

RENAISSANCE ACADEMY

5100 Cleveland Street

Virginia Beach, VA 23462

(757) 648-6000

www.renacademy@vbschools.com

Main Office Hours High School 7:00 a.m. - 3:30 p.m.

Main Office Hours Middle School 8:00 a.m. - 4:30 p.m.

Student Hours

Renaissance Academy High School 7:20 a.m. - 2:10 p.m.

Renaissance Academy Middle School 9:15 a.m. - 3:50 p.m.

Administration

Executive Director Alternative Education

Assistant Principal

Assistant Principal

Assistant Principal

Assistant Principal

Assistant Principal

Ms. Kay L. Thomas

Mrs. Teesha A. Henderson

Mr. Darryl L. Johnson

Dr. Carolyn M. Keen

Dr. Steven A. Marable

Mr. Michael T. Vanterpool

School Colors

Hunter Green, Black, White and Silver

Property of:	_____
Address:	_____
Phone Number:	_____
In case of emergency, please notify:	
Name:	_____
Phone #:	_____

The information in this book was the best available at press time. Watch for additional information and changes.



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VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

RENAISSANCE ACADEMY STUDENT HANDBOOK

2014-2015 SCHOOL YEAR

5100 CLEVELAND STREET

VIRGINIA BEACH, VA 23462

Telephone: 757-648-6000 • www.renacademy@vbschools.com

VISION

The 21st century Renaissance Academy student will be a compassionate, civic-minded, productive citizen who acknowledges the value of life-long learning.

MISSION STATEMENT

In conjunction with school/parent/community partnerships, the mission of Renaissance Academy is to deliver relevant instructional services and promote self-determination, responsibility, and integrity in a safe learning environment that fosters in each individual a sense of self-esteem and importance to society.

NON-DISCRIMINATION STATEMENT

The Virginia Beach City Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, or marital status. School Board policies and supporting regulation (Policies 2-33, 4-4, 5-7, and 6-7 and Regulation 5-44.1) provide equal access to courses, programs, counseling services, physical education and athletics, vocational education, instructional materials, and extracurricular activities. Violations of these policies should be reported to the Director of Guidance Services at 757-648-6160 or the Assistant Superintendent of Human Resources at 757-263-1133.

RENAISSANCE ACADEMY STUDENT INFORMATION

Please review the following information that summarizes school policies, regulations, and procedures that directly affect students at Renaissance Academy. Additions and modifications to these policies, regulations, and procedures are at the discretion of the building principal and executive staff.

ABSENCE EXCUSE PROCEDURES

A written excuse from a parent/guardian stating the reason for the student's absence must be submitted to the attendance secretary the day following an absence. Failure to provide a note for an absence can result in an unexcused absence and referral through the truancy process. Make-up work is at the discretion of the teacher for unexcused absences. No notes are to be written in student planners by parents.

ACADEMIC SUPPORT GUIDELINES

At no time during the instructional day is sleeping permitted, or heads down in such a fashion that a student does not appear to be alert and awake. No live television is permitted in classes. No iPods are permitted during the school day including the hall, lunch, classes, and study blocks. Students are expected to come to academic support and R-block prepared to work quietly on individual assignments. In the event that a student needs additional assistance in another location, the student must have written permission prior to the start of the academic support and R-block. The student must check-in first with the teacher. Arrangements to meet with other teachers must be made in advance and communicated appropriately. Failure to attend R-block or academic support is considered skipping and will result in disciplinary action.

ACCEPTABLE USE POLICY (AUP) FOR COMPUTER TECHNOLOGY

Renaissance Academy students may have access to school-issued technology devices, such as computers, laptops, and iPads, for instructional purposes during the school day. Students are expected to adhere to the provisions of the Division's Acceptable Use Policy (AUP), as outlined in the Code of Student Conduct, when using these devices. Inappropriate use of the computer can result in disciplinary action and/or loss of computer privileges.

AFTER SCHOOL HOURS

Students are not permitted to remain after school unless under the direct supervision of a specific teacher/staff member. All day programs are closed by 4:00 p.m. Therefore, all students must be picked up from school by 4:00 p.m. Should a pattern develop that a student is not picked up from school by 4:00 p.m., contact with appropriate agencies will be made.

ARRIVAL/DEPARTURE TO AND FROM SCHOOL/BELL SCHEDULE

Students must not arrive to school prior to 7:00 a.m. (high school) and 8:30 a.m. (middle school) without advance permission from an administrator. The tardy bell rings for high school at 7:20 a.m. and for the middle school at 9:10 a.m. Students late to school for the high school program are to be dropped off at the bus loop if arriving after 7:20 but before 7:45 a.m. The bus loop entrance then closes and the front door entrance is used after 7:45 a.m.

Renaissance Academy requires a check-in procedure. Students who are unable to pass through the metal detectors will not be permitted to enter the building and will need to telephone a parent to have the situation corrected. Students are advised that metal of any kind, including garments with underwire, hair pins, and the like, will set off the alarm system; these items are to be avoided. Lighters are considered inappropriate property and will be confiscated at check-in. Any student found to be in possession of a lighter may be subject disciplinary action.

CAFETERIA RULES

Students are expected to be in the cafeteria during the designated lunch period. Students must arrive on time to the cafeteria. All other building areas are accessible by hall pass only. Students found in unauthorized areas during lunch periods without a pass will be referred to the appropriate administrator. Renaissance Academy is considered a 'closed' campus. Students may not leave school grounds during lunch.

