superintendent was notified that a student within the school division was enrolled in an education program in a learning center. This requirement also specifically applies to students who are in education programs in jails and detention centers. The Department of Correctional Education must notify the division superintendent when a student has been released from a learning center and transfer the student's education record to the school division within **five (5)** days of a request from the division superintendent or his designee. A record must be kept of all persons, agencies or organizations outside the school division requesting access to a student's record. The record must indicate the legitimate interest of the person making the request and whether or not is was granted.

Challenges to Records or Portions of Records

Eligible students and/or parents have a right to challenge records or portions of records which they believe to be incorrect. The right of challenge does not mean that any record so challenged must be changed or removed by school administrators. When such a challenge is not resolved to the complainant's satisfaction and a formal hearing is requested, the School Board shall conduct a review and or a hearing as described in Policy 7-1.4.

Transfer of Scholastic Records

Within the School Division

The record shall follow the student from school to school in order to show a pattern in the student's development.

Outside the School Division

When a student transfers to another school division or post-secondary education, a transcript of his record, to include academic achievement, standardized test data, cumulative health-physical fitness record, medical records, other pertinent information, etc., where appropriate, shall be sent promptly, upon request, to the appropriate official of the school in which he seeks or intends to enroll. The school transferring the data shall, prior to the transfer, notify the parent or eligible student of such a transfer and shall provide him with a copy of the record, if desired.

Amended: June 10, 2003

REGULATION 7-1.4 (B): ACCESS AND DISCLOSURE OF STUDENT RECORDS TO OTHER AGENCIES

Access and Disclosure

Consent to Exchange Information

The Uniform Consent to Exchange Information Form as issued by the Virginia Department of Education shall be used for all interagency cooperation in providing services to students, particularly in the exchange of information about students.

Generally

1. Information shall be exchanged by the listed agencies only to the extent needed for the purpose indicated on the consent form as signed by the parent.

2. The parent may withdraw consent at any time by telling the referring agency. Agencies shall not share information after they know consent has been withdrawn.

3. Agencies listed on the consent form may accept a copy of the form as a valid consent to share information.

4. Agencies listed on the form shall keep a written record each time information is shared. This record shall include which information was shared with other agencies, when it was shared, who asked for and got information, and for what purpose.

5. The parent has the right to ask the listed agencies to review the record.

6. The listed agencies are not required to inform the parent each time they share information about the student.

Procedures for Using the Form Under Part H of the Individuals with Disabilities Act

1. For a student referred to the Hanover Central Agency Referral Services, the temporary service coordinator shall obtain parental permission on the Uniform Consent to Exchange Information Form.

2. Instructions included on the form shall be explained to parents. The entire form shall be completed and parents shall be given a copy of the form.

3. A copy of Parental Rights shall be given to each parent. All parents shall sign the documentation sheet indicating that they received a copy of their Parental Rights.

4. The form shall be reviewed each time information is requested by another agency to ensure that only information for which the parent has signed a release is shared. Each agency request shall be filed in the student's education record with documentation of action taken.

Procedures for Using the Form By the Community Policy and Management Team, Family Assessment and Planning Team, and Interagency Prescription Team

1. For a student being referred to the Hanover County Interagency Family Assessment and Planning Team (FAPT), the referring agency shall obtain parental permission on the Uniform Consent to Exchange Information Form. Permission shall be obtained prior to referral to the FAPT Coordinator.

2. Instructions included on the form shall be explained to parents. The entire form shall be completed and parents shall be given a copy of the form.

3. The original form shall be maintained by the agency designated as case manager. Copies of the form may be maintained by each participating agency.

4. The form shall be reviewed each time the student's case comes before the Interagency FAPT to ensure that only information for which the parent has signed a release is shared and to ensure that the release has not expired. A record of the initial staffing and each follow-up shall be filed in the student's Education Record with documentation of action taken and agencies present.

REGULATION 7-1.4 (C): RECORDS MANAGEMENT

The division superintendent and/or the designated records manager shall assume the responsibility for seeing that all records are retained in compliance with State Law, State Board of Education regulations, and state and local retention schedules and regulations as defined in applicable state schedules for Hanover County Public Schools Records Management. No records shall be destroyed without the authorization of the superintendent or designated records manager on forms prescribed by the Virginia State Library and Archives.

POLICY 7-1.5 ADMINISTRATION OF SURVEYS AND QUESTIONAIRES

Surveys and questionnaires may not be administered to students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such survey or questionnaire may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

LEGAL REFERNCE: Code of Virginia, 19650, as amended §§ 22.1-79.3.

Adopted: July 16, 2002

ARTICLE II: STUDENT ATTENDANCE

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POLICY 7-2.1 COMPULSORY ATTENDANCE

General Requirements

Every parent, guardian, or other person in Hanover County having control or charge of any child between the ages of 5 and 18 must send such child to the appropriate Hanover County Public School in accordance with Virginia Code § 22.1-254. Principals and the division superintendent shall follow all legal requirements with regard to the compulsory school reporting requirements of state law. Non-compliance with the state regulations will lead to disciplinary action, where appropriate, by the principal and the division superintendent or his designee.

General Exemptions

All students age 5 to 18 shall attend school regularly as set forth in § 22.1-254 of the Code of Virginia, except those specifically exempted.

1. The School Board may release students from school in compliance with state law and Virginia Board of Education Regulations, including but not limited to those students who:

    a. satisfy all legal requirements for home schooling;
    b. are enrolled in qualified alternative programs;
    c. have received a high school diploma or its equivalent;
    d. the School Board determines, in accordance with regulations of the state Board of Education, cannot benefit from education at school;
    e. together with their parents and by reason of bona fide religious training or belief, are conscientiously opposed to attendance at school;
    f. based on a recommendation from the Hanover County Juvenile and Domestic Relations District Court, should be excused by reason of concern for the pupils' health, as verified by competent medical evidence, or by reason of the pupils' reasonable apprehension for personal safety when such concern or apprehension in those pupils' specific cases is determined by the Court to be justified; or
    g. are excused by the Hanover County Juvenile and Domestic Relations District Court following the Court's determination that they cannot benefit from education.

2. Compulsory attendance regulations shall not apply to children under 10 years of age who live more than two miles from a Hanover County Public School, unless public transportation is provided within one mile of the place where they live, nor to children between 10 and 17 years of age who live more than two and one-half miles from a public school, unless public transportation is provided within one and one-half miles of the place where the children live. Compulsory education distances shall be measured or determined by the nearest practical routes usable for either walking or riding from the entrance to the school grounds, or from the nearest school bus stop to the residence of the children.

3. The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

    a. The student must be at least sixteen years of age.
    b. There shall be a meeting of the student, the student's parents, and the principal or his designee to develop the plan, which must include career guidance counseling, mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the School Board with attendance reported to the principal or his designee, counseling on the economic impact of failing to complete high school and procedures for re-enrollment.
    c. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be deemed in violation of the compulsory attendance laws, and the division superintendent or attendance officer shall seek immediate compliance with the compulsory attendance law.

Health-Related Exemptions: Contagious or Infectious Diseases; Immunizations

1. Children suffering from contagious or infectious diseases shall be exempt from compulsory attendance when the physical incapacity is documented by a written statement from a practicing physician treating the child, giving the reason(s) for the student's inability to attend school. However, a child excluded from the regular instructional program under this exemption may be eligible to apply for homebound instruction in cases where such instruction may be of benefit to the child.

2. The attendance at school of students who suffer from or are reasonably suspected of suffering from (a) a communicable disease which poses a substantial risk or danger of infection to the school community and is serious or long term, such as tuberculosis or Hepatitis A; or (b) bloodborne diseases which are infectious or contagious, to include but not be limited to HIV-1, Hepatitis B, Chicken Pox, and cytomegalovirus, and which may be transmitted by the exchange of body fluids or secretions, shall be determined by the division superintendent on a case-by-case basis. The division superintendent shall seek a recommendation from a review committee to assist him in making his determination. The student may be temporarily excluded from school pending the division superintendent's decision. The division superintendent shall develop regulations setting forth the procedures to be followed to effect this Policy.

3. Children whose immunizations against communicable diseases have not been completed may be excluded from school attendance unless such children have been exempted from immunization requirements. (Any parent, guardian or other person having control or charge of a child being exempted or excused from school attendance shall comply with the immunization requirement provided in § 32.1-46 of the Code of Virginia in the same manner and to the same extent as if the child has been enrolled in and is attending school.)

4. Any child who will not have reached his sixth birthday on or before September 30 may be exempted from school attendance until the following year if the parent notifies the School Board, or its designee, because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school.

All other exemptions from compulsory attendance granted by the School Board shall be in accordance with state law.

Requesting Exemptions

Any request for exemption from attendance shall be presented annually in writing to the division superintendent or his designee. Applicants desiring to provide home instruction shall be referred to the division superintendent's office.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-254.1, 22.1-255, 22.1-256, 22.1-260 through 22.1-269, 22.1-271.4, 22.1-272, 16.1-279

Recodified: August 2000
Amended: November 7, 2007

ACCOMPANYING REGULATIONS

REGULATION 7-2.1(A): COMMUNICABLE DISEASES: ATTENDANCE AT SCHOOL
REGULATION 7-2.1(B): COMPULSORY ATTENDANCE
REGULATION 7-2.1(C) PROCEDURES FOR EXEMPTION FROM COMPULSORY ATTENDANCE UNDER THE RELIGIOUS EXEMPTION STATUTE

REGULATION 7-2.1(A): COMMUNICABLE DISEASES: ATTENDANCE AT SCHOOL

The following regulations have been developed for school personnel who identify or have reasonable cause to suspect that a student has a communicable disease which poses a substantial risk or danger of infection to the school community. These regulations apply to a student with a disease which is communicable, such as Tuberculosis or Hepatitis A; or a student with a disease which is transmitted by blood or body fluids, such as HIV-1, Hepatitis B, or Cytomegalovirus. Each such determination will be made on a case-by-case basis.

1. When any school personnel has identified or has reasonable cause to believe that a student has a communicable disease which poses a substantial risk or danger of infection to the school community, that person or persons shall notify the school principal. The school principal shall immediately notify the division superintendent.

2. The division superintendent will notify the student, if appropriate, and his or her parents of his intent to establish a review committee composed of the Director of the Hanover Public Health Department or a public health physician designated by the Director, the student's family physician, the Health Services Coordinator, and an administrator appointed by the division superintendent. The division superintendent, in his discretion, may appoint other persons to the review committee.

   a. After reviewing all pertinent information regarding the student and consulting with the student's parents, the student, if appropriate, principal, and other persons that the Review committee shall deem necessary, the review committee shall make a recommendation to the division superintendent regarding the student's attendance at school. The review committee may make such further recommendations as it deems appropriate.
   b. As recommended by the American Academy of Pediatrics, special consideration for exclusion from school will be made in cases where an infected person is: not toilet trained, incontinent, unable to control drooling, unusually physically aggressive with a documented history of biting or harming others, bleeding or possessing weeping skin lesions that cannot be covered.

3. The review committee shall meet within ten (10) business days of being established and shall make its recommendation to the division superintendent as soon thereafter as practical. The division superintendent will notify the student's parents of his decision within five (5) working days after receiving the review committee's recommendation. The student's parents may appeal the division superintendent's decision to the School Board. A written request for such appeal must be submitted to the division superintendent within ten (10) business days of the decision or the right to appeal will be deemed to be waived.

4. The review committee will formulate a plan for periodic review as the student's status or the disease changes.

5. Depending on the physical condition of the student and the degree of risk of infection posed to the school community, the student may be excluded from school pending the division superintendent's decision or any reevaluation. During the period of exclusion a student shall receive homebound instruction.

6. All parties involved shall respect the student's right to privacy. The number of personnel who are informed of the student's condition shall be kept to a minimum needed to assure proper care of the student and to detect situations where the potential for transmission may occur (e.g., bleeding injury).

Amended: August 28, 2007

REGULATION 7-2.1(B) COMPULSORY ATTENDANCE

Annual notification of intent to educate children at home shall be provided by parents to the division superintendent by August 15 prior to the opening of school. Such notification shall include evidence that the teaching parent meets one of the four legal requirements for providing home instruction: 1) holds a high school diploma, a copy of which must be provided with the notification; 2) is a teacher of qualifications prescribed by the Virginia Board of Education, and whose teaching certificate or license is provided with the notification; 3) provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner; or 4) provides evidence that he or she is able to provide an adequate education for the child. Annual notification shall include a description of the curriculum, limited to a list of subjects to be studied during the coming year.

Parents who begin home instruction or who establish residence in the school division during the school year shall provide written notice of their intention to educate their children at home as soon as practicable. Within thirty (30) days of providing such notice, the parents shall provide a description of the curriculum to be followed for the remainder of the school year and evidence of meeting one of the four legal requirements for providing home instruction listed above.

Within thirty (30) days of notification of intention to instruct at home, the division superintendent or his designee shall ensure that the parents have submitted evidence of having met one of the four requirements listed above.

Instruction in certain courses is required for a regular high school diploma, should a student who has previously received home instruction return to the Hanover County Public Schools. All graduates beginning shall have earned the units of credit, as required by the Standards of Quality and prescribed by the State Board of Education. All graduates shall have earned the standard and verified credits, as required by the Standards of Quality and prescribed by the State Board of Education.

Parents who anticipate their home-instructed child will return to the school division and proceed to graduate should include these subject areas in their home schooling curriculum and should confer annually with the assistant superintendent of instructional leadership to ensure compliance with the most current course requirements.

Hanover County Public Schools will not be required to place home instructed students who subsequently seek public school enrollment in specific grade level classes unless the required subject areas have been satisfactorily mastered, nor will Hanover County Public Schools be responsible for enforcing such course requirements on home-instructed students who may, at some future point, seek a regular high school diploma.

By August 1 following the school year in which children have received home instruction, the parents shall submit either (i) evidence that the children have attained a composite score in or above the fourth stannine on any nationally normed standardized achievement test, or an equivalent score on the ACT, SAT, or PSAT test; or (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including, but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

In the event that evidence of progress as required above is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with this regulation and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parents shall make other arrangements for the education of the child which comply with § 22.1-254 of the Code of Virginia. These requirements shall not apply to children who are under the age of six (6) as of September 30 of the school year.

Any parent, guardian or other person having control or charge of a child being home instructed shall comply with immunization requirements provided in §§ 32.1-46 in the same manner and to the same extent as if the child has been enrolled and is attending school. Upon the request of the division superintendent, the parent shall submit to the division superintendent documentary proof of immunization in compliance with §§ 32.1-46 and Hanover County School Board Policy 7-2.3. No proof of immunization shall be required of any child upon submission of (i) an affidavit to the division superintendent stating that the administration of immunizing agents conflicts with the parent's religious tenets or practices or (ii) a written certification from a licensed physician, licensed nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.

Any parent aggrieved by a decision of the division superintendent may appeal his decision within 30 days to an independent hearing officer in accordance with § 22.1-254.1(E) of the Code of Virginia.

Amended: September 9, 2003, August 13, 2015

REGULATION 7-2.1(C) PROCEDURES FOR EXEMPTION FROM COMPULSORY ATTENDANCE UNDER THE RELIGIOUS EXEMPTION STATUTE

The Hanover County School Board recognizes all claims for religious exemption from Hanover County residents. For members of the School Board to consider a claim to exempt a child(ren) from compulsory attendance under the religious exemption statute, the following information is required to be provided to the division superintendent's office:

- A signed statement of faith from both parents or legal guardians indicating the religious training or belief on which the opposition to the child(ren)'s attendance in school is based. The statement should include substantiation that such beliefs are not essentially political, sociological or philosophical views or a merely personal moral code (22.1-254 (B)(1) Code of Virginia).

The following information is requested to be provided to the division superintendent's office:

- Name(s) or family relationship of child(ren) to the individual(s) making the claim and birth date(s) or age(s) of the child(ren).

- Letters from individuals whose identities can be verified and who have personal knowledge of the parents or guardians making the claim (such as, but not limited to, a pastor or church leader) in support of the parents' or guardians' claim.

Upon receipt, the claim is presented to the Hanover County School Board at its next regularly scheduled meeting. All claims should be received at least one week prior to the next regularly scheduled meeting. The individual(s) submitting the claim will be notified in writing of School Board action within two weeks of the School Board meeting.

The duration of the exemption is for all of the children in the family and will continue as long as the condition of religious training or belief exists.

Hanover County families who have been granted an exemption under the religious exemption statute may be contacted periodically by the division superintendent's office to determine any change in status.

Adopted: January 14, 2004

POLICY 7-2.2 SCHOOL ATTENDANCE AREAS

The Hanover County School Board, upon the recommendation of the division superintendent, shall designate school attendance areas. The establishment of school attendance areas shall be based on the following criteria: (1) the number of students in the area, (2) the distance from home to school, (3) the age of the students and the grades attended, (4) geographic or hazardous conditions, and (5) such other guidelines as the School Board may determine.

Exceptions

Students must attend school in the attendance areas where their parents or guardians reside except as provided by the policy on transfers, below. However, the division superintendent is authorized to assign students to any school when necessary for reasons of instruction and/or to balance class sizes.

Student Transfers

1. Transfer within the School division. Transfers from school to school within the Hanover County Public Schools shall be permitted only with the express consent of the division superintendent's office and must be based upon, but not limited to, reasons of health, hardship or change in residence. When transfers within the school division take place, all the necessary student records shall be transferred consistent with applicable law. However, in all cases the school from which the student transfers shall maintain adequate and permanent records to identify the student and to show his grade classifications, the reason for transfer and the school to which the student transferred.

   Students who have been the victim of a crime against the person, and when such crime was committed by (i) another student, (ii) an employee of the School Board, (iii) a volunteer, contract worker or other person who regularly performs services in the school, or (iv) if the crime was committed upon school property or on any school bus owned or operated by the school division, may request a transfer if, as a result, he suffered physical, psychological, or economic harm as a direct result of the crime.

2. Change in Residence. A student whose residence changes during the school year from one school attendance area to another attendance area in the school division generally will be permitted to continue in the school in which the student is presently enrolled for the remainder of the school year if the parent or guardian requests permission from the division superintendent and provides for the student's transportation to the receiving school.

3. School Board employees residing within Hanover County and who work in a school outside the attendance area where they reside, may be permitted, in cases of hardship, to enroll their child or children in a school outside their attendance area.

4. Transfers into the School division. Students new to this school division generally will be placed in the grade to which they were assigned by the last school or school system they attended. Home school students may be subject to testing for appropriate grade level and course placement. In addition, any transfer students may be eligible for Carnegie credit and or verified credit under Policy and Regulation 6-4.3: Promotion and Retention. If, after an appropriate period of time and testing, the student is found to be placed inappropriately, the student shall be reassigned to the class or grade for which he is most qualified. Principals shall communicate appropriately with parents on grade placement and the assignment of students. Students transferring from another public or private school system or home school allowing children to enter school prior to the age requirement in Virginia must be assigned in accordance with law.

5. Persistently dangerous schools. A student attending a school that has been designated as a persistently dangerous school by the Virginia Department of Education will be offered the opportunity to transfer to another school, which is not so designated, within the School Division. Such transfers may remain in effect as long as the student's original school is identified as persistently dangerous.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-3.3, 22.1-78, 22.1-79; 20 U.S.C. § 7912.

Recodified: August 2000
Amended: September 9, 2003, September 14, 2004, June 9, 2015

ACCOMPANYING REGULATION

REGULATION 7-2.2: REGULATIONS FOR TRANSFER STUDENTS

Transfers within the County

Acceptable reasons for transfer from school to school include reasons of health, hardship, or change in residence. Athletics is not an acceptable reason for students to transfer between schools. No employee shall encourage any student to transfer between schools for the purpose of participating in athletics.

Students may be permitted from school to school in order to access specialty courses available at only one specific school.

Transfers within the County

Students may be approved to transfer from one school to another within the division for the following reasons:
health;
hardship;
change in residence;
home school identified as persistently dangerous;
access to courses taught at only one (1) school.

Athletics and extracurricular activities are not acceptable reasons for a student to transfer from a school to attend another school in the division. No employee of the school division shall encourage any student to transfer between schools for the purpose of participating in athletics and/or extracurricular activities.

Transfer Forms

1. A regular transfer form is to be filled out carefully and completely.
2. One copy of the form shall be sent with the report card and cumulative record to the school to which the student is transferring.
3. One copy of the transfer form shall be kept in files in the school from which the child is transferring.

Transfer from Outside the County

An official student record shall be required from all previous schools/home school attended by the individual. Additional documentation regarding course content may be required. Refer to Policy and Regulation 6-4.3: Promotion and Retention.

Amended: September 9, 2003, August 24, 2004, September 15, 2004

POLICY 7-2.3 SCHOOL ADMISSIONS

A person of school age (i.e., a person who will have reached his fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on before August 1 of the school year) is eligible for admission on a non-tuition basis if residing in the Hanover County School Division, or if eligible for admission under Policy 7-2.3.

A person of school age shall be deemed to reside in the school division:

1. When the person is living with a natural parent, or a parent by legal adoption in the Hanover County school division;
2. When, in accordance with the provisions of the Interstate Compact on Educational Opportunity for Military Children, Va. Code §22.1-360, the person is living with a noncustodial parent or other person standing in loco parentis, not solely for school purposes, pursuant to a Special Power of Attorney executed under S.C. § 1044b by the custodial parent;
3. When the parents of such person are deceased and the person is living with a person in loco parentis who actually resides within the school division;
4. When the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is (i) the court-appointed guardian, or has legal custody of the person, (ii) acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under VA Code§ 63.2-1220; or (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100. Both parents and the relative providing kinship care must submit signed, notarized affidavits (a) explaining why the parents are unable to care for the person, (b) detailing the kinship care arrangement, and (c) agreeing that the kinship care provider or the parent will notify the school within 30 days of when the kinship care arrangement ends. The parents must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. A parent or the kinship care provider must obtain written verification from the department of social services where the parent or parents live and the department of social services where the kinship provider lives, that the kinship arrangement serves a legitimate purpose that is in the best interest of the person other than school enrollment. With written consent from the parent or adult relative, for the purposes of expediting enrollment, a school division may obtain such written verification directly from the local department or departments of social services. If the kinship care arrangement lasts more than one year, both departments of social services will be required to provide continuing verification that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment.
5. When the person is living in the school division not solely for school purposes as an emancipated minor.

6. When the person living in the school division is a homeless child or youth who lacks a fixed, regular, and adequate nighttime residence. Such persons shall include (i) children and youths, including unaccompanied youths who are not in the physical custody of their parents, who (a) are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (b) are living in an institution that provides a temporary residence for individuals with mental illness or individuals intended to be institutionalized; (c) have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or (d) are living in parked cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (ii) migratory children, as defined in the federal Elementary and Secondary Education Act of 1965, P.L. 89-10, as amended, who are deemed homeless as they are living in circumstances set forth above. "Temporary shelter" means (1) any home, single or multi-unit dwelling, or housing unit in which persons who are without housing or a fixed address receive temporary housing or shelter or (2) any facility specifically designed or approved for the purpose of providing temporary housing or shelter to persons who are without permanent housing or a fixed address.
7. When the person has been placed in a foster care placement within the school division by a local social services agency. No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with section 22.1-5 of the Code of Virginia and pursuant to Hanover County School Board regulations.

