



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

High School Student Handbook

2017-2018 School Year

VIRGINIA BEACH CITY PUBLIC SCHOOLS

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MISSION STATEMENT

The Virginia Beach City Public Schools, in partnership with the entire community, will empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community.

NON-DISCRIMINATION STATEMENT

The Virginia Beach City Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, or marital status. School Board policies and supporting regulation (Policies 2-33, 4-4, 5-7, and 6-7 and Regulation 5-44.1) provide equal access to courses, programs, counseling services, physical education and athletics, vocational education, instructional materials and extracurricular activities. Violations of these policies should be reported to the Executive Director of Office of Student Support Services at 757-263-1980 or the Chief Human Resources Officer at 757-263-1133.

Dr. Aaron Spence, Superintendent · No part of this publication may be produced or shared in any form without giving specific credit to Virginia Beach City Public Schools · www.vbschools.com.

2017-2018 SCHOOL CALENDAR*

FIRST SEMESTER

Sept. 4	Labor Day, schools closed
Sept. 5	First day of school for students
Sept. 25	4X4 term 1 progress reports issued
Oct. 6	4X4 term 2 begins
Oct. 9	Staff day, schools closed for students
Oct. 10	Progress reports issued
Oct. 10	4X4 term 1 report cards issued
Oct. 26	4X4 term 2 progress reports issued
Nov. 7	Staff day, schools closed for students
Nov. 8	Begin second grading period
Nov. 10	Veterans Day, schools closed
Nov. 13	4X4 term 3 begins
Nov. 15	All report cards issued
Nov. 22	Adjusted dismissal for Thanksgiving
Nov. 23 & 24	Thanksgiving break, schools closed
Dec. 1	4X4 term 3 progress reports issued
Dec. 13	4X4 term 4 begins
Dec. 15	Progress reports issued
Dec. 15	4X4 term 3 report cards issued
Dec. 20	Adjusted Dismissal - All schools
Dec. 21 – Jan. 1	Winter Break, schools closed
Jan. 12	4X4 term 4 progress reports issued
Jan. 15	Martin Luther King, Jr. Day, schools closed

SECOND SEMESTER

Jan. 29	Staff day, schools closed for students
Jan. 30	Begin third grading period & 4X4 term 5
Feb. 5	All report cards issued
Feb. 13	4X4 term 5 progress reports issued
Feb. 19	Presidents' Day, schools closed
Mar. 1	4X4 term 6 begins
Mar. 2	Progress reports issued
Mar. 2	4X4 term 5 report cards issued
Mar. 14	4X4 term 6 progress reports issued
Mar. 30	Staff day, schools closed for students
Apr. 2 – Apr. 6	Spring Break, schools closed
Apr. 9	Begin fourth grading period & 4X4 term 7
Apr. 11	All report cards issued
Apr. 27	4X4 term 7 progress reports issued
May 10	4X4 term 8 begins
May 11	Progress reports issued
May 11	4X4 term 7 report cards issued
May 25	4X4 term 8 progress reports issued
May 28	Memorial Day, schools closed
June 12-14	Adjusted dismissal- High Schools
June 12-15	4X4 Exams
June 15	Last day for students & early dismissal
June 22	Report cards mailed to all students

*Calendar is subject to change by the School Board.

VIRGINIA BEACH CITY PUBLIC SCHOOLS HIGH SCHOOL INFORMATION

Please review the following information that summarizes School Board policies, regulations and procedures that directly affect high school students. Additional information and direction can be found on vbschools.com, or in the *Code of Student Conduct*, *Secondary School Curriculum Student Guide for 2017-2018*, the *Code of Virginia*, and the *Virginia Beach City Public Schools' Policies and Regulations*. Individual school rules are provided by each high school.

ACCEPTABLE USE POLICY (AUP) FOR COMPUTER TECHNOLOGY

The School Board provides a computer system to promote educational excellence and prepare students to live and work in the 21st century. In order to use this system, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Policy (AUP), which is integrated into the *Code of Student Conduct*. A Parent Acknowledgment Form will be forwarded annually and signed by the adult student or parent(s)/legal guardian(s) of minor students acknowledging that they have read and understand the AUP. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the *Code of Student Conduct* and/or other School Board Policies and division regulations governing student discipline. Internet/computer safety tips can be found on vbschools.com.

