

Parent Acknowledgement Form

2023-2024 SCHOOL YEAR

This form is for parents/legal guardians of all minor students or for students who are eighteen years or older enrolled in Virginia Beach City Public Schools to ensure that they have received and reviewed the following important documents. For your convenience, this information, is available on the School Division's website: www.vbschools.com. Policies and Regulations updates can be found online at <https://schoolboard.vbschools.com/policies>.

Please print clearly.

Student Name _____ DOB _____

School _____ Student Perm # _____

Homeroom Teacher _____ Grade _____

I have received and reviewed each of the following:

Attached to this document:

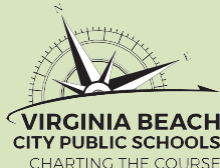
- *Family Educational Rights and Privacy Act (FERPA)* Note: Any parent/legal guardian/adult student who objects to the release of any directory information must notify, in writing, the principal of the school where the records are kept.
- *Protection of Pupil Rights Amendment (PPRA)*-adult students and parent/legal guardian of minor student have certain rights regarding surveys, collections and use of information for marketing and certain physical exams.
- Compulsory School Attendance Law
- Parental Responsibility and Involvement Requirements
- *Section 504 of the Rehabilitation Act of 1973* Notice. Note: Contact the school about specific health/medical concerns.
- Notice of Graduation Requirements
- Annual Notification of Guidance and School Counseling
- Student Digital Device Agreement
- School Counseling Opt-Out Form
- School Board Policies, Regulations and Procedures

Documents accessible via vbschools.com:

- *Behavior Supports and Code of Student Conduct*
- Parent/Student Handbook (Elementary, Middle, High)
- Learning about Scoliosis (only grades 5-10)
- Parent Educational Information on Eating Disorders (only grades 5-12)
- 2023-2024 School Year Media Opt-Out Form
- VBCPS Water Testing Program
- Virginia State Police Sexual Offender and Crimes Against Minors Registry

Print Parent/Legal Guardian/Independent Student Name _____

Parent/Legal Guardian/Independent Student Signature _____ Date _____



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the Division/School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When parents are divorced or separated, the school principal or appropriate school official shall give full rights to either parents, unless the school has been provided with evidence that there is a court order or legally binding document relating to such matters as Child Protective Services or domestic violence issues, divorce, separation, or custody that specifically revokes these rights.

A stepparent has the same rights under FERPA as natural parents, provided that the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under FERPA with respect to the child's scholastic records.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable directory information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

FERPA authorizes making student directory information public as permitted under state and federal laws and regulations. Prior to release of such information, the superintendent or designated principals shall give public notice of such intent in a newspaper of general circulation, a school paper, patron organization newsletter or announcements sent home to parents describing the kind of information being in the directory category. Any parent or eligible student who objects to the release of any or all of this information must notify within thirty (30) calendar days, in writing, the principal of the school where the records are kept. Virginia law requires affirmative consent from parents or eligible student for the release of a student's address, telephone number or email address. The following is considered "directory information":

- Name of student in attendance or no longer in attendance
- Address
- Telephone listing
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Height and weight, if a member of athletic team
- Awards, degrees and honors received
- Other similar information
- Annual yearbook, playbills, program guides, websites or social media sites, photographs or recordings of school sponsored events
- Photographs or recordings of students taken by surveillance cameras where the images do not depict specific students engaging in actions that would constitute violations of the *Code of Student Conduct*. The School Administration reserves the right to determine whether release of such information should be released.

See School Board Policy 5-66 and Virginia code § 22.1-287.1, as amended for a full explanation of the School Division's procedure for the release of directory information. It can be accessed through the internet at www.vbschools.com.

The School Division may release student information concerning student scholastic and athletic achievements in the form of news releases, media interviews, and other public announcements. If a parent or eligible student objects to the release of such information, it will be necessary to notify within thirty (30) calendar days, in writing, the principal of the school where the records are kept.

