

ARTICLE I: IN GENERAL

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4-11 PURPOSE

POLICY 4-1.1 PURPOSE

The Hanover County School Board considers the non-instructional or “support services” operations of the Hanover County Public Schools an important component of the educational process and therefore expects this segment of the administration to operate and maintain the school physical plant and equipment in such a way as to achieve the following objectives: high standards of safety, healthful conditions for students and staff, surroundings requisite to a sound educational climate and an environment reflecting the moral and cultural aspirations of the Hanover community at its best. The support services, therefore, will be designed to complement the instructional program. The School Board expects all support services to be consistent with and responsive to the goals and needs of the school division.

To fulfill this function, the School Board intends to:

1. Ensure the proper operation, management and maintenance of school buildings, grounds, vehicles, equipment, and services;
2. Establish an effective and economical maintenance program, including preventive maintenance of school property, vehicles, buildings, and equipment;
3. Set high standards of safety;
4. Promote the health and well-being of pupils, staff and patrons; and
5. Establish efficient procedures for the management of the food service program.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3), 22.1-89, 22.1-89.1, 22.1-136, 22.1-137, 22.1-138, 22.1-184, 22.1-253.13:2; Virginia Board of Education Regulations Governing School Facilities and Safety, 8VAC 20-131-260.

Recodified: August 2000

ARTICLE II: BUILDING & CUSTODIAL SERVICES

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POLICY 4-2.1 SAFETY OF SCHOOL FACILITIES

Generally

Providing safety measures against all hazards – i.e. fire, inclement weather, intruders, terrorism, health-related emergencies and accidents is the responsibility of each Hanover County school principal, as well as of each Hanover County School Board employee and student. The division superintendent and principals shall enforce safety measures mandated by all applicable law and School Board policies.

Inspections

The principal or designee and a custodian of each school shall make at minimum one inspection per month of fire escapes, emergency exits, playgrounds, playground equipment and any other areas critical to the safety of students and staff. The principal, designee, or the custodian and/or custodial supervisor shall also inspect daily for plant cleanliness. Building Services will schedule the annual Fire Extinguisher Inspection, semi-annual Hood Inspections, and periodic elevator inspections. Principals shall notify the central office support services department when fire extinguishers have been discharged.

Emergency Dispersal

Emergency evacuation of buildings and disaster drills at each school shall be developed and effected in accordance with all applicable law, including specifically the school safety and crisis management plans designed for each school pursuant to School Board Policy 4-2.2.

Reporting of Hazards

Safety Hazards

It is the duty and responsibility of each School Board employee to assure that all equipment and grounds are free from hazardous conditions. Any perceived hazard shall be reported immediately to the division superintendent or his designee for inspection and corrective action.

Hazardous Chemicals

The division superintendent shall approve and issue regulations to ensure that employees are made aware of hazardous chemicals either used in their job or stored near their job site and shall name a designee to evaluate and label toxicity of all materials used in the division in accordance with criteria established by the Virginia Department of Education and state and federal law and/or regulations.

Fire Drills

As required by Virginia law, every Hanover County public school shall conduct a fire drill at least once per week every week during the first twenty school days of each session and more often if necessary in order that pupils may be thoroughly practiced in such drills. During the remainder of the school sessions, fire drills shall be held at least monthly.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-137, 22.1-272.1, 22.1-274.1, 22.1-278.1, 22.1-280.1; Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260, and Governing Criteria to Identify Toxic Art Materials, 8 VAC 20-530-10.

Recodified: August 2000

Amended: August 19, 2008, March 8, 2011

ACCOMPANYING REGULATION

REGULATION 4-2.1 HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN

Hazardous materials accidents are perhaps the most significant risk to health or the environment from small or large quantities of chemicals that are used, stored and transported to and from the schools. Whether such accidents occur in the classrooms or off school grounds school personnel, students, and patrons are at risk. Hanover County School Board policy dictates continuous safe management of all chemicals, regulated or otherwise, during all phases of School Board activities.

Hazardous Materials Management

Each building principal or his designee shall maintain material safety data sheets ("MSDS") as required by all applicable law in a central location. Where appropriate, the building principal or his designee shall identify hazardous materials for those School Board employees who should be aware of the presence of such materials to satisfactorily perform their job duties and/or to protect other school personnel, students and patrons.

Hazardous Materials Handling

Precautions (i.e., student instructions, employee training, and supervision) shall be taken to maximize safety in the handling of hazardous materials. Instruction and training are crucial to ensuring that hazardous materials are properly managed during handling. Only properly instructed students and trained employees will be authorized to handle hazardous materials. The support services department shall develop and provide all appropriate training for the handling of hazardous materials.

Emergency Prevention and Recognition

School Board policy emphasizes the prevention of accidents and the need for established procedures to provide early recognition and detection of hazardous situations that, if left unresolved, may lead to emergencies. Prevention and recognition of potential hazards is preferable to having to respond to an actual emergency. Prevention and hazard recognition are accomplished by having well-trained personnel and a systematic program to monitor all areas that might pose a potential hazard. The support services department shall develop and provide all appropriate training for emergency prevention and recognition.

Emergency Response Procedures

The emergency response procedures in this section describe those actions to be taken in the event of an emergency. Protection of students and personnel is the highest priority of these emergency response procedures; therefore, notification and evacuation are the most important elements of these procedures. Each building principal shall designate a school emergency coordinator who shall receive any training as is provided from time to time by the support services department.

Initial Response Procedures

Should any student or employee discover any condition involving hazardous materials that presents an imminent or potential threat of an emergency condition, they

shall first retreat to a safe distance from the site of the hazard and use the most efficient means of communication, such as a radio or telephone, to report the condition to the school's emergency coordinator or one of the designated alternates. If none of these persons is immediately available, the student or employee should dial 911 to request outside assistance. *In no case* should a single individual attempt to take responsive actions to an emergency condition unless notification has been made to someone qualified to implement emergency response procedures. Once the student or employee has notified a responsible party, the first responding employee should secure the immediate area to prevent others from being placed at risk and take any appropriate response actions according to his level of training.

Emergency Coordinator Response Procedures

In case of an imminent or actual emergency, the individual school emergency coordinator shall immediately:

1. Assess the situation and decide whether to implement the school's emergency contingency plan.
2. Activate the school's alarm to alert students and personnel, when necessary.
3. Dial 911 to notify emergency response personnel if necessary. This notification will include:
 - a. The emergency coordinator's name and the school's telephone number.
 - b. Name and address of school.
 - c. Time and type of incident.
 - d. To the extent known, name and quantity of material(s) involved.
 - e. Injuries, if any.
 - f. Possible hazard to human health or the environment inside or outside of the school.

Amended: August 28, 2007

POLICY 4-2.2 SCHOOL CRISIS, EMERGENCY MANAGEMENT, and MEDICAL EMERGENCY RESPONSE PLANS

The Hanover County School Board is committed to providing a safe and secure learning and working environment for all students and staff. To fulfill that commitment to safety, the division superintendent or his designee shall develop and implement comprehensive school crisis, emergency management, and medical emergency response plans which will comply with and enforce all applicable state and federal laws, rules and regulations using the National Incident Management System (NIMS) and Incident Command System (ICS) recommended by the Federal government.

