

The Middle School Handbook



THE NOKESVILLE SCHOOL

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Envision Tomorrow

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Office Hours: 7:45 a.m. – 3:45 p.m.

Student Hours: 8:15 a.m. – 2:55 p.m.

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*These pages must be signed by the student and the parent/guardian and returned to the school.

2019-2020 The Nokesville School Behavior Matrix

	Classroom	Hallway	Restroom	Cafeteria	Playground	Bus
R espect – We have a responsibility to show respect	<ul style="list-style-type: none"> • Listen while others are speaking • Take care of materials • Keep classroom clean & safe 	<ul style="list-style-type: none"> • Look at displays without touching • Maintain personal space • Keep traffic flowing 	<ul style="list-style-type: none"> • Help keep clean • Respect others' personal space 	<ul style="list-style-type: none"> • Use table manners • Say, "please" and "thank you." • Use your "inside voice" when speaking 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Include everyone 	<ul style="list-style-type: none"> • Use "inside voice" when speaking • Keep bus clean
O ptimistic – We show a positive outlook towards our school and community	<ul style="list-style-type: none"> • Use kind & helpful words • Be positive & supportive of others • Look for the best in ourselves & in others 	<ul style="list-style-type: none"> • Greet others with a friendly smile 	<ul style="list-style-type: none"> • Wait your turn 	<ul style="list-style-type: none"> • Enjoy sitting with new students 	<ul style="list-style-type: none"> • Use kind words to problem solve • Share • Take turns 	<ul style="list-style-type: none"> • Enjoy sitting with new students • Use kind words to problem solve
A ttitude – We have a positive attitude	<ul style="list-style-type: none"> • Have a positive attitude towards academics, peers, & staff • Positive participation in The Nokesville School 	<ul style="list-style-type: none"> • Smile 	<ul style="list-style-type: none"> • Use quickly & quietly 	<ul style="list-style-type: none"> • Listen to adult instruction 	<ul style="list-style-type: none"> • Practice good sportsmanship 	<ul style="list-style-type: none"> • Be patient while loading/ unloading bus
R esponsible – We follow the rules.	<ul style="list-style-type: none"> • Follow directions the first time • Keep hands, feet, objects to self • Complete and turn in quality work the first time 	<ul style="list-style-type: none"> • ES – Single file lines • Walk to the right • Move quietly • Keep hands & feet to self 	<ul style="list-style-type: none"> • Use supplies correctly • Flush, wash, leave • Report issues to staff immediately 	<ul style="list-style-type: none"> • Wait in line • patiently • Keep your area neat & throw away trash • Remain at your table 	<ul style="list-style-type: none"> • Use equipment correctly & safely • Line up when directed 	<ul style="list-style-type: none"> • Stay seated • Keep aisles clear • Keep hands, feet, objects to self

Arrival Expectations

Students may enter the building at 8:05 a.m. Students will quietly enter the hallways at 8:05 a.m., report to their lockers, and organize for the day. The official start of the school day is at 8:15 a.m. Morning announcements will begin immediately following the bell. Students arriving in their classrooms after 8:15 a.m. must report to the front office for a tardy pass. Students are not allowed to leave the front lobby until the bell rings at 8:05.

Hallway Expectations

Students should avoid congregating in groups in the middle of the hallway. When moving from class to class or lunch, students should walk on the right side of the hallway. Students should carry their agenda or hall pass, signed by their teacher, if they need to be in the hall during class or lunch. Students should be courteous, control their noise level, and report to all classes on time.

Classroom Expectations

Students should listen to the teacher's instructions and give their best effort each class. Students should be prepared for class, and arrive to class on time with all necessary supplies. In class, students should work without disturbing others. Students should use complete sentences and respectful language when addressing staff or peers.

Office, Counseling, & Clinic Expectations

Students should enter these areas only with permission from a school staff member during the school day. Students needing to see a counselor should sign up at the counseling office and then return to class until called.

Students should be courteous and polite to all staff members and volunteers.

Assembly or Large Group Expectations

Students should enter quietly and be seated. Students should keep their eyes on the presenter at all times and

avoid talking to their friends during the presentation. Students should exit the assembly quietly, following the hallway procedures.

Dismissal Expectations

Afternoon announcements begin around 2:55 p.m. with students being dismissed by announcement. 2:55 p.m. is the official end of the school day. Students participating in after school activities should report to their activity sponsor when notified. All other students are expected to walk to their appropriate destination.

ACTIVITIES AND CLUBS

We will offer a variety of activities and clubs such as National Junior Honor Society, Robotics, Drama, Yearbook, and Fitness Clubs. 8th grade students will have the opportunity to try out for select Brentsville High School freshman/Junior varsity teams. Additional clubs and activities may be developed in partnership with our PTO. Parents/Guardians are responsible for picking up their children from afterschool activities.

