



PARENT/GUARDIAN HANDBOOK

THE NOKESVILLE SCHOOL
PRINCE WILLIAM COUNTY SCHOOLS

12375 ADEN ROAD
NOKESVILLE, VA 20181

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

This handbook was last updated on August 2, 2023.

ANDREW M. JACKS, ED.D., PRINCIPAL
GEOFFREY R. BRUNSON, ASSISTANT PRINCIPAL
ABIGAIL E. MARTINEZ, ASSISTANT PRINCIPAL
BRITTNEY L. GIOVANNELLI, ADMINISTRATIVE INTERN
DAWN M. BRESKI, DIRECTOR OF SCHOOL COUNSELING
MICHAEL R. CARBONE, SCHOOL SECURITY OFFICER

TABLE OF CONTENTS:

GENERAL INFORMATION.....	4
CONTACT INFORMATION	4
SOCIAL MEDIA	4
SCHOOL HOURS.....	4
VISION, MOTTO, MASCOT	4
SCHOOL WI-FI.....	5
SCHOOL MAP	6
ARRIVAL AND DISMISSAL PROCEDURES.....	7
PARKING.....	7
CAR RIDERS ARRIVAL.....	7
CAR RIDERS DISMISSAL.....	9
BUS RIDERS ARRIVAL.....	10
BUS RIDERS DISMISSAL.....	11
SPECIAL EDUCATION TRANSPORTATION	11
KINDERGARTEN ARRIVAL AND DISMISSAL	12
BUS DROP-OFF.....	12
EARLY DISMISSAL.....	12
DISMISSAL ORDER.....	12
OTHER DISMISSAL NOTES	13
SCHOOL AGE CHILD CARE (SACC)	13
SCHOOL DAY INFORMATION.....	14
SCHOOL DAY SCHEDULE	14
LOCKERS – MIDDLE LEVEL	14
BACKPACKS.....	15
E-HALL PASS.....	15
HONOR ROLL & SOAR AWARDS	15
INSTRUCTIONAL PROGRAM & INFORMATION.....	15
ADDITIONAL ENRICHMENT PROGRAMS & OPPORTUNITIES.....	16
CLASSROOM/GRADE LEVEL HOLIDAY CELEBRATIONS.....	16
FIELD TRIPS.....	16
HOMEWORK	16
LAPTOPS.....	17
CANVAS	17
PARENTVUE.....	17
TEXTBOOKS AND LIBRARY BOOKS	17
LOST AND FOUND.....	17
SCHOOL PHOTO POLICY	17
SEXUALLY EXPLICIT MATERIALS.....	18
ASSESSMENTS & GRADING	18
RETAKE POLICY	18
STANDARDIZED TESTS.....	18
SPECIAL EDUCATION & 504	19
TNS SPECIAL EDUCATION CHAIR.....	19
SECTION 504	19
SPECIAL EDUCATION	19
NEED/WANT SPECIAL EDUCATION OR 504 FOR YOUR CHILD?	19
ADDITIONAL RESOURCES	19
ENGLISH LEARNERS.....	20
ENGLISH LEARNERS (EL) CONTACT.....	20
ENGLISH LEARNER PROGRAM.....	20
GLOBAL WELCOME CENTER.....	20
TRANSLATION SERVICES.....	20
GIFTED EDUCATION.....	21
GIFTED EDUCATION CONTACTS	21
GIFTED EDUCATION.....	21
NEED/WANT GIFTED EDUCATION SERVICES FOR YOUR CHILD?.....	21
ATTENDANCE.....	21
TNS ATTENDANCE FORM	22
ATTENDANCE ACCOUNTABILITY PLAN.....	23
BEHAVIORAL EXPECTATIONS	23
BEHAVIORAL EXPECTATIONS.....	23
DRESS CODE.....	24
LUNCH BEHAVIOR.....	24
BRINGING ITEMS TO SCHOOL	24
CELL PHONES RULES	25

LOST AND FOUND	26
LUNCH AND BREAKFAST	26
PAYMENT	26
STUDENT ID NUMBERS.....	26
NO CHILD HUNGRY	26
PEANUT BUTTER	26
HEALTH AND WELLNESS.....	27
MEDICATION	27
ILLNESS AND INJURY	27
CHILD ABUSE AND NEGLECT.....	27
OUTSIDE ACTIVITIES	28
FOOD IN SCHOOL.....	28
INCLEMENT WEATHER	28
CODE ORANGE: VIRTUAL LEARNING DAY DUE TO INCLEMENT WEATHER	28
PARENT INVOLVEMENT.....	29
PRINCIPAL ADVISORY COUNCIL	29
PARENT TEACHER ORGANIZATION (PTO).....	29
CLUBS AND STUDENT GROUPS.....	29
DONATIONS TO SCHOOL.....	29
VISITOR AND VOLUNTEER GUIDELINES	29
WAYS PARENTS CAN HELP THE SCHOOL BE SAFE AND SECURE.....	31
COMMUNICATION AND CONCERNS	31
NEWSLETTERS.....	31
CONTACTING TEACHERS.....	31
CONCERNS FOR SUPPLEMENTAL SERVICES	31
CONCERNS FROM PARENTS ABOUT THE CLASSROOM AND/OR TEACHER	32
PARENT REQUEST TO MOVE STUDENT TO ANOTHER CLASS.....	32
PARENTVUE.....	32
APPENDIX	33

GENERAL INFORMATION

CONTACT INFORMATION

ADDRESS: 12375 Aden Road, Nokesville, VA 20181

PHONE NUMBER: (571) 781-3040

FAX NUMBER: (571) 594-2068

WEBSITE: Search “The Nokesville School” or use [The Nokesville School Web Page Link](#)

SOCIAL MEDIA

The following accounts are official from school and have limitations on who can post and what is posted. Please call the office or speak with administration if you have any questions about content or process for posting on our social media sites. Only these accounts below are official school accounts.

TWITTER: Search “@NokesvilleSCH” or use [The Nokesville School Twitter Link](#) #NokesvilleTigers

FACEBOOK: Search “The Nokesville School” or use [The Nokesville School Facebook Link](#)

YOUTUBE: Search “@NokesvilleTigers” or use [The Nokesville School YouTube Link](#)

SCHOOL HOURS

FULL DAYS: Typical hours for students are from 8:15 am to 2:55 pm each day, Monday through Friday.

HALF-DAYS: When school is in session for only half the day, then school hours are from 8:15 am to 11:35 pm. On half-days, lunch is provided for all students. The schedule for both lunch and other classes is modified on these half-days.

2-HOUR DELAY: Sometimes due to weather, such as snow accumulation, school may begin on a 2-hour delay. The school division decides this and sends out notification to all families. On 2-hour delays, school will begin at 10:15 am and end at 2:55 pm.

ARRIVAL TIME: We open school and help to welcome in students at 7:45 am. Students are considered tardy after 8:15 am.

OFFICE HOURS: 7:30 am - 3:30 pm (Summer Hours are 8:00am – 4:00 pm)

VISION, MOTTO, MASCOT

COLORS: Orange, Black, White, Gray

MASCOT: Bengal Tiger, “Fitz”

MOTTO: *Tigers Together!*

VISION FOR THE FUTURE: Our school vision statement is, **A visionary community inspiring excellence.** We focus on three key words from that statement: **Vision, Community, and Excellence.** We will work towards building students into successful adults, family members, community leaders, and productive citizens working on goals they have for their future. We will work towards having a school community that works for, and not against, each other, helping out, pitching in, and watching out for those in need. We will work towards having high expectations

for both academic and behavioral success and ensuring our students are equipped with skills to be successful wherever life takes them.

MISSION STATEMENT: TNS will ensure all students receive a well-rounded education encompassing academics, life skills, and social responsibility to prepare them to become successful, contributing members of society.

ROAR TIGER TRAITS: When we say, “Are you Ready to ROAR?” to our students, we will be asking them to be Reflective, Organized, Achieving, and Resilient. These characteristics will be reminders to our students on how to act in all areas of the building.

NOKESVILLE PLEDGE: The Nokesville Pledge is said every day on announcements along with the Pledge of Allegiance. The Nokesville Pledge is: *We will rise to all challenges, open our minds to new ideas, achieve excellence, and respect our community, our school, and ourselves.*

SCHOOL WI-FI

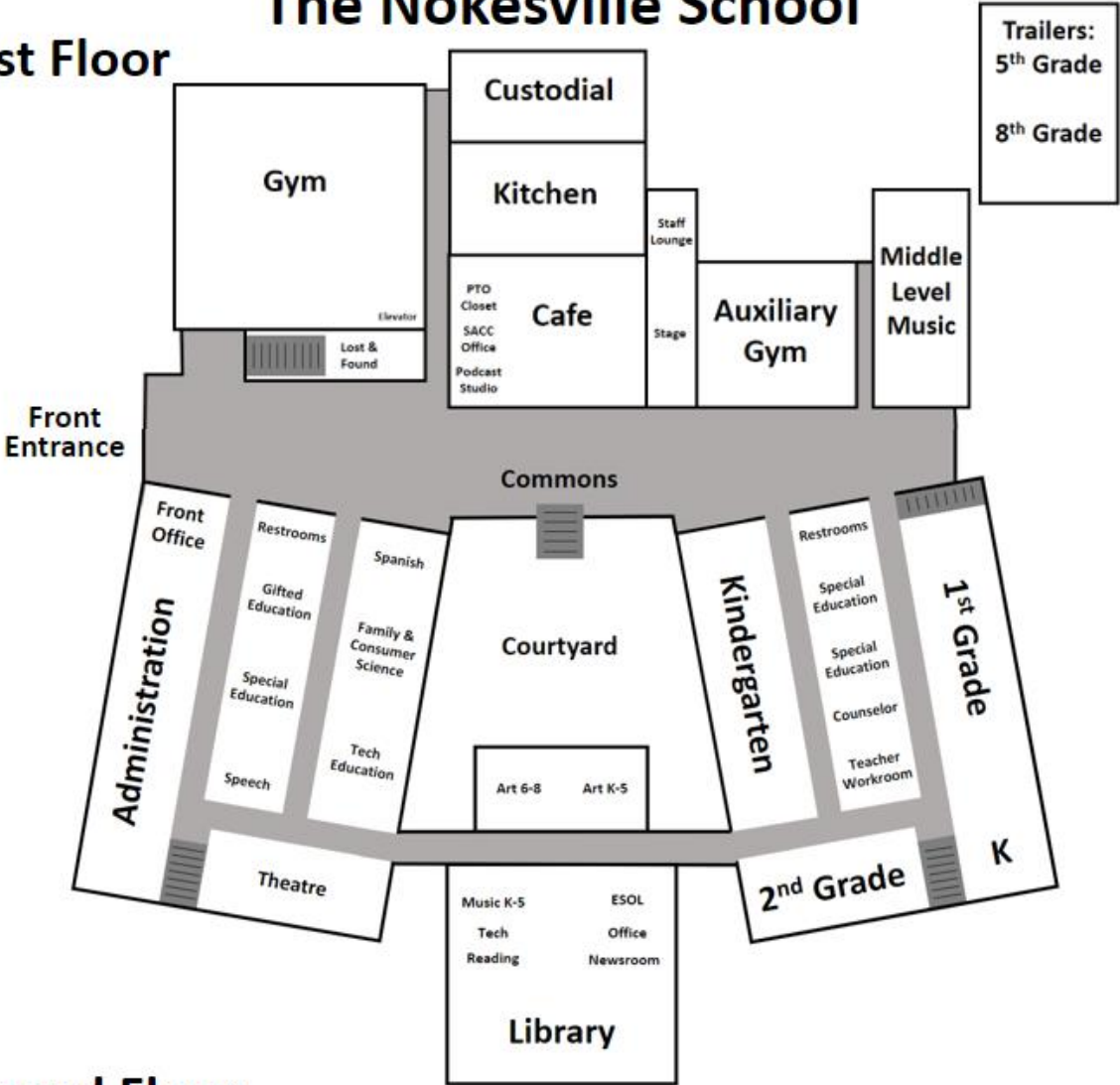
All student and staff PWCS-provided devices are automatically connected to our school’s wireless network. When visiting, parents, guardians, and visitors may connect to our school’s guest wireless network.