ACCESS/DISCLOSURE OF STUDENT RECORDS

In compliance with the *Family Educational Rights and Privacy Act (FERPA)* and in accordance with School Board Policy (5-31) and Regulations (5-31.1 & 2), adult students or parents/legal guardians of minor students may review cumulative education records at the school office upon request. Additional information can be found on vbschools.com under the category Policies/Regulations.

ALCOHOL/DRUG POLICY

Under Virginia law, it is unlawful for any person to manufacture, sell, distribute, possess with the intent to sell, give, distribute or bring any controlled substance, imitation controlled substance, or marijuana on public school property (including buildings and grounds), within 1,000 feet of school property, on any school bus or to any school-sponsored event. Violation is a felony; violators are subject to expulsion. A student will be recommended for expulsion for the use or possession of alcohol or drugs, or possession of paraphernalia used with drugs. A student accused of simple possession, a first offense, at the principal's discretion, may be offered the opportunity to participate in the *Substance Abuse Intervention Program (SAIP)* in lieu of the recommendation of expulsion.

ATTENDANCE AT SCHOOL

The School Division has established residency rules and attendance zones for schools. Under Virginia law, adult students or parents/legal guardians who falsify address information may be found guilty of a class 4 misdemeanor. Adult students or parents/legal guardians shall be liable to the school division for tuition charges for the time the student was enrolled in the division. At the discretion of school administration, students who are admitted to VBCPS or specific schools based upon false information may be disqualified from attending VBCPS or a specific school.

Regular school attendance is important to academic development and successful completion of required Standards of Learning and end-of-course tests; therefore, excessive or unexcused absences from school and specific classes can be detrimental. Virginia law requires that all persons who have not reached their 18th birthday must attend school in the city or county in which they reside. Failure to attend school regularly may result in a referral to the courts. Virginia law requires schools to develop plans of action when a student has five (5) unexcused absences for which the parent has provided no documentation. After seven (7) unexcused absences, schools must report these absences to appropriate authorities.

The School Division has established reasons for which an excused absence can be granted including: personal illness, severe illness or death in the family, exposure to contagious disease, religious holidays, extremely inclement weather or school-related activities for which participation has been granted by the school. Absences for other reasons, including out-of-school suspension, are considered unexcused absences.

Absence for any reason other than those stated above requires prior permission from the school administration. Request for this approval should be written and submitted as soon as possible, but no later than 24 hours prior to the date requested. The reason for the request and length of the absence must be provided. In all cases of absence or tardiness, minor students must present a written excuse from a parent/guardian to the school stating the reason. Adult students must present written excuses for absences to receive credit for class. With a tardy or late arrival, the parent/guardian of a minor student must accompany the student to the school office to obtain a pass to class. In the high school setting, a student is marked absent if more than 15 minutes of class is missed.

Students with more than six class absences, within a given semester—excused or unexcused—will receive a failing grade (63/N) for that course or the actual class grade, whichever is lower, unless a waiver has been approved.

When extenuating circumstances exist, an adult student or parent/guardian of minor student should discuss extensive absences with the principal or his/her designee. Students who miss 15 consecutive days during the school year are withdrawn from the school.

When a student's absences equal two-thirds of the number of excessive absences, the school will notify the adult student or parent/legal guardian of a minor student in writing of the number of absences. Through discussion and working with the parent and student, a corrective action plan will be developed as appropriate.

BICYCLES/SKATEBOARDS

At schools where bicycles are allowed, students must obtain permission from the school to ride to or from school. Bicycles must be secured on a bike rack with the student's lock. Bicycles are not permitted in the school building and may not be ridden on sidewalks at the school. Students under 14 are required to wear helmets while riding bicycles and should obey traffic signals and signs to ensure a safe ride to and from school. The school assumes no responsibility for bicycles on school property. Skateboards and scooters are not allowed on School Board property and cannot be used for transportation purposes to and from school.