Student records may be disclosed to appropriate school officials with legitimate educational interests. A school official is a person employed by the School Division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the School Division discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. State or local child welfare agency representatives with legal responsibility for the care and protection of a student may have access to that student's records without written permission of the parent or eligible student.

Additionally, this law along with the *Every Student Succeeds Act* of 2015, Armed Forces Recruiter Access to Students and Student Recruiter for information of ESSA, and the *National Defense Authorization Act* for Fiscal Year 2002 all require that School Administration must provide to military recruiters the student's name, address, and telephone listings upon request.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the recruiters upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to recruiters upon request. If you wish to exercise this right, you must notify the principal of the school that the student is enrolled in writing within 10 days after enrollment.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the division/school to comply with the requirements of FERPA.

The office that administers FERPA is:

**Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920**

School Board policies and accompanying regulations pertinent to student records, School Board Policies 5-31 and 5-66 and Regulations 5-31.1, 5-31.2, and 5-66.1, are available to interested persons at each school's administrative office and library, the School Administration Building, and the School Division's Web site: www.vbschools.com/cms/One.aspx?portalId=78094&pageId=305038.

Notice For Destruction of Special Education and Discipline Records

The Library of Virginia Retention and Disposition General Schedule No. 21, which is mandated by the Code of Virginia, as part of the Virginia Public Records Act Virginia Code § 42.1-76 as amended requires that all special education and discipline records be retained for a period of five years (5) after a student has graduated and/or withdrawn from Virginia Beach City Public Schools and then permanently destroyed. These records will no longer be available and will be destroyed as required by The Library of Virginia Retention and Disposition General Schedule No. 21. Parents or eligible students who wish to retain copies of discipline records, IEPs, Section 504 plans, and related assessments for determining eligibility under IDEA are encouraged to keep the copy(s) provided by the school each year and/or at the time of screening and/or discipline infraction.

PROTECTION OF PUPIL RIGHTS AMENDMENT

PROTECTION OF PUPIL RIGHTS AMENDMENT, 20 U.S.C. § 1232 (h)

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232 (h), as amended, requires that the School Board notify parents/legal guardians and obtain consent or allow 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 parental notice and consent or opt-out for the upcoming school year.

Parents and students over 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the division/school to comply with the requirements of PPRA.

The office that administers PPRA is:

Student Privacy Policy Office
U.S. Department of
Education 400
Maryland Avenue, SW
Washington, DC
20202-5920

Virginia Sex Offender Registration - in accordance with Code of Virginia§ 22.1-79.3, as amended. Policies regarding certain activities, parents/legal guardians of minor students and adult students may refer to the Virginia Sex Offender website to locate information concerning registered sexual offenders residing in Virginia. Virginia State Police.

COMMONWEALTH OF VIRGINIA – COMPULSORY SCHOOL ATTENDANCE

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article

- A. As used in this subsection, “attend” includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by causing a child to attend an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by causing the child to attend any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational prekindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed their eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:

1. Any pupil who, together with their parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code; and
2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with their parents, is opposed to attendance at a school by reason of concern for such pupil’s health, as verified by competent medical evidence, or by reason of such pupil’s reasonable apprehension for personal safety when such concern or apprehension in that pupil’s specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

- C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

- D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or their designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

1. Career guidance counseling;
2. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or their designee;
3. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;
4. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
5. Counseling on the economic impact of failing to complete high school; and
6. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or 22.1-277.07 or subsection C of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or 22.1-277.2:1.

G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;

2. Children whose immunizations against communicable diseases have not been completed as provided in § 22.1-271.2;
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached their sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that they do not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

- J. Subject to guidelines established by the Department of Education, any student who is absent from school due to his mental or behavioral health shall be granted an excused absence.
- K. Subject to guidelines established by the Department of Education, each school board (i) shall permit one school day-long excused absence per school year for any middle school or high school student in the local school division who is absent from school to engage in a civic event and (ii) may permit additional excused absences for such students who are absent for such purpose. Local school boards may require that the student provide advance notice of the intended absence and require that the student provide documentation of participation in a civic event.

Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964; 1997, c. 828; 1999, cc. 488, 552; 2000, c. 184; 2001, cc. 688, 820; 2003, c. 119; 2004, c. 251; 2006, c. 335; 2010, c. 605; 2012, cc. 454, 642; 2014, c. 84; 2017, c. 330; 2018, cc. 486, 585; 2020, c. 869; 2021, Sp. Sess. I, cc. 104, 105.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

COMMONWEALTH OF VIRGINIA – PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

§ 22.1-279.3. Parental responsibility and involvement requirements.

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student will access ParentVue, electronically review and acknowledge the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

(1995, c. 852; 1996, c. 771; 2000, c. 538; 2001, cc. 688, 820; 2004, c. 573.)

For additional information specific to Virginia Beach City Public Schools, please consult the *Code of Student Conduct*, *School Board Policy 5-17*, and *School Board Regulation 5-17.1*.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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. Any student who has a physical or mental impairment that substantially limits a major life activity may be eligible. **Additionally, students with health problems (including allergies or anaphylactic reactions) or other medical impairments may be entitled to rights and protections under Section 504.** "Major life activity" means functions such as caring for one's self, performing manual tasks, *walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating and major bodily functions.*

Any student suspected of having a disability under Section 504 should be referred to the Section 504 designee within the school where the student attends. The designee will then initiate the process for determining whether the student meets the qualifications under this federal law. The Section 504 process includes identification, referral and screening, evaluation by a Section 504 Team, eligibility, need for accommodations and triennial reevaluation. If the Section 504 Team finds a student eligible and determines that a Section 504 Plan is required, the team will create the appropriate plan. A Section 504 Plan may include reasonable accommodations and/or related services necessary for the student to access education, including school-related programs and activities.

The Section 504 Coordinator for Virginia Beach City Public Schools is Mrs. Adrian Day, Director of Student Support Services (757) 263-1980.

Parent/Student's Rights under Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to students identified as having a disability under Section 504 of the Rehabilitation Act of 1973. The intent of the law is to keep parents fully informed concerning decisions about their student and to inform them of their rights if they disagree with any of these decisions.

You have the right to:

1. Notice of proposed actions related to eligibility and/or a Section 504 Plan;
2. Consent to the administration of any individually administered assessments and to be notified of the initial placement of you or your student;
3. Have an assessment that considers information from more than one source;
4. Have a committee knowledgeable about you or your student and assessment procedures determine eligibility;
5. Examine all relevant records of you or your student, to challenge that information, and to consent to the release of that information;
6. Periodic reevaluation, before any significant change in placement;
7. Have you or your student educated in the least restrictive environment;
8. File a complaint with the U.S. Department of Education Office for Civil Rights;
9. Request an impartial hearing over disagreements and to be represented by legal counsel in the hearing (Impartial hearing officer will be appointed by the School Division, the form is available through the Section 504 Coordinator at your student's school);
10. Appeal the impartial hearing officer's decision to court and;
11. Contact the Virginia Beach City Public Schools' Director of Student Services, 2512 George Mason Drive, Virginia Beach, VA 23456, telephone (757) 263-1980 or fax: (757) 493-5437 to file a complaint concerning discrimination based upon disability.

FOR ADDITIONAL INFORMATION PLEASE CONTACT THE SECTION 504 COORDINATOR
AT YOUR CHILD'S SCHOOL.