Go into your device’s Wi-Fi setup. Click on “PWCS-Guest.” A tab will open for you to sign in on the PWCS Portal.

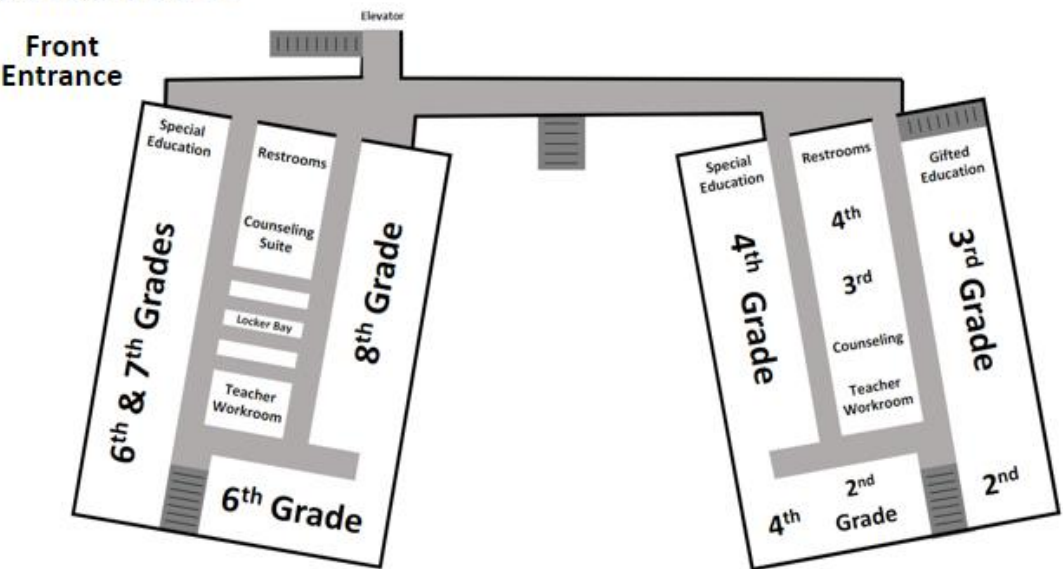
- If you are a PWCS employee, you may use your PWCS login as username and password.
- If you are not a PWCS employee, you will need to register first. Click on “Or register for guest access.” It will ask for your email and basic information as well as creating a username. Then it will provide you with a user-specific password to use to sign on to the network. You will receive a text message on your device with the login information. Then, login using the provided username and password, accepting the conditions of signing on to the network. You will then be connected to the school’s wireless guest network.

The Nokesville School

First Floor



Second Floor



ARRIVAL AND DISMISSAL PROCEDURES

PARKING

There are two parking lots at TNS: one in the front and one on the side of the building. The side lot is typically full of staff parking but may be used by parents during events or activities. There are a few reserved spaces that need to be left available for specific staff. There are also disabled parking spaces near the front entrance and by the library. Cars may not be parked here at any time unless they have a disabled parking placard visible or disabled parking license plate.

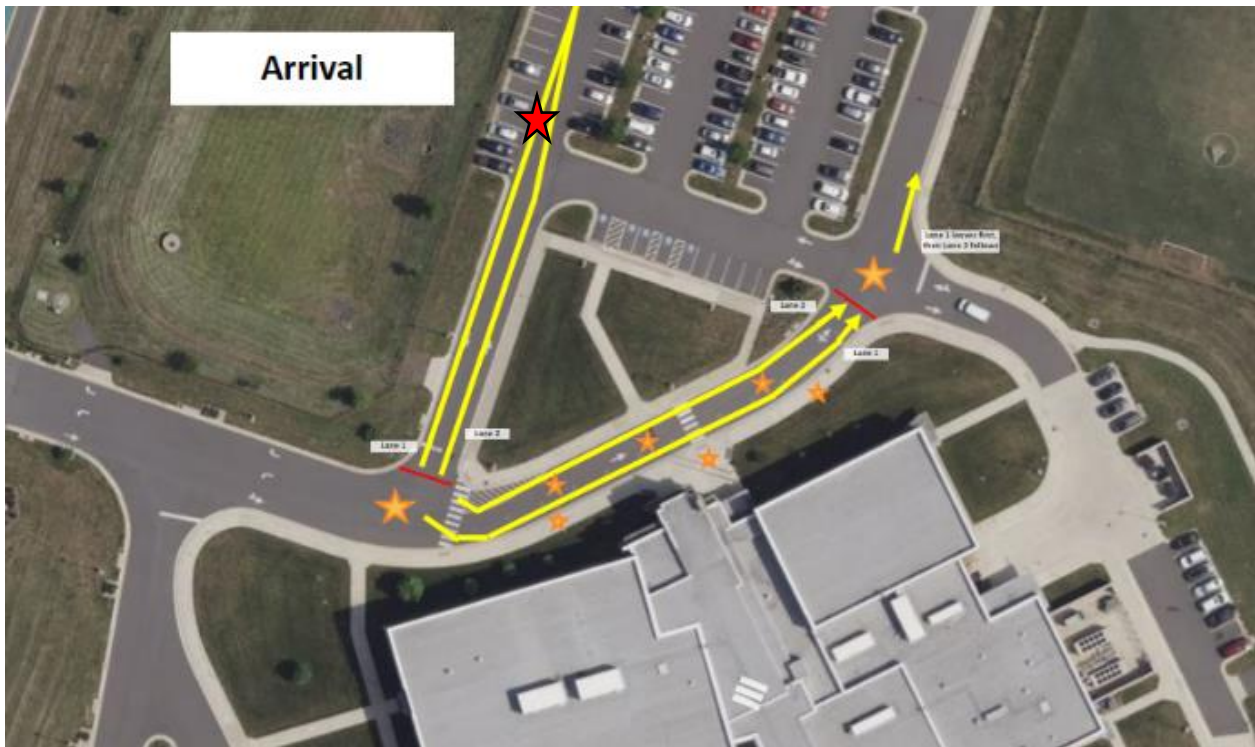
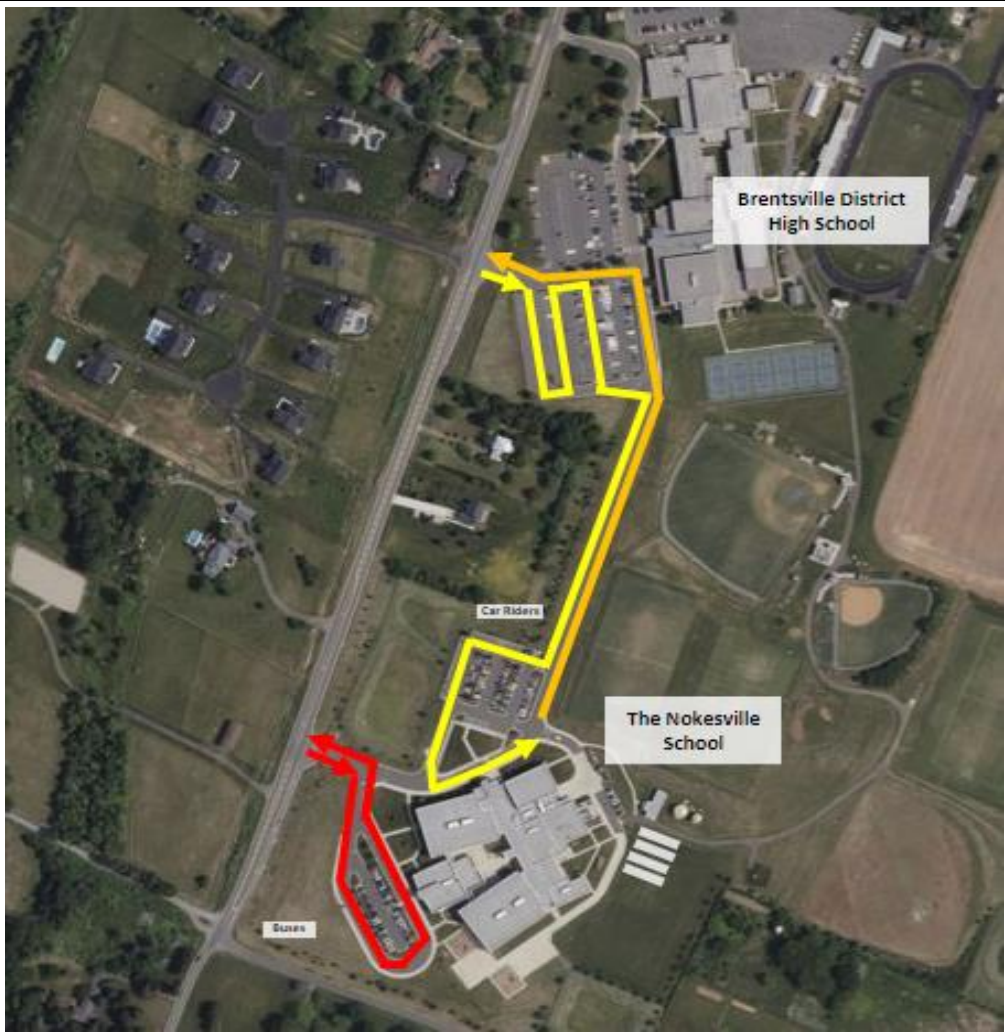
CAR RIDERS ARRIVAL

There are maps depicting this process on the next page. We will begin car rider arrival at 7:45 a.m. The first car in the line should wait where the “red star” is located on the “Arrival Map.” This will enable access to the parking lot for staff and people that need to park to enter the school. A staff member will let you know when you should pull up. All students are expected to be in the building by 8:15 am. Parents may park and walk their children into school and/or visit the office. Please follow the directions at the cross walk to only cross when cars are completely stopped.

If parents would like to drive their children to school, they should use the line that starts in the Brentsville District High School parking lot. It winds around the lot and then comes down towards TNS. It then winds through our lot and back in front of the school. This long line through the parking lot is needed, otherwise we would stop traffic on the main roads.

