



Middle Level Student Handbook

The Nokesville School

Welcome to The Nokesville School Middle Level Student Handbook. This comprehensive guide provides essential information, guidelines, and explanations to ensure student success and a thriving school-community. Together, we create an environment where learning, growth, and community are at the heart of everything we do. Let's embark on a successful educational journey together!

This handbook was last updated on August 13, 2023.

Andrew M. Jacks, Ed.D., Principal
Geoffrey R. Brunson, Assistant Principal
Abigail E. Martinez, Assistant Principal
Brittney L. Giovannelli, Administrative Intern
Dawn M. Breski, Director of School Counseling
Michael R. Carbone, School Security Officer

TABLE OF CONTENTS

ARRIVAL	4
ASSEMBLIES.....	4
BACKPACKS.....	4
BRINGING ITEMS TO SCHOOL.....	4
BUSES.....	5
CLASSROOMS.....	5
CODE ORANGE DAYS.....	6
DETENTION.....	6
DISCIPLINE - BEHAVIOR CATEGORIES	6
BEHAVIORS THAT IMPEDE ACADEMIC PROGRESS (BAP):.....	6
BEHAVIORS RELATED TO SCHOOL OPERATIONS (BSO):.....	7
RELATIONSHIP BEHAVIORS (RB):	7
BEHAVIORS THAT PRESENT A SAFETY CONCERN (BSC):.....	7
BEHAVIORS THAT ENDANGER SELF OR OTHERS (BESO):.....	8
PERSISTENTLY DANGEROUS BEHAVIORS (PDB):.....	8
DISCIPLINE OFFENSES (NOT A COMPREHENSIVE LIST).....	9
BULLYING.....	9
BUS VIOLATIONS.....	9
CHEATING AND PLAGIARISM	10
CYBERBULLYING.....	10
DISCRIMINATION.....	10
DISHONESTY.....	11
ELECTRONIC DEVICE MISUSE (CELLPHONES).....	11
FAILURE TO REPORT VIOLATIONS.....	11
FIGHTING	11
HARASSMENT	11
IMPROPER TOUCHING.....	12
RETALIATION	12
SEX-BASED HARASSMENT	12
SEX-BASED MISCONDUCT	12
SUPPORTING MISCONDUCT	13
TECHNOLOGY MISUSE.....	13
THREAT.....	14
TITLE IX SEXUAL HARASSMENT	14
UNAUTHORIZED USE OF COMMUNICATION DEVICES	14
VAPING/SMOKING.....	15
VIOLATIONS OF SCHOOL, SPORT, CLUB, AND ACTIVITY RULES	15
DISMISSAL	15
BUSES.....	15
CAR RIDERS.....	16
SPORTS AND CLUBS.....	16
DRESS CODE.....	16
ELECTRONIC DEVICES.....	17
CYBERBULLYING.....	17
ELECTRONIC COMMUNICATION/ENTERTAINMENT DEVICE	18
SCHOOL ISSUED DEVICE.....	19
ELEVATOR	19
FIELD TRIPS.....	19
FOOD IN SCHOOL.....	20
HOMEWORK.....	20
ILLNESS AND INJURY	20
LOCKERS.....	20
LOST AND FOUND	21
LUNCH	21
LUNCH ARRIVAL.....	21
LUNCH LINE.....	21
EATING LUNCH	21
LUNCH DISMISSAL	22
OUT OF BOUNDS	22
1 ST FLOOR OUT OF BOUNDS MAP	23
2 ND FLOOR OUT OF BOUNDS MAP	24
OUTSIDE ACTIVITIES	24

REPORTING	25
SPORTS.....	25
ACADEMIC ELIGIBILITY.....	25
ATHLETES.....	26
CONCUSSION TRAINING.....	26
PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES.....	26
SPORTS SCHEDULE	27
SPECTATORS/FANS	27
TRYOUTS	28
STUDENTVUE	28
TARDIES.....	28
TESTING/RETAKES.....	29
TRANSITIONS.....	29
EHALLPASS	29
BETWEEN CLASSES.....	29
APPENDIX	30

ARRIVAL

Upon arriving at school, students will enter the school in an orderly fashion. All laptops should be removed from backpacks prior to entering the building. This will help expedite the process through the Evolve System. Students are not permitted to have metal water bottles. Metal water bottles will be confiscated.

Students requiring breakfast between 7:45-8:00 will report directly to the cafeteria and then proceed to the middle-level commons lunch area closest to the Exploratory Hallway. At 8:00, these students should report to the locker bay to store and retrieve items needed for their first-period class.

Students requiring breakfast after 8:00 will report directly to the cafeteria and may eat in the middle-level commons lunch area closest to the Exploratory Hallway. Students should proceed to the locker bay at a time that enables them to arrive on time for their first-period class. If students need to visit their locker, they should plan to allow time for that process before the first bell at 8:15.

Students arriving that do not require breakfast will remain in the commons area until 8:00. At 8:00 students will proceed to their lockers to store and retrieve items needed for their first period class. The first-class bell rings at 8:15.

Students should not be lingering in the hallways, locker areas, or bathrooms. Students should not have to ask their first period teachers to access their lockers because this should have already been handled.

Students arriving late shall have a late pass issued to them that they will give to their teacher upon arrival to the classroom.

ASSEMBLIES

Students must exhibit behaviors compatible with an educational environment.

Students should be sitting with the class they came to the assembly with unless directed directly by a staff member to sit elsewhere.

Students should not be eating food or using electronic devices.

If a presenter is talking or if there are directions or information being shared, students should listen respectfully. If a student has a question, they should follow the directions for asking questions. If directions were not provided about asking questions, the student should raise their hand and wait for the presenter to call on them.

BACKPACKS

Roller backpacks are not permitted in school unless there is a documented need for their use and to be approved by the administration.

Backpacks should be kept in lockers and not brought to class. This is in place because of space limitations in the classroom and to try and limit students carrying around heavy backpacks.

BRINGING ITEMS TO SCHOOL

Students should know the school is not responsible for items brought to school. This includes, but is not limited to, cell phones, smartwatches, personal electronic devices, earbuds, headphones, trading cards, water bottles, etc.

The school does not have the extra time or extra resources to investigate the disappearance of such items.

Students should not bring in extra food or beverages to sell said products. Additionally, food and beverages should not be shared with other students due to allergy concerns and safety precautions.

BUSES

The bus driver is in charge of the bus. They are responsible for safely driving an exceptionally large vehicle, on narrow roads, with many students on board.

Students must keep in mind that the school bus is an extension of the school, so they must exhibit behaviors compatible with an educational environment.

Students are generally seated with Kindergartners in the front, primary elementary students next, followed by upper elementary, and finally middle level students. This is a typical seating arrangement, but it is at the discretion of the bus driver, PWCS Transportation Dept., and/or TNS administration to change it at any time. If you would like to maintain this style of seating arrangement, be sure that you and your fellow bus riders follow the rules of the bus driver.

Students may be allowed, if the bus driver gives permission, to use cell phones. This use must follow all PWCS regulations relating to its use.

Students should never audio record or video record on the bus.

The typical progression of consequences relating to bus violations is a warning and an assigned seat, a short bus suspension, a longer bus suspension, and finally a bus removal for the year. Some steps on this typical progression outline may be skipped depending on the severity of the violation.

Typically, bus violations have consequences relating to the privilege of riding the bus. However, at times, for more atypical violations, consequences can fall outside of bus consequences.

The most common violation reported relating to the bus, is inappropriate language, inappropriate cell phone use, and moving around on the bus.

Students should be aware of how a bus suspension can impact their family. Families work and are usually required to be there at a certain time and to leave at a certain time. Is it fair for your family to have them tell their boss that they will be late and must leave early for the next two weeks because of something that you did on the bus?

