

High School Student Handbook

2009-2010 School Year

Green Run High School

1700 Dahlia Drive

Virginia Beach, VA 23453

Telephone: 757-648-5350

www.GreenRunHS.vbschools.com

1-HOUR DELAY BELL SCHEDULE

Block 1	8:25-9:40
Block 2	9:45-11:00
Study Block	9:45-10:15
1st Lunch	10:20-11:00
Block 3	11:05-12:30
2nd Lunch	11:05-11:45
3rd Lunch	11:50-12:30
Block 4	12:35-2:00
4th Lunch	12:35-1:10
Study Block	1:15-2:00

2-HOUR DELAY BELL SCHEDULE

Block 1	9:25-10:20
Block 2	10:25-11:30
Study Block	10:25-10:40
1st Lunch	10:45-11:30
Block 3	11:35-12:55
2nd Lunch	11:35-12:15
3rd Lunch	12:20-12:55
Block 4	1:00-2:00
4th Lunch	1:00-1:30
Study Block	1:30-2:00

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 Plan – Compass to 2015

Strategic Objectives

1. All teachers will engage every student in meaningful, authentic and rigorous work through the use of innovative instructional practices and supportive technologies that will motivate students to be self-directed and inquisitive learners.

2. VBCPS will develop and implement a balanced assessment system that accurately reflects student demonstration and mastery of VBCPS outcomes for student success.
3. Each school will improve achievement for all students while closing achievement gaps for identified student groups, with particular focus on African American males.
4. VBCPS will create opportunities for parents, community and business leaders to fulfill their essential roles as actively engaged partners in supporting student achievement and outcomes for student success.
5. VBCPS will be accountable for developing essential leader, teacher and staff competencies and optimizing all resources to achieve the school division's strategic goal and outcomes for student success.

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 Student Leadership at 757-263-2020 or the Assistant Superintendent of Human Resources at 757-263-1133.

Dr. James G. Merrill, Superintendent

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2009-2010 School Calendar*

September 7	Labor Day, schools closed	January 29	End of Second Grading Period
September 8	First day of school for students	February 1	Staff day, schools closed for students
October 12	Progress reports issued	February 2	Begin Third Grading Period
November 3	Staff day, schools closed for students	February 5	Report cards issued
November 11	Veterans Day, schools closed	March 5	Progress reports issued
November 13	End of First Grading Period	April 1	End of Third Grading Period
November 16	Begin Second Grading Period	April 2	Staff day, schools closed for students
November 23	Report cards issued	April 5-9	Spring Holiday, schools closed
November 25	Adjusted dismissal	April 12	Begin Fourth Grading Period
November 26-27	Thanksgiving, schools closed	April 16	Report cards issued
December 17	Progress reports issued	May 14	Progress reports issued
December 23-	Winter Holidays, schools	May 31	Memorial Day, schools closed

January 1	closed		
January 18	Martin Luther King, Jr. Day, schools closed	June 15-18	Adjusted dismissal for exams
January 26-29	Adjusted dismissal for exams	June 25	Report cards mailed

*Calendar is subject to change by the School Board

VIRGINIA BEACH CITY PUBLIC SCHOOLS HIGH SCHOOL INFORMATION

Please review the following information that summarizes school division policies, regulations, and procedures that directly affect high school students. Additional information and direction can be found on the school division's Web site, www.vbschools.com and in the Code of Student Conduct, 2009-2010 Student Guide, transportation rules, Code of Virginia, and the Virginia Beach City Public Schools' Policy and Regulation manuals. These items are available in all libraries. Individual school rules are provided by each high school. At the beginning of the school year, students will be given information and forms requesting acknowledgement and signatures. Students and parents are to return the completed forms following a review of the material.

Academy Programs

The High School Academy Programs developed by Virginia Beach City Public Schools represent an exciting expansion of curricular options for all students across the city. Recognizing that no educational program should adopt a "one size fits all" philosophy, the division developed the academy prototype – a school within a school – to provide additional academic choices for our students.

The five academies are designed to appeal to a wide range of student interests and offer myriad courses created on a continuum of academic difficulty. Students who have a talent for and/or deep interest in the focused curriculum of a particular academy are those who should apply.