BREAKFAST/LUNCH PROGRAM

VBCPS participates in the National School Breakfast and Lunch Programs. Applications for free or reduced price meals can be completed online at vbschools.com (forms can also be obtained from the school office). Menus, current meal prices and a complete listing of a la carte items can be found on vbschools.com. In addition to breakfast and lunch items, other items are offered for sale a la carte. Payments for meals can be made using one of three methods: **cash**; a **computerized** point-of-service system that allows individual students to have accounts for prepayment and payment at the time of service; and **online** using Visa, MasterCard or a debit card. This online service –via vbschools.com – allows adult students or parents/legal guardians of minor students to prepay money directly into their child's account, monitor their child's food purchases, set up lowbalance email reminders and schedule recurring payments.

BULLYING

Virginia Code 22.1-276.01 defines bullying as “any aggressive and unwanted behavior that is intended to harm, intimidate or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument or peer conflict.” Should a student be aware of any act of bullying committed by another student that takes place in school, on school property, at a bus stop, on a school bus, or at any school activity, he or she should immediately report this incident to the school administration.

CELL PHONES/ELECTRONIC DEVICES

All possession or use of portable communications devices such as cellular telephones, or other hand-held computing devices, shall be regulated and/or prohibited at each school or school event as deemed necessary to prevent disruption of the educational environment and to maintain order on school property and at school activities. For additional information, visit www.vbschools.com/curriculum/byod.

The School Division reserves the right to inspect or search both School Division owned and private electronic devices or storage systems.

CHILD FIND

VBCPS maintains an active and continuing child find program designed to identify, locate and evaluate those children in need of special services. Child find includes children who are migrant, homeless, attend private schools or are home schooled. All new students in kindergarten through grade three are screened in the areas of speech, language, voice, and fine and gross motor functions. Students in kindergarten and grades three, seven and ten receive vision and hearing screens within the first 60 days of enrollment. Vision and hearing screenings are conducted by the school nurse for all students new to the School Division in grades four through twelve during the school year.

CLINIC: OVERVIEW OF HEALTH SERVICES FOR STUDENTS

Each school clinic is staffed with a full-time registered nurse, along with trained clinic assistants in the larger schools. They provide health screenings, assessments for chronic and acute illness, and first aid. The registered nurse at each school is available to consult with parents as needed, regarding health concerns of students.

If a student has special health needs (medication, seizure precautions, catheterizations, gastric tube feedings, blood sugar checks, oxygen needs or others), the adult student or parent/legal guardian of a minor student is to schedule a time to meet with the school nurse to arrange for these needs to be taken care of during the student’s school day. All medications and treatments require both a written physician’s order and an adult student’s/parent’s/guardian’s signature. The school nurse will assist the parent by preparing a plan of care for their student and advising them as to what supplies the student will need at school.

If a student is required to take a prescription or over the counter medication during the school day, the following guidelines must be met:

- A Request for Administration of Medication in Hampton Roads Schools form must be completed and signed by either a physician, dentist, nurse practitioner or physician assistant, and include the adult student/parent/guardian signature. This medication form is available in the school clinic and on vbschools.com.
- Medication must be in a container that has been labeled by the pharmacy and has the most current prescription date. Over-the-counter medication must be in a sealed, unopened new bottle.
- Adult student/parent /guardian (or an adult parent designee) must deliver medication to the school clinic, as students are not permitted to transport medication.
- All medicine must be picked up by the adult student/parent/legal guardian (or an adult parent designee) at the end of the school year. Medicine not picked up will be discarded.

In some situations, accommodations can be made for students with asthma or life-threatening allergies to self-administer their inhaled asthma medication or their auto-injectable epinephrine medication. The school nurse must receive either a *Virginia Asthma Action Plan* form, or Life Threatening Allergy Management Plan (Part 2 & 3) forms completed and signed by either a physician, or nurse practitioner. These forms may be obtained from your school clinic and on vbschools.com. Additional questions and concerns may be directed to the registered nurse at your school.

As per the *Code of Virginia* and state legislation, the School Division must comply with all requirements for immunizations as pertaining to school age children. There are specific regulations for DPT, Polio, MMR, Hepatitis B and Varicella immunizations, which can be located on vbschools.com. Rising sixth graders are required to have a Tdap booster prior to entering sixth grade. In addition, initially enrolling students in grades seventh through 12th grades that have not had the Tdap booster must receive the vaccine. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan for compliance, is achieved.