Security personnel supervise students during lunch periods; students are required to adhere to their instructions. Staff will notify students when it is their turn to stand in the lunch line. Only four (4) students to each table are permitted. Each student is responsible for returning his/her utensils, trays, paper, trash, etc. to the designated area.

CELL PHONES/ELECTRONIC DEVICES/PORTABLE COMMUNICATIONS DEVICES

Cell phones are not permitted at Renaissance Academy. In the event that a cell phone is brought to the building, it will be confiscated upon entering the building. The first infraction will result in a warning; the cell phone will be held until the end of the school day and documented accordingly. A second infraction will result in confiscation for twenty-four hours and parent/guardian contact. Subsequent infractions will result in suspension and twenty-four hour confiscation, to be returned only to the student's parent/guardian.

Although School Board Regulation 5-36.8 supports the use of Portable Communication Devices for instructional purposes as defined and supervised by the classroom teacher or administrator in the comprehensive school setting, as an alternative school, Renaissance Academy does not permit Portable Communications Devices. iPads and other tablet devices are also prohibited without prior approval from the student's administrator and the specific teacher for the class in which the device is to be used.

Use of unauthorized electronic devices such as CD players, MP3 players, iPods, DVD players, laptop computers, and/or games will result in disciplinary action during the instructional day as set forth in the *Code of Student Conduct*. School officials shall take possession of portable communications devices for twenty-four hours for any violation of this regulation, and parents/legal guardians/adults must make arrangements with school officials to claim such devices. Confiscated Portable Communications Devices will not be released to minor students under any circumstances. In addition, students who violate this regulation shall be subject to discipline in accordance with the *Virginia Beach City Public Schools Discipline Guidelines* as specified in the *Code of Student Conduct*. Students assume all responsibility for the **loss, damage or theft of these devices**.

As a condition of possessing and using a Portable Communications Device on school property, at school sponsored events or while traveling to and from school, students and their parents/legal guardians are deemed to have consented to reasonable searches of the Portable Communications Device. A Portable Communications Device may be searched or reviewed by school personnel or authorized agents when reasonable suspicion exists that the Portable Communications Device was used in violations of this regulation, the Code of Student Conduct or other law or regulation. School personnel may use other information obtained from the Portable Communications Device during such review as the basis for discipline or referral to other appropriate authorities.

COMMUNICATION WITH THE SCHOOL

Renaissance Academy welcomes parent contact. As such, teachers are required to return phone calls received within 24-48 hours, barring unforeseen circumstances (on leave, etc.) Email contact is easiest. Parents/guardians/agencies are asked to regularly update their contact information with the school in the event cell phone, home phone, email addresses, or home addresses change. Failure to do so limits the school's ability to contact the parent or guardian, including in cases of emergency. Should parents/guardians/agencies encounter any difficulties in reaching a teacher or a department at Renaissance Academy, please contact the Executive Director, Kay Thomas, at kay.thomas@vbschools.com or by telephoning 757-648-6000 (extension "0"). Additionally, Renaissance Academy requires strict decorum and professional conduct at all times and by all parties. Failure to do so may result in termination of the communication/contact.

DRESS CODE/UNIFORM POLICY

The Uniform Policy is for all students who attend Renaissance Academy to include: High School Day Program, Middle School Program, Individual Student Alternative Education Plan (ISAEP) program, Substance Abuse Intervention Program (SAIP), and Young Parents Program. All students must enter the building abiding by the following dress code requirements of the Renaissance Academy. Note that these rules are subject to change if unforeseen circumstances develop.

Khaki Pants – Pants must be tan khaki. Stretch (khaki/tan) material, jean material, nor leggings are permitted. No denim, corduroy, camouflage, or yoga pants, are allowed, and pants cannot have patches, designs or other decorative items/logos. Pants must be worn in a manner consistent with a workplace setting. Pants must be worn at the waist level and pant legs must be pulled down to the ankle; pant legs rolled up above the ankle are not permitted. If pants fall below the hemline of the shirt worn, the pants are deemed too low. Discipline action will be taken for repeated offenses. No capris are permitted. Shorts and skirts are not permitted.

Renaissance Academy Polo Shirt – Undershirts/turtlenecks may be worn under the polo shirt for warmth but must be PLAIN black, brown, gray, green, or white colors, no designs/decals/logos. Students are expected to wear shirts in a manner intended for the workplace with arms fully extended through both sleeves. Uniform shirts are available for purchase at the school store. Renaissance Academy sweatshirts may also be purchased at the school store. The color of a student's polo shirt is determined by his or her program. All students referred to Renaissance Academy through the Office of Student Leadership will begin at level 1.

- Level 1 Students: White Renaissance Academy polo shirt
- Level 2 Students: White Renaissance Academy polo shirt
- Level 3 Students, High School: Gray Renaissance Academy polo shirt
- Level 3 Students, Middle School: Green Renaissance Academy polo shirt
- 4x4 Program: Black Renaissance Academy polo shirt
- ISAEP Program: Black Renaissance Academy polo shirt
- Middle School Academic Program: Black Renaissance Academy polo shirt
- SAIP Program: White polo shirt
- Young Parents Program: Black Renaissance Academy polo shirt

Failure to wear the school uniform and defacing of the school uniform are not permitted. Drawing, writing, coloring, or otherwise altering the school uniform is not permitted. Parents will be contacted for assistance. Repeated violations will result in disciplinary action and continued violations may result in recommendations for long term suspension. Any article of clothing or accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, is gang-related, or disruptive to the learning environment is forbidden and may also result in disciplinary action. This includes but is not limited to jewelry, accessories, backpacks, tattoos, and non-permanent markings or adornments on the skin or body.