Arrival time is from 7:45 a.m. – 8:15 a.m. The car line will be split into two lanes as it gets in front of the school. Once both lanes are full, students will be let out of their cars to come into school. Once all cars have let out their children, then we will dismiss one lane at a time to go back up towards BDHS to leave. Please follow the directions of the staff out in the car line. Please do not talk on your cell phone while driving in the car line. Please have your child ready to go once you pull up in front of the school.

Parents should remain in their cars at all times and students should be ready to exit their vehicle quickly and safely. These two aspects have the biggest impact on the efficiency of our car rider process.

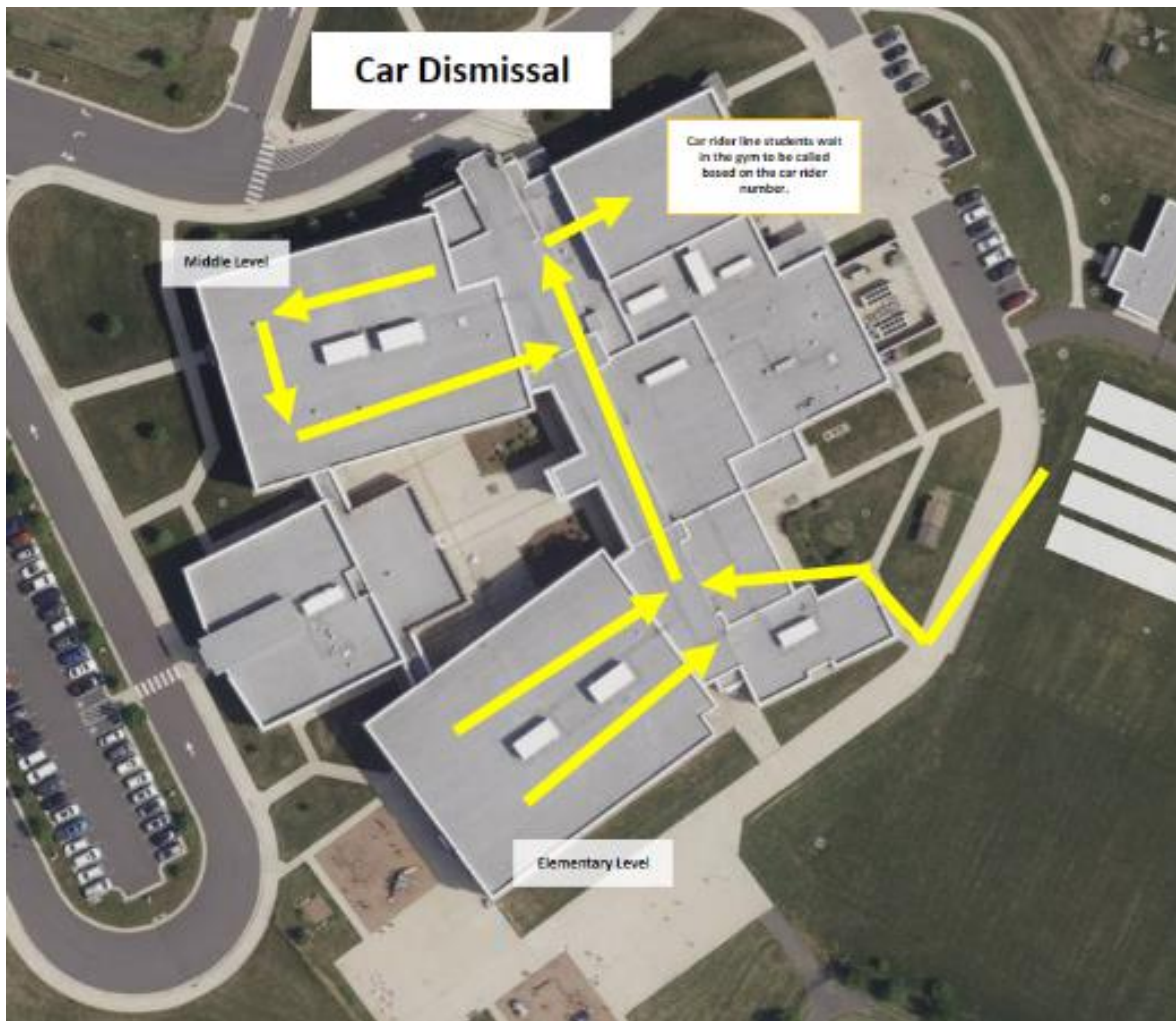


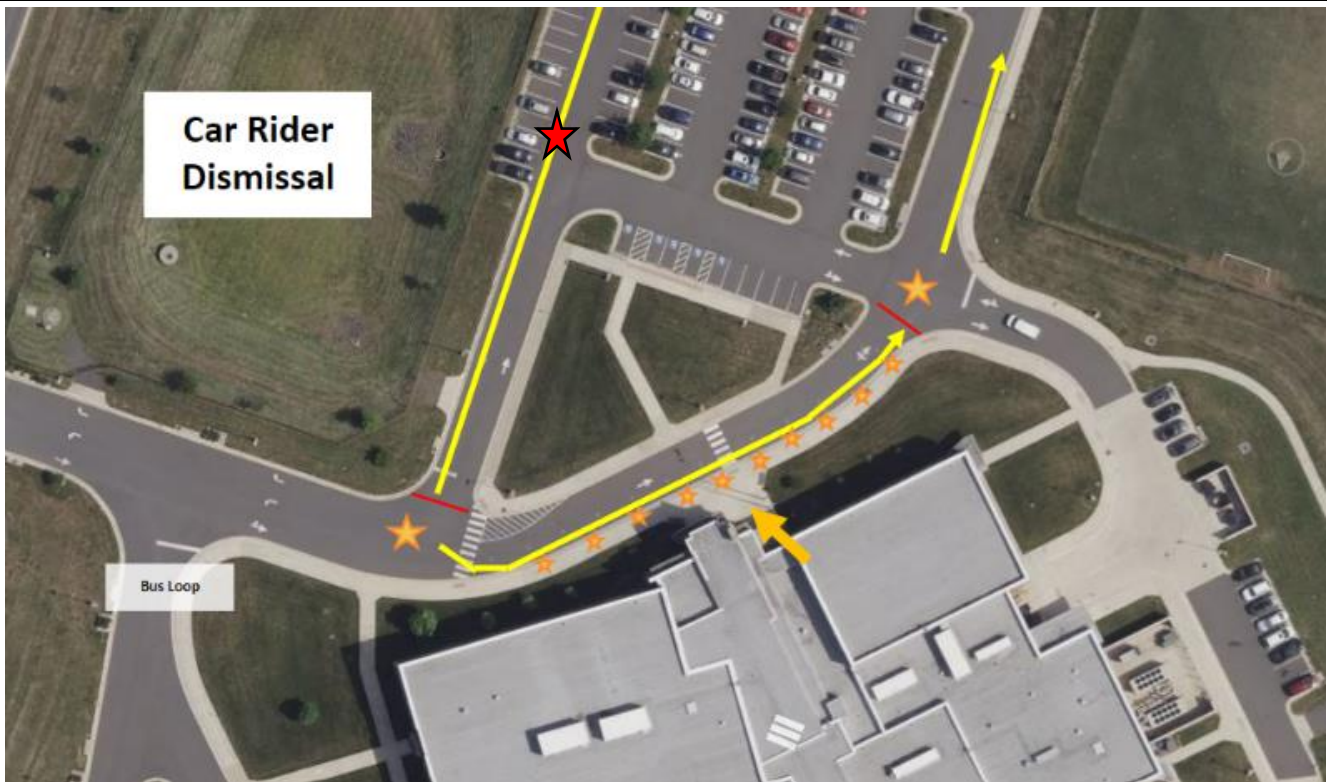
CAR RIDERS DISMISSAL

The car rider process is designed to let parents come through the front lot and pick up their child without having to get out of their cars. The car rider line for dismissal will be very similar to the line for arrival. Parents will begin the line in the BDHS parking lot and follow the road and line through the TNS parking lot. The first car in the line should wait where the “red star” is located on the “Car Rider Dismissal Map.” This will enable vehicles to depart the parking lot. A staff member will let you know when you should pull up. Cars will be directed by staff to continue the line in front of the school.

Students will be dismissed from class at 2:55 p.m. to the main gym. They will be organized by grade levels and supervised by staff. Parents/guardians will need to register for the car rider program to receive a car rider tag for their vehicle. The numbers on the tags are how students are called from the gym to their car for dismissal. These car tags should be placed on the windshield when they pull into the loop. Teachers will use a 2-way radio to communicate with each other. Once students are called up by number, they will be walked by staff to the cars in the car line in the front of school. Kindergarten and young students will be walked directly to cars to ensure they have help getting into the car. Once parents/guardians have their child(ren) in their car, they should take down the car tag to show staff they are ready to leave.

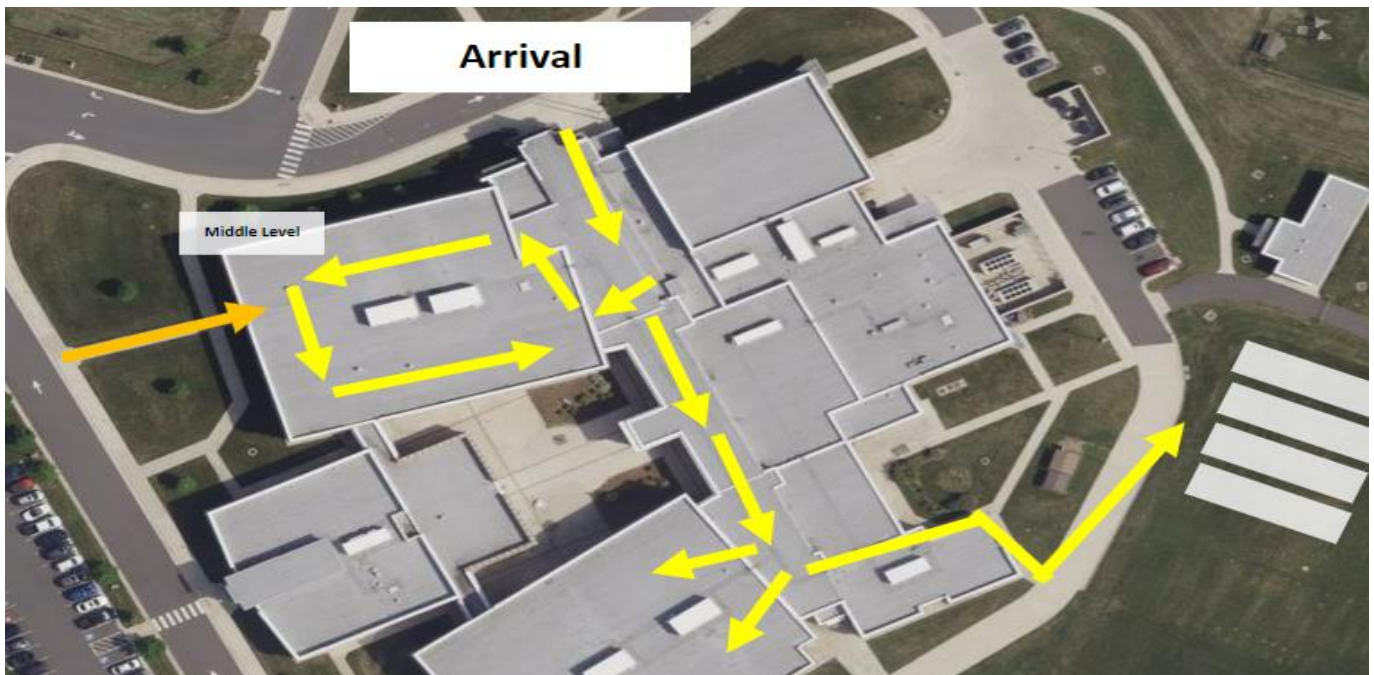
At Open House, we will have a table ready for the car rider program registration if you need to register. You may also register at any time if you come into the main office.





