



THE NOKESVILLE SCHOOL
Parent & Student Handbook
2019-2020
Envision Tomorrow



Mr. Worcester, Principal
Mr. Brunson, Assistant Principal
Mrs. Schwartz, Administrative Intern

Phone 571.781.3040 Visit our website at <https://nokesville.pwcs.edu/> Fax 703.594.2068
Follow us on Twitter and Instagram: @TNS_Tigers

About our School

School Colors: Orange and Black

School Mascot: Tiger

School Vision: A visionary community inspiring excellence.

School Mission: Our primary objective is to ensure that all students receive a well-rounded education encompassing academics, life-skills, and social responsibility to prepare them to become successful, contributing members of society.

Communication

Frequent communication between parents and school staff is essential. Notes, emails, telephone calls, report cards, The Hub, and face-to-face conferences are all ways we share information. Our web page and class pages will feature information about school events and important dates.

School Day

The school day begins at 8:15 a.m. with morning announcements and ends with afternoon announcements at 2:55 p.m. Students should not arrive to school before 8:05 a.m. Students will enter the building at 8:05 a.m. We encourage students to go to class by themselves. Students should be in their classrooms and ready to begin the day at 8:15 a.m. Students arriving after 8:15 a.m. are tardy and should report to the front desk to obtain a tardy slip.

Instructional time continues until 2:55 p.m. Please do not arrive early and ask to pick up your child unless they have an appointment. If your child needs to be dismissed early, please send a note with your child **in the morning**. This will give the teacher an opportunity to make sure your child is ready when you arrive. The parent/guardian must come into the office with appropriate ID and sign out the student. At that time, the office will call the classroom to dismiss your student. The end of the school day is very busy in the office. Please plan for all early dismissals to take place **before** 2:35 p.m. Students should not remain at school after the dismissal time unless they are staying after school for a specific reason.

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Absentee Policy

In an effort to ensure that all students are present and on time, The Nokesville students and parents are expected to adhere to the Prince William County's Attendance Guidelines. **When your child is going to be out, please call the school at 571.781.3040 before 9:00 a.m. If you do not contact the school, it will be necessary for the school office to contact you.** This is for your child's safety. A note explaining the absence is also required within two days of your child returning to school. Assignments will be given once the student returns to school.

In following Section 22.1-258 of the Code of Virginia, "Wherever any student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent/guardian is aware of the student's absence, the parent/guardian will be notified by the school."

Arrival and Dismissal Procedures for Car Riders

Arrival Procedures (AM)

UNLOADING ZONE

This zone begins at the sidewalk immediately after the bus loop and continues until the sidewalk ends near the edge of the school. A staff member will be stationed at the beginning and ending areas of this zone. Once your car has come to a stop **anywhere** in this zone, students must exit quickly.

1. Please pull up as far as possible. Staff members will indicate when to stop and when to proceed. This allows us to unload as many cars as possible. Stopping at the front door **severely hinders** the arrival process. If you are stopped **anywhere** in the unloading zone, **Unload.**
2. **CAREFULLY** drive through any crosswalks. Pedestrians will be instructed to wait for the cars to stop moving. Stopping prematurely, although courteous, causes **significant** confusion behind you. If you are stopped **anywhere** in the unloading zone, **Unload.**
3. Please be prepared to unload and to **unload exclusively from the right side of the vehicle.** Last minute agenda-signing, searching for miscellaneous items, etc. has adverse effects on the efficiency of the arrival process and exiting from the left side of the vehicle is a serious safety issue.
4. It is imperative that you remain in your vehicle. **If you need to accompany your child into the building, please plan to come a little early and park in the parking lot.**
5. Once everyone has exited the vehicle and the vehicles begin to move, please maintain the flow of traffic. Riding alongside your child impedes our arrival process.
6. Inclement weather can cause serious delays in our arrival process. Students are still expected to unload once the vehicle has come to a stop **anywhere** in the unloading zone.

7. Keep in mind; if students arrive after 8:10, they will be marked tardy and it will be recorded for attendance purposes. We kindly encourage students to ride the school bus.