Belt – Must be plain/solid black, brown, gray, green or white. No other colors on belts are permitted. Buckles must be regular size buckles that come with the belt; no decorative designs in color variations are permitted.

Shoes/Socks – Tennis shoes/sneakers must be plain black, brown, gray, green, or white. Aqua, teal, or similar colored shoes are not permitted. Shoes with red tags or any other visible unapproved colors are not permitted. The school is not responsible for providing students tape, magic markers, etc., to minimize the visibility of unapproved colors. Shoe laces can only be black, brown, gray, green, or white. Bedroom slippers, flip-flops, and open-toed shoes are not permitted. Socks in various colors, at the time of this writing, are permitted.

Jewelry – Jewelry is permitted but at the discretion of the administration. Colors that become disruptive will not be permitted. Size of jewelry that presents a concern to others will be addressed by the administration. Watches may be worn (but in colors specified, including silver and gold). Gloves are not permitted. All external garments including coats, jackets, hats, and sweatshirts must be placed in lockers upon arrival to school and retrieved at dismissal. These items are not permitted to be transported at any time during the school day.

Other Items– Headwear is not permitted. Hair picks are not permitted. This includes but is not limited to hats, hoods, curlers, wave caps, scarves (male and female), hairnets, and decorative bows of color except for the colors identified above. Cat-eye, theatrical, and similar decorative contact lenses are not permitted. Any item that obscures the eyes, such as sunglasses, visors, masks, etc., are not permitted.

If an item is deemed inappropriate, the student will be denied entrance to class until the situation is rectified. Continued violations of the Dress Code/Uniform Policy will result in suspension.

EARLY CHECKOUT PROCEDURE

Students requesting to leave school early are required to submit a written request from their parent/guardian to the visitors' desk. Telephone numbers where the parent(s) may be contacted are required to be included in the request. An authorized note to leave class at the designated time will be provided by the staff upon verification of the request. At departure time, the student is to report to the visitors' desk to be officially signed out. No students are permitted to leave the school building to return to vehicles in the parking lot without administrative approval.

FOOD/DRINK

Food and drink may not be consumed in the hallway. Food or drink in the classroom is left to the discretion of the teacher. Upon entering the building, no drinks are permitted (unless in a factory-sealed bottle with the seal unbroken.) Students who may wish to bring thermoses to school must have prior written permission from both the parent and the student's administrator.

GUIDANCE

Because guidance counselors have morning duties, the Guidance Office staff is not available for conferences until 7:30 a.m. Students requesting to see a guidance counselor must notify their teacher; the teacher will email the counselor with the appointment request with a copy to the guidance office associate. Once the guidance counselor confirms an appointment time, students must have a hall pass from their teacher/staff member to enter guidance. Guidance and support staff are involved in activities throughout the school day and are not always immediately available.

HALL PASSES

All students must be in possession of a hall pass at all times other than bell change. Failure to have a hall pass will require security to return the student to class and/or the office.

HONOR CODE POLICY

Renaissance Academy, like many schools, has an established honor code. The honor code is strictly enforced. *"I, as a student of Renaissance Academy, assume responsibility for my own actions; and neither give nor receive help on any homework, quiz, test, exam or other assignments that I am expected to do alone."* The honor code strictly prohibits plagiarism and giving or receiving unauthorized help on assignments in both the traditional classroom setting and in on-line courses. This includes answers found on-line, copied verbatim, and submitted as one's own work.

IN-SCHOOL SUSPENSION

Students assigned to in-school suspension (ISS) are required to abide by the established dress code/uniform policy for Renaissance Academy. Failure to arrive at school in appropriate attire will result in the student being sent home and the student will be required to fulfill the ISS obligation once they return in proper uniform.

INCITEMENT/INSTIGATION

Actions, comments or written messages intended to cause others to fight or which may result in a fight is considered incitement or instigation. Videotaping incidents is considered incitement. Students who participate in instigating or inciting a fight will be subject disciplinary action.

LEVEL SYSTEM

Several programs housed within the Renaissance Academy involve a level system. Students earn privileges based upon their behavior. There are a number of infractions that will result in an immediate drop in level, including serious infractions as determined by the administration. Students on Level 3 will lose their level privileges following 'Strike 3' – three referrals that result in disciplinary action. If a third referral is received, the student will be dropped to Level 2 and placed back on the point system until such time that behavior improves. Failure of a student to participate in the programs as defined may result in a recommendation to the Office of Student Leadership for long-term suspension.

Students in programs that traditionally do not have a comprehensive point system may, as a result of poor behavior, also be required to participate in the level program in order to maintain their program status. Specifically, students in the high school 4x4 program as well as the middle school academic program may be required to wear a white Renaissance shirt and carry a point sheet with them for a specified number of days until behavior returns that is reflective of expectations in the academic program. Continued violation of school rules by a student in an academic program may also result in a recommendation for long term suspension. Should an academic program student be referred to the Office of Student Leadership, and subsequently return to the academic program, the student will be required to progress through behavior probation which includes wearing a white shirt and carrying a point sheet. On occasion, situations may not lend themselves to the purchase of a new shirt. If this is the case and the student has lost their level status, the school will assist in the purchase of the appropriate attire. Refusal to wear the appropriate attire during the time that behavior is improving will result in suspension from the program.