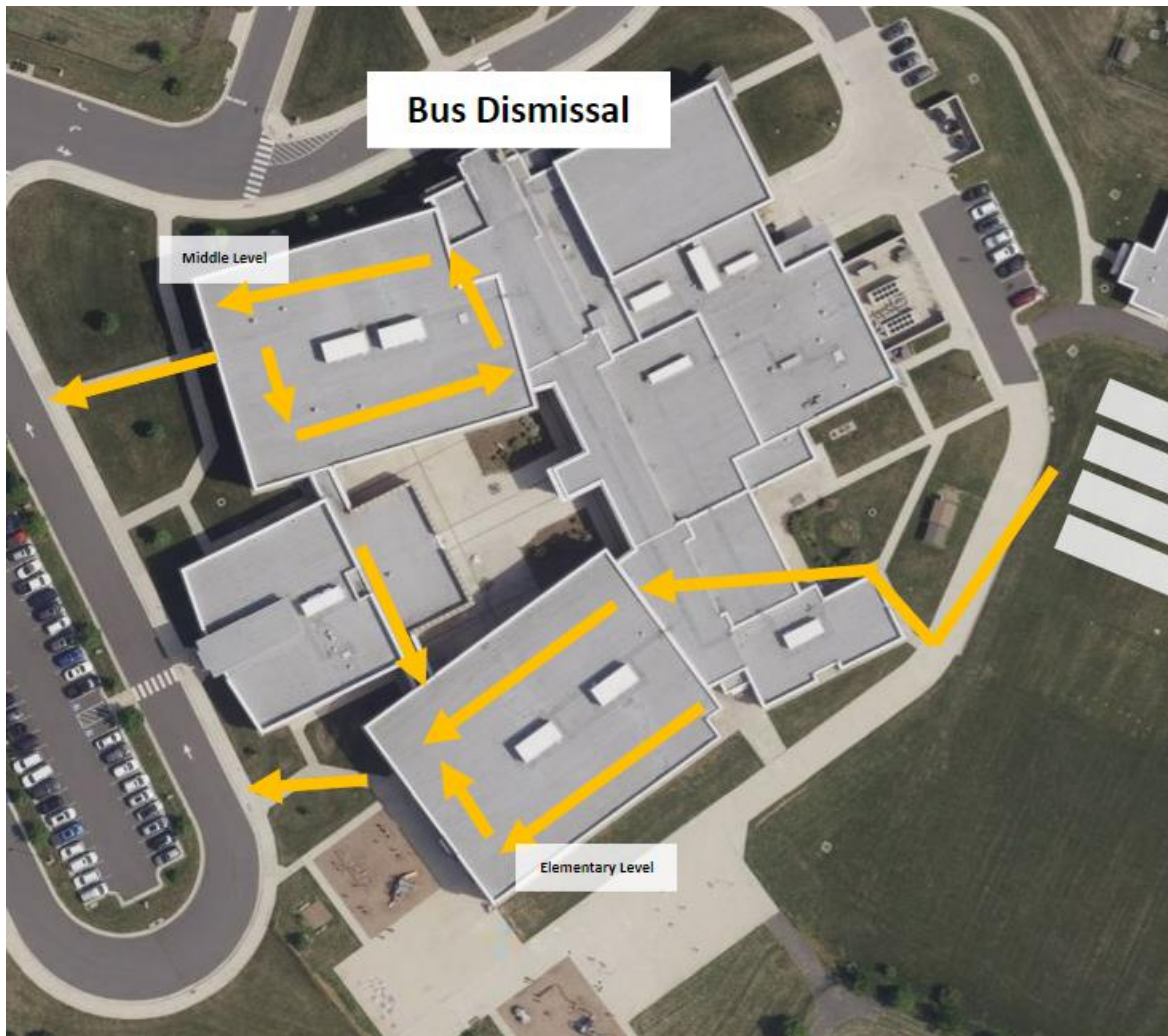
BUS RIDERS ARRIVAL

Bus riders are let out of their buses from the bus loop and enter school through door 20. All students will be supervised by staff and enter through the same door. Once they enter school, they walk to their classrooms and/or walk to the cafeteria to purchase breakfast.



BUS RIDERS DISMISSAL

Bus riders are dismissed after the car riders are dismissed at the end of the school day. They will be supervised walking all the way to the school buses. Kindergarten students especially will be fully supervised and walked all the way onto their bus and double-checked to make sure they are on the right bus. Parents, please remember that kindergarten students will not be allowed to be dropped off at home except to be given to a person that is on that child's emergency card and can show this from their ID. Make sure to bring ID to the bus every day because you never know if there could be a substitute bus driver.



SPECIAL EDUCATION TRANSPORTATION

Buses – Students that ride a bus based on special education needs will be dropped off in front of the school in the car rider line. For dismissal, students will be walked to the buses at the corner in the front of the bus loop. Students will be fully supported and supervised during these transitions and will not be allowed to just be dropped off on their own. Parents, please remember that students will not be dropped off at home unless there is someone on the emergency card there to receive them.

Car Riders – Parents of students with disabilities will have special permission to park and pick up their child during the front dismissal process for students in special education programs, similar to last year. If you are a new family to TNS, please contact the front office to find out more specifics relating to this process.

KINDERGARTEN ARRIVAL AND DISMISSAL

Arrival - Kindergarten students will arrive via the car rider line or buses. Students in both areas will be fully supervised the entire way to class. Kindergarteners will walk straight down the main hallway, past the cafeteria, and then take a right into the kindergarten hallway. Students coming from the bus loop will enter in school via door 20, turn on the first right, walk past the library, and then left into the kindergarten hallway. There will be staff supervision in both hallways during the entire arrival time period.

Dismissal - Kindergarten students will be dismissed from their classrooms with support from kindergarten teachers, teacher assistants, and 5th grade and middle school safety patrols. Kindergarten car rider students will be escorted to the gymnasium for the car rider program. Kindergarten bus rider students will be escorted to the bus loop and all the way to their bus. 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 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.

BUS DROP-OFF

Students riding the bus will pick up the bus at their designated stops. The lists of bus stops are posted on the PWCS webpage (<https://www.pwcs.edu/>). When they get to school, the students will be dismissed off the bus and into school supervised by teachers. All students will enter through door 20 and supervised from door 20 to their classrooms and/or when getting breakfast.

EARLY DISMISSAL

Instruction continues until students are dismissed at 2:55 p.m. (11:35 a.m. on half days). Early dismissal is disruptive to teacher, other students, and the staff who are preparing for a quick and safe dismissal. If you need to pick your child up early because of an appointment, please send a note with the student to the teacher and plan on arriving 15 minutes earlier than you need to leave. Please park and report to the office. Please do not leave your car unattended in the pickup line. Once we begin bus dismissal, cars will not be permitted to leave until all students have been dismissed. **Anyone picking up a student from the office must show a photo id and be listed on the student's emergency card.**

We greatly encourage parents to NOT ask for pick-up of students between 2:30 and 2:55 p.m. There are many important end-of-the-day wrap-up activities in the classroom and in the office every day. We typically will not dismiss students after 2:30 p.m. from their classes until dismissal time due to the safety of all students in the classroom during the end of the school day. **Except for emergencies, if you ask for dismissal at the end of the day, the student will be dismissed at 2:55 p.m.**

[TNS Attendance and Dismissal Form Link](#)

DISMISSAL ORDER

Dismissal will begin at 2:55 p.m. At 2:55 p.m., quick announcements will be made and the students will be dismissed in the following order:

1. Car Riders
2. SACC (School Age Child Care) & other after-school activities (sports, clubs)
3. Buses (by grade level and by bus using the intercom system and a live bus map)

OTHER DISMISSAL NOTES

Early Pick-Up – If you need to pick up your child early for an appointment, please do so before 2:15 p.m. Once we get closer to school dismissing, it can be very confusing for staff when there are last minute changes to the dismissal of students.

Dismissal Tag - All elementary age students will have a tag placed on their backpack on the first day of school. This tag will identify how the student gets home at dismissal: car rider, bus rider, or SACC. The bus number or car rider number for that student will also be written on the tag. In some cases, students may have 2 back to back tags in one holder. Please leave the tag on the backpack for the entire school year.

Bus Passes - Whenever it is necessary for a student to ride a bus other than the one he/she is normally assigned or to ride the same bus, but get off at another stop, parents should use the [TNS Attendance and Dismissal Form Link](#) or must send a note to school.

Middle School Sports and Clubs – Middle school sports and clubs will be dismissed to a specific location meeting their coach or club sponsor after school at the end of the day.

High School Sports – We have some 8th graders that “play up” on the BDHS teams. They will be dismissed to the gym and then out the side doors to walk up to BDHS. We have a list of these students to check off from BDHS.

BDHS Staff Parents – For those families that have parents that work at BDHS, and you would like your child to walk up to BDHS after school, we have a permission form from the office to fill out so we have your permission to do so. These students will be dismissed to the gym and then out the side door to walk up to BDHS using a check-off list. Kindergarten students will still need to be picked up by an adult and will not be allowed to walk up, even with siblings.

Walkers – Since we don’t have sidewalks and a crossing guard to our nearby neighborhoods, we do not have a walker program and are not allowed to let kids walk home without parents present due to safety reasons.

BUS NUMBERS, MOBILE APP, AND EXPECTATIONS - All students riding the bus are expected to understand and adhere to the code of conduct for bus behavior, which is available on the PWCS website at [PWCS Online Code of Behavior Link](#).

PWCS provides a mobile app called “Here Comes the Bus” for parents to get real-time map locations for your child’s buses, get push-notifications when the bus gets close by, and get everyone to the stop at the right time, every time. Learn more here: [PWCS Transportation "Here Comes The Bus" Information Link](#).

[School Bus Search Tool Link](#) – Use this link to look for your child’s bus using your home address.