Remember, during arrival and dismissal time, the only way we can do this safely and promptly is to keep the traffic flow uninterrupted by people walking out into traffic. **Within the bounds of common sense and safety, cars should have the right of way during the drop off periods of 8:05 a.m. to 8:15 a.m. and 2:55 p.m. to 3:05 p.m.**

Dismissal Procedures (PM)

****Enter through the Brentsville High School parking lot****

1. **You must register for your car rider number.** Place your car rider number on the passenger side of the front windshield. If someone else is picking up your child, be sure they have the number. Without this number, the driver may be asked to park and come into the building with ID and be on the emergency card in order to pick up the child.
2. Please be sure your child knows their number. It will make dismissal go more quickly.
3. We will call children by number. **If your child is not in line, the driver may be asked to circle around to the back of the carpool line.** To avoid this inconvenience, please remind your child to leave their classroom promptly and to remember their number.
4. If you need to enter into the building, please plan to come a little early and park in the parking lot. **If a student has forgotten something and needs to return to the building, the driver must circle around and/or park in the parking lot.**
5. Depending on conditions, students may be required to line up outside during car rider dismissal and should be dressed appropriately for the temperature.

Remember, during arrival and dismissal time, the only way we can do this safely and promptly is to keep the traffic flow uninterrupted by people walking out into traffic. **Within the bounds of common sense and safety, cars should have the right of way during the drop off periods of 7:50 a.m. to 8:10 a.m. and 2:40 p.m. to 3:00 p.m.**

Dismissal Route:

- Enter Brentsville District High School's Parking Lot.
- Make the first right and proceed around the outer part of their parking lot.
- At the stop sign, make a right toward The Nokesville School.
- Take the first right into The Nokesville School's parking lot and proceed around the outer part of our parking lot.
- Wait at the stop sign until a staff member tells you to pull forward.
- **DO NOT PROCEED THROUGH THE STOP SIGN AND PARK ALONGSIDE THE CURB ADJACENT TO THE SCHOOL until directed to do so.**

Attendance Policy

Per county regulation, Regulation 724-1, "Preapproved absences are discouraged and will only be granted in extenuating circumstances. Family trips should be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extenuating circumstances . . . Preapproved absences which become excessive in length (over five days) will result in the absences being marked unexcused and a referral made to the Attendance Officer for compliance with the compulsory education."

A template has been created to request a preapproved absence(s). The template should be used when the request is for 3 to 5 days. The form can be found on our webpage or on page 15 of this handbook. If the request is for more than 5 days, The Office of Student Services must approve the request.

ABSENCES:

| UNEXCUSED Absences | Consequence |
|--------------------|--|
| 5 | School attempts direct contact with parent/guardian (in person, phone, or email) Initial Intervention Conference Develop an attendance plan and document it on the Absences Intervention Plan Form and in the Student Information System (SIS) |
| 7 | School attempts direct contact with parent/guardian (in person, phone, or email) Second Intervention Conference Update the Absences Intervention Plan and document it in SIS |
| 10 | School attempts direct contact with parent/guardian (in person, phone, or email) Interagency Team Meeting with student, parent/guardian, administrator, additional staff as need, and the school attendance officer Document the meeting on the Interagency Team Meeting Form and in SIS |
| 11 | Attendance officer meets/attempts to meet with the student Document the meeting on the Attendance Officer Referral in SIS Attendance officer notifies the school and the parent/guardian that the meeting has taken place |
| 12 | Attendance officer schedules a meeting within 10 school days with the student and the parent/guardian Document the meeting using the Attendance Officer Referral and in SIS |
| 13 | Attendance officer shall enforce the provisions of the compulsory attendance laws |

TARDIES and Early Dismissals:

Students who ride the BUS will NEVER be considered tardy.

| Number of Unexcused Tardies To School | Consequence |
|--|--|
| 3 | On the 3 rd Unexcused Tardy, one day of lunch detention will be assigned. |
| 3+ | One day of lunch detention will be assigned for every additional unexcused tardy. |
| * Even if students enter the building around 8:15, they can still be marked tardy. Students must be in their CLASSROOM by 8:15 to avoid being tardy. The car rider line can be long at times, especially on rainy days. Please plan accordingly so students have enough time to go to lockers and to their classroom by 8:15. | |

Bringing Items to School

Students are discouraged from bringing toys and electronics to school that might interrupt the academic environment. Cell phones may be brought to school provided that they are not used during the school day (unless being used in a classroom for Bring Your Own Device (BYOD) purposes at the request of a teacher). Bus drivers reserve the right to determine the impact of electronics on school buses. Violators are subject to confiscation of the device.

Bus Passes

If it is necessary for a student to ride a bus other than the one he/she is normally assigned, a bus pass is required and must be approved by the office. A note must be sent to school **indicating the bus number** that the child should ride and a phone number to verify the information.