AGENDA USE

Each Nokesville student is provided a Student Agenda at the start of the school year. The agenda is designed to help students keep track of homework assignments, projects, and involvement in student activities. Since the agenda is a good record of student planning, students are not to tear out calendar pages or any other pages. **The hallway pass part of the student agenda will be used to record student passes to the restroom, water fountain, locker, main office and counseling.** The number of spaces in the hallway pass in no way indicates the number of times students will be permitted to leave class. Teachers will monitor student use of the hallway passes. Please keep in mind that students must have the permission of a staff member to leave class. A limited number of student agendas will be available for sale to any students who lose their agenda. Students who lose their agenda will be required to purchase a new agenda.

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 or more days. The form can be found on our webpage or on page 14 of this handbook.

ABSENCES:

UNEXCUSED Absences	Consequence
5	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.	

BOOK BAGS

Book bags may be carried to and from school; however, they must be stored in lockers during the school day. No book bags, athletic bags, or gym bags are to be brought to class, the main office, or to lunch. **Students should not bring a book bag on the last day of school.**

BREAKFAST

Breakfast is served starting at 8:05 a.m. in the cafeteria. Students can get their breakfast to go from the cafeteria. Students who want to eat breakfast need to report immediately to the cafeteria after they arrive at school before they go to their lockers or classroom.

BULLYING

Actions that cause the physical, verbal, or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered bullying behaviors. Bullying behavior includes harassment that occurs via electronic means including instant messaging, inappropriate use of blogs, social networking websites, and/or e-mail. This type of inappropriate behavior is referred to as cyber-bullying. Students will be held accountable for **inappropriate behavior that occurs in school, at the bus stop, on the bus, or to and from school**. Students will also be held accountable for inappropriate behavior, including cyber-bullying, that occurs in the community and impacts the integrity of the learning process or school environment. Violators are subject to corrective action up to and including suspension and a recommendation for expulsion. Students who are bullied or witness another student being bullied should report the incident to a staff member and to a parent. Specific incident report forms may be found in the main office or in the counseling office. *It is important that each member of The Nokesville School community works together to help to ensure a safe learning environment for every child at all times.* For additional information about bullying see the *Code of Behavior*. You are also encouraged to speak with a school counselor or an administrator if you have any concerns or need additional information. A highly regarded set of bullying prevention practices known as the *Olweus Bullying Prevention Program* have been implemented to help create a safe school environment.

BUS

Please reference the *Code of Behavior* for student responsibilities while on the school bus. The school bus driver is responsible for your safety; please help by cooperating with the driver. You should only ride your assigned bus. Middle school students will sit in the back half of the bus unless assigned to sit elsewhere. All students will be equitably and respectfully treated while on the school bus. If you wish to ride another bus home with a friend, you must bring a note from a parent or guardian to the main office by 8:30 a.m. on the day you wish to ride another bus. The note must include a phone number where the parent or guardian may be reached. If a parent or guardian needs to be contacted to verify a transportation change, and they cannot be reached, the student will not be granted permission to change transportation methods. In addition, please note that if a bus is at capacity, permission for additional students to ride it will not be granted.

When a student is involved in misconduct on a bus, the following administrative actions can be taken:

1st referral Counseling and warning will be given

2nd referral	Assigned seat; possible bus suspension
3rd referral	Bus suspension 1-5 days
4th referral	Bus suspension 5–10 days

However, individual circumstances and severity of the misconduct will be considered before any action is taken. **Consequently, disciplinary action may be more severe than indicated in the above guidelines.**

CAFETERIA

Balanced meals are provided each day for purchase in the school cafeteria. School lunch menus are sent home at the beginning of each month. Checks for meal tickets should be made payable to Prince William County Food Service. Parents can pay by credit card and set up an account at MyLunchMoney.com. To complete the set up you will need your student’s ID number.

Expectations for the Cafeteria:

1. Students are expected to be on time to the cafeteria for their lunch period.
2. Students should enter the cafeteria in an orderly manner through the appropriate door.
3. Upon entering the cafeteria, students are expected to choose a serving line and remain there.
Allowing others to cut in the line or saving places is not permitted.
4. **Students will quickly find a seat at a table and stay at the table.** Round tables will have a maximum of 8 students.
5. Students are to clean up their lunch area before dismissal.
6. Violations of the above expectations will result in disciplinary action.
7. **Electronic Devices, including cell phones, are not allowed in the cafeteria, unless otherwise stated.**

CAMERAS

A number of security cameras are located throughout the interior and around the exterior of the school. In addition, most school buses are equipped with video cameras. Due to student confidentiality, camera footage might not be shared with parents/guardians.