[Here Comes the Bus Link](#) – Use this link to sign-up for “Here Comes the Bus.” You will need this for the school code: **76348**. You will need your child’s ID number. You can also download the app to your phone: [Apple iPhones App Link](#) [Google Play \(Android\) App Link](#)

SCHOOL AGE CHILD CARE (SACC)

Prince William County Public Schools (PWCS) School Age Child Care (SACC) Program is run by Alphabest and 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. Learn more about Alphabest and SACC here: [School Age Child Care \(SACC\) Information Link](#)

SCHOOL DAY INFORMATION

SCHOOL DAY SCHEDULE

Doors will open at **7:45 a.m.** to allow students to get breakfast and hang out in the main hallway common area. At **8:00 a.m.**, students will be allowed to go to their classrooms, put instruments away, and use lockers. School **begins at 8:15 a.m.** Any student that arrives after 8:15 a.m. will check in with the office and be marked tardy.

School begins every day with **“Tiger Time”** at the beginning of the day which will be the advisory period for middle school as well. This will include attendance, morning video announcements, class meetings, and other daily routines.

Lunches will take place based on the grade level schedule anywhere from 10:00 a.m. to 1:30 p.m. Elementary students will eat in the main cafeteria and middle level students will eat in the main hallway common area (and out in the courtyard when the weather permits).

Elementary Encore – Encore, also sometimes referred to as “specials,” takes place at the same time every day. Encore includes Art, Music, PE, PE, and Library in a five-day rotation.

- **Example Elementary Level School Encore Rotation:**

- Monday – Day 1 – Art
- Tuesday - Day 2 – Music
- Wednesday - Day 3 – Physical Education
- Thursday - Day 4 – Library
- Friday - Day 5 – Physical Education

- **Middle Rotation** – Exploratory and Arts courses rotate every day on a “Black” and “Orange” day schedule.

- **Example Middle School Exploratory/Arts Rotation:**

- M - Black
- T - Orange
- W – Black
- Th - Orange
- F - Black

Dismissal begins at 2:55 pm with afternoon announcements, then car riders, SACC, afterschool clubs and sports, and then buses. Please be patient and do not expect students to walk directly out of the building at 2:55 pm. It takes time to dismiss over 1,200 students and make sure they get home safely.

LOCKERS – MIDDLE LEVEL

Students in grades 6-8 will be assigned lockers and given combination locks. Students will be allowed to use their lockers with specific times throughout the day to exchange materials. They will also be allowed to go back if they forget something with a special locker pass. Students should keep their lock combination confidential and not share it with anyone.

Lockers are subject to search and inspection for safety reasons. [PWCS Regulation 737-1 Link](#) states, “...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...”

BACKPACKS

Students are allowed and encouraged to bring bookbags or backpacks to school. Students are not allowed to use rolling backpacks with handles. Elementary level students have hooks at the side of the classroom to store their bags during the day. Middle level students will put their backpacks in their lockers during the school day. This will help reduce the space that the bags take up in the classroom and help keep the heavy bags off the backs of our students.

E-HALL PASS

We are again using an online program at the middle level to request passes to the bathroom, counselor, extra help, etc. like we did last year. Students will be able to use their laptops to do this.

HONOR ROLL & SOAR AWARDS

ROAR AWARD PURPOSE: ROAR stands for Reflective, Organized, Achieving, and Resilient. The ROAR awards are given by teachers to K-5 students that have shown, through actions, the qualities of our ROAR characteristics. Teachers will write the specific reason for each child on the award. Our goal is for ALL STUDENTS K-2 to receive this award once during the school year. The purpose of the award is to provide positive reinforcement for actions that are unique to each student and their personal goals. Parents of students in K-2nd will be notified in advance when their child(ren) will be receiving a SOAR Award and are encouraged to join their child(ren) in on the day of their award. Students will receive the award on the morning announcements, one grade level per day, and then meet their parents in the library to have snack. Students in 3rd-5th will receive the award directly from the teacher (usually with the report card).

HONOR ROLL PURPOSE: The Honor Roll and Principal's Honor Roll recognizes 3rd-8th grade students for high academic achievement. The Honor Roll is for students who earn all A's and B's on their quarterly report card. The Principal's Honor Roll is for students who earn all A's on their report card. These grades are based on assessments and other expectations from teachers during the nine weeks. Students must earn an S-, S, or S+ in work effort *and* in conduct (no N's). Students will be recognized for their high academic achievement in school with a certificate (usually included with the report card). While Honor Roll is an academic award, we have an emphasis on the whole child. We acknowledge that high academic marks are easier to accomplish for some students compared to others. We draw the line with N's in behavior to demonstrate to students that it is not ok just to do well academically. There has to be a minimum level of appropriate behavior as well. We expect that our team of parents, teachers, and students to work together to help these behaviors and academics progress. Dr. Martin Luther King, Jr. said, "Intelligence plus character - that is the goal of true education." This decision on how Honor Roll is implemented and awarded is a site-based decision and was originally formulated with input from parents and teachers. Any decisions can be reviewed in the future.

INSTRUCTIONAL PROGRAM & INFORMATION

Language arts, mathematics, social studies, and science are the four major areas of study. All students also receive instruction in art, music, science, technology, physical education, guidance, and library on a rotating basis. Fourth and fifth grade students may elect to take strings. Reading and Math Resource, Special Education, ESOL, and Gifted Education services are also available. Please contact your child's teacher and/or the office for more information on these instructional programs.

Instruction in TNS and all schools in PWCS/Virginia are guided by the Standards of Learning (SOL). The standards describe the expectations for teaching, learning, and assessment for students in grades K-8. Please review the VDOE website for more details. Your child's teacher will describe the standards that they are teaching and assessing throughout the school year.

VDOE SOLs: [Virginia Department of Education \(VDOE\) Standards of Learning \(SOL\) Link](#)

ADDITIONAL ENRICHMENT PROGRAMS & OPPORTUNITIES

Learn more about additional opportunities on the PWCS Enrichment Programs website. This includes summer and school-year programs outside of TNS. All students that receive Special Education services will have an Individualized Education Program (IEP) which should clearly articulate the services and accommodations for each student. IEPs are written together as an IEP team that includes school staff and parents.

CLASSROOM/GRADE LEVEL HOLIDAY CELEBRATIONS

Celebrations are a great tool to make sure students feel connected to each other and the school. Students should feel that school is a place for excitement and fun, not just a place where they are “forced” to come every day. However, we do need to monitor these so they meet the school division’s expectations. [PWCS Regulation 600-3 - Holiday Activities Link](#) explains these holiday activity expectations. We also provided a copy of this regulation to all of the staff here at The Nokesville School. Below is an excerpt that specifically pertains to the upcoming holiday celebrations. Decisions about specific items, allowed food, duration, etc. will be discussed through Advisory Council, PTO, and as a staff in order to make sure we hear input from everyone.

“The appropriateness and suitability of any holiday activity depends on its purpose and context. **Teachers and principals should seek activities that are instructionally relevant**, have **been thoughtfully chosen**, and are representative of the pluralism of our country. Therefore, teachers and principals throughout Prince William County Public Schools must:

1. Determine how holiday activities will further the education and enrichment of students.
2. Determine which holiday activities can best help them meet their educational goals.
3. Determine how holiday activities can be of cultural, historical, and religious significance without presenting a distorted picture of the faiths or beliefs of a religion.
4. Determine how students and staff who do not wish to participate in specific holiday activities due to their religious beliefs can be accommodated.”

FIELD TRIPS

Teachers arrange field trips to provide a supplemental instructional lesson that aligns with the county and state curriculum. Please follow your child’s teacher’s directions for these field trips. We typically have 1-2 field trips per grade per year. Parents will receive advanced notice of the trip and must give permission in writing for their child to attend.

Parent Chaperones - All students must travel to and from the location with the group of students and teachers. Parents are not allowed to sign-out their child from the field trip location. Parents can only attend the field trip if they are assigned as a chaperone by their child’s teacher. Chaperones are typically chosen using a lottery system. Parents may not just show up at the field trip location if they are not assigned as a chaperone. This is primarily due to the importance of a clear line of supervision and for the safety of the students.

Fees - Typical grade level and/or class field trips will be completely paid for by the school per PWCS expectations.

HOMEWORK

PWCS provides guidance regarding homework through [PWCS Regulation 663-1 Link](#). The purpose of homework is to provide practice of an idea already presented by a teacher. Homework may consist of activities or projects, which enrich, enhance, and extend a school experience, provide real-life application of a subject being studied, and/or develop an appreciation of a community resource. Homework will be incorporated as an integral part of the instructional program. Teachers are not required to provide assignments in advance for students going on vacation.

Below are the daily guidelines presented in the regulation:

Grade	Frequency	Daily Guidelines
Kindergarten - Second	Monday – Thursday	10 to 20 minutes
Third-Fifth	Monday – Thursday	30 to 50 minutes
Sixth-Eighth	Monday – Thursday	60 to 80 minutes

Learn more about the PWCS Homework Expectations: [PWCS Regulation 663-1 - Homework - Grades K-12 Link](#)

LAPTOPS

All students will receive a PWCS laptop on the first day of school. This will be assigned to them directly. Students are responsible for their laptop and their charging cords. They may only use PWCS-issued devices at school. Older students will typically need to bring computers back and forth every day (and make sure they are charged). Younger students will only need to bring them back and forth based on teacher assignments.

CANVAS

Teachers will again be using Canvas for assignments and other classroom instructional resources. They will help students connect to this and learn the platform if they are new. Parents may also connect to Canvas for their children using their own [Parent Canvas Login Link](#).

PARENTVUE

Parents should use ParentVUE regularly to check grades, attendance, and complete the Back to School Packet. [ParentVue Parent Sign-in Link](#). Need help with ParentVUE? Use this to help: [ParentVue Help Link](#).

TEXTBOOKS AND LIBRARY BOOKS

Students and parents are responsible for all items issued to them by their teachers or the school including library books and textbooks. Parents will be asked to make restitution for all damaged or lost books.

LOST AND FOUND

Articles lost by students are kept in the lost and found table in the main hallway in the alcove under the stairs where they can be claimed by students or parents. Periodically, articles will be displayed for identification purposes. Articles not claimed after a reasonable length of time will be donated to a charitable organization.

SCHOOL PHOTO POLICY

According to current PWC school policies and regulations, photographs and video images of any student engaged in school activities may be produced and used in any school division program, publication or exhibit, if deemed appropriate by school division personnel. Photos and images may also be authorized for use by outside organizations such as the news media and scholarship providers so long as this is in the best interest of the students, the school and the school division and complies with other regulation guidelines. Any parent wishing to avoid use of their children's photos by external organizations may fill out and submit an [Opt-Out Form Link](#). This form along with the complete [Regulation 790-3 - Release of Directory Information Link](#) can be found online.

SEXUALLY EXPLICIT MATERIALS

PWCS and TNS have a process for notifying parents of any material that will be used for instruction that includes sexually explicit material. Please see the details of these processes and expectations on the PWCS Website: [PWCS Sexually Explicit Materials - Identification and Notification To Families Link](#)

ASSESSMENTS & GRADING

Assessments are based on the state and school divisions' policies and regulations (PWCS Regulation 661-1 & 661-2). Teachers will include details on their grading and assessment practices in their beginning-of-year syllabi.

There are two main types of assessments that we conduct to inform us and students on how they are mastering learning objectives.

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.

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.