LOCKERS

When locker assignments are made, students will sign acknowledging the condition of the locker at the time of issuance, and any preexisting damage (if any) will be noted. Upon withdrawal from school, locker checks will be conducted. Damage to the locker will be assessed to the student/parent. Stickers or markings of any kind are not permitted on or in the lockers. NO SHARING OR CHANGING of lockers is permitted and locker responsibility is held strictly to the student to which the locker was assigned. Students are not to give locker combinations to other students. A locker is school property and subject to search. Periodic inspections to lockers will be made. Any student found opening or attempting to open a locker other than the one he or she has been assigned will be subject to disciplinary action. Tardiness to class because of a locker visit is unexcused.

Items as noted previously are to be placed in lockers. Purses and book bags, hats, coats, scarves, etc. are to be placed in lockers. These items are not permitted to be carried during the school day. Ipods are required to be stored in lockers and are not permitted to be in personal possession during the school day – (includes lunch, study blocks, etc.).

LOITERING

Upon entering the building, students may not loiter in halls, foyers, or at lockers. During the exchange of classes, loitering is prohibited. The 'walk and talk' policy is in effect at all times. Arrival from the buses or student parking lot, parent/student drop off, and dismissal time are included in the NO LOITERING policy.

PARKING

High school students who wish to drive vehicles to school must secure a school parking permit at the cost of \$40. Due to limited parking, permits are sold on a first-come, first-serve basis. Students must park in spaces designated as student parking. Parking in faculty spots, visitor spots and the like are not permitted. Parking permits are not an entitlement and can be revoked for misconduct and/or tardiness to school. Refunds will not be issued. Parking violations will result in a 'boot' or wheel lock being placed on the vehicle and a parking fine of \$25 will be charged for removal. Parking privileges will be removed if derogatory bumper stickers, advertisements, etc. are present on vehicles. In addition, routine parking lot checks are made. Students are not permitted to carry any weapons - including box cutters, knives, BB guns, other contraband (drugs, alcohol, etc.) - on school property, including in vehicles.

POINT SYSTEM

Several Renaissance Academy programs include a point system. Failure of a student to carry a point sheet may result in a recommendation to the Office of Student Leadership for long-term suspension or expulsion. Refer to the LEVEL SYSTEM section of this handbook for additional information.

RESTRICTED AREAS OF THE SCHOOL GROUNDS

Exiting from any door other than the front door at the reception desk is prohibited. During arrival and dismissal, students enter and exit through the bus loop. All hallway exterior exits are not permitted for use by students. The parking lot, once a car is parked, is off limits, and students may not access the vehicle during the school day. Staff dining halls and workrooms are off limits to students.

STUDENT PLANNERS

Students are provided one planner, free of charge, upon initial enrollment. Any student who is released from class or the cafeteria must have their planner hall pass signed by an authorized staff member. A hall pass must be completed by a teacher/staff member, must be current, and written in ink. Using another student's planner is not permitted and will result in a referral and confiscation of the planner. If a student loses the planner or it is stolen because of improperly caring for the planner, the student supports the cost to have it replaced. No planner/no hall pass will prevent students from being provided a pass to another destination.

STUDENT SCHEDULES

Request for schedule changes will not be made and will only be considered after parent-teacher-student conferences are held. Schedule changes require the consent of the parent and the administrator in charge of that student.

TARDIES

All students are expected to be in all assigned locations, including R-block, study block and lunch, before the tardy bell rings. Three unexcused tardies to a class during a nine-week period will result in disciplinary action. Students more than 15 minutes late to class will be marked as absent.

TEN MINUTE NO PASS RULE

Teachers are instructed to keep students in class during the first **10 minutes** of each block and the last **10 minutes** of each block. Students in the hall during restricted times will be escorted back to the classroom and/or office.



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

SECONDARY SCHOOL STUDENT HANDBOOK 2014-2015 SCHOOL YEAR

VIRGINIA BEACH CITY PUBLIC SCHOOLS

2512 GEORGE MASON DRIVE

P.O. BOX 6038

VIRGINIA BEACH, VIRGINIA 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.

STRATEGIC GOAL

Recognizing that the long range goal of VBCPS is the successful preparation and graduation of every student, the near term goal is that by 2015, 95 percent or more of VBCPS students will graduate having mastered the skills that they need to succeed as 21st century learners, workers and citizens.

NON-DISCRIMINATION STATEMENT

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2014-2015 MIDDLE SCHOOL CALENDAR*

FIRST SEMESTER

September 1	Labor Day, schools closed
September 2	First day of school for students
October 2	Adjusted dismissal – Elementary and Middle
October 10	Progress reports issued
November 4	Staff day, schools closed for students
November 5	Begin second grading period
November 10	Report cards issued
November 11	Veterans Day, schools closed
November 26	Adjusted dismissal for Thanksgiving
November 27 & 28	Thanksgiving holidays, schools closed
December 4	Adjusted dismissal – Elementary and Middle
December 11	Progress reports issued
Dec. 22 – Jan. 2	Winter holidays, schools closed
January 19	Martin Luther King, Jr. Day, schools closed
Jan. 26 & 27	Staff days, schools closed for students

SECOND SEMESTER

January 28	Begin third grading period
February 2	Report cards issued
February 16	Presidents' Day, school closed
February 19	Adjusted dismissal – Elementary and Middle
February 27	Progress reports issued
April 3	Staff day, schools closed for students
April 6-10	Spring holidays, schools closed
April 13	Begin fourth grading period
April 16	Report cards issued
May 8	Progress reports issued
May 25	Memorial Day, schools closed
June 18	Last day of school – Adjusted dismissal
June 26	Report cards mailed to all students

*Calendar is subject to change by the School Board.