Additionally, keep in mind that there are much younger students aboard the same bus. Those younger students should not be witnessing older students moving from seat to seat as this is a safety issue nor should they be exposed to inappropriate language.

CLASSROOMS

Students should arrive at the classroom ready to learn. This means that students should have essential tools (laptop, charger, pencil/pen, etc) with them and not have to ask, "Can I go to my locker to get my laptop?"

Students must exhibit behaviors compatible with an educational environment.

Students should use computers to access websites and/or programs the class uses for the lesson. Students should not be playing games using laptops or any devices unless the game was part of the lesson as directed by the teacher.

Students should not have cell phones out at any time in the classroom without specific permission given by the teacher for use as an educational tool.

Students should not have earbuds or headphones on in the classroom unless it has been permitted by the teacher and it serves an academic purpose or the student requires the use of them because of an IEP or 504 plan.

Smartwatches should follow the same rule as stated above about cell phone use in the classroom.

When substitutes are covering a classroom, students need to understand that the procedures and expectations may be different than what they typically encounter. Students should not view time with a substitute teacher as time to engage in behaviors that are not compatible with an educational environment.

Near the end of class, students should not leave their desk area and move to other parts of the classroom. They should not gather around the doorway and be waiting for the bell to ring.

Students should not be eating food or chewing gum in the classroom.

Students should have a water bottle with water. Water is the only acceptable liquid to be in a student's water bottle. At no time or place are students allowed to have "energy drinks."

CODE ORANGE DAYS

On Code Orange Days, students will be required to access school via electronic device. There is usually forewarning that inclement weather will be approaching the area. The students should take note of this information and be sure that they take home their computer and charger.

If class is on via Zoom, TEAMS, or some other electronic video conference method, students are required to turn their cameras on and to be visible during class.

DETENTION

1 hour detention - Tuesdays and Thursdays, 3:00 to 4:00

2 hour detention - Tuesdays and Thursdays, 3:00 to 5:00

3 hour detention - Saturdays, 9:00 to 12:00

DISCIPLINE - BEHAVIOR CATEGORIES

The following student behavior categories, as defined by the Virginia Department of Education, were designed to assist with recognizing the impact the behavior has on the school learning environment and to encourage responses that promote social-emotional learning competencies. Bulleted items listed below each category is a list of possible behaviors, but the lists are not all encompassing.

BEHAVIORS THAT IMPEDE ACADEMIC PROGRESS (BAP):

These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others. Therefore, as a result, training in social awareness may also be indicated.

- Interfering with learning in the classroom
- Interfering with learning outside the classroom
- Academic dishonesty
- Chronic failure to be prepared for class
- Unexcused tardiness to class or to school

BEHAVIORS RELATED TO SCHOOL OPERATIONS (BSO):

These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.

- Altering an official document
- Bringing/allowing unauthorized persons on to school grounds
- Dishonesty/giving false information to staff
- Failure to report to assigned classes or disciplinary setting while on school grounds
- Gambling
- Horseplay
- Inappropriate student dress
- Misuse of communication devices
- Unauthorized use of school electronic equipment
- Inappropriate use of technology/internet policy
- Vandalism, graffiti, or damage to school or personal property

RELATIONSHIP BEHAVIORS (RB):

These behaviors create a negative relationship between two or more people that does not result in physical harm. Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.

- Bullying/cyberbullying
- Failure to respond to requests by staff
- Inappropriate physical contact that is sexual in nature
- Posting, distributing, displaying, or sharing material or literature, including electronically
- Saying or writing either directly or electronically sexually suggestive comments, propositions, or other remarks
- Sexual misconduct (other than Title IX Sexual Harassment)
- Speaking to another in an uncivil, discourteous manner
- Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight
- Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs, or gestures)
- Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, disability, or any other basis prohibited by law.

BEHAVIORS THAT PRESENT A SAFETY CONCERN (BSC):

These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making are usually indicated in any behavior that creates a safety concern.

- Possessing, using, or distributing
- Any threat of physical injury or attempt to bomb or destroy property or buildings
- Bullying/cyberbully: Continuous after interventions
- Bus: Distracting the driver, endangering the safety of others on the bus
- Drugs: Possessing drug paraphernalia, over-the-counter medication, or look-alike drugs
- Engaging in reckless behavior creating risk of injury to self or others
- Exposing body parts: lewd or indecent
- Falsely activating fire alarm
- Fire related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke

- Harassment or intimidation, including Title IX Sexual Harassment
- Inciting/ causing a substantial disturbance to the operation of school or the safety of staff and/or students
- Leaving school grounds without permission
- Physical contact of a sexual nature: Patting body parts, pinching, tugging clothing
- Physical sexual aggression and/or forcing another to engage in sexual activity
- Shoving, pushing, striking a student with no visible injury
- Stealing money or property: Without or using physical force or using weapons
- Throwing an object that has the potential to cause a disturbance, injury, or property damage
- Tobacco: Possessing/using tobacco products, electronic cigarettes, vaping equipment
- Trespassing
- Weapon: Possessing or selling any weapon (not including firearms)

BEHAVIORS THAT ENDANGER SELF OR OTHERS (BESO):

These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

- Assault: Intending to cause physical injury to another person
- Assault and Battery: Causing physical injury to another person
- Bomb threat: Making a bomb threat
- Drugs: Possession/being under the influence/using/distributing (controlled substances, illegal drugs, synthetic hallucinogens, or unauthorized prescription medications)
- Fighting/rioting: Use of physical violence between students or another person with no injury
- Fire: Attempting to set, aiding in setting, or setting a fire
- Gang-Related: Engaging in threatening or dangerous behavior
- Hazing
- Physical sexual aggression and/or forcing another to engage in sexual activity
- Possession, distribution or use of weapons or lookalikes
- Striking Staff: The use of force against a staff member when no injury is caused
- Threatening or instigating violence, injury, or harm to another student or staff member
- Weapon: Possession of a firearm or destructive device
- Weapon: Using any weapon to threaten or attempt to injure school personnel, students, or others

PERSISTENTLY DANGEROUS BEHAVIORS (PDB):

These behaviors are used in calculations to identify a school as persistently dangerous. “The incidents to be used as measures for determining persistently dangerous public schools are those violent crimes and offenses against a person and the possession of drugs with intent to distribute or sell, all designated as felonies in the criminal section of the Code of Virginia (Title 18.2).” These behaviors merit a report to the superintendent’s office and to law enforcement and should be addressed in the manner consistent with a level 5 response. The rules and regulations of the Code of Behavior (COB) are intended to guide students’ behavior in the school buildings, on school buses, to and from school, and during participation in any activity sponsored by PWCS.

- Homicide with a firearm or other weapon includes any death resulting from causes other than natural, accidental, or suicide
- Sexual assault offenses are defined as sexual penetration without consent and includes statutory rape and carnal knowledge of a minor
- Use of bomb includes any explosive device
- Assault with a firearm or other weapon includes the intentional causing of bodily harm to an individual
- Malicious wounding without a weapon includes intentionally causing another person bodily injury, with the intent to maim, disfigure, disable, or kill

- Aggravated sexual battery includes sexual battery and abuse against a person less than fifteen years of age
- Actual and attempted robbery
- Kidnapping/abduction
- Illegal possession of a handgun, rifle/shotgun, projectile weapon, bomb, or other firearms
- Illegal possession of controlled drugs and substances with the intent to distribute or sell

DISCIPLINE OFFENSES (NOT A COMPREHENSIVE LIST)

Students are required to exhibit behaviors that are compatible with an educational environment. When students choose to disregard this basic fundamental expectation, consequences will be administered.

Students that exhibit frequent violations of this fundamental aspect are willfully choosing to negatively impact themselves, their peers, their families, and the staff. This type of disregard will not be tolerated at The Nokesville School.

