Parent - Student
2022-2023 Handbook
Grades PreK-12

Excellence in Education
Nottoway County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources and Community Relations
10321 E. Colonial Trail Hwy, Crewe Virginia
434.645.9596 | TitleIX.Coordinator@nottowayschools.org
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**CODE OF STUDENT CONDUCT**

Is available on our website:

www.nottowayschools.org
1. Introduction

Dear Students and Parents:

Welcome to the 2022-2023 school year. This Parent-Student Handbook contains important information for students and parents. Please read all items carefully. Students are responsible for knowing the contents of this handbook as well as the Code of Student Conduct. We are looking forward to making this a successful and positive learning experience for the students of Nottoway County Public Schools. If we can assist you in any way, please feel free to contact us. We are here to serve you.

Dr. Tameshia V. Grimes, Division Superintendent

NOTTOWAY COUNTY SCHOOL BOARD
William “Bill” Outlaw - District 1
Jamie Higgins, District 2, Vice Chair
Damien M. Rowe - District 3
James Fowlkes - District 4
Shelli Hinton, Chair - District 5, Chair

CENTRAL ADMINISTRATION
- Dr. Tameshia V. Grimes, Division Superintendent
- Marcia Martin, Director of Instruction, Grants, and Technology
- Dr. R. J. Greger, Director of Human Resources and Community Relations
- Candace Barnette, Director of Exceptional Education
- Heather Maier, Director of Finance & Operations
- Amanda Atkinson, Coordinator of Special Education
- Robbie Templeton, Maintenance Supervisor
- James Strawser, Transportation Supervisor
- Charlyn Pierce, Food Service Supervisor
- Charlotte Wood, School Board Clerk, Administrative Assistant to Superintendent
- Donna Wade, School Board Deputy Clerk, Accounts Payable Manager
- Ashley Freese, Truancy Coordinator

Nottoway County Public Schools
P.O. Box 45, 10321 E. Colonial Trail Hwy., Nottoway, VA 23955
Phone: 434-645-9596  Fax 434-645-1266
Nottoway County Public Schools

Blackstone Primary School
615 East Street
Blackstone, VA 23824
434-292-5300
Delphine Simmons-Fowlkes, Principal
Cynthia Muller, Secretary

Crewe Primary School
1953 Sunnyside Road
Crewe, VA 23930
434-645-8149
Lloyd Page, Principal
Shonte Braxton, Secretary

Nottoway Intermediate School
5285 Old Nottoway Road
Crewe, VA 23930
434-292-5353
Dr. Chandra Lewis, Principal
Shiras Craig, Secretary

Nottoway Middle School
5279 Old Nottoway Road
Crewe, VA 23930
434-292-5375
Dr. Carrie Gravely, Principal
Gwen Johnson, Secretary

Nottoway High School
5267 Old Nottoway Road
Crewe, VA 23930
434-292-5373
Reggie Wilson, Principal
Amanda Paynter, Assistant Principal
Peter Jones, Administrative Assistant/Athletic Director
Charlene Phillips, Secretary

Amelia-Nottoway Technical Center/Alternative School
148 VoTech Road
Jetersville, VA 23083
434-645-7471
434-645-7854
Bradley Bryant, Principal
VACANT, Secretary

Central Office
P.O. Box 47
10321 E. Colonial Trail Hwy.
Nottoway, VA 23955
434-645-9596
FAX 434-645-1266

"Providing opportunities that enable students to enjoy life, contribute to others' well-being, and become responsible, productive citizens in a global community."

-2-
The student calendar is subject to change in the event circumstances warrant for a new adoption by the Nottoway County School Board.

**The current student calendar will be updated with any changes that may occur and is available on our website:**

www.nottowayschools.org
2. Instructional Programs

PIEDMONT ALTERNATIVE SCHOOL

The Piedmont Alternative School began in September, 1996 and was designed to help students that have a difficult time in a conventional school setting. It is located at the Amelia-Nottoway Technical Center in Jetersville. A full array of academic classes plus career/technical training is offered. In addition to academic and career/technical classes, classes are offered in GED prep.

CHANGING COURSES

Grades 7-12

During the school year, each student will follow the schedule selected and approved. The only schedule changes that we will consider in the fall will be those resulting from error or credit received in summer school. Students will not be permitted to DROP or ADD a course after the fifth day of class. Because students are required to carry a full course load, a student may not drop a course without permission from the principal.

CLASSIFICATION OF STUDENTS

Grades 9-12

Homeroom placement for the school year is determined by the number of credits a student has earned:

9th grade  Promotion from the 8th grade
10th grade  6 Credits
11th grade  13 Credits
12th grade  19 Credits

Grade classifications will not be changed at the end of the first semester.

COURSE LOAD

All students must maintain a full-day schedule of classes according to the Virginia State Standards of Accreditation. Any exceptions to this must be requested in writing by the parent and approved by the principal.

Grades 9-12

Students will enroll in four classes each semester. The Superintendent of schools may grant waivers to this rule. Students may audit a course only with the principal's permission.

CREDIT BEARING COURSES

Grades 7-8

Level one of a foreign language shall be available to all eighth grade students. In any high school credit-bearing course taken in the middle school, parents may request that grades be omitted from the student’s transcript and the student not earn high school credit for the course. Notice of this provision must be provided to parents with a deadline and format for making such a request. Nothing in these regulations shall be construed to prevent a middle school from offering any appropriate credit bearing course for graduation.

Nottoway County Public Schools Waiver Policy for Middle School Students

Parents, requesting waivers for high school credit bearing classes taken on the middle school level, must put their request in writing prior to April 15th of the current school year. Students selecting this option may not use this grade toward their grade point average at the high school and may not count this credit for high school at any time.
No student will be allowed to enroll in a second level/third level course once a waiver has been granted without first retaking the previous level course.

Students will not take the SOL test for waived courses at the middle school but will be required to take SOL test (if applicable) when the class is retaken at the high school.

Parents, requesting waivers for credit bearing courses offered at the middle school, will meet with the middle school Principal and/or designee. Waivers may be granted after a conference and/or signing a waiver form. The child’s schedule will be changed to reflect this waiver and course selection.

**DRIVER EDUCATION:** Nottoway High School is pleased to announce that students can take the Virginia DMV learner’s permit test online at the school. Students will be eligible to test if they are 15 years 6 months or older on the date that the test is scheduled. Students must register online at the following link: http://www.vadmvexam.com

--A customer number is not required, but if you have a DMV ID card you must enter the name, DOB and customer number exactly as it appears on your DMV ID card. Otherwise, enter your full legal name and date of birth and leave the customer number field blank.

--Before taking the two part knowledge test, please **STUDY** the Driver’s Manual located on DMV’s website using the following link: http://www.dmv.virginia.gov/drivers/#manual.html.

**On the test date please bring:**

- Completed and signed DTS 41 consent form. The form is available at http://www.dmvnow.com/webdoc/pdf/dts41.pdf or from the driver education teacher.
- A picture ID to verify identity. If the student does not have a picture ID, take a picture, write the student’s full legal name under the picture, and have a teacher sign to verify the student’s identity.
- The student will be issued a test receipt after passing the learner’s permit test. Take this receipt to DMV to apply for the learner’s permit and to expedite the application process within 6 months or a retest is required.

At the DMV customer service center the student must:

- prove that they are at least 15 years and 6 months old;
- pass a vision test;
- take a picture; and
- pay the fee for the learner’s permit and driver’s license.

**EXAMINATION SCHEDULE AND PROCEDURES**

**Grades 8-12:** The examination will count as one-fifth of the final grade. Exams will be given at the end of each high school credit course. All exam dates are subject to change because of inclement weather. No more than two exams will be given each day. The ANTC School, Governor’s School, and Dual Enrollment classes may follow different schedules.

**EXAM EXEMPTIONS POLICIES**

**Grades 8-12:** To be eligible for exemption from an exam, a student is required to have all “As” and “Bs” (no “C’s”) for all nine weeks. Students who have five or more unexcused absences each semester are not eligible for exemption. Students with outstanding school financial obligations, such as overdue books, library fines or activity fees, will not be granted exemption. All students taking dual enrollment classes must take the dual enrollment exam. Students may exempt final exams as follows:

- 8th grade – no exemption
- 9th grade - one exemption second semester
- 10th grade - one class each semester
- 11th grade - two classes each semester, with the exception of dual enrollment courses
- 12th grade - all classes, both semesters, with the exception of dual enrollment courses

Students must apply to individual teachers for exemption confirmation one week prior to the beginning of exams.