- The Global and World Languages Academy at Tallwood High School: Focusing on world-class performance, the Global Studies and World Languages Academy prepares students for world citizenship by providing opportunities to develop the intellectual skills needed to make global connections among all disciplines.
- The Health Sciences Academy at Bayside High School: The Bayside High School Health Sciences Academy welcomes all students who may be considering a career in the medical sciences or who are interested in exploring the many opportunities the specialized curricula offer.
- The Legal Studies Academy at First Colonial High School: The Legal Studies Academy provides students who have an interest in and curiosity about the law, law-related fields, and legal and ethical issues the opportunity to extend their knowledge beyond the typical high school program.
- The Technology Academy at Landstown High School: The Landstown Technology Academy features a curriculum designed for students with a keen interest in and talent for technology.
- The Visual and Performing Arts Academy at Salem High School: The Visual and Performing Arts Academy offers the opportunity for students who have an interest in the arts to select courses that prepare them for postsecondary advanced studies or for a faster entry into arts-related occupations.

For additional information, contact the Office of Academy Programs at 757-263-1405.

Acceptable Use Agreement for Computer Technology

Virginia Beach City Public Schools provides a computer system to promote educational excellence and prepare students to live and work in the 21st century. In order to use the System, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Agreement (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. Additionally, Internet/computer safety tips can be found on www.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. Examples include release of student name, school, and grade for submission to the Virginia Beach Beacon for scholastic recognition and/or to elected officials contacting the school division to request student addresses for congratulatory purposes. School Board policy provides the Superintendent with the discretion of selecting which student directory information may be released.

Detailed information on FERPA will be published in the fall issue of the school division's parent newsletter Apple-A-Day and posted on our Web site at www.vbschools.com under the category Policies.

Advanced Academic Programs

The advanced Academic Programs developed by Virginia Beach City Public Schools represent an exciting expansion of curricular options for all students across the city. Recognizing that no educational program should adopt a "one size fits all" philosophy, the division developed the advanced academic programs to provide additional academic choices for students.

The two advanced academic programs are designed to appeal to students with a deep commitment to academic rigor.

- The International Baccalaureate Program at Princess Anne High School: The International Baccalaureate Program is designed to meet the highest standards required of any high school in the world. This prestigious program offers a rigorous, comprehensive approach to learning beginning with the Middle Years Program in the ninth and tenth grades and continuing with the International Baccalaureate Program in the last two years of secondary school.
- The Mathematics and Science Academy at Ocean Lakes High School: The Mathematics and Science Academy provides Virginia Beach City Public Schools students a rigorous and unique program of study emphasizing the core areas of mathematics and science with an infusion of technology.

For additional information, contact the Office of Academy Programs at 757-263-1405.

Advanced Technology Center (ATC)

The Advanced Technology Center, located on the Virginia Beach campus of Tidewater Community College (TCC), offers students advanced education opportunities in one of three strands: Information Technology, Telecommunications, and High Performance Manufacturing and Engineering. In addition, the ATC offers two marketing programs — Hotel Operations and Management, and Classroom on the Mall at Pembroke Mall.

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 the property, including buildings and grounds, of public school property, 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 attendance zones for schools. Under Virginia law, parents who falsify address information may be found guilty of a class 4 misdemeanor. Parents shall be liable to the school division for tuition charges for the time the student was enrolled in such school division. (Code of Va. 22.1-264.1)

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. These reasons are as follow: personal illness, severe illness or death in the family, exposure to conta-

gious 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 must receive prior permission from the school administration. Requests for this approval should be written and submitted as soon as possible, but no later than twenty-four 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. Additionally, in the high school setting, a student is marked absent if more than fifteen (15) minutes of class is missed.

Students with more than six (6) class absences, within a given semester—excused or unexcused—will receive a failing grade (69/N) for that course or the actual class grade, whichever is lower unless a waiver has been approved.

When extenuating circumstances exist, a parent/guardian should discuss extensive absences with the principal or his/her designee. Students who miss fifteen (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 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.