It is of paramount importance to the staff and administration of TNS that all students are given the opportunity to learn in a positive, respectful, and productive learning environment. Students that exhibit behaviors that violate educational environment necessities, will receive consequences that could include, but not limited to: lunch detention(s), after school detention(s), in-school suspension(s), out-of-school suspension(s), Principal's Conference, formal hearing with the Student Management of Alternative Placement Department, or even expulsion.

In recent years, across the county and across the country, there has been an increase in issues dealing with behaviors and language that can be classified as harassment or sexual harassment. Violations that fall into the category of sexual harassment generally involve the Title IX Department and can result in a separate investigation conducted by Equity and Student Relations. Additional information relating to these behaviors are provided later in this section.

BULLYING

Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. Students should immediately report all incidents of bullying to a teacher, counselor, or administrator using the "Complaint of Bullying" form, verbally, or through other means of communication. Students are strongly encouraged to report bullying.

Retaliation against a student who reports bullying or participates in an investigation regarding bullying is strictly prohibited and will be addressed by corrective action, up to and including further disciplinary action.

BUS VIOLATIONS

Should a student be reported to the principal, the principal will be responsible for disciplinary action, which may include the loss of the privilege of bus transportation, until the parent, the bus driver, the principal, and in some instances, a Transportation Department representative can arrive at an understanding that will correct the problem. The parent will be responsible for the transportation of students who have lost school bus transportation privileges.

If you have questions, please refer to [Regulation 431-4](#), "Transportation for Students/Safety on School Buses."

Oral or written threats to harm others or PWCS property, which are planned or made on a school bus or which are intended to be carried out on a school bus, at a school bus stop, or while going to and coming from

school, may result in the loss of transportation for a specific period of time or for the remainder of the school year in addition to other disciplinary action.

A school bus video observation system records activities aboard some buses.

Please feel free to contact the school principal or the Transportation Department for help with problems related to the transportation of your child.

*Riding the school bus is a privilege, except as required by law for students with disabilities.

CHEATING AND PLAGIARISM

Students are to neither give nor receive assistance (written, orally, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of a single individual. Cheating includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Cheating encompasses any violation of rules where the violation involves dishonesty.

The parent will be contacted, and the student will receive an intervention or consequence for academic violations. Schools shall incorporate the use of an honor pledge in their efforts to emphasize the importance of honesty.

Plagiarism is a form of cheating. Students are responsible for giving due recognition of sources from which material is quoted, summarized, or paraphrased, as well as to persons from whom assistance has been received. Submitting the intellectual work of another author or student as one's own, e.g., copy and pasted, copy and pasted with minor adjustments, or without explicit permission from the author, constitutes cheating.

CYBERBULLYING

Cyberbullying is a form of bullying that involves the transmission, receipt, or display of electronic messages and/or images. Cyberbullying refers to any threats by one student toward another, typically through emails, texts, or on websites (e.g., blogs, social media sites). Electronic communications that support deliberate, hostile, hurtful messages intended to harm others is a form of bullying. Cyberbullying includes such things as sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; and using defamatory online personal polling websites.

Cyberbullying that occurs at schools, on school property, at school-related activities, during virtual instruction, or within the community and impacts or disrupts the learning environment or school operations will not be tolerated. Likewise, any cyberbullying that occurs using PWCS computers, devices, systems, or networks, or on personal devices while using PWCS systems or networks (regardless of location) is strictly prohibited. Such misconduct is a violation of [Regulation 295-1](#), "Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy," and [Regulation 733-1](#), "Bullying of Students."

Cyberbullying which occurs off school grounds and/or does not involve the use of PWCS computers, devices, systems, or networks may also result in disciplinary action if it causes or is likely to cause a material disruption to the operation of the school(s) or the school division, threatens the safety or mental/physical well-being of students or staff, or threatens the safety of school buildings or school property.

DISCRIMINATION

Discrimination occurs when one or more individuals are treated differently, or not given fair consideration or the same opportunity as others because of their race, color, religion, national origin, sex, gender identity,

sexual orientation, pregnancy, childbirth, or related medical conditions including lactation, age, disability, genetic information, or any other basis prohibited by law.

DISHONESTY

Students shall not make false accusations against staff or other students and shall not give false information that may be harmful to others or interfere with the duties of staff. Students who make such false reports may be disciplined.

ELECTRONIC DEVICE MISUSE (CELLPHONES)

- The devices are powered OFF, not visible upon entering the school building at arrival and exiting the school building at dismissal, and that the devices are not left on “silent” or “vibrate”.
- The devices are to be stored in the student’s backpack or locker at the beginning of the school day and stowed until dismissal unless directly told by a staff member that the use of a cell phone is permitted.

During the school day or at school-sponsored events and activities, students may not record audio or video footage intended to be, or actually are, used or distributed to cause harm to other students or adults, or which may cause a disruption to the instructional process. Violators are subject to confiscation of the device and/or other corrective action. School division staff do not assume responsibility for the security of communication and/or electronic devices that are brought onto school property. While on school property, at any school-related activities, or while traveling to or from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Students may utilize electronic entertainment devices, including cellphones, while in PWCS vehicles or during transport for PWCS activities or services, provided that these items are not a distraction to the bus driver and/or do not compromise safety. In addition, the use of these devices should not distract from or disrupt activities.

FAILURE TO REPORT VIOLATIONS

In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the COB to teachers, administrators, other appropriate staff, or the PWCS “Say Something” Anonymous Reporting System. Serious violations include failure to report conduct or behavior which results, or may reasonably be foreseen to result, in injury to the person, health, or welfare of students or staff, or damage to property. Failure to report violations may result in corrective action.

FIGHTING

Students are responsible for settling confrontations that may arise in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel, such as a teacher, counselor, principal, social worker, etc. Fighting will result in corrective action, which may include suspension or further disciplinary action. Students are also subject to corrective action for behavior that they may not consider to be serious or threatening (“horseplay,” “playing around,” etc.) when that behavior may cause injury, discomfort, or disruption.

HARASSMENT

Harassment is a form of discrimination. Harassment is a course of conduct that targets one or more individuals on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth, or related medical conditions including lactation, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law. Harassment:

- Demeans, threatens, intimidates, or harms an individual or group in such a way as to cause anxiety or fear for safety.
- Creates an intimidating, hostile, and/or offensive environment; substantially or unreasonably interferes with a student’s education; or otherwise limits a student’s ability to participate in or benefit from a PWCS educational program.
- May target an individual even when the individual does not actually possess any characteristic that is the basis for the harassment (so long as the harassment is based on the belief that the target possesses such characteristic).
- May be expressed in various ways, including through physical actions or through verbal, nonverbal, electronic, or written communications, and may take various forms, including but not limited to:
 - Offensive comments, name-calling, gestures, “jokes,” or rumors.
 - Demeaning drawings, cartoons, or graffiti.
 - Acts of aggression toward individuals or their property, including threats or physical assaults.

IMPROPER TOUCHING

Improper touching is intentional physical contact with a student or staff member that does not fall within the definitions of physical assault or of sexual assault under Title IX. (See the definition of Title IX Sexual Harassment below.) Improper touching may or may not be sexual in nature. Improper touching that occurs on school property or at a school-sponsored activity is prohibited.

RETALIATION

Retaliation is strictly prohibited and occurs when action is taken against a person for making a report of misconduct or for participating in any investigation into a report of misconduct. Retaliation includes threatening, intimidating, harassing, coercing, or any other conduct that would discourage someone from reporting an offense or participating in an investigation.

