



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

## **High School Student Handbook**

**2022-2023 School Year**

**VIRGINIA BEACH CITY PUBLIC SCHOOLS**

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**P.O. BOX 6038**

**VIRGINIA BEACH, VIRGINIA 23456-0038**

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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**

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 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, 4-43, 5-4, 5-7, 5-33, 5-44, 6-7, 6-33, 7-11, 7-48, 7-49, 7-57 and Regulations 2-33.1, 4-4.1, 4-4.2, 4-4.3, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities, and employment.

**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](http://www.vbschools.com).



## **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](http://vbschools.com), or in the *Behavior Supports and Code of Student Conduct*, *Secondary School Curriculum Student Guide for 2022-2023*, 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 21<sup>st</sup> 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 *Behavior Supports and 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 *Behavior Supports and 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](http://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), parents/legal guardians may review their children's cumulative education records at the school office upon request. If student education records are inaccurate or misleading, the student's parent or legal guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents/legal guardians and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent/legal guardian. If records are copied, a minimal fee may be charged. Parents/legal guardians have the right to file a complaint with the Family Compliance Office, U.S. Department of Education for failure to comply with FERPA. Whenever a student transfers from one school or school division to another, the scholastic and discipline record or a copy of the scholastic and discipline record will be transferred to the school or school division upon request from the school or school division.

The School Board authorizes making certain Student Directory Information public as permitted under state and federal laws and School Board policies and regulations. Adult students or parents/guardians of minor students must provide consent for the release of certain directory information. Student Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. School Board Policy 5-66 defines Student Directory Information as the following: student in attendance or no longer in attendance; date and place of birth; dates of attendance; Participation in officially recognized activities and sports; height and weight, if member of athletic team; awards and honors received; and recordings of virtual instructional activities; photographs or digital images, including recordings of educational or school related sporting/extracurricular events that third parties attended; yearbooks, class pictures, playbills or programs for shows, plays, concerts, graduations or similar school created publications or advertisements; and other similar information. School Board policy provides the superintendent with the discretion of selecting which student directory information may be released. Detailed information on FERPA can be found on [vbschools.com](http://vbschools.com) under the category *Policies*.

### **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.



### **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 Behavior Supports and 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 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 placement.

### **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/SCOOTERS**

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 obtained from the school office throughout the school year or submitted online at [schoolcafe.com](http://schoolcafe.com). Menus, current meal prices, and a complete listing of a la carte items can be found on [vbschools.com](http://vbschools.com) by selecting the "Student Meals" tab. In addition to breakfast and lunch items, other items are offered for sale as a la carte options. Payments for meals can be made using one of three methods: cash; checks; and online using Visa, MasterCard or a debit card. This online service – via [www.schoolcafe.com/VIRGINIABEACHCPS](http://www.schoolcafe.com/VIRGINIABEACHCPS) – allows parents of students to prepay money directly into their child's computerized point-of-service system meal account, monitor their child's food purchases, set up low-balance email reminders, and schedule recurring payments.

### **BULLYING**

Code of Virginia § 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." 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.

### **BUS 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 *Behavior Supports and 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](http://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.

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

### **CHILD CUSTODY**

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order



decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school division will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering School Board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

### **CHILD FIND/NOTICE OF GENERAL SCREENING**

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 order from either a physician, nurse practitioner, physician's assistant, or dentist 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](http://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](http://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](http://vbschools.com). Rising seventh graders are required to have a Tdap booster prior to entering seventh grade. In addition, initially enrolling students in grades eight through 12 that have not had the Tdap booster must receive the vaccine. Effective



with the 2021-2022 school year, students entering 12<sup>th</sup> grade must have received one dose of the Meningococcal Conjugate vaccine (2-dose series) prior to the start of the school year. 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 staff has the most current contact information. 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/BEHAVIOR SUPPORTS AND 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 *Behavior Supports and Code of Student Conduct* for additional information. Parents/legal guardians and students must review these rules and procedures annually and acknowledge support of the *Behavior Supports and 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. Hazing: Initiation of another student through abuse and humiliation so as to cause bodily injury
7. Kidnapping or other serious criminal violations
8. Possession, use, distribution, sale, lighting or discharging of explosive devices
9. Homicide
10. Sex offenses: Sexual battery, inappropriate sexual behavior, obscene phone calls and sexual assault (moved from 13.)
11. Other good and just cause as determined by the Superintendent

### **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 individual programs and VHSL requirements. Students requiring accommodations to participate in extra-curricular activities should contact school administration.

### **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 *Behavior Supports and Code of Student Conduct*. Students may be recommended for expulsion. Safe schools and police notification are mandatory for these offenses and criminal charges shall be considered.

### **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 the following 10-point grading scale:

| <b>RANGE</b> | <b>LETTER GRADE</b> | <b>POINT VALUE</b> |
|--------------|---------------------|--------------------|
| 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](http://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](http://www.famis.org).

### **HONOR ROLL AND PRINCIPAL LIST**

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 “A” grades. A student who receives an “A-” 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](http://vbschools.com). Upon return to school after a school closing, follow the schedule as provided on the school calendar. 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.