CAR RIDERS

Parents are reminded that when picking up or dropping off a student to pull as far forward as possible in the drop off/pick up lane. **Parents should not leave their vehicles at any time during drop off or pick up;** this causes major delays in the process. Please note that the Car Rider lane is one way. Parents should follow the direction of staff members when they are present helping to direct traffic in the Car Rider lane. **Students should enter and exit vehicles exclusively on the right side of the vehicle.**

CELL PHONES

Students may possess wireless communication devices (cell phones, etc.) on school grounds provided that these devices are not visible and are not activated before or during the school day. These devices must be turned off after entering school. Leaving the device on “vibrate”, “silence”, or “ringer off” is not permitted. For safety reasons, students may utilize these devices after school office hours provided the use of the device does not distract from or disrupt school activities. Parents will be required to pick up any electronic devices and cell phones that are confiscated for inappropriate use. The school division staff does not assume responsibility for the security of communication and/or electronic devices that are brought on to school property. See additional information under Electronic Devices.

CODE OF BEHAVIOR

The *Code of Behavior* has been established for the Prince William County Public Schools. The School Board, acting through the Superintendent, holds school employees responsible for student behavior while they are legally under the supervision of the schools. The School Board holds all students responsible for appropriate conduct as defined in the Prince William County *Code of Behavior*. Students and parents are encouraged to carefully review and become knowledgeable about the *Code of Behavior*. The 2018-19 “Code of Behavior” will be available primarily online for staff, students, and parents. It will be available in multiple languages. A limited number of printed copies will be available on request for students and parents without computer/Internet access. For a printed copy, students and parents should contact the Office of Student Services at 703.791.7262. This new approach is more cost effective and is in keeping with the School Division’s “Go Green” campaign. If you have any questions concerning the *Code of Behavior*, please see an administrator.

CONDUCT GRADES

Prince William County Public Schools evaluates its students on their conduct in all classes. The following characteristics are evaluated:

Respect/Courtesy: Respects others and uses good manners.

Dependability: Demonstrates honesty and reliability.

Personal Habits: Exhibits self-control, conforms to school regulations and the *Code of Behavior*, and respects the rights and property of others.

Cooperation: Works for the mutual benefit of the group and the student is willing to assist others.

Students receive the following grades:

O- Outstanding: The student consistently practices these traits.

S- Satisfactory: The student normally practices these traits.

U- Unsatisfactory: The student does not practice these traits to an acceptable degree.

DANCES

All dances are for Nokesville students only. A dance permission slip with parent and student signatures will be required to enter dances. All tickets will be sold in advance. Tickets will not be sold at the door. Parents and guardians are always welcome to chaperone. Students are expected to adhere to the Code of Behavior during dances. Students are required to be in attendance at school for at least half of the school day in order to attend any events on that school day.

DRESS CODE

At The Nokesville School, we feel that you and your 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 your locker. 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 following The Nokesville School's Behavior Matrix. Thank you for your support of The Nokesville School as we strive to create an academic learning environment for all of our students.

ELECTRONIC DEVICES

In recognition of the growing importance and utility of wireless communication devices (tablets, E-readers, etc.) the use of these personally-owned devices by students will be permitted at the Nokesville School with teacher permission, provided such use complies with the rules in the Code of Behavior, and outlined below. We ask that both parents and students review the following information regarding the use of such devices at school.

Students will be allowed to use personal electronic devices in school when faculty determines a designated time and location. Students are not to use any electronic devices **for any other purpose, in any other location**, including classrooms, unless authorized by the classroom teacher and/or the school administration. Devices must be above the table when they are being used. If students have their phones out in the hallways during transitions, they will be confiscated by staff. If students are using their phones without staff permission, the phone will be confiscated.

Students shall be responsible for adhering to the PWCS Acceptable Use and Internet Safety Policy and regulation and using PWCS computer systems and network services for assignments directly related to the curriculum. Students are to adhere to the guidelines of PWCS Code of Behavior.

Parents shall be responsible for ensuring that their children adhere to the PWCS Acceptable Use Policy and regulation and use PWCS computer systems and network services for curriculum related assignments.

ELIGIBILITY, ACADEMIC

A student is placed on academic probation for the duration of the next grading period if he/she receives an "F" achievement grade in two or more subject areas. A student on academic probation is prohibited from participation in all extra-curricular activities, clubs or organizations, and dances. This includes participating in high school sports.

ELIGIBILITY, CONDUCT

A student is placed on conduct (social) probation for the duration of the next grading period if he/she receives a "U" in conduct in two or more subject areas. A student on conduct probation is prohibited from participation in all extra-curricular activities: Clubs, dances, and attendance at all other school sponsored after-school events. All students are eligible at the beginning of the school year for participation in extra-curricular activities. This includes participating in high school sports.