Any student who passes a state end-of-course Standards of Learning Test will be given an exam exemption in that course. Any student who does not pass a state end-of-course Standards of Learning Test will not qualify for exam exemption in that course.
FAMILY LIFE PROGRAM

Nottoway County believes that every student should receive education to promote emotional, intellectual, and physical growth, which will enable him or her to live healthy, productive, and rewarding lives in society.

In order to nurture students so that they become responsible citizens of the community, we must assist them in developing skills and attitudes which will promote positive self-esteem, healthy interpersonal relationships, and decision-making abilities. Our goal is to provide basic instruction on the natural developmental stages of human life. With the support of family and community, the schools will offer current, unbiased, factual information that will allow our youth to grow to their fullest potential. We recognize that the family is the most important and influential unit in the development of attitudes, habits, and personalities of youth. Our students need to form a clear concept of family dynamics and relationships. It is the family, which can provide the mechanisms for coping with the peer pressures and stresses of modern life. Our schools will offer educational support to this end.

Our Family Life Program has standards of learning objectives for each grade level. These objectives can be obtained from the school office. All parents will be notified when the family life program will begin and what objectives will be taught. An opt-out form will be sent home with each student before the program begins.

GIFTED PROGRAM

Nottoway County offers additional instruction for each student in grades K-12 who has been identified as gifted according to established criteria in the area of general intellectual aptitude. The emphasis of the program is based on the concept that a child who is gifted is gifted all the time, not simply once a week for a two-hour period. To fulfill this concept, it is essential that the classroom be the main setting for meeting the academic needs of the gifted child.

The focus is on the development of skills in critical thinking, inductive reasoning, creative problem solving, and individual investigation in areas of exceptionality throughout the instructional program. Students can be referred by parents or legal guardians, teachers, professionals, students, peers, self or others. All students in Grade 2 & 6 are administered screening tests and may be referred for further evaluation.

Grades 9-12

DUAL ENROLLMENT AGREEMENT

The school division encourages students, beginning with 10th graders, to enroll in college dual enrollment courses sponsored by the school division. The school division pays the full cost of the tuition for successful completion of these courses. Any student enrolled in a dual enrollment class and who chooses to drop a class must do so prior to the drop/add date set by the college. Students dropping a class after the drop/add date will receive an “F” in the class and must reimburse the school division the full cost of the tuition for the class. Likewise, students with a final grade of “D” or lower for a dual enrollment class paid for by the school division will be required to reimburse the school division for the full amount of the tuition. Students and parents must complete the Dual Enrollment Agreement before taking dual enrollment classes.

GRADING SYSTEM

The grading system for Nottoway County Public schools is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>below 59</td>
</tr>
</tbody>
</table>

Grade Point Average

All courses in which a Carnegie unit is awarded are included in the calculation of the GPA. In computing class rank, all grades are used, including physical education and high school courses completed in the middle school. Grade point values used for computing scholastic standing (class rank) are listed below:

**Honors/Dual Enrollment**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.5</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
<tr>
<td>C</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>1.5</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

All other classes

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**Final**

GPA and Class Rank are calculated using all final grades in all courses, except for Governor's School where 1st semester grades are also used in the calculation.
GRADUATION REQUIREMENTS

The requirements for a student to earn a diploma are those in effect when he or she enters ninth grade for the first time. High school courses taken in the eighth grade will satisfy graduation requirements, and do count in computing GPA.

After the age of 19, any student not having an Individualized Educational Plan (IEP) must be progressing toward an established educational goal to remain a student at Nottoway High School. The superintendent and principal must approve mid-year graduations. Your goal is to receive as many credits and educational experiences as possible.

Standard Diploma Credit Accommodations for Students with Disabilities:
The Board of Education requires provisions for students with disabilities to earn a standard diploma through credit accommodations. Credit accommodations for the Standard Diploma shall be determined by the student's Individualized Education Program (IEP) team or 504 plan committee, including the student where appropriate, at any point after the student's 8th grade year. The school must secure the informed written consent of the parent/guardian and the student, as appropriate, to choose credit accommodations after review of the student's academic history and full disclosure of the student's options.

Applied Studies Diploma:
Students with disabilities who complete the requirements outlined in their Individualized Education Plan (IEP), but do not meet the requirements for any other diploma program shall be awarded Applied Studies Diplomas.

General Educational Development (GED):
The Board of Education has established a program of testing for general educational development (GED) through which persons may earn a high school equivalency certificate or a General Achievement Diploma.

"Providing opportunities that enable students to enjoy life, contribute to others' well-being, and become responsible, productive citizens in a global community."
# Standard Diploma Course Requirements (8VAC20-131-51) for Students Entering Ninth Grade for the First Time in 2018-2019 and Beyond

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Standard Credits</th>
<th>Verified Credits</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>1</td>
<td>Courses completed to satisfy this requirement shall include at least two different course selections from among: algebra I, geometry, algebra functions, and data analysis, algebra II, or other mathematics courses approved by the board to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>3</td>
<td>1</td>
<td>Courses completed to satisfy this requirement shall include course selection from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit. Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</td>
</tr>
<tr>
<td>History &amp; Social Science</td>
<td>3</td>
<td>1</td>
<td>Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement. Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>2</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>World Language, Fine Arts or Career &amp; Technical Education</td>
<td>2</td>
<td>0</td>
<td>Per the Standards of Quality, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical course credit.</td>
</tr>
<tr>
<td>Economics &amp; Personal Finance</td>
<td>1</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Electives</td>
<td>8****</td>
<td>0</td>
<td>Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality. Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement. *** The Virginia Department of Education requires school divisions to have a minimum of 22 credits. Nottoway requires students earning a standard diploma to have a minimum of 8 electives which brings the total credits needing to graduate to 26 credits.</td>
</tr>
<tr>
<td>Total Credits</td>
<td>26</td>
<td>5</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Advanced Diploma Course Requirements (8VAC20-131-51) for Students Entering Ninth Grade for the First Time in 2018-2019 and Beyond

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Standard Credits</th>
<th>Verified Credits</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>2</td>
<td>Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>1</td>
<td>Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>4</td>
<td>1</td>
<td>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.</td>
</tr>
<tr>
<td>History &amp; Social Science</td>
<td>4</td>
<td>1</td>
<td>Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.</td>
</tr>
<tr>
<td>World Language</td>
<td>3</td>
<td>0</td>
<td>Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>2</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Fine Arts or Career &amp; Technical Education</td>
<td>1</td>
<td>0</td>
<td>Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical credit.</td>
</tr>
<tr>
<td>Economics &amp; Personal Finance</td>
<td>1</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Electives</td>
<td>5****</td>
<td>0</td>
<td>Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality. **** The Virginia Department of Education requires school divisions to have a minimum of 26 credits. Nottoway requires students earning an advanced diploma to have a minimum of 5 electives which brings the total credits needing to graduate to 28 credits.</td>
</tr>
</tbody>
</table>

### Total Credits

<table>
<thead>
<tr>
<th>Standard Credits</th>
<th>Verified Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>5</td>
</tr>
</tbody>
</table>

### Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

- **Virtual Course** - Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.

- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in 8VAC20-131-420 B.

- **Demonstration of the five Cs** - Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.
SCHOOL COUNSELING
PROGRAM

The guidance and counseling program in the Nottoway County Schools is a reflection of the policy as set forth by the Nottoway County School Board. The Nottoway County School Board affirms that parents are the student’s first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any personal or social counseling program to which the student’s parents object. Academic and career guidance programs are exempt from the opt-out policy.

For the purposes of this policy, the following definitions apply:

Academic Counseling - Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

Career Counseling - Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities. At the high school level, students and parents are assisted with the college application process and in acquiring information regarding financial aid. Students are encouraged to think about their future and formulate plans to achieve their ultimate goals.

Personal/Social Counseling - Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals which reflect their interests, abilities, and aptitudes. Such counseling may be provided either in groups in which generic issues of social development are addressed or through structured individual counseling that focuses on the specific concerns of the participant(s).