The plan will provide that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency, as defined in the emergency response plan, when there are victims, as defined in Virginia Code § 19.2-11.01, as well as current contact information for both. The plan shall also include the following elements:

A **Mitigation/Prevention Plan**, which includes measures designed to:

1. Assess physical and environmental risks.
2. Assess social and emotional well-being of students, faculty and staff.
3. Assess school culture and climate.
4. Determine mitigation activities and a plan to prioritize those risks that cannot be mitigated.
5. Raise student and staff awareness about school safety and provide appropriate means for reporting concerns about safety. Written procedures to follow in emergencies (such as fire, inclement weather, injury, illness, and violent or threatening behavior) shall be outlined in the student handbook and discussed with students and staff during the first week of each school year. Students and staff should also be clearly informed of all disciplinary rules, with particular emphasis on those bearing on safety.
6. Train professional staff to recognize the warning signs that may precede violent conduct and provide a process for referring students in need of help.
7. Make use of community resources, including parents and the local law enforcement departments, in developing strategies for keeping the schools and community safe.
8. Identify and respond to potential safety concerns. Each school within the school division shall conduct a school safety audit as further outlined in Regulation 4-2.2. The division superintendent shall maintain a list of division schools which have completed the safety audit.
9. Equip all exit doors with panic hardware as required by the Uniform State Building Code.
10. Have space available for the proper care of students who become ill.

A **Preparation Plan**, which includes measures designed to:

1. Institutionalize the National Incident Management System and Incident Command System, assigning roles and responsibilities to individuals.
2. Outline crisis teams and community partners' responsibilities as detailed in Memoranda of Understanding.
3. Incorporate pre-negotiated contracts for services that may be needed in an emergency.
4. Outline steps for transferring command from school administrators to other agencies as situation dictates.
5. Provide criteria for response to evacuation, lockdown, shelter in place, etc.
6. List emergency command center and go-kit components.
7. Provide information about the school's facilities.
8. Detail individual crisis communication plans with faculty, staff, students, district administrators, first responders, parents or guardians and the media as appropriate. The following elements shall be included in each school's written safety and crisis management plan:
 - a. A process by which employees can notify the principal or other administrator of an existing emergency.
 - b. A process by which the principal or other administrator can notify the school community of an existing emergency and of immediate action to be taken, if any.
 - c. Designation of a person or persons to handle immediate emergency tasks, including calling 911 and disabling school bells.
 - d. Protocol for notifying persons outside the school of an existing emergency and for fielding incoming inquiries and visits during and following an emergency.
9. List school wide and classroom specific communication devices and how to use them.
10. Incorporate plans for communicating emergency plans with parents and guardians as appropriate
11. Promote communication equipment interoperability with those of first responders.
12. Provide guidance on reunification plans and procedures.
13. Define emergency response training to be provided to faculty, staff, students and parents as appropriate.
14. Outline a schedule of drills and exercises.
15. Detail maintenance for continual revision of school emergency response plans.

A Response Plan, which ensures immediate and effective action in a crisis or potential crisis situation.

1. The School Board shall ensure that every school within the school division develops a written school crisis emergency management plan, consisting of the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including the following:
 - a. natural disasters, including earthquake, fire, flood, or severe weather;
 - b. loss or disruption of power, water, communications, or shelter;
 - c. bus or other accidents;
 - d. medical and health emergencies;
 - e. student or staff member deaths;
 - f. explosions;
 - g. bomb threats;
 - h. gun, knife, or other weapon threats;
 - i. spills or exposures to hazardous substances;
 - j. the presence of unauthorized persons or trespassers;
 - k. the loss, disappearance, or kidnapping of a student;
 - l. hostage situations;
 - m. violence on school property or at school activities;
 - n. incidents involving acts of terrorism;
 - o. other incidents posing a serious threat of harm to students, personnel, or facilities; and
 - p. imminent risk of suicide by students.

This plan shall be developed and fully operational or revised by September 30 of each year. Schools may consult the model crisis plan and emergency plan developed by the Virginia Board of Education.

2. All schools must have contingency plans for emergencies that include staff certified in use of AED's (Automated External Defibrillators), Cardiopulmonary Resuscitation (CPR), the Heimlich Maneuver, and emergency first aid. In addition, the school administration shall ensure that the school has:
 - a. Written procedures for responding to emergencies, such as fire, injury, illness, and violent or threatening behavior, including outside threats to safety and security such as bomb threats or threatening conduct by persons not part of the school community. The plan will be acknowledged in the student handbook and discussed with staff and students during the first week of each school year.
 - b. Written procedures for responding to violent, disruptive or illegal activities by students or others within the school community while on school property or during a school-sponsored activity. Specific procedures shall be established for responding to verbal or physical threats and other forms of threatening conduct.
 - c. Procedures for responding to medical emergencies.
 - d. Written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

A Recovery Plan, which includes measures designed to:

1. Provide a damage-assessment protocol for physical assets.
2. Outline procedures and strategies for physical and structural recovery.
3. Outline financial and logistical protocols for recovery.
4. Establish procedures for making decisions about school closures and reopening.
5. Incorporate a Continuity of Operations Plan.
6. Provide protocols for activating Memoranda of Understanding with other agencies.

7. Identify types of support and offers strategies for providing follow-up and on-going mental-emotional recovery interventions.
8. Provide guidelines for standing and temporary memorials, and the observance of anniversaries.
9. Provide guidelines for screening volunteers and accepting donations in emergency situations.

Each school within the School Division shall annually conduct school safety audits using the item list developed by the Superintendent of Public Instruction. The results of such school safety audits shall be made public within 90 days of completion. The School Board will review annually each school's plan. The School Board has the authority to withhold or limit the review/release of any security plans and specific vulnerability assessment components, as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 2.2-3705, 22.1-78, 22.1-272.1, 22.-279.8; Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260.

Recodified: August 2000

Amended: July 16, 2003, November 7, 2007, August 19, 2008, August 4, 2009, January 10, 2012

ACCOMPANYING REGULATION

REGULATION 4-2.2 SCHOOL SAFETY AUDITS

A "safety audit" means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues, and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses may include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board's standards for student conduct.

The division superintendent shall maintain a list of division schools which have completed the safety audit pursuant to this regulation. Each school shall maintain a copy of the school safety audit report within the office of the school principal and shall make a copy of such report available for review upon request. Such reports may exclude security plans and vulnerability assessment components. Each school shall maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections shall be determined by the School Board in consultation with the local health and fire departments.

Amended: July 16, 2003

POLICY 4-2.3 MANAGEMENT OF BUILDINGS AND GROUNDS

Hanover County School Board properties shall be maintained in good physical condition: safe, clean, sanitary, comfortable, and convenient. The division superintendent assumes the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and recommending to the School Board the employment of personnel as may be necessary to discharge this responsibility. At the building level, the principal is responsible for overseeing operation and maintenance of the school plant and for the proper care of school property by the staff, students, and patrons.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-79 (3), 22.1-293 (D).

Recodified: August 2000

POLICY 4-2.4 MAINTENANCE OF SCHOOL FACILITIES

Generally

To meet its responsibility of properly maintaining all school buildings at maximum efficiency, the Hanover County School Board directs that all buildings be inspected annually and any necessary repairs and maintenance completed. Each inspection shall generate a report including major and minor maintenance items for care of the building and grounds. The results of the inspections will be compiled by the division superintendent and reported to the School Board.

Preventative Maintenance

The School Board believes that a proper program of preventative maintenance is a requirement for efficient, economic building operation. The division superintendent or his designee is directed to maintain a proper preventative maintenance program and to make budget recommendations that include adequate funds to sustain this program. Such maintenance efforts shall be supervised by the support services department.

Painting

The support services department shall schedule and supervise the periodic, regular painting of school division property.

Equipment

The division superintendent or his designee shall develop procedures for providing routine maintenance and repair of School Board equipment. Such maintenance and repair generally shall be performed by School Board employees. The support services department may employ outside consultants and contractors for repair or maintenance of equipment for which the school division has no qualified personnel and in those circumstances in which it is more economical to employ outside consultants. Building principals shall be responsible for the inspection of equipment in their buildings and for reporting the results to the support services department. All school board equipment shall be placed on a replacement schedule and the division superintendent shall include in his recommended budget funds to maintain the replacement schedule.