FIRE DRILLS AND EMERGENCY PROCEDURES

State law requires the quick and orderly evacuation of the building during a fire alarm. To ensure the safety of all students and staff, fire drill procedures are located in all rooms. In addition, tornado drills, inclement weather drills, and lockdown drills are practiced throughout the school year. It is important for students to carefully listen to and follow staff instructions during these drills. Failure to follow the directions of staff will result in disciplinary action up to and including suspension from school.

Should we ever need to evacuate the school for any extended period of time, our emergency shelter location is Marsteller Middle School. In the case of an emergency (evacuation due to fire, loss of utilities, or other situations), the Prince William County communications office will notify the community.

FOOD AND DRINKS

During the school day students are only permitted to have food and drinks in the cafeteria unless special permission is granted by a staff member or as part of the breakfast Grab N Go program. Students may carry and drink water throughout the school day in a spill proof container, as long as they do so responsibly. Other drinks will not be allowed in class or hallways without documented permission.

GRADING REGULATION

The grading regulation has been updated. Please read the revised grading regulation 661-2 found on the Prince William County Web Page.

GRADING SCALE/EXAMS

The following is the 10-point grading scale adopted by the Prince William County Schools for **middle** schools:

Grade		Percentage	Letter Grade Values
A	Excellent	90-100	(4.0)
B+	Very Good	87-89	(3.4)
B	Good	80-86	(3.0)
C+	Above Average	77-79	(2.4)
C	Average	70-76	(2.0)
D+	Below Average	67-69	(1.4)
D	Poor	60-66	(1.0)
F	Failure	0 – 59	(0)
NHI	Not Handed In	0	(0)

Marking period and final grades earned in the 6th and 7th grade are computed using *letter grade values*. Grades, which are earned in the 8th grade and in any high school level class taken by a 7th grade student, are computed using *actual numeric (percentage) grades* (high school grading scale). The numeric average is then converted to a letter grade for the students' report card. Exams will be given to all students who take classes offered at the high school level at the end of each semester. Exam grades are averaged as 20% of the semester average.

HALLWAY SAFETY

At every change of class, there will be many students moving from one room to another. Teachers will be at their doorways monitoring the change of classes. In order to keep the noise at a minimum, students are expected to be quiet and courteous, walk to the right at all times and not to block hallways. Running could cause an accident and is not allowed. Once inside the classroom, students will remain there until the end of the block time. Students should make every effort to take care of bathroom needs before entering the classroom.

HONOR ROLLS

At the end of each nine-week grading period, those students who have succeeded in making above-average grades in all subjects in which they are enrolled are named to an honor roll. There are two kinds of honor rolls:

Principal's Honor Roll

Students who have achieved an "A" in every core subject.

Honor Roll

Students who have achieved either an "A" or "B" in every core subject.

Conduct Grades

To make any honor roll, a student cannot receive any unsatisfactory marks for conduct.

HOURS

The school office is open from 7:45 a.m. through 3:45 p.m. The school is open for students starting at 8:05 a.m. with the exception of special morning activities sponsored by school staff. Students should not arrive at school prior to 8:05 a.m. unless participating in a specially scheduled morning activity. Staff is not available in the morning prior to 8:05 a.m. to supervise students.

LIBRARY/MEDIA CENTER

The library is open daily from 8:30-2:40 for returns, checkouts, research, and/or pleasure reading. The loan period for library items is three (3) weeks. Late notices are sent weekly. It is the responsibility of the parents/students to pay for lost/damaged items. Eighth grade students must have all items returned/paid for prior to the last week of school.

Students visiting the library during class periods must have a pass with a designated purpose and classroom return time noted. Students desiring to visit during their lunch period must sign up in the library and receive a "Library Lunch Pass" from the library staff. Only five (5) passes per grade level will be handed out for each lunch period. A "Library Lunch Pass" sign-up sheet will be available in the library from 8:10-9:00. Students must present their pass to the library staff upon entry and record arrival and departure time.

Research Databases:

World Book Online Reference Center

Go to: <http://www.worldbookonline.com>

User Name: pwcschools

Password: research

Culture Grams

A website which provides extensive information about world countries and territories, as well as the United States. Includes information on the land and climate, government, people, history, society, and lifestyle.

Go To: <http://online.culturegrams.com/index.php>

User ID princewm

Password county

Prince William Public Library/ Electronic Resources

Go To: [Link to Prince William Public Library](#)

Click on Electronic Resources. Choose a database that meets your needs. Then enter your public library card number.

LOCKERS

Lockers are provided for all students. A periodic locker check will be conducted to assure lockers are kept clean and neat. An administrator with reasonable cause may search lockers at any time. Please do not give your locker combination to anyone. **The school is not responsible for items stolen from a locker (this includes gym lockers, music lockers, or storage areas).**

Students who misuse their locker or ignore locker guidelines may have their lockers taken away for a specified time. During the first few weeks of school, many students require assistance in learning how to operate the combination lock. It is the student's responsibility to maintain a well-organized locker and ensure it is locked at all times.