Notice of Graduation Requirements

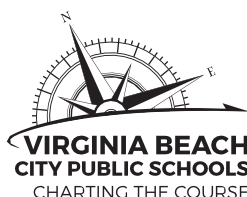
Dear Parent or Guardian:

Since 1995, the Commonwealth of Virginia has been committed to the Standards of Learning (SOL) program emphasizing the need for improving public education in four core subjects – English, mathematics, science, and history and social studies. The SOL's have resulted in "high-stakes" testing designed to measure our students' level of mastery in these subject areas. The adjective "high-stakes" is fitting because failure to pass these tests and/or pass certain required courses can affect whether or not your child graduates with their class. This document outlines specific graduation requirements. It is important that you review it carefully because requirements are based upon the year your child entered the ninth grade. We encourage you to contact your child's school counselor to review their academic plan.

In Virginia there are several diploma options. These options and their accompanying requirements are explained at length in this document. Students in Virginia may opt to pursue an Advanced Studies Diploma or a Standard Diploma. Students pursuing an Advanced Studies Diploma, or a Standard Diploma must earn both standard and verified credits if they are to graduate from high school or participate in graduation ceremonies. Students earn a standard credit by successfully completing the requirements of the course. Students earn a verified credit by successfully completing the requirements of the course and achieving a passing score on the applicable end-of-course SOL test or a test approved by the Virginia Board of Education. For students who enter ninth grade from 2018-19 and beyond, they would need five (5) verified credits for Standard and Advanced Studies Diplomas. To determine the graduation requirements for your child, you must consider both the type of diploma sought and the year your child first entered ninth grade.

The following Virginia SOL end-of-course tests are available: English: Reading/Literature and Research, English: Writing, Algebra I, Geometry, Algebra II, Earth Science, Biology, Chemistry, World History I, World History II, World Geography, and Virginia and U.S. History. A list of additional tests approved by the Virginia Board of Education for verified credit is available in the appendix of the Student Course Guide, available at our website www.vbschools.com.

It is the responsibility of each student and their parent to ensure that requirements for an Advanced Studies Diploma or a Standard Diploma are met. School counselors review graduation requirements with students annually, and the school counseling staff at each school is available to assist you. Key questions to ask your child's school counselor are: How many credits does my child have and how many do they ultimately need for their diploma type? How many verified credits do they have and how many are ultimately needed for their diploma type? Are they on track for the current grade level? Have my child and I received their academic plan to ensure that they are on the right track toward graduation? Please work closely with your child's school counselor in making academic decisions for your child.



Standard Diploma Requirements for Students Entering Ninth Grade in 2018-19 and Beyond

The Standard Diploma requires twenty-two (22) credits for students entering ninth grade in 2018-2019 and beyond. Of the 22 credits, five (5) must be verified credits as follows: two (2) English, one (1) math, one (1) science, and one (1) social studies, students must have to graduate. Students who earn a Standard Diploma may participate in commencement exercises.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
English 9, 10, 11, 12	4	2
Mathematics <i>Courses completed to satisfy this requirement shall include at least two course selections from among Algebra I, Geometry, AFDA (Algebra, Functions, and Data Analysis), or Algebra II, or other mathematics courses approved by the board to satisfy this requirement. An approved computer science course credit earned by students may be considered a mathematics course credit.</i>	3	1
Laboratory Science <i>Courses completed to satisfy this requirement shall include course selection from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate SOL content from multiple academic areas. The board shall approve courses to satisfy this requirement. An approved computer science course credit earned by students may be considered a science course credit. (Note: Oceanography and Astronomy are in the Earth Science discipline.)</i>	3	1
History and Social Studies <i>Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.</i>	3	1
Health and Physical Education	2	
World Languages, Fine Arts, or Career and Technical Education <i>Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. An approved computer science course credit earned by students may be considered a career and technical course credit.</i>	2	
Economics and Personal Finance	1	
Elective Courses <i>(Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.)</i>	4	
Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Industry Certification		
Virtual Course <i>(obtained through coursework)</i>		
Training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED) <i>(obtained through coursework)</i>		
TOTAL	22	5

Advanced Studies Diploma Requirements for Students Entering Ninth Grade in 2018-19 and Beyond