At least annually, parents shall be notified in writing about the academic and career guidance programs and the personal/social counseling programs that are available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the students’ participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

Materials and programs used by school counselors are available for review by parents. Please call for an appointment.

It shall be the policy of the Nottoway County School Board, with respect to personal/social counseling, that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.

Counseling techniques that are beyond the scope of the professional certification or training of school counselors, including hypnosis or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology, are prohibited.

The Nottoway County Crisis Management Team provides crisis-counseling services during emergency situations.
CHARACTER EDUCATION

The NOTTOWAY School Board provides, within its existing program or as a separate program, a character education program in its schools. The character education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. The program is cooperatively developed with students, parents, and the community. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring and citizenship.

Character education is interwoven into the school procedures and environment so as to instruct primarily by example, illustration, and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program also addresses the inappropriateness of bullying, as defined in Va. Code § 22.1-276.01. Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent’s right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

The character education program:
1. specifies those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
2. is implemented at the elementary and secondary levels;
3. provides for relevant professional development and adequate resources; and
4. includes a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues which are beneficial to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 1-500, may be taught as representative of such civic values.

HOMEWORK

Homework can provide an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned only after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to classroom activities.
4. A student’s access to resource materials should be considered when making assignments.
5. Homework should be evaluated promptly and returned to the student.
6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
7. Excessive homework, like the absence of homework, should be avoided.
8. Homework should not be used for disciplinary purposes.
9. Teachers and administrators should take appropriate steps to communicate with parents regarding the division’s homework policy and to solicit their support.
Responsibilities of the Teacher, Student and Parent

The teacher shall:
1. Assign homework in a clear and concise manner, making sure that each student understands what is required.
2. Assign meaningful homework that will reinforce previously taught skills and activities.
3. Encourage all students to complete assignments and to take pride in their work.
4. Evaluate homework as soon as possible.
5. Review homework with students making a learning experience of the situation.
6. Communicate with parents concerning homework whenever necessary.

The student shall:
1. Pay attention when the assignment is made and ask questions if he/she does not understand what is expected.
2. Take home the necessary materials required to complete the assignment.
3. Allow him/herself the needed time to satisfactorily complete the assignment.
4. Do the work accurately (and neatly if it is a written assignment).
5. Return completed homework to the teacher.
6. Correct mistakes and review areas of weakness.
7. Communicate with his parents about his homework.

The parent shall:
1. Provide a quiet, comfortable place for the child to work.
2. Encourage the student to complete his assignments.
3. Assist the student in oral drill, reviewing, and when it is apparent that the student cannot proceed on his own. (The parent should not do the work for the child or provide the child with the answers.)

INTERNET USE BY STUDENTS

The Nottoway County School Division has implemented both a local area network and a wide area network, bringing Internet access to the classroom, and offers students access to the electronic communication system. Students are able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

Part of the division's responsibility in preparing students for the 21st Century is to provide them access to the tools they will be using as adults. The global information network will be one of those tools. Through the Division's system, students have access to countless databases, libraries, and computer services from all over the world. We accept the responsibility for teaching students about their roles as "network citizens" and the code of ethics involved with this "global community," through an Internet Safety Plan.

With this educational opportunity also comes responsibility for students. It is important that parents and students read and discuss the Division Policy IIBEA-R, administrative regulations and agreement form when given to the students at the beginning of the school year. The Division takes a "no tolerance" approach to accessing inappropriate material. Precautions will be taken to prevent unauthorized access, but it is not possible to prevent such access completely. The Division policy contains the following documents: (1) An agreement for students to read and sign stating his/her agreement to follow Division policies and regulations regarding the Internet. The agreement requires your signature and must be renewed each year and kept on file at the school. (2) The Division's Internet Policy and Acceptable use regulations.
The librarians make resources available to students and teachers through a carefully selected collection within the school and through access to resources outside the school. Access to the library collection is provided by an accurate and efficient computer system that tracks the location of resources. Students will receive assistance in identifying, locating, and interpreting information from a variety of sources.

The library is available to students during normal school hours. Students are encouraged to visit the library whenever they have free time; however, a note from a teacher will be required. All students must follow the general school rules as well as any library rules while in the library. Overdue books, unpaid fines, and payments for lost or damaged books will cause a student to be considered not in good standing.

PROGRAMS FOR STUDENTS WITH DISABILITIES

The school board will ensure that a free, appropriate public education will be available for all special needs students, ages birth through 21, who are residents of Nottoway County. The school board will ensure that students with disabilities and their parents or guardians are guaranteed the appropriate procedural safeguards in the process of identification, evaluation, placement, and provision of an appropriate education program. To the maximum extent appropriate, students with disabilities will be educated with students who do not have special needs. The student’s parents or guardians will be participants in the special education process. Prior to the identification, evaluation, placement, or provision of an appropriate public education to a student with disabilities, a full explanation of all procedural safeguards is made available to parents.

An Individualized Education Program (IEP) will be designed and maintained for each child enrolled in a special education program. The program will be developed in a meeting with the teachers, parent(s), student (when appropriate), and the principal or his or her designee. This IEP is reviewed at least annually. The IEP will be inclusive of areas specified by state and federal regulations. Students with an IEP may earn either an advanced, standard, or applied studies diploma.

PROMOTION AND RETENTION GUIDELINES

Measurement of achievement shall be documented by state assessments in the form of Standards of Learning (SOL) tests, attendance, and academic success in the classroom. Nottoway County Public Schools’ Promotion and Retention Guidelines specify the definition of academic success necessary for student advancement to the next grade level.

Promotion Criteria - Grades K-4
In order to be promoted to the next grade level, the student should meet the following criteria:
1. Be reading on grade level or no more than one half year below grade level.
2. Have a passing final grade in reading.
3. Have a passing final grade in mathematics.
4. Other factors as appropriate may be considered (i.e., attendance, age, teacher recommendations, performance on standardized assessments, passing the SOL test).

Promotion Criteria - Grades 5-8
In order to be promoted to the next grade level, the student should meet the following criteria:
1. Pass three out of four core subject areas (English, mathematics, science, and social studies).
2. Other factors as appropriate may be considered (i.e., attendance, age, teacher recommendations, performance on standardized assessments, passing the SOL test).
**Promotion Criteria - Grades 9-12**

In order to be promoted to the next grade level, the student shall meet the following criteria:

1. The following number of credits are required to be classified as:
   - Grade 9 - 0-5 credits*
   - Grade 10 - 6-12 credits*
   - Grade 11 - 13-18 credits
   - Grade 12 - 19 credits

2. Students shall fulfill requirements for graduation as stated in the Virginia Standards of Accreditation.

*A credit is given upon successful completion of class (i.e. A, B, C or D).

**ACADEMIC ADMINISTRATIVE PLACEMENTS**

The School Board recognizes that it is occasionally necessary for a principal to promote an elementary or middle school student to the next grade level notwithstanding the fact that the student has not met the necessary promotion requirements set forth. Under such circumstances, a principal has the authority to promote an elementary or middle school student based on the principal’s review of relevant information. Other relevant information that the principal may take into consideration when deciding whether to promote a student by means of an academic administrative placement includes, but is not limited to, the student’s:

1. developmental maturity;
2. achievement in reading and mathematics;
3. achievement in history, science and other subjects;
4. achievement on SOL tests (where applicable);
5. attendance;
6. the number of previous retentions;
7. English language acquisition;
8. performance in summer session courses; and/or
9. other relevant factors.

In the event an elementary principal wishes to make an academic administrative placement to the fifth grade or a middle school principal wishes to make an academic administrative placement to the ninth grade, it shall be the responsibility of the principal to contact the principal of the receiving school. Such contact shall be made as early as possible following the decision to make an academic administrative placement, but no later than July 1 prior to the school year in which the placement is to become effective.

**REPORT CARDS**

At the end of each nine-week grading period students will receive a grade on work completed and evaluated in each subject area. Each nine weeks is composed of 45 school days unless noted in the school calendar or changed due to inclement weather. The report card represents one communication link among teachers, parents, and students regarding student academic progress. It is hoped that parents will request conferences with teachers to explore concerns related to their child’s academic progress.

**Merit List**

**Honor Roll**

**Principal’s List**

**Grades 1-12**

Pupils who are in good standing, and have no grade lower than a “C” while maintaining a “B” average (one “A” for each “C”) are considered to have made the Merit’s List.