Bicycles/Skateboards/Scooters/Skates

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

Virginia Beach City Public Schools participate in both 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. Menus, current meal prices, and a complete listing of a-la-carte items can be found on www.vbschools.com under the category Lunch Menus/Food Services as well as in The Virginia Beach Beacon and on VBTv (channel 48). A la Carte items are offered for sale in addition to breakfast and lunch items. Payments for meals can be made using one of three methods:

cash; a computerized point-of-service system that allows individual student 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 www.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 e-mail reminders, and schedule recurring payments.

Bullying

In accordance with School Board Regulation 5-36.3, bullying is defined as negative behaviors intended to frighten or cause harm, which may include, but are not limited to verbal or written threats, or physical harm. Bullying will not be tolerated, and students shall be referred to the principal or assistant principal for appropriate disciplinary action, which may include suspension and/or recommendation for long-term suspension or expulsion.

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

The Virginia Beach City Public Schools maintain 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, fine and gross motor functions, vision, and hearing 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 twelve. Additionally, the school nurse conducts vision and hearing screenings for all students in grades three, seven, and ten.

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, catherizations, 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.

Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription 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's assistant, and include the parent/guardian signature. This medication form is available for your convenience in the school clinic and on www.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 (epi-pen) medication. The registered nurse must receive either an Asthma Health Care Action Plan & Authorization (to self-carry) Medication form, or a Care Plan for Emergency Alert and Self-Administered Epi-Pens form completed and signed by either a physician, nurse practitioner, or physician's assistant. These forms may be obtained from your school clinic and on www.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. Rising sixth graders are required to have a Tdap booster prior to entering sixth grade. In addition, initially enrolling students in the 7th, 8th, and 9th grades, that have not had the Tdap booster, must receive the vaccine. If a tetanus containing booster has been given in the past 5 years (since September 8, 2004), the Tdap booster is not required. Documentation of a tetanus containing vaccine may appear as DPT, TD, Dtap, and/or Tdap. 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, pagers, and any other means whereby parents can be contacted should the need arise. 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. Collaboration and communication with parents, guardians, and physicians are necessary in order for complete and effective care to be provided to students.

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 must attend conferences following suspensions. Refer to the Code of Student Conduct for additional information. Parents and students must review these rules and procedures annually and sign an acknowledgment of support of the Code of Student Conduct. 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 of 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

Communication Devices

Students in high schools may possess, display and use "Portable Communication Devices" before or after the instructional day only as set forth in Regulation 5-36.8. For purposes of this regulation, the instructional day is defined as the moment a student enters the school building to the final dismissal bell. The "instructional day" includes, but is not limited to, study halls, lunch break, class changes and any other structured or non-structured instructional activity that occurs during the normal school day. School officials shall take possession of portable communication devices for twenty-four hours for any violation of this regulation and parents/legal guardians/adult students must make arrangements with school officials to claim such devices. 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.

First Offense – ISS (1-3 days)

Second Offense – OSS (1-5 days)

Third Offense – OSS (6-10 day recommendation)

Fourth Offense – Long-Term Suspension Recommendation

Dress Code

Dress guidelines are designed to promote a standard of appearance that complements the learning environment; each high school will provide guidelines. All students are expected to 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.

Electronic Devices

Use of electronic devices such as CD players, MP 3 players, games, and the like may result in

disciplinary action during the instructional day as set forth in the Code of Student Conduct.

Extracurricular Activities

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

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. Expulsion recommendation and police notification are mandatory for these offenses.

Fire/Emergency Drills

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

Gifted Education

High school gifted students have a variety of offerings to consider. Each high school offers a wide selection of Advanced Placement courses, and the services of a gifted resource teacher based at that school. Gifted resource teachers work collaboratively with classroom teachers to develop curriculum and instruction opportunities that allow gifted students to work to their potential through curricular offerings emphasizing differentiated instruction, specialized programs, and the use of strategies designed especially to raise levels of thinking and learning. Dual-enrollment courses, in which high school students can earn college credit, are also offered at several high schools.