The Advanced Studies Diploma requires twenty-six (26) credits for students entering ninth grade in 2018-2019 and beyond. Of the 26 credits, five (5) must be verified credits as follows: two (2) English, one (1) math, one (1) science, and one (1) social studies, students must have to graduate. Students who earn an Advanced Studies Diploma may participate in commencement exercises.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
English 9, 10, 11, 12	4	2
Mathematics <i>Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. An approved computer science course credit earned by students may be considered a mathematics course credit.</i>	4	1
Laboratory Science <i>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve additional courses to satisfy this requirement. An approved computer science course credit earned by students may be considered a science course credit. (Note: Oceanography and Astronomy are in the Earth Science discipline.)</i>	4	1
History and Social Science <i>Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and two courses in either world history or geography or both. The board shall approve additional courses to satisfy this requirement.</i>	4	1
World Languages <i>Courses completed to satisfy this requirement shall include three years of one language or two years of two languages. A student who is pursuing an advanced diploma and whose IEP specifies a credit accommodation for world language may substitute two standard units of credit in computer science for two standard units of credit in a world language.</i>	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education <i>An approved computer science course credit earned by students may be considered a career and technical credit.</i>	1	
Economics and Personal Finance	1	
Elective Courses <i>Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.</i>	3	
Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Industry Certification		
Virtual Course (obtained through coursework)		
Training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED) (obtained through coursework)		
TOTAL	26	5

Transfer Students

Students who transfer from other Virginia public school systems must meet the same requirements as Virginia Beach City Public Schools students. The verified credits required of transfer students from private or out-of-state schools will vary depending on when the transfer student registers. The term “beginning” in the following charts means within the first twenty (20) hours of instruction and the term “during” means more than first twenty (20) hours of instruction have been completed.

VERIFIED CREDIT REQUIREMENTS FOR STUDENTS TRANSFERRING INTO VIRGINIA BEACH CITY PUBLIC SCHOOLS 2021-2022 SCHOOL YEAR AND BEYOND		
Grade Level Student Enters Virginia Beach City Public Schools	Standard Diploma	Advanced Studies Diploma
During ninth grade or the beginning of tenth grade	No change in requirements	No change in requirements
During tenth grade or the beginning of eleventh grade	No change in requirements	No change in requirements
During eleventh grade or the beginning of twelfth grade	1 English and 1 mathematics	1 English and 1 mathematics
During twelfth grade	If Virginia diploma requirements cannot be met, the previous school should award the diploma or the student can request that the local school board seek a waiver from the Virginia Department of Education.	If Virginia diploma requirements cannot be met, the previous school should award the diploma or the student can request that the local school board seek a waiver from the Virginia Department of Education.

Locally Awarded Verified Credits

A process exists to assist students seeking an Advanced Studies or Standard diploma who have not met the verified credit requirements for these diplomas. Students who entered in the ninth grade in 2018-19 and thereafter who are earning the Advanced Studies or Standard diploma shall be eligible to earn no more than one LAVC in English, mathematics, science, and/or history/social science.

To be eligible to earn a LAVC in English, mathematics, science, or history/social science under these guidelines, a student must:

1. Pass the high school course;
2. Score within a 375-399 scale score range on any administration of an applicable Standards of Learning test after taking the test at least twice; and
3. Demonstrate achievement in the academic content through an appeal process facilitated by the school.

For the 2019-20 and the 2020-21 school years, the requirements for awarding LAVCs in English, mathematics, science and history/social science shall follow emergency guidelines as established by the Virginia Board of Education. If you have questions about the emergency guidelines, please contact your assigned school counselor

Credit Accommodations

Students with disabilities under IDEA or Section 504 may be eligible for credit accommodations. Credit accommodations provide alternatives for students with disabilities in earning the standard and verified credits required to graduate with a Standard Diploma. A student who is pursuing an Advanced Studies Diploma and whose Individualized Education Program (IEP) specifies a credit accommodation for world languages may substitute two standard units of credit in computer science for two standard units of credit in a world language. All credit accommodations shall be determined by the student's IEP or Section 504 team, including the student where appropriate, at any point after the student's eighth-grade year. The school must secure the informed written consent of the parent/guardian and the student, as appropriate, to choose credit accommodations after review of the student's academic history and full disclosure of the student's options.