LOST AND FOUND

Any found jewelry, keys, glasses, wallets, phones, electronic devices, clothing items, or miscellaneous articles of value should be taken to the office. *Lost items not claimed will be donated to charity at the end of the school year.* **The school is not responsible for lost articles or money;** therefore, it is suggested that articles of value be left at home.

MEDICATIONS

Every effort should be made by the parent/guardian of the student to administer prescription drugs outside the school day. If it is necessary for the student to receive medication during the school day, the parent/guardian must complete and return the Parent Release Form and the Medication Form. Parents are required to bring the medication (prescription *and* over the counter medications) in its original container with a current expiration date and completed medication forms to the school nurse in the main office. Students are never to transport medication to and from school.

Medication forms are available in the front office. The school will not accept medication that has expired or over the counter medication that is not in the original, unopened container. Prescription medications must also be in the original container. The school will not be responsible for lost or spilled medications. Inhalers need to have a pharmacy label in two places: on the box and on the inhaler itself. At the end of the school year, parents must pick-up all remaining medications. In the event that a student is required to carry an inhaler on his/her person, a doctor's note is required along with approval from the principal or his designee.

NATIONAL JUNIOR HONOR SOCIETY

Consideration for membership in The Nokesville School Chapter of the National Junior Honor Society is open to all 7th and 8th grade students who have been enrolled at Nokesville for the equivalent of one semester and who have earned a Grade-Point-Average of 3.6 (non-rounded). During the spring semester, eligible students and parents will receive specific information on membership criteria and the selection process. The annual membership process and induction ceremony will be held during the fourth quarter of the school year.

PHYSICAL EDUCATION GUIDELINES

I. Philosophy-

Health and Physical Education is a vital and dynamic part of the total educational process. It contributes to physical, mental, and social development. Students have varied individual needs, interests and abilities, which this program addresses in order to enable each student to realize their maximum potential. We believe that the program should provide opportunities to develop total fitness, efficient motor skills, coordination, sportsmanship and knowledge of activities, which may be pursued throughout life. Physical, mental, and social fitness ensures the individual's pursuit of a long and healthy lifestyle.

II. APPROPRIATE ATTIRE

Appropriate attire is required for physical education. This includes an athletic shirt, athletic shorts, and tennis shoes. Uniforms are available for purchase throughout the year from the physical education department. Students will receive a gym locker and lock to keep gym/personal items. Students need to use the locks to secure their belongings.

III. EXCUSES

Student will dress for class and participate to the best of their ability unless restricted by cast, crutches, etc. Excused notes from physical education will be accepted in extenuating circumstances. Parental notes must be written by the parent and include the date, parent's signature, and phone number where they can be reached that day for verification. **Parental excuse notes are good for that day or if noted, three consecutive days. A physician's statement will be required if the student cannot resume normal activities after the three-day period.**

IV. LOCKER ROOM AND SECURITY

Security against theft or loss is **each student's responsibility**. Students are to keep their clothes in their own locker and not to share combinations or lockers with other students. It is imperative that students secure their personal items before leaving their locker room; often this means double-checking the lock. Students are not allowed to bring their phone or electronic device into the locker room or gym.

THE NOKESVILLE SCHOOL STAFF DO NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN ITEMS.

Showers

Showers are available for use after Physical Education class. Students must provide their own towel and soap. Students are always encouraged to practice good personal hygiene.

VI. SAFETY

In an attempt to have a healthy and safe school, the following guidelines have been established.

1. No gum, food, or drink is permitted in class.
2. No loose fitting jewelry will be permitted during activities.
3. Sneakers will be laced and tied.
4. No glass or aerosol containers are allowed in the locker rooms.
5. Horseplay will not be permitted.
6. Students are not permitted in any of the equipment rooms or to use any equipment until instructed by the teacher.
7. If an injury does occur, the student should report this to his or her instructor immediately so proper first aid can be administered if needed.

VII. GRADING

Physical education students in grades 6, 7, and 8 are graded on the following criteria each nine weeks:

- A. **Knowledge** (20%) - this includes homework, quizzes, and tests.
 - B. **Skills** (20%) - this includes countywide standard skill tests and selected performance tests.
 - C. **Participation** (60%) - this includes dressing for activity, physical involvement, fitness runs, and warm-up exercises.
- * Eighth grade students also take our health program.

Virginia Wellness Test- All students will take this fitness test, which includes pull-ups, curl-ups, shuttle run, mile, and the

V-sit and reach. This test will take place twice a year and results will be sent home.