In addition to honors sections, dual-enrollment programs, and Advanced Placement courses, specific programs for gifted students are offered. Students participate in accelerated courses, mentorship programs, and cooperative college programs in academic areas and the arts. Gifted seminar and after-school gifted program courses are also available for interested students identified as gifted. Talented students can also apply to attend the regional Governor's School for the Arts for half of each school day.

Grading Scale

The Virginia Beach School Board has approved the use of an A-E grading scale as follows:

Grade	Teacher Assessment	Number Score
A	Superior	94-100
B	Above Average	86-93

C	Average	78-85
D	Below Average	70-77
E	Failing the Class	69 and Below

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

The Virginia State Board of Education establishes graduation requirements for all students in public schools. The Virginia Beach City Public Schools bases its requirements on the Virginia State Board of Education requirements. To determine graduation requirements, students and parents must consider both the type of diploma sought and the year the student first entered ninth grade. Specific diploma requirements are distributed separately from this document in the annual Notice of Graduation Requirements and are also available for review on the Web site www.vbschools.com. It is the responsibility of the student, with family support, to meet all requirements for graduation.

Guidance and Counseling Program

Each high 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. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success. 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.

Health Insurance

Family Access to Medical Insurance Security (FAMIS) is available for children (ages birth to 19 years) of families who qualify based on income. FAMIS is Virginia's health insurance program for children. It provides access to quality health services for children of working families.

For additional information, you may call 1(866)87-FAMIS or visit their Web site at www.famis.org. Your school nurse can also assist you with obtaining information on this program. Should there be any changes to the health insurance offered to students, this information will be made available on www.vbschools.com by selecting the category Student Health Services on the homepage.

Honor Roll

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, a student must earn a "B" average, with no grade lower than a "C." To qualify for the Principal's List, a student must earn all "A's."

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 e-mail about school delays or cancellations using the rapid notification system Alert-Now. An official notice will also be posted on the homepage of the school division's Web site www.vbschools.com. Radio and television stations will also be notified should schools be closed, delayed, or dismissed early.

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 were 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 Social Services and/or law enforcement personnel. Although division administrators are not legally obligated to obtain parental permission before interviewing a student, as a general rule, the principal or his/her designee will make a reasonable attempt to notify a parent or guardian that an interview will be conducted. If notification cannot be given prior to the interview, the principal or his/her designee will make a reasonable attempt to notify a parent or guardian that an interview has been 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 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/SchoolNet Parent Portal

Parents and guardians of students enrolled in the middle and high school levels have access to the SchoolNet Parent Portal. The SchoolNet 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 SchoolNet Parent Portal, login to your account, or set up an account, go to the home page of any high school Web site or the school division's Web site www.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 eighteen years of age or older enrolled in Virginia Beach City Public Schools. 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 the school division's Web site at www.vbschools.com by selecting the category Schools/Centers on the homepage.

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.

Proceeds from School Pictures Sales

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

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 you and obtain consent or allow you to opt your child 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 are issued progress reports every nine-weeks grading period. The dates when progress reports and report cards are issued can be found on the school division calendar included in this handbook and on www.vbschools.com. In addition, parents can view students' grades and attendance online anytime via the SchoolNet Parent Portal link found on the home page of each school website or at www.vbschools.com/schoolnet.

Safe Schools and Emergency Procedures

Virginia Beach City Public Schools 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.

We work closely with national, state, and local safety officials -- police, fire, emergency medical services, and public health -- in order to prevent and prepare our schools 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 e-mail using the school division's new rapid notification system – 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
- Visiting the homepage of www.vbschools.com

ADDITIONAL INFORMATION ON SCHOOL EMERGENCIES AND IMPORTANT TERMS THAT ARE USED DURING AN EMERGENCY, SUCH AS INTERNAL/EXTERNAL LOCKDOWNS, ARE AVAILABLE AT www.vbschools.com.

Scholarship Information Available Online

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 Web site – www.vbschools.com. 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. Virginia Beach students in the graduating Class of 2008 was offered \$31,266,862.00 in scholarships and accepted \$24,401.979.00 million in scholarships.

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. A complete description of Section 504 of the Rehabilitation Act of 1973 is available on www.vbschools.com.