Pupils who are in good standing, and have no grade lower than a “B” are considered to have made the Honor Roll.

Pupils who are in good standing, have a “Satisfactory” citizenship grade, and have no grade lower than an “A” are considered to have made the Principal’s List.
PROTECTIVE ORDERS AND ORDERS PROHIBITING CONTACT WITH A CHILD

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.

MANAGEMENT OF STUDENT RECORDS NOTICE

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days following a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given within 14 days or less from the receipt of the request.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Nottoway County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school division discloses educational records without consent to officials of another school division in which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address or the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Note: Cumulative records exist for every student in Nottoway County Public Schools and contain the student’s name, address, birth date, name and address of parents, program of studies plan, scholastic work completed, grades, grade point average, type of diploma, test data, cumulative health record, and records of employment counseling and placement. Cumulative files may also contain records of counseling contact but not content.

STANDARDS OF LEARNING TESTS

In grades K-12 students are exposed to a curriculum aligned with the Standards of Learning. The students in grades 3-8 are expected to participate in the SOL testing program for each grade level. NCPS does not have an opt-out policy. Schools will use the SOL test results in third through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student enrolled in high school credit courses (middle and high school) will take all applicable end-of-course SOL tests. Students who successfully complete the requirements of the course and achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course. Students may earn verified credits in any courses for which end-of-course SOL tests are available. A student’s end-of-course SOL test score may be considered in determining the student’s final course grade.

Students with disabilities for whom participation in the SOL testing program is deemed inappropriate according to their Individualized Education Program (IEP) or 504 plan will be expected to demonstrate proficiency on an alternative assessment prescribed by the Board of Education in accordance with federal laws and regulations.

VDOE SCHOOL QUALITY PROFILES

The Commonwealth of Virginia is committed to providing quality education for all students. This commitment includes keeping parents and the public informed through the VDOE School Quality Profiles of the progress of our schools in raising student achievement and enhancing the learning environment. The VDOE School Quality Profiles provide information about student achievement, accreditation, and other subjects for individual schools, school divisions and the entire state. To view the VDOE School Quality Profiles, please access the Internet to www.nottowayschools.org and click on the link provided. If you do not have access to the Internet, please contact your child's school and they will provide a copy for you.
3. Extra-Curricular Activities

ATHLETIC PARTICIPATION

Grades 6-12
The various team sports are quite different in terms of the demands made on participants. Therefore, it should be understood that each sport will vary as to its requirements for participation, especially those sports that have a limited roster. With this in mind, students & parents of students considering participation in a sport should attend the parent/athlete meeting offered at the beginning of each sport. At these meetings, coaches will communicate participation requirements for their particular sports. Questions concerning participation for a sport should be directed to the athletic director. Students who wish to participate in athletics or any other extra-curricular activity must meet the eligibility requirements as determined by the Virginia High School League or Southside Middle School Conference. It is the responsibility of each athlete to inform the coach/sponsor of that activity of any difficulties that he or she may be having which might affect eligibility or good standing with the school.

PROM

Grades 9-12
The Prom is for juniors and seniors in good standing and their dates (dates must be at least in high school). Students must present their unaltered, school-issued invitations as tickets to enter the Prom. All junior and seniors who want to attend the Prom must sign up with the designated junior sponsor within the announced sign-up periods. After the sign-up period, if a change in a student’s invitation must be made, a fee determined by the junior class officers and sponsors will be charged and must be paid before the change will be made. This charge is to cover the cost of the invitation and the time involved in making the change. If extenuating circumstances arise which might mean a change in an invitation after the sign-up time, the head sponsor who can issue the new invitation will consider these circumstances. Guests must be in at least the 9th grade, and if they attend NHS, must have paid their dues and be in good standing. Guests who are not students at NHS must be approved by the administration before they will be allowed to attend. Guests must be 19 years of age or under to attend.
4. Attendance

1. Good attendance is essential for learning, passing classes, and demonstrating good work ethics. Businesses do not want to hire employees with poor attendance records. For this reason, Nottoway County Schools will hold students to strict attendance regulations. These regulations are part of the Code of Virginia (22.1-254) and are enforced by the courts. Exceptions will not be made, so please heed the guidelines in this area.

2. Students who are absent are required to bring a note from their parent or guardian the first day they return to school following the absence. Excused notes are given after presenting a parent’s note, medical slip, or court excuse for up to five (5) absences. After seven absences from any class, only medical notes, court subpoenas, or death in the family will receive excused notes.

3. Parents must contact the school office as soon as possible when they know that their son or daughter will be out for an extended period of time. Schoolwork can be sent home for excused extended absences with a 24-hour notice to the school.

4. If a student arrives after the tardy bell, he or she is required to check in at the office and receive a tardy pass before going to class.

5. Teachers will allow one day to make up work for each day missed. If an assignment was due on the day a student was absent, then it is due on the first day he or she returns to school.

6. If a student is missing from class and not on the daily absentee list, it will be necessary for the teacher to verify that the student is not skipping class. Any student who leaves the school grounds before the dismissal bell or without an official early dismissal will be liable of a first offense disciplinary violation.

After School Activities and Absences

For a student to participate in school sponsored activities, he or she must be in school at least one-half of the day of the school event or the day before the event if it is on a weekend and be a student in good standing. (The principal must approve the rare exceptions to this rule in advance.)

An attendance officer, or a division superintendent or the superintendent’s designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

COMPULSORY ATTENDANCE PROCEDURES

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student’s parent is aware of and supports the absence, the school principal, principal’s designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student’s absence for each day as “excused” or “unexcused”. Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil’s parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or principal’s designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal’s designee, the pupil, and the pupil’s parent shall jointly develop a plan to resolve the pupil’s nonattendance. Such plan shall include...
documentation of the reasons for the pupil’s nonattendance.

B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil’s parent and school personnel have received no indication that the pupil’s parent is aware of and supports the pupil’s absence, the school principal or principal’s designee shall schedule a conference with the pupil, the pupil’s parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil’s nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal’s designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil’s parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Early dismissals will not be granted over the telephone unless there is an extreme emergency. If the early dismissal note cannot be verified over the phone, then the student will not be allowed to leave unless the parent or guardian picks the student up or comes by school to verify the dismissal. Early dismissal requests should be for crucial and unavoidable situations. Parents picking up students should come to the attendance office. Remember! Absences from classes because of early dismissals or tardies are counted as class absences under the attendance policy.

Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student’s parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

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EARLY DISMISSALS

Early dismissal requests should be for crucial and unavoidable situations. Parents picking up students must come to the office and sign-out their child.

Grades 9-12

Before a student can be given an early dismissal from school unaccompanied by a parent, a note from a parent must be given to the office personnel. A phone number(s) should be on the note. Office personnel will make verification of the early dismissal through contact with a parent or guardian. If the early dismissal cannot be verified and approved, permission for the student to leave school will be denied. Early dismissal will not be granted over the telephone unless there is an extreme emergency. If the early dismissal note cannot be verified over the phone, then the student will not be allowed to leave unless the parent or guardian picks the student up or comes by school to verify the dismissal. Early dismissal requests should be for crucial and unavoidable situations. Parents picking up students should come to the attendance office. Remember! Absences from classes because of early dismissals or tardies are counted as class absences under the attendance policy.

Report for Suspension of Driver’s License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student’s driver’s license.
5. Safety

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

Each school will develop a written school crisis, emergency management, and medical emergency response plan.

EMERGENCY PROCEDURES
(Fire, Injury, Illness or Threatening Behavior)

Nottoway County Public Schools’ (NCPS) crisis plans outline procedures for students and staff to follow in case of emergencies such as a bus accident, fire, injury, illness, intruder, tornado or violent/threatening behavior. Emergency drills for a fire evacuation, tornado, bomb threat, and intruder/lock-down situations are conducted on a regular basis.

All schools undergo a comprehensive safety audit annually. Each school’s Crisis Management Team reviews and updates existing safety procedures yearly and ensures coordination with county officials. The plan shall be discussed with staff and students during the first week of each school year.

We have plans in place for appropriate responses to various situations. For security reasons and to maintain confidentiality and integrity of the plans for the safety of our students and staff, specific details of crisis plans are not made available to the public. In the event of a local or national emergency, NCPS will broadcast pertinent school information as soon as possible.

