

SPECIAL SERVICES

Promotion, Retention, Grading, and Graduation Requirements

Full-Day Schedule Requirement for Students

This regulation supersedes Regulation 2412.5.

I. PURPOSE

To establish procedures for ensuring that students in grades 1 through 12 comply with the requirement to maintain a full-day schedule unless a waiver has been approved.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. The office in the identification block has been changed to School Counseling Service.
- B. The terminology director of guidance and student registration services to director of school counseling and student registration services has been changed throughout the regulation and in the attachment due to the office title change.
- C. Section IV.A. deletion of the wording “educational benefit” from sentence because educational benefit is discussed under reasons that principals may grant a less-than-full-day waiver. To retain the wording would be redundant.

III. IMPLEMENTATION OF THE FULL-DAY SCHEDULE REQUIREMENT IN GRADES 1 THROUGH 12

Each student in grades 1 through 12 is required to maintain a full-day schedule of classes to include online courses (see current version of Regulations Establishing Standards for Accrediting Public Schools in Virginia) unless a waiver has been approved in accordance with the procedures established in this regulation. Principals are responsible for ensuring that the schedule of classes of each student meets this requirement.

A. Grades 1 Through 6

A student in grades 1 through 6 whose daily schedule calls for attendance at school from the school’s opening time through the school’s closing time each school day shall be considered to have a full-day schedule. Principals may permit a student to follow a shorter schedule on a temporary basis when necessary for the student’s welfare, but the principal shall not permit any student a shorter schedule on a permanent basis unless a waiver has been approved in accordance with the procedures given in section III.

B. Grades 7 Through 12

A student in grades 7 through 12 whose schedule of classes calls for seven periods to include supervised online instruction or approved activities provided or supervised by faculty and continuing through the school's closing time shall be considered to have a full-day schedule. The principal may permit a student to follow a shorter schedule on a temporary basis when necessary for the student's welfare. However, the principal shall not permit any student a shorter schedule on a permanent basis unless a waiver has been approved in accordance with the procedures given in section III.

The principal may approve the inclusion of one or more of the following arrangements in a student's required seven periods in grades 7 through 12 without requiring the student to have a waiver approved.

1. A maximum of two class periods for work experience undertaken as part of a school-supervised cooperative work experience program.
2. One class period for transportation, provided by school bus or private car, when required for a student enrolled in a vocational block program, a cooperative work experience program, or an academic class taught at another school.
3. A maximum of two class periods during one semester for a work experience undertaken as a part of course requirements in political science.
4. One class period to serve as a student assistant to a member of the school staff.
5. One class period for study hall.
6. One class period for daily participation in a student activity approved by the principal, under the supervision of a faculty member, and conducted in the school building (e.g., newspaper, yearbook, student government, etc.).
7. A maximum of seven class periods for a student enrolled in the construction training program or in the work experience cooperative program.
8. One class period for each subject for which the student is concurrently enrolled in the Fairfax County Public Schools (FCPS) adult education program, but only during the period of concurrent enrollment.
9. A maximum of three class periods when the student is concurrently enrolled in one or more classes at an accredited college or university, but only during the period of concurrent enrollment.
10. One class period for each subject for which a student is granted credit by objective.

IV. REQUESTING A WAIVER

A. When Waivers May Be Granted

|| The director of school counseling and student registration in the Office of Student Services, on a case-by-case basis when demonstrated personal or family hardship or economic necessity can be shown, may grant waivers of the requirement for a full-day schedule. Waivers shall not be granted for the personal convenience of the student or for the purpose of allowing students enrolled full time or part time in nonpublic elementary or secondary schools to attend FCPS concurrently on a part-time basis.

B. Procedure for Requesting a Waiver

1. A student applying for a waiver of the full-day schedule requirement shall complete the attached application form, obtain the signature of the parent or guardian, along with a letter from the parent or guardian explaining in detail why the waiver is requested, and how the student's waived time will be spent. The signed application form and accompanying letter must then be returned to the student's school counselor. The application form can also be found at the following web address: <http://fcpsnet.fcps.edu/it/records/forms/>.
2. The school counselor shall ensure that the form is complete, make a recommendation, and send the form to the principal. The student shall be required to maintain a full-day schedule while the request for a waiver is pending.
3. The principal shall make a recommendation, sign and date the form in the space provided and forward it for decision to the director of school counseling and student registration.
4. The director of school counseling and student registration shall approve or deny the request and shall notify the student's parent or guardian (or the student if he or she is 18 years or older) and the principal of the decision in writing.
5. If the request for a waiver is approved, the approval shall include the precise schedule authorized for the student, and the student shall maintain that schedule for the remainder of the school year unless additional changes are approved. The principal may permit the student to return to a full-day schedule but may not permit any additional shortening of the less-than-full-day schedule that was approved unless a second waiver request is approved.

Legal Reference: Virginia Department of Education Regulation 8 VAC 20-131-10

REQUEST FOR WAIVER OF FULL-DAY SCHEDULE REQUIREMENT

Please Print:

Student's Full Name _____

School Name _____

Parent's or Guardian's Name _____

Parent's or Guardian's Address _____

_____ ZIP _____

I request that a waiver be granted from the full-day schedule requirement to permit my child to follow the daily class schedule listed below. I understand that all students are required by Virginia regulations to maintain a full-day schedule and that a waiver may be granted only in cases of personal or family hardship or financial need. I have attached a letter and other supporting documentation to this application explaining in full detail the reasons for this request and what the student will be doing during the school hours for which the waiver is requested.

Date _____ Student's Signature _____

Date _____ Parent's or Guardian's Signature _____

THIS REQUEST MUST HAVE ATTACHED A LETTER FROM THE PARENT OR GUARDIAN EXPLAINING IN DETAIL THE REASONS FOR THIS REQUEST AND WHAT THE STUDENT WILL BE DOING DURING THE SCHOOL HOURS FOR WHICH THE WAIVER IS REQUESTED.

DAILY CLASS SCHEDULE REQUESTED:

For a student in grades 1 through 6, list the time the student will begin attending school in the morning and the time the student will leave school in the afternoon. For a student in grades 7 through 12, list the exact daily schedule of classes requested.

FOR OFFICIAL USE ONLY

Principal's Recommendation _____

Signature _____

Date _____

Action by Director of Counseling and Student Registration: _____ Approved _____ Denied

Signature _____

Date _____

cc: Parent or Guardian
Principal