Special Education

Special Education is specially designed instruction to meet the unique needs of an eligible child with a disability. The referral of a student for a suspected disability that may require special education services can be made by any source. A full evaluation is conducted to determine the student's eligibility and to assist in planning to meet the student's 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 an appropriate education. 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 Virginia Beach City Public Schools Parent Resource Center at 757-263-2066. The Director of Special Education and the Section 504 Coordinator for the Virginia Beach City Public Schools is Robert L. Mitchell, Office of Programs for Exceptional Children, 757-263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, VA 23451.

Standards of Learning and Adequate Yearly Progress

Students take Standards of Learning (SOL) tests to determine how well they have mastered the SOL objectives in the four content areas of English, mathematics, science, and history and social science. During the 2009-2010 school year, students taking certain secondary credit classes (English 11, Algebra I, Algebra II, Geometry, Biology, Chemistry, Earth Science, Virginia and U.S. History, World History I, World History II, and World Geography) will take SOL tests.

Students earn verified credits for graduation by taking and passing certain secondary credit classes and passing the corresponding end-of-course (EOC) SOL tests. Opportunities are available to retake any failed SOL EOC test. All schools offer academic intervention for students who do not pass SOL tests. There are certain identified tests and industry certifications that can be substituted for SOL tests in order to earn verified credits. See your child's guidance counselor for a list of the

substitute tests and industry certification exams that apply.

Virginia Beach City Public Schools continue to support the federally mandated No Child Left Behind Act of 2001 (NCLB) for the benefit of all students in grades K-12. This legislation requires students enrolled in SOL EOC reading and mathematics classes to be tested annually and to meet certain benchmarks under Adequate Yearly Progress (AYP). AYP requires schools to meet annual student performance benchmarks and a 95% student participation rate on statewide tests in reading and mathematics. AYP applies to all students and to the following subgroups of students: students with disabilities, limited English speaking students, economically disadvantaged students, and students in major racial/ethnic groups. All students are expected to participate in state assessments as required. By 2014, the expectation is that every student will pass every test.

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.

Suspended/Expelled Students

A student, who has been suspended or expelled for more than thirty days from another public or private school, may be excluded from attendance in the division or may be required to attend an alternative education program.

Textbooks

The school division provides textbooks free of charge to students for use during the school year. Students are expected to care for books they receive. Fees are assessed for damaged or lost books. The Code of Virginia (22.1-276) authorizes local school boards to take action against pupils who fail to return property owned by, or under the control of the school board, and used by the pupil in the course of his or her studies.

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 Virginia Beach City Public Schools' 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 www.vbschools.com and published in a special Back-to-School section of The Virginia Beach Beacon just 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.

School Bus Safety Tips

As a parent, you can help ensure our students arrive to and from school safely each day by practicing the following school safety tips:

- Be sure your child arrives at the bus stop 5 minutes before the bus is scheduled to arrive.
- When the bus approaches, remind your child to stand at least ten feet away from the curb and line up away from the bus.
- Never run after the school bus if it has already left the bus stop.
- Never run in front or behind the school bus to pick up something that your child dropped or forgot.
- Make sure you tell your child never to get on the bus until it has completely stopped.
- After the bus stops and the door opens, take firm hold of the handrail and get onto the bus.
- Never push another student while getting on or off the bus.
- All students riding the bus should go directly to a seat and sit quietly. This allows the bus driver to concentrate on driving safely.
- Students should never place any part of their body through the bus window.
- When outside of the bus, make sure your child is aware of the danger zones and is always within sight of the bus driver. The Danger Zone is a 10-foot wide area on all sides of a school bus -- an area where children are in the most danger of being hit. Children should be taught to stay 10 feet away from a school bus (or as far away as they can) and never go behind it. They should be told to take five giant steps in front of the bus before crossing so the driver can see them.

Virginia Beach Technical and Career Education Center (Tech Center)

The Virginia Beach Technical and Career Education Center, located on North Landing Road, offers twenty-two one or two-year programs of study geared toward preparing students for a quality career in an area of personal interest. All programs include education and training in Workplace Readiness Skills applicable to general employment and industry certification or licensure opportunities. Students also have the opportunity to participate in internal and external internships or mentorships. For more information, please visit the Tech Center Web site at www.techcenter.vbschools.com.