No child of a person on active military duty attending a school free of charge in accordance with this policy shall be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing and forfeit his military housing allowance. Such children shall be allowed to continue attending school in the school division and shall not be charged tuition for attending such school. Such children shall be counted in the average daily membership of the school division in which they are enrolled. Further, the school division in which such children are enrolled subsequent to their relocation to base housing shall not be responsible for providing for their transportation to and from school.

PROOF OF RESIDENCE

A resident is defined as one who resides permanently in Hanover County. Proof of residence shall include –

- one of the following, which must reflect the resident's name and physical address: a sales contract for the purchase of the residence (signed by seller and purchaser), a deed, a current mortgage statement from the lender, or a signed current lease; AND

- one of the following, which must reflect the resident's name and physical address: a current bill for land-line telephone, cable, internet or satellite service, a voter registration card, an automobile registration card, or a tax document for the most recent tax year (income tax return, W-2 form, receipt for personal property taxes paid within the current year).

Parents submitting a Multiple Family Disclosure form when registering their child must provide proof of county residency for the host family. The parent of the incoming student must provide two documents proving the parent's residency within 60 calendar days after registration.

Final decisions regarding residence for school attendance purposes shall be made by the division superintendent or his/her designee.

Any person who knowingly makes a false statement concerning the residency of a child for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 of the Code of Virginia or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be subject to prosecution, pursuant to § 22.1-264.1, and shall

be liable to the school division for tuition charges, pursuant to § 22.1-5 of the Code of Virginia, for the time the student was enrolled in the school division.

If an investigation regarding residency is conducted and it is determined that the student is not a resident or living within the appropriate attendance zone, the student will be withdrawn within five (5) school days of written notification to the parent.

ADDITIONAL ADMISSION REQUIREMENTS

A. Except as otherwise provided below, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.

B. If a certified copy of the birth record is not provided, the administration shall immediately notify the local law enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

C. Within 14 days after enrolling a transfer student, the administration shall request documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.

D. Tuition rates are established each year in accordance with the provisions of § 22.1-5 of the Code of Virginia.

E. Prior to admission to the Hanover County Public School Division, the parent, guardian, or other person having control or charge of the child shall provide, upon registration,

- a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the student’s scholastic record; and
- a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained by the superintendent and by any others to whom he disseminates it, separately from all other records concerning the student.

  However, if the school administrators or the school board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of § 16.1-260, the notice shall become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

F. A student, who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded from attendance in the Hanover County

School Division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and his/her parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the superintendent or his/her designee; and the decision has been to exclude the student from attendance. The student or his parent may file a written petition for review with the School Board within 15 days of notice of the decision of the superintendent or his/her designee. If the School Board grants a review of the record, the decision of the superintendent or his/her designee may be altered.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or superintendent or his designee, as the case may be, at the relevant hearing, the student may petition the School Board for readmission. If the petition for readmission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may petition the School Board for readmission.

For the purposes of this section, the division superintendent's designee shall be a (i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the division superintendent and who is not a school-based instructional or administrative employee.

In excluding any such expelled student from school attendance, the School Board may accept or reject any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to VA Code § 22.1-277.06. The excluding School Board shall not impose additional conditions for readmission to school.

G. This policy does not preclude contractual arrangements between the Hanover County School Board and agencies of the federal government or the school board of another jurisdiction to permit students not otherwise eligible to attend Hanover County Public Schools.

H. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in §§ 22.1-270, 22.1-271.2 and 32.1-46 of the Code of Virginia and policies 7-2.3C and 7-2.3D.

If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his knowledge, the student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency shall obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child's enrollment.

Admission of Nonpublic Students for Part-Time Enrollment: Prohibition

Private and home-schooled students shall not be permitted to enroll part-time or to participate in academic or extracurricular activities in the Hanover County Public Schools.

Non-Residents

Generally

The Hanover County School Board may accept children from outside Hanover County on a tuition basis provided students meet admission requirements; require educational services that can be provided by the staff of the Hanover County School Board in its existing facilities and utilizing its existing programs and services and based on space availability; and comply with the Code of Student Conduct (Policy 7-3.1). Student behavior that is inconsistent

with the Code of Student Conduct and that requires excessive dedication of School Division staff resources shall result in the student's withdrawal from Hanover County Public Schools. Exceptions: Families who reside outside Hanover County but whose only street access is through Hanover County and who have continuously maintained their residence prior to and since the adoption of this policy, dated March 12, 2002, and for whom the School Board has previously granted a waiver for such residence, may attend Hanover County Public Schools free of charge.

The Code of Virginia provides that no person shall be charged tuition for admission or enrollment in the public schools of the Commonwealth, whether on a full-time or part-time basis, who meets the residence criteria set forth in Va. Code § 22.1-3. However, Hanover County Public Schools may charge tuition to a student who:

1. Is a resident of the school division but not of school age;
2. Is of school age and a resident of Virginia but does not reside within the school division, except as provided in this policy;
3. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
4. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Hanover County Public Schools exclusive of capital outlay and debt service;
5. Is of school age and attending a school in the school division pursuant to a foreign student exchange program approved by the School Board;
6. Is of school age and was enrolled in a public school within the school division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
7. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under § 22.1-253:13:1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residence of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth elsewhere in this Policy.

Procedure for Admission

The following procedure shall be followed for application and review of applications for admission of non-resident students.

A parent or guardian of a non-resident student shall apply for admission on behalf of his child by completing the school division application. The application form shall contain information and agreements including, but not limited to:

1. the current legal residence of the child and the school division in which he is currently enrolled;
2. the basis for requesting admission;
3. the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the school division; and,
4. the agreement that the student becomes subject to all policies, regulations and guidelines of the school division, including the Hanover County *Code of Student Conduct*.

Applications for non-resident students will be considered in order received, i.e., first come-first served. Any current non-resident students will be given first opportunity to continue enrollment in Hanover County Public Schools. Applications of those students who meet Hanover standards will be approved to the extent that class openings are

available. Applications are to be made on or before April 1 of the preceding school year. The school division superintendent or his designee will act upon the application. Applications received after April 1 may be deferred until the opening of school in the fall. Any student accepted on a tuition basis will not be enrolled in the Hanover County Public Schools before the receipt and approval of school records from the student's previous school.

Within 15 calendar days of receipt of the application, the Hanover County School Board Office shall provide the applicant with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent shall recommend the admission to the School Board and the Hanover County School Board Office shall notify the division which the student previously attended and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted or the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the Hanover County School Board Office shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the superintendent/designee within seven calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed in as provided in Policy 7-2.3. For all other denials of admission, the superintendent/designee shall respond in writing to the request for review within 10 calendar days. If the request is denied, the superintendent/designee shall notify the parent of the right to petition the School Board, upon five calendar days prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent in writing. If review is not requested within the timelines specified, the recommended denial of the request for admission shall be submitted to the Board at its next regular meeting.

Tuition

Tuition for elementary (K-5) and secondary (6-12) school students will be based on local cost and shall be set by the division superintendent or his designee for each academic year. A non-refundable fee of $50.00 must accompany the application. No application will be considered without the accompanying fee. One-half of the balance of the annual tuition balance is due on or before the opening of school and one-half on or before the beginning of the second semester. Students will be enrolled once tuition is paid by the due date of each semester. Tuition paid with the application will not be refunded if the application is approved and the student does not enroll. If the division superintendent or his designee does not approve an application to attend Hanover County Public Schools, the tuition will be refunded. Students who are enrolled, but whose parents move out of Hanover County and thus become non-residents during the second semester will be allowed to complete the current school year without paying tuition.

Full-Time School Employees

The Hanover County School Board may accept children of full-time Hanover County School Board employees residing outside Hanover County on a no more than half-tuition basis, depending on space availability, provided such students meet admission requirements, require educational services that can be provided by the staff of the Hanover County School Board in its existing facilities and utilizing its existing programs and services, and comply with the Code of Student Conduct (Policy 7-3.1). Student behavior that is inconsistent with the Code of Student Conduct and that requires excessive dedication of School Division staff resources shall result in the student's withdrawal from Hanover County Public Schools.

State Welfare or Institutionalized Students

Welfare or institutionalized students assigned to Hanover County by a state agency serving as custodian of these children shall be permitted to enroll and attend the Hanover County Public Schools without being charged tuition.

Exchange Students

Tuition charges shall be waived for J-1 foreign exchange students whose school admission has been recommended by the school principal of the school in which the foreign exchange student will be enrolled and the school division superintendent or his designee.

Transportation Services

Transportation services shall not be furnished to nonresident students except in those cases where:

1. The School Board has entered an agreement regarding such services with another Virginia school division;
2. Federal or state legislation mandates the provision of transportation services; or
3. Transportation services can be provided at no cost to the Hanover County Public Schools, and a request for such services is approved by the division superintendent or his designee.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-70, 22.1-78, 22.1-79, 22.1-200.1, 22.1-253.13:1, 22.1-254.1, 22.1-255, 22.1-260, 22.1-270, 22.1-271.1, 22.1-271.2, 22.1-271.4, 22.1-276.01, 22.1-277, 22.1-277.2, 22.1-288.2, 32.1-43, 32.1-46, 32.1-48; 63.2-900, and 63.2-1200; Public Law 104-208, Illegal Immigrations Reform and Immigrant Responsibility Act of 1996, § 625; Steward B. McKinney Homeless Assistance Act, 42 U.S.C. §§ 11301, et. Seq.; Immigration and Nationality Act, as amended, 8 U.S.C §§ 1101, et seq.; 8 CFR Parts 1 – 499; and 22 CFR Parts 1 - 1799.

Recodified: August 2000
Amended: April 23, 2001, March 12, 2002, April 16, 2002, May 7, 2003, July 16, 2003, September 14, 2004, August 4, 2009, September 10, 2013, June 9, 2015, August 11, 2015

ACCOMPANYING REGULATIONS

7-2.3 (A) ADMISSION REQUIREMENTS
7-2.3 (B) ENROLLMENT OF FOREIGN EXCHANGE STUDENTS
7-2.3 (C) STUDENT IMMUNIZATIONS
7-2.3 (D) PHYSICAL EXAMINATIONS OF STUDENTS

REGULATION 7-2.3(A): ADMISSION REQUIREMENTS

Age

Persons who reach their fifth birthday on or before September 30 of each school year and who have not reached their twentieth birthday on or before August first of the school year may be admitted to school. A certified copy of the birth certificate shall be required for each person seeking enrollment in the schools for the first time.

Residents

Generally

Persons of school age must satisfy residency requirements as set out in Virginia Code § 22.1-3 and School Board Policy 7-2.3.

Documentation

1. Residency

Upon request, it shall be the responsibility of the parent or guardian to furnish satisfactory proof of actual and bona fide residency in Hanover to the Hanover County School Board or its designee. Proof of residency shall be considered on a case by case basis, including but not limited to:

- one of the following, which must reflect the resident's name and physical address: a sales contract for the purchase of the residence (signed by seller and purchaser), a deed, a current mortgage statement from the lender, or a signed current lease; AND
- one of the following, which must reflect the resident's name and physical address: a current bill for landline telephone, cable, internet or satellite service, a voter registration card, an automobile registration card, or a tax document for the most recent tax year (income tax return, W-2 form, receipt for personal property taxes paid within the current year).

2. Physical Examination

Generally

Persons desiring admission for the first time to kindergarten or elementary school in Hanover County must present evidence of having had a comprehensive physical examination performed no earlier than twelve months prior to the date of enrollment.

Parents or guardians of entering students shall complete a health information form within fifteen (15) days of receipt unless the division superintendent or a designee grants reasonable extensions. Upon failure to complete the form within the extended time the student will be excluded from school after written notice to the parent or guardian stating the effective date of exclusion.

Exemption

Such physical examination shall not be required of any person whose parent or guardian shall object on religious grounds and who shows no visual evidence of sickness. The parent or guardian shall state in writing that, to the best of his knowledge, the person is in good health and free from any communicable or contagious disease.

3. Immunization Requirements

Generally

No person shall be admitted to any Hanover County Public School unless at the time of admission documentary proof is submitted of successful immunization against diphtheria, tetanus, whooping cough, poliomyelitis, measles (rubeola), German measles (rubella), mumps, Hepatitis B and Varicella. A tetanus, diphtheria, Pertussis (Tdap) booster is required for sixth grade students prior to entry.

Conditional Admission

a. Any person whose immunizations are incomplete may be admitted

conditionally if that person provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within ninety days.

b. The immunization record of each person admitted conditionally shall be reviewed periodically until required immunizations have been received.

c. Any person admitted conditionally and who fails to comply with his schedule for completion of the required immunizations shall be excluded from school until his immunizations are resumed.

Exemptions

Exemptions shall apply if the parent or guardian objects thereto because of religious tenets or practices or a physician states that the physical condition of the person is such that administration of one or more of the required immunizing agents would be detrimental to the person's health.

Amended: August 28, 2007, June 9, 2015

REGULATION 7-2.3(B): ENROLLMENT OF FOREIGN EXCHANGE STUDENTS

Philosophy

The Hanover County School Board believes that international students provide educational opportunities, which contribute to understanding and respecting cultures, languages, and governments of other countries and their peoples.

Classification of Foreign Exchange Students

1. Foreign exchange students are defined as those on J-1 (Exchange Visitor) visas.

2. J-1 students are defined as persons who have residence in a foreign country to which they plan to return, and who are coming to the United States temporarily as participants in a cultural exchange program that has been approved by the United States Department of State (State Dept.). Sponsors of J-1 Exchange Visitor Programs, as described in the Mutual Education and Cultural Exchange Act (the "Fulbright-Hays Act"), include government agencies, educational institutions, hospitals, not-for-profit organizations, etc.

3. The J-1 certificate of eligibility (Form DS 2001 (or such subsequent form as may be developed by the State Dep't)) may be issued <u>only</u> by a Responsible Officer from a State Dep't designated and approved Exchange Visitor Program Sponsor. That Responsible Officer is obligated to ensure compliance with State Dep't regulations, including mandatory health and accident insurance and maintenance of accurate records for each participant.

4. Under the J-1 regulations the Exchange Visitor Program must comply with all State Department requirements, including, but not limited to the following:

   a. limit its program to participants between the ages of 15 and 18-1/2 (as of the beginning of the program) or who have not completed more than 11 years of primary and secondary education (exclusive of kindergarten);

b. ensure adequate orientation to participants and their host families;
c. ensure that participants are not clustered together in one school (limit is five per school, unless the school requests, in writing, the placement of more than five students);
d. ensure that no J-1 student is placed more than 150 miles from an authorized program representative;
e. maintain regular contact with the student, host family, and host school; and
f. secure written permission from school officials before placing a student in the school.

5. The J-1 student must comply with all State Dep't regulations, including, but not limited to the following:

   a. have sufficient financial resources for the stay in the United States;
   b. have a residence to return to upon completion of the program in the United States;
   c. maintain lawful immigration status while in the United States, among other things, by keeping a valid passport at all times, not working without authorization, and leaving the United States upon expiration of the visa or securing an extension of stay, if necessary;
   d. have sufficient command of the English language to enable the student to function well in an English-speaking academic and community environment; and
   e. maintain required health insurance.

<u>Application Procedures for J-1 Foreign Exchange Students</u>

1. Any agency or organization wishing to place foreign exchange students in the Hanover County Public Schools must be approved by the State Dep't and a recognized agency including the Council on Standards for International Educational Travel (CSIET) or the National Association of Secondary School Principals (NASSP).
2. The approval of any foreign student exchange program seeking to place or to recruit students in the Hanover County Public Schools shall be subject to the approval of both the school's principal and the division superintendent or his designee (central office coordinator).
3. Applications to place foreign exchange students in the Hanover County Public Schools must be submitted to the central office coordinator no later than April 30 (preceding the academic year for which enrollment is being requested) and must contain the following information:

   a. sponsoring organization and the family with whom the foreign student will live for the academic year;
   b. student's birth certificate/passport/visa;
   c. student's transcript/school records documenting subjects taken for at least four previous years of schooling (translated into English) with an explanation of curriculum and credits/time spent in each course;
   d. immunization and health records;
   e. evidence of insurance;
   f. statement of grade level in which the student expects to enroll;
   g. handwritten statement by the student (100-150 words) explaining why he wants to attend school in the United States;
   h. permission to participate in interscholastic athletics, if participation is desired;

i. statement of documented proficiency in spoken and written English at a level which will enable the student to engage fully in classwork upon enrolling; and
j. other pertinent documents presented by the organization or host family and/or requested by Hanover County Public Schools.

Standards for Admission for J-1 Foreign Exchange Students

1. Students will be accepted in grades 9-12. Admission of students below grade 9 will be reviewed case-by-case and determined by the principal of the relevant Hanover County Public School and the central office coordinator.
2. Students who are 18 years of age and who have graduated from high school (completed all grades) in their native country will not be eligible for admission to any of the Hanover County Public Schools.
3. Students must have English proficiency and will not be eligible for English as a Second Language (ESL) or special education status.
4. Students must have acceptable academic achievement in their native countries.
5. Students must have been screened for maturity and ability to get maximum benefit from an exchange program.
6. Students will be admitted for a full academic year and enrollment will be dependent upon availability of space in each school.
7. Students must enroll in an American literature course, a U.S. History course, and a U.S. Government course at grades 11 and 12.
8. Foreign exchange students are ineligible to take driver's education classes.
9. Foreign exchange students are ineligible to receive a high school diploma, but may earn certificates of attendance and participate in graduation exercises with the approval of the relevant high school principal.
10. Foreign exchange students are eligible to participate in extra-curricular and interscholastic athletic activities as prescribed by the Virginia High School League and with written approval by the relevant high school principal.
11. Placement of foreign exchange students with host families having children enrolled in the Hanover County Public Schools will be expected. The relevant school principal and central office coordinator will review exceptions and agree on the enrollment decision.
12. Foreign exchange students will not be included in any class ranking lists, nor will a grade point average (GPA) be computed for them.
13. Foreign exchange students will be subject to the same policies, rules of conduct, and attendance requirements that apply to all students in the Hanover County Public Schools. The foreign exchange student's host family will be regarded as the "parents" for purposes of notice as required by the school division's Code of Student Conduct.
14. Foreign exchange students must be supported by a local area representative of the sponsoring organization. The representative must be available to the student, school, central office coordinator, and host family when needed and shall provide each a current address and phone number. The representative must make personal contact with the relevant school principal at least twice during the duration of the student's enrollment to discuss academic and personal adjustment/progress.
15. A foreign exchange student can be expelled by Hanover County Public Schools for unacceptable behavior or for failure to maintain adequate grades, defined as average (C).
16. Foreign exchange students will be responsible for paying the same school fees as those required by Hanover County students. Foreign exchange students are not eligible for free textbooks or free lunches.

17. Enrollment of a foreign exchange student in any Hanover County school is contingent upon the student's possessing at the time of enrollment a valid J-1 visa permitting the student to reside in the United States for the entire period of his educational exchange experience.
18. Foreign exchange students shall have access to all courses in the school curriculum, but if the pupil/teacher ratio in any course has reached the maximum limit, the principal may refuse enrollment of the exchange student in that course.

Procedures for Placement of Foreign Exchange Students

1. Completed applications to place foreign exchange students within Hanover County Public Schools shall be filed with the division superintendent's designated central office coordinator not later than April 30 for possible placement of foreign exchange students during the next school year.
2. The central office coordinator shall review all applications and forward to principals those of foreign exchange students who meet eligibility requirements for placement in the Hanover County Public Schools.
3. Each school to which applications have been submitted shall communicate to the central office coordinator its acceptance or disapproval of each application within ten (10) school days of receipt of the application.
4. The central office coordinator shall notify, in writing, each applying agency the status of application(s) forwarded from a school within ten (10) days of the notification from the school regarding acceptance or disapproval.
5. The combined number of full-time foreign exchange students from all placing agencies shall not exceed five (5) students at any one Hanover County public school, unless the school requests, in writing, the placement of more than five students.
6. Enrollment of foreign exchange students in any Hanover County public school will be completed by June 30 preceding the beginning of the school year in which the student will be enrolled.
7. The division superintendent retains authority to make all final decisions on placement of foreign exchange students in the Hanover County Public Schools.

Amended: July 16, 2003, February 26, 2008

REGULATION 7-2.3(C) STUDENT IMMUNIZATIONS

Before entering a Hanover County public school for the first time, every pupil shall furnish a certificate confirming that the pupil has been immunized against communicable diseases as required by §§ 32.1-46, 22.1-271.2 and 22.1-271.4 of the Code of Virginia, has begun receiving the first series of all such vaccinations, or is exempt as provided elsewhere in this regulation. Any parent, guardian, or other person having control or charge of a child being home instructed or exempted or excused from school attendance shall comply with state immunization requirements.

Conditional Enrollment

A student may be enrolled for a period of 90 school days contingent upon the student's having received at least one dose of each of the required vaccines and the student's possessing a plan, from a physician, registered nurse or employee of a local health department, for completing his immunization requirements within the ensuing 90 school days; except that a student who has not yet received a second dose of measles (rubeola) vaccine must receive such second dose pursuant to the Virginia Board of Health's minimum immunizations required for school attendance.

Exemptions

1. When the parent or guardian has an objection on the grounds that the administration of immunizing agents conflicts with his religious tenets or practices and provides the principal with a written statement of such objection, unless an emergency or a disease epidemic has been declared by the Virginia Board of Health.

2. When the parent or guardian presents a statement from a physician or a local health department that states that the physical condition of the child is such that the administration of one or more of the required immunizing agents would be detrimental to the health of the child.

Evidence of Immunization

Evidence acceptable for proof of required immunizations must include the month, day, and year each dosage was administered on forms developed by or approved by the Virginia Department of Health. All students for whom immunization dates cannot be provided (month, day, year) must be referred to the local health department or their private physicians to update their records before entering school.

REGULATION 7-2.3(D) PHYSICAL EXAMINATIONS OF STUDENTS

Before any child is admitted for the first time to any public preschool, kindergarten, or elementary school (grades K-6), such child must furnish a report from a qualified licensed physician or a licensed nurse practitioner acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope as prescribed by the Virginia Health Commissioner, performed within the twelve (12) months prior to the date such child first enters kindergarten or elementary school. At the end of such report shall summarize abnormal physical findings, if any, and shall specifically state what, if any, conditions are found that would identify the child as disabled.

