

# Parent Acknowledgement Form

## 2017-2018 SCHOOL YEAR

This form is for parents/legal guardians of all students or for students who are eighteen years or older enrolled in Virginia Beach City Public Schools to ensure that they have received and reviewed the following important documents. For your convenience, this information is available on the school division's Web site: [vbschools.com](http://vbschools.com). Policies and Regulations updates can be found online at [vbschools.com/policies\\_regulations/](http://vbschools.com/policies_regulations/).

*Please print clearly.*

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

School \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

I have received and reviewed each of the following:

**Attached to this document:**

- *Family Educational Rights and Privacy Act (FERPA) Note: Any parent who objects to the release of any directory information must notify, in writing, the principal of the school where the records are kept.*
- Compulsory School Attendance Law
- Parental Responsibility and Involvement Requirements
- *Section 504 of the Rehabilitation Act of 1973 Notice*
- Notice of Graduation Requirements
- Annual Notification of Guidance and School Counseling
- Student Digital Device Agreement

**To be distributed separately by home school:**

- *Code of Student Conduct, including Regulations for Passengers Riding School Buses, Cell Phone Use, Acceptable Use Agreement (Computers), Bring Your Own Device (BYOD) Guidelines and e-readers Use*
- *Protection of Pupil Rights Amendment (PPRA) Note: Included in Parent/Student Handbook*
- Parent/Student Handbook (Elementary, Middle, High) - *For High School, handbooks are available online ([vbschools.com](http://vbschools.com)), via the SchoolWay App, or copies are available upon request*
- Parent/Student Course Information Guide (K-5) *posted online, copies available upon request*
- Secondary School Curriculum (6-12) *if applicable*
- Learning about Scoliosis (only grades 5-10)
- Parent Educational Information on Eating Disorders (only grades 5-12)
- 2017-2018 School Year Media Opt-Out form

Print Parent/Legal Guardian/Independent Student Name \_\_\_\_\_

Parent/Legal Guardian/Independent Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to your child's homeroom teacher  
no later than September 18, 2017.



# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

FERPA authorizes making student directory information public as permitted under state and federal laws and regulations. Prior to release of such information, the superintendent or designated principals shall give public notice of such intent in a newspaper of general circulation, a school paper, patron organization newsletter or announcements sent home to parents describing the kind of information being in the directory category. Any parent or eligible student who objects to the release of any or all of this information must notify, in writing, the principal of the school where the records are kept. The following is considered “directory information”:

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

See School Board Policy 5-66 for a full explanation of the School Division's procedure for the release of directory information. It can be accessed through the internet at [vbschools.com](http://vbschools.com).

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

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

Additionally, this law along with the *No Child Left Behind Act* of 2001 and the *National Defense Authorization Act* for Fiscal Year 2002 all require that School Administration must provide to military recruiters the student's name, address, and telephone listings upon request.

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

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

The office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520**

School Board policies and accompanying regulations pertinent to student records, School Board Policies 5-31 and 5-66 and Regulations 5-31.1, 5-31.2, and 5-66.1, are available to interested persons at each school's administrative office and library, the School Administration Building, and the School Division's Web site: [vbschools.com/policies/policy5.asp](http://vbschools.com/policies/policy5.asp).

### **Notice For Destruction of Special Education and Discipline Records**

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

## COMMONWEALTH OF VIRGINIA – COMPULSORY ATTENDANCE LAW

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

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

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

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

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

- B. A school board shall excuse from attendance at school:
1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code; and
  2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil’s health, as verified by competent medical evidence, or by reason of such pupil’s reasonable apprehension for personal safety when such concern or apprehension in that pupil’s specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.
- C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.
- D. A school board may excuse from attendance at school:
1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
  2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.
- E. Local school boards may allow the requirements of subsection A to be met under the following conditions:
- For a student who is at least 16 years of age, there shall be a meeting of the student, the student’s parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:
- a. Career guidance counseling;
  - b. Mandatory enrollment and attendance in an equivalency examination approved by the Board of Education for passing a high school preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his designee;
  - c. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;

- d. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
- e. Counseling on the economic impact of failing to complete high school; and
- f. Procedures for reenrollment to comply with the requirements of subsection A.