Playground Equipment

When any playground equipment is installed on School Board property, the School Board assumes ownership of that equipment unless specifically stated otherwise by agreement. For this reason the maintenance of the playground equipment installed by a school or community group will be the responsibility of the School Board. Once installed on School Board property, the principal of the school will have the responsibility to inspect the equipment on a regular basis, not less than monthly, and shall

order its repair or removal from the school property when appropriate. The principal may also restrict or deny the use of such equipment until such time as it is restored to safe condition.

Vandalism

The School Board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible. The School Board may institute action and recover from parents/guardians up to \$2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by their minor child. In addition, any student who vandalizes School Board property shall be subject to disciplinary action as prescribed in the Student Code of Conduct.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 8.01-43, 18.2-138, 22.1-78, 22.1-79 (3), 22.1-278.1, 22.1-293(B).

Recodified: August 2000

POLICY 4-2.5 SECURITY OF BUILDINGS AND GROUNDS

The division superintendent and building principals shall be responsible for seeing that Hanover County Public School's facilities are secure when schools are not in operation.

LEGAL REFERENCE: Code of Virginia, 1950, as amended §§ 22.1-70, 22.1-293.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-2.5(A) GUIDELINES FOR SECURITY OF BUILDINGS AND GROUNDS

REGULATION 4-2.5 (B): EMPLOYEE IDENTIFICATION BADGES

REGULATION 4-2.5(A) GUIDELINES FOR SECURITY OF BUILDINGS AND GROUNDS

Keys

The building principal shall establish a key record system for exterior doors. Master keys shall be issued only to personnel (paid employees) who have responsibilities that require admittance to buildings during hours other than the regular school or work day. Grand master keys shall be limited to the building principal and the head building custodian. No person shall possess keys for any building without the knowledge of the building principal. No employee shall have keys cut. The lock manufacturer shall cut all keys.

A place shall be designated in each building where any authorized personnel shall sign in when entering buildings during hours other than the regular school or work day.

REGULATION 4-2.5 (B): EMPLOYEE IDENTIFICATION BADGES

All Hanover County School Board personnel are required to wear employee identification badges during work hours while on School Board property. The purpose of these badges is to provide school security and to ensure that only authorized individuals are on the premises. Badges must be worn in a clearly visible location on the upper

portion of the body. Compliance with this School Board regulation will ensure rapid identification of school division staff.

Lost badges will be replaced at the expense of the employee.

Upon termination of employment, badges shall be returned to the immediate supervisor who shall forward the badges to the office of human resources.

Amended: August 10, 2010

POLICY 4-2.6 ACCOMMODATIONS FOR THE DISABLED

Generally

The Hanover County School Board shall seek to ensure that the facilities of the school division be made accessible and usable by handicapped persons in accordance with all applicable state and federal law.

New Facilities

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to disabled persons. The School Board shall require that construction plans for new buildings and renovations or alterations to existing buildings meet accessibility standards as required by applicable law.

LEGAL REFERENCE: Rehabilitation Act of 1973 42 U.S.C., §§ 504; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213.

Recodified: August 2000

POLICY 4-2.7 CONSERVATION OF RESOURCES

The increasing demand for natural and manmade resources of the nation and the world is a matter of concern to the Hanover County School Board. In light of the shortages of certain vital resources, the division superintendent may develop appropriate regulations for the conservation of natural gas, electricity, gasoline, and other petroleum resources and general resources such as paper products.

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

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-2.7 CONSERVATION OF RESOURCES AND ENERGY CONSERVATION

Generally

Hanover County Public Schools has developed regulations based on U.S. Department of Energy Office of Energy Efficiency and Renewable Energy recommendations. Recommendations are defined by the following categories: Energy Tracking and Accounting, Energy Awareness, Shared Savings, and Quick or Low-Cost improvements.

The school division shall exercise sound financial management and enact procedures for the safety and healthy environment for all students, staff, and individuals participating in school and community activities. It will be the joint responsibility of central office staff, school administrators, teachers, students, and other personnel to support programs and initiatives designed to conserve energy while maintaining healthy and safe facilities.

Responsibilities

- The building administrator is responsible for the total energy usage in his/her building.
- Staff members are responsible for implementing the guidelines during the time that they are present in the classroom or office.
- Custodians are responsible for implementing and following phased cleaning guidelines.
- The Energy Coordinator is responsible for routinely auditing all facilities, adjusting the Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment, and providing regular updates and reports indicating performance regarding energy cost avoidance and school fund reimbursement to the Assistant Superintendent of Business and Operations and appropriate building administrators.

Energy Tracking and Accounting

To avoid late charges, consolidated billing and other means to ensure timely payment of all utility bills shall be implemented. Additionally, energy tracking software will be utilized by the Energy Coordinator and the Building Services department to:

- Track monthly energy bills for electric, fuel oil, propane and natural gas.
- Produce graphic summaries of facility energy use that effectively communicate energy performance to district staff.
- Estimate achieved operational savings based on "baseline" costs.
- Identify changes in monthly or seasonal energy consumption due to billing errors, control malfunctions and equipment deterioration.
- Track other utility costs such as telephone, water, sewage, etc.

Energy Awareness

Two categories of best practices for energy awareness in the school division are outlined below. The "Required" category contains expectations for all schools and employees to implement for energy conservation and cost savings. The "Recommended" category contains items that are recommended to maximize energy efficiency and cost savings in schools. Please note that work orders should be submitted as appropriate for broken or nonfunctioning items.

REQUIRED

- Energy management sensors, thermostats, and other savings mechanisms should not be adjusted or tampered with, except by authorized maintenance personnel.
- All doors and windows should be closed when heating or cooling systems are on.
- Doors between conditioned and non-conditioned spaces should remain closed. For example: doors between gyms and hallways, doors between auditorium and halls, doors to mechanical rooms, and all outside doors.
- Check under and around closed doors, if you can see outside, the weather-stripping needs to be replaced. Lights in classrooms, offices, closets, storage rooms, rest rooms, mechanical rooms, and other areas should be off when not in use.
- Gym and athletic field lights should be off unless in use.
- All office machines (copy machines, overhead projectors, lcd monitors, laminating equipment, etc.) should be off when not in use. All appliances including offices machines, kitchen equipment, etc., should be unplugged prior to extended school breaks (i.e. Winter Break and Spring Break) and summer periods.
- Special events and after school usage should be scheduled through the existing process managed through the Energy Management Specialist/Building Services.
- Exterior doors should be closed and opened only as needed (i.e. beginning and ending of school, recess, etc.).
- Monthly check outside lights (parking lot lights, lights under awnings, security lights, etc) to make sure they are off during the day. All toilets, sink faucets, urinals, drinking fountains, outside hose bib connections and other water supply devices should be checked monthly for unnecessary running or dripping water.
- Heating and cooling vents should not be blocked.

RECOMMENDED

- Implementation of a phased custodial cleaning plan for each facility to ensure that utilities are on only in work areas. Discontinued use of appliances such as microwaves, ranges, toaster ovens, refrigerators, coffee pots and similar equipment other than those limited to kitchens, faculty lounges or other appropriate areas.
- Discontinuation of personal space heater use.
- Unplugging of televisions during extended school breaks (Winter Break and Spring Break) and summer periods. Turning off of all exhaust fans on a daily basis (example those in shops, kitchens and chemistry labs).

Shared Savings

An incentive program for each school shall be established and monitored by the Energy Coordinator. Schools that achieve cost savings on their energy bill from the previous year's baseline data will receive 25% of the amount saved.