Adult students or parents of minor students are encouraged to keep the school nurse informed of significant student health concerns and diagnoses. It is essential that the clinic staffs have current work, cell, home phone numbers and any other means whereby parents can be contacted. Emergencies can occur at any time. It is imperative that the student’s school be able to reach emergency contacts during the school day.

DISCIPLINE/CODE OF STUDENT CONDUCT

Every student is expected to maintain self-discipline. If the student is unable to behave appropriately, he/she may be referred to an administrator. Disciplinary actions may include detention, suspension or recommendations for long-term suspension or expulsion. Parents/legal guardians of minor students must attend conferences following suspensions. Refer to the *Code of Student Conduct* for additional information. Parents/legal guardians and students must review these rules and procedures annually and sign an acknowledgment of support of the *Code of Student Conduct*. School personnel may interview students regarding school matters without prior notice or consent of the parent/legal guardian. **The School Board requires all principals to make recommendations for expulsion when the following incidents occur:**

1. Arson or attempted arson
2. Assault and battery on an employee or student
3. Possession, use, or sale of a firearm or dangerous weapon

4. Use, possession, being under the influence of, selling, bringing, giving, distributing or passing to another individual or possessing with intent to sell, give or distribute alcohol, marijuana, controlled substances or imitation controlled substances and inhalants
5. Extortion, attempted extortion, robbery, burglary, motor vehicle theft and/or larceny
6. Sex offenses: Sexual battery, inappropriate sexual behavior, obscene phone calls and sexual assault
7. Hazing: Initiation of another student through abuse and humiliation so as to cause bodily injury
8. Kidnapping or other serious criminal violations
9. Possession, use, distribution, sale, lighting or discharging of explosive devices
10. Homicide
11. Malicious wounding of an employee or student
12. Other good and just cause as determined by the Superintendent

DRESS CODE

Dress guidelines are designed to promote a standard of appearance that complements the learning environment; each high school will provide guidelines. All students are expected to wear dress appropriate to the occasion; extreme or ostentatious apparel or appearance is to be avoided. Any article of clothing or accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, or is gang-related is forbidden. Disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory or tattoo, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. If there is doubt about a particular item of apparel, the student should contact a school administrator for a decision prior to wearing the clothing to school. If the item is deemed inappropriate and the student does not modify the attire, entry into class may be denied by an administrator.

ENVIRONMENTALLY SUSTAINABLE PRACTICES

The School Board of the City of Virginia Beach recognizes the critical importance of environmental sustainability in today's changing world and is committed to fostering the principles of environmental, economic and social stewardship through the incorporation of sustainable practices throughout the School Division. The intent of this policy is to provide a healthful learning/working environment, which contributes to protecting, conserving and enhancing the nation's environmental resources while providing long-term savings to taxpayers through lower operating costs.

EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of Virginia High School League (VHSL) sports or academic competitions, after school activities and club activities. The school's Student Activities Coordinator (SAC) can provide information regarding the individual programs and the VHSL requirements. Students requiring accommodations to participate in extra-curricular activities should contact their administrators.

FIREARMS/DANGEROUS WEAPONS, INCLUDING LASER LIGHTS

Carrying or possessing firearms or other dangerous weapons, including look-alikes, is prohibited on school campuses, school buses or at school sponsored events. Using, distributing, selling, lighting or discharging an explosive device, including fireworks, on school property violates Virginia law and School Board policy. Possessing and using laser lights to potentially cause harm, injury or irritation violates the *Code of Student Conduct*. Students may be recommended for expulsion. Police notification is mandatory for these offenses.

FIRE/EMERGENCY DRILLS

Regular emergency evacuation drills are conducted at the direction of school staff. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations and return to classrooms. It is essential to be quiet during drills and evacuations. Specific procedures will be outlined by each high school for all other emergencies.

GIFTED PROGRAM

The high school gifted program provides an on-site gifted resource teacher who develops and implements educational services to students through the teaching of seminar courses and collaborative work with teachers, administrators and parents in the school. These services provide resources, support, guidance, specialized curricula and instructional strategies, as well as whole group and small group instruction. For the most recent listing of Gifted Program Credit Courses, please see the Gifted Education section of the current Secondary School Curriculum Student Guide.