Cafeteria

Outstanding cafeteria manners are expected from all students to ensure a safe and enjoyable environment for all.

Cafeteria Rules include:

- remain seated at the table during the lunch period
- talk quietly with the people at your table
- clean trash from the table area
- follow the directions of the hostesses on duty
- raise your hand if you need assistance

Change in Transportation Home

If the situation occurs which makes it necessary for your child's transportation home to change, please send a note with your child in the morning giving clear directions as to what your child should do at the end of the day. Only a parent/guardian can change their child's transportation plan for any given day. A note or email from the parent must be received by the teacher **AND** office before noon that day indicating the change. This is for the safety of the children and will alleviate confusion at the end of the day.

When circumstances occur late in the day and a note cannot be provided, the administration will evaluate the situation and make a decision.

Child Abuse/Neglect

By law, we are required to report every incident of suspected abuse or neglect. Child Protective Services (CPS) conducts the investigation to determine the details and the facts of the case.

CHILD SUPERVISION AGES

| | |
|-------|---|
| 0-8 | May not be left unsupervised |
| 9-11 | No more than 1.5 hours alone – days only |
| 12-15 | May be left alone all day |
| 16-17 | May be left alone all night or over the weekend |

BABYSITTING GUIDELINE AGES

| | |
|-------|--|
| 12-13 | May babysit children up to 4 hours |
| 14-15 | May babysit over 4 hours-not overnight or weekends |
| 16-17 | May babysit children overnight or over the weekend |

All children should have emergency telephone numbers and a number to locate a parent or other responsible adult.

Conferences

We encourage parent/teacher conferences and feel that it is important to keep in close contact with school staff. Should you desire a conference with your child's teacher to discuss his/her progress, please e-mail the teacher or call the office and schedule an appointment. Please don't drop in on the teacher in the morning prior to school beginning. Teachers have responsibilities and their professionalism should be respected. The principal, assistant principal, and counselors also welcome conferences with parents. Regarding classroom issues, it is recommended that parents communicate with the classroom teacher first before making an appointment with administration. Any concerns brought forth to the principal or assistant principal will be shared with the teacher in order to facilitate necessary changes and proper communication.

Discipline/Code of Behavior

We have high expectations for our students. We believe self-discipline leads to sound instructional growth. Proper discipline is expected at the bus stop, on the bus, on the way to/from school, in the hallways and bathrooms, in the classroom, at lunch, and on the playground. All parents should review the *PWCS Code of Behavior* and the *Elementary or Middle School Workbook Supplement* with their children. Parents are required to sign a statement that they have received and reviewed both of these documents.

Dress Code

At The Nokesville School, we feel that our students, with input from their parents, have the basic responsibility for appropriate school dress as stated in the Code of Behavior. Coats, jackets, backpacks, and hats are to be kept in student lockers. In compliance with Prince William County regulations and to achieve our goal of having a safe, respectful, and productive school environment, the following items will be considered inappropriate dress for The Nokesville School:

- Hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one's religious beliefs or practices;
- Sunglasses;
- Beachwear;
- Sleeping apparel;
- Undergarments worn as outer garments;
- Straps that are thinner than the width of two fingers.
- Garments that are excessively short (Shorts and skirts must be fingertip length);
- Pants with holes above the fingertip length guideline;
- Holes in shirts;
- Garments that expose undergarments;
- Sheer "see through" garments;
- Clothing with lewd, obscene, patently offensive, or suggestive signs, slogans, pictures or messages;
- Garments that expose the torso;
- Garments that are excessively tight (i.e. yoga pants, jeggings, leggings, etc.) must be covered by attire of appropriate/fingertip length.
- Necklines that extend below a straight line from the top of one underarm across to the opposite underarm;
- Jewelry or other items which could be regarded or used as a weapon (i.e. belt buckles that conceal weapons, studded belts or collars, large rings, etc.);
- Bare feet, bedroom slippers, and stockings/socks only;
- Cleats (except at athletic activities);
- Gloves;
- Non-jewelry chains attached to clothing;
- Gang-related or drug-related clothing, jewelry, or paraphernalia.

Parents/guardians may be called to bring appropriate clothing for students whose clothing does not adhere to the dress code. Gym clothes or loaner shirts and sweatpants may be provided to those students determined to wear inappropriate clothing to school. Additional disciplinary action may also be taken by the administration for repeat offenders.

