



VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

High School Student Handbook
2024-2025 School Year

VIRGINIA BEACH CITY PUBLIC SCHOOLS
2512 GEORGE MASON DRIVE
P.O. BOX 6038
VIRGINIA BEACH, VA 23456-0038
Telephone: (757) 263-1000 • www.vbschools.com

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.

Vision Statement

Every student is achieving at his or her maximum potential in an engaging, inspiring, and challenging learning environment.

Core Values

Put Students First • Seek Growth • Be Open to Change • Do Great Work Together • Value Differences



VIRGINIA BEACH CITY PUBLIC SCHOOLS (VBCPS) HIGH SCHOOL INFORMATION

Please review the following information that summarizes School Board policies, regulations and procedures that directly affect high school students. Additional information and direction can be found on vbschools.com, or in the *Behavior Supports and Code of Student Conduct*, *Secondary School Curriculum Student Guide for 2024-2025*, the *Code of Virginia*, and the *Virginia Beach City Public Schools' Policies and Regulations*. Individual school rules are provided by each high school.

ACCEPTABLE USE POLICY (AUP) FOR COMPUTER TECHNOLOGY

The School Board provides a computer system to promote educational excellence and prepare students to live and work in the 21st century. 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 Acknowledgement 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.

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 of minor students 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 a member of an 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 gives the superintendent the discretion of selecting which student directory information may be released. Detailed information on FERPA can be found on 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 crime; 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 placements.

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 while enrolled in the School 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. Requests 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/legal 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/legal 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/legal guardian of a 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. Menus, current meal prices, and a complete listing of a la carte items can be found on vbschools.com by selecting the "Student Meals" icon tab at the middle of the page. 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 <https://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 investigate and work with the student to resolve bullying concerns.

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 later 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 schedules, and pickup times will be available in your ParentVue account if you requested bus transportation. Students riding a special needs school bus will be contacted by your student's school bus driver before the first day of school. 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, as well as blue-tooth connected devices such as earbuds and speakers, 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. The special education process begins when a referral from a parent, teacher, physician or another interested person is received by the school. VBCPS screens the vision and hearing of all students within the first 60 days of enrollment. All students in kindergarten through third grade are also screened in the areas of speech, voice, language, and motor development. All students in grades three, seven, and ten are screened in vision and hearing. Scoliosis information is distributed annually within 60 days after the opening of the school year to the parents of students in grades five through ten. If scoliosis screening for grades five, seven, and nine will be conducted, parents will be notified and given the opportunity to opt out. VBCPS maintains screening procedures to assure the identification of students with disabilities who may require special education services. Safeguards include written notice, confidentiality and maintenance of student's scholastic records.

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/legal guardian signature. This medication form is available in the school clinic and on vbschools.com.
- Medication must be in a container that has been labeled by the pharmacy and has the most current prescription date. Over-the-counter medication must be in a sealed, unopened new bottle.
- Adult student/parent/legal 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) form completed and signed by either a physician, or nurse practitioner. These forms may be obtained from your school clinic and on vbschools.com. Additional questions and concerns may be directed to the registered nurse at your school.

As per the *Code of Virginia* and state legislation, the School Division must comply with all requirements for immunizations as pertaining to school age children. There are specific regulations for DPT, Polio, MMR, Hepatitis A, Hepatitis B, and Varicella immunizations, which can be located on vbschools.com. Rising seventh graders are required to have a Tdap booster and Meningococcal (*MenACWY*) vaccine prior to entering seventh grade. In addition, initially enrolling students in grades eight through twelve that have not had the Tdap booster must receive the vaccine prior to enrollment. Students initially enrolling in grades eight through ten must have received at least one dose of meningococcal (*MenACWY*). Rising seniors must receive a meningococcal (*MenACWY*) vaccine on or after age sixteen prior to the start of their 12th grade 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 clinic staff have current work, cell, home phone numbers and any other means whereby parents can be contacted. Emergencies can occur at any time. It is imperative that the student's school be able to reach emergency contacts during the school day.



DISCIPLINE/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 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 can participate in a variety of Virginia High School League (VHSL) sports or academic competitions, after school 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 extracurricular activities should contact the 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, and 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:

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

A “W” is given when a student has withdrawn from a class; “I” indicates incomplete work that must be submitted 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 School Counseling Department and are available on vbschools.com. It is the responsibility of the student, with family support, to meet all requirements for graduation.

HEALTH INSURANCE

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

HONOR ROLL 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. Upon return to school after school closing, follow the schedule as provided on the school calendar. Each school has an Emergency Response Plan for 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 teacher's discretion, 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

Sometimes, news reporters and personnel from the School Division's Department of Communications and Community Engagement may take photos, video, or audio footage of students. A parent/legal guardian of a minor child 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 of a minor child must sign and return the opt-out form (2024-2025 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 school website or [click here](#).