2014-2015 HIGH SCHOOL CALENDAR*

FIRST SEMESTER

Sept. 1	Labor Day, schools closed
Sept. 2	First day of school for students
Sept. 17	4X4 term 1 progress reports issued
Oct. 2	Adjusted dismissal – Elem. & Middle
Oct. 3	4X4 Begin term 2
Oct. 10	Progress reports & 4X4 term 1 report cards issued
Oct. 17	4X4 term 2 progress reports issued
Nov. 4	Staff day, schools closed for students
Nov. 5	Begin second grading period & 4X4 term 3
Nov. 10	All report cards issued
Nov. 11	Veterans Day, schools closed
Nov. 21	4X4 term 3 progress reports issued
Nov. 26	Adjusted dismissal for Thanksgiving
Nov. 27 & 28	Thanksgiving holidays, schools closed
Dec. 4	Adjusted dismissal – Elem. and Middle
Dec. 11	Progress reports issued & 4X4 term 4 begins
Dec. 17	4X4 term 3 report cards issued
Dec. 22 – Jan. 2	Winter holidays, schools closed
Jan. 8	4X4 term 4 progress reports issued
Jan. 19	Martin Luther King, Jr. Day, schools closed
Jan. 14-23	4X4 Final Exams
Jan. 23	4X4 term 4 ends
Jan. 26 & 27	Staff days, schools closed for students

SECOND SEMESTER

Jan. 28	Begin third grading period & 4X4 term 5
Feb. 2	All report cards issued
Feb. 12	4X4 term 5 progress reports issued
Feb. 16	Presidents' Day, schools closed
Feb. 19	Adjusted dismissal – Elem. & Middle
Feb. 27	Progress reports issued
March 2	4X4 term 6 begins
March 5	4X4 term 5 report cards issued
March 19	4X4 term 6 progress reports issued
March 26	Adjusted dismissal – Elementary
April 3	Staff day, schools closed for students
April 6-10	Spring holiday, schools closed
April 13	Begin fourth grading period, 4X4 term 7
April 16	All Report cards issued
April 28	4X4 term 7 progress reports issued
May 8	Progress reports issued
May 12	4X4 term 8 begins
May 18	4X4 term 7 report cards issued
May 25	Memorial Day, schools closed
May 27	4X4 term 8 progress reports issued
June 15-18	All Final Exams
June 18	Last day of school – Adjusted dismissal
June 26	Report cards mailed to all students

*Calendar is subject to change by the School Board.

VIRGINIA BEACH CITY PUBLIC SCHOOLS SECONDARY SCHOOL INFORMATION

Please review the following information that summarizes school division policies, regulations and procedures that directly affect middle and high school students. Additional information and direction can be found on vbschools.com, or in the *Code of Student Conduct*, *Secondary School Curriculum Student Guide for 2014-2015*, transportation rules, the *Code of Virginia*, and the *Virginia Beach City Public Schools' Policy and Regulations*. Individual school rules are provided by each school. Students are required to carry their student planners on their persons whenever moving through a school building.

ACADEMIC SUPPORT PROGRAM (MIDDLE SCHOOL)

The Academic Support Program is designed to respond to the needs of students who have demonstrated a deficiency in the area of English/Language Arts or mathematics. Students must be enrolled in this course if they scored between 375-399 on the English or mathematics SOL test the previous year. In addition, students who earn a nine weeks grade below a 70 in any core course must be removed from an elective course to participate in Academic Support. Additional information regarding this program may be obtained by contacting the school's School Improvement Specialist.

ACCEPTABLE USE POLICY (AUP) FOR COMPUTER TECHNOLOGY

The School Board provides a computer system to promote educational excellence and prepare students to live and work in the 21st century. In order to use this system, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Policy (AUP), which is integrated into the *Code of Student Conduct*. A Parent Acknowledgment Form will be forwarded annually and signed by the parent(s)/legal guardian(s) acknowledging that they have read and understand the AUP. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the *Code of Student Conduct* and/or other School Board Policies and division regulations governing student discipline. Understanding the importance of Internet/computer safety, information on this subject will be made available to all students throughout the school year. 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 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 guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents 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/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 Student Directory Information public as permitted under state and federal laws and regulations. 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: name of student in attendance or no longer in attendance; address; date and place of birth; telephone listing; dates of attendance; participation in officially recognized activities and sports; height and weight, if member of athletic team; awards and honors received; and other similar information. School Board policy provides the Superintendent with the discretion of selecting which student directory information may be released.

Additional information can be found on vbschools.com under the category Policies/Regulations.

ALCOHOL/DRUG POLICY

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

ATTENDANCE AT SCHOOL

The school division has established residency rules and attendance zones for schools. Under Virginia law, parents/legal guardians who falsify address information may be found guilty of a class 4 misdemeanor. 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, students must present a written excuse from a parent/guardian to the school stating the reason. With a tardy or late arrival, the parent 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.

High school students and middle school students taking high school credit-bearing courses, where alternate day schedules or block scheduling are in effect, 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.

Middle school students with more than 12 class absences in a semester—excused or unexcused—receive a failing grade—63/N (N=failure due to absences) for that semester or the actual class grade, whichever is lower.

When extenuating circumstances exist, a parent/guardian 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.

High School: When a student's absences equal two-thirds of the number of excessive absences, the school will notify the parent 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.