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

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

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

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

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

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

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

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

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

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

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

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

**COMMONWEALTH OF VIRGINIA – PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS**

## § 22.1-279.3. Parental responsibility and involvement requirements.

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

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
  1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court. (1995, c. 852; 1996, c. 771; 2000, c. 538; 2001, cc. 688, 820; 2004, c. 573.)

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

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## SECTION 504 OF THE REHABILITATION ACT OF 1973

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Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school-related programs and activities. Any student who has a physical or mental impairment that substantially limits a major life activity may be eligible. Additionally, students with health problems (including allergies or anaphylactic reactions) or other medical impairments may be entitled to rights and protections under Section 504. "Major life activity" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating and major bodily functions.

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

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

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

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

Parents have the right to:

1. File a grievance with the school district over an alleged violation of Section 504 regulations.
2. Have an evaluation that draws on information from a variety of sources.
3. Be informed of any proposed actions related to qualification under Section 504 and provision of a plan for services.
4. Examine all relevant records.
5. Receive all information in the parent's/guardian's native language and primary mode of communication.
6. Periodic redetermination of qualification and an assessment before any significant change in program/service modifications.
7. Request an impartial hearing if there is a disagreement with the school division's proposed action.
8. Be represented by counsel (at their own expense) in the impartial hearing process.
9. Appeal the decision of the impartial hearing officer's decision to a court of competent jurisdiction.

Contact: Office of Student Support Services, 2512 George Mason Drive, Virginia Beach, Virginia 23456, telephone: (757) 263-1980, fax: (757) 493-5437.

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

# Notice of Graduation Requirements

It is the responsibility of parents/guardians to ensure that their child has all the credits needed to graduate. It is imperative that parents/guardians track and monitor the number of standard credits and verified credits their children have obtained. You can accomplish this by staying in touch with the assigned school counselor. Key questions to ask your child's school counselor are: How many credits does my child have and how many does he or she ultimately need for his/her diploma type? How many verified credits does he or she have and how many are ultimately needed for his/her diploma type? Is he or she on track for the current grade level? Have my child and I received his/her academic plan to ensure that he/she is on the right track toward graduation?

Dear Parent or Guardian:

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

In Virginia there are several diploma options. These options and their accompanying requirements are explained at length in this document. Students in Virginia may opt to pursue an Advanced Studies Diploma, a Standard Diploma, or a Modified Standard Diploma. Students pursuing an Advanced Studies Diploma or a Standard Diploma must earn both standard and verified credits if they are to graduate from high school or participate in graduation ceremonies. Students earn a standard credit by successfully completing the requirements of the course. Students earn a verified credit by successfully completing the requirements of the course and achieving a passing score on the applicable end-of-course SOL test or a test approved by the Virginia Board of Education. Six (6) verified credits are required for a Standard Diploma and nine (9) are required for an Advanced Studies Diploma. Other options available to special education students in addition to these diplomas are the Modified Standard Diploma and the Applied Studies Diploma. To determine the graduation requirements for your child, you must consider both the type of diploma sought and the year your child first entered ninth grade.

The following Virginia SOL end-of-course tests are available: English: Reading/Literature and Research, English: Writing, Algebra I, Geometry, Algebra II, Earth Science, Biology, Chemistry, World History I, World History II, World Geography, and Virginia and U. S. History. A list of additional tests approved by the Virginia Board of Education for verified credit is available in the appendix of the Student Guide: Secondary School Curriculum for Students of Virginia Beach City Public Schools. Copies of the guide are available at the high school and at our website [vbschools.com](http://vbschools.com).

It is the responsibility of each student and his/her parent that requirements for an Advanced Studies Diploma or a Standard Diploma are met. School counselors review graduation requirements with students annually, and the guidance staff at each school is available to assist you. Please work closely with your child's school counselor in making academic decisions for your child. To determine the graduation requirements for your child, you must consider both the type of diploma sought and the year your child first entered ninth grade.