Quick or Low-Cost Improvements

The following adjustments, repairs and improvements will be made through the Student and Support Services department:

- Repair window and door glass and weather-stripping;
- Reduce excessive light levels by careful delamping;
- Clean and repair chilled water plants or package units;
- Combustion testing and boiler tune-ups;
- Repair leaking steam traps;
- Repair pipe and vessel insulation for steam and hot water distribution lines;
- Institute night and weekend temperature setbacks;
- Eliminate 24/7 operation of exhaust fans;
- District-wide vacation shut down procedures;
- Repair malfunctioning dampers on unit ventilators.
- Renovation plans shall include green building and energy saving devices and equipment.
- Light bulbs and light fixture lenses shall be cleaned on a regular basis.
- As funds become available, priority shall be placed on the replacement of light fixtures (existing T-12 units), gym lights, exit lights and incandescent bulbs.
- The installation of timing devices on vending machines shall be pursued.
- Software shall be implemented by Central Office to control the energy used for computers, printers, and monitors after school hours.

Building HVAC control temperature set points shall be as follows for all school facilities:

Cooling season Occupied set points	74 F
Unoccupied set point	80 F
Heating season Occupied set points	69 F
Unoccupied set point	60 F

The unoccupied time for the end of each school day should be 4:00 p.m. until 7:00 a.m.

NOTE: Exceptions to the set points will be approved by the Director of Building Services and the Energy Coordinator based upon special needs of student and staff as recommended by the Building Principal.

ADOPTED: May 11, 2010

POLICY 4-2.8 SCHOOL CLOSINGS

The division superintendent or his designee may order the closing, the delay in opening or the early dismissal of any or all Hanover County Public schools in order to protect the safety and welfare of students, staff and patrons. Unless school board employees are notified that their work schedule is changed due to adverse weather or emergency conditions, all employees shall work according to the terms of their contract.

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

Recodified: August 2000

SEE ACCOMPANYING REGULATIONS

REGULATION 4-2.8 (A) EMERGENCY SCHOOL CLOSING CODES AND LATE OPENING INFORMATION

REGULATION 4-2.8 (B) EMERGENCY CODES FOR SCHOOL ACTIVITIES AND SPORTS PRACTICES

REGULATION 4-2.8(A) EMERGENCY SCHOOL CLOSING CODES AND LATE OPENING INFORMATION

When hired, each new Hanover County School Board employee shall be given a refrigerator magnet which contains the following school closing information:

- Code 0-** No one reports to work. System-wide closing.
- Code 1-** At the earliest possible time, only designated emergency personnel report to work.
- Code 2-** All 12-month employees report to work two hours late.
- Code 3-** All 12-month employees report to work on regular schedule.
- Code 4-** All employees (except bus drivers and food service employees) report to work two hours late.
- Code 5-** All employees (except bus drivers and food service employees) report to work on regular schedule.

LATE OPENING – When the school district announces a late opening for students, 11- and 12-month classified employees should report to work on time (conditions permitting) with all other employees reporting in accordance with the announced late opening.

The above-referenced codes are called in to and broadcast from the following radio and television channels:

RADIO	
WRNL	910 AM
WRVA	1140 AM
WHAN	1430 AM
WCVE	88.9FM
WRVQ	94.5 FM
WKHK	95.3 FM
WKLR	96.5 FM
WTVR	98.1 FM
WDYL	101.1 FM
WRXL	102.1 FM
WMXB	103.7 FM

TELEVISION	
WTVR	Channel 6
WRIC	Channel 8
WWBT	Channel 12
WCVE	Channel 23
Comcast Cable	Channel 99 (effective July 30, 2005)

Amended: June 7, 2005

REGULATION 4-2.8(B)

EMERGENCY CODE GUIDELINES FOR SCHOOL ACTIVITIES AND SPORTS PRACTICES

The following guidelines should be used when considering school activities and sports practice schedules during inclement weather.

- Code 0-** No activities or practices allowed.
- Code 1-** No activities or practices allowed.
- Code 2-** No activities or practices allowed.
- Code 3-** No activities or practices allowed.
- Code 4-** No activities or practices allowed.
- Code 5-** Middle School – No activities or practices allowed.
High School – Unless extenuating circumstances exist at individual schools, activities and practices may occur.

Adopted: June 7, 2005

ARTICLE III: FACILITY PLANNING & DESIGN

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POLICY 4-3.1 SCHOOL CONSTRUCTION PHILOSOPHY

In the event that alternatives to school construction (attendance boundary adjustments, school calendar revisions, class size increases, etc.) do not offer practical solutions to overcrowding in targeted school facility(ies), additions to current facilities or construction of new schools should be scheduled to alleviate crowded conditions in the targeted facilities by occurring no more than three years after anticipated overcrowding in the targeted facility(ies) has occurred. Overcrowding will be as defined in the supporting regulation.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78; Philosophy Statement drafted by the Hanover County School Board October 1996 and officially adopted by the Hanover County Board of Supervisors October 28, 1998.

Recodified: August 2000

Amended: August 14, 2007

ACCOMPANYING REGULATION

REGULATION 4-3.1 Definition of Overcrowding

Overcrowding is defined as more than 20 percent above capacity for three consecutive years. Capacity in a specific elementary school is computed by using the current pupil to teacher ratio in the school system multiplied by the number of classrooms used for general education grades K-5 at the school. For each secondary school, grades 6-12, capacity is computed using: 1) current pupil to teacher ratios for each instructional program area in the school system, multiplied by the number of classrooms used for each program and 2) an "efficiency" percentage to account for specialized/low enrollment course offerings.

Adopted: August 14, 2007

POLICY 4-3.2 FACILITY PLANNING

The Hanover County School Board is responsible for the regular operation and orderly development of all school facilities. The School Board will concern itself with both short- and long-range planning. The division superintendent shall present to the School Board annually a ten-year Capital Improvement Program which will include recommendations regarding timing, location, costs and savings associated with new building requirements and/or restoration and renewal of existing school facilities.

Decisions pertaining to educational specifications for new buildings and renovations may be developed after input from a broad-based committee representing the staff and community. The committee will present to the division superintendent its recommendations for facilities utilization, development and closure.

Recommendations to the School Board shall be supported by researched facts and figures in compliance with the School Construction Philosophy that support the feasibility and need for construction and/or renovation. Ten-year enrollment projections will be prepared under the direction of the division superintendent and will be reviewed and brought up-to-date annually.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3), 22.1-253.13:6(A).

Recodified: August 2000

POLICY 4-3.3 PHILOSOPHY OF DESIGN STATEMENT

Hanover County Public School facilities shall be the result of a collaborative design process, which is in response to programmatic input. Each facility will also be a unique and appropriate response to the specific school site and population.

In Hanover County Public Schools, all learning environments, indoor and outdoor, should empower students to become individual learners, contribute to thoughtful studies, contribute to creative endeavors, and enhance specific skills or performance. The following areas need to be addressed in future new construction and renovations to ensure that all elementary, middle and high schools:

1. are visually stimulating;
2. incorporate abundant natural lighting;
3. relate to students in scale and form;
4. use materials and textures that relate to students;
5. are student friendly;
6. are inviting, accessible, and promote a sense of community and belonging;
7. provide an environment that is orderly, comfortable, secure and safe;
8. are designed for multiple groups at various hours and days of the week;
9. promote and respond to core instructional programs;
10. plan for full implementation of technology in support of learning;
11. reflect the needs of community and business partnerships;
12. are fiscally responsible/cost effective;
13. include technical, mechanical, and electrical systems, which ensure operational economy;
14. accommodate the end users of the facility: students, parents, faculty, community members, administrators and central office personnel;
15. incorporate multi-functional grounds that are aesthetically appealing; and
16. create opportunities to support and enhance interlocking disciplines through organization of space and technology.