SEX-BASED HARASSMENT

Sexual-based harassment under Title IX (“Sex-Based Harassment”) is misconduct on the basis of sex that meets one of the following conditions:

- A PWCS employee provides or offers to provide aid, benefit, or service to an individual in exchange for the individual’s participation in sexual conduct.
- A student or staff member is subjected to unwelcome conduct that is so severe, pervasive, and objectively offensive that the individual is denied equal access to a PWCS educational program or activity.
- Dating violence, domestic violence, sexual assault, or stalking as defined by the U.S. Code and [Regulation 738-1](#).

Title IX is a federal law that prohibits sex-based discrimination, including harassment, in schools. Sex-Based Harassment allegations are addressed under Regulation 738-1, “Resolution of Allegations Against Students of Sexual Misconduct.” Conduct of a sexual nature that negatively impacts a student, staff member, or the educational process, but does not meet this definition of Sex-Based Harassment, may also be subject to discipline under the COB. Students who believe they have been sexually harassed or the targets of mistreatment based on sex or sex stereotyping are encouraged to report the matter to the school principal or to Equity and Student Relations at TitleIXEquity@pwcs.edu or 571-374-6839.

SEX-BASED MISCONDUCT

Sex-based misconduct is any misconduct of a sexual nature or mistreatment that is based on sex or sex stereotyping. Sex-based misconduct may be verbal, nonverbal, electronic, or physical and may target a person regardless of the person's sex, gender identity, or sexual orientation. Sex-based misconduct includes, but is not limited to:

- Making sexual advances, including requesting sexual favors, leering, or engaging in unwelcome and repeated flirting.
- Engaging in sex-based verbal abuse, including using slurs or epithets or making graphic and/or degrading descriptions about an individual's body.
- Making, sharing, and/or displaying sex-based jokes, gestures, objects, or images (including sexting, drawings, photographs, or video).
- Spreading sex-based rumors.
- Making sex-based threats or threats of a sexual nature.
- Impeding or blocking an individual's movement in a sexually intimidating manner.
- Sexually assaulting or improperly touching another individual.

SUPPORTING MISCONDUCT

Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the COB are subject to disciplinary action. This includes, but is not limited to, bystanders who refuse to move or to follow other directions of school staff during disruptions, fights, etc.

TECHNOLOGY MISUSE

Computers, computer networks, and other electronic technology shall be used only for **valid educational purposes and only with the approval of a school staff member**. When using electronic technology in the school, students are required to abide by the COB and by "Acceptable Use Guidelines" - telecommunications technologies (internet, telnet, desktop video conference, electronic mail, etc.) available upon request from school staff. Students must also adhere to the standards defined by PWCS Policy 295, "Standards for Computer Systems and Network Services," Regulation 295-1, "Computer Systems and Network Services - PWCS Responsible Use and Internet Safety Policy," and Regulation 295-2, "Website Development and Implementation."

Copies of these policies and regulations are available online at www.pwcs.edu. Unacceptable uses of technology include, but are not limited to:

- violating the privacy rights of others;
- using, producing, distributing, or receiving profanity, obscenity, or material which bullies, harasses, offends, threatens, or degrades others. This includes cyberbullying, a form of bullying which involves the transmission, receipt, or display of electronic messages and/or images;
- producing, transmitting, possessing, and/or sharing images, messages, or other material of a sexual nature using a wireless communication device;
- copying commercial software in violation of copyright law;
- using technology for financial gain or commercial or illegal activity;
- using technology for product advertisement or political endorsement;
- reposting personal communications without the author's prior consent;
- using technology in violation of other rules and regulations of the COB; and
- use of technology off of school property which has a material effect on the operation or general welfare of the School Division, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school's authority in loco parentis, or otherwise invades the rights of students or staff.

Violation of this policy and the "Acceptable Use Guidelines" may result in corrective action, loss of technology-use privileges, and penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable state and federal law.

THREAT

A threat is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat. Each school has a threat assessment team for the assessment of and intervention with individuals whose behavior may pose a threat to the safety of school staff or students. PWCS threat assessment procedures are set forth in Regulation 777-1, "Threat Assessment Procedures."

TITLE IX SEXUAL HARASSMENT

Sexual harassment under Title IX ("Title IX Sexual Harassment") is misconduct on the basis of sex that meets one of the following conditions: 1. a PWCS employee provides or offers to provide a PWCS aid, benefit, or service to an individual in exchange for the individual's participation in sexual conduct; 2. a student or staff member is subjected to unwelcome conduct that is so severe, pervasive, and objectively offensive that the individual is denied equal access to a PWCS educational program or activity; or 3. dating violence, domestic violence, sexual assault, or stalking as defined by the U.S. Code and Regulation 738-1. Title IX is a federal law that prohibits sex-based discrimination, including harassment, in schools. Title IX Sexual Harassment allegations are addressed under Regulation 738-1, "Resolution of Allegations Against Students of Sexual Misconduct." Conduct of a sexual nature that negatively impacts a student, staff member, or the educational process, but does not meet this definition of Title IX Sexual Harassment, may also be subject to discipline under the COB. Students who believe they have been sexually harassed or the targets of mistreatment based on sex or sex stereotyping are encouraged to report the matter to the school principal or to the Equity and Student Relations Department at TitleIXEquity@pwcs.edu or 571-374-6839.

UNAUTHORIZED USE OF COMMUNICATION DEVICES

Possession of communication devices by students on school grounds is a privilege, not a right. Any student who brings a communication device on school property consents to these rules and to the school division's right to confiscate and/or search such devices as provided in these rules. Any expectation of privacy related to the use of student or staff owned devices is negated by the failure to comply with relevant School Board policies and regulations. Students may possess wireless communication devices including, but not limited to, cell phones, tablets, and e-readers on school grounds provided that these devices are used only at the times and in the manner specified by PWCS regulations, as implemented by school principals and staff. The use of these devices may be prohibited at specific times and locations to maintain the integrity of an academic environment. Any violation of such prohibitions on or off school property may result in disciplinary action. Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations. Videotaping, recording, or photographing students or other occupants of any type where such activity invades the privacy of others or is used to harass, embarrass, humiliate, or harm others, or where in the judgment of school staff, is disruptive and/or otherwise diverts the attention from school operations and/or the learning environment and impedes upon the ability to maintain a positive climate and culture is prohibited and may result in disciplinary action. Violators are subject to confiscation of the communication device and/or other corrective action. Searches of communication devices may be conducted if the administrator has a reasonable suspicion that it is being used or has been used for conduct that is criminal or a violation of the COB. School division staff do not assume responsibility for the security of communication and/or electronic devices that are brought onto school property. While on school property, at any school-related activities, or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action, up to and including further disciplinary action.

- The devices are powered OFF, not visible upon entering the school building at arrival and exiting the school building at dismissal, and that the devices are not left on "silent" or "vibrate".

- The devices are to be stored in the student's backpack or locker at the beginning of the school day and stowed until dismissal unless directly told by a staff member that the use of a cell phone is permitted.

VAPING/SMOKING

All PWCS schools are smoke-free environments. Smoking and vaping are not permitted in any building in PWCS at any time. Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, nicotine vapor paraphernalia, cigarettes, matches, lighters, or other electronic smoking devices, on school buses, in school buildings, on school property, or at an on-site or off-site school-sponsored activity.

Students involved in the possession or use of tobacco or nicotine vapor products shall receive penalties ranging from OSS to other effective options assigned by the principal as appropriate deterrents for individual students. These options may include OSS, In-school Suspension (ISS), detention, school/community projects, and charges filed with local authorities. Educational programs are available at the middle and high school level to help students better understand the negative health consequences associated with smoking and nicotine use.