DRILLS

Fire drills are conducted at least once a week during the first month of school and at least once each month for the remainder of the school term. Evacuation routes for students shall be posted in each room.

One (1) simulated lockdown drills must (or will) be held in the first 20 days of school. One lockdown drill must (or will) be held after the 60th day of school.

EMERGENCY EVACUATION DRILLS

Evacuation drills will be scheduled throughout the year. Students should comply with the following instructions:

1. When the alarm sounds, EVERYONE (including VISITORS) leaves the building no matter whether it is before school, class time, lunchtime, during change of class, or after school.

2. When leaving rooms, the classroom doors should be closed but not locked and the lights turned off.

3. The class roll will be called immediately after the class has regrouped outside the building.

4. Students should quietly form single lines facing away from the building. Do not talk so all can hear instructions that may be issued.

5. Students must never re-enter the building until the drill is over. School officials will give the “all clear”.

LOCKDOWNS

What is an internal lockdown? During an internal lockdown, all school interior doors are locked and students are confined to their classrooms and no entry or exit of the school is allowed. This takes place if there is a threat or possible threat inside the school.

What is an external lockdown? During an external lockdown, all school exterior doors are locked. This takes place if the threat is outside of the school.

What does Shelter-in-Place mean? Shelter-in-place means selecting small, interior rooms in the school, with no or few windows, and taking refuge there until it is safe to release students. This is a precaution aimed to keep our students safe from hazardous materials that may have been released into the atmosphere. (This is not the same thing as going to a shelter in case of a storm.) This procedure is implemented if it is determined that evacuation or dismissal could possibly place students at risk.
6. Health

HEAD LICE (Pediculosis)

When a student contracts Head Lice, it does not indicate neglect on the part of the parent, nor does it indicate that the child has not kept proper hygiene. Head Lice is sometimes difficult to detect. A close examination should be made if you observe your child scratching his/her head. Look for tiny pearl eggs (which are called nits) attached to the hair near the scalp. Unlike dandruff, these eggs cannot be easily “flicked” off, but actually must be pulled away from the hair shaft. Usually the nits first appear above the ears and neckline. The actual Head Lice is a small, wingless insect brown in color. They can usually be seen when the hair is parted exposing the scalp.

Treatment...

If you suspect your child has Head Lice you may contact your doctor, health clinic, or school nurse. Once determined that your child does indeed have Head Lice, treatment can be made by prescription shampoo. Also, there are several over-the-counter shampoos on the market, but there is a suspicion that the Head Lice are becoming resistant to the ingredients in these over-the-counter Head Lice shampoos. Each person in your household will need to be treated with the medicated shampoo per instructions on the shampoo bottle. As a last resort, cover the hair with petroleum jelly, mayonnaise, or olive oil and place a shower cap over the scalp and hair. After a few hours, wash out thoroughly. A small amount of soap may help to remove the residue. Please make sure you protect your child’s eyes with any of the above treatments. Your pharmacist may be able to suggest other helpful hints. After shampoo treatment, you will need to use a special fine-tooth comb to remove all nits from the hair shaft.

Once Head Lice has been detected, and shampoo and comb treatment have been administered, wash all bed linens, towels, and clothing. If any items are not washable, place in a sealed plastic bag for four days and then clean. All mattresses, pillows, carpets, draperies, overstuffed furniture, stuffed toys, and vehicles should be thoroughly vacuumed and sprayed with a Head Lice (Pediculosis) spray. It has been discovered that if eggs are less than four days old they have not developed central nervous systems and the medicated shampoo will not kill them. This means that often additional treatments are necessary.

School Attendance...

Children with Head Lice (Pediculosis) will be excluded from school until they have been properly treated with an appropriate pediculosis (head lice) shampoo. For recurring incidences, all nits (tiny pearl eggs) will have to be removed from your child. The designee or school nurse will check this child's hair upon his/her return to school.

Notification...

If a student in your child’s classroom contracts Head Lice, a note will be sent home with every student in that particular classroom. No names will be identified in the note home. This notification is a warning to all exposed students and it is recommended that you monitor your child carefully for several weeks. Treatment is not necessary until the child has been diagnosed with Head Lice (Pediculosis). The school nurse can answer any questions that you may have.

BED BUG PROTOCOL FOR SCHOOLS

Response for a bed bug found on a student or in a classroom:

1. If a suspected bed bug is found on a child’s clothing or in a school, efforts should be made to collect a specimen. The specimen should then be placed securely in a sandwich size plastic bag or sealed with tape. Take care not to crush the specimen and please do not staple the bag.
2. Live specimen can be stored in a sealed plastic bag in the freezer until ready to transport.
3. The school principal, or designee, should complete the “Bedbug Specimen Data Submission Form” and a designated school staff member should take the specimen and form to:
   ➢ NCPS contracted Pest Control services
   ➢ Nottoway County Health Department
4. The Environmental Health Division will identify the specimen, within one business day, and will notify the NCPS Health Services Coordinator who will notify the School Principal.
5. Ongoing individual student case management will be provided by School Health Services. Principals will alert the School Nurse to facilitate this intervention.
6. If a suspected bed bug is found on a student, he or she should not be sent home.
Section 6 cont.

a. It is not necessary for the student to be isolated from other students.
b. Without drawing significant attention to the student, check the areas where the student sits or affected belongings may be placed for extended periods of time.
c. The student should be temporarily removed from the classroom so the school nurse or a qualified individual can perform an inspection of the student’s clothing and other belongings (including: hat, shoes, jacket, backpack, and school supplies).
d. Try to collect any additional specimens for identification. **Keep specimens as intact as possible** (squashed specimens may not be identifiable).

7. If a student is believed to have brought a positively identified bed bug to school, consider notifying the student’s parent or guardian and giving them the following suggestions:
a. If the home is being rented, notify a landlord immediately if an infestation is suspected.
b. If the home is owned by the parent or guardian and an infestation is suspected, a professional pest management company should be consulted immediately.
c. Send only essential items to school with the student.
d. Keep school items sealed in a plastic bag or plastic storage box with a lid at home to limit the likelihood of re-infestation.
e. Keep clean clothes sealed in a plastic storage box with a lid or trash bag until the student puts them on in the morning.

8. **Notification of other parents should only occur if a classroom infestation is identified.**

9. Custodial staff should be instructed to vacuum the room where the bed bug was found (this should be conducted in the evening). Isolate vacuum.

10. Staff should monitor for additional signs of bed bugs over the following days.

**Response for a bed bug infestation in a classroom or school:**

1. In the event that a classroom (or multiple classrooms) is suspected of having bed bugs, the Nottoway Health Department will work with the Health Services Coordinator and the Principal to determine if the school needs professional extermination inspection/services.

2. The principal will notify the NCPS Facilities Department to schedule a Pest Management consultation.

3. Pest Management will schedule a service date.

4. A complete inspection of the room where the specimen was captured will be performed.

5. Licensed pest control specialists will remediate as needed.

6. Do not remove anything from the affected area until directed to do so by a pest management company or the Nottoway County Health Department. We want to limit the possible spread of the insects by transporting them to other areas of the school. If no other insects are found on inspection of the classroom, it is not necessary to vacate the space prior to a pest management inspection.

7. The school principal should provide the school community with the following information:
a. Nottoway Health Department pamphlet “The Facts on Bed Bugs and Schools”
b. Parent or Guardian notification letter **The Health Services Coordinator and Health Department Director must be consulted prior to sending this letter home.**

**How to keep bed bugs out of the classroom:**

1. Keep the classroom, especially coat and backpack closets, as clean and free of clutter as possible.

2. Hard surfaces can be cleaned by custodial staff with approved cleaning products to remove eggs.

3. Custodians should vacuum areas that students typically store their belongings in (example: coat closet) as well as the baseboards where the carpet meets the wall.

4. Custodians should dispose of vacuum bag immediately after vacuuming and isolate the machine used. Eggs can attach to bristles on the vacuum.

5. Consider assigning students their own plastic storage box with a tightly sealed lid. This will help keep the bed bugs on one student’s belongings from infesting another
Section 6 cont.

student’s belongings. If possible, use a white box. This will make it easier to identify any bed bugs that remain in the box.