Thank you for your support of The Nokesville School as we strive to create an academic learning environment for all of our students.

Grading Regulation

The grading regulation has been updated. Please read the revised grading regulation 661-2 found on the Prince William County Web Page. See the addendum for further information on page 14.

Helpful websites

Prince William County Schools: www.pwcs.edu

The Nokesville School: <https://nokesville.pwcs.edu/>

Cafeteria: <https://www.myschoolbucks.com/>

Homework

The purpose of homework is to provide practice of a concept already presented by a teacher. Homework will be incorporated as an integral part of the instructional program.

Guidelines of Total Daily Amount by grade:

K Mon-Thurs 10-20 mins. (child reads or parent reads to them)

1-2 Mon-Thurs 10-20 mins.

3-5 Mon-Thurs 30-50 mins.

6-8 Mon-Thurs 60-80 mins.

Honor Roll

We expect all of our students to do their best and achieve at the highest levels. Those who earn all A's will make The Nokesville Principal's Honor Roll. Those who earn all B's or A's and B's with all S's (S+ or S) will make Honor Roll.

Illness and Injury

Children may become ill or get injured at school. Whenever this happens, the school will contact the parent/contact person as directed by the Emergency Card. Every student must have an Emergency Card on file with phone numbers of who should be contacted in cases of emergencies. Your child will be released only to those individuals listed on their Emergency Card; therefore, it is very important

that parents update this information throughout the year. This can be done online on the Prince William County website.

Inclement Weather

Please make sure you have a plan and your children know what to do if schools are closed, open late, or close early. A little advance planning will certainly help ease everyone's mind. Please listen or watch one of the major radio or television news stations for announcements of changes in school schedules. Information can also be obtained by downloading the PWCS app, by visiting pwcs.edu on the internet, or by viewing PWCS-TV or local news stations.

Kindergarten Dismissal

Kindergarten students will be dismissed from their classrooms with support from teacher assistants and 5th grade safety patrols. Car rider students will be dismissed to the gymnasium for parent pick-up. Bus rider students will be escorted to their bus by either a teacher assistant or safety patrol. Kindergarten students will be seated at the front of the school bus. It is essential that anyone picking up a kindergarten student from the bus is on the emergency contact list and **provides photo identification to the bus driver**. As we occasionally have substitute bus drivers, it is important that whoever is picking up kindergarten students have their identification readily available on a daily basis. Students without an authorized pickup contact will be returned to school. This practice helps ensure the safety of our kindergarten students. Thanks for your understanding and support of this important practice.

Lockers/Desks

All middle school students will be assigned and given combination lockers. The combinations are to be kept confidential and not shared with anyone.

From Regulation #737-1: "...Desks and lockers are the property of the school, and it is understood that they are subject to the control and inspection by administrators at all times. Such inspections should be conducted for school purposes as previously specified, and not for purposes of prosecution. For purposes of such inspections, the contents of desks and lockers shall not be considered a student's "person, papers, and effects" which are protected..."

Lunch

Hot lunches are served every day. If your child plans to bring money for lunch, please put it in an envelope with the child's name and teacher's name. Checks should be made out to **Prince William County School Food Services and include your child's name and his/her teacher's name. Prepayment can be made into a student's cafeteria account by using the online service, Mylunchmoney.com.**

Lunch prices: elementary \$2.50 middle \$2.65 Adults \$3.45
Breakfast is also available daily in the cafeteria for grab and go at 8:00 a.m. The cost is \$1.50 for students, \$2.05 for adults

Medication

Every effort should be made by the parent for the student to receive needed medication outside of the school day. No child is allowed to transport any medicine to or from school. Students are not allowed to keep any medication in their possession while at school. If your child requires medication at school, an adult needs to bring the medication to the clinic in its original currently dated container with a completed *Medical Authorization Form* before medication will be administered.

Parent Organizations

The Nokesville P.T.O. promotes the educational welfare of our students. Parents are encouraged to join and participate in the activities of the P.T.O. and volunteer at our school.

The Nokesville School Advisory Council consists of administration, parents and school staff members. The School Advisory Council advises the principal on the development, implementation, and evaluation of the school plan.

The Counseling Advisory Council includes parents, teachers, administrators, and community representatives. The council advises the counselors on program development and goals and advocates for the school counseling program. It provides a communication link between the counselors and the community.