Middle School: Students having more than 24 absences for the year are considered as having excessive absences. When a student's absences number 16 or more, the school notifies the parents/guardians of the need to develop a corrective action plan for attendance. If attendance continues to be excessive, the student may be denied promotion by the principal.

BICYCLES/SKATEBOARDS

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

BREAKFAST/LUNCH PROGRAM

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

BULLYING

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

CELL PHONES/ELECTRONIC DEVICES

According to School Board Regulation 5-36.8, students may use Portable Communication Devices for instructional purposes as defined by the classroom teacher or administrator. Students are responsible for ensuring that their devices are turned off and out of sight during the instructional day when not in use as directed by a teacher or administrator.

Use of unauthorized electronic devices including, but not limited to, cell phones, iPods, tablets or e-readers may result in disciplinary action during the instructional day as set forth in the *Code of Student Conduct*. School officials shall take possession of portable communication devices for 24 hours for any violation of this regulation, and parents/legal guardians must make arrangements with school officials to claim such devices. Confiscated portable communication devices will not be released to students under any circumstances. In addition, students who violate this regulation shall be subject to discipline in accordance with the *Virginia Beach City Public Schools Discipline Guidelines* as specified in the *Code of Student Conduct*. Students assume all responsibility for the **loss, damage or theft of these devices**.

CHILD CUSTODY (MIDDLE SCHOOL)

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 10 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 division in grades four through 12 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 parent is to schedule a time to meet with the school nurse to arrange for these needs to be taken care of during the student's school day. All medications and treatments require both a written physician's order and a 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 parent/guardian signature. This medication form is available for your convenience 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.
- Parent /guardian must deliver medication to the school clinic, as students are not permitted to transport medication.
- All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be discarded.

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

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

Parents are encouraged to keep the school nurse informed of significant health concerns and diagnoses for their children. It is essential that the clinic staffs have current work, cell, home phone numbers and any other means whereby parents can be contacted. Emergencies can occur at any time. It is imperative that your child's school be able to reach parents and caregivers during the school day.

CREDIT-BEARING COURSES/GRADE REMOVAL (MIDDLE SCHOOL)

Currently, Virginia Board of Education regulations allow middle school parents/guardians to submit to the principal a written request that a final grade from a credit-bearing course be omitted from the student's transcript and that high school credit not be earned. The parent/guardian of a middle school student taking a high school credit-bearing course(s) may request that the grade for such course or courses be purged from the student's transcript and that the student not earn high school credit for the course. The request must be presented for consideration no later than Aug. 1 after the completion of the student's eighth grade year. **EXCEPTION:** In a sequential program such as a foreign language where one course must precede the next, students who choose to purge or expunge the credit from a lower level course after successfully completing the higher level(s) of the course will not be permitted to do so without expunging all subsequent courses in that sequence.

DISCIPLINE/CODE OF STUDENT CONDUCT

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

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

DRESS CODE

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

ENVIRONMENTALLY SUSTAINABLE PRACTICES

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

EXTRA-CURRICULAR ACTIVITIES (HIGH SCHOOL)

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

EXTRA-CURRICULAR ACTIVITIES (MIDDLE SCHOOL)

Students have the opportunity to participate in a variety of after school activities, including intramural, athletic, academic and club activities. The school's Student Activity Coordinator (SAC) can provide information regarding the individual programs. Students in good standing may participate in intramural, interscholastic and club activities.

Middle schools provide the opportunity for students to participate in interscholastic competition. Students at all grade levels may participate on any competitive team once selected for the team. Interscholastic competitive activities include: academic challenge, boys' baseball, boys' and girls' basketball, cheerleading, debate, girls' field hockey, football, forensics, one-act play festival, girls' softball, boys' and girls' soccer, boys' and girls' track, girls' volleyball and wrestling. Students must meet the following eligibility requirements:

- A student must be enrolled in no less than five subjects and passed five subjects for the previous year for first semester participation and passed five subjects in the first semester for second semester participation.
- A student must have achieved a 2.0 grade-point average in the preceding semester.
- A student must have a current middle school league participation form and permission for emergency care form properly completed and signed.
- A student must not turn 15 years of age before Aug. 1 immediately prior to the start of the current school year.
- From the time a student first enters the sixth grade, he/she is eligible to compete in Virginia Beach Middle School League activities for a total period of six consecutive semesters. If the student continues in middle school past six semesters, he/she would no longer be eligible to participate.
- **Virginia Beach Middle School League Activities :**
Students must be in good standing in order to participate in VBMSL activities. Students who receive Out-of-School Suspension will be removed from participation for the remainder of the season. Students who receive In-School Suspension will not be permitted to participate in any VBMSL activity on the day(s) the ISS is served. Students who receive a second referral resulting in ISS during the season will not be permitted to participate the remainder of the season. Principals may choose to assess additional disciplinary measures if warranted.

FIREARMS/DANGEROUS WEAPONS, INCLUDING LASER LIGHTS

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

FIRE/EMERGENCY DRILLS

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

GIFTED PROGRAM

The middle school gifted program serves students through a cluster/resource model or a full-time gifted school. Students may apply for admission to the gifted middle school, Kemps Landing Magnet, or students may choose to remain in their home schools and receive gifted instruction through the collaborative works of cluster teachers and the gifted resource teacher. For additional information, call 757-263-1405.

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

GRADING SCALE

The School Board adopted a modified 10-point grading scale, effective with the start of the 2010-2011 school year. All grades earned through August 2010 will remain on the old grading scale. The modified 10-point grading scale follows:

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

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

GRADUATION REQUIREMENTS

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

GUIDANCE COUNSELING PROGRAM (HIGH SCHOOL)

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.