GRADING SCALE

The School Board adopted a modified 10-point grading scale, effective with the start of the 2010-2011 school year. The modified 10-point grading scale follows:

RANGE	LETTER GRADE	POINT VALUE
93 - 100	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 - 86	B	3.0
80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 - 69	D+	1.3
64 - 66	D	1.0
Below 64	E	0.0

A "W" is given when a student has withdrawn from a class; "I" indicates incomplete work that must be turned in to the teacher prior to the end of the following nine weeks. "N" indicates excessive absences and loss of credit.

GRADUATION REQUIREMENTS

There are specific requirements for graduation from high school. The Virginia Board of Education and the School Board establish these requirements. Specific course requirements and course descriptions are provided in a student guide published annually through the Guidance Department and are available on vbschools.com. It is the responsibility of the student, with family support, to meet all requirements for graduation.

HEALTH INSURANCE

Family Access to Medical Insurance Security (FAMIS) is available for children (birth to 19 years) of families who qualify based on income. FAMIS is Virginia's health insurance program for children. For additional information, call 1-866-873-2647 or visit their website at www.famis.org.

HONOR ROLL

In high school, an *Honor Roll* and *Principal's List* are established after each nine weeks to recognize students who achieve excellence in academic performance. To qualify for the *Honor Roll* at the high school level, a student must earn a "B" average, with no grade lower than a "C." If a student receives a "C-," he or she is not eligible for the *Honor Roll*. To qualify for the *Principal's List*, a student must earn all "As" and must be enrolled in five classes or earning five credits. If a student receives an "A-," he or she will **not be eligible** for the *Principal's List*. To be eligible for both the *Honor Roll* and *Principal's List* a student must be enrolled in five classes or earning five credits.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

In the interest of student safety, federal and local agencies are consulted prior to making a decision to close, delay or dismiss schools early due to inclement weather. Families will be notified via phone and/or email about school delays or cancellations using *AlertNow*. An official notice will also be posted on vbschools.com. Upon return to school after a school closing, follow the A/B schedule as printed in your planner. Each school has an *Emergency Response Plan* for use in the event of early closings and other emergencies. Parents/legal guardians of minor children should make sure they have plans in place since students will be transported home earlier.

INVESTIGATING SCHOOL-RELATED INCIDENTS

If an allegation is made that an employee was exhibiting poor performance and/or engaging in misconduct (which could include an allegation of child abuse/neglect), a VBCPS Human Resources Employee Relations Specialist or other administrator may decide to interview one or more students to obtain pertinent information. In appropriate circumstances, an interview(s) may be conducted jointly with the Department of Human Services and/or law enforcement or Child Protective Services personnel. School Division administrators are not legally obligated to obtain parental permission before interviewing a student. Virginia law permits law enforcement personnel and/or child protective service workers to interview any child suspected of being abused or neglected and/or siblings without first obtaining parental consent.

LEAVING SCHOOL GROUNDS

Students must remain on school grounds after arriving on school grounds. Minor students may be released to authorized adults who present appropriate identification.

MAKEUP WORK

Students who receive excused absences will be allowed to make up all assignments that affect the course grade and will be made aware of these assignments. It is the student's responsibility to make up assignments within a reasonable amount of time. Students who receive unexcused absences may make up assignments at the discretion of the teacher, subject to the requirements communicated (provided) by the teacher at the beginning of the course. It is the student's responsibility to be aware of established guidelines and to follow those guidelines to make up the assignment. Students who are under the penalty of Out-of-School Suspension (OSS) will be provided class work and homework material if requested by the adult student/parent/guardian and/or student, so the student may remain current with school instruction as long as enrolled in school.

MINUTE OF SILENCE AND PLEDGE OF ALLEGIANCE

The Virginia General Assembly has mandated a daily minute of silence and the recitation of the Pledge of Allegiance. The *Code of Student Conduct* addresses disruptive behavior which interrupts the orderly conduct of school activities.