1. A copy of such report must be presented to the school on the child's behalf.
2. The report must indicate that the child has received the physical examination no earlier than 12 months prior to the date of first entering kindergarten or elementary school.
3. Transfer students entering a Hanover County elementary school must provide one of the following:
   a. Records establishing that a physical examination was completed prior to enrolling in another school (evidence of such an examination may be: (a) a copy of the report of the medical examination or (b) transcript notation or phone verification from the other school with records to follow); <u>OR</u>
   b. A report of a physical examination dated within the last 12 months.
4. Physical examination reports shall be placed in the child's health record at the school.
5. A physical examination shall not be required of any child whose parent or guardian objects on religious grounds and who shows no visible evidence of sickness. The parent or guardian shall state in writing that, to the best of his knowledge, the child is in good health and free from any communicable or contagious disease.
6. The school division shall coordinate with the Hanover County Department of Health to conduct physical examinations for medically indigent children, upon request, before their admission to any kindergarten or elementary school, without charge to the children or their parents or guardians.

7. Parents/guardians of students entering school shall complete a health information form as required by state law. Failure to return the form as required by state law may result in the child's exclusion from school.

Amended: April 12, 2002

POLICY 7-2.4 STUDENT ATTENDANCE AND ABSENCES/TRUANCY

With the support from their parents, Hanover County public school students are expected to accept responsibility for good attendance. School attendance is related directly to academic achievement and the development of good habits which are important in college and employment. Student attendance is a cooperative effort involving the school, parents and students.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full-day schedule must be approved on an individual basis by the division superintendent or his designee.

During any one school year, students shall not be absent for more than twenty (20) school days for elementary (grades K-5) or twenty (20) single class periods of any one class or ten (10) blocks of any one alternate day schedule class for secondary (grades 6-12) with the exception of those days, class periods or blocks missed due to scheduled school activities. Students who do not meet attendance requirements may not receive academic credit.

Students who are absent to observe a religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.

Schools shall make a reasonable effort to contact a parent/guardian of each absent student every day, and to obtain an explanation of the student's absence where there is no indication that the student's parent(s) is aware of and supports the absence. Schools shall keep a log of call attempts. Students who are absent must have a valid communication from parent/guardian stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the division superintendent. Student attendance shall be monitored and reported as required by state law and regulations.

If (1) a student fails to report to school for a total of five scheduled school days for the school year, (2) there is no indication that the student's parent(s) is aware of and supports the absence, and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation of the pupil's absence and to explain to the parent the consequence of continued nonattendance. The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses. If the parent(s) fail to comply with the principal's or designee's request within three (3) school days, the principal or designee shall notify the attendance officer or division superintendent who shall enforce the school compulsory attendance rules.

Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parents and the attendance officer has received no indication that the pupil's parent(s) is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten (10) school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parents, and school personnel shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent(s) is aware of and supports the pupil's absence, the principal or designee shall notify the attendance officer or school division superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the Hanover County Juvenile and Domestic Relations and District Court alleging the pupil is a child in need of supervision as defined in Virginia Codes § 16.1-228 or (ii) instituting proceedings against the parent pursuant to Virginia Codes § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

Parental Cooperation in Remedying Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of Virginia Code § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

Credit for make-up work will be granted only for absences which are pre-approved in writing, or with a written note from the parent when the student returns to school. Medical documentation may be required at the principal's discretion. Under certain conditions a waiver of these attendance policies may be considered by the division superintendent. *See Regulation 7-2.4.*

Attendance Records/Pupil Accounting Records

One of the most important records that teachers are required to keep is the teacher's "register," otherwise known as the daily attendance register. The purposes of the register are for proper pupil accounting in the instructional program, for school administration, and for the distribution of major state school funds. Hanover County public school teachers shall maintain attendance registers in accordance with state law. At the end of each school year, each public school principal shall report to the division superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to this Policy. The division superintendent shall compile this information and provide it annually to the division superintendent of public instruction.

Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of the parent or guardian. The burden of proof regarding the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each Hanover County public school.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-101, 22.1-253.13:7, 22.1-254, 22.1-258 through 22.1-269; Regulations Governing Pupil Accounting Records, 8 VAC 20-110-10; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-130-10.

Recodified: August 2000
Amended July 16, 2003, August 4, 2009, July 13, 2010

ACCOMPANYING REGULATIONS:

7-2.4 (A) TRUANCY
7-2.4 (B) STUDENT ABSENCES
7-2.4 (C) TRUANCY REFERRALS
7-2.4 (D) REGULATIONS FOR KEEPING REGISTERS

REGULATION 7-2.4 (A): TRUANCY

Hanover County residents of school age shall attend their assigned schools during school days and hours in accordance with the compulsory attendance laws of the Commonwealth of Virginia, § 22.1-254 et seq. of the Code of Virginia. Parents or guardians having control of a child must comply with these laws and violation of the law will subject the parent or guardian to prosecution. The division superintendent or his designee and the principal of each school shall be responsible for maintaining accurate records of attendance and for monitoring all absences.

Truancy is defined as the absence of a student for which neither the parent nor the school had prior knowledge and consent. The principal may exercise discretion in identifying an absence as a truancy, although the absence occurs with parental knowledge or consent. When the student is truant, the school authorities shall notify parents or guardian(s) of this truancy. Corrective action will be taken by the school authorities when truancy occurs.

REGULATION 7-2.4 (B): STUDENT ABSENCES

All elementary school students, grades K-5, shall not be absent from school for more than twenty (20) days in order to receive academic credit for the grade or subject(s) in which enrolled.

All middle school students, grades 6-8, shall not be absent from school for more than twenty (20) single class periods for any one class or ten (10) blocks of any one alternate day schedule class in order to receive academic credit for the grade or subject(s) in which enrolled.

All high school students, grades 9-12, shall not be absent from school for more than twenty (20) single class periods for any one class or ten (10) blocks of any one alternate day schedule class in order to receive academic credit for the grade or subjects(s) in which enrolled.

Absences resulting from out-of-school suspension may not be counted as absences against the twenty (20) day limit for elementary and twenty (20) single class periods or ten (10) blocks for secondary; however, the student may be required to make-up work missed during the period. (See *Code of Student Conduct.*)

Students who transfer from other school divisions are not penalized for absences prior to the day of enrollment in a Hanover County public school; however, the transfer student may not be absent for more than the pro-rated share of the twenty (20) days for elementary or twenty (20) single class periods for any one class or ten (10) blocks limit of an alternate day schedule class. For example, if a student enters on day 90, he may not be absent for more than ten (10) days for elementary, ten (10) single class periods or five (5) blocks for secondary. When a student transfers within the Hanover County, the number of absences is transferred and applied toward the maximum allowable number. Residents of Hanover County who enter school late may be required to make up school work/time or to have the days counted toward the maximum allowable of twenty (20) days for elementary or twenty (20) single class periods or ten (10) blocks for secondary.

Under certain conditions a waiver of these attendance policies may be considered by the division superintendent.

Conditions for a Waiver

The student and his parent(s) or legal guardian(s) may request a waiver in writing at any time during the school year during which an attendance violation occurs or up to the first day of school for students of the next school year. The correspondence shall be directed to the division superintendent or his designee and shall include: a) the total number of student absences, b) the reason(s) for the absences, and c) the conditions under which a waiver is being sought, e.g. medical hardship, extenuating education circumstances, or a transfer situation.

A waiver may be granted by the division superintendent or his designee for the following reason(s): 1) medical hardship (condition whereby a student could not attend as certified by a licensed physician), 2) extenuating educational circumstances as determined by a committee appointed by the division superintendent or his designee or a special education eligibility committee, or 3) transfer situations as approved by a committee appointed by the division superintendent or his designee. The provisions for the waiver may include submission of missed work as outlined in a contract signed by the student, parent(s) and/or legal guardian(s), committee chairman, and school principal.

Notification of Parents

All elementary schools, grades K-5, shall monitor student attendance and shall report absences to students and parents/legal guardians. Attendance reports may accompany deficiency notices and/or report cards.

All middle schools, grades 6-8, shall monitor student attendance and shall report absences both by day and by individual class periods or blocks to students and parents/legal guardians. Attendance reports may accompany deficiency notices and/or report cards.

All high schools, grades 9-12, shall monitor student attendance and shall report absences both by day and by individual class periods or blocks to students and parents/legal guardians. Attendance reports may accompany deficiency notices and/or report cards.

When a student reaches the maximum of twenty (20) days absence from elementary school, or twenty (20) single class periods of any one class or ten (10) blocks of any one alternate day schedule class for secondary schools, the school shall notify the student and parent(s)/legal guardian(s). Initial notification may be verbal; however, it shall be followed by written notification within three (3) school days. A copy of the notification shall be placed in the student's file.

Provisions for Students Who Exceed the Maximum of Twenty (20) Days for Elementary School or Twenty (20) Single Class Periods for Any One Class or Ten (10) Blocks of Any One Alternate Day Schedule Class for Secondary School

The following options may be utilized with students who have failed because of attendance prior to the completion of the school year:

1. enroll the student in a semester course(s);
2. allow the student to take the equivalent of one semester of summer school if he successfully completes the requirements for credit for one semester (academic and attendance);

3. develop an alternative education plan which includes: a) description of the program, b) maximum number of credits that can be awarded, c) maximum number of absences, and d) conduct conditions. The alternative plan must be approved by the principal and the division superintendent or his designee. A contract signed by the principal, parent(s) or guardian(s), student and division superintendent or his designee shall govern the program.

Grading Elementary School Students Who Exceed the Maximum of Twenty (20) Days

1. Report Cards: The actual grade(s) made by the student shall be entered on the report card. The portion of the report card designated for the grade assignment shall reflect a repeat of the grade level due to excessive absence. The following statement shall be placed at the bottom of the report card:

   **The student has violated Attendance Regulation 7-2.4(B). Although grades will continue to be recorded, the student is not eligible for promotion.*

2. Permanent Records: The actual grade(s) made by the student shall be entered on the permanent record. The portion of the report card designated for the grade assignment shall reflect a repeat of the grade level due to excessive absence.

   **The student has violated Attendance Regulation 7-2.4 (B). Although grades were recorded, the student is not eligible for promotion.*

Grading Middle/High School Students Who Exceed the Maximum of Twenty (20) Single Class Periods for Any One Class or Ten (10) Blocks of Any One Alternate Day Schedule Class

1. Report Cards: The actual grade(s) made by the student shall be entered on the report card. A credit of "0" shall be recorded. Comment Eleven (11) must be entered on the report card.

   The student has violated Attendance Regulation 7-2.4(B). Although grades will continue to be recorded, the student is **not eligible to receive credit. Under certain conditions, a waiver may be granted. Contact the school principal for details.*

2. Permanent Records: The actual grade(s) made by the student shall be entered on the permanent record. The course will carry no carnegie unit of credit; a credit of "0" shall be recorded. The course(s) will not be included in the calculation of grade point average. The following statement shall be placed on the permanent record:

   **The student has violated Attendance Regulation 7-2.4(B). Although grades were recorded, the student is not eligible to receive a unit of credit or any fractional part thereof.*

3. Class Rank: The grade(s) earned by a student who does not receive academic credit (a carnegie unit) because of violation of Regulation 7-2.4 (B) shall not be calculated into the grade point average.

REGULATION 7-2.4 (C): TRUANCY REFERRALS

For a student absent from school for five (5) days without parental awareness and support of the absence, the principal or attendance secretary shall make reasonable effort to make direct contact with the parent(s) (either in person or through telephone conversation) to obtain an explanation for the student's nonattendance. The attendance secretary, in addition to the daily telephone calls made by the county automated telephone system, will mail a letter to the parent(s). The principal and/or attendance secretary, parent(s) and student shall develop a plan to resolve nonattendance. Such plan shall include documentation of the reason(s) for the pupil's nonattendance. If the parent(s) fails to comply with the principal's or attendance secretary's request within three (3) school days, the case shall be referred to the school social worker for enforcement of compulsory attendance rules.

If the pupil accrues a sixth absence without parental awareness and support, a school attendance conference shall be requested and scheduled by the school social worker within ten (10) school days, which must take place no later than the fifteenth school day after the sixth absence. An intervention plan will be developed and implemented. An attendance agreement will be created with assistance from the guidance counselor and other appropriate staff. The school social worker will make any appropriate referrals to county agencies or interdisciplinary teams.

Upon the next absence after the conference without indication to the principal, attendance secretary or school social worker that the pupil's parent is aware of and supports the pupil's absence, the school social worker may refer the case to the Student Support Attendance Coordinator.

The Student Support Attendance Coordinator will receive documentation of all truancy referrals and all school interventions regarding the student, including: contacts made with the student or parent, lists of excused and unexcused absences, copies of excuse notes, disciplinary history, and eligibility status and accommodations. Truancy referral documentation will follow flowchart procedures (see attached) to satisfy guidelines of the Hanover County Court Services Unit (Juvenile Probation). Truancy referrals with incomplete documentation will be returned to the school social worker for monitoring.

The Student Support Attendance Coordinator shall enforce compulsory attendance requirements (Virginia Code § 22.1-254, et seq.) by either or both of the following: (1) filing a complaint with the Hanover County Juvenile and Domestic Relations District Court alleging the student is a child in need of supervision as defined in Virginia Code § 16.1-228 or (2) instituting proceedings against the parent(s) pursuant to Virginia Code § 18.2-371 or § 22.1-262. In filing the complaint against the student, the attendance coordinator shall provide written documentation of the efforts already undertaken to resolve the pupil's nonattendance. Such filings occur after review and approval by the Director of Special Education, where appropriate.

After initiating court intervention, the Student Support Attendance Coordinator shall monitor active cases and report to the referring school, in an effort to support a plan for improved attendance and academic success.

NOTE: The County automated system will be activated and utilized for the high schools and middle schools. Elementary school personnel will continue to make direct phone calls for daily absences.

General Procedures

The principal shall submit to the Director of Special Education the names of those students for whom no follow-up information can be obtained on the ten-day non-enrollment report.

The Director of Special Education shall forward the ten-day non-enrollment reports to the appropriate school social worker who shall review the ten-day principal's report of non-enrolled children and identify potential truants.

At the end of the first semester, a list of all students absent for fifteen (15) cumulative days shall be submitted to the Director of Special Education for review with the school social workers. Each secondary school shall be visited by the school social workers on a regularly scheduled basis. Any student may be referred to a school social worker for non-attendance at any time.

REGULATION 7-2.4 (D): REGULATIONS FOR KEEPING REGISTERS

At the close of each pupil accounting register period (monthly), the teacher should carefully check each register, with particular emphasis on aggregate days attendance and membership for each pupil. At the end of the school term, the register should be checked again, with particular emphasis on total aggregate days' attendance and membership.

Periodic Checks

1. Attendance registers are to be maintained on a daily basis. These records must be available for immediate inspection by school administrators.
2. Upon request, registers shall be submitted to the principal at the close of each pupil accounting period.
3. At the end of the school term, registers must be approved by the principal's office as one item on the teacher's checklist for the closing of school.

Retention

Teacher's registers shall be retained indefinitely.

Procedures for Maintaining Student Records of Students Who Withdraw from Hanover County Public Schools

All students enrolled in and/or withdrawn from Hanover County Public Schools must be accounted for with respect to school placement.

Students who withdraw during the school year

Students who withdraw during the school year and move to another school district either in-state or out-of-state, should have a request for records from the next school district. Students are withdrawn from Hanover County Public Schools on the day after the parent request for withdrawal. Records should be maintained for the student's subsequent school of the enrollment. Verification can be met either through a request for records from the next school, or a phone call for verification to the school. Verification should be completed within 10 days of the student's withdrawal from Hanover County Public Schools and information regarding the next student placement placed in the student's file.

Students who withdraw at the end of the school year

Students who do not re-enroll in Hanover County Public Schools for the following school year should have a request for transcripts and records by another school division, or a letter should be on file for a parent who may have requested for their child to be home schooled. Verification should be completed no later than 15 days after the opening of the subsequent school year. At the end of 10 school days, if a student has not enrolled for the subsequent year in Hanover County Public Schools, and no official request has been for records, the principal will turn the list of student names over to the Lead Social Worker for further investigation.

All principals are responsible for verifying the location of a child who has withdrawn from his/her school and relocates to another school or does not re-enroll for the subsequent school year. Documentation can be made in the form of maintaining a notebook for student enrollments and withdrawals, or a similar process.

Amended: July 22, 2003

CONTACT SHEET – Form 1

Student's Name_____ School_____

Grade_____ Date of Birth_____

Address_____

Parent/Guardian_____ Phone (H)_____ (W)_____

Parent/Guardian_ Phone (H)_____ (W)_____

Nature of Contact

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

CONTACT SHEET 1A

REFERRAL FOR SERVICES OF SCHOOL SOCIAL WORKER – Form 2

Student's Name_____Grade_____DOB_____

Parents/Guardian_____Phone_____

Parents/Guardian_____Phone_____

Address_____

Referral Source_____Position_____

Date submitted to School Social Worker_____

Reason for Referral:

Please attach all documentation regarding student including; direct contact, correspondence to parents, attendance and discipline history.

SCHOOL ATTENDANCE CONFERENCE - Form 3

Student's Name_____Grade_____DOB_____

Parents/Guardian_____Phone_____

Parents/Guardian_____Phone_____

Number of Total Absences_____Date _____
(Attach computer printout)

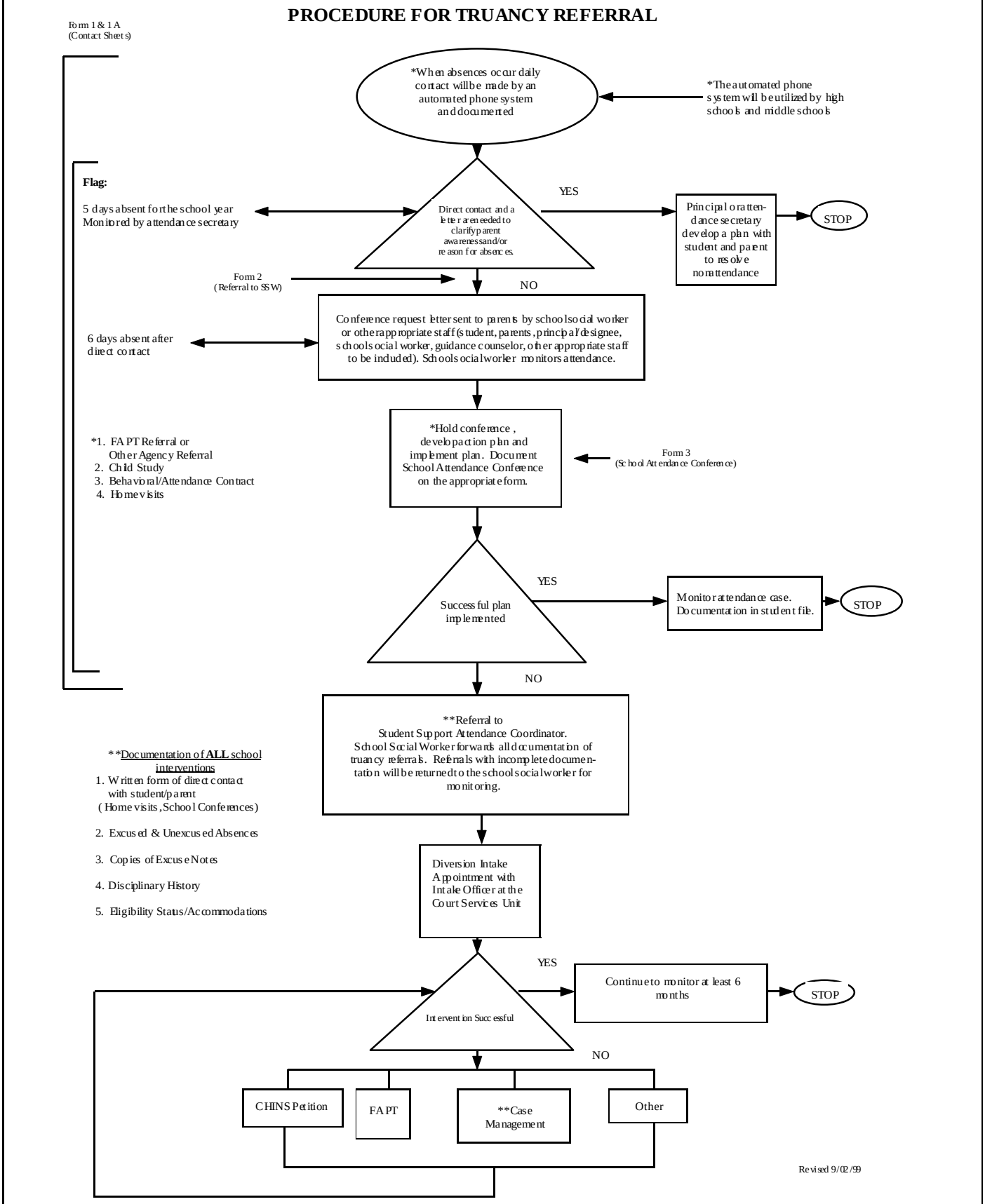
Summary of Conference (Discuss previous contacts/interventions):

Plan of Action (Intervention strategies discussed):

Individuals Present:

Signature	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROCEDURE FOR TRUANCY REFERRAL



POLICY 7-2.5 CENSUS

The Hanover County School Board shall assure that every three (3) years, at a time to be designated by the Superintendent of Public Instruction, a census is taken of all persons residing within the Hanover County public school division who, on or before December 31 immediately following the census, will have reached their fifth birthday but not their twentieth birthday, on forms furnished by the Superintendent of Public Instruction.

On the recommendation of the division superintendent, the School Board shall appoint agents to take the census. Each agent shall receive compensation for his services from School Board funds, in an amount to be fixed by the School Board. A reasonable travel allowance may be allowed at the discretion of the School Board.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-281 through 22.1-286.

Recodified: August 2000

ARTICLE III: CODE OF STUDENT CONDUCT

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7-3.1 CODE OF STUDENT CONDUCT

7-3.1 CODE OF STUDENT CONDUCT

Philosophy

Recognizing the importance of the dignity and worth of each individual, the Hanover County School Board believes that it should provide an atmosphere of mutual respect conducive to teaching and learning in which intellectual, physical, emotional, and social growth complements the moral and spiritual needs of the student population. Students, parents, administrators, teachers and all other staff members are responsible for maintaining a school environment in which educational programs can prosper and extracurricular programs can be provided for the benefit of all participants.

Student Rights and Responsibilities

A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, to break school rules, to present a health or safety hazard, or to disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community.

To the extent permitted by applicable law, students have the right to the following:

- a public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities;
- an orderly school and classroom environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety; and
- freedom of expression in speech, writing, or symbols, consistent with their constitutional rights and School Board policy.

Students have the primary responsibility to maintain a climate of mutual respect and trust in order that the dignity of the individual be protected and the pursuit of opportunities for each student be realized. Administrators and those to whom disciplinary authority is delegated, including teachers and bus drivers, have the responsibility to be consistent and uniform in the application of all School Board policies and all school regulations.

Students are responsible for the following:

- knowing and complying with any rules or regulations of the School Board, as well as local, state, and federal laws;
- attending school regularly, equipped with the materials needed to attend class and complete class assignments and/or requirements; and
- contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized.