# Standard Diploma Requirements for Students Entering Ninth Grade in 2013-14 to 2015-2016

The Standard Diploma requires twenty-two (22) credits for students entering ninth grade in 2013-2014. Of the 22 credits, six (6) must be verified credits as follows: two (2) English, one (1) math, one (1) science, one (1) social studies, and one (1) student-selected test students must have to graduate.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
<b>English 9, 10, 11, 12</b>	<b>4</b>	2
<b>Mathematics</b> <i>(Courses completed to satisfy this requirement shall include at least two course selections from among Algebra I, Geometry, AFDA (Algebra, Functions, and Data Analysis), or Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.)</i>	<b>3</b>	1
<b>Laboratory Science</b> <i>(Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: Earth Sciences, Biology, Chemistry or Physics. The board shall approve courses to satisfy this requirement. (Note: Oceanography and Astronomy are in the Earth Science discipline.)</i>	<b>3</b>	1
<b>History and Social Science</b> <i>(Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.)</i>	<b>3</b>	1
<b>Health and Physical Education</b>	<b>2</b>	
<b>World Languages, Fine Arts, or Career and Technical Education</b> <i>(Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education)</i>	<b>2</b>	
<b>Economics and Personal Finance</b>	<b>1</b>	
<b>Required Courses</b>	<b>18</b>	
<b>Electives</b> <i>(Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.)</i>	<b>4</b>	
<b>Virtual Course</b>		
<b>Career and Technical Education Industry Certification</b>		
<b>Student Selected Test</b>		1
<b>TOTAL</b>	<b>22</b>	6

Students who earn a Standard Diploma may participate in commencement exercises.

# Advanced Studies Diploma Requirements for Students Entering Ninth Grade in 2013-14 to 2015-2016

The Advanced Studies Diploma requires twenty-six (26) credits for students entering ninth grade in 2011-12 and 2012-13. Of the 26 credits, nine (9) must be verified credits as follows: two (2) English, two (2) math, two (2) science, two (2) social studies, and one student selected test students must have to graduate.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
<b>English 9, 10, 11, 12</b>	<b>4</b>	2
<b>Mathematics</b> <i>(Courses completed to satisfy this requirement shall include at least three different course selections from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.)</i>	<b>4</b>	2
<b>Laboratory Science</b> <i>(Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: Earth Sciences, Biology, Chemistry or Physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement. (Note: Oceanography and Astronomy are in the Earth Science discipline.)</i>	<b>4</b>	2
<b>History and Social Science</b> <i>(Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.)</i>	<b>4</b>	2
<b>World Languages</b> <i>(Courses completed to satisfy this requirement shall be three years of the same language or two years each of two languages.)</i>	<b>3</b>	
<b>Health and Physical Education</b>	<b>2</b>	
<b>Fine Arts or Career and Technical Education</b>	<b>1</b>	
<b>Economics and Personal Finance</b>	<b>1</b>	
<b>Required Courses</b>	<b>23</b>	
<b>Elective Courses</b>	<b>3</b>	
<b>Virtual Course</b>		
<b>Student Selected Test</b>		1
<b>TOTAL</b>	<b>26</b>	9

Students who earn an Advanced Studies Diploma may participate in commencement exercises.

# Standard Diploma Requirements for Students Entering Ninth Grade In 2016-17 and Beyond

The Standard Diploma requires twenty-two (22) credits for students entering ninth grade in 2016-2017. Of the 22 credits, six (6) must be verified credits as follows: two (2) English, one (1) math, one (1) science, one (1) social studies, and one (1) student-selected test students must have to graduate.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
<b>English 9, 10, 11, 12</b>	<b>4</b>	2
<b>Mathematics</b> <i>(Courses completed to satisfy this requirement shall include at least two course selections from among Algebra I, Geometry, AFDA (Algebra, Functions, and Data Analysis), or Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.)</i>	<b>3</b>	1
<b>Laboratory Science</b> <i>(Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: Earth Sciences, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement. (Note: Oceanography and Astronomy are in the Earth Science discipline.)</i>	<b>3</b>	1
<b>History and Social Science</b> <i>(Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement).</i>	<b>3</b>	1
<b>Health and Physical Education</b>	<b>2</b>	
<b>World Languages, Fine Arts, or Career and Technical Education</b> <i>(Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.)</i>	<b>2</b>	
<b>Economics and Personal Finance</b>	<b>1</b>	
<b>Required Courses</b>	<b>18</b>	
<b>Elective Courses</b> <i>(Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.)</i>	<b>4</b>	
<b>Virtual Course</b>		
<b>Career and Technical Education Industry Certification</b>		
<b>Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED)</b>		
<b>Student Selected Test</b>		1
<b>TOTAL</b>	<b>22</b>	<b>6</b>

Students who earn a Standard Diploma may participate in commencement exercises.