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

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-3.3 Design Process

The Hanover County Public Schools implement a planning and design process that encompasses the philosophy of total community involvement. The design process starts with the selection of an architectural firm and the establishment of a Steering Committee and School Design Committee.

The design process starts with the selection of an architectural firm. Hanover County Public Schools initiates an open procurement process to select architectural firms on all projects as established by the Virginia Public Procurement Act.

The process continues with the establishment of a Steering Committee with the specific purpose of developing the goals, objectives, scope and overall footprint of the desired project. This committee also provides general guidance for the project in terms of compliance with the School Board's long-term instructional goals. The Steering Committee usually has five to seven members with representation from the Construction

and Planning Department, present on-site school administrators, central office staff and the architectural firm.

A School Design Committee is then organized with representatives of teachers, students, parents, and administrators from the proposed school area, appropriate central office personnel and the architectural firm. The purpose of this committee is to provide specific input regarding school planning, design, learning environment, function and operation.

POLICY 4-3.4 FACILITY DEVELOPMENT

Any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities which help to implement it must go hand in hand. The Hanover County School Board's goal is to provide facilities of the kind and size that will best support and accommodate the school division's educational program and the number of students enrolled. The School Board will constantly strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The School Board aims specifically toward:

1. New buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support the division's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling of older structures.
3. Providing such building renovations as are needed to meet requirements on the availability of public school facilities to disabled persons.
4. Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.
5. Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed with the viewpoints of teachers, students, and the community considered.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79 (3), 22.1-253.13:6 (A); Rehabilitation Act of 1973, 42 U.S.C. § 504; Americans With Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213.

Recodified: August 2000

POLICY 4-3.5 EDUCATIONAL FACILITY SPECIFICATIONS

To ensure that all new and remodeled Hanover County Public School facilities are designed to best implement the educational program, the division superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications are detailed descriptions of:

1. All the activities that will take place in the building;
2. The curriculum to be housed in the building;
3. Specific architectural characteristics desired; and
4. The facilities needed, their equipment requirements and their space relationship to other facility elements.

When educational specifications are prepared, the educational philosophy of the school division must be incorporated as part of the document. Consultants may be used in the development of educational specifications when deemed necessary by the division superintendent and approved by the School Board. Final building plans must be finalized by the division superintendent and by a licensed architect or professional engineer, as required by applicable law.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-138, 22.1-140.

Recodified: August 2000

POLICY 4-3.6 PRE-QUALIFICATION OF GENERAL CONTRACTORS

The Hanover County School Board utilizes a general contractor pre-qualification procedure as authorized by Virginia Code § 11-46, and expressly approves Regulation 4-3.6 as its pre-qualification questionnaire to be used in all pre-qualifications. For each construction project for which the School Board pre-qualifies general contractors, the School Board shall provide information to all interested contractors detailing the pre-qualification information required and the timelines for providing such information. The division superintendent or his designee shall develop the appropriate pre-qualification application packet for such request.

LEGAL REFERENCE: Code of Virginia, 1950 as amended, § 11-46.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-3.6 STANDARD FORM FOR CONTRACTOR'S STATEMENT OF QUALIFICATIONS

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I. General Information

- 1. Submitted to:
Address:

- 2. Name of Project submitted for:

3. Type of work you wish to qualify for:

- General Construction
- Mechanical
- Electrical
- Other

4. Contractor's Name:

5. Contractor's mailing address:

6. Contractor's street address (if not the same as mailing address):

7. Telephone Number:

8. Facsimile Number:

9. Contact Person:

10. Contact person's telephone number:

11. State Contractor's License number:

12. Designated employee registered with the Virginia Board of Contractors:

13. Check type of organization:

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

14. If a corporation, provide the following information:

State of incorporation:

Date of incorporation:

Federal I.D. #:

Officers:

Name

Years in Position

President:

Vice-president:

Secretary:

Treasurer:

Are you a Subchapter S corporation? Yes No

15. If a partnership provide the following information:

Date organized:

Type of partnership:

List of General Partners:

Name:

Telephone Number

Years as a G.P.

16. If individually owned provide the following information:

Years in business:

17. Have you ever operated under another name? Yes No

If yes, provide the following information:

Other name:

Number of years in business under this name:

Commonwealth of Virginia License number under this name:

18. Effective July 1, 2006 contractors are required to provide written certification for themselves and any employee who will have direct contact with student (i.e. who will be in the presence of students during regular school hours or during school-sponsored activities) that states: 1) that he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; 2) that no employee who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; 3) whether he has been convicted of a crime if moral turpitude; and 4) whether any employee who will have direct contact with students has been convicted of a crime of moral turpitude. Such certification shall be provided to the Owner prior to awarding the Contract. This requirement will be a condition of the construction contract.

END GENERAL INFORMATION

II. Bonding

Please have your bonding company execute a statement similar to the one example in *Attachment Number Two* and attach the completed and signed statement as *Attachment Number Two* to this completed statement.

1. Bonding Company's name:

2. Bonding Company's address:

3. Representative (Attorney-in-fact):

4. Is the Bonding Company listed on the United States Department of the Treasury list of acceptable surety companies?

Yes No

5. Is the Bonding Company licensed to transact fidelity and surety business in the Commonwealth of Virginia?

Yes No

END BONDING

III. Judgements

In the last ten (10) years, has your organization, or any officer, director, partner or owner, had judgements entered against it or them (individually or in combinations), for the breach of contracts for construction?

Yes No

If yes, on a separate attachment, please state the person or entity against whom the judgement was entered. Give the location and date of the judgement, describe the project involved, and explain the circumstances relating to the judgement, including the names, addresses and telephone numbers of persons who might be contacted for additional information.

END JUDGEMENTS

IV. Convictions and Debarment

If you answer yes to any of the following, on a separate attachment, please state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and telephone numbers of persons who might be contacted for additional information.

1. In the past ten(10) years, has your organization or any officer, director, owner, partner, project manager, procurement manager or chief financial officer of your organization:

a. Ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?

Yes No

b. Ever been found guilty on charges relating to conflicts of interest?

Yes No

c. Ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?

Yes No

d. Ever been convicted: (i) under Va. Code § 11-72 et seq. (Ethics in Public Contracting); (ii) under Va. Code § 18.2-498.1 **et seq.** (Va. Governmental Frauds Act); (iii) under Va. Code § 59.1-68.6 **et seq.** (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code § 40.1-49.4 (enforcement of occupational safety and health standards); (v) of charges relating to the employment of illegal aliens on construction projects; (vi) of a criminal violation of the Environmental Protection Act (as administered by the federal government); or (vii) of violating any substantially similar federal law or law of another state?

Yes No

2. Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?

Yes No

END CONVICTIONS AND DEBARMENT

V. Compliance

If you answer yes to any of the following, on a separate attachment, please give the date of the termination order or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and telephone numbers of persons who might be contacted for additional information.

1. Has your organization:

a. Ever been terminated on a contract for cause?

Yes No

b. Within the last five (5) years made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?

Yes No

2. Has your organization, in the last three (3) years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?

Yes No

3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?

Yes No

4. Has your organization been more than thirty (30) days late, without good cause, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years; and/or, has your organization finally completed a project more than ninety (90) days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the control of your organization?

Yes No

5. Has your organization received more than two (2) cure notices on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years?

Yes No

6. Has your organization had repeated instances on a project of installation and workmanship deviations which exceeded the tolerances in the standards referenced in the contract documents?