VIOLATIONS OF SCHOOL, SPORT, CLUB, AND ACTIVITY RULES

In addition to the rules and regulations of the COB, students are expected to comply with rules established by their schools and with the rules of the sports, clubs, and activities in which they participate. Violators are subject to corrective action as described in the COB or as stated in the school's handbook. Students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside the school day. This includes, but is not limited to, violations of team training rules related to the use of tobacco, nicotine vapor products, alcohol, and other drugs.

The philosophy of PWCS is directed toward a preventative and restorative approach to unwanted behavior, which aligns with Virginia Department of Education's "Model Guidance for Positive and Preventative Code of Student Conduct Policy and Alternatives to Suspension". If students are denied their opportunity to learn as a result of unwanted behavior, the teacher, the principal, and/or other appropriate educational staff members shall determine the proper corrective measure utilizing a graduated response system which incorporates instructional, restorative, and age-appropriate responses. When a student's behavior is unresponsive to interventions and increases in frequency, intensity and duration, the level of response may increase in severity.

DISMISSAL

Regardless of how students are dismissed, they should expeditiously report to their lockers when their method of dismissal is announced or displayed and then proceed immediately to their mode of transportation or designated area.

BUSES

Students will be dismissed by their bus number. Primarily, the bus numbers will be displayed on a Smartboard in the classroom. In some unique situations, it will be announced by the teacher. Students should remain in their class, by their desks and not lined up at the doorway. Students must remain with their teacher until their bus has been displayed or called by the teacher.

If a student needs to retrieve an instrument, they will need to wait until their bus has been displayed or in a few instances, announced. When their bus is displayed/announced, students should immediately proceed to their locker, then to retrieve their instrument if needed, and then proceed directly to their bus.

When students report to the bus loop, they should proceed directly to their bus. They should not be walking aimlessly around the bus loop. The buses are displayed on the Smartboard in the order of their location in the bus loop. For example – If bus 327 is in the first 6 buses displayed on the smartboard, the bus will be located with the first 6 buses in the bus loop.

CAR RIDERS

Students will be dismissed as a group and proceed to their lockers. Students should exit the locker area quickly and proceed directly to the gymnasium. Once students arrive at the gym, they should go directly to their designated area by the bleachers and remain there until their car number is called. Students should follow all instructions and requests made by staff.

There will be two lines that the staff will utilize to expedite the car dismissal process. Students should report to the designated line when their number is called. Line 1 will be taken outside and grouped by order number: Group 1 - will be cars 1-5 and Group 2 - will be cars 6 -10. Staff will then direct students when they may proceed to their vehicles.

Line 2 students in the gym will move to Line 1. These students will then follow the process explained above.

SPORTS AND CLUBS

Middle school sports and clubs will be dismissed to a specific location to meet their coach or club sponsor.

High school sports will be dismissed to the gym and then out the side doors of the gymnasium to walk up to BDHS. We have a list of these students to check off from BDHS.

DRESS CODE

Students are urged to dress for success each school day. Their overall appearance, while on school grounds or virtually, should be based on the health and safety of an inclusive school community. It is understood that student dress may reflect outdoor weather conditions throughout the school year, however, students should refrain from wearing any item of clothing which may cause a distraction or disruption to the educational process or compromise the physical and emotional health and safety of the student or others. Students whose appearance disrupts instruction may be asked to change clothing.

Virginia Code §§ 22.1-276.01 and 22.1-279.6 enacted on July 1, 2020, requires the following with regard to dress and grooming codes:

Requires the Virginia Board of Education to include in its guidelines and model policies for codes of student conduct (i) standards for reducing bias and harassment in the enforcement of any code of student conduct and (ii) standards for dress or grooming codes, which the law defines as any practice, policy, or portion of a code of student conduct adopted by a school board that governs or restricts the attire of any enrolled student. These laws permit any school board to include in its code of student conduct a dress or grooming code and requires any such dress or grooming code included in a school board's code of student conduct or otherwise adopted by a school board to (a) permit any student to wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows; (b) maintain gender neutrality by subjecting any student to the same set of rules and standards regardless of gender; (c) not have a disparate impact on students of a particular gender; (d) be clear, specific, and objective in defining terms, if used; (e) prohibit any school board employee from enforcing the dress or grooming code by direct physical contact with a student or a student's attire; and (f) prohibit any school board employee from requiring a student to undress in front of any other individual, including the enforcing school board employee, to comply with the dress or grooming code.

The PWCS student dress and grooming guidelines follow the State guidance and are created to ensure equity in student expression and staff enforcement and are not intended to discriminate on the basis of race, color,

religion, national origin, sex, gender identity, sexual orientation, age, disability, genetic information, or any other basis prohibited by law. Students are permitted to wear any religiously and ethnically specific or significant head covering or hairstyle.

Permitted head coverings and hairstyles include but are not limited to:

- hijabs;
- yarmulkes;
- headwraps;
- braids;
- locs; and
- cornrows

Also consistent with Virginia Code §§ 22.1-276.01 and 22.1-279.6, these dress and grooming guidelines were created to maintain gender neutrality by creating equitable standards regardless of gender and to not have a disparate impact on students of a particular gender.

Prohibited items of clothing include:

Clothing items which:

- reveal bare skin to the extent that they distract or may foreseeably distract other students or staff;
- reveal or expose undergarments;
- fit in a manner as to reveal or expose undergarments;
- contain vulgar, discriminatory, lewd patently offensive or obscene language or images;
- contain threats or gang symbols;
- promotes the use of weapons and violence, or the use of alcohol, tobacco or illegal drugs, and/or associated paraphernalia;
- cause or may foreseeably cause a disruption to the learning environment; and
- accessories which could be regarded as or used as a weapon.

Headwear which covers one's entire head or face with the following exceptions:

- worn as part of one's religion; or
- worn for medical reasons; or
- worn for personal prevention practices as in the case of the spread of infectious diseases; or
- worn for an approved school event; or
- worn as an expression of one's cultural or ethnical background.

Jewelry or other items which could be regarded as or used as a weapon.

ELECTRONIC DEVICES

The Prince William County School Board has approved electronic devices to be brought and used in school. The use of these devices will be explained further through your child's classroom teacher, but ultimately it should be used to enhance learning and not distract from it.

- The devices are powered OFF, not visible upon entering the school building at arrival and exiting the school building at dismissal, and that the devices are not left on "silent" or "vibrate".
- The devices are to be stored in the student's backpack or locker at the beginning of the school day and stowed until dismissal unless directly told by a staff member that the use of a cell phone is permitted.

CYBERBULLYING

Cyberbullying is a form of bullying which involves the transmission, receipt, or display of electronic messages and/or images. Cyberbullying refers to any threats by one student toward another, typically through emails, texts, or on websites (e.g., blogs, social networking sites). Electronic communications that support deliberate, hostile, hurtful messages intended to harm others is a form of bullying. Cyberbullying includes such things as sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; and using defamatory online personal polling websites.

Cyberbullying that occurs at schools, on school property, at school-related activities, during virtual instruction, or within the community and impacts or disrupts the learning environment or school operations will not be tolerated. Likewise, any cyberbullying that occurs using PWCS computers, devices, systems, or networks, or on personal devices while using PWCS systems or networks (regardless of location) is strictly prohibited. Such misconduct is a violation of Regulation 295-1, "Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy," and Regulation 733.01-1, "Bullying of Students."

Cyberbullying which occurs off school grounds and/or does not involve the use of PWCS computers, devices, systems, or networks may also result in disciplinary action if it causes or is likely to cause a material disruption to the operation of the school(s) or the School Division, threatens the safety or mental/physical well-being of students or staff, or threatens the safety of school buildings or school property.

ELECTRONIC COMMUNICATION/ENTERTAINMENT DEVICE

- The devices are powered OFF, not visible upon entering the school building at arrival and exiting the school building at dismissal, and that the devices are not left on "silent" or "vibrate".
- The devices are to be stored in the student's backpack or locker at the beginning of the school day and stowed until dismissal unless directly told by a staff member that the use of a cell phone is permitted.