# Advanced Studies Diploma Requirements for Students Entering Ninth Grade In 2016-17 and Beyond

The Advanced Studies Diploma requires twenty-six (26) credits for students entering ninth grade in 2016-2017. Of the 26 credits, nine (9) must be verified credits as follows: two (2) English, two (2) math, two (2) science, two (2) social studies, and one (1) student-selected test students must have to graduate.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
<b>English 9, 10, 11, 12</b>	<b>4</b>	2
<b>Mathematics</b> <i>(Courses completed to satisfy this requirement shall include at least two course selections from among Algebra I, Geometry, AFDA (Algebra Functions, and Data Analysis), or Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.)</i>	<b>4</b>	2
<b>Laboratory Science</b> <i>(Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: Earth Sciences, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement. (Note: Oceanography and Astronomy are in the Earth Science discipline.)</i>	<b>4</b>	2
<b>History and Social Science</b> <i>(Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement).</i>	<b>4</b>	2
<b>World Languages</b> <i>(Credits earned for this requirement shall be three years of the same language or two years each of two languages.)</i>	<b>3</b>	
<b>Health and Physical Education</b>	<b>2</b>	
<b>Fine Arts or Career and Technical Education</b>	<b>1</b>	
<b>Economics and Personal Finance</b>	<b>1</b>	
<b>Required Courses</b>	<b>23</b>	
<b>Elective Courses</b>	<b>3</b>	
<b>Virtual Course</b>		
<b>Emergency First Aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED)</b>		
<b>Student Selected Test</b>		1
<b>TOTAL</b>	<b>26</b>	9

Students who earn an Advanced Studies Diploma may participate in commencement exercises.

# Diplomas for Students Identified as Having Disabilities Prior to 2013-2014

A student's IEP committee may consider two other diploma options for students identified as having disabilities.

A) The *Modified Standard Diploma* requires twenty (20) standard credits, but no verified credits. Students seeking a modified standard diploma must pass the 8th Grade Standards of Learning (SOL) tests in both English: Reading, Literature and Research (R/L/R) and Mathematics.

DISCIPLINE AREA	UNITS OF CREDIT	REQUIRED TO BE VERIFIED
<b>English</b>	<b>4</b>	1
<b>Mathematics</b> <i>(Courses completed to satisfy this requirement shall include content from among applications of algebra, geometry, personal finance, and statistics in courses that have been approved by the State Board of Education.)</i>	<b>3</b>	1
<b>Science</b> <i>(Courses completed shall include content from at least two of the following: application of earth science, biology, chemistry, or physics in courses approved by the State Board of Education.)</i>	<b>2</b>	
<b>History and Social Studies</b> <i>(Courses completed to satisfy this requirement should include one unit of credit in Virginia and U.S. History and one unit of credit in Virginia and U.S. Government in courses approved by the State Board of Education.)</i>	<b>2</b>	
<b>Health and Physical Education</b>	<b>2</b>	
<b>Fine Arts or Career and Technical Education</b>	<b>1</b>	
<b>Required Courses</b>	<b>14</b>	
<b>Elective Courses</b> <i>(Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.)</i>	<b>6</b>	
<b>TOTAL</b>	<b>20</b>	2

B) The *Applied Studies Diploma* is granted when a student does not qualify for other diplomas, but does meet the requirements of the individualized educational plan developed for that student.

Students who earn an Applied Studies Diploma or a Modified Standard Diploma may participate in commencement exercises.

# Transfer Students

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

## Advanced Studies Diploma Verified Credit Requirements for Students who Transfer into Virginia Beach City Public Schools for the First Time.

GRADE LEVEL STUDENT ENTERS VIRGINIA BEACH CITY PUBLIC SCHOOLS	NUMBER OF PRORATED VERIFIED CREDITS
During ninth grade or the beginning of tenth grade	Refer to requirements for Advanced Studies Diploma
During tenth grade or the beginning of eleventh grade	2 English, 1 Mathematics, 1 social studies, 1 science, and 1 student-selected test
During eleventh grade or the beginning of twelfth grade	1 English and 3 student-selected test
During twelfth grade	Students should be given every opportunity to earn a local diploma. If Virginia diploma requirements cannot be met, the previous school should award diploma or the student can request that the local school board seek a waiver from the Virginia Department of Education.