### **INTERVIEWS OF STUDENTS BY STAFF**

Students may be interviewed without the authorization of parents/legal guardians regarding investigations of violations of the Behavior Supports and 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 of a concern.

### **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 able to access and complete graded work during and after the suspension, so the student may remain current with school instruction as long as enrolled in school.

### **MEDIA COVERAGE**

From time to time, news reporters and personnel from the division's Department of Communications and Community Engagement may take photos, video or audio footage of students. A parent/legal guardian who objects to a student's image or sound 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 news media or the Department of Communications and Community Engagement, a parent/legal guardian must sign and return the opt-out form (2022-2023 School Year Media Opt-Out Form) to their child's school. Forms are available in each school office.

### **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 *Behavior Supports and Code of Student Conduct* addresses disruptive behavior during these daily 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. 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](http://vbschools.com).

### **NON-DISCRIMINATION/ANTI-HARASSMENT/SEXUAL HARASSMENT**

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national





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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 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, 4-43,5-4, 5-7, 5-33, 5-44, 6-7, 6-33, 7-11, 7-48, 7-49, and Regulations 2-33.1, 4-4.1, 4-4.2, 4-4.3, 5-44.1, 7-11.1, and 7-57.1) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities, and employment.

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. Students eligible or suspected of being eligible for special education or related services under IDEA should contact the Office of Programs for Exceptional Children at (757) 263-2400, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452.

**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](http://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, Behavior Supports and 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**

Parents/legal guardians will receive a Parent/Legal Guardian 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 Virginia Beach City Public Schools. The Parent/Legal Guardian Acknowledgement Form must be electronically signed or paper copy returned to the student’s teacher in order to verify that the parent/legal guardian has received these important documents. A complete list of documents is available on [vbschools.com](http://vbschools.com).

**PARKING FEES AND FINES**

Listed below are the parking fees and fines approved by the School Board for the 2019-2020 school year.

| Fee/Assessment  |         |
|---|---------|
| 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 diplomatype 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; tenth graders at least five credits, but fewer than 10 credits; eleventh 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. § 1232 (H)**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232 (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 regard to the PSAT and SAT. School counselors will share information throughout the year on test dates and information about these important assessments. Parents, guardians and students will receive information prior to the PSAT explaining the importance the test as well as specific support systems in place to assist students. Additional information can be found at [vbschools.com](http://vbschools.com).

## **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](http://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](http://vbschools.com).

## **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 in the notification. In case of an evacuation, the *AlertNow* message will include a location, designated by public safety officials, for families to report. At this location, families will be asked to complete a student reunification form and school staff will locate and escort the student to reunify with family. Family members 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 can receive information about the school emergency by calling the School Division's Emergency Hotline at 757-263-1000 or



by visiting [vbschools.com](http://vbschools.com).

In accordance with School Board Policy, all visitors must enter through the main entrance of all VBCPS buildings. Proper ID must be provided to the security personnel, and a visitor badge will be issued.

### **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](http://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, 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](http://vbschools.com).

### **SEX DISCRIMINATION AND SEXUAL HARASSMENT PROHIBITED**

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, 23452, (757) 263-2020, [Mary.Gonzalez@vbschools.com](mailto:Mary.Gonzalez@vbschools.com) (student complaints) or the VBCPS Department of School Leadership, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456, (757) 263-1088, [Robert.Wnukowski@vbschools.com](mailto:Robert.Wnukowski@vbschools.com) (employee complaints). 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 at Diversity, Equity and Inclusion/Title IX. 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.

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 of the City of Virginia Beach Policy 5-44 and School Board of the City of Virginia Beach Regulation 5-44.1 (students), School Board of the City of Virginia Beach Policy 4-4 and School Board of the City of Virginia Beach Regulation 4-4.3 (employees), and on the School Division's website, under Diversity, Equity and Inclusion/Title IX.

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.



## **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). The referral of a student for a suspected disability that may require special education services can be made by any source. 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 designed to provide a free appropriate public education (FAPE). Referrals and additional questions may be directed to the administration of the school where the student attends. Additional information may be obtained through the Parent Support and Information Center at 757-263-2066 or at [vbschools.com/curriculum/ParentSupportCtr](http://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](http://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](http://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. Fees are assessed for damaged or lost books/resources. Virginia law authorizes local school boards to act against students who fail to return property owned by the School Division.

## **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, review 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.

## **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 *Behavior Supports and 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 21 is suspended for a tobacco or nicotine or vapor product related offense.

## **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.

#### **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.



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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](mailto:DeptofSchoolLeadership@vbschools.com).

**Dr. Aaron Spence, Superintendent** · School pages produced by Virginia Beach City Public Schools · No part of this publication may be produced or shared in any form without giving specific credit to Virginia Beach City Public Schools · All information is accurate as of **June 2022**. Some content may change throughout the 2022-2023 school year. Visit [www.vbschools.com](http://www.vbschools.com) for updates.



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