Disciplining Students with Disabilities

Disciplinary actions for students with disabilities will be determined in accordance with all relevant state and federal laws and regulations. Regulations Governing Special Education Programs for Children with Disabilities are available from the Virginia Department of Education Web site at http://www.doe.virginia.gov/.

Parental Rights and Responsibilities

Each parent has the duty to assist the school in enforcing the *Code of Student Conduct* and compulsory school 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. Any school principal may request a student's parent/guardian (or parents, if both parents have legal and physical custody of such student) to meet with the principal or his designee to review the *Code of Student Conduct* and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with the compulsory school attendance law, and to discuss improvement of the child's behavior and educational progress.

Due Process

Students facing suspension have a property right to an education guaranteed under the 14th Amendment which may not be taken away without due process. For suspensions of ten (10) days or less, the student must be given oral or written notice of the charges and, if he/she denies them, an explanation of the evidence and an opportunity to present his/her side of the story.

Virginia law requires more due process than required by the Constitution. Virginia law requires the following requirements for suspensions of "not more than ten days":

- oral or written notice to the student of the charges against him/her;
- if he/she denies them, an explanation of the facts and the opportunity to present his/her version;
- notification of the facts in writing by the administrator to the division superintendent or designee and to the parent(s)/guardian; and
- if requested by either party, a review of the facts of the case by the superintendent or his/her designee to "confirm or disapprove" the action.

Virginia law requires the following due process for suspensions of longer than ten (10) days:

- written notice to the student~~s~~ and his/her parent(s)/guardian stating the proposed action, reasons for it, and a statement that the suspension can be appealed to the superintendent or his/her designee.

Expectations for Student Conduct

An open, engaging, challenging atmosphere is most conducive to the educational experience of all members of the school community. Therefore, students are expected to do the following:

- cooperate in the creation and maintenance of a healthy learning environment;
- conduct themselves in a safe and orderly manner;
- respect the rights of others during both curricular and extracurricular school programs;
- be present and on time for all scheduled activities;
- dress in a way that is appropriate and responsible;
- refrain from inappropriate behavior, including disruptive actions such as the use of profanity, obscenity, and/or demeaning remarks;
- safeguard the property of the school and protect the community's investment in it;
- refrain from cheating or plagiarizing on any assigned schoolwork; refrain from cheating, plagiarizing or receiving assistance on any tests; and
- follow School Board policies and regulations.

Conduct Violations and Accompanying Consequences

The following list of conduct violations and accompanying consequences is not meant to be all-inclusive. The School Board or appropriate school official may invoke disciplinary measures for conduct not listed, but which, by common understanding, a student would know or reasonably should have known would be conduct detrimental to the maintenance of good order and/or the academic process. The principal, with the approval of the division superintendent, has the authority to promulgate school rules consistent with the rules contained herein and to administer such rules. A principal also may seek to obtain a waiver with regard to the assignment of required consequences in light of extenuating circumstances or in order to provide appropriate disciplinary alternatives. The waiver request shall be submitted in writing to the division superintendent or his designee. Offenses committed by students in grades 6-12 may be deemed cumulative.

- Detention - Where appropriate a student may be detained for a reasonable period of time before or after his classes and may be required during this time to engage in controlled and constructive activities as may reasonably contribute to better behavior. Parents of students assigned detention time shall be notified in writing or via telephone prior to the time detention is to be served in order that there may be an opportunity to make transportation arrangements.

- Saturday School – A student may be assigned Saturday School as an alternative to in-school and out-of-school suspension. Parents/guardians shall be notified of such assignment in writing and in advance.
- Suspension from Extracurricular Activities - A student's privilege to participate in all or certain extracurricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extracurricular activities may be imposed in conjunction with other penalties. Parents shall be notified of such suspension in writing.
- In-School Suspension - A student may be placed in the In-School Suspension program for the duration of a short term suspension, as a part of a short term suspension, or as a part of a long term suspension at the discretion of the principal. Students on short-term suspension, which is any suspension of ten (10) days or less, receive credit for schoolwork made up after they return from suspension.
- Other Appropriate Measures - Student contracts, parental involvement, counseling, community and/or school services, and attendance at Saturday or evening school are other measures which may be used to improve student conduct.
- Referral to an Alternative Education Program - The School Board may, in accordance with the procedures set forth in this section and upon a finding that a student has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of §16.1-260; (iii) found to have committed a serious offense or repeated offenses in violation of school board policies; (iv) long-term suspended pursuant to the procedures in this section; or (v) expelled from school attendance pursuant to the procedures in this section, require the student to attend an alternative education program as provided in Virginia Code §§22.1-209.1:2 or 22.1-277.2:1.
- Out-of-School Suspension and Expulsion from School and/or School Buses - A student's privilege to attend school and/or ride a school bus may be suspended by the school principal, any assistant principal, or in their absence and in the case of short term suspensions of less than ten (10) days, a designated teacher, according to all applicable law and to the procedures set out in this *Code of Student Conduct* and for the offenses contained herein.
- Referral to Authorities - In addition to the disciplinary action outlined in this *Code of Student Conduct*, any known violation of the law will be referred to the appropriate law enforcement authorities.

Preventive and/or corrective measures available to school administrators include but are not limited to the following:

- Warning
- Teacher Removal of Student from Class (as authorized by Code of Virginia §22.1-276.2)
- Detention
- Suspension from Extracurricular Activities
- In-School Suspension
- Referral to an Alternative Education Program
- Out-of-School Suspension
- Expulsion from school and/or School Bus (vehicle)
- Referral to Authorities
- Saturday School
- Other Appropriate Measures

Students are subject to corrective action for any misconduct that occurs in the following locations/situations:

- in school or on school property, including in student-driven vehicles located on school property, at bus stops;
- in or on a school vehicle;

- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and

- off school property, when the student has been charged with an offense relating to the Commonwealth's laws on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to subsection G of §16.1-305.1 of the Code of Virginia; or when the student has been found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to subsection G of §16.1-305.1 of the Code of Virginia.

NOTE: No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment.

1 Attendance

A1T **Excessive Absences**
A2T **Truancy**
A3T **Leaving Without Permission**

Student attendance is a cooperative effort involving the school, parents and students. With the support from their parents, Hanover County public school students are expected to accept responsibility for good attendance. School attendance is related directly to academic achievement and the development of good habits which are important in college and employment. Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full-day schedule must be approved on an individual basis by the division superintendent or his designee.

Truancy

Students are to be in their assigned classes and on the school grounds during the entire school day. Students must obtain permission from the principal or his/her designee to leave the school grounds before the designated closing of the school day. Principals and assistant principals may assign Saturday School, detention, or in-school suspension to students with infractions for skipping school and/or class.

2 Arson – Actual/Attempted

AS1 **Arson: Actual**
AS2 **Arson: Attempted**
AS3 **Lighted Firecrackers, or Cherry Bombs, Stink-Bombs (That Contribute to a Damaging Fire)**
BO1 **Bomb Threat**
BO2 **Chemical/Biological Threat**
BO3 **Terrorist Threat**
WP6 **Possession of Explosive Device**
WP7 **Use of a Bomb or Explosive Device**
W2P **Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)**
W9P **Bringing Fireworks, Firecrackers or Stink Bombs to School or School Event**

Using, intending to use, or threatening to use an explosive device or any device represented as an explosive device on school property or school buses or at a school-sponsored event is prohibited.

Using or intending to use any material which may result in a fire on school property or school buses or at a school-sponsored event is prohibited unless specifically authorized by school officials.

The following infractions **SHALL** result in a short-term suspension (1-10 days).

Possession of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to: firecrackers, lighter fluid, and other flammable substances.

The following infractions **SHALL** result in a long-term suspension (11-364 days) or expulsion.

1. Arson: deliberately setting a fire on school property which endangers life, limb, or property.
2. Threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.
3. Threat of harm or violence with an explosive device: Making direct or indirect threat (verbal, written, or behavior) to another student or adult that implies or creates fear of bodily harm or violence that endangers life, limb, or property.

3 Bullying

BU1 Bullying
BU2 Cyber Bullying
HR1 Harassment (Non-Sexual) – Physical, Verbal, or Psychological
(Sexual Harassment refer to Section 8 Sexual Harassment/Inappropriate Sexual Behavior)

The following infractions **MAY** result in a short-term suspension (1-10 days).

1. Bullying**:** Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

2. Cyber Bullying: using information and communication technologies (such as e-mail, cell phone text messages, instant messaging, defamatory personal web sites, defamatory online personal polling sites, and social media to support deliberate, hostile behavior intended to harm others) which substantially disrupts or interferes with the safety and welfare of the school and its students. This behavior includes, but is not limited to impersonation, stalking, threats, coercion, taunting, and harassment.

3. Harassment: any repeated, unwanted, unwelcomed, and uninvited words and/or behavior over time that demeans, threatens, or offends a person or persons, but does not include sexual harassment, which is addressed in Section 8 Sexual Harassment/Inappropriate Sexual Behavior.

4 Dangerous Objects and Firearms

W1P	**Possession of Ammunition**
W2P	**Possessing or Bringing to School or a School-Sponsored Event any Substance Used as a Weapon (Mace, Tear Gas, or Pepper Spray)**
WP0	**Possession of Pneumatic Weapon (BB Gun, Paintball Gun, or Pellet Gun)**
WP1	**Possession of Firearm**
WP2	**Possession of Shotgun or Rifle**
W3P	**Bringing a Toy/Look-alike Gun to School or School Event**
WP4	**Possession of Weapon that Expels a Projectile**
WP5	**Possession of a Knife (Blade 3 inches or longer)**
WP6	**Possession of Explosive Device**
WP7	**Use of a Bomb or Explosive Device**
WP8	**Possession of Other Firearms**
WP9	**Possession of Other Weapons (includes Blade shorter than 3 inches)**
W9P	**Bringing Fireworks/Firecrackers/Stink Bombs to School or School Event**
WS1	**Possession of Stun Gun**
WT1	**Possession of Taser**

Students shall not bring, carry, use, or possess any weapon**,** or destructive device while in or on school property, while in a school-owned or -operated vehicle, while attending a school-sponsored activity or event, or in a student-driven vehicle that is located on school property.

The following infractions **MAY** result in a long-term suspension (11-364) or expulsion.

1. Bringing, carrying, possessing, or using a knife while in or on school property, including student-driven vehicles located on school property, and/or while attending a school sponsored-activity or event, except when the student has such a knife for specified use in a class in which he/she is enrolled and the knife is a required instructional tool as designated by the instructor.

2. Bringing, carrying, or possessing a weapon, ammunition, pneumatic weapons, any substance that can be used as a weapon, toy/look-alike guns, razor blades, box cutters, stun guns, tasers, explosive or flammable materials (unless specifically authorized by school administrators), etc. while in or on school property, including student-driven vehicles located on school property, and/or while attending a school sponsored-activity or event.

The following infractions **SHALL** result in expulsion.

1. Bringing, carrying, possessing, and/or using a firearm while in or on school property, including while in school-owned or –operated vehicles, in a student-driven vehicle located on school property, and/or while attending a school-sponsored activity or event.
2. Using and/or attempting to use any weapon, including look-alike weapons, to intrude upon the safety and security of students, employees of Hanover County Public Schools, and visitors.

5 Disorderly Conduct/Disruptive Behavior

D1C	**Disrespect (walking away, etc.)**	**G1B**	**Gambling**
D2C	**Defiance (refuses to follow directives)**	**RG1**	**Inciting a Riot**
D3C	**Disruptive Demonstrations**	**S3V**	**Other School Code of Conduct Violation not Included**
D4C	**Possession of Obscene or Disruptive Literature**	**BO1**	**Bomb Threat**
D5C	**Classroom or Campus Disruption**	**BO2**	**Chemical/Biological Threat**
		BO3	**Terrorist Threat**
D6C	**Using Obscene or Inappropriate Language or Gestures**	**BO4**	**Setting Off False Fire Alarm**
		C1M	**Beepers**
		C2M	**Cellular Telephones**
D8C	**Minor Insubordination**	**C3M**	**Electronic Devices**
GA1	**Gang Activity**		

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by School Board policies and regulations and shall not behave in a disorderly manner or in any other manner that interrupts or disturbs the orderly operation of the classroom or any school activity.

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific division and school building dress regulations, of which students will be given prior notice.

Students shall not verbally or graphically curse or abuse anyone, use vulgar, profane or indecent language, or bear or display any obscenity or indecency.

Gambling in any form is prohibited on school property or in association with any school activity.

Gang-related activity will not be tolerated.

The following infractions **MAY** result in a short-term suspension (1-10 days).

1. The use of any type of unauthorized electronic or mechanical device is prohibited during regular school hours and on school buses. Unauthorized electronic or mechanical devices shall include, but not be limited to: pagers, cellular telephones, I-Pods, computer games, cameras, musical devices, laser pointers, and other portable electronic devices or the representation thereof. Students will be permitted the appropriate use of cellular phones on school property or at school-sponsored activities before and after regular school hours, and in accordance with Regulation 6-3.15(C) – Student Owned Electronic Device Acceptable Use. However, the use of any of the above mentioned devices may not interfere with any school activity.
2. Possession of a laser pointer, shock pen or other electronic device that may be used to damage a person.
3. Verbal altercation, taunting.
4. Use of vulgar acts, gestures, or profane language not directed toward another person.
5. Speaking or writing profanity while on school property, including while in school-owned or school-operated vehicles, or while attending a school-sponsored activity or event.
6. Horse playing that results in injury.
7. Tampering with fire alarm system and/or other electronic surveillance equipment.
8. Defiance or insolence directed at any school employee to include insubordination or disregard of a verbal instruction or direction.
9. Use of vulgar acts, gestures, or profane language directed toward another person
10. Possession of pornographic or sexually explicit material, including images and material contained or stored on any electronic or mechanical device.
11. Participating in gang-related activity while on school property, in a school bus or school-division vehicle, or at a school-sponsored event.

12. Engaging in disruptive behavior and/or disorderly conduct.
13. Inciting other students to create or personally creating a disturbance which disrupts the operation of the school. Includes engaging in verbal abuse such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program or incite violence.

The following infractions **MAY** result in a long-term suspension (11-364 days).

1. Making a false fire alarm, activating a fire alarm, or unauthorized use of emergency/security telephones or equipment.

2. Persistent failure to comply with the *Code of Student Conduct* and/or persistent disobedience or violation of school rules.

6 Fighting/Assault/Threats

BA1	**Battery/Assault against Staff with Weapon**	**ET1**	**Extortion**
BA2	**Battery/Assault against Staff with No Weapon**	**ET2**	**Attempted Extortion**
BA3	**Battery/Assault against Student with Weapon**	**H1Z**	**Hazing**
BA4	**Battery/Assault against Student with No Weapon**	**TI1**	**Threat/intimidations against staff**
BA5	**Malicious Wounding Without a Weapon**	**TI2**	**Threat/intimidations against student**
		ST1	**Stalking**
		FA2	**Fighting With No or Minor Injury**
		F1T	**Minor Physical Altercation**

Students shall not make any verbal, written, electronically communicated, or physical threat of bodily injury or use of force directed toward another person for any reason.

Students shall not fight or display or contribute to aggressive behavior that is disruptive or dangerous.

The following infractions **MAY** result in up to a short-term suspension (1-10 days).

1. Fighting or any physical altercation that may result in no injury or minor injury, including kicking, shoving, pushing, or hitting.

2. Extortion.

3. Fighting that causes a disruption to the school day.

4. Forcing someone into action or deterring someone from action by inducing fear, usually by threat, including hazing, teasing, and/or any physical contact.

5. Intimidating or threatening another with bodily harm, violence, damage to property or to the safety of the school environment.

6. Inciting other students to create or personally creating a disturbance which disrupts the operation of the school. Includes engaging in verbal abuse such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate disruption of the school program or incite violence.

The following infractions **MAY** result in a long-term suspension (11-364 days).

1. Assaulting a student.

2. Persistent behavior that threatens bodily harm, violence, damage to property, or to the safety of the school environment (may include breaking and entering or other unauthorized presence on school property or school grounds).

3. Threat of harm or violence: Making direct or indirect threat (verbal, written, or behavior) to another of bodily harm or violence that endangers life, limb, or property.

The following infractions **SHALL** result in expulsion.

Assaulting a teacher, administrator, employee of Hanover County Public Schools, School Resource Officer, or school visitor.

7 Integrity/Theft

S2V	**Misrepresentation**	**IT1**	**Cheating**
TF1	**Theft of School Property**	**IT2**	**Plagiarism**
TF2	**Theft of Staff Property**	**IT3**	**Falsification**
TF3	**Theft of Student Property**	**BK1**	**Burglary: Actual**
TF4	**Possession of Stolen Property**	**BK2**	**Burglary: Attempted**
TF	**Attempted Theft or Theft of Motor Vehicle**	**RB1**	**Actual Robbery**
		RB2	**Attempted Robbery**

Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers, computer networks, or electronic media.

The following infractions **MAY** result in a short-term suspension (1-10 days).

1. Any theft of money or personal or public property and/or theft involving breaking and entering, including lockers (includes unauthorized or illegal use of computer services).

2. Falsifying of signatures on notes, excuses, or other school documents (includes producing false notes, excuses, or other school documents by computer); lying and other acts of dishonesty.

3. Cheating or plagiarizing on assigned school work or cheating, plagiarizing or willingly providing or receiving assistance on tests.

The following infractions **SHALL** result in a long-term suspension (11-364 days) or expulsion.

1. Attempted theft or theft of a motor vehicle.

2. Attempted or actual burglary or robbery.

8 Sexual Harassment/Inappropriate Sexual Behavior

SX0	**Sexual Harassment**
SX1	**Improper Physical Contact against Staff**
SX2	**Improper Physical Contact against Student**
SX3	**Sexual Offenses against Staff/Forcible Assault/Rape**
SX4	**Sexual Offenses against Student/Forcible Assault/Rape**
SX5	**Sexual Offenses against Staff/Attempted Forcible Assault/Rape**
SX6	**Sexual Offenses against Student/Attempted Forcible Assault/Rape**
SX7	**Sexual Offenses without Force**
SX8	**Aggravated Sexual Battery**
SB1	**Sexual Battery against Staff**
SB2	**Sexual Battery against Student**

It is the policy of the School Board to maintain a learning and working environment which fosters fair and equitable treatment of all students and employees, including freedom from sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct of a sexual nature, including conduct that creates an intimidating, hostile or offensive learning or working environment or denies or limits a student's ability to participate in or benefit from a school's education program. Sexual harassment includes sexual violence. Victims of sexual harassment, as well as harassers, can be of any gender. Sexual harassment can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. Sexual harassment can be verbal, nonverbal, or physical.

Students are prohibited from engaging in the sexual harassment of other students or employees. Any student with knowledge of the occurrence of sexual harassment should notify the principal or other administrator.

Sexual harassment of a student or employee **MAY** result in a short-term suspension (1-10 days) long-term suspension (11-364 days) or expulsion **depending upon severity and relevant factors**.

9 Substance Abuse

AC1	**Alcohol Use**
AC2	**Alcohol Possession**
DG1	**Schedule I & II Drug Use**
DG2	**Schedule I & II Drug Possession**
DG3	**Schedule I & II Drug Sale/Distribution**
DG5	**Synthetic Marijuana Use or Possession**
DG7	**Marijuana Use**
DG8	**Marijuana Possession**
DG9	**Marijuana Sale/Distribution**
D4G	**Over-the-Counter Medication Use**
D5G	**Over-the-Counter Medication Possession**
D6G	**Over-the-Counter Medication Sale/Distribution**
D10	**Other Drug Use/Overdose**
D11	**Other Drug Possession/ Paraphernalia/Possession**
D12	**Other Drug Sale/Distribution**
D15	**Use of Inhalants**
D17	**Substances Represented as Drugs (Look-alikes)**
D19	**Anabolic Steroid Sale/Distribution**
D20	**Anabolic Steroid Use/Possession**
DR3	**Drug Violations of Prescription Drugs, Theft, or Attempted Theft of Prescription Drugs**

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of alcohol, anabolic steroids, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in the Drug Control Act, Chapter 34 Title 54.1 of the Code of Virginia, or as defined in schedules I through V of 21 U.S.C. 812, or imitation controlled substances, or possession or use of drug

paraphernalia while on school property or while engaged in or attending any school-sponsored or school-approved activity or event, shall result in suspension and/or expulsion from school in accordance with all applicable laws and School Board Policy.

No student may have in his or her possession any medication or prescription drugs, except those students with diagnoses requiring the administration of medication during the school day and who follow school rules for self-administration of medicine. This includes students diagnosed with, but not limited to, asthma, anaphylaxis, or both.

The following infractions **SHALL** result in a suspension or expulsion.

Day Suspension from School

1. First Offense: When on school property, traveling to or from school, or at a school-sponsored activity, possession, use, and/or under the influence of illegal drugs or dangerous substances, including anabolic steroids, or a controlled substance consumed with the intent of altering the individual's mood or perception including over-the-counter medications such as aspirin, ibuprofen, cough and cold medications, acetaminophen, herbal supplements, inhalants, and anabolic steroids. This also includes possession or use of drug paraphernalia which aids or promotes the use of drugs.

2. First Offense: When on school property, traveling to or from school, or at a school-sponsored activity, possession, use, or under the influence of alcohol; possession or use of imitation alcohol (including, but not limited to non-alcoholic malt beverages and powdered alcohol), imitation controlled substance, or marijuana as defined in Virginia Code §18.2-247.

As a condition of the suspension for these offenses, the School Substance Use and Prevention Counselor will meet with the student. The School Substance Use and Prevention Counselor will provide referral resource information to the parent/guardian. Such information may address substance use education, early intervention, and treatment. In addition, the student will not be permitted to participate in or attend any extracurricular activities for 60 calendar days from the date of the suspension, including summer vacation and school holidays.

Expulsion from School

1. Selling, supplying, or distributing to another person, or manufacturing alcoholic beverages, controlled, or illegal drugs (including anabolic steroids) or dangerous substances while on school property, while in a school division vehicle, or while at a school-sponsored activity.

2. Second offense of possession, use, consumption and/or under the influence of alcohol, controlled or illegal drugs, including anabolic steroids, any dangerous substance, including over-the-counter medications such as aspirin, ibuprofen, cough and cold medications, acetaminophen, herbal supplements, and inhalants, consumed with the intent of altering the individual's mood or perception. This also includes possession, or use of drug paraphernalia which aids or promotes the use of drugs or illegal substances.

3. Second offense of use or possession of imitation alcohol (including non-alcoholic malt beverages), imitation controlled substance, or marijuana (as defined in Virginia Code §18.2-247) which on school property, in a school division vehicle, or while at a school sponsored activity.

10 Technology and the Internet

T1C **Unauthorized Use of Technology or Information**
T2C **Causing/Attempting to Cause Damage to Computer Hardware, Software, or Files**
T3C **Violations of Acceptable Usage Policy**
T4C **Violations of Internet Policy**

Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonesty will not be tolerated. This includes unauthorized or illegal use of computers, computer networks, or electronic media.