Visitation to Schools

Students may visit other Virginia Beach schools during the school day only with advanced approval from both building principals. Parents/legal guardians may visit classrooms following advanced consultation and approval from building administrators. Other specific guidelines may be established by high schools.

Visitors/Trespassing

Visitors are welcome in the Virginia Beach City Public Schools. As outlined in School Board Policy 7-17, parents of students in the schools are encouraged to visit the schools and their children's teachers. However, parents should make arrangements in advance in order to be assured that school personnel will be available to meet with them. Visitors shall be treated in a courteous manner and shall be afforded prompt and informative replies to legitimate questions. In order to protect the students, staff, and property, visitors during the school day first shall report to the front desk or main office for authorization to be in the building or on the grounds. Law enforcement officers may be called upon to enforce this policy in cases of uncooperative violators.

All persons entering the school must receive authorization to move through the school. Visitors may be asked for identification and must sign in and wear an identification badge while in the school. Outside of regular school hours, it is unlawful for any person, without the consent of an

authorized person, 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.

Withdrawal from School

Should it be necessary for a student to withdraw from school during the year, he/she should give his/her counselor a note from the student's parents/guardians stating the reason for the withdrawal, the withdrawal date, and the student's destination, so that the transfer can be completed. Withdrawing students must return all textbooks, library books, and instructional materials assigned to them. All financial obligations must be cleared.

**CODE OF CONDUCT
2009-2010**

Offense	Consequence
Alcohol/Drug Use	SAIP Program or Expulsion
Arson	Expulsion and referral to Fire Marshall
Automobile Misuse	First Offense - Suspension of driving privileges 1-5 days Second Offense - Loss of auto permit/driving privileges
Bullying	First Offense - 1 day ISS Second Offense - 1-3 days OSS/parent conference
Cell Phone Violation*	First Offense - one day ISS Second Offense - OSS (1-5 days) Third Offense - OSS (6-10 days) Refusal to submit - 1 day OSS Recommendation to the Office of Student Leadership
Cheating/Honor Code Infractions:	Students will receive a zero on the assignment, parent will be contacted, and incident will be referred to the assistant principal. A recommendation to the principal may include one or more of the following actions: <ol style="list-style-type: none"> 1. In-School Suspension for 1-3 days 2. Parent conference before re-admittance to class.

Offense	Consequence
Cutting class/leaving class without permission	First Offense - Thursday Detention Second Offense - 2 days ISS Third Offense - 1 day OSS with corrective plan of action and parent/student conference
Disobedience/ Class Disruption/ Disrespect/ Defiance of Authority	First Offense-Thursday Detention Second Offense- 2days ISS Third Offense- 1-5 days OSS with corrective plan of action and parent/student conference
Disobedience/ Gross Disobedience/ Disrespect/ Disorder	First Offense - 5 days OSS Second Offense - 5-10 days OSS with corrective plan of action and parent/student conference

Offense	Consequence
Dress Code Violation	First Offense - Opportunity to change clothing or ISS Second Offense - 1 day ISS Third Offense - 2 days ISS/parent conference
Dress Code Violation (PE - per nine weeks)	First No Dress - No points/warned Second No Dress - teacher detention/ phone call home Third No Dress - Thursday Detention Fourth No Dress - 1 day ISS Repeated - additional ISS days
Drug Sales	Expulsion
Electronic Devices (other)	Thursday Detention Parent pick up of device

Excessive Display of Affection	First Offense - verbal warning Second Offense - Thursday Detention
Explosive Devices	First Offense - 5-10 days OSS with corrective plan of action and parent/student conference or expulsion
Extortion	First Offense - 2 days OSS Second Offense - 5-10 days OSS with correction plan of action and parent/student conference of expulsion
Failure to bring required materials to class	First Offense - verbal warning by teacher Second Offense - teacher detention/phone call home Third Offense - Thursday Detention Repeated Offenses - ISS days
False Alarm/Bomb Threat	Expulsion/referral to appropriate agency
Fighting/Mutual Combative	First Offense - 5-10 days OSS Second Offense - Rec. long-term suspension/expulsion
Food/Drink	Any non-approved food/drink item will be confiscated if outside the cafeteria. Open container items will be discarded.