Students who bring an electronic communication/entertainment device on school property consent to follow the Prince William County Schools (PWCS) Code of Behavior and all Division regulations. Students must also adhere to the standards defined by [PWCS Policy 295, Standards for Computer Systems and Network Services Link](#), Regulation 295-1, Computer Systems and Network Services - PWCS Acceptable Use and Internet Safety Policy, and Regulation 295-2, Web site Development and Implementation, to include school division personnel's authority to confiscate and/or search such devices. Per the PWCS Code of Behavior, Possession of communication devices by students on school grounds is a privilege, not a right, and any student who brings a communication device on school property consents to these rules and to the School Division's right to confiscate and/or search such devices as provided in these rules.

1. Any expectation of privacy related to the use of student or staff owned devices is negated by the failure to comply with relevant School Board policies and regulations.
2. Students may possess wireless communication devices including, but not limited to, cell phones, tablets, and eReaders on school grounds provided that these devices are used only at the times and in the manner specified by PWCS regulations, as implemented by school principals and staff. The use of these devices may be prohibited at specific times and locations to maintain the integrity of an academic environment. Any violation of such prohibitions to include on or off school property may result in disciplinary action.
3. Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations.
4. Videotaping, recording, or photographing students or other occupants of any type where as such activity invades the privacy of others or is used to harass, embarrass, humiliate, or harm others, or where in the judgement of school staff, is disruptive and/or otherwise diverts the attention from school operations and/or the learning environment is prohibited and may result in disciplinary action. Violators are subject to confiscation of the communication device and/or other corrective action.

5. Searches of communication devices may be conducted if the administrator has a reasonable suspicion that it is being used or has been used for conduct that is criminal or a violation of the COB.
6. School Division staff do not assume responsibility for the security of communication and/or electronic devices that are brought onto school property.
7. While on school property, at any school-related activities, or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action, up to and including further disciplinary action.

Administrators, school security, and designated office personnel will place confiscated devices in the security office for safe keeping. Depending on the number of violations, either student or the parent will need to pick up the confiscated device from the office.

If a student lends their electronic device to another student and it is confiscated, it will be recorded as a violation for the owner of the phone.

A violation, by students, of the school policy, or the code of behavior regarding electronic communication/entertainment devices will result in:

- a. 1st violation – verbal warning from an administrator, and the return of confiscated device to the student at dismissal.
- b. 2nd violation – verbal warning from an administrator, and the return of the confiscated device to a parent/guardian only.
- c. 3rd or subsequent violation – a written referral with disciplinary action(s), to include the possible suspension/revocation of a student’s privilege to bring a device to school, and the return of the confiscated device to a parent/guardian only.

Students who bring electronic communication/entertainment devices on school property are responsible for their own device. The school is not responsible for any lost or stolen devices.

SCHOOL ISSUED DEVICE

It is a student’s responsibility to make sure that their school issued computer is fully charged each school day. Students should develop a routine that involves them plugging in their device overnight so that it is fully charged for their 1st period class and not have to rely on charging it during class. Students should also make sure that they bring their charging cord to school each day as well.

Students should handle their school issued device as if it were their own device. Families may incur financial responsibilities for lost or damaged school issued devices.

ELEVATOR

Students will need to have a documented medical reason to use the elevator. This medical documentation must be given and approved by the school nurse. A pass will be issued by the school nurse and must be carried by the student using the elevator.

If permission has been given to use the elevator, it is to be used by the student only. If there is a need to have assistance in the elevator because they need help with carrying books because they are using crutches, there is only one additional person allowed in the elevator.

In the case of a fire or a fire drill, the elevator should not be used.

FIELD TRIPS

When students attend field trips, the students are representing The Nokesville School and The Nokesville School Community. This responsibility should not be taken lightly. The public will see you as a model of what TNS is all about. The image and character that you are entrusted to be delivering is one of excellence. This means that you will be positive and do your best when it comes to social interactions, attitude, and behavior.

Students should be courteous and well-mannered and all times. Thank your bus driver, chaperones, teachers, and workers that you encounter on your trip.

FOOD IN SCHOOL

Students should not bring in extra food and or beverages with the intent of selling those products. Additionally, food and beverages should not be shared with other students due to allergy concerns and safety precautions.

Food should not be eaten in classrooms due to allergy safety precautions.

Gum is not allowed in school.

You should not eat other people's food or consume other people's beverages.

HOMEWORK

Students should make sure to complete their homework at home the night it is assigned. Homework is not assigned in great quantities at TNS. Oftentimes, it is given as classwork and it only becomes homework because it wasn't completed in the classroom.

Students should read daily at home whether it is assigned or not. If you are not fluent in your basic mathematical facts (addition, subtraction, multiplication, and division), you should practice these daily as well. You'd be surprised at how much more time you'll have to pay attention to the more difficult items when you're not trying to figure out 9×7 .

Not completing homework can have an impact on summative assessments. Homework gives you essential practice to prepare for an assessment and if the homework isn't completed, it can often hold you up from taking a retake on a summative assessment.

We always want you to do your best, but having an NHI is not doing your best.

Your homework should not take you multiple hours to complete. If this is the case, please speak with your teacher to find out how to make some adjustments to this impact.

ILLNESS AND INJURY

If you are feeling ill, please inform your teacher. You should avoid going to the nurse between periods because your next period teacher will not know where you are and they are responsible for you.

If you are injured in class such as PE, FACS, TechEd, etc. let your teacher know immediately. You should not wait until the end of the period.

LOCKERS

Each student is given their own locker and locker combination. Each year, the combinations are reset to a new combination.

Remember when you enter your locker combination, you need to proceed past the 2nd number one time when unlocking your locker.

Students should never give out their combination to anyone.

Students should avoid lingering around the locker area.

The tops of the middle area of the locker bay are not to be climbed upon, crawled over, or sat upon. These are also not to be used as garbage dispensaries or place to keep things.

Items left on top of the middle area locker bay will not have the expectation that the item(s) will remain there. The school does not have the time or extra resources to be investigating the whereabouts of items that a student leaves in the locker bay.

Lockers are property of Prince William County Schools and are subject to search.

LOST AND FOUND

The Lost and Found is on the 1st floor under the main staircase. Any items that have been lost will be placed in this area. Generally, electronic items such as laptops, chargers, headphones, etc are turned into the front office.

The Lost and Found accumulates many coats, sweatshirts, water bottles, and lunch boxes. Periodically through the school year, these items will be donated. It usually occurs on a quarterly basis.

LUNCH

LUNCH ARRIVAL

Students are required to exhibit behaviors that are compatible with an educational environment.

Students may visit their lockers before heading to lunch. Students should take this time to gather their materials for their class that follows the lunch period to avoid being tardy to that class.

Upon arriving to the lunch area, students will select a seat. This will be their seat for that day. Students are not permitted to switch seats during that day's lunch without permission from staff.

LUNCH LINE

Students are required to exhibit behaviors that are compatible with an educational environment.

Students are not permitted to cut line or hold spaces for students in the lunch line. It is on a first-come, first served basis. Students are not permitted in the lunch line if they are not buying lunch. Students are to stand in an orderly fashion and not in large groups. Students are to be respectful and follow any directions and/or requests made by staff. Students are to adhere to the traffic patterns established in the cafeteria lunch process. Students should not create disruptions in the cafeteria at any time.

For example: Fitz's brother, Tony, is in 3rd grade and is seated near the stage. Fitz leaves the lunch line and goes over to hang out with Tony. This could cause a disruption and therefore would not be allowed.

EATING LUNCH

Students are required to exhibit behaviors that are compatible with an educational environment.

