



THE NOKESVILLE SCHOOL
Parent & Student Handbook
2016-2017
UNLEASH YOUR HERO



Phone 571.781.3040 Visit our website at <https://nokesville.pwcs.edu/> Fax 703.594.2068

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, interim reports, and face-to-face conferences are ways to share information. Our web page and class pages will feature information about school events and important dates.

School Day

The school day begins at 8:10 a.m. with morning announcements and ends at 2:50 p.m. Students should not arrive to school before 8:00 a.m. Students will enter the building at 8:00 a.m. Parents should not accompany their child to class. Students should be in their classrooms and ready to begin the day at 8:10 a.m. Students arriving after 8:10 a.m. are tardy and should report to the front desk to obtain a tardy slip.

Remember instructional time continues until 2:50 p.m. Please do not arrive early and ask to pick up your child unless you 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 do not do an early dismissal after 2:30pm.

Students should not remain at school after the dismissal time unless they are staying after school for a specific reason.

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.

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."

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 side tab marked "Attendance". 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.

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.

Conferences

We encourage parent/teacher conferences at any time 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.

Attendance

Our school attendance computer program tracks tardies and absences. A template has been created to request a preapproved absence and can be found on our web page. After 5 **unexcused** absences, the program automatically generates a referral to the attendance officer. Additionally, the office staff will be preparing reports for students who have 10 or more absences or 10 tardies to school. These reports are for excused and/or unexcused.

ABSENCES:

Number of Absences	Consequence
10	School letter is sent via mail from the front office.
13	School staff calls parents letting them know about Nokesville's attendance policy. Staff discusses the number of tardies and inquires as to the reasons ("Is there anything like an illness or special situation of which we should be aware?")
15	Front office staff informs both counselor and administrator. Administrator calls parents and arranges a meeting with the counselor and possibly attendance officer. An individualized plan for the student is developed that may include the social worker making contact with the student and/or parents.

TARDIES and Early Dismissals:

Students who ride the BUS will NEVER be considered tardy.

Number of Tardies	Consequence
10	School letter is sent via mail from the front office. Counselor encourages the student to attend school on time.
15	School staff calls parents letting them know about Nokesville's attendance policy. Staff discusses the number of tardies and inquires as to the reasons ("Is there anything like an illness or special situation of which we should be aware?")
18	Front office staff informs both counselor and administrator. Administrator calls parents and arranges a meeting with the counselor and possibly attendance officer. An individualized plan for the student is developed that may include the social worker making contact with the student and/or parents.

Arrival and Dismissal Procedures for Car Riders

Drop-off 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 7:50 a.m. to 8:10 a.m. and 2:45 p.m. to 3:05 p.m.**

Car Rider

Pick-up 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.**

Pick-up Route:

- Enter Brentsville High School's Parking Lot.
- Make the first right and proceed around the outer part of the 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 the 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.**

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.

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 will a car be left unattended or blocking this lane.

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.

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 calling **703.791.2776**, and selecting #3, by visiting pwcs.edu on the internet, and by viewing PWCS-TV on Comcast Cable Channel 18 or Verizon channel 36.

School Visitors

Parents are welcome to visit their child’s classroom. We ask that parents please call ahead to make arrangements with the teacher and administrator so their visit is productive. For instructional concerns, when requested, visits are once a month for 30 minutes. Additionally, because classroom instruction is in progress, please do not have a conference with the teacher during the observation. For students’ safety and by county regulation, visitors must check in the office when entering the building and cannot go to the classroom directly. All visitors must leave a photo ID before a visitor badge will be provided. A visitor badge must be visibly worn at all times while in the school. Parents who bring lunches, books, homework, etc., can leave these items in the office and they will be delivered to the classroom.

Siblings of students should not attend school-sponsored events during the instructional day, e.g., field trips, class picnics, class parties, etc. These guidelines are designed for the safety of all children.

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, help oversee Middle School on the Move, do clerical tasks, work from home, help the PTO, 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!

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.

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 visible and are not used during the school day (unless being used 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.

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 \$2.45 middle \$2.60 Adults \$3.40

Breakfast is also available daily in the cafeteria for grab and go at 8:00 a.m. The cost is \$1.45.

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

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 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.

Dress Code

Our Advisory Council developed and refined our dress code expectations and guidelines. 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;
- 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 shorts or a skirt of appropriate/fingertip length. A long shirt is not a substitute for a skirt or shorts as shirt length can be easily manipulated;
- 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 following The Nokesville School's Behavior Matrix.

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

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.**

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.

Telephone

The telephone is an essential instrument for school operation. Please do not ask us to deliver reminders or messages to students other than of an emergency nature.

Discipline/Code of Behavior

We have high expectations of 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.

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.

Report Cards and Interims

Report cards are sent home every nine weeks. Interim reports are sent mid-way through each quarter. These progress reports are to be signed and returned in a timely manner.

Honor Roll

We expect all of our students to do their best and achieve at the highest levels. Those who earn all A's and all 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.

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..."

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.

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.

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 in K-5. 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 at www.pwcs.sacc.schoolfusion.us

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

Helpful websites

www.pwcs.edu

<https://nokesville.pwcs.edu/>

<https://mylunchmoney.com>

www.pwcs.sacc.schoolfusion.us

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

Ms. Rae Darlington
Deputy Superintendent.....703.791.8703

Mr. Gil Trenum
School Board Member

Brentsville District Representative.....703.594.2492

Ms. Jarcelynn Hart
Area Associate Superintendent.....703.791.7234

Mrs. Jennifer Conway
PTO President.....703.627.1896

Ms. Heather Lubic
Advisory Council Chairperson.....571.781.3040

Mr. Eric Worcester
School Principal.....571.781.3040