GUIDANCE COUNSELING PROGRAM (MIDDLE SCHOOL)

Each middle school offers a comprehensive and developmental counseling program that is an integral part of the total educational program designed to promote the academic, social, and career development of all students. Certified school counselors provide a variety of services, including classroom guidance, crisis intervention, individual and group counseling, consultation with parents, teachers and administrators, and coordination of services with outside agencies.

Parents/legal guardians may arrange conferences by calling the school. On a space available basis, student schedules may be modified. Students may elect to add a yearlong class to their schedule prior to the end of the 15th school day. Students may add a semester course only during the first eight days of the semester. Students may add a nine-weeks course during the first four school days of the grading period.

HEALTH INSURANCE

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

HONOR ROLL

In middle and 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 middle and high school level, a student must earn a "B" average, with no grade lower than a "C." If a student receives a "C-," he or she is not eligible for the *Honor Roll*. To qualify for the *Principal's List*, a student must earn all "As" and must be enrolled in five classes or earning five credits. If a student receives an "A-," he or she will **not be eligible** for the *Principal's List*. To be eligible for both the *Honor Roll* and *Principal's List* a student must be enrolled in five classes or earning five credits.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

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

INVESTIGATING SCHOOL-RELATED INCIDENTS

If an allegation is made that an employee was exhibiting poor performance and/or engaging in misconduct (which could include an allegation of child abuse/neglect), a VBCPS Human Resources Employee Relations Specialist or other administrator could 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 personnel. Division administrators are not legally obligated to obtain parental permission before interviewing a student; however, as a general rule the principal or his/her designee will make a reasonable attempt to notify a parent or guardian that an interview was conducted. 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 premises. Students are released to parents/guardians or designated adults listed in the student database who have presented photo identification. Students are dismissed to older siblings when parents/guardians submit prior authorization. Written parental approval is necessary prior to leaving school grounds for field trips or special visits to specific schools or work sites.

MAKEUP WORK

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

MINUTE OF SILENCE AND PLEDGE OF ALLEGIANCE

The Virginia General Assembly has mandated a daily minute of silence and the recitation of the Pledge of Allegiance. The *Code of Student Conduct* addresses disruptive behavior during these daily activities.

MONITORING STUDENT PROGRESS/VBCPS PARENT PORTAL (HIGH SCHOOL)

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

NEWS MEDIA COVERAGE

From time to time, news reporters may use photos or videotape of students in incidental news coverage. A parent/legal guardian who objects to a student's image being used should notify the school at the beginning of each academic school year. If a student is to be interviewed on school property by the news media, a signed parental consent form is required (*Parental Release for Interviewing, Photographing and Videotaping/Audio-recording of Students Form*) and is available in each school office.

PARENT ACKNOWLEDGEMENT FORM AND SUPPORTING DOCUMENTS

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

PARKING FEES AND FINES (HIGH SCHOOL)

Listed below are the parking fees and fines approved by the School Board for the 2014-2015 school year.

Fee/Assessment	14-15 Rate(s)
General Parking Fees	\$40.00
ATC and Vo-Tech Parking Fee (\$10.00 discount at home school)	\$10.00
Parking Fines	\$25.00

PROCEEDS FROM SCHOOL PICTURES SALES (HIGH SCHOOL)

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

Middle school students are promoted to the next grade on the basis of criteria requiring final passing grades in the four core subjects (English, math, science and social studies) and a final passing grade in either health/physical education or the equivalent of a full-year in exploratory/elective course(s). SOL test results are a part of the criteria utilized to determine promotion.

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

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

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

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

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

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. At the middle school level, only students who earn a grade below a 70 are issued progress reports during each of the nine-weeks grading period. Middle school students earning a grade below a 70 in any core subject on a report card will be placed in a mandatory Academic Support class.

The dates when progress reports and report cards are issued can be found on the school division calendar included in this handbook and on vbschools.com. In addition, parents can view students' grades and attendance online anytime via the **VBCPS Parent Portal** link found on the home page of each school website or at vbschools.com/schoolnet.

SAFE SCHOOLS AND EMERGENCY PROCEDURES

VBCPS is committed to providing a **safe environment** for students, staff and visitors. The school division conducts annual safe school audits of all school facilities in accordance with *Virginia State Code*. The audit process provides a comprehensive overview of the school division's security and emergency preparedness. As part of our commitment to safety, students and visitors may be subject to unannounced electronic screening for weapons.

We work closely with national, state and local safety officials – police, fire, emergency medical services and public health – in order to ensure our schools are well prepared for an emergency. Together, we have developed a comprehensive *Emergency Response Plan* that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

Should a school emergency occur, parents will be notified and updated by phone and/or email using *AlertNow*. Prior to reporting to your child's school during an emergency, it is critical for parents to follow directions communicated via *AlertNow*. Should a school be evacuated, each school has a procedure for helping parents locate their child. Parents will be directed to a specific location where they will be required to show proper identification. **Remember, a student can only be released to an adult who is documented as an emergency contact.** If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

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

SCHOLARSHIP INFORMATION AVAILABLE ONLINE (HIGH SCHOOL)

In order to assist Virginia Beach Schools' 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 INSURANCE

The school division contracts with authorized insurance carriers for voluntary student accident and dental insurance programs. This insurance is available yearly to all students. Fee information, application forms and information are sent home with students at the beginning of the school year.