MONITORING STUDENT PROGRESS/VBCPS PARENT PORTAL

Adult students/parents and guardians of minor students have access to the *VBCPS Parent Portal*. The *VBCPS Parent Portal* is a powerful online resource that provides the opportunity to monitor student progress in school and view historic academic and enrollment information dating back to the 2004-2005 school year. Students and their families are encouraged to use this resource to help the student succeed academically. To learn more about the *VBCPS Parent Portal*, to log in to your account, or to set up an account, go to the home page of any high school website or vbschools.com.

NEWS MEDIA COVERAGE

From time to time, news reporters may use photos or videotape of students in incidental news coverage. A parent/legal guardian who objects to a student's image being used should notify the school at the beginning of each academic school year. If a student is not to be interviewed on school property by the news media, a signed consent form is required (2017-18 School Year Opt-Out Form) and is available in each school office.

NONDISCRIMINATION/ANTI-HARASSMENT/SEXUAL HARASSMENT

Virginia Beach City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and supporting regulation (including but not limited to, Policies 2-33, 4-4, 4-43, 5-7, 5-33, 5-44, 6-7, 7-11, 7-48, and 7-49, and Regulations 5-44.1, 7-11.1, and 7-57.1, as amended) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials, and extracurricular activities. Sexual harassment is strictly prohibited and students, parents/legal guardians should immediately report sexual harassment to school administrators.

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title IX Coordinator/Director of Student Leadership at 757-263-2020, 1413 Laskin Road, Virginia Beach, Virginia 23451 or the Executive Director of the Office of Programs for Exceptional Children 757-236-2400, 1413 Laskin Road, Virginia Beach, Virginia 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at 757-263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Executive Director of Office of Student Support Services at 757-263-1980, 2512 George Mason Drive, Virginia Beach, Virginia 23456 or the Section 504 Coordinator at the student's school.

OUT-OF-ZONE REQUESTS DUE TO RESIDENCE CHANGE

Pursuant to School Board Regulation 5-14.1, if a student moves out of his/her school attendance zone, but continues to reside in the City of Virginia Beach during the school year, the adult student/parent/legal guardian of a minor student may request an out-of-zone waiver. The request is applicable only to the school year during which the move is made. The adult student/parent/legal guardian of a minor student must complete a *Student Placement Request Form* (available in each school, on the School Division's website at www.vbschools.com and from the Office of Student Leadership). For a student in grades nine-twelve, the adult student/parent/guardian of a minor student will submit the request and any required documentation to the Coordinator of Student Conduct/Services in the Office of Student Leadership. If the request is approved, the adult student/parent/legal guardian of a minor student is responsible for providing transportation. Bus transportation is not provided for out-of-zone students. Approval of out-of-zone attendance can be revoked at any time with written notification to the adult student/parent/legal guardian of a minor student. Reasons for revocation include, but are not limited to, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Student Conduct violations or other discipline issues, failure to maintain passing grades, and any action or behavior by the student or parent/legal guardian that is uncooperative, disruptive and/or interferes with the educational process.

PARENT ACKNOWLEDGEMENT FORM AND SUPPORTING DOCUMENTS

Each parent will receive a *Parent Acknowledgement Form* during the first week of the school year. This form is for parents/legal guardians of all minor students or for students who are 18 years of age or older enrolled in VBCPS. The *Parent Acknowledgement Form* must be signed and returned to the student's teacher in order to verify that the adult student/parent/legal guardian of a minor student has received these important documents. A complete list of documents is available on vbschools.com.

PARKING FEES AND FINES

Listed below are the parking fees and fines approved by the School Board for the 2017-2018 school year.

Fee/Assessment	17-18 rate(s)
General Parking Fees	\$45.00
ATC and Vo-Tech Parking Fee (\$10.00 discount at home school)	\$10.00
Parking Fines	\$25.00

PROCEEDS FROM SCHOOL PICTURES SALES

Each school schedules photography sessions for all students in the fall and spring of each year. Funds generated from this activity benefit school projects, which can include but are not limited to, purchasing supplementary instructional materials and equipment, outdoor equipment/signs, and supporting student activities that benefit students.

PROMOTION STANDARDS

Students in high school progress toward graduation on a course-by-course basis, the number of verified credits earned based on the diploma type, and passing the end of course SOL tests for certain courses. Assignment of class standing is made on the following basis: ninth graders fewer than five credits; 10th-graders at least five credits, but fewer than 10 credits; 11th graders at least 10 credits but fewer than 16; seniors at least 16 credits and/or be eligible for June/August graduation.