The following infractions **MAY** result in a short-term suspension (1-10 days).

1. Unauthorized or illegal use of computers or computer networks, including any violation of the Hanover County Public Schools Internet Acceptable Use Policy.

2. Computer invasion of privacy (unauthorized or illegal use of a computer or computer network to examine personal information relating to any other person).

The following infractions **SHALL** result in suspension for ten (10) days.

1. Temporary or permanent removal of computer data, computer programs, or computer software from a computer or computer network, or any other violation of the expectations for the Hanover Academic Network (HAN), contained in Policy 6-3.15, and accompanying regulations.

2. Causing a computer to malfunction or altering or erasing any computer data, computer programs or computer software.

3. Making or causing to be made an unauthorized or illegal copy, in any form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network.

11 Tobacco and Vapor Products

TC1 **Tobacco Use**
TC2 **Tobacco Possession**
TC3 **Tobacco Sales/Distribution**
TC4 **Bringing Tobacco Paraphernalia to School or School Event**

The possession and/or use of tobacco products or vapor products by students on a school bus, on school property, or at a school-sponsored activity is strictly prohibited. Tobacco products include any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. Vapor products include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device that can be used to produce vapor from nicotine, or other substance, in a solution or other form.

1-3 Day Suspension from School

First Offense: Possession and/or use of tobacco products or vapor products.

1-5 Day Suspension from School

The following infractions **MAY** result in up to a maximum of five (5) days suspension from school.

Second Offense: Possession and/or use of tobacco products or vapor products.

12 Transportation

TN2 Motor Vehicle Registration
TN3 Improper use of Bicycle
TN4 Walkers/Property/Rights

Riding a school bus is a privilege. Violations of standards set forth in the *Code of Student Conduct* for students riding on a school bus or in any other type of school vehicle will be cause for a referral to a school administrator and shall result in appropriate disciplinary penalties. School buses are considered School Board property, and students who fail to meet the expectations of the *Code of Student Conduct* may have their riding privileges revoked for a specified time or permanently.

Students who become a serious discipline problem on the school bus or vehicle or who consistently demonstrate inappropriate behavior shall have their riding privileges suspended by the principal. In such cases, the parents of the suspended student shall be responsible for transporting their child to and from school. The drivers of school vehicles have the authority and responsibility to maintain order and safe conditions while transporting students. The School Board or a principal may invoke disciplinary measures for any misconduct which, by common understanding, would be considered detrimental to the safety of any passenger or driver of a school vehicle.

In addition, the following rules must be followed by all passengers on a school bus or in any school vehicle:

1. Show respect for fellow students and the driver.
2. Respect the property rights of all passengers and driver of the vehicle.
3. Follow directions the first time they are given.
4. Keep all objects and themselves inside the bus.
5. Refrain from throwing objects.
6. Stay in their seats while the bus is in motion.
7. Refrain from cursing, swearing, talking loudly, or teasing.
8. Refrain from pushing, shoving, or fighting.
9. Refrain from littering or damaging the bus.
10. Refrain from eating or drinking.
11. Refrain from using any type of unauthorized electronic or mechanical device during regular school hours and on school buses. Unauthorized electronic or mechanical devices shall include, but not be limited to: pagers, cellular telephones, I-Pods, computer games, cameras, musical devices, laser pointers, and other portable electronic devices. Students will be permitted the appropriate use of cellular phones on school property at school-sponsored activities before and after regular school hours. However, the use of any of the above mentioned devices may not interfere with any school activity.
12. Meet all expectations stated in the *Code of Student Conduct.*
13. Bring on the bus no large objects such as athletic equipment, large musical instruments, or “projects” for class. Small musical instruments and athletic equipment that can be held on the lap without blocking the aisle are permissible.

13 Trespassing

TR1 Trespassing

Trespassing on Hanover County Public Schools property is prohibited whether before school opens, during regular school hours, or after regular school hours.

Students are expected to have the appropriate authorization in order to be on Hanover County Public Schools property. Students who have been suspended or expelled from attendance at any Hanover County Public School will be considered to be trespassing if they come onto school property during the period of their suspension or expulsion without prior permission of the principal.

Any student who has been requested by school administrators to leave school property is expected to comply immediately. Failure to do so may be considered trespassing.

14 Vandalism

VN1 Vandalism of School Property
VN2 Vandalism of Private Property
VN3 Graffiti

Students shall not maliciously or willfully injure, deface, or destroy school property or the personal property of others. The School Board may take action against a student for any actual breakage or destruction of or failure to return property, owned or under control of the School Board, caused or committed by such student.

1-10 Day Suspension from School

The following misconduct **MAY** result in up to a maximum of ten (10) days suspension from school.

Maliciously or willfully cutting, defacing or otherwise damaging or destroying in any way property belonging to the school division or other persons.

Suspensions

A suspended student may not enter any school building or come onto any school property during the period of suspension except with the prior permission of the principal. Any student who is suspended and who is also enrolled in a technical or vocational school shall be deemed suspended from the technical or vocational school. A student enrolled in a work cooperative program who is suspended also may be restricted from employment during the suspension.

In-School Suspensions

A student may be assigned in-school suspension, where appropriate, as an alternative to out-of school suspension by either the school principal, an assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may assign in-school suspension after giving the student oral or written notice of the charges against him/her, an explanation of the facts as known to school personnel, and an opportunity to present to student's version of what occurred. A student assigned to in-school suspension may be suspended out of school if he/she becomes disruptive and/or non-compliant.

In-School Suspension: Appeal Process

- If the parent/guardian or student disagrees with an in-school suspension action taken by the assistant principal or teacher, the parent/guardian and/or student may petition the principal to review such action.
- The principal will review forthwith the action taken by the assistant principal or teacher and confirm or disapprove such action based on an examination of the record of the student.
- The decision of the principal will be final.

In-School and Bus Suspensions imposed by the principal:

- If the parent/guardian or student disagrees with an in-school suspension action taken by the principal, the parent/guardian and/or student may petition the Disciplinary Hearing Review Officer to review such action.
- The Disciplinary Hearing Review Officer will review forthwith the action taken by the principal and confirm or disapprove such action based on an examination of the record of the student.
- The decision of the Disciplinary Hearing Review Officer will be final.

Short-Term Suspensions: Not More Than 10 days

A student may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, any teacher. Upon suspension of any student, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the school division's Disciplinary Hearing Review Officer and to the parent or guardian of the student suspended. The principal, assistant principal, or teacher may suspend the student after giving the student oral or written notice of the charges against him/her, an explanation of the facts as known to school personnel, and an opportunity to present the student's version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence creates an ongoing threat of disruption, the student may be removed from school immediately, and the notice, explanation of acts, and opportunity to present his/her version shall be given as soon as practicable thereafter.

Any oral or written notice to the parent/guardian of a student who is suspended from school attendance for not more than ten days shall include notification of the length of the suspension, information regarding the availability of community-based education programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the education program offered by the Hanover County Public Schools, shall be borne by the parent/guardian of the student. However, when such notice is given orally, the omission of any required information will not automatically be grounds for the reversal of the suspension.

A student suspended for a period of 1 to 10 days shall make up his/her work within 10 school days, beginning with and including the first day back at school. It shall be the responsibility of the student to initiate the effort necessary for making up work, but teachers shall provide such students the opportunity to do so.

Short-Term Suspension: Appeal Process

- If the parent/guardian or student disagrees with a suspension action taken by an assistant principal or teacher, the parent/guardian and/or student may appeal the suspension to the principal or may petition the Disciplinary Hearing Review Officer to review such action.
- If the parent/guardian or student disagrees with a suspension action taken by the principal, including a principal's review of a suspension action taken by an assistant principal, the parent/guardian and/or student may petition the Disciplinary Hearing Review Officer to review such action.
- The Disciplinary Hearing Review Officer will review forthwith the action taken by the principal, assistant principal or teacher and confirm or disapprove such action based on an examination of the record of the student.
- The decision of the Disciplinary Hearing Review Officer will be final.

Long-Term Suspensions: More Than 10 Days

A student may be recommended for suspension from attendance at school for more than ten (10) days by a principal or assistant principal after the student and his/her parent/guardian have been provided written notice of the length of the recommended suspension, the reasons for the suspension, the right to a hearing before the Superintendent's designee (Disciplinary Hearing Review Officer), the right to appeal the decision of the Superintendent's designee to the full School Board, the appeal process to be followed, information regarding the availability of community-based education programs, alternative education programs or intervention programs, and the student's right to return to regular school attendance upon the expiration of the suspension. A student suspended from attendance at school for more than ten (10) days shall be permitted to make up work missed during the suspension.

The School Board may permit or require students suspended to attend an alternative education program approved/provided by the School Board for the term of the suspension. Before requiring a student to attend such a program, the School Board will provide written notice to the student and parent(s)/guardian, stating that the student will be required to attend an alternative education program and that the student or parent/guardian may request a school-division disciplinary review hearing regarding the requirement to attend such a program. The decision reached in the hearing process shall be final unless altered by the School Board upon the appeal by the student or parent/guardian.

Written notice to the student and parent/guardian regarding the requirement to attend an alternative program shall include information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice also shall state that the student is eligible to return to regular school attendance upon the expiration of the suspension and/or is eligible to attend an appropriate alternative education program approved/provided by the School Board during or upon the expiration of the suspension. The costs of any community-based education, alternative education, or intervention program which is not part of the education program offered by the Hanover County Public Schools and which the student may be required to attend during his/her suspension shall be borne by the parent/guardian of the student.

Long-Term Suspension: Appeal Process

The Disciplinary Hearing Review Officer (DHRO) will conduct a hearing consisting of a process in which he or she receives evidence and hears testimony of witnesses presented by the student, parent/guardian, principal and other necessary parties invited by the DHRO to participate in the hearing. Within five (5) school days following the suspension hearing, the parent/guardian/student will receive written notification of the decision reached by the DHRO. If after receiving written notification of the student's suspension from school for more than ten (10) days, the student/parent/guardian do not agree with or is not satisfied with the decision reached in the hearing and wish to appeal the long-term suspension, the following process must be followed:

- The student/parent/guardian may present a written request to the School Board, appealing the decision of the DHRO. The request must be submitted to the DHRO within five (5) school days following the date of the written decision of the DHRO.
- The School Board shall issue its decision, either approving or altering the decision reached in the hearing before the DRHO, within thirty (30) days after the hearing before the DHRO.

The School Board shall issue its decision, either approving or altering the decision reached in the hearing before the Disciplinary Hearing Review Officer, within thirty (30) days after the hearing.

The student will remain suspended while the appeal is pending.

Expulsion

A student may be expelled from attendance at school after receiving written notice from the School Board to the parent/guardian and student informing them of the following:

- proposed action;
- length of the expulsion;
- reason for the expulsion;

- rights of the student to a hearing before the School Board;
- availability of community-based programs for education, training and intervention programs;
- whether the student is eligible to return to regular school attendance or to attend an appropriate alternative education program approved by the School Board or an adult education program offered by Hanover County Public Schools during or following the expulsion, and the terms or conditions of such readmission. The parent/guardian of an expelled student is responsible for paying the costs of any community-based educational, training, or intervention program~~s~~ that is not part of the educational program offered by the school division.
- If the School Board determines that the student is ineligible to return to regular school attendance or to attend, during the expulsion, an alternative education program or adult education program, the written notice shall advise the parents/guardians that the student may petition the School Board for readmission to be effective one (1) calendar year from the date of the expulsion and the conditions under which readmission may be granted. Such petition will be reviewed by the division superintendent or the School Board. If the division superintendent denies such petition, the student may petition the School Board for review of such denial.

Recommendations for expulsion shall be based on consideration of the following factors: (1) the nature and seriousness of the violation; (2) the degree of danger to the school community; (3) the student's disciplinary history, including the seriousness and number of previous infractions; (4) the appropriateness and availability of an alternative education placement or program; (5) the student's age and grade level; (6) the results of any mental health, substance abuse, or special education assessments; (7) the student's attendance and academic records; and (8) such other matters as the division superintendent or his/her designee deems appropriate. However, no decision to expel a student shall be reversed on the grounds that such factors were not considered. The School Board may consider any of these factors as "special circumstances" when considering disciplinary action pursuant to Virginia Code §22.1-277.07 and §22.1-277.08.

An expelled student may not enter any school building or come onto any school property during the period of expulsion except with the prior permission of the principal.

Expulsion Related to Drugs and Alcohol

The School Board shall expel from school attendance any student whom the School Board has determined, in accordance with the procedures set forth in this *Code of Student Conduct*, to have brought a controlled substance, including anabolic steroids, imitation controlled substance, marijuana, or other prohibited substance as defined in Virginia Code §18.2-247, onto school property or to a school-sponsored activity. A school administrator, or the School Board, may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. In addition, the School Board may, by regulation, authorize the division superintendent or his designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Such regulations shall ensure that, if a determination is made that another disciplinary action is appropriate, any such subsequent disciplinary action is to be taken in accordance with the procedures set forth in Title 22.1, Chapter 14, Article 3 of the Code of Virginia. Nothing in this paragraph shall be construed to require a student's expulsion regardless of the facts of the particular situation.

Expulsion Related to Weapons and Destructive Devices

Carrying, bringing, using or possessing any firearm, destructive device, or weapon in any school building, on school grounds, in any school-owned or -operated vehicle or at any school-sponsored event or activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a weapon, firearm or destructive device to school, on a school-owned or -operated vehicle or to a school sponsored event or activity is expulsion for at least one year. A school administrator, or the School Board, may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The division superintendent or his designee may conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If a determination is made that another disciplinary action is appropriate, any such subsequent disciplinary action is to be taken in accordance with the procedures set for the in Title 22.1, Chapter 14, Article 3 of the Code of Virginia. Nothing in this paragraph shall be construed to require a student's

expulsion regardless of the facts of the particular situation. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

The JROTC shall not be prohibited from conducting marksmanship training when such training is a normal element of the program. The JROTC program may include training in the use of pneumatic guns. The administration of a school operating a JROTC program shall cooperate with the JROTC staff in implementing such marksmanship training.

Exclusion

- A student who has been expelled or suspended for more than thirty (30) days from attendance at school by a school board or a private school in the Commonwealth of Virginia or in another state, or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance by the Hanover County School Board, regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission. Such a student may be excluded after (i) written notice to the student and his/her parent(s)/guardian that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student and his/her parent to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the division superintendent or his/her designee and the decision has been made to exclude the student from attendance.
- The decision of the division superintendent or his/her designee to exclude shall be final unless altered by the School Board, upon written petition to the School Board, within ten (10) school days following the decision, for a review of the record.
- In the case of a suspension of more than thirty (30) days, the term of the exclusion may not exceed the duration of such suspension.
- In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Virginia Code §22.1-277.06. The School Board shall not impose additional conditions for readmission to school.
- The School Board may permit or require excluded students to attend the alternative education program for the term of such exclusion.

Procedure for Teacher to Remove Student from Class

Prior to the removal of a student from class under this Policy, the following criteria must be met:

- The student's behavior is disruptive as defined in this *Code of Student Conduct* and in Virginia Code §22.1-276.01 as "conduct that interrupts or obstructs the learning environment."
- Removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- Teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior.
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents as described below.

When all the above criteria have been satisfied, teacher removal of a student from class shall be deemed appropriate.

Requirements for Incident Reports

No removal under this Policy shall occur unless two prior written incident reports have been filed with school administrators. Upon removal, the teacher shall file a "Student Removal Form" with school administrators and any other documentation to support the removal including, but not limited to, the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher shall provide copies of any incident report and Student Removal Form to the student and his parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such written notice shall be provided to the parent/guardian within twenty-four (24) hours of each incident. The teacher shall document, in writing, his/her attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

Guidelines for Alternative Assessment and Instruction of Removed Students

The principal shall determine the appropriate placement of a student removed from class by a teacher, and the principal shall establish the length of time (dates) the student shall remain removed from that class. The principal has several options regarding the placement of a removed student including, but not limited to, the following:

- assigning the student to an alternative program;
- assigning the student to another class;
- sending the student to the principal's office or study hall. If the principal chooses this option, the removing teacher shall provide and evaluate appropriate make-up work for the student;
- suspending or expelling the student. If the principal chooses this option, alternative instruction and assignments, if any, shall be provided according to School Board policy and, in the case of students with disabilities, in accordance with federal law; and
- returning the student to class. (See procedures below.)

In all cases, and with any of the options, the removing teacher shall provide assignments for the student and evaluate the removed student's work to ensure the student's continued access to required curricula.

Procedure for the Student's Return to Class

The principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the principal's decision to return a student to the class:

- The teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- The teacher, after meeting with the principal, may appeal the principal's decision to the division superintendent or his/her designee within one (1) school day. The incident report~~s~~ and removal form must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the division superintendent or his/her designee shall be final. The decision shall be made within forty-eight (48) hours of the teacher's appeal. During the appeal process, the student shall not be returned to class, and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and principal shall develop a plan to address future disruptive behavior.

Other Provisions

The principal shall ensure that students removed from class under this Policy continue to receive an education in accordance with School Board policies. Application of this Policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

This Policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

Search and Seizure

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's locker, a student's automobile, and electronic devices a student possesses and/or uses and may seize any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students. Lockers and other storage facilities are subject to periodic searches for any reason at any time without notice, without student consent, and without a search warrant.

To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may, at their discretion, request assistance from a variety of available resources, including the School Resource Officers and DARE Officers, substance use counselors, the Hanover County Health Department, and the active and passive canine teams coordinated by the Hanover County Sheriff's Office.

The school administration also has the right to search any student when there is reasonable basis to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. In no event shall strip-searches of students be conducted.

At times, at the principal's discretion and in accordance with School Board policy and all applicable law, metal detectors may be used to assist school staff in ensuring the safety of students, school staff, and guests.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified.

Extracurricular Activities

Extracurricular activities are those activities that supplement the regular school curriculum, do not carry credit towards graduation, and are joined voluntarily by students. Extracurricular activities are generally developed according to the needs and interests of students and may take the form of special interest groups, honor societies, publications, athletic teams, and other extensions of classroom work. All extracurricular activities are designed to promote character building qualities of participation and leadership. All school rules and regulations are in effect during extracurricular activities, whether held on campus or away from school. (Certain other extracurricular activities can be considered co-curricular and relate to a culminating activity directly related to classroom instruction like choral or band concerts/presentations.) Co-curricular activities are included in the extracurricular regulations. Students are not permitted to participate in organizations and engage in related activities to the detriment of their classroom work. All student organizations and extracurricular activities are under the supervision of the school principal or his/her designee and are officially recognized and sanctioned by the Hanover County School Board.

***Code of Student Conduct* Governing Participation in Extracurricular Activities**

1. Students may not participate in or attend extracurricular activities during the specified period of an in-school or out-of-school suspension for violations of the *Code of Student Conduct.*
2. The principal, the coach, and/or the sponsor shall have the discretion to determine if a student is permitted to participate in the next scrimmage/game/activity following the completion of an in-school suspension, out-of-school suspension, or Saturday School assignment. Students on long-term suspensions (more than 10 days) for violations involving the use and/or possession of alcohol and/or illegal drugs are not allowed to participate or attend extracurricular activities for the period of the suspension **AND** for a period of 60 calendar days during which school activities take place from the date of the suspension, including summer vacation and school holidays. Long-term suspensions cause the student to lose participation privileges during that period, as well.
3. Each coach/sponsor will establish team/club rules which will be distributed and discussed with participants prior to the beginning of the activity. Students are expected to comply with team/club rules and could forfeit their eligibility through noncompliance.

4. Students must attend all scheduled classes or an approved school activity on the day of competition/activity to be eligible to participate in extracurricular activities on that day. The principal or his/her designee may make exceptions to this standard for students with extenuating and/or unusual circumstances.
5. Students assigned detention by teachers and/or administrators must report the detention to the coach or sponsor. The coach or sponsor will determine if any additional action is to be taken concerning the student's participation in the scheduled activity.

Compliance with Virginia High School League and Henrico-Hanover Middle School League Rules

1. Students in grades 9-12 participating in interscholastic competition in any and all activities governed by VHSL rules shall meet the eligibility requirements of the Virginia High School League.
2. A public school student athlete who uses anabolic steroids not prescribed by a licensed physician shall be ineligible to participate for two (2) years in interscholastic sports.
3. Students in grades 6-8 participating in interscholastic competition shall meet the eligibility requirements and regulations of the Henrico-Hanover Middle School League Rules.

Eligibility Relative to Court Disciplinary Action(s)

1. School officials may suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence, assaults on other individuals, use or possession of a weapon(s), possession/use and/or distribution of alcohol, and/or illegal drugs until disposition of the charges by the court.
2. The student must report the incident to the coach/sponsor who will present the facts as known to the school administration to determine eligibility for participation.
3. School officials may deny participation in all extracurricular activities to any student convicted or found "not innocent" of a misdemeanor involving violence, assault on other individuals, use or possession of weapons, use/possession and/or distribution of alcohol and/or illegal drugs. The student may appeal to the principal for reinstatement in other activities the semester following the incident.
4. Students found guilty or “not innocent” of any felony charges may be denied participation in extracurricular activities.

Consequences for Violating the *Code of Student Conduct* for Extracurricular Activities

1. Consequences for violating the *Code of Student Conduct* for participation in extracurricular activities are separate and apart from the consequences for violating the *Code of Student Conduct* for participation in school-related activities and programs.

   a. Suspension from athletic events:

      Minimum Penalty - Loss of participation for the next two games/events or 20% of all scheduled games/events, whichever is less.
      Maximum Penalty - Loss of participation for the remainder of the sport’s season and suspension from participation and attendance at all school extracurricular activities for 60 calendar days from the date of the suspension, including summer vacation and school holidays.

   b. Suspension from activities:

      Minimum Penalty - Loss of participation for remainder of current grading period and next grading period.
      Maximum Penalty - Loss of participation for remainder of school year and suspension from participation and/or attendance at all school extracurricular activities for 45 school days.

2. The administration may decide that the minimum sixty (60) school day suspension from all school extracurricular activities does not include the try-out period for another school sponsored sport/activity.

Administrative Procedures

A student's privilege to participate in all or certain extracurricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extracurricular activities may be imposed in conjunction with other penalties. Parents/guardians and students shall be notified in writing of such suspension from extracurricular activities.

1. The coach/sponsor of the activity, in consultation with the appropriate administrator in charge of clubs/activities/teams or athletic directors, may suspend students from activities after having given them the right to be heard.

2. Students and/or their parents/guardians may appeal any actions taken pursuant to these regulations to the school principal. Parents/guardians/students may present a written request within three (3) school days after notification of the suspension, to the school principal to arrange for an appointment or phone conference to appeal the extracurricular suspension. The school administration will send a written decision to the parent/guardian/student participant within five (5) school days of the appeal hearing.