6. For more information, visit the Nottoway County Health Department website or call the Environmental Health Division.

Additional Resources:

EATING DISORDERS
Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic support. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades. If you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources provided to you.

FOOD ALLERGIES
Food items for parties, etc. must be prepackaged and in the original container. Homemade items are NOT allowed for activities or student events.

MEDICINES AT SCHOOL

Prescription Medications
Nottoway County Public Schools personnel may give prescription medication to students only with a physician’s or nurse practitioner’s written order and written permission from the student’s parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student. Forms are available from the school nurse.

Self-Administration of Medication
Self-administration of any medication, with the exception of asthma medication as discussed below, is prohibited for students in grades kindergarten through eight.

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:

- written parental permission for self-administration of specific non-prescription medication is on file with the school;
- the non-prescription medication is in the original container and appropriately labeled with the manufacturer’s directions;
- the student’s name is affixed to the container; and
- the student possesses only the amount of non-prescription medicine needed for one school day/activity.

Sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

<<<Any medication that is not picked up by last day of school will be destroyed.>>>

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine
Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, and/or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- written parental consent that the student may self-administer inhaled asthma medications must be on file with the school;
- written notice from the student’s health care
Section 6 cont.

provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student’s demonstrated ability to safely and effectively self-administer the medication;

> an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and

> information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year, and must be renewed annually. However, a student’s right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel have consulted with the student’s parents.

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Source: [www.pandemicflu.gov](http://www.pandemicflu.gov)

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath / difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you. Source: [edc.gov](http://edc.gov)

Stay at home if you are sick. STUDENTS SHOULD BE FEVER and SYMPTOM FREE FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.

Helpful links:

- Nottoway County Health Department
- Virginia Department of Health
- National Institute of Allergy and Infectious Diseases (NIH)
- PandemicFlu.gov
- U.S. Department of Health and HumanServices Pandemic Flu web page
- Centers for Disease Control (CDC)
REQUIRED SCREENINGS

Virginia regulations require that all K, 3rd grade and transfer students, within 60 business days of initial enrollment in a public school, be screened in the following areas: (1) Motor Skills; (2) Speech/Voice/Language; and (3) Vision and Hearing. Grades 7 & 10 will be screened for Vision and Hearing. Students will be referred to the special education administrator no more than five business days after any of the above screenings if results suggest that a referral for evaluation for special education and related services is indicated.

SCOLIOSIS FACTS

OVERVIEW

Scoliosis is an abnormal curvature of the spine. While the normal spine has gentle natural curves that round the shoulders and make the lower back curve inward, scoliosis involves a deformity of the spinal column and rib cage. To varying degrees, the spine curves from side-to-side, and some of the spinal bones may rotate slightly, making the hips or shoulders appear uneven. This curving of the spine cannot be corrected by practicing good posture.

It occurs in healthy school-age children, showing signs usually during the ages of 10-14 when a growth spurt may occur. The majority of Scoliosis cases are caused from an unknown source.

This condition may run in families and is seen more often in girls than boys. A large number of young people have minor curves that will not progress. Early screening and treatment may prevent scoliosis from progressing to a stage where it interferes with mobility or activities.

EARLY SCREENING

Scoliosis can go unnoticed in a child because it is rarely painful in the developmental years. Early detection is important to make sure the curve does not progress. If detected early, many cases can be controlled by a brace and exercise program. If surgery is indicated, the best results are obtained if it is completed before the curve is severe.

Parents should watch for the following symptoms of scoliosis, beginning when their child is about eight (8) years of age:

❖ A tilted head that does not line up over the hips;
❖ Uneven shoulders or a protruding shoulder blade;
❖ Uneven waist;
❖ One hip that is higher than the other causing an uneven hem or shirt line; and/or
❖ Leaning more to one side than another.

The family doctor, pediatrician, or orthopedist should examine your child when any one of these signs is present.

TREATMENT

The type of treatment used depends on the cause and how severe the curve. Spinal curvature is measured by degrees. Most curves remain small and need only to be watched by a doctor for any signs of progression.

If a curve does progress, your physician may use an orthopedic brace to prevent it from getting worse. Children who require treatment with orthopedic braces can continue to participate in the full range of physical and social activities.

If a scoliosis curve is severe when it is first seen, or if treatment with a brace does not control the curve, surgery may be necessary. In most cases surgery has been found to be a highly effective and safe treatment.

NOTTOWAY COUNTY MEDICAL FACILITIES

Nottoway County Health Department,
Nottoway, VA - 434-645-7595

Bon Secours Blackstone Family Practice Center,
Blackstone, VA - 434-292-7261

Centra Burkeville Medical Group, Burkeville, VA
- 434-767-5511

Crewe Medical Center, Crewe, VA -
434-645-9191
Virginia Childhood Vaccination Schedule
Birth - 6 Years

- **Birth**: Hep B 1st dose
- **2 Months**: Hep B 2nd dose, DTaP 1st dose, Rotavirus 1st dose
- **4 Months**: Hib 1st dose, PCV 1st dose, Polio 1st dose, Rota 1st dose
- **6 Months**: Hep B 3rd dose, DTaP 2nd dose, Polio 2nd dose, Hib 2nd dose, PCV 2nd dose, Rotavirus 2nd dose
- **12-15 Months**: Hib 3rd dose, PCV 3rd dose, Polio 3rd dose
- **18 Months**: Hep B (if needed), DTaP 3rd dose, Hib 4th dose, PCV 4th dose
- **4-6 Years**: Hep A 1st dose, MMR 1st dose, Varicella 1st dose

**Combination Vaccines**
Many vaccines are combined into one shot. This is proven to be safe and effective, helping lower the number of shots your child will get.

**Herd Immunity**
This protects your community from disease by immunizing as much of the community as possible. This helps protect babies, the elderly, and others who get sick easily.

Annual Flu Vaccine For Everyone 6 Months and Older

Virginia Adolescent Vaccination Schedule
7 Years - 18 Years

- **7-10 Years**: HPV 1st dose
- **11-12 Years**: HPV 2nd dose, MenACWY 2nd dose
- **13 Years**: Tdap
- **16-18 Years**: MenB**

**School Requirements**
The Code of Virginia requires children entering daycare, public and private schools to give proof of vaccination before enrolling in school. The vaccines should be given based on the schedule recommended by the CDC, American Academy of Pediatrics, and American Academy of Family Physicians. Visit our website to learn more about the school requirements.

Annual Flu Vaccine For Everyone 6 Months and Older

**Vaccine Catch-Up & Dose Spacing**
If your child is missing any vaccines, be sure to ask your provider about the catch-up schedule so your child is fully protected. Doses of MMR and Varicella should be spaced 28 days apart, should complete by Kindergarten.

**HPV Vaccine**
The HPV vaccine is the only vaccine that helps to prevent cancer! In Virginia, it is required before going to 7th grade. Please be sure your child finishes the HPV vaccine by age 13, for the most protection. If your child is 15 years or older at the time of the first shot of HPV, they will need 3 doses for full protection.

**Serogroup B Meningococcal Vaccine (MenB)**
Older teens and young adults (ages 16-23) can receive the MenB vaccine. It is given based on shared clinical decision-making. Depending on the school, teens may need the vaccine before going to college.

**Vaccine Abbreviations**
- HepB - Hepatitis B vaccine
- DTaP - Diphtheria, tetanus, and pertussis vaccine
- Hib - Haemophilus influenzae type b vaccine
- HepA - Hepatitis A vaccine
- MMR - Measles, mumps, and rubella vaccine
- PCV - Pneumococcal Conjugate Vaccine
- Tdap - Tetanus, diphtheria, and pertussis vaccine
- MenACWY - Meningococcal Conjugate Vaccine
- MenB - Meningococcal Conjugate Vaccine (B)
7. Food Service

CAFETERIA menus will be posted monthly on our website. Both breakfast and lunch are served. All students, including those who bring their lunches, will be expected to eat in the cafeteria or other designated areas.

Students are expected to remain orderly while eating and assist in keeping the cafeteria clean by returning trays to the window and putting all paper and leftover food in the proper receptacle.