Students are to remain seated at the seat they chose at the start of the lunch period. Students are required to maintain a clean area, including the floor around their table and not just their immediate seat area. Students are not to share or sell food or beverages. Students should hold all trash until the two-minute warning is given to clean up and stack their trays.

Upon getting out of their seat, the student should immediately proceed to a staff member to seek approval for their intended request, i.e. going to the bathroom, obtaining utensils, visiting the nurse, going to see a teacher, etc.

LUNCH DISSMISSAL

Students are required to exhibit behaviors that are compatible with an educational environment.

Students will be given a two-minute warning and will use this time to clean up their area, discard their trash, stack their trays, and place their utensils in the appropriate bin. Lunch trays should be cleared of excess food and sauces prior to stacking. Upon returning to their table, students should gather their belongings, do a final floor check, and wait to be dismissed by a staff member. Tables will be dismissed one at a time by a staff member.

OUT OF BOUNDS

Due to the uniqueness of The Nokesville School being a K - 8 building, we expect that our middle level students will avoid elementary designated areas such as elementary hallways, elementary bathrooms, etc.

Additionally, students should use bathrooms and water fountains that are closest to their classroom.

For example: Fitz is in PE in the big gym and needs to use the restroom. He would use the bathrooms directly outside the gymnasium and not the ones located in the Exploratory Hallway or the upstairs middle-level hallway.

2nd example: Fitz is eating lunch and he needs to use the restroom. He should seek permission first to use the restroom and then he is to use the restroom in the Exploratory Hallway and not the one located in the kindergarten hallway or the one by the big gym.

1ST FLOOR OUT OF BOUNDS MAP



2ND FLOOR OUT OF BOUNDS MAP



OUTSIDE ACTIVITIES

Students are required to exhibit behaviors that are compatible with an educational environment.

Students shall follow the directions of staff and parent chaperones during the activity.

Students shall remain in the designated activity area and request permission should they need to exit the activity area.

Students may be barred from participating in outdoor activities for failure to adhere to the PWCS Code of Conduct.

REPORTING

Students shall not make false accusations against staff or other students and shall not give false information which may be harmful to others or interfere with the duties of staff. Additionally, students shall not encourage and/or pressure other students into making false accusations or to give false information to staff.

In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the COB to teachers, administrators, other appropriate staff, or the PWCS “Say Something” Anonymous Reporting System. Serious violations include failure to report conduct or behavior which results, or may reasonably be foreseen to result, in injury to the person, health, or welfare of students or staff, or damage to property. Failure to report violations may result in corrective action.

Students should refrain from discussing with other students any information from either ongoing or concluded staff investigations as this can lead to the spread of misinformation and/or impede an active investigation.

Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors which may be harmful to the school environment should be reported through the [“Say Something” Anonymous Reporting System \(SS-ARS\)](#). SS-ARS is designed specifically for students in grades 6-12 and staff to report any serious or potentially violent concerns of unsafe behavior or threats of harm to self or others. Say Something is a youth violence prevention program from the national nonprofit organization Sandy Hook Promise and is provided and sustained at no cost to PWCS. “Tipsters” can send reports on anything from school threats they’ve seen or overheard to personal crises, including sexual harassment, self-harm, and depression. The system enables school administrators and law enforcement to create effective interventions and intervene upon at-risk individuals to help prevent violence, suicide, bullying, self-harm, and other forms of threatening behavior. All tips submitted receive an immediate response by one of the highly-skilled crisis counselors at the Sandy Hook Promise National Crisis Center; this person then determines the necessary support steps. When credible tips are received that are life threatening and/or involve an imminent threat, the crisis center will immediately contact local 911 dispatch and involve law enforcement, then notify central office staff and school-based representatives, even after hours.

See a warning sign or threat, use the following suggestions for reporting such information:

- Text TIP to 79775
- Submit an anonymous tip by calling 1-844-5- SAYNOW
- www.SaySomething.net
- Download the free app from the App Store or Google Play Store, where tips can be submitted instantly. Once downloaded, it will ask for a 4-digit code you select and remember.
- Call 911 in cases of immediate emergency.
- Harassment or other forms of discrimination should be reported to a school administrator or to the Title IX and Student Equity Office at TitleIXEquity@pwcs.edu or 571-374-6839.
- Students who discover something in their possession which is not permitted at school, should report to an administrator or other staff member immediately. Any follow-up action shall take into consideration that the student voluntarily brought this to the attention of staff.

SPORTS

ACADEMIC ELIGIBILITY

To be academically eligible, a student must pass a minimum of five classes and fail no more than one class for the nine-week grading period. The student shall be declared ineligible for the next grading period when not meeting this standard. This rule applies to practice as well as game participation.

Students will begin or end academic eligibility or ineligibility on the Monday following the end of the grading period workday.

ATHLETES

Student athletes are representatives of The Nokesville School and The Nokesville School Community. This responsibility should not be taken lightly. Other students, staff, and community members will see you as a model of what TNS is all about. The image and character that you are entrusted to be delivering is one of excellence. This means that you will be positive and do your best when it comes to academics, social interactions, sportsmanship, and attitude.

At times, 8th grade students will have the opportunity to play up to Junior Varsity for Brentsville District High School (BDHS). Students need to understand that the previously mentioned paragraph applies to them as well. The administration, athletic director, and coaches at BDHS are in communication with our administration and staff.

Violations of School, Sport, Club, and Activity Rules - In addition to the rules and regulations of the COB, students are expected to comply with rules established by their schools and with the rules of the sports, clubs, and activities in which they participate. Violators are subject to corrective action as described in the COB or as stated in the school's handbook. Students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside the school day. This includes, but is not limited to, violations of team training rules related to the use of tobacco, nicotine vapor products, alcohol, and other drugs.

CONCUSSION TRAINING

Students **and their parents** must participate in **annual concussion training** in order to tryout and participate in athletics at the middle and high school levels.

The online concussion training module is now open. [Online Concussion Training Module Link](#)

To tryout and participate in athletic activities, students must meet participation requirements and have a current physical dated after May 1.

[Middle School Physical Form \(pdf\)](#)

PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

Participation in Middle School Athletics is a privilege. Students are expected to abide by school expectations and the Student Code of Conduct. Should the Principal or Principal's Designee determine that a student is not in compliance with school expectations or the Student Code of Conduct they may at their discretion limit or suspend the right to participate or attend extracurricular activities.

[Student Activities and Athletics Link](#)

Please note the following dates for athletics seasons in SY24 for planning purposes:

- Fall: August 28 – November 3: Girls Volleyball
- Winter 1: November 13 – January 19: Boys Basketball

- Winter 2: January 22 – March 16: Wrestling & Girls Basketball
- Spring: March 18 – May 24

SPORTS SCHEDULE

The dates listed below are accurate as of August 2023

2023 - 2024 SPORTS SCHEDULE

VOLLEYBALL - Tryouts begin: Monday, 8/28/23

	WE - 9/13	MO - 9/18	WE - 9/20	WE - 9/27	MO - 10/2	WE - 10/4	WE - 10/11	MO - 10/16	WE - 10/18	MO - 10/23	WE - 10/25	MO - 10/30
Nokesville	Bye	UnityB	@Reagan	BullRun	@Metz	@Marsteller	Gainsville	Bye	@UnityB	Reagan	@BullRun	Metz

BOYS BASKETBALL - Tryouts begin: Monday, 11/13/23

	TH - 11/30	MO - 12/4	WE - 12/6	MO - 12/11	WE - 12/13	MO - 12/18	WE - 12/20	TH - 1/4	MO - 1/8	WE - 1/10	TU - 1/16	TH - 1/18
Nokesville	Bye	UnityB	@Reagan	BullRun	@Metz	@Marsteller	Gainsville	Bye	@UnityB	Reagan	@BullRun	Metz

WRESTLING - Tryouts begin: Monday, 1/22/24

	MO - 2/5	WE - 2/7	MO - 2/12	WE - 2/14	TU - 2/20	TH - 2/22	MO - 2/26	WE - 2/28	MO - 3/4	WE - 3/6	MO - 3/11
Nokesville	Bye		Reagan		Metz	Marsteller	@Gainsville		UnityB		@BullRun

GIRLS BASKETBALL - Tryouts begin: Monday, 1/22/24

	MO - 2/5	WE - 2/7	MO - 2/12	WE - 2/14	TU - 2/20	TH - 2/22	MO - 2/26	WE - 2/28	MO - 3/4	WE - 3/6	MO - 3/11	WE - 3/13
Nokesville	Bye	UnityB	@Reagan	@BullRun	@Metz	@Marsteller	Gainsville	Bye	@UnityB	Reagan	BullRun	Metz

SPECTATORS/FANS

Students are required to exhibit behaviors that are compatible with a supportive and positive environment.