Students must meet the following criteria to be eligible to receive credit accommodations for the Standard Diploma:

- a. Student must have a current IEP or 504 plan with standards-based content goals.
- b. Student has a disability that precludes them from achieving and progressing commensurate with grade level expectations but is learning on grade level content.
- c. Student needs significant instructional supports to access grade level Standards of Learning (SOL) content and to show progress.
- d. Based on multiple objective measures of past performance, student might not be expected to achieve the required standard and verified units of credit within the standard time frame.

Students must meet the following criteria to be eligible to receive the World Language credit accommodation for the Advanced Studies Diploma:

- a. The student must have a current IEP with standards-based content goals.
- b. The student is working toward an Advanced Studies Diploma.
- c. The student is learning grade-level content, but due to the impact of his/her disability, the youth may not meet the World Language requirement for the Advanced Studies Diploma.
- d. Based on multiple objective measures of past performance, data indicates that the student is unlikely to achieve the required standard units of credit in World Language within the standard time frame.
- e. The student was a first-time ninth grader during the 2018-2019 school year or later.
- f. The student must be enrolled in or have completed at least one year of any World Language.

The Certificate of Program Completion

A Certificate of Program Completion is not a diploma and should not be a first option for a high school student.

The Certificate of Program Completion is designed for a student who has earned all the required standard units of credit for graduation but has not earned the appropriate corresponding verified credits or has not completed additional graduation requirements for a diploma. The student will be given the opportunity to earn verified credits in the summer and subsequent administrations of the SOL tests. Additionally, students will be given the opportunity to complete any additional requirements. When the student earns the appropriate verified credits or completes, they will be considered a graduate and earn the appropriate diploma. If, however, the student does not earn the verified credits required or complete the additional graduation requirements, they can be awarded the Certificate of Program Completion.

Only students that have earned the Advanced Studies, Standard, or Applied Studies Diplomas are able to participate in commencement exercises.

Annual Notification of Guidance & Counseling Services

The school counseling programs provided in Virginia Beach City Public Schools (VBCPS) are in compliance with the Virginia Board of Education and School Board Regulation 6-44.1. The school counseling component is part of the K-12 comprehensive education provided to all students through activities that focus on teaching positive approaches toward school and lifelong learning and the knowledge and skills for life and employment. It includes:

- **Academic counseling**, which helps students, and their parents or guardians complete and understand Academic and Career Plans (ACPs), acquire knowledge of the curriculum choices and testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities.
- **Career counseling**, which helps students to acquire information and skills in order to plan for work, jobs, apprenticeships, postsecondary education, and career opportunities, including United States military branches. Career interest inventories are utilized by students in elementary, middle and high schools as a component of the Academic and Career Plans (ACPs).

The school counseling program also helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set individual goals reflecting their interests, abilities, and aptitudes. Personal or social counseling may be provided in large groups (e.g., all seventh graders) in which general issues of social development are addressed or in structured individual or small-group multisession counseling that focuses on the specific concerns of the participant(s). Parents or guardians shall receive written notification of short-term personal or social counseling of a small group nature. Parental or guardian consent is not required for short-term personal or social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment.

You may excuse your child from academic, career or personal/social counseling at any time by completing the opt-out form. An opt-out request will remain in effect from the day it is received by the school throughout the student's K-12 career in VBCPS, unless the opt-out request is rescinded by the parents/guardians or adult student in writing. The completed opt-out form will be housed in the student's cumulative folder. Parents/guardians or adult student who opt to have their child excused from academic or career counseling shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled.

Parents/guardians or adult students may review materials to be used in school counseling programs at their child's school by contacting the school counselor. Information can also be found in Regulation 6-61.2, "Review and Challenge of Instructional Materials".