Yes No

END COMPLIANCE

VI. Experience

If your organization has multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Attach a list of **all** projects, giving address, size and dollar value for each, that your organization as **completed** within the last five (5) years. Provide for each the name, address and telephone number for the Owner's and the Architect's contact or representative.
2. Attach a list of your organization's projects **in progress**, if any, at the time of this statement. At a minimum provide project names and addresses, contract amounts, percentages complete and contact names, addresses and telephone number for the Architect and the Owner for each project.
3. Describe **on a separate attachment** how your organization would staff this project.
4. Provide as an attachment, a brief resume for the project manager and the superintendent most likely to be assigned to this project. Describe for each the background and experience that would qualify him or her to be a project manager or superintendent for this project. Include in the resumes at least three (3) similar or comparable projects on which the proposed project manager and the proposed superintendent have served in that capacity or positions of similar or comparable responsibility within the last five (5) years. Provide the names, addresses and telephone numbers of the Owner's and of the Architect's contact person for each project.
5. If this statement is for a particular project, identify three (3) projects from those identified in items 1 and/or 2 above which are most relevant or similar to the project for which you are seeking prequalification. At a minimum provide **on a separate attachment** the following information for each project (in the following format):

Project Name:

Final or current Contract Amount:

Scope of Project (gross square feet, height, number of stories plus sub-surface levels, total cost):

Owner's Name:

Address:

Contact:

Telephone Number:

Architect's Name:

Address:

Contact:

Telephone Number:

Project description, i.e., function of building and component building subsystems:

END EXPERIENCE

VII. Signatures

The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

(Name of entity submitting this statement of Qualifications)

By:

Name of Signer (please type or print)

Signature

Title

Date

VIII. Notary

State of

County/City of

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

My commission expires:

Notary Seal:

END SIGNATURES & NOTARY

ATTACHMENT NUMBER ONE:

The following are the basis for determining eligibility for prequalification at the Owner's sole discretion, after review and consideration of the dates, facts and circumstances of the information provided herein, including information provided in pages prior to this notice and in attachments made hereto:

I. Bonding

Contractor can secure bonding for this project in an amount equal to or greater than the amount established by the Owner or his representative from a surety company (1) listed in the United States Department of Treasury, Federal Register, Circular 570; Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies; and (2) licensed to transact fidelity and surety business in the Commonwealth of Virginia.

II. Experience

A. Firm Experience:

The contractor or the contractor's office that will handle this project has undertaken at least three (3) construction projects of similar or comparable scope within the last five years. The projects shall be sufficiently comparable so that the Owner may conclude that the contractor is familiar with and capable of handling the project described in the prequalification.

B. Key Personnel Experience:

1. Proposed Project Manager:

The project manager most likely to be assigned to this project has served as project manager on at least three (3) construction projects to similar or comparable scope within the last five (5) years. This experience shall include the construction of at least one (1) similar or comparable project as an occupied addition/renovation. Equivalent or comparable experience may be considered at the Owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed project manager is familiar with and capable of handling the project described in the prequalification.

2. Proposed Project Superintendent:

The project superintendent most likely to be assigned to this project has served as project manager on at least three (3) construction projects of similar or comparable scope within the last five (5) years. Equivalent or comparable experience may be considered at the Owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed project superintendent is familiar with and capable of handling the project described in the prequalification.

III. Judgements:

Any judgement(s), whether one or several, entered against the contractor for breach of contract for construction within the past ten (10) years may be grounds for denying prequalification, at the Owner's sole discretion, after due consideration of the date(s), facts and circumstances.

The Contractor:

- in the last three (3) years has **received a final order for failure to abate or for a willful violation** by the US OSHA or by the Virginia Department of Labor and Industry or any other government agency; or,
- has paid liquidated damages** for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or,
- has paid actual damages** for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or,
- has been terminated** for cause on a contract in the last five (5) years; or,
- was more than thirty (3) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years; or,
- has received more than two (2) cure notices on a single project** in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years; of,
- has had repeated instances** on a project of **installation and workmanship deviations which exceeded the tolerances in the standards referenced** in the contract documents. Documentation of such instances shall be the written reports and records of the Owner's representatives on the project; or,
- has finally completed a project** more than ninety (90) days after achieving substantial completion in two (2) or more projects in the last three (3) years, for reasons within the contractor's control. Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation; or,
- has had Performance or Payment Bond claims paid on its behalf** in the last three (3) years.

V. Convictions:

Any of the following may be grounds for denying prequalification, at the Owner's sole discretion, after due consideration of the date(s), facts and circumstances.

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years:

- **has been convicted** on charges relating to **conflicts of interest**; or,
- **has been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery; or,
- **has been convicted** on charges relating to **employment of illegal aliens** on construction projects; or,
- **has been convicted:** (i) under Va. Code Section 11-72 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 **et seq.** (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 **et seq.** (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); (v) of a criminal violation of the Environmental Protection Act (as administered by the federal government); or (vi) of violating any substantially similar federal law or law of another state.

VI. Debarment:

The following may be grounds for denying prequalification, at the Owner's sole discretion, after due consideration of the date(s), facts and circumstances:

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years has been **debarred** by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States government or by any agency of another state.

END ATTACHMENT NUMBER ONE

Amended: August 28, 2007

POLICY 4-3.7 SUPERVISION OF CONSTRUCTION

A Hanover County School Board construction representative shall be assigned to review and monitor all School Board construction projects. The construction representative's duties shall include, but not be limited to:

1. Daily project surveillance;
2. The preparation of a daily construction diary outlining: the various disciplines of work being accomplished, weather conditions, numbers and types of mechanics on the job, materials delivered, delaying factors if any, estimated weekly percent of completion, interpretation of plans and specifications, and interface with the architect/engineer and the project contractor;

3. Reporting any and all matters requiring contract action to the director of construction and planning;
4. Reviewing all partial payments received from the general contractor;
5. Upon substantial completion, coordinating punch list with architect/engineer for transmittal to contractor; and
6. Reviewing final completion payment.

Assurance of this supervision, if required, will be furnished by the School Board to the state supervisor of school buildings prior to approval of plans and specifications for construction.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-138, 22.1-139, 22.1-140; Virginia State Department of Education, School Building Manual.

Recodified: August 2000

POLICY 4-3.8 NAMING AND DEDICATION OF FACILITIES

Naming

In selecting names for schools, the Hanover County School Board shall appoint a committee to suggest a single recommendation of an appropriate name for the School Board's consideration. The School Board shall reserve the right to designate the official name of any school.

The Hanover County School Board shall solicit recommendations from the community for the naming of new schools. In reviewing recommendations, the following factors will be considered:

- geographic location
- environmental features
- historical considerations

Effective with this policy's implementation and for facilities yet unnamed, no school, school building, school room, track, gymnasium, stadium, media center or library, field, nor any other portion of the campus or facility on the campus shall be named for a person (living or deceased).

The School Board shall not sell naming rights of any school facility, campus, or program.

Commemorative/memorial items, such as trees, plaques, etc. will be considered for placement within a school building, courtyard, or elsewhere on the school's campus upon approval by the School Board.

In all cases, the final decision for naming a school or school component shall be made by the School Board.

Dedication

The School Board may have a public dedication ceremony following completion of major building projects.

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

Recodified: August 2000

Amended: July 10, 2007

ACCOMPANYING REGULATION

REGULATION 4-3.8 NEW FACILITIES: NAMING SCHOOLS AND SCHOOL BUILDINGS

Requests for the naming of schools and facilities are periodically recommended to the Hanover County School Board. The division superintendent, School Board, or a committee thereof will consider such recommendations in a systematic manner, using the following guidelines:

1. The division superintendent or his designee shall solicit suggestions and/or recommendations from the community, including PTA's and/or PTO's.
2. Requests shall be in writing with reasons for the recommendation included in the statement.
3. Evidence of broad community support shall accompany the request.
4. Suggestions coming from School Board members, Hanover County officials or the administration and staff shall follow the same procedure.

The School Board shall reserve to itself the right to designate the official name of any school or school building.