NON-DISCRIMINATION/ANTI-HARASSMENT/SEXUAL HARASSMENT

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, 4-4, 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 athletics, 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, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452 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 and from the Office of Student Leadership). For a student in grades nine-twelve, the adult student/parent/legal 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 18 years of age or older enrolled in Virginia Beach City Public Schools. The Parent/Legal Guardian Acknowledgement Form must be electronically signed, or a 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.

PARKING FEES AND FINES

Listed below are the parking fees and fines for the 2024-2025 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, including purchasing supplementary instructional materials and equipment, outdoor equipment/signs, and supporting student activities that benefit students.

PROMOTION STANDARDS

Students in high school progress toward graduation on a course-by-course basis, the number of verified credits earned based on the diploma type and passing the end of course SOL tests for certain courses. Assignment of class standing is made on the following basis: ninth graders fewer than five credits; 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), 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/legal guardian.
- 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.
- Income, other than as required by law to determine program eligibility.

PPRA also applies to the collection, disclosure or use of student information for marketing purposes as well as certain physical exams and screenings. Parents will receive notice and an opportunity to opt their child out of the following:

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
4. Parents may inspect the following before the school administers or uses: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 or an emancipated minor under state law. VBCPS has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. VBCPS will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. VBCPS will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in specific activities or surveys and will provide an opportunity for the parent/legal guardian to opt his or her child out of participation of the specific activity or survey. VBCPS will make this notification to parents/guardians at the beginning of the school year if the School Division has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Parents/guardians who believe their rights have been violated may file a complaint with: Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

PSAT/SAT TESTING

VBCPS offers much support and information about 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 before the PSAT explaining the importance of the test and specific support systems in place to assist students. Additional information can be found at vbschools.com.

REPORTING STUDENT PROGRESS

Students with Individualized Education Plans (IEPs) and those performing below expected levels will receive progress reports at the midpoint of each grading period. 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.

OFFICE OF SECURITY & EMERGENCY MANAGEMENT (OSEM) 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 – 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 OSEM 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.

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 available to help them finance 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. Parents/legal guardians of minor students may opt their children out of counseling services.

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.

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, Dr. Robin Reese, at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 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 Regulation 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.

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



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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.

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 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452, (757) 263-1980 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 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452, (757) 263-2400.

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 eligible for special education will receive support and services as identified through an Individualized Education Program (IEP) designed to provide a free appropriate public education (FAPE). Referrals and additional questions may be directed to the school where the student attends. Additional information may be obtained through the Parent Support and Information Center at 757-263-2066 or at <https://www.vbschools.com/families/special-education/parent-support-information-center>

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://www.vbschools.com/sol/index.asp).

SOL test scores will be included in determining state accreditation and federal accountability under Every Student Succeeds Act (ESSA). For more information on state and federal accountability, visit http://www.doe.virginia.gov/statistics_reports/index.shtml.

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 RESOURCES

High school students have access to many online resources to support learning and communication with teachers. Virtual resources provided by the school division can be accessed from school, home, or any internet connected device and are found in *ClassLink*. For more information on student resources, visit www.vbschools.com/students/resources

TEXTBOOKS/CHROMEBOOKS

The school division provides Textbooks/Chromebooks and instructional resources free of charge to students for use during the school year. Students are expected to care for the resources they receive. Fees are assessed for damaged or lost books, Chromebooks, and other school-issued resources. Virginia law authorizes local school boards to take action 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, 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. Substantiated threats may result in a referral to law enforcement.



TOBACCO/NICOTINE AND VAPOR/ELECTRONIC CIGARETTES POSSESSION AND USE

Students possessing or using tobacco products/nicotine or vapor/electronic cigarettes are subject to disciplinary action 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 suspension. Under Virginia law, the Police Department must be notified when a student under the age of 21 is suspended for a tobacco/nicotine or vapor/electronic cigarette product related offense.

VISITATION TO SCHOOLS/TRESPASS/BAN

Preservation of the educational environment and safety of students and staff are of paramount importance. Accordingly, anyone 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 and 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 regulations. Visitation for 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/legal 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 re-register at designated schools.



VIRGINIA BEACH CITY PUBLIC SCHOOLS
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Donald E. Robertson Jr., Ph.D., *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 School Leadership.
For further information, please call (757) 263-1088.

Notice of Non-Discrimination Policy

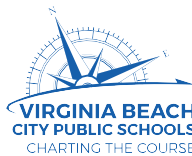
Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or military status in its programs and activities, employment, or enrollment and provides equal access to the Boy or Girl Scouts and other designated youth groups. School Board policies and regulations (including but not limited to, Policies 2-33, 4-4, 5-4, 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, 4-4.3, 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 athletics, 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, at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452, (757) 263-2020, Robin.Reese@vbschools.com (student complaints) or the VBCPS Department of School Leadership, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, VA 23456, (757) 263-1088, 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 Policies 5-31, 5-44 and School Board Regulations 5-44.1, 5-44.2 (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, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452 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.

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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 the 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 (voice); fax (757) 263-1260; (757) 263-1240 (TDD) or email DeptofSchoolLeadership@vbschools.com

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