Students' school counselors are an important resource to help guide them during their academic careers. School counselors can also help families understand school requirements and access the resources that are available to support students. To schedule a meeting or a consultation call your child's school counseling office.

VIRGINIA BEACH CITY PUBLIC SCHOOLS

Student Digital Device Agreement

The digital device issued to your child is to be used for school related purposes only and is to be returned in accordance with expectations provided by the school. The device may not be used by nonauthorized persons. By signing the *Code of Student Conduct*, adult student or the parent or legal guardian of a minor student is agreeing to the following.

1. Student use of the device at all times is governed by the *Code of Student Conduct* and the Acceptable Use Policy.
2. Damages, up to the cost of the device, will be assessed by the school for a device that is reported lost or stolen, not returned on or prior to return due date, damaged, tampered with, or vandalized.
3. The school should be contacted to assess any hardware or software problems that may arise. Students shall not attempt to open the device casing, attempt to repair, or in any way alter the device.
4. The device may be used to connect to the Internet outside of school; however, it is not the responsibility of the school division to provide Internet connectivity.
5. Parents/legal guardians of minor students or the adult student are responsible for monitoring the use of the Internet with this device when not on the School Division network. The Internet filtering software on the device may not be disabled or bypassed for any reason.
6. Devices contain specific VBCPS configurations for any needed operating systems and approved instructional software titles. Only the school may add additional software.
7. Students are expected to follow all copyright laws. The sharing or transferring of copyrighted materials with this device is prohibited. When in doubt, ask school personnel first.
8. Physically altering the device and tampering with existing identification labels/stickers is considered vandalism and is strictly prohibited.

School Counseling Opt-Out Form

Complete and **return this form to the school office or your student's teacher** only if you **DO NOT** want your student to participate in an aspect of the school counseling program.

A request to opt-out of counseling will become effective on the day that it is received by the school and will remain in effect throughout the student's K-12 career in VBCPS, unless the opt-out request is rescinded by the adult student or the parent/legal guardian of a minor student in writing.

I request that I or my minor student _____, in grade _____ NOT participate in the following:

- ☐ Opt-out academic and career
- ☐ Opt-out personal and social
- ☐ Opt-out all services
- ☐ Opt-out academic
- ☐ Opt-out career
- ☐ Opt-out academic and personal/social
- ☐ Opt-out career and personal/social

I understand that parental permission is not required for counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment. I understand that, in opting to have myself or my student excused from academic or career guidance, I shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled.

Signature of parent/legal guardian or adult student: _____ Date _____

Student's name (please print): _____

Student's school (please print): _____



School Board Policies, Regulations and Procedures

Sex discrimination and sexual harassment prohibited

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. The School Board prohibits all forms of prohibited discrimination based on sex, sexual orientation and gender identity as well as sexual harassment, sexual assault, sexual exploitation, stalking and retaliation. All students, employees, volunteers and other agents are expected to conduct themselves in accordance with the School Board's policies and regulations regarding sex discrimination, sexual harassment and other nondiscrimination and anti-harassment policies and regulations. Any student, employee or applicant for employment who believes they have been discriminated against on the basis of sex, in violation of Title IX or School Board policy, or has been a victim of sexual assault, sexual harassment or other sexual misconduct, may file a complaint with the Title IX Coordinator. The Title IX Coordinator is Robin Reese, Ed.D., who can be contacted at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, 23452, (757) 263-2020, Robin.Reese@vbschools.com. The Title IX Coordinator or designee will assist the complainant in identifying the appropriate School Board policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator may consult with other School Division administrators, as needed, to resolve the complaint in the most effective manner.

Bullying prohibited

Bullying is defined 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 victims; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict." All students should refrain from bullying behavior and report acts of bullying to an administrator. Students and parents/legal guardians can contact the student's school administrator in the school's main office to report bullying. School administrators will conduct an investigation and work with the student to resolve concerns about bullying. In accordance with applicable law, policy and regulation, School Administrators will contact parents/legal guardians of students involved in bullying incidents.