POLICY 4-3.9 RETIREMENT OF FACILITIES

Certain Hanover County Public Schools buildings may become unsuitable for their present use, but may be used to benefit the school division or public in other ways. In determining when a facility is to be retired, the Hanover County School Board may consider the following factors, among others:

1. The adaptability of the building for continued use for its present purpose;
2. The suitability of the site of the building;
3. The maintenance and upkeep of the building costs; and
4. The historic value of the building to the community.

The School Board shall invite the viewpoints of community residents and staff in making its decision to retire a school building. If the School Board determines to close a facility, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-135, 22.1-136.

Recodified: August 2000

ARTICLE IV: TRANSPORTATION

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POLICY 4-4.1 MOTOR VEHICLES

Generally

The Hanover County School Board shall own and operate such motor vehicles as shall be necessary for the division superintendent's office, the maintenance of buildings and grounds, the support service for the instruction and school lunch programs, and for pupil transportation services as described in School Board Policy 4-4.2.

Use of School Board Owned Vehicles

Under no circumstances may School Board vehicles be used for private purposes. The division superintendent shall establish regulations to govern the use of School Board automotive equipment in an efficient manner, to insure that essential transportation for the conduct of School Board business is provided at a reasonable cost, and to recognize the need to conserve energy resources. The number of vehicles assigned to individual employees should be minimized, and an efficient motor pool should be created to be used as an alternative to the assignment of all vehicles.

Vehicle Maintenance

The Hanover County vehicle maintenance facility shall be used only for servicing, repairing, or otherwise reconditioning buses, vehicles, or equipment owned by Hanover County or the Hanover County School Board.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-221.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-4.1 USAGE OF AUTOMOBILES

Motor Vehicles

Hanover County School Board motor vehicles will be assigned to certain on-call personnel as determined by the division superintendent. A vehicle fleet will be maintained to accommodate the transportation needs of all other central services staff. Fleet vehicles will be assigned to each central services department (Instructional Leadership, Human Resources, Finance and Support Services) by the assistant superintendent of support services on an as-needed basis. Fleet maintenance will be under the supervision of the director of transportation.

All operators of School Board-owned vehicles must hold a valid Virginia operator's license and each operator shall sign a form giving the School Board permission to obtain a copy of his driving record from the Department of Motor Vehicles (DMV).

School Board employees shall obey all speed limits and traffic laws when operating a School Board-owned vehicle. School Board-owned vehicles shall be used only for official school business. Unauthorized persons are not permitted to drive or be transported in School Board-owned vehicles.

The use of any legal or illegal substance, including drugs and alcohol, which impairs or could impair one's ability to operate a motor vehicle is prohibited while

operating any School Board-owned vehicle. Transportation of such substance(s) in a School Board-owned vehicle is also prohibited.

Reporting Vehicle Accidents

Accidents involving School Board vehicles shall be reported immediately to the local police or sheriff's department and to the transportation supervisor or his designee. This reporting requirement includes vehicles which may be parked and are damaged by accident or vandalism.

Any driver of a School Board-owned vehicle involved in an accident should not comment to anyone regarding the accident except to the police, school officials or a representative of the School Board's insurance company. Vehicles should not be moved until the driver is told to do so by a representative of the School Board transportation department or a law enforcement officer. Drivers should obtain the other driver's name, vehicle license number, description of vehicle, name and address of witnesses and name of insurance company, if possible.

A law enforcement officer should always be called to investigate accidents involving a School Board-owned vehicle. Once the law enforcement officer and the transportation office have been notified, the driver shall report the incident to his supervisor.

The School Board's vehicle insurance carrier may change periodically due to the competitive bidding process; therefore, a carrier is not named in this regulation. The transportation office will provide this information to appropriate officials as needed. Following an accident the driver of the School Board vehicle shall contact the director of transportation for the purpose of completing additional reports relative to the accident.

POLICY 4-4.2 PUPIL TRANSPORTATION SERVICES

The Hanover County School Board may provide for the necessary transportation of students. All requirements regarding the transportation of students established by the Code of Virginia, regulations of the Virginia Board of Education, and policies and regulations of the School Board shall be met.

The School Board shall own/lease and operate all school buses and other vehicles used for transporting students to and from the Hanover County Public Schools. Each fiscal year the School Board shall determine the number of school buses to be purchased. Competitive bids shall be let for the chassis and bodies. Specifications for these bodies and chassis shall comply with the regulations of the Virginia Board of Education.

School Bus Scheduling and Routing

School bus scheduling and routing will comply with the Regulations of the Virginia Board of Education.

Special Use of School Buses

The use of school buses for purposes other than transporting children to school for the regular school hours is permitted with prior approval of the division superintendent and in accordance with regulations pertaining to field trips.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-176 through 22.1-198, 22.1-221, 46.2-871, 46.2-1089 through 46.2-1091; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10.

Recodified: August 2000

Amended: November 7, 2007

ACCOMPANYING REGULATIONS

- 4-4.2(A) SAFETY AND SECURITY OF SCHOOL BUSES
- 4-4.2(B) TRANSPORTATION OF PRESCHOOL AGE CHILDREN OF HANOVER COUNTY BUS DRIVERS
- 4-4.2(C) TRANSPORTATION OF SCHOOL AGE CHILDREN OF HCPS EMPLOYEES ON EXTRACURRICULR OR ACTIVITY TRIPS

REGULATION 4-4.2(A) SAFETY AND SECURITY OF SCHOOL BUSES

In instances where a school bus driver arrives at the residence of a 2nd grade or younger student to discharge the student, and the driver is reasonably sure or has knowledge that no one is home to receive the student, the procedures listed below shall be followed:

1. The driver should contact the relevant school and the transportation department on the two-way radio for assistance. Because most drivers are responsible for two (2) bus routes, drivers/buses should not be detained.
2. If possible, the bus driver should continue on the route delivering other students and return to the child's home after completing the route. (This may be possible in residential areas; however, this may not be possible in rural areas.)
3. In the event the school is unable to offer assistance or the child cannot be delivered after the route has been completed, the driver should return the child to the school where an official school representative should be present to receive the child.
4. School administrators (site based managers) should inform their drivers when the bus should be returned to schools for the following incidents:
 - a. Fighting on school bus;
 - b. Evidence of weapon(s) or drugs on school bus; or
 - c. Unruly and unsafe bus passengers (excessive profanity and serious threats).

Amended: September 30, 2003, August 31, 2016

REGULATION 4-4.2(B) TRANSPORTATION OF PRESCHOOL AGE CHILDREN OF HANOVER COUNTY BUS DRIVERS

1. School bus drivers' children of one (1) year of age or older may be transported on buses on assigned routes, subject to the approval of the director of transportation.
2. Only the driver's own children may ride the bus.
3. If requested, the driver must have documented legal court appointed guardianship of a child in order to transport that child on the bus.
4. Not more than two (2) preschool age children will be permitted per bus.
5. Car seats and other restraining devices must be provided by the driver for children that are required by law to be in a restraint or car seat while being transported.
6. Preschool children must be secured in the seat immediately behind the driver.
7. Preschool children are required to abide by the laws, rules and regulations pertaining to school age passengers.
8. Drivers' preschool age children must not be left alone on the bus at any time.
9. School bus drivers are not to take their preschool children on the school bus if they are ill or have any signs or symptoms of a communicable disease.
10. Drivers' preschool age children will not be permitted to ride on extracurricular/activity trips.
11. Failure of the driver to comply with regulations will result in the loss of this privilege and/or disciplinary action.