* Refusal to submit phone will result in 1 day of OSS

* Verbal and mutual combative fighting which results in injury may result in a minimum of one-year suspension.

Offense	Consequence
Forgery	First Offense – Thursday Detention parent/conference Second Offense – 2 days ISS/parent conference Repeated – 3 days OSS/parent conference

Gambling **	First Offense – 1 day ISS Second Offense – 2 days ISS Third Offense – 1-5 days OSS
Gang Activity	First Offense – 1 Day ISS
Head-gear/Sunglasses	All Offenses – Item confiscated
Immoral Conduct	First Offense – 5-10 days OSS with corrective plan of action and parent/student conference or expulsion
* Leaving school w/o permission/truancy (drivers will lose driving privileges)	First Offense – Thursday Detention/parent conference Second Offense – 2 days ISS Repeated – 3 days OSS/parent conference/loss of parking decal
Lying	First Offense – Thursday Detention Second Offense – 1 day ISS Third Offense – 2 days ISS
No Show Thursday Detention	2 days ISS
Physical Attack/Assault	Expulsion
Posturing	OSS 1-3 Days
Profanity/Use of Profanity/Abusive Language/Obscene Materials	First Offense – Thursday Detention Second Offense – 2 days ISS Third Offense – 1-3 days OSS with correction plan of action and parent/student conference
Refusal to go to ISS/Refusal to follow ISS rules/regulations	OSS assigned until ISS is served parent conference required

Sexual Harassment	(depending upon situations) Verbal reprimand/warning – expulsion
Smoking	First Offense – 1 day ISS and referral to school nurse Second Offense – 5 days OSS or Anti-Tobacco Use Program (ATUP) Third Offense – long-term suspension or SAIP

Offense	Consequence
Tardiness to class (per class per nine weeks)	First Offense- Verbal Warning Second Offense-Written notifica- tion of teacher detention (20 minutes minimum and 30 minutes maximum) Third Offense- Thursday Detention Fourth Offense-1day ISS per tardy
Tardiness to school (per nine weeks)	First Offense- Warning Second Offense-Thursday Detention Third Offense-1 day ISS
Tardiness to study block	First Offense - Warning Second Offense - Thursday Detention Third Offense - ISS
Teacher Detentions - No Shows	First Offense - Teacher assigns 2 days Second Offense - Thursday Detention

Theft/Larceny	<p>First Offense - 1 day OSS and full restitution</p> <p>Second Offense - 5 days OSS and full restitution</p> <p>Third Offense - recommend long-term suspension</p>
Trespassing while Suspended	<p>First Offense - extended suspension</p> <p>Second Offense - Police called and recommend long-term suspension</p>
Unauthorized Area	<p>First Offense - Thursday Detention</p> <p>Second Offense - 1 day ISS</p> <p>Third Offense - 2 days ISS</p>
Unauthorized use of computer technology	<p>Minimum - Thursday Detention</p> <p>May lose computer system privilege</p>
Vandalism	<p>First Offense - 3 days ISS, parent conference and full restitution</p> <p>Second Offense - 5-10 days OSS with corrective plan of action and parent/student conference or long-term suspension</p>
Verbal Confrontation/ Posturing	<p>First Offense - 3-5 days OSS</p> <p>Second Offense – Rec. long-term suspension/expulsion</p>

- * Cell Phone violation – cell phones and other confiscated electronic equipment are to be picked up by parent/guardian after 2:00 pm only on the next school day.
- * Horseplay that results in injury - OSS (number of days to be determined).
- * Gambling – possession of any type of paraphernalia will result in confiscation of items and Thursday detention (first offense).
- * Maximum number of ISS days per year is five (5).
- * Maximum number of Administrative Detentions per semester is three (3).
- * Students who leave the building without proper authorization are subject to be searched by administration.
- * Proper admit pass must be presented before return to classes from ISS or OSS.
- * For offenses and consequences not listed, please refer to the 2008-09 Discipline Guidelines of the Virginia Beach City Public Schools