PTO

PTO is an invaluable asset to our school. Parent involvement as members and as volunteers is critical to The Nokesville School's prospect for short- and long-term success in providing a quality education for every child.

PUBLIC DISPLAYS OF AFFECTION

Activities such as kissing, hand-holding, or other inappropriate behavior during school and at school related functions are not permitted.

SCHOOL COUNSELING SERVICES

The School Counseling Department

The purpose of the school counseling department at the middle school level is to enhance the academic achievement of students. Our program is comprehensive, sequential and focuses on the career/educational development for all students. It involves student acquisition of skills necessary to engage in life-long learning, become aware of life/career choices, and prepare for the world of work. All aspects of the program are complementary to the efforts of parents, school staff and the community.

Career Development

The Career/Educational Development curriculum is the acquisition of career/educational skills essential to the future success of students in the workplace. Those skills are self-understanding, decision-making, goal setting, coping, communicating, and cooperating with others. Mastery of these skills is necessary for increasing student resistance to high-risk behaviors and helping them to be employable and productive citizens. The Career/Educational Development curriculum enhances students' potential for life-long success.

Middle School Years

The middle school years are a time for a child to explore new interests and refine previously learned academic skills such as decision-making, academic and interpersonal skills as well as resiliency. It is also a time when a student begins to connect aptitudes, abilities, and personal interests to future educational and career goals.

The school counseling department at The Nokesville School is dedicated to helping students explore and pursue academic and future career goals. Character education will also be presented to students through the counseling department. School counselors work with students in the classroom through lessons, in small groups covering developmental topics or on an individual basis as requested. The student, parent, teacher or administrator may refer a student to the school counselor.

Parents may request conferences for their child with the counselor or make an appointment to speak with the counselor individually to discuss their child's progress, test scores or other situations pertinent to the student's personal or academic success. Students requesting a conference with their counselor will receive a pass.

STUDENT LEARNING MANAGEMENT SYSTEM

PWCS uses a Student Learning Management System, SLMS. Information regarding our SLMS information can be found on the PWCS website, Staying Connected, in the Parent section. That page, https://www.pwcs.edu/parents/staying_connected/, lists all the different means of getting school and county information and links to directions.

TELEPHONES (School Phones)

Office and/or classroom telephones are to be used only in case of an emergency (injury/illness). In general, students will not be granted permission to use telephones during class time. **Forgetting homework, lunch, and/or lunch money is not considered an emergency.**

TEXTBOOKS

Textbooks and supplemental materials are provided free of charge to all students in Prince William County Public Schools. These materials are to be properly maintained and returned to the teacher when requested. Students are to appropriately cover all textbooks assigned to them. When assigned a textbook, students are to place their name in the front cover. It is the responsibility

of parents to pay for any lost or damaged books.

TIP LINES

Students, staff and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors that may be harmful to the school environment should be reported. Please contact an administrator, teacher, or school counselor immediately. If at home, please report your concern to your parent. You may also call the Prince William County Public Schools Tip Line at 703-791-2821. You may also use the statewide Tip Line at 1-877-472-3382. **These tip lines are anonymous.** Please note that these are recorded message systems and should not be used in cases of emergency or when an immediate response may be required. Please contact the police in cases of emergency.

VISITORS

Permission for visitors must be obtained from the principal or his designee. School business is the only valid reason for visitation. All visitors, including relatives, must report to the main office to sign the visitor log and receive a visitor's pass through RAPTOR, the visitor's identification system. **The pass must be worn while in the school building and placed on the upper torso to ensure its visibility.** Please note that all visitors must leave a picture I.D. in the main office. This is in accordance with Prince William Public Schools Regulation 501-6. We thank you in advance for your cooperation with this policy.

**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+; 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)

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+; 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.	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
	Absences									
	Tardies									

Middle School REQUEST FOR ASSESSMENT RETAKE

Name _____ Period _____ Date _____

Assessment Information:

The assessment objective(s) I wish to re-take is/are _____.

The grade I received on this assessment was (list grade w/objective) _____.

The date of the original assessment was _____.

I did not meet my assessment goal because

* All assignments on related content that were assigned must have been completed prior to the original assessment. (No NHI's in order to retake)

Plan for re-learning and reviewing:

Before I schedule my re-take I will do the following:

- I will return this form with a parent signature. **(Must be returned and scheduled with teacher no later than 2 days after the graded assessment was returned to student to schedule re-take.)**
Last day I can turn this in and schedule the retake is _____.
- The evidence I will show of re-learning will be:
 - Correction to the assessment completed on a separate sheet of paper if applicable.
 - Additional requirements (see teacher for specifics):

- **Date and time for re-take:** _____.

I, _____ understand I will be given the opportunity to re-take the above assessment by the agreed upon date. I also agree to accomplish the re-learning and review steps listed above. I understand that this re-take may be different from the original assessment. The higher grade will be entered into the gradebook.