Threats

A communication or behavior may be determined by school administrators to be a threat if a reasonable person would believe that the communication or behavior could result in violence, fear, apprehension for safety, or substantial and material disruption to the educational and work environment. Threats made while at a school or school sponsored events, off school property or through personal means of communication may be subject to discipline by the School Division. All threats should be reported immediately to the student's school administrator so that appropriate investigation can be done. For further information regarding what constitutes a threat and when the School Division may discipline a student for a threat, please see School Board Policy 5-43 and Regulation 5-43.1. Students may be disciplined up to and including long term suspension, expulsion and removal from special programs and extracurricular activities.

Alternative education for disciplinary purposes

All students and staff deserve an educational environment that is free from prohibited conduct and unnecessary disruption or threats. Students who are under investigation, are being disciplined for violations of the *Code of Student Conduct* or who are facing certain criminal charges, may be reassigned to alternative forms of education for the term of the investigation, discipline or criminal matter. Alternative education assignments are provided by the School Board as a service to allow students to make some progress toward their core educational classes. Alternative education will not provide the student with all of the same classes, services or extracurricular opportunities that the student enjoyed prior to the assignment to alternative education. It may be necessary for a student to repeat a course or take additional courses due to placement in an alternative education program. Loss of the opportunity to take certain courses, participate in special programs or academies, or participate in extracurricular opportunities will not constitute the basis for overturning an assignment to alternative education. Failure to enroll in or attend an assignment to alternative education may subject students and parents/legal guardians to truancy proceedings. The School Division is not obligated to waive absences or make up loss of educational opportunity for students who do not attend alternative education placements.

Interviews of students by staff

Students may be interviewed without the authorization of parents/legal guardians regarding investigations of violations of the *Code of Student Conduct*, violations of School Board policy or regulation, suspected or reported child abuse or neglect, or when health or safety of students or staff are at risk.

Donald E. Robertson Jr., Ph.D., *Acting Superintendent*
Virginia Beach City Public Schools
2512 George Mason Drive, Virginia Beach, VA 23456-0038

Produced by the Department of Communications and Community Engagement for the Department of Teaching and Learning,
Office of Student Support Services. For further information, please call (757) 263-1980.

Notice of Non-Discrimination Policy

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or military status in its programs and activities, employment, or enrollment and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including but not limited to, Policies 2-33, 4-4, 5-7, 5-19, 5-20, 5-31, 5-44, 6-7, 6-33, 7-48, 7-49, 7-57 and Regulations 2-33.1, 4-4.1, 4-4.2, 5-7.1, 5-44.1, 5-44.2, 7-11.1, and 7-57.1) provide equal access to courses, programs, enrollment, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities, and employment.

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, Robin Reese, Ed.D., at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, 23452, (757) 263-2020, Robin.Reese@vbschools.com. Additional information regarding Virginia Beach City Public Schools' policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policy 5-44 and School Board Regulations 5-44.1 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees), and on the School Division's website.

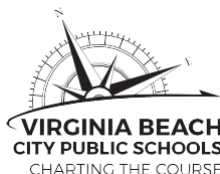
Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Plaza Annex/Family and Community Engagement Center, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452.

The School Division is committed to providing educational environments that are free of discrimination, harassment, and bullying. Students, staff, parents/legal guardians who have concerns about discrimination, harassment, or bullying should contact the school administration at their school. Promptly reporting concerns will allow the school to take appropriate actions to investigate and resolve issues. School Board Policy 5-7 addresses non-discrimination and anti-harassment, Policy 5-44 addresses sexual harassment and discrimination based on sex or gender. Policy 5-36 and its supporting regulations address other forms of harassment.

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 the Office of Student Support Services:
Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038.
Telephone 263-1980 (voice); 263-1240 (TDD).

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