Students may be barred from attending sporting events at The Nokesville School if they engage in behavior that violates the Code of Behavior, TNS rules, and/or expectations.

Students should not engage in poor sportsmanship. Students should not make negative comments to any players, referees, staff, students, or other spectators.

Only school appropriate language should be used.

Artificial noise makers, i.e. cowbells, blow horns, etc. are not permitted at indoor events.

All food and drinks are to be kept outside of the gymnasium.

Bags are not permitted to be brought to sporting events. If a bag is brought, you will need to put it in a vehicle in the parking lot. It might be possible to have it temporarily stowed at the ticket table, but the ticket taker(s) and the school do not assume responsibility for the bag or any items contained in the bag. It is your responsibility to not bring a bag in the first place.

Students and spectators should remain in the bleachers during the sporting contest and be picked up promptly following the conclusion of the sporting event.

During sporting events, students should not be walking around the perimeter of the sporting area during game play for any reason. If a student needs to exit the bleacher area, they should respect the other spectators' views and the safety of the athletes by exiting when there is a stoppage in play. The same circumstances should be considered when reentering the sporting area. Additionally, for basketball games, students and spectators are not allowed to be along the baselines behind the basketball hoops.

Example: Fitz is attending the basketball game after school. Fitz needs to use the restroom. Fitz waits until the referee has blown the whistle because a foul has occurred. Fitz quickly exits the sporting area making sure to stay off the court and the immediate boundary that surrounds the court. When Fitz returns, he waits for a break in the action by standing near the gym door. When play is stopped, Fitz promptly returns to his seat and makes sure to stay off the court and the immediate boundary that surrounds the court.

TRYOUTS

In order to tryout for any athletic teams though out the school year, you must:

- A. Have a completed Sports Physical on file with the office. Physical forms must be done after 5/1/2023 to be valid for 2023 - 24 school year and will be the only accepted form.

No physical = no tryouts.

Please be advised that this is different from the VA School Entrance Physical, which some people try to turn in each year. You are required to complete pages 1, 2, and 4. Your doctor must complete page 3. We understand that some insurance companies only allow one physical per year. If you cannot get a doctor's appointment, you can try Patient First or the Target Clinic. [Middle School Physical Form Link \(PDF\)](#)

- B. Complete concussion training and print out the completion page, sign it, and turn it in with sports physical and Emergency Care Card. Use the [Online Concussion Training Module Link](#) to access the training module.

NO ELECTRONIC COPIES WILL BE ACCEPTED: IT MUST BE A HARD COPY!

- C. Emergency Care Card must be completed by each participant and signed by the participant's parents/guardians for each sport. (See the Appendix Section for the form).

*The Concussion training proof, sports physical, and Emergency Care Card are required to participate in all athletics.

Once all three documents are handed in, a student may try out for a sport at any time during the 2023-24 school year.

2023 - 2024 Coaches:

Girls Volleyball - Mrs. Kingston - kingsttk@pwcs.edu

Boys Basketball - Mr. Barfield - nbarfield@fedquestsolutions.com

Wrestling - Mr. Carbone & Mr. Holsopple - carbonmr@pwcs.edu ; holsopkr@pwcs.edu

Girls Basketball - Mrs. Choi - choikn@pwcs.edu

STUDENTVUE

Students should make it a routine and consistent practice to check StudentVUE to be monitor their progress and if they are missing any work. Students should be sure to link their accounts with their parent as an observer.

TARDIES

Students should be in their seats ready for instruction with required materials when the bell rings. Students that are not in the room when the bell rings, will be marked tardy. After five total tardies per quarter, an after-school detention will be scheduled.

For example: During the 1st nine weeks, Fitz has 2 tardies to Math, 1 tardy Science, 1 tardy to PE, and 1 tardy to Social Studies. When Fitz has another tardy, he will have to serve an after-school detention. Detention will be Mondays through Thursdays from 3:00 to 4:30 PM.

TESTING/RETAKES

Students are required to exhibit behaviors that are compatible with an educational testing environment.

Assessments are given to assist your teacher in knowing what you know and what you may need assistance with mastering. Cheating will not help you or your teacher.

It is the student's responsibility to prepare for and study for assessments. This would include completing classwork and homework along the way during the unit of instruction.

Students should use an agenda or calendar to help them organize and to be prepared for upcoming assessments and project due dates.

Teachers will inform you and your parents about what will be required in order for you to take a retake on a summative assessment. Typically, this involves making up any missed work and some times redoing work that led up to the assessment and possibly correcting errors made on the original assessment.

Students should not wait until the end of the grading period to make a last-ditch attempt to bring up their grades. As soon as you receive feedback on an assessment, you should immediately decide whether or not you will be wanting to take a retake.

Talk to your teachers about your progress or lack of progress and ask them what can you do differently to master the content/material.

Keep in mind that standardized testing, SOLs, are state mandated assessments and have a very strict protocol. These assessments do not measure speed. Take your time and do your best. Students should not have access to a phone or smartwatch while they are in a room where an SOL assessment is in progress.

TRANSITIONS

EHALLPASS

Students must use EHallPass when travelling during class periods for things such as going to the nurse, office, counselor, social worker/psychologist, restroom, library, test retake,

BETWEEN CLASSES

Students should proceed directly to their next class and avoid lingering in the hallway.

If a student needs to stop at their locker, they should proceed directly to their locker, quickly obtain what they need, and then proceed directly to their next class.

Students are not to use cellphones or smart watches while in the hallways or while they are at lockers. Cellphones are to be away for the day.

APPENDIX

(Appendix B)

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS, MANASSAS, VIRGINIA EMERGENCY PERMISSION FORM

To be completed and signed by parent/guardian at the beginning of each sports session

Student's Name _____ Grade _____ Age _____ Birth Date _____

Name of School _____ Insurance _____

Home Address _____

Please list any health problems that might be helpful to a physician when evaluating your child during an emergency.

Please list any allergies to medications, etc. _____

Is the student presently taking medication? If so, what type? _____

Does the student wear contact lenses? _____ Please list date of last tetanus shot _____

EMERGENCY AUTHORIZATION: The school has my permission in an emergency to have my child transported to the Emergency Room of the nearest hospital. The hospital and medical staff have my authorization to provide a treatment that a physician deems necessary for the well-being of my child.

Parent/Guardian work phone number _____ Home phone number _____

Other emergency contact person _____ Phone number _____

By signing this emergency form, I am granting permission for emergency services for my child. I acknowledge that my child and I have received, read, and will adhere to the guidelines provided in the *Activities Guide for School Students and Parents*.

Student Signature

Date

Parent/Guardian Signature

Date

FORM NO. 61582450404G (7.08)