Student
Signature _____ Date _____

Parent
Signature _____ Date _____

The Nokesville Middle School Handbook Verification Form

Infraction	1 st Offense	2 nd Offense	3 rd Offense
Academic Violation (ex. Cheating/Plagiarism/Forgery/Dishonesty)	Zero for work; Parent contact by teacher;	Zero for work; Referral/ Administration Conference	Zero for work; Detention
Altercation, Minor Physical (ex. Slamming locker, pushing/shoving, play fighting)	Warning(teacher)	Referral/ Administration Conference	Detention
Assault/Fight against Staff (With or without weapon)	Out of School Suspension to Expulsion		
Assault/Fight against Student (With or without weapon)	School Suspension	School Suspension	Out of School Suspension
Assignment Incomplete – Class or Homework (i.e. Not prepared for Class.)	Warning	Parent Contact	Parent Contact up to Detention
Physical or Verbal Disrespect; Harassment; Taunting; Teasing (ex. Closing locker, kicking books, hiding belongings, derogatory remarks, or spreading rumors)	Warning	Detention	Detention to Suspension
Bus Violation (ex. Out of seat, loud on bus, not seated properly)	Warning	Assigned Seat to Bus Suspension	3-5 Days off bus (further referrals can result in loss of riding privilege for year)
Cafeteria Violation (ex. Throwing food, cutting line, running to cafeteria)	Warning	Lunch Detention	Lunch Detentions
Cellular Telephones and all other Electronic Devices – Inappropriate Use	Warning	Confiscation – return to student at end of day.	3 rd offense: return to parent 4 th offense: confiscation & return to parent; loss of personal electronic privileges.
Defiance of Authority/Insubordination/Disrespect	Warning; Parent Contact	Referral/Detention	Suspension
Disruption, Classroom (ex. Disruption during classroom instruction)	Warning	Parent Contact	Detention
Dress Code Violation	Must change outfit; Warning	Must change outfit; Parent Contact	Must change outfit; Parent Meeting/Counselor
Drugs (Use, possession, distribution, look-alikes, etc.)	OSS; Principal's Hearing; possible legal action		
Inappropriate Behavior (ex. Disruption during non-instructional time to include extra-curricular activities, hallway, bathrooms, and public displays of affection)	Warning to Referral	Parent Contact	Detention
Leaving/Skipping Class	Detention	ISS	ISS
Obscene/Inappropriate Language/Gestures/Materials	Referral/Detention	ISS	ISS/Intervention Team
Skipping After School Detention	Additional Detention	ISS	ISS
Skipping Lunch Detention	Additional Detention	Additional Detentions	After School Detention
Skipping School	After School Detention	Multiple Detentions	ISS
Tardiness - tardies accumulate across all grade level classes and reset each quarter.	Warning for first four offenses	Lunch detention at fifth tardy	Referral at sixth tardy
Technology Misuse (Inappropriate technology use to include but not limited to websites, content on social networks)	Warning/Office Referral/Detention	Office Referral/Detention	Detention/ISS/loss of technology privileges
Theft	Parent Contact/Detention	ISS/Counseling	ISS/Intervention Team
Vandalism, School Property	Restitution	Restitution/Detention	Restitution/ISS

****This chart is a guide. Administration reserves the right to assign an appropriate consequence for the behavior.**

****If a student stays after school for an activity or event and is not picked up in a timely fashion, it is possible that the student will not be allowed to attend that event in the future.**

By signing below, I indicate that I have read and understood the Middle School Handbook for The Nokesville School.

(Print – Student's last name, first name)

(Parent/ Guardian Signature)

(Date)

(Student Signature)

(Date)

Honor Code Pledge

The Nokesville School
2019 – 2020 School Year

I will be **R**espectful, **O**ptimistic, Have a Positive Attitude, and Be **R**esponsible. I will honor and respect all members of The Nokesville School community. I will not lie, cheat, steal, plagiarize, or harass and will not tolerate these actions in others. I will be accountable for my actions. I believe in myself. I can make a difference.

I have read and understand the **HONOR CODE PLEDGE**. My signature indicates that I will abide by this pledge throughout the school year.

Name of student: _____

Please Print: (Last name, first name)

Student's signature: _____ Date: _____

Grade Level: _____

School Bus Contract
The Nokesville School
2019-2020 School Year

Directions for parents and students: Please read carefully, check the 4 boxes, then sign and return this agreement to the school AS SOON AS POSSIBLE.

General Information

- Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
- Riding a school bus is a privilege and is not guaranteed by law. When students behave appropriately, they are allowed to ride the bus.
- An audio video recording device may be installed and used in school buses for purposes related to safety.
- Please help support The Nokesville community by making school bus safety a priority through maintaining appropriate behavior at all times.

