



**HANOVER**  
**ONLINE**  
**SCHOOL**  
ONLINE WHILE LEARNING

# Parent/Student Handbook 2020-2021

Dear Online School Community:

Welcome to Hanover Online School! During these challenging times, the Online School faculty and staff look forward to partnering with you to provide students with high quality learning experiences. While teaching and learning will look different this year, we believe that by working together we can continue to provide all students with the opportunities and experiences they need to succeed. We look forward to partnering with you on this journey!

Some aspects of Online School will look familiar to you. For instance, the curriculum, content and areas of study are the same as those in our face-to-face schools. Additionally, students will have access to the same services as those available in their home schools such as special education support. And, most importantly, relationships remain the foundation of all we do.

The school day will obviously look different, though. As parents you have had to adjust your homes and lives to support your children in this online environment. Students will need to learn new skills to help them learn both at and away from the computer. Our teachers are learning to teach differently, and we all miss those day-to-day interactions in the hallways and lunchroom. All of this “newness” leads, understandably, to feelings of anxiety and uncertainty. Please know that we understand and will not lose sight of how challenging this situation is for us all.

Even with the challenges with which we are faced, we are also excited! Our leadership team, faculty, and staff will work diligently throughout the year to grow in their online instructional skills. While we are all starting in different places, we will all move forward. We appreciate your support as we strive to find innovative ways to meet the needs of our students.

This Online Parent/Student Handbook is a supplement to the [HCPS Code of Student Conduct](#). Please read both documents carefully and refer to them throughout the school year. Please also note that information may be added to this handbook as we move forward through the school year.

Our dedicated staff looks forward to working with your family during the upcoming school year!

Sincerely,  
Dana Gresham  
Principal, Hanover Online School

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## School Leadership

Our School is led by a comprehensive group of school leaders with varied professional backgrounds and a commitment to high quality instructional experiences for all students. We look forward to working alongside our parents and teachers as we all navigate our online school.

[Click here](#) for a list of the members of the Leadership Team and some general information about their areas of responsibility.

## Faculty and Staff

### School Counseling

Online School students are provided with support from school counselors.

At the elementary level we have two school counselors. They will provide support in a number of ways including providing both push in and recorded lessons, and supporting the division's social-emotional curriculum. Ms. Freeman ([cmfreeman@hcps.us](mailto:cmfreeman@hcps.us)) will serve grades K-2, and Ms. Gray ([jwgray@hcps.us](mailto:jwgray@hcps.us)) will serve grades 3-5.

At the middle and high school level, students will primarily continue to be served by their [home school counselors](#). Ms. Shapiro ([kshapiro@hcps.us](mailto:kshapiro@hcps.us)) will serve as Online School's secondary school counselor and will serve as liaison between our school and the face-to-face middle and high schools.

## General Information About the HCPS Online Environment

All students who elect to begin the school year in an online environment can expect the following:

- **Synchronous Learning:** All students will have a specific schedule to follow throughout the day, which will include online meetings with teachers and peers, independent and small group work opportunities, and academic intervention when needed. Students will be assigned to classes with students and teachers from around the division. All students will have access to Schoology, which will be the primary access point for all instruction and materials. Attendance will be taken in all classes.
- **New Instruction:** All students will participate in new instruction aligned with HCPS requirements and Virginia's Standards of Learning.
- **Recovery Strategies:** Throughout the division, at all grade levels, teachers will be using running records, division-led assessments, and other teacher-based assessments to capture information about student skill and knowledge acquisition in advance of teaching new content. These in-the-moment snapshots will focus on prior knowledge and core skills necessary to engage in new learning. With differentiated learning approaches, such as Math Workshop and a balanced literacy approach, student learning activities will match student needs in order to build in recovery learning. Additionally, students whose skill deficits are more pronounced will be assigned to interventions to receive more targeted

opportunities to build skills in addition to the work during core instruction.