Pets

We ask your help in seeing that pets do not accompany students to school. **Pets are not permitted on school property during the school hours unless they are in a vehicle or receive prior administrative permission.**

Prearranged Absence

In order for any prearranged absence to be classified as excused, notification must be sent to the administration no later than one week prior to the expected absence utilizing the form, "Administrative Absence Request Document", found on our webpage under the tab marked "Attendance" or on page 15. Parents are encouraged to schedule family trips during school holidays. Absences that extend beyond 15 consecutive school days will result in the withdrawal of the student from school. In this situation, parents would be required to re-enroll their child.

Report Cards

Report cards are sent home every nine weeks. As of the 2019-2020 school year, there will no longer be interim reports sent home. Through Parentvue, you will be able to view your child's grades as they are entered into the gradebook. Please view your child's grades on an ongoing basis to monitor their progress.

SACC

Prince William County Public Schools (PWCS) School Age Child Care (SACC) Program offers adult-supervised, high-quality, affordable before- and after-care, as well as vacation camps for students. The SACC program provides a safe and familiar setting which meets the needs of our SACC families. Contact for information is PWCS SACC OFFICE phone 703.791.8844. Online registration can be made through the SACC page on the PWCS.edu website.

SACC Site Program hours: 6 am-6:30 pm Monday-Friday

School Counseling Program

The School Counseling program provides individual, small group, classroom, and consultative services to foster student success in academics, personal/social skills, and career development. The counselors work with staff, students, and parents to ensure all students achieve to their highest potential. They are also an excellent resource for community information and needs.

Sign In

To ensure the safety of our students, all visitors are expected to report directly to the main office when entering the school. All visitors must present a photo ID. A visitor badge will then be provided and must be worn at all times while in the school. At the end of your visit, you must return the badge to the office assistant, who will then return your ID.

Textbooks and Library Books

Students and parents are responsible for all books issued to them by their teachers or borrowed from the library. Parents will be asked to pay for all damaged or lost books.

Traffic Pattern

In order to ensure a smooth and safe flow of traffic around the school, the following guidelines will be observed:

- Only buses will be allowed in the bus/fire lane between the hours of 7:45 – 8:15 a.m. and 2:35 – 3:15 p.m.
- Parking will be permitted only in designated areas. Please do not park in the bus circle.
- A “kiss and ride” lane will be available to drop off students. At no time should a car be left unattended or blocking this lane.

Volunteers

Volunteers are always welcomed and greatly appreciated. Talk to your child’s teacher, join PTO, or call the school for more information. Volunteers work with students, run our leveled bookroom, help oversee Middle School on the Move, do clerical tasks, work from home, help the PTO at events, and assist in many other ways. All volunteers will need to sign an agreement stating that they will keep confidential any and all student information. We love our volunteers!

Wellness

In an effort to comply with Prince William County Wellness Regulation No. 275-1 and to support healthy decisions at The Nokesville School, we would like to encourage alternate birthday celebrations in the classroom. Examples include asking the teacher for an extra ten minutes of recess, donating a game in your child’s name, reading a book to the class, or sending in small tokens such as pencils, erasers, stickers, etc. (no toys, please). Parents are still welcome to send in treats, although we would like to discourage items like donuts and oversized cupcakes. Foods such as mini-cupcakes, cookies, sliced fruit or vegetables, etc., will be shared at lunch time.

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and title IX. Associate Superintendent for Human Resources Prince William County Public Schools, P.O. Box 389, Manassas, VA 20108.

Contact Numbers

Dr. Steven Walts
 Superintendent of Schools.....703.791.8712

Mr. Keith Imon
Deputy Superintendent.....703.791.8703

Mr. Gil Trenum
School Board Member
Brentsville District Representative.....703.594.2492

Mr. Nathaniel Provencio
Area Associate Superintendent.....703.791.8800

Mrs. Melissa Goodwin
PTO President.....703.593.7963

Sonya Jacob
Advisory Council Chairperson.....571.781.3040

Mr. Eric Worcester
School Principal.....571.781.30

The Nokesville School
Grading Policy
(Based on the new grading regulation 661-1 & 661-2)
2018-2019

| | |
|-----------------------|-----|
| Summative Assessments | 85% |
| Formative Assessments | 10% |
| Classwork | 5% |

FORMATIVE AND SUMMATIVE DIFFERENCES

To really understand standards-based grading, it is important to look at the terms formative and summative, as there will be formative and summative activities in this class.