Nottoway County Public Schools participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). What does this mean for you and your children attending any school in the division? Great news for you and your students! All enrolled students of Nottoway County Public Schools are eligible to receive a healthy breakfast and lunch at school at no charge. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. If you have questions or need help, please contact: Charlyn Pierce P. O. Box 47, Nottoway, VA 23955 434-645-9596 Fax 434-645-1266 or pierce.charlyn@nottowayschools.org.

All students are issued numbers that are used in the cafeteria. Severe food allergies must be reported to the cafeteria manager.

**Adult Meal Prices**
Adult Price - Breakfast 2.35, Lunch 3.85

*Prices are subject to change.*
*This institution is an equal opportunity provider.*

8. School Closing

SCHOOL CLOSING PROCEDURES – Should the superintendent of schools deem it necessary to close the schools because of weather conditions or other reasons, an announcement will be made over the local radio stations, television (Channels 6, 8, and 12) stations, and School Messenger telephone communication. An announcement also will be posted on our website: www.nottowayschools.org and Nottoway County Public Schools’ official Facebook page. If conditions prevail after that time which would prevent school opening, the announcement will be made prior to 7:00 A.M. If you do not hear an announcement that the Nottoway County Public Schools are closed, then assume they are open.

9. Transportation

ARRIVAL AND DEPARTURE FROM SCHOOL

Students are not to report to school prior to the stated school time unless riding a school bus. Upon arriving at school, students may not leave the grounds for any reason without official dismissal. This applies to all students, whether they walk, ride a bus, or come in a private vehicle. After the dismissal bell, all students remaining at school must be under the supervision of a faculty member or tutor. Teachers supervising after-school activities will identify those students who have permission to remain at school. Students are not allowed to leave an after-school activity without verification.

A complete copy of the School Bus Safety Rules follows on the next three pages. Please review carefully. If you have any questions, please do not hesitate to call the Transportation Supervisor, James Strawser, at the bus shop, 434-292-5621.
SAFETY RULES

Expected student behavior on the bus is in accordance to the Code of Student Conduct. **Riding the school bus is a privilege.** Any violations of the Code of Student Conduct will result in disciplinary action by the principal, or designee, and may result in the suspension and/or loss of this privilege.

MEETING THE BUS - STUDENTS MUST:
1. Go directly to the stop and remain until the bus arrives.
2. Walk as far off the road as possible, to the left facing traffic.
3. Arrive at stop, with school supplies in backpack, **five minutes before** regular pick-up time.
4. (If student must cross the street to board the bus.) Check traffic, wait for the driver's signal to cross, look again to be sure all traffic has stopped then **cross only in front** of the bus.
5. Know the danger zone. Walk at least **10 feet away** from the bus.
6. Never push or shove other students. Enter the bus in an orderly fashion and use the handrail.

ON THE BUS - STUDENTS MUST:
1. Promptly follow the driver's instructions.
2. Move directly to a seat, sit facing front, hold belongings in lap, and remain seated while bus is in motion.
3. Keep aisle clear and keep arms, legs, and head inside the bus.
4. Speak quietly, talk to driver only in emergencies.
5. Use emergency doors, roof hatches, and windows only in emergencies or during official practices.
6. Never bring radios, glass containers, inflated balloons, pets, (or any live animals), water pistols, water balloons, pea shooters, laser guns, or weapons of any type on the bus. *(Musical items with head phones only.)*
7. Sit in your assigned seat.
8. Open and close windows only with driver's permission.
9. Never eat, chew gum, or bring drinks on the bus.

LEAVING THE BUS - STUDENTS MUST:
1. Use the same bus and bus stop morning and afternoon. No change may be made without written request from the parent/guardian and prior approval by school officials. Driver may only stop at designated and approved bus stops.
2. Remain properly seated until the bus comes to a full stop.
3. Leave bus in an orderly fashion, allowing students in front seats off first.
4. Move away from the danger zone immediately.
5. If students must cross the street, wait at end of crossing arm in front of bus until driver signals it is safe to cross. Stop at the traffic side of the bus and look to see if it is still safe, then cross but do not run.
6. Leave anything that may be dropped outside the bus. Get permission from driver to pick it up so that driver is aware of location.
7. Never run beside, try to touch, or cross behind the bus as it leaves. Remember the danger zone.
8. Never throw an object of any type on, from, or at the school bus. A student involved in such an action may be charged with a felony.
SCHOOL BUS SAFETY IS EVERYBODY’S JOB

Students:
• Learn and follow the safety rules.
• Know the danger zone.
• Are to be courteous.

Parents:
• Help your children understand that the rules are for their safety.
• Complete and return the Parent Check List to your child's school.
• **Ensure you or a reliable designee accompany your child (PreK-4th grade) to and from the bus stop to make sure they get on and off the bus safely.**
• Do not engage in conversation with the driver or board the bus at the bus stop. (If you wish to talk with the driver, please schedule a meeting at your child's school.)

Motorists:
• Know the school bus stop law and obey it.
• Watch for children in the morning and afternoon when schools are in session.

Administrators:
• Support and reinforce the importance of school bus safety practices.
• Recognize safe practices.

Teachers:
• Teach safe riding practices.
• Provide instructional time for demonstrations and practices of safe rules.

Drivers:
• Drive safely at all times and obey all traffic laws.
• Check the bus before and after each trip, and be on time at each stop every school day.
• Maintain a safe environment on the bus.

DANGER ZONE - the area around a school bus where the driver cannot see you!
• Take 10 giant steps away from the bus when getting off.
• Always cross in front of the bus.
• Look at the bus driver and wait for the driver's signal before crossing the road.
• If you drop anything outside the bus, leave it. Get permission from the driver before picking it up.

**BE CAREFUL....**
Sixty percent of the estimated 23 million children who ride buses daily are of elementary school age.

Two-thirds of all loading zone fatalities a year are children who were struck by their own bus. Five and six-year-olds are the most frequent victims.
SAFETY TIPS FOR PARENTS

Your bus drivers are responsible for the safety of your children, but they can only fulfill this responsibility with your help and assistance. Encourage your child to follow the safety rules. When any student jeopardizes the safety and well-being of other students, the driver is required to write a report to the principal. Nottoway County Public Schools has set high expectations for student behavior on buses as well as in the classroom. Bus transportation may be denied to any student whose behavior poses a safety problem. Bus transportation is provided as a privilege. We believe that the cooperation of students, parents, and drivers will make it possible for us to continue to provide a safe system of pupil transportation. To assist us, we ask that you:

- Review all bus safety rules with your child. This will reinforce their importance and will increase your child's respect for the bus drivers and their very important job.
- Visit the bus stop with your child. This will help you explain the safest route to the stop, where to wait, exactly how far from the road or street he/she should stand, and to check for any unsafe situations. A young child always should be accompanied by a parent or designee to and from the bus stop.
- Backpacks are important for keeping all school supplies intact and freeing hands for holding handrails when entering or exiting bus. Do not attach items to outside of backpack which could be caught on handrails or the door.
- Help your child be on time. Rushing to a bus stop can cause carelessness and is dangerous.
- Always be alert when driving on school grounds. Watch for children in every direction. Use designated areas on school grounds to drop-off or pick up your child. Stop if red traffic warning lights on a school bus are flashing, even on school grounds.
- Have a plan for emergencies such as missing the bus, delayed openings, and early closings. Discuss these plans with your child so they know what to do.
- Help your child understand and recognize danger zones around the school bus.
- If there are problems or questions concerning bus transportation, call the transportation office at 434-292-5621 or your school.

PARENT CHECKLIST / EXPECTATIONS

☐ I have discussed with my child basic traffic safety practices, school bus safety, and the importance of safe behavior while riding on the bus.
☐ I have removed drawstring and dangling straps from my child's clothing.
☐ I have reinforced the importance of using extra caution during bad weather.
☐ I am aware of proper procedures for use of parent pick-up and drop-off areas on school grounds.
☐ I have made a visit to the bus stop with my child.
☐ I have checked and selected the safest and most direct route to and from the bus stop.
☐ I, or a designee, have arranged to accompany my young child to and from the bus stop. (PreK – Fourth Grade MUST have a parent or designee accompany them.)
☐ I understand that failure to pick up or being available to receive my child may result in a referral to Social Services.
☐ My child is aware of the danger zone.
☐ My child has a backpack.
☐ My child is aware of where he/she needs to go when leaving the bus.
☐ I have discussed with my child what to do if he/she misses the bus or if school closes early.