- Technology Resources: All students will be issued an HCPS device appropriate for online learning. The division will make every effort to assist with connectivity issues for students residing in rural areas.
- Strong School-Home Partnership: Teachers will have clear and consistent methods of communication. All students will designate an adult Learning Coach in the home who will be able to assist with navigating instruction and interacting with teachers.
- Semester Commitment: All students electing this option will be making a commitment to this model for the entire fall semester (September through the end of January). This commitment will allow the division to appropriately allocate resources to both options for instruction.
- Access to Extracurricular Activities and Athletics: All students who attend the online school may participate in any extra-curricular or athletic activity at their zoned school provided that they meet all other eligibility requirements. Students must provide their own transportation to these activities.

## Assessment and Grading

Online students will be assessed and graded according to [HCPS Policy and Regulation requirements](#).

Throughout the school year, the faculty and staff will work to incorporate formal and informal assessment methods suited to the online environment.

Powerschool will continue to be our gradebook of record. All grades that are posted in Powerschool are viewable by Parents. Parents can not see the Schoology gradebook though their log in.

## Calendar and Schedules

The Hanover Online School operates by the HCPS adopted calendar which [can be found here](#). Changes in schedules due to inclement weather will apply to Online School as well.

The daily class schedules for each level [can be found here](#).

During class blocks, teachers will plan instructional time in a variety of formats. At times, the students will need to be logged into Zoom to interact with their teachers and classmates. At other times, they may be working in Zoom in small groups or 1:1 with the teacher. Other times, they may be given tasks to complete independently, either at the computer or using non-technological materials.

## Attendance

Online School will adhere to [HCPS Policies and Regulations regarding attendance](#).

Students are expected to attend all virtual instruction sessions. Student attendance will be marked in PowerSchool. Secondary attendance is taken by block. Elementary attendance is taken daily. Students must be present for more than 50% of their virtual block or day to be counted as “present” in PowerSchool.

Recognizing the challenging and unique circumstances in which we are living, the leadership, faculty and staff of Online School will strive to work with families to navigate school attendance requirements.

# Learning Coaches

## *Roles of Learning Coach*

While all students at all grades will require adult support in order to be successful online learners, our PK-5 students will require additional support from an in-home Learning Coach. Tasks for the Learning Coach include (but are not limited to):

- Supporting students as they access technology (ie. logging in, accessing assignments in Schoology).
- Monitoring to ensure that students are engaged in online activities with their teachers.
- Supervising and supporting participation in offline activities such as independent math, reading, and writing practice.
- Supporting students as they navigate between online and offline activities.
- Ensuring that all necessary materials and manipulatives are available.
- Providing snacks and lunch, and monitoring students during movement breaks.

Learning Coaches are NOT responsible for planning instruction. Additionally, while they support their students' engagement in online class activities, they do not actually participate themselves.

Ideally, the Learning Coach is an adult who can commit time throughout the day to work closely with the student. Being a Learning Coach may be challenging for adults who are also trying to work from home or for high school students who are attending classes at the same time as the elementary students. We understand that families are facing many challenges and it may not always be possible to choose a Learning Coach free of other responsibilities. Please know that the faculty and staff of the Online School will do our best to support all Learning Coaches regardless of their situations.

[Please click here for additional information.](#)

## Maintaining Connections with Home Schools

The leadership, faculty and staff recognize the critical importance of supporting students and families maintaining their connections with their home schools. Throughout the year, we will always be striving to find new ways to make this happen. Please watch for information in Online School's weekly e-mail and in Schoology. Families are also urged to remain subscribed to their home schools in [the division's email connect portal](#).

## Technology Support

Should families or students experience technology difficulties, they should contact the HCPS help desk either via email ([helpdesk@hanover.k12.va.us](mailto:helpdesk@hanover.k12.va.us)) or by calling (804)368-8945. The help desk will be open 7:30 to 6:30 beginning on 8/31/2020. Beginning on 9/18, the hours will change to 8:00 to 4:00.

Students can get a password reset from the [Student support portal](#).

## Communication

Our school phone number is (804) 365-8069. Please keep in mind that the leadership team, faculty, and staff of Online School are working in MANY different locations. Therefore, we may not be able to immediately connect you with the person you are calling. Please know, however, that there is a process in place to get all

messages to the intended individual. You are encouraged to use email as the main mode of communication for questions and quick sharing of information. For concerns or questions that may require a more in depth conversation, please email the appropriate individual, and we would be glad to schedule time for a phone or Zoom conversation.