PROTECTION OF PUPIL RIGHTS AMENDMENT, 20 U.S.C. § 1231 (H)

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1231 (h) requires that the School Board notify adult student/parents/legal guardians of minor students and obtain consent or allow adult students/parents/legal guardians to opt their student out of participating in certain school activities such as student surveys, analyses or evaluations that concern one or more of the following areas:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships such as with lawyers, doctors or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

The School Division will publish a schedule of activities requiring notice and consent or opt-out for the upcoming school year.

PSAT/SAT TESTING

VBCPS offers many supports and information in regards to the PSAT and SAT. The student's counselor will share information throughout the year on test dates and information about these important assessments. Also, feel free to visit vbschools.com for additional information and be on the lookout for correspondence that will be sent home prior to the PSAT explaining the importance of this test as well as specific support systems in place to assist students.

REPORTING STUDENT PROGRESS

Students with Individualized Education Plans (IEPs), and those who are performing below expected levels will receive progress reports at the midpoint of each grading period. The dates when progress reports and report cards are issued can be found on the School Division calendar included in this handbook and on vbschools.com. In addition, students' grades and attendance may be viewed online anytime via the **VBCPS Parent Portal** link found on the home page of each school website or at vbschools.com/schoolnet.

SAFE SCHOOLS AND EMERGENCY PROCEDURES

VBCPS is committed to providing a **safe environment** for students, staff and visitors. VBCPS works closely with national, state and local safety officials – police, fire, emergency medical services and public health – in order to ensure schools are well prepared for an emergency. The School Division's *Emergency Response Plan* covers a wide variety of emergencies and serves as a guide to help staff and public safety partners respond swiftly should a crisis occur.

The School Division conducts annual safe school audits of all school facilities in accordance with state and federal law and regulation. The audit process provides a comprehensive overview of each school's safety and security measures along with emergency plans.

Should a school emergency occur, families will be notified and updated by phone and/or email using *AlertNow*. It is critical for families to follow directions communicated via *AlertNow*. In case of an evacuation, the *AlertNow* message will include a specific location for families to report to that is designated by public safety officials. At this location, families will be asked to complete a student reunification form and school staff will locate and escort student to reunify with family. **Remember, families will be required to show proper identification and a minor student can only be released to an adult who is documented as an emergency contact.** Non-custodial parents must be listed with the student's emergency contact information.

In addition to being notified via *AlertNow*, families are able to receive information about the school emergency by calling the School Division's Emergency Hotline at 757-263-1000 or by visiting vbschools.com.

SCHOLARSHIP INFORMATION AVAILABLE ONLINE

In order to assist VBCPS's graduating seniors with financial assistance for higher education, a centralized scholarship database – *Scholarship Central* – is available on the School Division's website. Students may access information on scholarships that are available to assist them in financing their education in a four-year college or university, a community college or a specialized vocational school.

SCHOOL COUNSELING PROGRAM

VBCPS offers a comprehensive K-12 school counseling program that is an integral part of each school's total educational program designed to promote the academic, career and personal/social development of all students. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success. Additional information may be accessed at vbschools.com.

SECTION 504

Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school-related programs and activities. A student suspected of needing a Section 504 Plan can be referred by any source. Upon referral, the process for determining whether the student meets the qualifications under this federal law will be initiated. For more information on Section 504, please contact the 504 Coordinator at the student's school. A complete description of *Section 504 of the Rehabilitation Act of 1973* is available on vbschools.com.

SPECIAL EDUCATION

Special Education is specially designed instruction to meet the unique needs of a student determined eligible for services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). Any person may refer a student suspected of having a disability for evaluation. A comprehensive evaluation is conducted to determine the student's eligibility and to assist in planning to meet the student's unique educational needs.

A student who has been found eligible for special education will receive supports and services as identified through an *Individualized Education Program (IEP)* that is planned and designed to provide a free appropriate public education (FAPE). Further information and referrals may be made to the administration of the school where the student is enrolled. Additional information may be obtained through the Parent Support and Information Center at 757-263-2066 or at vbschools.com/curriculum/ParentSupportCtr.