RETAKE POLICY

Retake opportunities are available; however, students must meet the school requirements. 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. Retake requests are student-driven in an effort to foster student growth and development. The highest grade will be recorded in the gradebook. Your child's classroom teacher can provide more details on their grade level process for retakes.

Learn more about the grading policies and regulations:

PWCS Grading Website: [Grading in PWCS Link](#)

Regulation 661-1: [Assessment and Grading Practices – Elementary Link](#)

Regulation 661-2: [Assessment and Grading Practices – Middle Link](#)

STANDARDIZED TESTS

Throughout the year, students in all grade levels will take standardized tests mandated by PWCS and/or the Virginia Department of Education (VDOE). Some examples are listed below:

- [Virginia Kindergarten Readiness Program Link](#) (VKRP): Kindergarten
- [Phonological Awareness Literacy Screening Link](#) (PALS): grades K-2
- Cognitive Abilities Test (CogAT): 3rd grade
- Naglieri Test: 2nd and 6th grades
- [Standards of Learning Tests Link](#) (SOL): grades 3-8
- Virginia Growth Assessment (VGA): grades 3-8
- [Virginia English Language Proficiency Assessments Link](#): grades K-8 English Language Learners

Learn more about state tests on the VDOE website: [VDOE Student Assessments Link](#)

SPECIAL EDUCATION & 504

The Nokesville School provides services to students through special education and 504 plans.

TNS SPECIAL EDUCATION CHAIR

Dr. Toni Shackleford-Williams is the TNS Special Education Chair. Her role is to lead, organize, and support students, teachers, and programs involved in special education and 504 services at The Nokesville School.

Contact Dr. Williams via email at shackltl@pwcs.edu or via phone at (571) 781-3040.

Additionally, Mrs. Abbey Martinez, TNS Assistant Principal, is the administrative lead who oversees special education at The Nokesville School. Contact Mrs. Martinez if you need additional help after contacting Dr. Williams. Contact Mrs. Martinez via email at martinae1@pwcs.edu or via phone at (571) 781-3040.

SECTION 504

Learn more about the required steps to determine 504 eligibility and services in the [PWCS Regulation 690-3 - Section 504 Identification, Evaluation, Placement, and Hearing Procedures Link](#).

Learn more about our Special Education Staff on our TNS Special Education Staff website.

SPECIAL EDUCATION

Students found eligible as Student With a Disability are required to receive special education services as determined by their Individualized Education Program.

All students who receive Special Education services will have an Individualized Education Program (IEP) that should clearly articulate the services and accommodations for each student. IEPs are written together as an IEP team that includes school staff and parents.

All students who receive Special Education services also have a Case Manager, a specific teacher, usually their special education teacher who provides services, as one person to oversee the student's IEP and ensure services are being provided accordingly.

Learn more about our Special Education Staff on our TNS Special Education Staff website.

Learn more about PWCS Special Education on the [PWCS Special Education website](#).

NEED/WANT SPECIAL EDUCATION OR 504 FOR YOUR CHILD?

There is a process for schools to use to support students, provide interventions, and possibly evaluate students to determine special education and/or 504 eligibility. This process is called "Child Find" and typically involves an Intervention Team (parents and school staff) Meeting to review the student's progress and needs. Learn more about the Child Find process on [the Child Find Special Education website](#).

Contact Dr. Williams via email at shackltl@pwcs.edu or via phone at (571) 781-3040 if you would like to learn more about the Child Find process or if you would like additional support through Special Education or Section 504 for your child.

ADDITIONAL RESOURCES

[Your Family's Special Education Rights / Virginia Procedural Safeguards \(PDF\)](#)

[Parent's Guide to Special Education \(PDF\)](#)

[Parent Resource Center](#) - The PRC provides information, [lending library \(PDF\)](#), and supports parents regarding the special education process in Prince William County, and will refer parents to appropriate resources in the Division and the community.

ENGLISH LEARNERS

The Nokesville School provides services to eligible students for the English Learners program.

ENGLISH LEARNERS (EL) CONTACT

Mr. Geoff Brunson, TNS Assistant Principal, is the school lead for the EL program. His role is to lead, organize, and support students, teachers, and programs for English Learners services at The Nokesville School. Contact Mr. Brunson via email at brunsogr@pwcs.edu or via phone at (571) 781-3040.

ENGLISH LEARNER PROGRAM

PWCS provides a program of language instruction at each K-12 school in supportive settings so that ELs attain proficiency in English and meet the same challenging academic content and student achievement standards as other students. Components of instruction include:

Academic language instruction to students at English Language Proficiency (ELP) levels 1-5 for success in language arts, math, social studies, and science;

Delivery styles to maximize service opportunities: Co-taught, push-in, pull-out, inclusion, and EL-Only class; and

Support from ESL-certified teachers and content teachers knowledgeable in techniques which support English language development (ELD).

The PWCS Student Opportunity And Multilingual Services Department (SOMSD) provides guidance on the EL program, services, and supports. Learn more on [the SOMSD website](#).

GLOBAL WELCOME CENTER

New students to PWCS and TNS may be helped through the PWCS Global Welcome Center. The Global Welcome Center conducts English proficiency assessments and registrations for students who speak and/or understand another language in addition, or instead of, English. Learn more about how to contact and schedule an appointment on [the Global Welcome Center website](#).

TRANSLATION SERVICES

PWCS offers free language assistance to parents. We provide access to professional interpreters, to help our families understand important information about their child's education. We also provide translations of many of our important documents and information. Find contact phone numbers and online services for translations on [the PWCS Translations website](#).

Please call the TNS Office and talk with Mrs. Lombardi, our Parent Liaison, if you need to speak Spanish and have questions and need support.

GIFTED EDUCATION

The Nokesville School provides services to students who are eligible for Gifted Education services.

GIFTED EDUCATION CONTACTS

TNS has two Gifted Education Teachers who provide services to students, support to staff, act as student case managers, and conduct the Gifted Education eligibility process. Please feel free to contact these teachers if you have grade-level-specific questions or concerns regarding Gifted Education.

Elementary-Level (K-5): Mrs. Stacy Mulgrew - mulgrest@pwcs.edu

Middle-Level (6-8): Mrs. Mallory Dove - dovema@pwcs.edu

Dr. Andy Jacks, TNS Principal, is the school lead administrator for the Gifted Education program. His role is to lead, organize, and support students, teachers, and programs involved in Gifted Education at The Nokesville School. Contact Dr. Jacks via email at jacksam@pwcs.edu or via phone at (571) 781-3040.

GIFTED EDUCATION

Eligible students receive direct resource services with a gifted education resource teacher. At most grade levels, these services are delivered through a pull-out model. In grades 6 and 7, students may receive gifted services during the Encore rotation. The amount of service time varies with the grade level of the student. Gifted education teachers also work with classroom teachers to support appropriate classroom instruction for identified students.

A differentiated Service Plan (DSP) will be created annually for each identified student. This plan documents how instruction will be adapted to meet the needs of gifted learners. These plans, as well as progress reports, will be regularly sent home to parents.

Learn more about Gifted Education Services on the PWCS Gifted Education website.

NEED/WANT GIFTED EDUCATION SERVICES FOR YOUR CHILD?

PWCS and TNS follow a specific process to identify and assess students to determine if they qualify for Gifted Education services. This includes screening assessments given to all students and referrals from staff and parents. Determining eligibility uses multiple criteria and a Gifted Education Identification Committee.

[Gifted Education Referral Form - English \(PDF\)](#)

[Gifted Education Referral Form – Spanish \(PDF\)](#)

Submit forms to Mrs. Mulgrew (K-5) or Mrs. Dove (6-8)

Learn more about the process for identifying and placing students on the Gifted Education Identification Process website. This includes the appeal process and an explanation video for parents.

ATTENDANCE

It is the responsibility of parents/guardians to see that their child attends school regularly and on time every day. Every school day is important to the education of your child. Research tells us that the best learning takes place during the interaction between the teacher and child in class. Simply making up the missed work does not begin to take the place of actual class attendance. Students who enter class tardy are disruptive to classroom instruction and can have a challenging time getting into the classroom routine. The same holds true for students who leave

early. It is important that students are here for the entire day. We urge you to schedule medical and other appointments so that they do not conflict with class time. If it is necessary for your child(ren) to arrive after regular instruction time begins or to leave school before the regular dismissal time, please send a written note to the teacher indicating your intentions.

Did you know attendance is the number one predictor of dropout and graduation rates? That's why this year we are increasing communication to our parents and students around the importance of attendance- a critical indicator of success. Attending school every day helps our students build a solid foundation for their future in school and in life.

Our new strategy includes an attendance management system that carefully tracks attendance and ensures that parents are notified in a timely and consistent manner. Our goal is to connect with parents quickly so that we can remove any barriers that families face in getting students to school on time, every day.

You may receive a letter regarding your students' attendance in the mail. Please understand that these notifications are to bring awareness on how much school has been missed this school year. We pledge to partner with you to find solutions and resources to support your student. If you feel that you have received the letter in error or have questions, please contact the school directly.

We understand there are unavoidable illnesses or other times when your child should remain at home. We also know that absences add up quickly, and that "showing up" is critical to your child's success in school and in life.

We are committed to achieving our goals and supporting our TNS families. Together, let's create a culture of showing up.

We discourage vacations during the school year. However, we know for a variety of reasons they may occur. Please send a note or letter in advance to the teacher and the principal informing the school of your plans. The principal has the responsibility of approving prearranged absences. We realize in the case of a family emergency that this may not be possible. **Teachers are not required to provide assignments in advance.** We would encourage students to read, keep a written journal, and practice math facts while out of school. Students can complete make up assignments when they return.

TNS ATTENDANCE FORM

If your child is absent, please use the [TNS Attendance Form Link](#) on our school website. This is for your child's safety. If you do not contact the school, it will be necessary for the school office to contact you. If we do not hear from you; your child will be marked as unexcused for the day. Students with excused absences are allowed two days for every day of absence to make up work. Students are responsible for making up work when they are absent. As a courtesy to other parents and your child(ren)'s classmates, parents should notify the school nurse or office if their child has been diagnosed with a communicable disease.

These attendance guidelines are in accordance with [PWCS Regulation 724-1 Link](#), which also states the following about prearranged absences: "In order for any prearranged absences to be classified as excused, principals shall be notified in writing within a reasonable amount of time prior to the absence. Parents will be strongly encouraged to schedule family trips during school holidays. Prearranged absences that extend beyond 15 school days will result in the withdrawal of the student from school. In this situation, parents would be required to re-enroll their child. Excessive prearranged absences may result in absences being unexcused."

The same regulation also discusses make-up work: "Due to the varied demand on teachers for make-up work, teacher discretion shall determine the type/amount of work and when students shall make up work for prearranged absences. Teachers shall not be required to provide assignments in advance of an absence; however assignments requested in advance may be provided at the teacher's discretion. Students shall not be exempt from nine-week tests, semester examinations, or SOL exams."