## Standard Diploma Verified Credit Requirements for Students who Transfer into Virginia Beach City Public Schools for the First Time.

GRADE LEVEL STUDENT ENTERS VIRGINIA BEACH CITY PUBLIC SCHOOLS	NUMBER OF PRORATED VERIFIED CREDITS
During ninth grade or the beginning of tenth grade	Refer to requirements for Standard Diploma
During tenth grade or the beginning of eleventh grade	1 English, 1 Mathematics, 1 social studies, 1 science, and 1 student-selected test
During eleventh grade or the beginning of twelfth grade	1 English and 1 student-selected test
During twelfth grade	Students should be given every opportunity to earn a local diploma. If Virginia diploma requirements cannot be met, the previous school should award diploma or the student can request that the local school board seek a waiver from the Virginia Department of Education.

## Locally Awarded Verified Credits

A process exists to assist students seeking a standard diploma who have not met the verified credit requirements for a standard diploma. The School Board may award locally verified credits for the student-selected verified credits required for the Standard Diploma. This process DOES NOT apply to the awarding of the two (2) verified credits in English, also required for graduation, or to any verified credit a student wants to earn for mathematics. Any English or mathematics verified credits must be earned by passing the high school courses and the Standards of Learning tests (or approved substitute tests). Locally verified credits awarded through this process CANNOT be used if the student changes to the Advanced Studies Diploma track.

Students who do not pass Standards of Learning tests in science or history and social science may receive locally awarded verified credit from the local school board in accordance with criteria established in guidelines adopted by the Board of Education.

1. Meet the following requirements:
  - a. Pass the high school course that corresponds to the failed SOL test
  - b. Not pass the related Standards of Learning or approved substitute test
  - c. Score within a designated range (375-399) on the Standards of Learning test
2. Earn fewer than four of the student-selected verified credits required for the Standard Diploma.
3. Score within a 375-399 scale score range on any administration of the Standards of Learning test after taking the test at least twice without passing on any administration.

A student may be awarded no more than four verified credits through the above process. Another restriction is that the guidelines outlined above MAY NOT be used to award verified credits for the Advanced Studies Diploma.

## Credit Accommodations

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

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

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

## The Certificate of Program Completion

The Certificate of Program Completion is designed for a student who has earned all of the required standard units of credit for graduation, but has not earned the appropriate corresponding verified credits. The student will be given the opportunity to earn verified credits in the summer and subsequent administrations of the SOL tests. If the student earns the appropriate verified credits, he/she will be considered a graduate and earn the appropriate diploma. If, however, the student does not earn the verified credits required, he/she can be awarded the Certificate of Program Completion.

The student who is awarded the Certificate of Program Completion **will not** participate in commencement exercises.

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

# Annual Notification of Guidance and School Counseling

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

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

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

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

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

# School Counseling Opt-Out Form

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

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

I request that my child \_\_\_\_\_, in grade \_\_\_\_\_ NOT participate in the following:

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

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

Signature of parent/guardian or adult student: \_\_\_\_\_ Date \_\_\_\_\_

Student's name (please print): \_\_\_\_\_

Student's school (please print): \_\_\_\_\_



# VIRGINIA BEACH CITY PUBLIC SCHOOLS

## Student Digital Device Agreement

The digital device issued to your child is to be used for school related purposes only and is to be returned by the end of the agreed upon check-out period. The device may not be used by nonauthorized persons. By signing the *Code of Student Conduct*, the parent or guardian of a minor student/adult student is agreeing to the following.

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

Aaron C. Spence, Ed.D., *Superintendent*  
Virginia Beach City Public Schools  
2512 George Mason Drive, Virginia Beach, VA 23456-0038

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

#### Notice of Non-Discrimination Policy

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including, but not limited to, Policies 2-33, 4-4, 4-6, 4-43, 5-7, 5-19, 5-20, 5-44, 6-7, 7-48, 7-49, 7-57 and Regulations 4-4.1, 4-4.2, 4-6.1, 4-43.1, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials and extracurricular activities.

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title VI/Title IX Coordinator/Director of Student Leadership at (757) 263-2020, 1413 Laskin Road, Virginia Beach, Virginia, 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia, 23451.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write the Office of Student Support Services:  
Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038.  
Telephone 263-1980 (voice); 263-1240 (TDD).

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July 2017