FORMATIVE ASSIGNMENTS help to **inform** you, and me, about your thinking. It allows you to get feedback and to try new things without the fear of making a mistake. It is practice that is used to support you on summative activities. These assessments include but are not limited to quick checks, observations, labs, essays, works of art, performance, problem-based learning, multimedia productions, oral examination/verbal responses, discussion, presentations, quizzes or projects. There will be no retakes on formative assignments.

SUMMATIVE ASSIGNMENTS come at the end of a unit and are used to see your mastery of a topic. They act as a summary of your performance. These assessments include but are not limited to observations, labs, essays, unit assessments, works of art, performance, problem-based learning, multimedia productions, oral examination/verbal responses, discussion, presentations, quizzes and tests, and culminating activities or projects. The scores on these assessments are what make up 85% of your grade in the course. See Retake Policy...

HOMEWORK ASSIGNMENTS – Homework is intended to provide the teacher and students with feedback regarding their instructional progress towards content mastery. Although recorded in the grade book, homework assignments are not weighted in the calculation of the overall class grade. Some teachers will assess homework using the following scale: M – Mastery, PM – Partial Mastery, NM – No Mastery, and NHI – Not Handed In, while others will record homework based upon effort and completion. Missing homework assignments must be completed to take a retake.

RETAKE POLICY

Retake opportunities are available; however, you must meet the school requirements. Any missing assignments, which connect to the topic, must be completed before a retake will be given, as this will help to provide evidence of practice and study. If a summative assignment is submitted late (after feedback has already been provided to the class), and not due to an excused absence, the retake opportunity is forfeited for that assignment. In addition, retake requests are student-driven in an effort to foster student growth and development. Retakes must be completed within two weeks of receiving feedback. The highest grade will be recorded in the gradebook. The retake form can be requested from teachers or printed from the online middle school handbook.

Home Room Teacher: _____

Student #: _____ Grade: _____

The Nokesville School Administrative Absence Request Form

Occasionally, unique circumstances prompt parents to request an extended, non-medically related absence. At The Nokesville School, we feel consistent attendance is paramount to student success. We will consider approving preplanned absences based on PWCS Regulation 724-1 and the provisions of Virginia law governing the compulsory education of students.

- Any missed class work, homework, etc. will be provided **UPON RETURN** to school.
- A student will be given one day for each day missed to complete the assignments.
- Students will be expected to maintain all current class work in addition to making up missed work.
- Administrative approval for an excused absence is not guaranteed. If the absence is not preapproved, it will be considered unexcused.
- Prior attendance record must not indicate attendance concerns: (10 or more days missed or 10 or more tardies).
- Student must be in good academic standing: (K-2nd: S &/or S+s; 3rd-8th: A &/or Bs)
- The absence does not occur during standardized testing dates (SOLs)
- There are extenuating circumstances for the request **(vacations and family trips are not considered extenuating circumstances)**.
- The request must be made to the administration at least one week in advance if possible.

Please provide the requested information below:

A. Number of days requested: _____ (# of Days)

B. Extenuating reason for absence: * _____
 (*Vacations and family trips are not considered extenuating circumstances)

I _____ request _____ to be excused from school:
 _____ to _____
 First missed day (Day of week, month, day, year) Last missed day (Day of week, month, day, year)

I have read and understand the bulleted points from above.

Parent/Guardian Signature _____ Date _____

The Nokesville School's goal is to foster student success!

(OFFICE USE ONLY)

Most recent grades
(Report card or Interim)

| | | | | | | |
|---------|---------|------|---------------|---------|-------------------|---------|
| Subject | Reading | Math | Lang. Arts | Science | Social Studies | Writing |
| Grades | | | | | | |

Meets Requirements:

- YES NO
- Prior attendance record must not indicate attendance concerns: (10 or more days missed or 10 or more tardies).
- Student must be in good academic standing: (K-2nd: S &/or S+s; 3rd-8th: A &/or Bs)
- The absence does not occur during standardized testing dates (SOLs)
- There are extenuating circumstances for the request (vacations and family trips are not considered extenuating circumstances).
- The request must be made to the administration at least one week in advance if possible.

Approved _____ Disapproved _____ Administrator's Signature _____

| | | | | | | | | | | |
|----------------------------|-----------------|-------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| For Office Use Only | Grade | Kdg. | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| | Absences | | | | | | | | | |
| | Tardies | | | | | | | | | |