I have reviewed and discussed this pamphlet with my child.

(This document is available through online registration.)

________________________________________                 __________________________________________

Parent's Signature                             Child's Name

School________________________________   Grade___________   Bus #__________    Date__________

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10. Notices

GRIEVANCE PROCEDURE (Title IX)

Any student or employee of this school division who believes he or she has been discriminated against, denied a benefit, or been excluded from participation in any division education program or activity on the basis of sex in violation of this policy, may file a written complaint with the division Title IX compliance administrator. A written response will be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator’s response shall be provided the Superintendent of Schools and each member of the Nottoway County School Board. If the complainant is not satisfied with such response, he or she may submit a written appeal to the School Board indicating with particularity the nature of the disagreement with the response and his or her reason underlying such disagreement.

The Nottoway County School Board shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.

The Nottoway County School Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

RIGHTS/APPEALS FOR STUDENTS

RIGHTS: Every student in Nottoway County School System is guaranteed the full exercise of his or her civil rights as guaranteed by the Constitution and laws of the United States, and by the Constitution and laws of the Commonwealth of Virginia. While at school, students are free to exercise their individual rights so long as their behavior does not materially or substantially interfere with discipline in the operation of a school or school-sponsored activity, or pose threat of harm to others, or prevent others from exercising their rights and freedoms.

APPEALS: Whenever a parent (legal guardian) of a student enrolled in the Nottoway County Public Schools believes that his or her child has been denied his or her rights or has been mistreated, he or she may call the matter to the attention of the child’s school principal. If said parent (legal guardian) is not satisfied with the principal’s action, he or she may appeal in writing to the division superintendent or his designee. Said written appeal must be filed within five school days following the principal’s decision, and must state the specific nature of the complaint. Finally, if not satisfied with the superintendent’s decision, a written appeal may be taken to the school board. Said appeal must be in writing and filed with the chairperson of the board within five days following the superintendent’s decision. In all matters, the decision of the Nottoway County School Board is final.

(The above grievance procedure is in accordance with Title IX of the 1972 Education Amendments and utilization of these procedures is not a prerequisite for filing of complaints with the Office Civil Rights.)

The Code of Student Conduct is located on our website at www.nottowayschools.org

Code of Student Conduct
Grades PreK-12
2022 - 2023

VISITORS

We are interested in providing a safe and secure environment. All visitors who need to conduct school business are welcome. Please report to the office to state your purpose when you arrive and wait to receive a visitor’s pass.
STUDENT PARKING REGULATIONS

Grades 9-12

Student Parking: Permits cost $20.00 per year. Second semester only fee is $10.00.

1. All student vehicles must be registered and have a student parking permit displayed.
2. Sitting in parked cars is prohibited at all times. When the car is parked, all students must leave the vehicle.
3. When cars are parked, it is advised that they be locked with windows up. The school is not responsible for items missing from cars.
4. The speed limit on school ground is 5 M.P.H.
5. Students may not have loud music playing while on school grounds.
6. There will be no parking outside designated areas, especially in the faculty parking lot.
7. The school reserves the right to search vehicles on school grounds.
8. The parking lot is a restricted area. Do not loiter. Any student loitering in the parking lot may be suspended.
9. Riding in the back of a pickup is prohibited. The school reserves the right to determine what are appropriate signs or bumper stickers on students’ vehicles. (See Dress Code)

Temporary Parking Permit: Any student who drives a non-registered motor vehicle to school must obtain a temporary parking permit from the office and display the temporary permit in the windshield. The temporary permit is only valid for one school day and does not replace a regular parking sticker.

Enforcement: There is no warning for infractions. Students who violate these regulations are subject to having their vehicles towed and/or loss of parking privileges.

RIGHT-TO-KNOW NOTIFICATION

As a parent of a student in the Nottoway County Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers:

• Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
• Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
• The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

• Whether any teacher’s aides or similar paraprofessional provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please call the principal of your child's school. BPS 292-5300; CPS 645-8149; NIS 292-5353; NMS 292-5375; NHS 292-5373. We appreciate your continued support of our schools.

Equal Educational Opportunities shall be available for all Nottoway County Public Schools students, without regard to race, color, national origin, gender, ethnicity, religion, disability or marital or parental status. Further, educational programs shall be designed to meet the varying needs of all students. No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extracurricular programs and activities. The Nottoway County School Board is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, handicap, (as directed by Regulation 504) race, color or national origin.

NHS MILITARY & COLLEGE RECRUITMENT OPT-OUT NOTICE

Recognizing the challenges faced by the military recruiters, the No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

A secondary school student, or the parent of the student, may request that the student's name, address, and telephone listing not be released without prior written parental consent. The school division will notify parents of the option to make a request and will comply with any request.

Please notify in writing Nottoway High School, Attn: Opt-Out, 5267 Old Nottoway Rd., Crewe, VA 23930 by September 30 of the current year.

If we do not receive notification that you do not want your child's name, address or telephone number disclosed, we will release student information to military or college recruiters upon request. The school division will provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

If your child is 18 or older, he or she must submit written notification.

A list of guidelines on military recruiters’ and colleges’ access to information can be found at Virginia Department of Education website. If you have any questions, please do not hesitate to call Nottoway High School at 434-292-5373.
DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Nottoway County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Nottoway County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school division to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Nottoway County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

• A playbill, showing your student's role in a drama production;
• The annual yearbook;
• Honor roll or other recognition lists;
• Graduation programs; and
• Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Nottoway County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school division in writing by September 30 of the current year. Nottoway County Public Schools has designated the following information as directory information:

• Student's name;
• Participation in officially recognized activities and sports;
• Address;
• Telephone listing;
• Weight and height of members of athletic teams;
• Electronic mail address;
• Photograph;
• Degrees, honors, and awards received;
• Date and place of birth;
• Major field of study;
• Dates of attendance;
• Grade Level; and
• The most recent educational agency or institution attended.

These laws are: Section 9528 of the ESEA (20.S.C.7908), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.107-107), the legislation that provides funding for the Nation's armed forces.

PPRA NOTICE

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (USED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

-Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

-Inspect, upon request and before administration or use:
  1. Protected information survey of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Nottoway County Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Nottoway County Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Nottoway County Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of the school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by USED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

PARENTAL RIGHTS AND RESPONSIBILITIES

A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:

1. View the child’s school records, in accordance with Policy JO;
2. Receive school progress reports, the school calendar, and notices of major school events;
3. Visit the school in accordance with Policy KK;
4. Participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made;
5. Receive all notifications in accordance with the Individuals with Disabilities Education Act; and
6. Receive notice of the student’s extended absence, as defined in and pursuant to Policy JED, if both parents have joint physical custody.
Section 10 - cont.

B. Parent Responsibilities - The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of residence and how he or she may be contacted at all times;

2. Provide on the Nottoway County Schools registration form, the current address and phone number of the noncustodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the parent; and

3. Provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent. The noncustodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student’s activities unless a court order has been issued to the contrary.

For more information on parent and family engagement in Nottoway County Public Schools, go to our website at [www.nottowayschools.org](http://www.nottowayschools.org). Once there click on the "Parent Resources" link.

SEX OFFENDER REGISTRY NOTIFICATION

The Nottoway County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or are at school-related activities, each school in the Nottoway County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification - Individuals may access information in the Sex Offender and Crimes Against Minors Registry at the website [http://sex-offender.vsp.state.va.us/cool-ICE/](http://sex-offender.vsp.state.va.us/cool-ICE/).

Requests for Registry Information - Anyone requesting registry information from the school division shall be referred to the State Police.

TITLE I AND PARENTAL INVOLVEMENT

Nottoway County Public Schools operates schoolwide Title I programs in each of the elementary schools: Blackstone Primary, Crewe Primary, and Nottoway Intermediate School. In addition, a Title I Targeted Assistance program is operated at Nottoway Middle School. Each school has an increased focus on parent and family engagement. Opportunities for parent and family engagement vary at each school. Examples of activities for parents and families include: STEAM Night, Reading and Math Nights, and volunteer programs. All family members are encouraged to attend the family engagement events. Flyers, social media, the website, and other avenues are used to promote activities with families.

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"Providing opportunities that enable students to enjoy life, contribute to others' well being, and become responsible, productive citizens in a global community."