ATTENDANCE ACCOUNTABILITY PLAN

UNEXCUSED Absences	School's Action Steps
3	School attempts direct contact with parent/guardian (in person, phone, or email)
5	<ul style="list-style-type: none">• Initial Intervention Conference with parent/guardian (in person, phone, or email)• 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 with parent/guardian (in person)• 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

BEHAVIORAL EXPECTATIONS

PWCS Code of Behavior – The [PWCS Code of Behavior Link](#) is posted on the PWCS website and contains PWCS student expectations of behavior and conduct. The Code of Behavior includes the following topics for parents:

- Reporting Allegations of Student Misconduct
- Roles and Responsibilities
- Student Rights
- Student Code of Expectations
- Rules and Regulations
- Summary of Discipline Code
- Student Behavior Categories
- Examples of Tiered Responses to Student Behavior
- School Conference
- Teacher Removal of Students from Class
- Legal Notices to Students and Parents
- Suspension, Expulsion, and Appeal Procedures
- Discrimination and Harassment
- Bullying

BEHAVIORAL EXPECTATIONS

We are going to start strong by having regular class meetings, teaching positive behaviors, and structuring our classes and environments to promote positive social interactions. We will have high expectations for behavior and will not accept fighting, racism, bullying, or disruptions.

We will be using positive reinforcement through fun activities, assemblies, and awards throughout the year to help motivate students to learn and follow school rules.

DRESS CODE

Prohibited items of clothing according to the PWCS Code Of Behavior (COB) include clothing which:

- reveal bare skin to the extent that they distract or may foreseeably distract other students or staff;
- reveal or expose undergarments;
- fit in a manner as to reveal or expose undergarments;
- contain vulgar, discriminatory, lewd patently offensive or obscene language or images;
- contain threats or gang symbols;
- promotes the use of weapons and violence, or the use of alcohol, tobacco or illegal drugs, and/or associated paraphernalia;
- cause or may foreseeably cause a disruption to the learning environment; and
- accessories which could be regarded as or used as a weapon.
- Headwear which covers one's entire head or face with the following exceptions:
 - worn as part of one's religion; or
 - worn for medical reasons; or
 - worn for personal prevention practices as in the case of the spread of infectious diseases; or
 - worn for an approved school event; or
 - worn as an expression of one's cultural or ethnic background.
- Jewelry or other items which could be regarded as or used as a weapon.

LUNCH BEHAVIOR

Students are expected to behave during lunch to include the following:

- Remain seated at the table during the entire lunch period. Elementary students may only get up if they have permission from a staff member who will help get them anything they need. Middle level students may get up to throw away trash and clean their tray when directed to do so by staff. Once a middle level student selects a seat at the start of the lunch period, that is their seat for that day. They may sit in a different seat the next day.
- Talk with in an 'inside voice' quietly to those near them.
- Clean trash from lunch and make sure the area, table and floor, is clean before leaving.
- Follow the directions of the cafeteria hostesses and staff on duty.
- Raise hands and be polite when asking for assistance.
- Refrain from throwing any food or objects.
- Only eat food that the student purchased or brought with them.

BRINGING ITEMS TO SCHOOL

Students should not bring toys, games, gaming devices, tablets, comics, trading cards, sports equipment to school unless they have been asked or given permission to do so by their teachers (i.e., show and tell, earned rewards/time). The student will assume responsibility for any item brought to school. **Students should never bring weapons or anything that can be seen as or used as a weapon to school.** (Prince William County Schools (PWCS) Code of Behavior)

CELL PHONES RULES

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

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

Students may possess electronic communication/entertainment devices on school grounds provided that:

1. The devices are powered OFF, not visible upon entering the school building at arrival and exiting the school building at dismissal, and that the devices are not left on "silent" or "vibrate".
2. The devices are to be stored in the student's backpack or locker at the beginning of the school day and stowed until dismissal unless directly told by a staff member that the use of a cell phone is permitted.
3. Electronic communication/entertainment devices may be utilized by students while traveling in a school bus, to and from school, provided that these devices are not a distraction to the bus driver, compromise safety, or violate and PWCS Code of Behavior rules and regulations.
4. Students shall not use or record (audio or video) without the permission of a school administrator.
5. Students shall not audio/video record, or photograph, any other person while on school grounds, or while traveling on a school bus to and from school or to and from school activities. Students shall not take or display graphic video or still images of any other person who is fully or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, § 18.2-386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.
6. Staff/teachers shall confiscate any electronic communication/entertainment device being used inappropriately, in violation of the school rules, or in violation of the code of behavior. Any confiscated device shall, as soon as possible, be turned over to an administrator, or school security, along with a completed property record with the date of the confiscation, description of the device, the name of the student who the device was confiscated from, a brief reason for the confiscation, and the name of the staff/teacher who confiscated the device.
7. Administrators, school security, and designated office personnel will place confiscated devices in the security office for safe keeping. Depending on the number of violations, either student or the parent will need to pick up the confiscated device from the office. If it is a first offense, the student can retrieve after they have been dismissed at the end of the day. If a parent or guardian is retrieving the device, they can pick it up from the front office during typical school hours.
8. A violation, by students, of the school policy, or the code of behavior regarding electronic communication/entertainment devices will result in:
 - a. 1st violation – verbal warning from an administrator, and the return of confiscated device to the student at dismissal.
 - b. 2nd violation – verbal warning from an administrator, and the return of the confiscated device to a parent/guardian only.
 - c. 3rd or subsequent violation – a written referral with disciplinary action(s), to include the possible suspension/revocation of a student's privilege to bring a device to school, and the return of the confiscated device to a parent/guardian only.
9. Students who bring electronic communication/entertainment devices on school property are responsible for their own device. The school is not responsible for any lost or stolen devices.

*We will be updating the behavior section with new processes, systems, and forms.

LOST AND FOUND

Articles lost by students are kept in the lost and found table in the main hallway in the alcove under the stairs where they can be claimed by students or parents. Periodically, articles will be displayed for identification purposes. Articles not claimed after a reasonable length of time will be donated to a charitable organization.

LUNCH AND BREAKFAST

Gabriela Martinez is the TNS Food Services Manager. Contact her via email at MARTING2@PWCS.EDU and via phone at (571) 781-3101.

PAYMENT

Students will need to pay if they would like to receive breakfast or lunch. You can pay online using [MySchoolBucks Link](#). You can also pay in person with cash or check. You can send in money with your kids to school as well. If you need financial assistance, please apply for a Free Lunch Program: [English Application Link](#), [Spanish Application Link](#).

[Prices Link](#), [menus Link](#), and information about paying online for lunch is on the [PWCS Food & Nutrition Department Website Link](#). Also, you may not know, but since we are K-8, all students at TNS only have the option for elementary lunches, so when you look at the information, use the elementary menus and prices. This is something we are seeking to change, so that middle level students can have a more typical middle level lunch.

STUDENT ID NUMBERS

Students will use their PWCS Student ID Numbers when buying lunch or breakfast. Younger students may use an ID Card to swipe instead if they don't know it yet. Please practice with your child so they can remember this number.

NO CHILD HUNGRY

We will never let a child go hungry. If a student does not have funds, we won't bring it up with them in front of their peers or at all. We will only communicate to parents about this. So don't stress too much, and just catch up when you can for payments. Additionally, we have extra snacks at school if your child is hungry during the day. Teachers also set up snack time throughout the day depending on the lunch schedule.

PEANUT BUTTER

Students are allowed to eat peanut butter for lunch in the cafeteria. We will arrange our cafeteria space to accommodate students with nut allergies.

HEALTH AND WELLNESS

MEDICATION

1. It is the intent of the Prince William County School System to assist parent(s)/guardian(s) by giving needed medication to students so the student may maintain school attendance when parents are unable to come in. [Regulation 757-4 - Management of Medication Administration in the School Setting Link](#)
2. It is the parent(s)/guardian(s) responsibility to provide the following for prescription or non-prescription medication:
 - a. [Medication Authorization form Link](#) or [Medication Authorization Form Link \(for field trips\)](#) must be filled out for all prescription and over the counter medications. Prescription medications require a physician's signature and both types of medication require a parent/guardian's signature.
 - b. Medication shall be in the original container. Prescription medications must have the pharmacy label attached.
3. Parents need to bring the medication to the office themselves. Students are not allowed to bring medication in.
4. Students are not allowed to keep medication in their possession while at school. However, students may keep in their possession certain medication such as prescription inhaler for Asthma or EPIPEN for Life threatening allergies. Parents must make this request known to the school nurse. The school nurse will provide the appropriate forms for the doctor to fill out.

ILLNESS AND INJURY

Children may become ill or get injured at school. Whenever this happens, the school will contact the parent. All parents must provide the school with the name and telephone number of a person who can be contacted in cases of emergencies. It is very important that parents update emergency numbers as changes of the contact person occur. Our school nurse is Ashley Gardner. She may contact you in case of an emergency or to update you on an injury or illness from your child in school.

CHILD ABUSE AND NEGLECT

All staff at TNS are designated as mandated reporters identified in the Code of Virginia as having a legal responsibility to report suspected abuse, neglect and exploitation. The purpose of mandated reporting is to identify suspected abused and neglected children or vulnerable adults as soon as possible so that they can be protected from further harm. Child Protective Services (CPS) and Adult Protective Services (APS) cannot act until a report is made. Mandated reporters play a critical role in preventing any future harm to children and vulnerable adults. Whether required by law or not, If you suspect that a child or an adult (who is over age 60 or incapacitated adults 18 years and older) is being abused, neglected, or exploited, you should immediately report your concerns to the local department of social services in your community. A list of local departments of social services, addresses and phone numbers is available on our [Find Your Local Department Link](#) page. After normal business hours, weekends and holidays, reports can be made to the state hotlines: APS - 888-832-3858 or CPS - 800-552-7096. *A call to a hotline is not an accusation, it is a request for the helping process to begin.*

OUTSIDE ACTIVITIES

Please help your children dress appropriately for the weather, especially considering physical education and recess.

TNS follows the PWCS Cold Weather Guidelines:

- When outside during recess or physical education, all students shall wear appropriate clothing to remain warm and dry. Students shall be physically active with limited periods of inactivity.
- At or above 32°F with or without wind chill: recess and physical education activities may be held outdoors.
- Below 32°F to 20°F with or without wind chill: principal discretion with the following considerations:
 - Precipitation: snowy, wet, and icy conditions should be evaluated for student safety;
 - Playground safety: the playground equipment and surface (i.e. icy conditions) should be evaluated for student safety. Below 20°F with or without wind chill: recess and physical education activities shall be held indoors.

FOOD IN SCHOOL

Please remember there are several reasons why we need to be careful about what food is brought into school from home or the store. Many students have very serious allergies to specific ingredients. Also, we should be mindful of instilling good habits of nutrition in our students at a young age. Fruit and vegetables should be brought instead of candy, cupcakes, or cookies. Also consider non-food items like pencils to use instead of food for celebrations in school. Please check with the teacher as to what items can or cannot be brought into the classrooms. We greatly appreciate your support in keeping students safe and healthy! See PWCS Regulation 275-1 (Wellness Plan) for more information: [Regulation 275-1 Wellness Plan Link](#)

INCLEMENT WEATHER

Please be sure you have made your children aware of what to do if schools are closed, open late, or close early. Parents should be particularly clear in their instructions regarding what to do if schools close early. Parents will receive notification from PWCS via email, text, and automated phone calls when this occurs.