Disciplinary Authority of School Board

1. The School Board may, in accordance with the procedures set forth in Title 22.1, Chapter 14, Article 3 of the Code of Virginia, require any student to attend an alternative education program, if the student is identified for any of the following criteria:

   - charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the division superintendent pursuant to subsection G of Virginia Code §16.1-260;
   - found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the division superintendent pursuant to subsection G of Virginia Code §16.1-260;
   - found to have committed a serious offense or repeated offenses in violation of School Board policies; and,
   - suspended pursuant to Virginia Code §22.1-277.05 (long-term suspension), or expelled pursuant to Virginia Code §22.1-277.06 (expulsion, generally) or §22.1-277.07 (Gun-Free Schools Act) or subsection B of 22.1-277.

   The School Board may require such student to attend such programs regardless of where the crime occurred.

2. Whenever any student commits any reportable incident as set forth in Virginia Code §22.1-279.3, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the division superintendent or his/her designee. Prevention and intervention activities shall be identified in the school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Acts of 1994. (Title IV- Safe and Drug Free Schools and Communities Act)

3. The School Board may require any student who has been found, in accordance with the procedures set forth in Title 22.1, Chapter 14, Article 3, to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of school board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

4. The division superintendent or his/her designee may require students to attend an alternative education program consistent with the provisions above after the following notices have been delivered:

- written notice to the student and his/her parent that the student will be required to attend an alternative education program and
- notice of the opportunity for the student or his/her parent to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such placement. The decision of the division superintendent or his/her designee regarding such alternative education placement shall be final unless altered by the School Board, upon written petition by the student or his/her parent within five (5) days of the date of the written notice, for a review of the record by the School Board.

Any student for whom the division superintendent has received a report pursuant to Virginia Code §16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of §16.1-260 may be suspended or expelled from school attendance pursuant to Virginia Code §22.1-277.

Written Notification of Violation of School Policies by Students in Alternative Education Programs

Written notification of an offense shall be provided to the parent, guardian, or other person having charge or control of a student in an alternative education program as described in Va. Code § 22.1-209.1:2 when:

- a student commits an offense in violation of School Board policies, and school officials determine the offense was committed without the willful intent to violate such policies, or

- when the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two (2) school days following the incident. The principal of the school the student attends, or other appropriate school personnel, shall develop appropriate measures, in conjunction with the student's parent or guardian, for correcting such behavior.

Reporting Duties of the Principal and Superintendent

Except as may be prohibited by federal law, regulation, or jurisprudence, the principal will immediately report any act enumerated above that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or his/her designee shall also notify the parent of any student involved in an incident listed in the paragraphs of this section of the *Code of Student Conduct*, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to the local law enforcement agency any act that may constitute a criminal offense committed by a student or school division employee on any school property or at any school-sponsored activity, including but not limited to the following:

- the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- the assault and battery, which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Virginia Code §18.2-60.3**,** on a school bus, on school property, or at a school-sponsored activity;
- any conduct involving alcohol, marijuana, synthetic cannabinoids, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- the illegal carrying of a firearm (as defined in Virginia Code §22.1-277.07) onto school property;
- 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;

- 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;
- the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge made against a student for such an incident; or
- any illegal possession of weapons, alcohol, drugs, or tobacco products.

NOTE: Any hazing incident that results in injury to a student must be reported by the school or school division to the locality's Commonwealth Attorney pursuant to the Code of Virginia §18.2-56.

Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his/her designee.

Communicating *Code of Student Conduct* to Students, Parents, and School Staffs

Faculty and staff will be provided a copy of this student conduct Policy annually and receive an annual in-service regarding its content.

All students and parents/guardians will receive a copy of this *Code of Student Conduct* annually. Students and parents will be required to sign and return to the principal or his/her designee a statement indicating that they are aware of the Policy guidelines and sanctions for misconduct. The signed statement will be kept on file in the school office. Students will receive information about this Policy from teachers and/or other school personnel during student assemblies scheduled for that purpose.

This Policy will be reviewed at least annually and revised as necessary. The review should be completed no later than June of each year.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 18.2-248.1:1, 18.2-308, 18.2-308.1, 18.2-371.1, 22.1-209.1:2(D); 22.1-253.13:7(C)(3); 22.1-276.01, 22.1-276.2, 22.1-277**,** 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1; 22.1-277.08, 22.1-277.2. 22.1-277.2:1**,** 22.1-279.1, 22.1-279.3; 22.1-279.3:1, 22.1-279.6, 22.1-279.7, 22.1-280.4; 46.2-323; 20 U.S.C §1415 (e)(3)(B)(i).

Recodified: August 2000
Amended: June 12, 2001, June 11, 2002, June 10, 2003, June 24, 2004, July 12, 2005, July 10, 2006, July 10, 2007, July 8, 2008, October 14, 2008, July 14, 2009, July 13, 2010, June 14, 2011, June 12, 2012, January 8, 2013, June 11, 2013, July 8, 2014, July 14, 2015, June 14, 2016

Definitions of Terms in this *Code of Student Conduct*

Alternative Education Program - A variety of educational services available to Hanover students and adults who have diverse learning needs, which shall include, but not be limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

Arson – Deliberately setting a fire on school property which endangers life, limb, or property.

Assault – The deliberate use of physical violence, which is intended to cause bodily injury to another; or

the use of a dangerous object in an effort to cause bodily injury to another.

Battery – The actual infliction of bodily hurt on another, willfully or in anger, whether by the person's own hand or by some means set in motion by him or her.

Bullying – Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Charged – A petition or warrant has been filed or is pending against the student.

Corporal Punishment – The infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity. In addition, this definition shall not include physical pain, injury, or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control of the use of reasonable and necessary force as permitted by §22.1-279.1 of the Code of Virginia.

Cyber Bullying – Using information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal web sites, defamatory online polling sites, and social media to support deliberate, hostile behavior intended to harm others. This behavior includes, but is not limited to impersonation, stalking, threats, coercion, taunting, and harassment.

Destructive Device – (i) Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device; (ii) any weapon, by whatever name known that will, or may be readily be converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed off shotgun or sawed off rifle as defined in §18.2-299 of the Code of Virginia or any firearm prohibited from civilian ownership by federal law; and (iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in this definition and from which a destructive device may be readily assembled. "Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Virginia Code §18.2-308.2:2.

Drug Paraphernalia – Those items listed in §18.2-265.1 of the Code of Virginia, including, but not limited to items such as pipes, bowls, bongs, roach clips, syringes, needles and spoons.

Disruptive Behavior – A violation of School Board policies or regulations governing student conduct that interrupts or obstructs the learning environment.

Exclusion – The School Board's denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

Expulsion – Any disciplinary action imposed by the School Board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

Extortion – Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat of eventual physical injury or other harm to that person, to that person's property, or to a third person.

Fighting – Exchanging mutual physical contact between two or more students by pushing, shoving, or hitting with or without injury.

Firearm – Any weapon prohibited on school property (including a school-division vehicle) or at a school sponsored activity pursuant to §18.2-308.1 of the Code of Virginia, or any weapon, including a starter gun, that will, or is designed or may readily be converted to expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. "Firearm" does not include any pneumatic gun, as defined in subsection E of Virginia Code §15.2-915.4.

Gang - A gang is an ongoing organization, association or group (i) having common characteristics, including but not limited to, initiation practices, hand signals, structured style of dress, specific geographic territorial claim or identifiable leadership; and (ii) consisting of one or more individuals who identify themselves as a group by a name or symbol and are involved in a pattern of recurrent criminal conduct.

Gang activity is defined as:

a. wearing or distributing any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
b. committing any act or omission, or using speech, either verbal or non- verbal (such as gestures or hand shakes) showing membership or affiliation in any gang;
c. committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing, initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of the *Code of Student Conduct* and (d) encouraging other students to act with physical violence or disorderly disruptive behavior;
d. any inappropriate behavior and/or activities which may be disorderly or disruptive or are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

Gross Willful Disregard of School Board Rules and Regulations – Multiple instances of offenses or a single instance of an offense that endangers the life, welfare, or safety of any person while on school property (including school-division vehicles and at the school bus stop) or at a school-sponsored activity.

Hazing – To recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Imitation Controlled Substance – A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit appearance, including color, shape, size marking or package, or by representations made, would cause the likelihood that such a pill, capsule, tablet or substance in any other form whatsoever will be mistaken for a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana; or which by express or implied representations purports to act like a controlled substance as a stimulant or depressant of the central nervous system and which is not commonly used or recognized for use in that particular formulation for any purpose other than for such stimulant or depressant effect. Imitation controlled substances include but are not limited to Spice, K2, synthetic cannabinoids and/or other imitation substances.

Long-term Suspension – Any disciplinary action whereby a student is not permitted to attend school for more than ten (10) school days but less than 365 calendar days.

Look-Alike Weapon – Any device that looks like a real gun or is a toy gun (i.e., water pistols)

Medication – Any drug or other substance used in treating diseases, healing, or relieving pain, including all over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like.

One Year – 365 calendar days as required in federal regulations.

Parent(s) – any parent, guardian, or other person having control or charge of a child.

Persistent – 4 or more incidents in a year.

Short-term Suspension – Any disciplinary action whereby a student is not permitted to attend school for a

period not to exceed ten (10) school days.

School Property – Any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

School Resource Officer – A certified law enforcement officer hired by the local law enforcement agency to provide law enforcement and security services to Virginia public elementary and secondary schools.

Taunting – Challenging or reproaching another person in a mocking or insulting manner, or ridiculing or teasing another person or persons.

Threat –An expression of intent to harm someone that may be spoken, written, or gestured, regardless of whether it is communicated to an actual or prospective victim and regardless of whether the actual or prospective victim is aware the threat exists.

Tobacco Product – Any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis and wrappings.

Vapor Product – Any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device that can be used to produce vapor from nicotine, or other substance, in a solution or other form.

Weapon – includes:

- any stun weapon (as defined in Virginia Code § 18.2-308.1) or taser;
- any knife having a metal blade three inches or longer;
- any pistol, shot gun, revolver, rifle, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;
- any dirk, bowie knife, switchblade, ballistic knife, machete, razor, slingshot, spring stick, metal knuckles, or blackjack;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nun chuck, nunchaku, shuriken, or fighting chain;
- any disc of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and may be known as a throwing star or oriental dart; or
- any weapon of like kind as those enumerated above that can reasonably be considered a weapon so as to inflict bodily harm, injury, or threat of harm or injury (this may include toy or imitation weapons).

ACCOMPANYING REGULATIONS

7-3.1 (A) REPORTING DATA
7-3.1 (B) STUDENT DRESS
7-3.1 (C) PROCEDURES FOR QUESTIONING OF STUDENTS BY THIRD PARTIES
7-3.1 (D) USE OF METAL DETECTORS
7-3.1 (E) EXPULSION OF STUDENTS FOR CERTAIN DRUG OFFENSES

REGULATION 7-3.1(A) REPORTING DATA

Generally

Virginia Code §§22.1-65 and 22.1-280.1 require that the Virginia Department of Education collect information on crime, violence and substance abuse that takes place on public school property, on school buses or at school-sponsored events.

Reporting Procedures

As required by Virginia Code §§22.1-65 and 22.1-280.1, the principal of each school shall collect and maintain information on the events which occur on school property, on a school bus, or at a school-sponsored activity, and shall report the information semiannually to the division superintendent on dates established by the division superintendent. The division superintendent shall submit annually to the Virginia Department of Education, on forms provided by the Department, an aggregate report of such incidences by the last day of October or at other times as prescribed by the Department.

Amended: June 24, 2004

REGULATION 7-3.1(B) STUDENT DRESS

Student dress should not interfere with the orderly operation of the classrooms or school. The following are general guidelines for dress:

1. Messages on clothing, jewelry and other personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity or that reflect adversely upon persons because of race, sex, color, creed, national origin or ancestry are not permitted.
2. Dress, clothing or accessories that interfere with the orderly operation of the school by attracting excessive attention will not be permitted; this includes clothing that reveals parts of the body in a sexually suggestive manner.
3. For health and safety reasons, appropriate footwear must be worn at all times – bare feet are not permitted.
4. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption with the school's environment is not permitted. Symbols of gang membership are expressly prohibited (i.e., wearing or distributing any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang, committing any act or omission, or using speech, either verbal or non-verbal such as gestures or hand shakes).

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building principal.

Amended: June 24, 2004, July 23, 2007, June 14, 2011

REGULATION 7-3.1 (C) PROCEDURES FOR QUESTIONING OF STUDENTS BY THIRD PARTIES

Principals are to allow a child protective services worker with proper identification to interview a student who is an alleged victim of abuse and/or neglect. A private setting should be provided. Parental notification is the responsibility of the Department of Social Services and should not be done by school personnel.

Law enforcement officers may question students who are witnesses to a crime or victims of a crime during the school day, on school grounds, without the permission of the parents or guardian, provided that the law enforcement officer ascertains that the student is capable of consenting to, and the student does consent to, the interview. Student consent is not necessary when a law enforcement officer has a warrant for the arrest of a student. When a law enforcement officer makes contact with, or is contacted by, the school principal or his designee concerning the questioning of a student as a witness or victim, the following procedures should be followed:

1. The principal shall make an attempt to contact the parent or guardian of the student.
2. The student shall be called or escorted to the office by the principal. Under dangerous circumstances, the principal may ask the law enforcement officer to accompany him to the classroom to escort the student to the office.
3. A private place shall be provided for the conference/interview. The parent, child, and/or law enforcement officer may request that a staff member be present as an observer while the student is being questioned.
4. If the law enforcement officer removes the student from the school grounds, the principal shall contact the parent or guardian of the student and the division superintendent's office immediately.

When an incident occurs on school grounds during the school day that is potentially a crime under the law of Virginia, the principal should contact either the resource officer or the Hanover County Sheriff's Office immediately. The Sheriff's Office will follow all appropriate legal procedures in terms of advising students of their rights and conducting a thorough investigation. The principal should follow applicable School Board policy according to the *Code of Student Conduct* in determining the involvement of a student or students in the incident and the type of disciplinary action to be taken on the part of the school.

Principals are authorized by the School Board to recognize that certain misconduct that may constitute just cause for suspension or expulsion may also constitute probable cause that a state or federal law has been violated. A principal shall impose penalties provided by School Board policy for misconduct and shall seek through the appropriate legal means criminal adjudication of the misconduct.

School administration and law enforcement officials will make every effort to work cooperatively with the least possible disruption to either the schools or the Sheriff's Office.

Amended: June 24, 2004, July 12, 2005, July 10, 2006, June 14, 2011

REGULATION 7-3.1 (D) USE OF METAL DETECTORS

Weapons or explosives of any kind are prohibited on school property including school buses or vehicles and at school bus stops, in school buildings or at school-related functions. Possession of weapons or explosives is a violation of School Board policy, federal and state law and will subject an individual to disciplinary action and possible criminal penalties. The administration possesses the authority to take all reasonable, necessary and proper steps, including but not limited to the use of stationary or mobile metal detectors provided by law and School Board policy and regulation to safeguard students, employees and property of the Hanover County School Board. The purpose of the metal detector scan is to prevent and deter individuals from carrying weapons and explosive devices onto School Board property or into school-sponsored events/activities. At all times, the degree and nature of the inspection are not to exceed that which is necessary to allow staff to discharge their responsibility in ensuring the safety of persons and property.

1. The division superintendent or building principal in a non-delegable duty shall approve the use of metal detectors in school, on school property or in preparation for or during specific school activities at sites other than school division property.
2. Only personnel trained in the use of metal detectors shall be authorized to conduct metal detector screenings. Training for personnel shall be arranged through the division superintendent's office.
3. Signs shall be posted to notify all persons that, as a condition of entrance to the school or school-related activity, they will be required to pass through or submit to a metal detector screening.
4. When a metal detector is being used, all individuals who wish to enter the school or school-related activity shall use only the facility entrances designated.
5. School officials may search a particular individual(s) when there is a reasonable assumption to believe that the individual(s) is in possession of weapons or explosives.
6. If a metal detector activates on an individual, the individual will have the option of removing the item which caused the alarm and being scanned with a hand-held wand, or receiving a refund and exiting the premises. Individuals failing to comply with the safety procedures prescribed for Hanover County Public Schools athletic events will be refused entry.
7. Any briefcase, knapsack, purse, parcel or other package causing the activation of a metal detector shall be subject to inspection.
8. All property removed from a person as a result of this procedure and not defined as contraband shall be returned to the person. Property which is defined as contraband, even though it may not have been capable of activating the metal detector, shall be confiscated and turned over to the Hanover County Sheriff's Office or other appropriate agency for proper handling. Any contraband seized by school personnel pursuant to this regulation may be admissible in any subsequent criminal proceeding. The student or employee in violation of the policies, rules and regulations of the Hanover County School Board shall be disciplined in accordance with the rules of the regulations of the School Board, regardless of whether criminal proceedings are pursued.

Any student or employee who refuses to cooperate with personnel performing their duties under this regulation may be subject to discipline in accordance with School Board policy and regulation and required to leave school property. Any person who refuses to cooperate with personnel performing their duties under this regulation shall be required to leave school property.

Adopted: September 11, 2001
Amended: June 24, 2004, June 14, 2011

REGULATION 7-3.1 (E) EXPULSION OF STUDENTS FOR CERTAIN DRUG OFFENSES

The Superintendent or his designee is authorized to conduct a preliminary review of any case in which a student has been charged for the first time with possession of a controlled substance, imitation controlled substance, or marijuana, as defined in §18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity, to determine whether a disciplinary action other than expulsion is appropriate. If a determination is made that a disciplinary action other than expulsion is appropriate, any subsequent disciplinary action against the student shall be taken in accordance with Title 22.1, Chapter 14, Article 3 of the Code of Virginia, as amended.

Adopted: July 14, 2009

ARTICLE IV: STUDENT ACTIVITIES

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7-4.1 EXTRACURRICULAR ACTIVITIES: GENERALLY

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POLICY 7-4.1 EXTRACURRICULAR ACTIVITIES: GENERALLY

Generally

Many student activities are extracurricular and supplement the regular school curriculum. Extracurricular activities are voluntary and do not carry credit toward graduation. They take the form of special interest groups, honor societies, athletic teams, and other extensions of classroom work. All extracurricular activities are designed to promote character, building qualities of participation and leadership ability. Extracurricular activities and the eligibility requirements shall be approved by the division superintendent and School Board as required by Virginia's accreditation standards. All student organizations and activities shall be under the direct supervision of the school principal or his designee. They should be evaluated periodically to ensure that interruptions of the instructional programs are avoided. Students should not be permitted to engage in such organizations and activities if doing so is a detriment to their classroom work.

Categories

Extracurricular activities are divided into four general categories:

1. Interscholastic, intramural, and extramural athletics.
2. Activities stemming directly from classroom studies: examples include the student government, musical productions, dramatics, debate, the school newspaper and literary publications.
3. Activities designed to promote interest in academic achievement and/or specific subject areas: examples include the National Honor Society and subject matter organizations.
4. Activities which promote general educational goals and are school-oriented: examples include service and special interest clubs.

Supervision

Each Hanover County Public School administration shall appoint members of the faculty to serve as sponsors for each activity. The sponsor shall be responsible for the guidance and general supervision of the activity and shall ensure that all actions conform to School Board policies and regulations.

Financial Support

The extracurricular activities named in categories 1 and 2 above may receive partial financial support from the Hanover County School Board, consistent with applicable law. Transportation may be provided, or the cost of transportation may be paid from appropriated funds. An estimate of funds required for each activity shall be submitted for approval. This estimate shall be submitted by the sponsor of the activity for inclusion in the individual school budget.

The extracurricular activities covered in categories 3 and 4 should be financially self-supporting. School transportation for these activities, however, may be requested. If it cannot be provided, then vehicular transportation may be by commercial means or by private car under regulations established for such use.

Permission by School Principal

The actions and activities of each organization must be approved by the school principal.

Parental Permission

In each instance when an organization schedules an activity away from school, parents will be notified and written permission obtained when appropriate.

Evaluation and Approval

The division superintendent or his designees shall periodically evaluate the extracurricular activities program to ensure compliance with all applicable law, including Virginia accreditation standards.

Restrictions

The School Board authorizes each school principal to work out a point system regulating and limiting participation of individual students in activities and organizations.

Compliance - Virginia High School League and Middle School Council

All athletic, forensic, debating, public speaking, reading, spelling, and school publication activities shall be conducted, where applicable, in strict accordance with the rules and regulations established by the Virginia High School League or the Middle School Council. In addition, students must meet county academic standards.

Academic Standards for Students Participating in Interscholastic Activities

All students participating in interscholastic competition in athletics, forensics, debate, public speaking, and school publications shall meet, where applicable, the eligibility requirements of the Virginia High School League or the Middle School Council and the following standards:

1. The student shall have passed at the end of the semester immediately preceding that in which he desires to compete not less than five (5) subjects or their equivalent offered for credit, either for graduation or completion of the IEP program. Semester grades will be used to determine eligibility at the conclusion of each semester and deficiencies may be made up only by work recognized by the Virginia Department of Education. Second semester grades for one unit of credit will be defined as the annual grade. Second semester grades for one-half unit of credit will be defined as the semester grade.
2. In the event that a student does not earn passing grades for five (5) subjects or their equivalent, the student may remain eligible to participate if all of the following requirements are met: (a) the failing grade is received in only one subject, (b) a C average is earned for the semester for all remaining subjects, and (c) the student is making normal progress towards graduation or completion of an IEP. Semester grades will be used at the conclusion of the second semester. The principal and a panel from the guidance department shall determine if a student meets the preceding standards.
3. All exceptions to the preceding standards requested because of hardship shall be governed by the Exception Regulations of the Virginia High School League.

Athletics

Interscholastic athletic programs shall be available to all eligible high school students. Interscholastic athletic activities shall be conducted in accordance with the rules of the Virginia High School League as approved by the School Board. The primary consideration in all decisions regarding student athletics shall be the safety, health and welfare of the student. The School Board may provide partial financial support and transportation and shall approve any new interscholastic athletic programs.

Cheerleading is an interscholastic athletic program in all high schools in Hanover County Public Schools. Therefore, all cheerleading including sideline cheering and competitive cheering shall be conducted in accordance with the rules of the Virginia High School League (VHSL) as approved by the School Board.

Elementary Schools

Elementary schools shall not sponsor interscholastic competitive sports programs and shall not allow the school name to be used as a team designation in a program conducted by another agency. Elementary school students may not participate in interschool competitive sports at the middle school level.

Intramural Activities

Intramural activities should be an integral part of the physical education program provided to meet the needs and interests of students. This program should be developed cooperatively with the principal, teachers, and resource personnel. Intramural programs should be as extensive as facilities, sponsoring and coaching personnel, finance and interest will allow within the confines of the philosophy and aims of the total school program. The intramural program shall be supervised by the principal or his designee.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78; Rules Governing Accreditation of Public Schools in Virginia, 8 VAC 20-131-200; Virginia High School League, Inc. Handbook.