SECTION 504

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

SPECIAL EDUCATION

Special Education is specially designed instruction to meet the unique needs of a student determined eligible for services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). 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 planned and designed to provide a free appropriate public education (FAPE). Further information and referrals may be made to the administration of the school where the student is enrolled. Additional information may be obtained through the Parent Support and Information Center at 757-263-2066 or at vbschools.com/curriculum/ParentSupportCtr.

STATE AND FEDERAL ACCOUNTABILITY

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

VBCPS also supports the Elementary and Secondary Education Act (ESEA) — known since 2001 as No Child Left Behind — which requires states to set Annual Measurable Objectives (AMO) for increasing student achievement to ensure that all children have an opportunity to obtain a high-quality education. These new annual objectives in reading and mathematics replace Adequate Yearly Progress (AYP). More information about AMOs can be found at vbschools.com.

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 School Board may require that the student attend an alternative education program. Students who have been expelled or suspended for 30 days from another public or private school may be required to attend an alternative education program.

STUDENT PORTAL

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

TEXTBOOKS

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

TOBACCO POSSESSION AND USE

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

TRANSPORTATION

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

VISITATION TO SCHOOLS (MIDDLE SCHOOL)

Students may not visit other Virginia Beach middle schools during the school day. Parents/legal guardians may visit classrooms following advanced consultation and approval from building administrators. Other specific guidelines may be established by middle schools.

VISITORS/TRESPASSING

Visitors are welcome; however, parents/legal guardians visiting a school should make arrangements in advance in order to be assured that school personnel will be available to meet with them.

All persons entering the school must receive authorization to move through the school. The visitor must wear an identification badge while in the school. Outside of regular school hours, it is unlawful for any person, without authorization, to enter school grounds, premises or property for any purpose other than to attend an event/meeting held at the school. Violators may be charged. Persons failing to conduct themselves in a lawful and orderly manner may be banned from School Board property.

WITHDRAWAL FROM SCHOOL

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.

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.

CALENDAR YEARS

2014

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	5	6	7	8	9	10	11		2	3	4	5	6	7	8		2	3	4	5	6	7	8		6	7	8	9	10	11	12
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		9	10	11	12	13	14	15		13	14	15	16	17	18	19
	19	20	21	22	23	24	25		16	17	18	19	20	21	22		16	17	18	19	20	21	22		20	21	22	23	24	25	26
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29	30	31	27	28	29	30							
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	4	5	6	7	8	9	10		1	2	3	4	5	6	7		6	7	8	9	10	11	12		3	4	5	6	7	8	9
	11	12	13	14	15	16	17		8	9	10	11	12	13	14		13	14	15	16	17	18	19		10	11	12	13	14	15	16
	18	19	20	21	22	23	24		15	16	17	18	19	20	21		20	21	22	23	24	25	26		24	25	26	27	28	29	30
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31	27	28	29	30	31								
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		2	3	4	5	6	7	8		1	2	3	4	5	6	
	7	8	9	10	11	12	13		8	9	10	11	12	13	14		9	10	11	12	13	14	15		7	8	9	10	11	12	13
	14	15	16	17	18	19	20		12	13	14	15	16	17	18		16	17	18	19	20	21	22		14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27				
28	29	30	26	27	28	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	30									

2015

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	4	5	6	7	8	9	10		1	2	3	4	5	6	7		8	9	10	11	12	13	14		5	6	7	8	9	10	11
	11	12	13	14	15	16	17		8	9	10	11	12	13	14		15	16	17	18	19	20	21		12	13	14	15	16	17	18
	18	19	20	21	22	23	24		15	16	17	18	19	20	21		22	23	24	25	26	27	28		19	20	21	22	23	24	25
25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31	29	30	31												
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11		2	3	4	5	6	7	8
	10	11	12	13	14	15	16		7	8	9	10	11	12	13		12	13	14	15	16	17	18		9	10	11	12	13	14	15
	17	18	19	20	21	22	23		14	15	16	17	18	19	20		19	20	21	22	23	24	25		16	17	18	19	20	21	22
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29					
31	28	29	30																												
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		4	5	6	7	8	9	10		1	2	3	4	5	6	7		6	7	8	9	10	11	12
	13	14	15	16	17	18	19		11	12	13	14	15	16	17		8	9	10	11	12	13	14		13	14	15	16	17	18	19
	20	21	22	23	24	25	26		18	19	20	21	22	23	24		15	16	17	18	19	20	21		20	21	22	23	24	25	26
27	28	29	30	25	26	27	28	29	30	31	25	26	27	28	29	30	31	29	30	27	28	29	30	31							

2016

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		7	8	9	10	11	12	13		6	7	8	9	10	11	12		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		14	15	16	17	18	19	20		13	14	15	16	17	18	19		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		21	22	23	24	25	26	27		20	21	22	23	24	25	26		17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	27	28	29	30	31	27	28	29	30	31													
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		5	6	7	8	9	10	11		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	15	16	17	18	19	20	21		12	13	14	15	16	17	18		17	18	19	20	21	22	23		14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	22	23	24	25	26	27				
29	30	31	26	27	28	29	30	31	26	27	28	29	30	31																	
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	4	5	6	7	8	9	10		2	3	4	5	6	7	8		1	2	3	4	5	6	7		4	5	6	7	8	9	10
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		6	7	8	9	10	11	12		11	12	13	14	15	16	17
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		13	14	15	16	17	18	19		18	19	20	21	22	23	24
25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29	25	26	27	28	29	30	31					
30	31	30	31																												