Amended: September 30, 2003

REGULATION 4-4.2(C) TRANSPORTATION OF SCHOOL AGE CHILDREN OF HCPS EMPLOYEES ON EXTRACURRICULAR OR ACTIVITY TRIPS

1. The school-age children of a Hanover County Public Schools (HCPS) employee who is riding a HCPS bus for an extracurricular or activity trip may be transported on the bus in accordance with this regulation.
2. No more than two (2) children may ride with an employee. The children must be the employee's own children or the employee must be the children's legal guardian. The children must be HCPS students.
3. If requested by school administration, the employee must provide appropriate documentation that the employee is the legal custodian of the children.
4. The employee's children must be seated at the front of the bus during an extracurricular or activity trip.
5. The employee's children are expected to follow the policies and regulations of Hanover County Public Schools.
6. The employee may not leave his/her children alone on the bus at any time during an extracurricular or activity trip.
7. Children who are ill or show symptoms of a communicable disease should not be allowed to ride a HCPS bus.

8. An employee's failure to comply with this regulation will result in loss of the privilege of having their children ride a HCPS bus for an extracurricular or activity trip and may result in disciplinary action.
9. Children of volunteers, boosters or other community members are prohibited from riding HCPS buses for extracurricular or activity trips, unless the children are participants in the extracurricular or activity trip.

Adopted: December 6, 2016

POLICY 4-4.3 TRANSPORTATION OF DISABLED STUDENTS

The Hanover County School Board operates and maintains specially equipped buses for disabled children. The division superintendent and or his designee shall assume the responsibility for seeing that these buses are adequately serving disabled children. When special buses are not provided, other means of transporting disabled children will be arranged, consistent with applicable law.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-221; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10; Individual with Disabilities Act, 20 U.S.C. §§ 1400, et seq.; Americans with Disabilities Act, 42 U.S.C. §§ 12101, et seq.

Recodified: August 2000

POLICY 4-4.4 SCHOOL BUS SAFETY PROGRAM

All buses and other vehicles owned and operated by the Hanover County School Board shall be inspected for safety by the assigned driver and director of transportation on a regular basis. The director of transportation shall develop and maintain a safety inspection record which shall be filled out and signed by the individuals conducting the inspection. In addition, all buses shall be available for the regular state inspections. Any defects noted by local or state inspections shall be remedied immediately. All accidents, regardless of the damage involved, must be reported to the transportation supervisor, as further outlined in regulation 4-4.1.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-181, 22.1-184; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-4.4 SCHOOL BUS ADVISORY COMMITTEE

Each Hanover County public school shall establish a school bus advisory safety committee comprised of a minimum of three (3) lay members, one (1) bus driver, and the school principal or his designee to promote greater school bus safety.

POLICY 4-4.5 STUDENT CONDUCT ON SCHOOL BUSES

Each Hanover County building principal shall have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on school buses. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

In those instances where students have riding privileges suspended, it shall be the responsibility of the parents (or guardians) of the student to see that their child/children get to and from school safely. The bus driver shall be responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal, and provide a copy of all misconduct reports to the transportation office.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-181, 22.1-293; Virginia Board of Education Regulations Governing Pupil Transportation, 8 VAC 20-70-10.

Recodified: August 2000

ARTICLE V: FOOD SERVICE

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4-5.1 FOOD SERVICE MANAGEMENT

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POLICY 4-5.1 FOOD SERVICE PROGRAM

Generally

The Hanover County School Board participates in the National School Breakfast and School Lunch Programs at the elementary and middle school levels, and operates an a la carte meal program at the high school level. The division superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division.

Purposes

The School Board recognizes the food service program as an integral part of the educational program. The food service program shall provide a practical form of education in nutrition and sanitation. It shall assist in safeguarding the health and well-being of students and aid in the development of good food habits. The food service program shall provide nutritional meals (breakfasts and lunches) on a daily basis and shall be available to all students, adult staff members and employees as required by law.

Financial Operation

The food service program shall be operated on a nonprofit, self-supporting basis with lunches being furnished to students and school personnel at a reasonable charge. The school lunch program shall be financed by federal and state funds, local funds and monies received from students, adult staff members and employees. From time to time the division superintendent shall report to the School Board on the financial status of the school division’s food service operations.

Lunchroom Standards

School food service operations shall comply with all applicable standards and requirements of the Virginia Department of Education and the state and local health departments.

National School Lunch and Breakfast Programs

All school food service operations participating in the National School Lunch and Breakfast Programs shall function in accordance with all applicable laws and regulations.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-24, 22.1-70, 22.1-78, 22.1-89.1, 22.1-207.3; Virginia Board of Education Regulations Governing School Lunch – Sale of Food Items, 8 VAC 20-290-10, et. seq, and Governing School Breakfast Programs 8 VAC 20-580-10, et. seq.; National School Lunch Act, as amended, 42 U.S.C. §§ 1751-1760; Child Nutrition Act of 1966, P.L. 89-612, 80 STAT 885, as amended.

Recodified August 2000

ACCOMPANYING REGULATION

REGULATION 4-5.1 GUIDELINES FOR FREE AND REDUCED-PRICE LUNCHES

National School Lunch and Breakfast Programs

Detailed regulations pertaining to provision of free and reduced priced meals are found in the "Policy Statement for Free and Reduced Price Meals" which is mandated by the United States Department of Agriculture and the Virginia State Department of Education.

The following practices shall be maintained by all Hanover County Public Schools regarding the determination of eligibility for free and reduced price meals and to safeguard against discrimination between paying and nonpaying students.

1. Principals shall determine which students are eligible for a free or reduced price meal in the individual schools, in accordance with the guidelines and income scales outlined in the "Policy Statement for Free and Reduced Price Meals".
2. Application forms will be sent to parents at the beginning of each school year. If the economic circumstances of a family change during the year, an updated application can be submitted to the school principal for redetermination of eligibility. Completed applications are to be maintained on file in the principal's office for the current year plus the last three years.
3. When an application is denied parents or guardians, they will be informed of the reason for denial and will be referred to the hearing official designated in the "Policy Statement" if they plan to appeal.
4. The point of sale systems in use in the school cafeterias operate so that the meal benefit status of each child is not overtly identified as sales are made. No special tokens or tickets are used by any category of student.

A La Carte Program

The a la carte program operated at the high school level receives no federal, state, or local funding. This allows the program to offer a wider variety of items to satisfy student tastes. In order to make meals more affordable for families with economic hardships, a meal credit will be offered.

A meal credit will be offered to high school students that meet one or more of the following criteria:

- 1) Foster Child status,
- 2) VA TANF (Temporary Aid to Needy Families) payments are currently received for the child, and/or
- 3) The child is a member of a household that currently receives food stamps.

Applications for meal credit will be sent home with all students at the beginning of each school year and will be available from the school office throughout the school year. Completed applications will be returned to the school for review by the designated administrator. Applicants will be notified of approval or denial following review of the application. Applications may be reviewed for verification information at any time during the school year.

General Guidelines for School Lunch

Schools participating in the National School Breakfast and Lunch Programs shall abide by all applicable state and federal regulations. Schools operating under the "a-la-carte" program are funded solely by local sales revenue and therefore are not governed by state and federal food service regulations. High schools will continue to offer all components of the school lunch program, as well as additional and varied menu items.

For schools participating in the National School Breakfast and Lunch Programs, all income from sale of all food and drink items sold in the school from 6:00 a.m. until the

close of the last breakfast period and then from the beginning of the lunch period until the close of the last lunch period will accrue to the school cafeteria account and be used only for school food service programs.

POLICY 4-5.2 FOOD SANITATION PROGRAM

The personnel and facilities used for food services in the Hanover County Public Schools are subject to state laws regulating restaurants and other food establishments. The Health Department assumes the responsibility of inspecting the school facilities, food preparation, and issuing food handler's permits.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, Title 35.1.

Recodified August 2000