Recodified: August 2000, Amended July 9, 2001, February 12, 2003

ACCOMPANYING REGULATIONS

REGULATION 7-4.1 (A) COLOR GUARD, MAJORETTES
REGULATION 7-4.1 (B) SELECTION PROCEDURES FOR MIDDLE SCHOOL CHEERLEADERS
REGULATION 7-4.1(C) STUDENT ORGANIZATION (ESTABLISHING A PROGRAM)
REGULATION 7-4.1(D) GUIDELINES FOR ESTABLISHING AN INTERSCHOLASTIC CLUB SPORT

REGULATION 7-4.1 (A) COLOR GUARD, MAJORETTES

Generally

The following regulations pertain to eligibility and selection procedures for students seeking membership in the color guard, or majorettes. However, in addition to meeting these requirements, students seeking membership shall also be subject to the requirements of the school and to the Hanover County Code of Student Conduct.

Eligibility

Students eligible to participate in the tryouts for color guard, or majorettes are subject to the criteria set forth below:

1. Students shall secure recommendations from six (6) teachers employed at school. Three (3) of the six (6) recommendations shall be submitted by teachers currently teaching the students. The forms available for this procedure shall not include a rating scale; teachers shall simply indicate that they recommend or do not recommend the students. THESE RECOMMENDATIONS SHALL BE USED ONLY TO DETERMINE ELIGIBILITY FOR TRY-OUTS. The recommendations shall not be used in the judging/selection procedures.
2. Students shall have an overall C academic average. In order to remain eligible as a member, students shall maintain an overall C average. Students who receive an F in any subject shall be placed on probation for a period of nine weeks. Students placed on probation shall be allowed to participate in practice; however, they shall not be permitted to perform at official functions. Students who receive an F in any subject for a

second consecutive marking period shall be dismissed as members of the team for the year.

Selection Procedures for Color Guard and Majorettes

1. A minimum of three (3) and a maximum of seven (7) judges shall be named to serve in the selection process. Judges should have prior knowledge of the skills required for membership or shall be provided all necessary information for evaluation of the candidates. The judges shall not be directly affiliated with the school or with the students who are seeking membership.
2. During the time designated for the official try-outs, only the students seeking membership, the judges and authorized personnel shall be permitted to be present.
3. Students shall be selected based on the judges' evaluations of the students' skills.
4. The principal or his designee shall confirm the final scores before any positions are awarded.
5. The rating scales shall be considered confidential and the decision of the judges final.

Amended July 9, 2001, February 12, 2003

REGULATION 7-4.1 (B) SELECTION PROCEDURES FOR MIDDLE SCHOOL CHEERLEADERS

Middle school cheerleading is governed by the rules and regulations set forth by the Hanover/Henrico Middle School Athletic Council and as approved by the School Board. Cheerleading selection procedures are as follows:

1. A minimum of five (5) and a maximum of seven (7) judges shall be named to serve in the selection process. Judges should have prior knowledge of the skills required by membership or shall be provided all necessary information for evaluation of candidates. The judges shall include cheerleading sponsor(s) at each school. The remaining judges shall not be directly affiliated with the school or with the students who are seeking membership.
2. During the time designated for the official try-outs, only the students seeking membership, the judges and authorized personnel shall be permitted to be present.
3. Students shall be selected based on the judges' evaluations of the students' skills and the overall performance. Discussions of the judges are confidential and final.

Adopted July 9, 2001

REGULATION 7-4.1(C) STUDENT ORGANIZATION (ESTABLISHING A PROGRAM)

Application

Any group seeking recognition as a student organization shall submit a written application to the principal through its faculty sponsor, if curriculum-related, or supervisor, if noncurriculum-related. Applications must be received by the principal on or before October 30 for consideration by the School Board in April. Applications shall include the following information:

- Name of the organization;
- Name(s) of the faculty sponsor(s) or supervisor(s);
- A general statement of the purpose(s) of the organization;
- A description of the qualifications for membership, if any;
- A statement of the relation of the organization to the regular school curriculum, if any. This shall include specific references to classes or other elements of the educational program which the organization is interested in supplementing and a description of how the organization will serve as an extension of, or adjunct to, the curriculum;
- A description of the function of the faculty sponsor/supervisor in the promotion, supervision, and leadership of the organization.

Approval Procedures

The principal shall review the application and such other information as he/she considers appropriate and approve or disapprove the recommended recognition of the organization by December 15. The principal's decision, in writing, shall be given to the faculty sponsor/supervisor. If the application is disapproved, the principal shall state the reasons for disapproval in the decision. The School Board will review for approval/disapproval all recommended student organizations annually.

Ongoing Review

The principal will review annually the purpose and description of all student organizations for consistency with this regulation and its guiding policy. The principal may take disciplinary action, including revocation of recognition of any student organization, at any time upon his or her own initiative, or on complaint by any student or staff member for good cause. At any time, the principal may review the recognition of any student organization and revoke the same for good cause. Any such actions by the principal shall be final.

Adopted: July 12, 2005

(SEE FORM)

HANOVER COUNTY PUBLIC SCHOOLS

APPLICATION FOR STUDENT ORGANIZATIONS

Name of School:_____

Name of Organization:_____

Faculty Sponsor/Supervisor:_____

Purpose of club or activity: _____

_____

Brief Description of club or activity: _____

_____

Qualifications for membership including membership size and grade level: _____

_____

Describe the relationship and the alignment of the organization to the school curriculum (if any): _____

_____

Describe the role of the faculty sponsor/supervisor in the organization: _____

_____

List examples of activities including fundraising the club anticipates for the coming year:

_____

_____

List number of meetings per year: _____

_____ _____

Signature of Sponsor/Supervisor **Date**

Application is: _____ **Approved** _____ **Denied**

_____ _____

Signature of Principal **Date**

REGULATION 7-4.1 (D) GUIDELINES FOR ESTABLISHING AN INTERSCHOLASTIC CLUB SPORT

Application

Any group seeking recognition as an interscholastic club sport shall submit a written application to the school building principal. Applications shall include the following information:

- Name of the club sport;
- Name(s) of the faculty sponsor(s) or coach;
- A general statement of the purpose of the club sport;
- A description of the function of the faculty sponsor/coach in the promotion, supervision, and leadership of the club sport;
- Eligibility (number of students, grade level, and gender);
- Student fees;
- A statement of what will be assumed financially by the club sport;
- Dates for practice or club season (including the length of the season);
- Draft of schedule of club sport events;
- Mode of transportation if travel is involved in club sport activities.

Approval Procedures

Applications must be submitted to the principal on or before October 30 for consideration by the School Board in April.

The principal shall review the application and such other information as he/she considers appropriate and approve or disapprove the recognition of the interscholastic club sport by December 15. The principal's decision, in writing, shall be given to the faculty sponsor / coach. If the application is disapproved, the principal shall state the reasons for disapproval in the decision.

Criteria for Principals to Consider the Establishment of an Interscholastic Club Sport

1. The club sport under consideration must be an approved VHSL-sponsored activity, which is listed on the current VHSL annual membership application. (See VHSL Membership Application)
2. Principals shall consider the following criteria when considering the establishment of an interscholastic club sport:
   - Student interest
   - Student involvement
   - Facility availability for practice and competition
   - Title IX Compliance
   - Supervision
   - Funding including equipment, officials, etc.
   - Schedule for practice and competition
   - Safety
3. The interscholastic club sport sponsor / coach must follow all Virginia High School League (VHSL) and Hanover County School Board policies and regulations.

Ongoing Review

The principal may take disciplinary action, including revocation of recognition of any club sport, at any time upon his or her own initiative, or on complaint by any student or staff member for good cause. Any such action by the principal shall be final.

Criteria to Recommend Movement from an Interscholastic Club Sport to a Bona Fide VHSL Interscholastic Sport

1. When an interscholastic club sport activity has been established and self funded for three (3) school years, the principal(s), in September of the third year the interscholastic club sport may recommend to the Director of Secondary Education and the Assistant Superintendent of Instructional Leadership, that the interscholastic club sport become a bona fide VHSL interscholastic sport. Interscholastic club sports under consideration for addition to the athletic program must be approved VHSL-sponsored activities, which are listed on the current VHSL annual membership application.

2. All recommendations regarding new VHSL and interscholastic club sports shall address the following criteria:
   a. Student interest
   b. Student involvement
   c. Facility availability for practice and competition
   d. Title IX Compliance
   e. Supervision
   f. Funding including equipment, officials, etc.
   g. Schedule for practice and competition
   h. Safety

3. The division superintendent will review the recommendation. If the Division Superintendent concurs, he or she will forward the recommendation to the School Board for action. Each recommendation shall be accompanied by an examination of the impact on existing sports and the facilities required.

4. If the interscholastic sport is approved by the School Board, the sport may be considered for implementation at each high school. The recommendation for the interscholastic sport to be available at other high schools will be considered if the criteria in item 2 above are addressed.

This regulation will be implemented in accordance with Title IX.

Adopted: July 12, 2005

Application for Interscholastic Club Sport Activity

Name of School: _____

Name of Interscholastic Club Sport: _____

Faculty Sponsor / Coach: _____

Purpose of the club sport:

_____

_____

Eligibility (number of students, grade level, and gender):

_____

_____

What student fees are required? (Please attach an itemized list of fees.)

_____

_____

Describe the role of the faculty sponsor/coach in the club sport:

_____

_____

Describe how the club sport will assume the financial costs:

_____

_____

List the dates for practice or dates for the club sport season:

_____

_____

List possible schedule of opponents for the club sport:

_____

_____

List the mode of transportation to be used if travel is involved in club activities.

_____

_____

_____ _____

Signature of Sponsor / Coach Date

Application is: _____ Approved _____ Denied

_____ _____

Signature of Principal Date

POLICY 7-4.2 SPORTSMANSHIP, ETHICS AND INTEGRITY

The Hanover County School Board recognizes the importance of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-176(B), 22.1-207, 22.1-208, 22.1-211, 22.1-253.13:1.
Recodifed August 2000

POLICY 7-4.3 STUDENT PUBLICATIONS

Definition of Official School Publications

Official school publications such as newspapers, yearbooks, and literary magazines may be prepared in regularly scheduled classes and are components of the curriculum approved by the Hanover County School Board. These publications are not intended to provide a public forum for students or the general public. In all instances related to these publications, the School Board will be the publisher, the principal will be the editor, the faculty sponsor will be co-editor, and students appointed by the co-editor may serve as assistant editors and journalists.

Responsibilities of Student Editors and Journalists

Student editors and journalists shall be responsible for preparing and writing factual material that is not obscene, libelous, or slanderous.

Responsibilities of Student Publications Faculty Co-Editor

School publications faculty co-editors shall instruct students in the Code of Ethics of the American Society of Newspaper Editors and help students to understand and follow it. Faculty members shall instruct students in correct and appropriate journalistic techniques and consult with the principal (editor) on material that may violate the law or the journalism Code of Ethics. Material that may be considered controversial by some members of the school community should be carefully considered by students and the faculty editor, and brought to the attention of the principal (editor).

Responsibilities of the School Principal (Editor)

The school principal is responsible for approving all publications in accordance with School Board policy and his judgment and discretion.

LEGAL REFERENCE: *Hazelwood School Dist. v. Kuhlmeier*, 484 U.S. 261, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988).

Recodifed August 2000

POLICY 7-4.4 ASSEMBLIES

The Hanover County School Board encourages the use of assembly programs for the purpose of providing worthwhile educational experiences. These programs shall be well planned in order to benefit a large number of students. Principals should encourage a number of varied programs, such as cultural, informative and honor assemblies.

LEGAL REFERENCE: Code of Virginia, 150, as amended, §§ 22.1-78, 22.1-79.
Recodified August 2000

POLICY 7-4.5 CLUBS AND STUDENT ORGANIZATIONS

Generally

Students shall be given opportunities to join various clubs and organizations in the Hanover County Public Schools. Such organizations may meet on school premises during non-instructional time. The objective of these clubs and organizations shall be to provide worthwhile goals for attainment by the students while maintaining a close relationship with the regular school program. All activities not specifically approved by the division superintendent or school principal are prohibited. Furthermore, club initiations which embarrass, ridicule, physically abuse or intimidate students will are prohibited.

Student-Initiated Organizations

Curriculum-related student organizations serve as an extension of the regular school curriculum. Their function is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. The activities of these organizations should bear a clear relationship to the regular curriculum. Student organizations meeting these criteria and approved by the principal shall be deemed to be officially recognized, school-sponsored student organizations.

Secondary school students are also permitted to organize and conduct meetings of non curriculum-related organizations to pursue activities outside of the school curriculum, subject to the provisions of this Policy. Such organizations must be student initiated and directed, and school personnel, parents and any other persons who are not students enrolled in the school division are prohibited from directing, controlling, conducting or regularly attending the meetings of such organizations, except that the faculty sponsor(s)/supervisor(s) must attend all meetings. Non curriculum-related student organizations that are student-initiated shall not be deemed to be school sponsored or endorsed. The fact that such organizations are permitted to conduct meetings under this Policy shall not constitute an expression of school division support for the purposes of such organizations or the content of any meetings thereof.

Membership

Membership in all student-initiated organizations shall be open to and limited to all students currently enrolled in the sponsoring school on a voluntary basis. These student organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization. No student shall be denied membership on account of his race, color, national origin or religion.

Faculty Supervision

Curriculum-related student organizations shall be sponsored and supervised by one or more of the members of the school faculty and approved by the principal. Faculty sponsors shall participate in the supervision and direction of all activities of the organization and shall attend all meetings.

Non curriculum-related student organizations that are student-initiated shall not have a faculty sponsor. However, a member of the school's professional staff shall attend every meeting or activity of such organizations in a non-participatory capacity for purposes of general supervision. The organization shall be responsible to assure the presence of a staff member for its meetings.

No school employee shall be compelled to attend a meeting of any student organization if the content of such meeting is contrary to the beliefs of that school employee. School employees present at any meeting of a non curriculum-related student organization which includes religious worship, prayer or practice or is identified as having a religious purpose shall attend in a non-participatory capacity only.

Meetings of Student Organizations

All student organizations shall have the right to meet on school premises during non-instructional time as designated by the school principal. No student organization shall be denied equal access to school facilities during designated meeting times on the basis of the religious, political, philosophical or other content of the speech at the meetings of such organization. No public funding or support shall be extended to any non curriculum-related student organization other than the opportunity to meet on school premises on an equal basis as other student organizations.

The principal of each school shall develop guidelines and rules concerning the procedure for scheduling meetings of student organizations and setting the times and facilities which are available for such meetings. Meeting times shall be limited to non-instructional time before or after regular classroom hours or during established activities periods. These guidelines and rules shall be made available to all students. Student organizations wishing to conduct meetings under this Policy must make application to the principal for permission in accordance with school division procedures.

Compliance with Law and Policy

Student organizations shall not engage in any activity which is contrary to law, School Board policy or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; or which would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be grounds for disciplinary action.

Sororities, Fraternities and Secret Societies

Sororities, fraternities, clubs or secret societies whose membership depends on the permission of the group rather than the free choice of the qualified student will not be permitted to operate in any school in this school division.

Candidates for Office

It shall be clearly understood by any student running for office or for any honorary position that he represents the whole student body and that, if elected or appointed, he will work with all students regardless of race, religion or personal prejudices.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78; Rules Governing Accreditation of Public Schools in Virginia, 8 VAC 20-131-200; 20 USC §§ 7071, et seq., Equal Access Act.

Recodifed August 2000

POLICY 7-4.6 SOCIAL ACTIVITIES

The principal and faculty sponsors must approve all social activities sponsored by the school. All school-sponsored dances, parties, and social activities must be limited to students of the school and invited guests approved by the school principal. These functions must be chaperoned by school personnel designated by the principal, and when deemed appropriate by the principal, parents will be encouraged to attend.

Recodified August 2000

ACCOMPANYING REGULATION

REGULATION 7-4.6 ADMINISTRATIVE GUIDELINES FOR CLASSROOM PARTIES

Generally

Over the years principals have exercised good judgement in allowing parties to be held in the schools. Parents have been extremely generous in giving of their time and in many cases donating items toward the parties. The intent of this administrative regulation is to establish some consistency in the procedures for classroom parties being held in schools. Principals should make every effort to maintain good public relations with the community and at the same time administer a school for the prime purpose of maintaining good instruction for students. School parties should be conducted in such a manner as to provide good learning experiences.

Guidelines for Parties and Field Days

1. Two parties may be held during the school year. Principals may request the PTA/PTO assist in the planning of these parties.
2. The parties should be conducted during the last hour of the school day.
3. Principals and faculties should evaluate parties periodically and organize them so that interruptions of regular classroom work will be kept to a minimum.
4. One day may be set aside for schools to have a field day.
5. At the discretion of the principal, he may ask PTA/PTO to assist in some of the planned activities and/or sale of refreshments.
6. When Field Days are used primarily for fund-raising and not for an educational objective, the Field Day should be scheduled on Saturday or after school hours (principal's judgement).

POLICY 7-4.7 STUDENT VEHICLES

Automobiles

The division superintendent or his designee may establish guidelines for students driving vehicles to school.

Bicycles

The division superintendent or his designee may establish guidelines for students riding bicycles to school. Bicycles may not be ridden during the school day.

LEGAL REFERENCE: Code of Virginia, 150, as amended, §§ 22.1-78, 22.1-79.

Recodifed August 2000

ACCOMPANYING REGULATIONS

REGULATION 7-4.7 (A) USE OF AUTOMOBILES AT SCHOOL
REGULATION 7-4.7 (B) USE OF BICYCLES

REGULATION 7-4.7 (A) USE OF AUTOMOBILES AT SCHOOL

The regulations for student parking, and use of vehicles are as follows:

1. Students must register and obtain a parking permit for all motor vehicles. Only students with a valid driver's license are eligible to apply. Parking permits will be issued on a space available basis in a priority order established at individual high schools.
2. As a condition for obtaining a permit to park a vehicle on the school grounds, a student and the student's parents, if they are the owners of the vehicle, must agree, in writing, to allow school officials to search his vehicle if a school official has a reasonable cause to believe that the student has a prohibited substance, a weapon, or any other dangerous or illegal item in his vehicle.
3. Student motor vehicles are not to be moved or otherwise used during the school day without permission from the school office.
4. Students shall not sit in nor congregate around motor vehicles at any time during the school day.
5. Upon request of the principal or his designee, motor vehicle keys may be required to be turned in to the principal's office each day upon arrival at school.
6. Under certain circumstances, principals will have the right to revoke the student's parking permit.
7. Students parking their vehicles on school grounds shall park in designated parking areas only.
8. All motor vehicles parked on school grounds shall have a valid registration as required by the State of Virginia.
9. Additional regulations for the control of the use of motor vehicles by students may be made by the principals as deemed necessary to maintain proper control.

REGULATION 7-4.7(B) USE OF BICYCLES

The following guidelines shall apply to students riding bicycles to schools:

1. Students may ride their bicycles to school only with permission from the principal and written consent from their parents or guardians.
2. Upon arrival at school the student must park his bicycle in an area designated by the principal.
3. Student bicycles are not to be ridden or otherwise used during the school day.
4. Students riding a bicycle to school in the morning shall see that the bicycle is removed from the school premises in the evening.
5. The school shall assume no responsibility for the loss or theft of bicycles.
6. Bicycles will not be allowed on school walkways.

ARTICLE V: STUDENT HEALTH

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7-5.1 SAFETY

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POLICY 7-5.1 SAFETY

Generally

A primary consideration in all student activities and classes shall be the safety of the student. Hanover County Public Schools shall comply with the Code of Virginia requirements in matters relating to health, physical examinations, inoculations, and safety issues. Interpretations of any such regulations shall be sought from the Hanover County Department of Heath.

Accident Prevention

Hanover County students shall be instructed properly in accident prevention including proper conduct on streets and highways, the operation of motor vehicles and fire prevention.

Classes

Students shall be carefully supervised at all times and extreme caution should be exercised in those classes where machinery or chemicals are used or in use. Protective eye devices shall be worn where required by law and in instances where any danger to the eyes of the student might be present.

Outside the Classroom

Extreme care shall be taken that all equipment or grounds used by the students are free from hazardous conditions.

Student-Athlete Concussions During Extracurricular Activities

Hanover County Public Schools desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury, but particularly after a concussion or a suspected concussion. A concussion is defined as a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

The purpose of this policy is to ensure (i) that coaches, school staff, volunteers, student-athletes, and their parents or guardian are aware of the short-term and long-term effects of concussions; (ii) that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-135, 22.1-136, 22.1-204, § 22.1-271.5, 22.1-274.1, and 22.1-275.

Amended: August 9, 2011

ACCOMPANYING REGULATIONS

7-5.1 (A) SAFETY
7-5.1 (B) EMERGENCIES
7-5.1 (C) ACCIDENTS: INJURIES
7-5.1 (D) STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

REGULATION 7-5.1(A): SAFETY

For Art, Science and Vocational Laboratories

Students working with art materials or in laboratory settings should:

1. Dress appropriately for laboratory situations. Avoid neckties, loose jewelry, and excessively loose or bulky clothing. Safely secure long hair.
2. Read and complete all pre-laboratory assignments.
3. Learn the names and uses of standard art, science and vocational equipment.
4. Use only tools, equipment and materials that are assigned; never lend or borrow.
5. Know the use and location of safety equipment, i.e., fire extinguishers, fire blanket, safety goggles, first aid kit and protective clothing.
6. Always follow prescribed regulations for the wearing of safety goggles.
7. Remove all unnecessary materials (purses, notebooks, books, etc.) from the work area. Keep only required materials, directions, and data sheets in the work area.
8. Work quietly and remain in the assigned area. Do not engage in disruptive behavior or horseplay. Always conduct themselves safely.
9. Perform only activities or experiments that have been authorized by the teacher.
10. Follow all written and verbal instructions carefully. Ask questions about instructions they do not understand.
11. Re-read chemical labels and equipment instructions until understood. Be certain to use the proper items and know how to use them correctly before beginning an activity.
12. Keep hands and other items away from mouth, eyes, and body when conducting a laboratory exercise. Wash hands thoroughly at the conclusion of each laboratory or work session.
13. Clean and return all materials, tools, and equipment to the proper place.
14. Report ALL accidents and spills to the teacher immediately.
15. Discard all waste in designated receptacles. Never dispose of solids in sinks.
16. Never handle broken glass with bare hands. Use a brush and dust-pan or wet cotton-wads to pick up materials. Dispose of glassware in marked containers.
17. Remember, students MAY NOT:

    a. remove tools, equipment, materials, or chemicals from the classroom or laboratory;
    b. use laboratory tools, materials and equipment, such as gas, water electricity and chemicals unless instructed to do so;
    c. enter storage areas;
    d. take food or beverages into the laboratory;
    e. leave power equipment running while unattended;
    f. leave heat sources unattended;
    g. leave chemical containers uncovered;
    h. handle electrical equipment with wet hands;
    i. ever apply substances directly to any part of the body.