## Concerns

We recognize that issues may arise that require additional attention. Parent and student questions and concerns are important to us, and we will strive to work closely with you to resolve them. The following are general steps for working through concerns.

- Step 1.** All classroom and instructional concerns should start with the classroom teacher. The teacher is typically closest to the concern and will be eager to work through it with you.
- Step 2.** If the concern is not resolved at this level, the teacher can assist you in contacting the [appropriate Assistant Principal](#).
- Step 3.** If the concern cannot be resolved with your student's Assistant Principal, that Assistant Principal will assist you in contacting either Erin Sturgis, Assistant Principal for K-12, or Dr. Dana Gresham, Principal for K-12.
- Step 4.** If the concern cannot be resolved at the school level, additional support will be sought from individuals at the division level such as the Directors of Elementary or Secondary Education.

## Discipline

All Online School students are expected to adhere to all [HCPS policies and regulations regarding student conduct](#).

The leadership team, faculty and staff of Online School will strive to develop norms and procedures that will support appropriate behavior within the online environment. Our first goal will always be to support positive behavior and prevent misbehavior. We will work closely with families in working toward this goal.

### ***Cyber Bullying***

Cyber Bullying is defined as using information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal websites, 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.

Bullying behaviors executed outside of school will not be tolerated if they negatively impact school climate (e.g., texting threats in the evening about physically assaulting a person the next day instills a climate of fear and intimidation which compromises the school climate). Such incidents will be investigated and handled by school staff as quickly and expediently as possible.

## Services for English Learners

English Language Learners will be supported in Online School based upon their individual needs. Ms. Townes is

the coordinator for EL services in the elementary school, Ms. Herndon in the middle school, and Mr. Streightiff in the high school. Ms. Lavach ([nlavach@hcps.us](mailto:nlavach@hcps.us)) and Ms. Scott ([kscott@hcps.us](mailto:kscott@hcps.us)) will serve as the EL teachers for Online School.

## Gifted Education Services

In Hanover county, we provide a program of quality instruction with high expectations for student achievement. We recognize the importance of the diversity, dignity, and self-worth of an individual and seek to provide an atmosphere where the intellectual, physical, emotional, and social growth of all students is fostered with a dedication to providing an education that challenges the exceptional abilities of our gifted students. We offer gifted education services from kindergarten through twelfth grade. In order to be considered for the Gifted Program students must first be referred for evaluation. Evaluation may be initiated by parent, teacher, peer, community member, or by the student.

An Initial Referral/Permission for Evaluation form MUST be completed and submitted by the testing deadline (January 31 for Elementary; October 15 or January 31 for Middle and High), which is obtained through the Gifted Resource Teacher (Ms. Flowe [nflowe@hcps.us](mailto:nflowe@hcps.us) and Ms. Bailey [bbailey@hcps.us](mailto:bbailey@hcps.us) K-5 and Ms. Datovech [sdatoevch@hcps.us](mailto:sdatoevch@hcps.us) 6-12). All referrals that come in after the deadlines will be held until the next scheduled testing period.

## Special Education Services

Hanover Online School is responsible for providing a free and appropriate education under the federal Individuals with Disabilities Education Act (IDEA). Hanover Online School is committed to provide an appropriate education for all students, regardless of disability. Parents or other knowledgeable persons are able to make a referral of a student for special education services by contacting the Hanover Online School. HCPS Office of Student Support Services will assure compliance with district, state, and federal guidelines.

After a referral is made, a conference will be held with the child study team composed of an administrator, special education staff, the general education teacher, and the student's parent to determine if moving forward with evaluation and eligibility to determine the need for academic and/or related services would be appropriate. If the child study team pursues evaluation, the team will reconvene once data has been collected to determine eligibility for special education services or a 504 plan. Parents may refuse special education services at any time.

Students with IEPs will receive special education services, accommodations, and modifications in the online environment. Students with 504 plans will receive accommodations in the online environment. Case managers from Hanover Online School will be assigned for Hanover Online School students with IEPs and 504s. They will communicate regularly with the student's home school to ensure continuity of services when students transition back to their home school.