CODE ORANGE: VIRTUAL LEARNING DAY DUE TO INCLEMENT WEATHER

Code Orange is a virtual learning day for students and remote work for non-essential employees. Code Orange is decided by the PWCS Superintendent and used when weather conditions cause travel to school to be unsafe. A notification would look like this statement: **"All Prince William County Public Schools are operating on Code Orange."**

Code Orange means the following:

- Asynchronous Learning Day for students and remote work for non-essential employees.
- School buildings and office buildings are closed.
- Buses will not operate.
- In-person and live virtual classes will not occur. Students enrolled in Virtual Virginia should follow their schedule.
- Students should use the day to work asynchronously on assignments related to curriculum previously taught.
- Teachers will hold live office hours via Zoom. Please refer to your school for the schedule.
- The School Age Child Care (SACC) program will not open.
- All in-person school activities (day and evening) are canceled including field trips, team practices, club meetings, interscholastic contests, and athletic contests.
- Remote (virtual) activities may occur.

- All non-school activities (day and evening) are canceled including Adult Education, night school classes, community use including recreational programs scheduled in school buildings.
- Visit the [Aquatics Center website](#) for operation schedule during inclement weather.

Learn more about PWCS inclement weather codes here: [PWCS Weather Codes Link](#).

PARENT INVOLVEMENT

PRINCIPAL ADVISORY COUNCIL

Meetings are held most months during the school year at 6:00 p.m. in the school library. The meeting schedule, along with staff and parent members for current school year, are listed on our [webpage Link](#). Please join the council if you would like to share concerns or learn more about progress towards school goals. The council reviews decisions made about the budget and monitors progress made in the school plan.

PARENT TEACHER ORGANIZATION (PTO)

Meetings are held monthly at 6:00 p.m. in the school library. More PTO information is posted on our webpage. Joining the PTO is a great way to support our students and staff throughout the year. Any help is always appreciated!

CLUBS AND STUDENT GROUPS

TNS has many before and after school clubs, student groups, and events. Please ask your child's teacher or contact the school or PTO if you would like more information. These groups and events will be posted in the newsletters and online.

DONATIONS TO SCHOOL

[PWCS Regulation 423-1 Gifts to the School Division Link](#) describes the procedures for donations to the school division. This includes any permanent gift and/or any expendable gift (exceeding \$500 in value). Most donations/gifts to the classroom for pencils, tissues, etc. are very much appreciated and do not need to be documented through this type of regulation. This describes more of the larger gifts or permanent gifts to the school. Typically, these may be something like computers, outdoor equipment, or large monetary donations. If you are interested in providing these large types of gifts, please let your child's teacher know and please let school administration know as well. We want to be sure that you know how much we appreciate the gifts and all that you do to support our school!!

VISITOR AND VOLUNTEER GUIDELINES

We are blessed to have so many parents, guardians, and relatives that want to help in school and spend time to make our school great. With things returning to normal and many upcoming events, we wanted to remind parents of PWCS regulations and expectations regarding volunteering and visiting school. Our building houses over 1,200 students and over 100 staff, and with so many moving parts across nine grade levels, we must continue to be vigilant in our systems, including how visitors enter our building, so we can maximize this time and keep everyone safe. These guidelines are meant to structure the process, but please know that we value and appreciate our family involvement. This is one of our strengths as a school, and we would love for as many parents/guardians to volunteer in school as possible throughout the year.

Volunteer Intent - We welcome families to volunteer and visit our school by working with school staff so the time spent focuses on the needs of our teachers and students. Examples would be to do a presentation, read to the class, help with a celebration or activity, or make copies/do clerical work. Even our Tiger Task Force members have a clear and very structured schedule, so we know where they will be and what they are doing. Visits to school to volunteer must be prearranged with your child's teacher. It can be challenging for teachers to try and juggle giving something for parent volunteers to do while trying to teach, so these times will need to be preplanned.

Observations - Any parent/guardian observations of the classroom or other areas of school must be preapproved and arranged by the school administration, including a pre/post meeting with the parent and an administrator in the room during that time. In addition, volunteers/visitors may not video record other students nor share information or observations about other students.

Office Coordination - All visitors and volunteers must check in at the office with their photo ID when they enter the school. If teachers arrange a parent helper or other volunteer, they will tell the office so the office staff is prepared and knowledgeable about it when parents sign in. If the office does not have this information, they will contact the teacher for teacher approval before allowing the parent to enter the building.

Lunch - Parents/guardians may visit during lunch and have lunch with their child at their table. When parents sign in to visit lunch, they must return to the office after lunch.

Field Trips - Volunteers/chaperones must still check in at the office before attending as chaperones. We give chaperones back their ID instead of keeping them during field trips since they will be off-site during the trip. Grade-level teachers will provide clear expectations to chaperones on student confidentiality, supervision, and emergencies.

Before School Meetings - If parents/guardians come before school for a parent/teacher conference, they must check out back in the office when school starts unless they have structured volunteer time scheduled with the teacher.

Total Time Volunteering Requirement - Any volunteer, parent, guardian, or otherwise, that exceeds 15 hours in any given week must complete an online application, provide references, and receive a background check through PWCS Human Resources, much like our substitutes go through. The office staff is contacting parents who regularly volunteer because this would be an excellent option for them to streamline the check-in process.

The pertinent PWCS Policy and Regulations are included below for your review:

- [Regulation 511-10 Criteria for the Selection and the Use of Non-Contract Volunteers Link](#)
- [Regulation 794-7 Access to the School, School Conferences, and School Activities Link](#)
- [Policy 951 - Parental/Family Involvement in the School Link](#)
- [Regulation 926-1 Visitor Identification Link](#)

Thank you for working with us so that we can maximize your time and efforts in our school while continuing to keep our school safe and structured.

WAYS PARENTS CAN HELP THE SCHOOL BE SAFE AND SECURE

- All parents and visitors must report to the school office directly upon entering the school. Prince William County requires all visitors sign in and leave photo identification with a valid expiration date. Visitors will then be issued a visitor's pass which they must wear the entire time they are in the school.
- Teachers use a "buddy system" for when students move from one part of the school to another.
- Parents should keep their child's emergency information up-to-date with valid phone numbers, emergency contact persons, and persons designated to pick them up from school. These items can be updated using the [ParentVUE Link](#).
- Parents and teachers will teach the students not to become involved with strangers, to accept rides, etc. and to be alert to unusual happenings or "cruising vehicles" in your neighborhood. They will also teach them to report such occurrences to an adult.
- The school should be notified immediately of any potentially serious or unusual situations involving friends or relatives who may try to contact children at school. The school's only interest in knowing this very private type of information is for the protection of our students and staff.
- The school does not allow older siblings in high school to "drop-in" for an unannounced visit. Visitor privileges to older students during regular school hours will not be allowed except through administrative permission.
- Parents should make appointments for conferring with their child's teacher. **"Drop-in" conferences are distracting to the learning environment and cannot be accommodated.**
- The school and school division has multiple emergency/crisis plans to deal with specific safety and emergency issues.
- Students must be signed out in the office and will not be released to anyone other than those listed on the emergency cards, unless prior written authorization is provided.

COMMUNICATION AND CONCERNS

NEWSLETTERS

School administration will send weekly updates through email to parents and guardians. Please make sure to check your email that is listed in ParentVue and that the emails are not sent directly to the Junk Mail Folder. If you ever have any questions about what is sent home, please contact the school.

CONTACTING TEACHERS

Many teachers use email as a main point of contact throughout the year. Please keep in mind teachers are busy with instruction throughout the day and will have limited time to check email. If there is something urgent, please call the office for them to send a message to the teacher.

CONCERNS FOR SUPPLEMENTAL SERVICES

There are additional services provided to students during the school day such as Special Education, Gifted, and English Language services. Each of these requires specific eligibility procedures. If you feel that your child is not progressing like he/she should or needs further enrichment, please contact the teacher first. If you feel that we should look at more than just the classroom instruction, please contact school administration. We fully

understand and appreciate that a parent is a child's number one advocate and we are glad that you are involved. We also want to make sure each child is getting the services that he/she needs. The best contact for these services are listed in our school's organizational chart.

CONCERNS FROM PARENTS ABOUT THE CLASSROOM AND/OR TEACHER

During the year, parents may have questions or concerns about things happening in the classroom. **It is important that parents contact the teacher first.** Teachers have the right to address these concerns directly and our goal is that they work with parents to come to a positive solution that is in the best interest of ALL the children in the classroom.

PARENT REQUEST TO MOVE STUDENT TO ANOTHER CLASS

At TNS, we take great care when forming classes. We consider many different variables when creating each class of students. This means your child might not be placed in a class with the same teacher that his/her older sibling had or with his/her best friend. We believe all our teachers are excellent and that your child will have an outstanding year as they learn to adjust to different teaching styles and classroom environments. We also feel that moving students from one classroom to another is not always in the best interest of the student being moved, the classroom he/she is moving from, or the classroom he/she is moving to. For these reasons, we tend not to move students very often and look at any requests to move a student very carefully and in a precise manner. If you feel that a change in teacher is necessary, you must meet and discuss all of your concerns with the teacher first. We have seen that most concerns are resolved in this manner. If you still feel strongly about a change, a formal and written request to the principal is needed. The principal will make the final decision regarding new class assignments and new teachers.

PARENTVUE

[ParentVUE Link](#) is a tool that gives parents and guardians access to their child's bus information, class schedules, grades, attendance information, and more. Parents will also be able to edit contact information. Please call the school if you do not have a ParentVue account. Once you receive required information from the school, click here to activate your account: [ParentVue Link](#).

APPENDIX

[Buses - Here Comes The Bus App for Google Play \(Android\) Link](#)

[Buses - Here Comes The Bus App for Apple iPhones Link](#)

[Buses - Here Comes the Bus for Computers Link](#)

[Buses - School Bus Search Tool Link](#)

[Canvas Login for Parents Link](#)

[Grading in PWCS Link](#)

[Lunch - Free Lunch English Application Link](#)

[Lunch - Free Lunch Spanish Application Link](#)

[Lunch - Menu Link](#)

[Lunch - MySchoolBucks Link](#)

[Lunch - Prices Link](#)

[Lunch - PWCS Food & Nutrition Department Link](#)

[Nurse - Medication Authorization Form for during the school day Link](#)

[Nurse - Medication Authorization Form for Field Trips - 2 - Link](#)

[Nokesville School Web Site Link](#)

[ParentVUE Sign-in Link](#)

[ParentVue Help Link](#)

[Regulations for PWCS Link](#)

[School Age Child Care Program \(SACC/Alphabest\) Link](#)

[StudentVUE Sign-in Link](#)

[Social Media - Facebook Link TNS Link](#)

[Social Media - Twitter for TNS Link](#)

[Social Media - YouTube for TNS Link](#)

[Social Services Department of Virginia Link](#)

[VDOE SOL Standards Link](#)

[Volunteering Regulation Link](#)

[Weather Codes used by PWCS Link](#)