If you have any questions, please contact an administrator at (571) 781-3040.

I (student) promise to ride my bus safely.

- Including:**
- * DO remain seated, facing forward
 - * DO talk in a normal tone of voice
 - * DO give the driver your name when asked
 - * DO stay away from the bus when it stops
 - * DO NOT distract the driver
 - * DO NOT put any part of your body or any objects outside the bus window
 - * DO NOT put anything in the aisle
 - * DO NOT push or shove others

I (student) promise to follow all bus rules.

- Including:**
- * DO keep hands and feet to yourself
 - * DO respect bus property
 - * DO respect personal property at bus stops and on the bus
 - * DO NOT possess weapons, including laser pens
 - * DO NOT possess alcohol, tobacco, or illegal drugs
 - * DO NOT tamper with emergency doors or equipment
 - * DO NOT eat on the bus

I (student) promise to treat the bus, the driver, and all passengers with respect.

- Including:**
- * DO obey directions from your bus driver
 - * DO talk kindly to others
 - * DO NOT leave trash on the bus
 - * DO NOT throw, spit, kick, or hit
 - * DO NOT use foul language, tease or threaten others, or use inappropriate gestures

If I (student) break my promises, I understand the following will happen:

Minor Infraction: Usually the bus driver reminds students to follow the rules, to act safely, and to respect other people.

Warning: My parent/guardian(s) will be contacted in writing or by phone by an administrator if I choose not to follow the rules.

Bus Referrals: If my bus privileges are suspended, I must arrange my own transportation to and from school.

Students must continue to attend school.

1st Bus Referral: My parent(s)/guardian will be notified by an administrator and I will be warned about the consequences of not following the rules.

2nd Bus Referral: My parent(s)/guardian will be notified by an administrator and I may be assigned a seat or receive a bus suspension.

3rd Bus Referral: My parent(s)/guardian will be contacted by an administrator and I will lose all bus privileges for 1 – 5 school days.

4th Bus Referral: My parent(s)/guardian will be contacted by an administrator and I will lose all bus privileges for 5 or more days.

Note: Based upon the severity of the first incident, an administrator may issue more severe disciplinary action in lieu of the steps indicated. Suspension may be an immediate consequence. A serious problem, such as a weapon, drug or physical violence will result in bus privileges being suspended immediately and additional disciplinary action being taken. The student may be required to remain at school and law enforcement may be contacted.

Please print legibly. Signatures indicate that you have discussed and understood the above statements.

Thank you.

_____ Grade _____ Bus Number _____
Print (Last name, first name) student's name Student Signature Date

_____ Daytime phone number _____
Print (Last name, first name) parent/guardian's name Parent/Guardian Signature Date

SUPPLEMENTAL ELECTRONIC DEVICES CONTRACT

**The Nokesville School
2019 – 2020 School Year**

Name of student (Please Print): (Last name, first name)

1. I understand that having my phone or any electronic device is a privilege and that I have must follow teacher direction and the phone use guidelines posted in the school.
2. The only time I will use my phone or any electronic device that I own during the school day will be in a classroom when the teacher has requested that electronic devices be brought to class.
3. When the teacher requests for students to bring their phone and/or an electronic device, I agree to only use it for the intended academic purpose.
4. I understand that I am strictly prohibited from accessing social media websites, utilizing apps on any electronic device, and/or recording videos and/or taking pictures in or around the school environment including school buses.
5. The use of a phone or any electronic device is strictly prohibited for use in the gym, locker room, hallways, or cafeteria. If a reward is earned that allows phone use in the cafeteria, recording videos and/or taking pictures of other students will still be prohibited.
6. I understand that any violation of the above stated rules can result in the loss of the electronic device.
 - First offense to the above policy – Electronic device will need to be put away or returned to their locker. The student will be able to pick it up at the end of the day.
 - Second offense to the above policy – Electronic device will be confiscated and turned into the office. The student will be able to pick it up at the end of the day.
 - Third offense to the above policy – Electronic device will be confiscated and turned into the office. The device will remain in the office until a parent can come to the school to retrieve the device.
 - Fourth offense – student will not be allowed to bring the electronic device to school for the remainder of the quarter.
 - It is at the discretion of the administration to bypass these consequences depending on the severity of the situation.
7. Students shall be responsible for adhering to the PWCS Acceptable Use and Internet Safety Policy and regulation and using PWCS computer systems and network services for assignments directly related to the curriculum. Students are to adhere to the guidelines of PWCS Code of Behavior. Parents shall be responsible for ensuring that their children adhere to the PWCS Acceptable Use Policy and regulation and use PWCS computer systems and network services for curriculum related assignments.

Sign and return to your teacher.

(Student Signature)

(Date)

(Parent/ Guardian Signature)

(Date)