STATE AND FEDERAL ACCOUNTABILITY

Standardized testing will be administered to gather additional information about student progress. **Virginia Standard of Learning (SOL)** objectives will be assessed by criterion-referenced tests. For more information on what SOL tests are administered in high school, visit vbschools.com/sol/index.asp.

STUDENTS CHARGED WITH OR CONVICTED OF AN OFFENSE

If a court petition or warrant is filed against a student, or a student is found guilty or not innocent of a crime, the student may be required to attend an alternative education program.

STUDENT PORTAL

Many students have access to the *Student Portal*, an online resource that supplements coursework and promotes student proficiency in the use of online collaboration tools. Students are provided a student site, which provides permanent file storage space for the duration of their enrollment in VBCPS. The *Student Portal* can be accessed from school, home or any Internet connected computer. Students are encouraged to use this resource for their electronic file storage needs and as a means of interaction with teachers on class websites. To learn more about accessing the *Student Portal*, go to vbschools.com/students/portal.asp.

TEXTBOOKS

The School Division provides textbooks and instructional resources free of charge to students for use during the school year. Students are expected to care for the resources they receive. Fees are assessed for damaged or lost books/resources. Virginia law authorizes local school boards to take action against students who fail to return property owned by the School Division.

TOBACCO POSSESSION AND USE/ NICOTINE VAPOR OR ELECTRONIC CIGARETTES

Students possessing or using tobacco products/nicotine vapor or electronic cigarettes are subject to disciplinary actions as described in the *Code of Student Conduct*. Based on the number of offenses, students may receive recommendations for various interventions and short- or long-term suspensions. Under Virginia law, the Police Department must be notified when a student under the age of 18 is suspended for a tobacco related offense.

TRANSPORTATION

Bus transportation is provided for VBCPS students based on each school's transportation zone. Students riding a bus to school must be at their stop no earlier than five minutes before regular pickup time. The *Code of Student Conduct* outlines the conduct for all students while riding a school bus. Bus routes, pickup times and safety tips are posted on vbschools.com and are available at every school prior to the beginning of the school year. Students must ride their assigned buses. Extenuating circumstances requiring a bus change must be submitted in writing with a contact telephone number and approved in advance by the administration.

VISITATION TO SCHOOLS/ TRESPASS/ BAN

Preservation of the educational environment and safety of students and staff are of paramount importance. Accordingly, any person who is not an authorized student, employee, official or agent of the School Board is considered an invitee to School Division activities. All invitees must receive authorization to be in the school, on school grounds, communication systems or vehicles, or attending school sponsored events and must comply with all School Board policies and regulations. Failure to comply with policy or regulation or disruptive/threatening conduct may result in a ban or limitation of access to schools or school sponsored activities as well as criminal charges. Students may not visit schools to which they are not assigned unless they have prior authorization. Visitation with students or observation of students during school hours or while attending school sponsored events must be authorized by the school administration and be done in accordance with School Board policy and regulation. Visitation for the purposes of exercising child custody/visitation rights, observing educational services, providing private services, interviews, evaluations or counseling are considered disruptive to the educational environment and are unauthorized. VBCPS reserves the right to deny access to or require that a person leave School Division property, vehicles or School Division sponsored events. Other specific guidelines may be established by middle schools.

WITHDRAWAL FROM SCHOOL

Minor students withdrawing from school during the school year must present a written or electronic note from a parent/guardian stating the reason for the withdrawal, the withdrawal date and the student's destination, so that the transfer process can be completed. Withdrawing students must return all textbooks, library books and instructional materials assigned to them. All financial obligations must be cleared upon withdrawal.

Students who have been absent from school for fifteen (15) or more school days without excuse may be withdrawn from enrollment at the school and referred for investigation. Students withdrawn from enrollment for excessive absences must meet with designated School Division officials to reregister at designated schools.

Alternative formats of this publication, which may include taped, Braille, or large print materials, are available upon request for individuals with disabilities. Call or write Department of School Leadership, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone: 757-263-1088; fax: 757-263-1260 or e-mail DeptofSchoolLeadership@vbschools.com.