REGULATION 7-5.1 (B): EMERGENCIES

When emergencies occur, responsible personnel shall consult and follow the relevant school crisis management plan developed pursuant to Policy 4-2.2.

REGULATION 7-5.1 (C): ACCIDENTS: INJURIES

Generally

Accidents, injuries and serious illnesses of students shall be reported to the principal promptly. Every effort shall be made to contact the parent or guardian. School personnel should not go beyond emergency first aid measures. If the parent or guardian cannot be contacted, school personnel shall call the rescue squad or transport the student to his doctor or home as the individual case may require. Under no circumstances should the student be permitted to start home alone or be taken home and left alone.

The principal shall file a written report of injuries with the division superintendent's office promptly.

REGULATION 7-5.1 (D): STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

1. Definitions:

   a. **"Concussion"** means a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (for example, a helmet to the head, or being knocked to the ground). A concussion can occur with or without a loss of consciousness.

   b. "**Licensed Health Care Provider"** – means a physician (MD), physician assistant (PA), osteopath (DO) or athletic trainer (ATC) licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner (NP) licensed by the Virginia State Board of Nursing.

2. Hanover County Public Schools Concussion Management Team

   a. The Hanover County Public Schools Concussion Management Team (CMT) shall be appointed by the Superintendent of Schools or his/her designee and shall include a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student-athlete, and any other person the Superintendent appoints because of the person's particular knowledge and/or expertise.

   b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. The CMT also shall develop concussion reporting, management, and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.

   c. The CMT shall appoint a chairperson and meet at least once per semester to evaluate the school division's training materials, concussion reporting, management, and review protocols annually.

3. Required Concussion Training for School Personnel and Volunteers

   a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of

sports-related concussions, strategies to reduce the risk of concussions, ways to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school principal or his/her designee shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training. The principal or his/her designee shall provide the CMT with a written record of the names and dates of completion for all persons completing the school's concussion training.

b. The principal or his/her designee shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

4. Required Training for Student-Athletes and Parents/Guardians

a. Each school principal or his/her designee shall ensure that each student-athlete and the student-athlete's parent or guardian review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information prior to participating in any extracurricular physical activity. The concussion training materials shall describe the short-and long-term health effects of concussions.

b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year. The principal or his/her designee will provide the CMT with a written record of the signed statements for all persons receiving the school's concussion training materials.

5. Removal from Extracurricular Physical Activities and Gradual Return to Sport Progression Program

When a student-athlete is suspected of sustaining a concussion by the athletic trainer, coach, or member of the school staff, in practice or during a game, that student will be removed from the activity at that time. Once removed from play, the student-athlete in question will be evaluated and the concussion management plan shall be implemented as outlined below:

a. An evaluation/sideline assessment of student-athlete will be conducted:

- If there is a Licensed Health Care Provider on-site, he/she shall evaluate the student-athlete at the time of removal, utilizing a standardized concussion sideline assessment instrument (e.g., the Sideline Concussion Assessment Tool (SCAT2), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS))

  i. If the Licensed Health Care Provider's evaluation determines that the student-athlete is suspected of having sustained a concussion, that determination is final. The student-athlete shall not be allowed to return to any activities (conditioning, practices or game) that day and may not return to any activities until evaluated and cleared by a Licensed Health Care Provider.

ii. If the Licensed Health Care Provider's evaluation determines that the student-athlete is **not** suspected of having sustained a concussion, the student-athlete may resume the activity.

- If there is no Licensed Health Care Provider available, the coaching staff must act more conservatively. The student-athlete will be removed from the activity immediately. The athlete will not be allowed to return to any activities (conditioning, practices or game) that day and may not return to any activities until evaluated and cleared by a Licensed Health Care Provider.

b. A member of the coaching or school staff shall contact the student-athlete's parent immediately to notify him/her of the injury. If the student-athlete has been removed from the activity, the staff member also shall provide the parent with the HCPS Concussion Medical Evaluation Form (to be completed by a Licensed Health Care Provider), written information on the Gradual Return to Sport Progression Program, and a chart of signs and symptoms of a concussion.

c. The student-athlete will begin the Gradual Return to Sport Progression Program when:

- The student-athlete has received written medical clearance (using a HCPS Concussion Medical Evaluation Form) from a Licensed Health Care Provider; and,

- The student-athlete no longer exhibits any signs or symptoms consistent with a concussion (asymptomatic).

d. Returning to play:

- Once a Licensed Health Care Provider has approved a student-athlete's return to play, the Athletic Trainer will begin to implement the Gradual Return to Sports Progressive Program for the student-athlete. (Middle school student-athletes must report to the Athletic Trainer at the student's corridor high school.)

- The student-athlete must progress through each step of the program as long as he or she remains asymptomatic. The student-athlete's progress will be monitored by the Athletic Trainer. The student-athlete's progress through each step will take at least 24 hours, and progression through the entire program takes a minimum of 5-7 days to complete, depending on the nature of the sport. The student-athlete may resume full game participation upon completion of the program, provided concussion symptoms do not return. A return of concussion symptoms indicates inadequate recovery from the concussion. If concussion symptoms return during the student-athlete's progression through the program, the student-athlete may not progress further in the program until he/she is asymptomatic again for 24 hours. Once the student-athlete has been asymptomatic for 24 hours, he/she must repeat the last step in the program the student-athlete completed.

e. The role of the Athletic Trainer will be to frequently monitor and evaluate the student-athlete from the moment of the injury until return to play. This will include a daily re-evaluation of the student-athlete, supervision in the gradual return to sport progression program, and providing final return to play clearance. (See chart below.)

f. The coach and/or Athletic Trainer of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach and/or Athletic Trainer observe signs and symptoms of concussions.

6. Helmet Replacement and Reconditioning

a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and must be certified as conforming by the manufacturer at the time of purchase.

b. Reconditioned helmets which have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

Gradual Return to Sport Progressive Program Chart

Rehabilitation Stage	**Functional exercise at each stage of rehabilitation**	**Objective of each stage**
1. No Activity	Complete physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming, stationary cycling at less than 70% maximum heart rate; no resistance exercises	Increase heart rate
3. Sport-Specific exercise	Specific sport-related drills but no head impact	Add movement
4. Non-contact training drills	More complex drills, may start light resistance training	Exercise, coordination, and cognitive load
5. Full contact practice	After medical clearance, participate in normal training activities **At the conclusion of day five, the student will be reevaluated to determine if additional rehabilitation is required depending on the nature of the sport to resume full game participation provided symptoms do not return. A return of symptoms indicates inadequate recovery from the concussion.*	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

* Table/Chart adapted taken from:
Concussion Rehabilitation/Stepwise Return to Play (from the American Academy of Pediatrics- Sport-Related Concussion in Children and Adolescents – Published August 2010 Journal of Science and Medicine in Sport – Consensus statement – Concussion Conference in Zurich, November 2008

Adopted: September 27, 2011

POLICY 7-5.2: STUDENT INSURANCE

Generally

The division superintendent or his designee shall make available through each local school student accident and dental insurance programs covering accidents occurring during the time students are under the supervision of school personnel. The insurance is voluntary on the part of students and parents, and they shall pay the premium.

The division superintendent or his designee shall elect annually a company to provide such insurance. Criteria for the selection of such insurance company shall include, but not be limited to cost, service and other specifications judged to be of importance. The amount of staff time invested in this program shall be kept to a minimum.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.

Recodified: August 2000

POLICY 7-5.3: COMMUNICABLE DISEASES

Hanover County Public Schools recognizes the importance of protecting its students and employees from the transmission of communicable diseases which represent a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. In carrying out this responsibility, the Hanover County School Board directs the division superintendent to act in compliance with applicable law to exclude from school attendance any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or permit the employee to return to work shall be made by the division superintendent based upon consultation with the local health department, the student's or employee's physician and/or other medical authorities. See Policy and Regulation 7-2.1.

The identity of a student who has a communicable disease will be kept confidential and will be revealed only in accordance with state law. An alternative educational program should be made available to any student whose removal pursuant to this Policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusions of employees and students with communicable diseases will be consistent with the requirements of law, including the policies of the Virginia Department of Education, and should reflect current medical knowledge and research.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-271.3, 22.1-271.4.

Recodified: August 2000

POLICY 7-5.4 BLOOD BORNE CONTAGIOUS OR INFECTIOUS DISEASES

The attendance at school of Hanover County students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions, shall be determined by the division superintendent on a case-by-case basis. The division superintendent shall obtain the advice of the local department of health to assist him in making his determination. The student may be excluded from school and school-related functions pending the division superintendent's decision. The division superintendent shall issue regulations setting forth the procedures to be followed to effectuate this Policy. See Policy and Regulation 7-2.1.

The identity of a student who has tested positive for human immunodeficiency virus shall be confidential in accordance with state law.

An alternative educational program shall be made available to any student whose removal pursuant to this Policy is expected to result in a prolonged absence from school or where otherwise required by law.

Training in the use of universal precautions for handling blood shall be conducted periodically in accordance with state and federal law. Universal precautions for handling blood shall be implemented within the school setting and on buses in accordance with state and federal law and guidelines. *See Regulation 7-2.1.*

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-272, 22.1-271.4.

Recodified: August 2000

POLICY 7-5.5 ADMINISTERING MEDICINES TO STUDENTS

Prescription Medicines

Hanover County Public School personnel may give medication to children only with a physician's written order and a signed request from a parent or guardian. Such medicine must be in the original container.

Nonprescription Medications

Hanover County Public School personnel may give non-prescription medication to students only with the written permission from the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container. In order for medication to be given to a student for more than ten (10) consecutive school days, written permission from the child's physician shall be required.

Guidelines

The division superintendent shall develop guidelines for administration of medicines to students and for the secure storage of such medicines.

Self-Care for Students Who Are Diagnosed with Diabetes

Hanover County Public Schools students with a diagnosis of diabetes, with parental consent and written approval from the prescriber (as that term is defined in Virginia Code §54.1-3401) may (i) carry with him/her and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and (ii) self-check his/her own blood glucose levels on a school bus, on school property, and at a school-sponsored activity.

Student Possession and Self-Administration of Asthma Medications

Hanover County Public Schools students with a diagnosis of asthma may possess and self-administer inhaled asthma medication during the school day, at school-sponsored activities, or while on a school bus or other school property, consistent with the provisions of this Policy and applicable law.

1. The student must provide to the relevant school clinic a completed Authorization and Permission for Administration of Medication form, signed by his parent, guardian or legal custodian. The student must also provide a written order from an appropriate health care provider as is further described in paragraph 2, below. The medication must be properly labeled by the pharmacy or physician. The nurse or clinic attendant may require the student to demonstrate his ability to safely and effectively self-administer the medication, consistent with the other provisions of this Policy. To evaluate the efficacy of the medication, the elementary school students who self-administer asthma medications should report to the nurse or clinic attendant within a reasonable time after taking the medications. Secondary school students who need and self-administer the three doses of asthma medication per school day should report to the nurse or clinic attendant as soon as possible after administering the third dose for evaluation of respiratory status.

2. The student must provide a written order from his primary care provider, medical specialist, licensed physician or a licensed nurse practitioner, which order must include: (i) the student's name; (ii) a statement that the student has a diagnosis of asthma and approval to self-administer inhaled asthma medications that have been prescribed or authorized for the student; (iii) the name and dosage of the medication, the frequency in which it is to be administered and certain circumstances which may warrant the use of inhaled asthma medications, such as before exercising or engaging in physical activity to prevent the onset of asthmatic symptoms or to alleviate asthmatic symptoms after the onset of an asthmatic episode; and (iv) an attestation that the student has demonstrated an ability to safely and effectively self-administer inhaled asthma medications.
3. With cooperation from the student, his family and relevant school officials, the school nurse or clinician will develop an individualized health care plan for the student, which plan shall include emergency procedures for any life-threatening conditions. The student's parent, legal guardian, or custodian shall complete the Parental Permission for Medical Care form.

4. School officials, including the relevant nurse or clinician, will not impose any limitations or restrictions on or revoke permission for the student to possess or self-administer inhaled asthma medications without first consulting with the student's parent, legal guardian or custodian.

5. Self-administration of inhaled asthma medications by Hanover County Public Schools students shall be consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manuals, which are jointly issued by the Virginia Departments of Education and Health.

6. Disclosure or dissemination of information pertaining to the health condition of a student to School Board employees shall comply with the provisions of Virginia Code §§ 22.1-287 and 22.1-289, and the federal Family Education Rights and Privacy Act of 1974, as amended, 20 U.S.C. §§ 22.1-1232(g).

Any school principal or other School Board employee who, in good faith, without compensation, and in the absence of gross negligence or willful misconduct, supervises the self-administration of inhaled asthma medications by a student, may not be held liable for any civil damages for acts or omissions resulting from same supervision.

The permission granted a student with a diagnosis of asthma to possess and self-administer inhaled asthma medications shall be effective for one school year. Permission to possess and self-administer inhaled asthma medications shall be renewed annually. For the purposes of this section, "one school year" means 365 calendar days.

Stock Epinephrine

Each school within the school division will properly maintain and store at least two (2) unexpired doses of auto-injectable epinephrine (hereinafter "stock epinephrine"). Stock epinephrine shall be administered only by a school nurse or other school board employee who has been authorized by a prescriber and has been trained in the administration of epinephrine. Stock epinephrine shall be administered to any student believed to be having an anaphylactic reaction on school premises, during the school day. This policy does not extend to activities off school premises (such as traveling on a school bus, attending field trips, etc.) or to activities outside the academic day (such as sporting events, extra-curricular activities, etc.). This policy is not intended to replace student-specific orders or individual parent-provided medications.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-226.5:1, 22.1-274.01:1, 22.1-274.2, 22.1-287, 22.1-289; Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232(g).

Recodified: August 2000
Amended: July 13, 2010, August 14, 2012, June 10, 2014

ACCOMPANYING REGULATION

REGULATION 7-5.5 GUIDELINES FOR ADMINISTERING MEDICINES TO STUDENTS

Any student who must take medication during school hours must have the parent/guardian complete an Authorization and Permission for Administration of Medication Form, available in the school clinic. Students diagnosed with diabetes, with parental consent and written approval from the prescriber, may carry and use supplies for the treatment of high and low blood glucose levels, and self-check his/her own blood glucose levels, as authorized in Policy 7-5.5. All other medication must be brought to school in the original container which shall be maintained in and dispensed from the school clinic. Medication should be labeled with student's name, name of medication, dosage, directions for use (time to be given), and date. Self-administration of asthma medication may be arranged through the building principal and school nurse.

Prescription Medication

1. A written order from the student's physician giving the name, dosage and time to be administered is required for each medication. The prescription label on the bottle may be accepted as the physician's order for those medications given for less than ten (10) consecutive school days.
2. The medication must be brought to school by the parent or legal guardian in the original container which is appropriately labeled by the pharmacist or the physician. An Authorization and Permission for Administration of Medication Form must be completed by the parent. The physician's order and medication label must agree.
3. Only a one (1) week or less supply of medication should be brought to school unless medication is taken on a daily basis throughout the school year. Unused medication should be picked up by the parent or legal guardian.
4. The School Medication Record is utilized to document when each medication dose is given to a student.
5. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may be authorized only by the principal or his designee.

Non-Prescription Medication

1. Written permission for a student to take non-prescription medication at school must indicate student's name, the name of medication, dosage, time to be given, and the parent or legal guardian's signature.
2. The medication and permission must be delivered to the school by the parent or legal guardian in the original container.
3. Any non-prescription medication which is to be given for more than ten (10) consecutive school days must be authorized in writing by a physician.
4. The School Medication Record is utilized to document when each medication dose is given to a student.
5. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may be authorized only by the principal or his designee.

The possession, sale, distribution, or use of alcohol, imitation alcohol (including non-alcoholic malt beverages), dangerous and/or illegal drugs (including anabolic steroids) or substances, or being under their influence is prohibited and will result in strict disciplinary action as prescribed in the Code of Student Conduct.

Administration of Medications by Unlicensed Assistive Personnel

Hanover County Public Schools shall allow the administration of medications to students in accordance with a physician's instructions pertaining to dosage, frequency, and manner of administration and with written authorization of a parent by an employee not licensed by the boards of nursing or medicine, in accordance with school board regulations relating to training, security and record keeping. Training for such persons shall include but not limited to medical terminology and abbreviations (including definitions and or descriptions), an overview of medications, how to maintain aseptic techniques, what must be addressed prior to administering medications, general medication administration procedures, route-specific medication procedures, emergency protocol for medication related reactions, safe storage of medications, and a review of all forms needed for the safe and efficient administration of medication. The training program administered by school health services, will be accomplished through a program by the local school boards, in consultation with the local departments of health.

Epinephrine

Parents of students with known life-threatening allergies and/or anaphylaxis are expected to provide the school with all necessary medications for implementing the student's specific order(s), along with written instructions from the student's health care provider for handling anaphylaxis, on an annual basis.

Training

Administrators at each school shall be responsible for identifying at least two employees, in addition to the school nurse, to be trained in the administration of epinephrine by auto-injector. Training shall be conducted in accordance with the most current edition of the Virginia Department of Education's Manual for Training Public School Employees in the Administration of Medication. Training shall be conducted at least annually.

Post Event Actions

Once epinephrine is administered, local Emergency Medical Services (911) shall be activated.

Storage, Access and Maintenance

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). Epinephrine should not be maintained in a locked cabinet or behind locked doors. Staff should be made aware of the storage location in each school. It should be protected from exposure to heat, cold or freezing temperatures. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures. The expiration date of epinephrine solutions should be periodically checked; the drug should be replaced if it is approaching the expiration date. The contents should periodically be inspected through the clear window of the auto-injector. The solution should be clear; if it is discolored or contains solid particles, replace the unit.

Each school should maintain documentation that stock epinephrine has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability.

The school division shall maintain a sufficient number of extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded. Expired auto-injectors or those with discolored solution or solid particles should not be used. They should be discarded in a sharps container.

Amended: August 10, 2010, August 14, 2012, June 10, 2014

POLICY 7-5.6 PSYCHOLOGICAL EVALUATION AND SURVEYS OF STUDENTS

Psychiatric or psychological examination, testing or treatment, or survey, analysis or evaluation conducted as part of any program which is funded by the United States Department of Education shall be conducted in accordance with 20 U.S.C. § 1232h. Any such examination, testing or treatment within the definition of human research as defined by § 22.1-16.1 of the Code of Virginia shall be conducted in accordance with state law and regulation.

LEGAL REFERENCE:; Code of Virginia, 1950, as amended, §§ 22.1-16.1, 32-162.16 et seq.; 20 U.S.C. Section 1232(h), 45 C.F.R. Section 46.

Recodified: August 2000

POLICY 7-5.7 CHILD ABUSE AND NEGLECT REPORTING

Every employee of Hanover County Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, shall immediately report the matter to:

1. The local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
2. The Virginia Department of Social Services toll-free child abuse and neglect hotline; or
3. The person in charge of the school or department, or his designee, who shall make the report immediately.

Posted in each school within the School Division shall be a notice that: i) any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and (ii) all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services toll-free child abuse and neglect hotline.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-291.3; 63.2-1509, et seq.

Recodified: August 2000
Amended: September 14, 2004

POLICY 7-5.8 BUS AND SAFETY PATROLS

Bus Patrols

The Hanover County Public Schools administration may organize school bus safety patrols to assist bus drivers in carrying out safe practices on and around school buses. The patrols shall have the responsibility for cooperating with the driver and principal in the interest of the safe operation of the buses.

Safety Patrols

The schools may organize safety patrols to assist students in the schools. Safety patrols may be asked to serve at designated locations. Members of school safety patrols shall receive adequate instruction in the appropriate duties and procedures and at all times shall be under the supervision of a competent adult who is a regular member of the school faculty.

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

Recodified: August 2000

POLICY 7-5.9 SUICIDE PREVENTION

The Hanover County School Board is committed to protecting its students from the risk of suicide.

Any employee licensed by the Board of Education as instructional or administrative personnel who, in the scope of his/her employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall immediately notify the principal of the student's school, and shall, as soon as practicable, contact at least one of the student's parents/guardians to ask whether such parent/guardian is aware of the student's mental state and whether the parent/guardian wishes to obtain or has already obtained counseling for such student.

Parental Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact shall not be made with the parent. Instead, the employee shall, as soon as practicable, notify the local department of social services of the county or city wherein the student resides or wherein the abuse or neglect is believed to have occurred or the Virginia Department of Social Services' toll-free child abuse and neglect hotline, as required by Virginia Code § 63.2-1509. When giving this notice to the local or state department, the employee shall stress the need to take immediate action to protect the child from harm.

Contacting the Parent/Guardian

If the "Parental Abuse or Neglect" section above does not apply, then the employee shall call at least one of the student's parents/guardians. When contacting a parent/guardian, the employee should:

1. Provide the employee's name and position in the school;

2. Tell the parent/guardian that the employee has reason to believe, as a result of direct communication from the student, that the student is at imminent risk of suicide;

3. Assure the parent/guardian that the student is currently safe;

4. State the legal requirement for the call, citing § 22.1-272.1 of the Code of Virginia;

5. Ask the parent/guardian whether he or she is aware of the student's mental state;

6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental counseling for the student;

7. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and

8. Determine the parent's intent to seek appropriate services for the student.

Inability to Reach Parent/Guardian

If the employee is unable to make contact with the parent/guardian by the end of the school day, then the employee shall follow the school's crisis management plan.

Required Documentation

The employee shall document the phone call to the parent/guardian by recording: (a) the time and date of the call; (b) the individual contacted; (c) the parent/guardian's response; and (d) anticipated follow-up.

Additional Concerns

If parent/guardian contact is made and, in the course of this contact, relevant issues of abuse or neglect are discovered (e.g., the parent/guardian acknowledges the student's suicidal intent but indicates no intent to act for the well-being of the student), the employee shall report the abuse or neglect with the local department of social services of the county or city wherein the student resides or wherein the abuse or neglect is believed to have occurred or the Virginia Department of Social Services' toll-free child abuse and neglect hotline, as required by Virginia Code § 63.2-1509.

Duty to Keep Student Safe and Secure

A student who is at imminent risk of suicide shall remain under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-272.1 and 63.2-1509; Virginia Board of Education, "Suicide Prevention Guidelines" (Rev. 2003).

Recodified: August 2000
Amended: October 11, 2016

POLICY 7-5.10 RECOMMENDATION OF MEDICATION BY SCHOOL PERSONNEL

School personnel are prohibited from recommending the use of psychotropic medications for any student. School health staff, classroom teachers, or other school professionals may recommend that a student be evaluated by an appropriate medical practitioner. In addition, school personnel may consult with a medical practitioner who is serving the student with the written consent of the student's parent.

For the purpose of this policy, "psychotropic medications" means those medications that are prescribed with the intention of altering mental activity or state, including, but not limited to, antipsychotic, antidepressant and anxiolytic medication and behavior-altering medication.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, section 22.1-274.3; Superintendent's Memorandum No. 54 (August 16, 2002).

Adopted: July 16, 2003