

Parent - Student 2026-2027 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

Table of Contents

Section 1 - INTRODUCTION

Letter from the Superintendent	1
School Board	1
Central Administration	1
Schools	2
School Calendar	3

Section 2 - INSTRUCTIONAL PROGRAMS

Alternative School	4
Changing Courses	4
Classification of Students	4
Course Load	4
Credit Bearing Courses	4-5
Driver Education	5
Examination Schedule and Procedures	5
Family Life Program	6
Gifted Program	6
Grading System	6-7
Graduation Requirements/GED	7-9
School Counseling Program	10
Character Education and Homework	11
Internet Use by Students	12
Libraries	12
Programs for Students with Special Needs	12
Promotion Guidelines	13
Academic Administrative Placements	13
Report Cards	13
Protective Orders	14
Reset Academy	14
Student Records	14
Standards of Learning Tests	15
VDOE School Quality Profiles	15

Section 3 - EXTRA-CURRICULAR ACTIVITIES

Athletic Participation	16
Extra-Curricular & Co-Curricular Activities	16
Prom	16

Section 4 - ATTENDANCE

Attendance	17
Compulsory Attendance Procedures	17-18
Early Dismissals	18

Section 5 - SAFETY

School Crisis Emergency Management	19
Medical Emergency Response Plan	20

Section 6 - HEALTH

Head Lice	21
Eating Disorders	21
Food Allergies	21
Medicines at School	22
Pandemic Planning	23
Required Screenings	24
Scoliosis Facts	24
Vaccination Schedule	25

Section 7 - FOOD SERVICE

Cafeteria	26
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Section 8 - SCHOOL CLOSING

School Closing Procedure	26
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Section 9 - TRANSPORTATION

Arrival & Departure from School	26
School Bus Safety Rules	27
School Bus Behavior Matrix	28
Safety is Everybody's Job	29
Safety Tips for Parents	30

Section 10 - NOTICES

Grievance Procedure	31
Visitors	31
Student Parking Regulations	32
EEOC/504 Notice	32
Right-to-Know Notification	32
NHS Military & College Recruitment Opt-Out Notice	32
Directory Information Notice	33
PPRA Notice	33-34
Parental Rights & Responsibilities	35
Title I and Parental Involvement	35
Sex Offender Registry Notification	35
Define Bullying	35-36
NCPS Bullying Plan	36

CODE OF STUDENT CONDUCT

Is available on our website:
www.nottowayschools.org

1. Introduction

Dear Students and Parents:

Welcome to the 2026-2027 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. Marcia H. Martin, Division Superintendent

WE ARE NOTTOWAY – Committed to Excellence

NOTTOWAY COUNTY SCHOOL BOARD

William “Bill” Outlaw - District 1
Sonny Abbott, District 2, Vice-Chair
Damien M. Rowe - District 3, Chair
Bennett Wilson - District 4
Michele Duncan - District 5

CENTRAL ADMINISTRATION

- Dr. Marcia H. Martin, Division Superintendent
- Dr. Chandra Lewis, Director of Student Services, Testing and Superintendent's Designee
- Dr. R. J. Greger, Director of Human Resources and Community Relations
- Dr. Carrie Gravely, Director of Exceptional Education and Special Programs
- Heather Maier, Director of Finance & Building Services, School Board Deputy Clerk
- Amanda Atkinson, Coordinator of Special Education
- Robbie Templeton, Maintenance Supervisor
- James Strawser, Transportation Supervisor
- Charlotte Wood, Executive Administrative Assistant to Superintendent, School Board Clerk
- Sheryl Jackson-Wade, Truancy Officer
- Dr. Devin Foster – CTE 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
www.nottowayschools.org

Nottoway County Public Schools

Blackstone Primary School

615 East Street
Blackstone, VA 23824
434-292-5300
Amanda Paynter, Principal
Nicole Poore, Assistant Principal
Cynthia Muller, Secretary

Crewe Primary School

1953 Sunnyside Road
Crewe, VA 23930
434-645-8149
Dr. Sherry Saunders, Principal
Leslie Clark, Assistant Principal
Kellie Dalton Secretary

Nottoway Intermediate School

5285 Old Nottoway Road
Crewe, VA 23930
434-292-5353
Dr. Maurice Smith, Principal
Catherine Hite, Assistant Principal
Maureen Croson, Secretary

Nottoway Middle School

5279 Old Nottoway Road
Crewe, VA 23930
434-292-5375
Amy Saunders, Principal
Shalonda Watkins, Assistant Principal
JaQwan Coleman, Athletic Director
Gwen Johnson, Secretary

Nottoway High School

5267 Old Nottoway Road
Crewe, VA 23930
434-292-5373
Reggie Wilson, Principal
Meredith Hudgins, Assistant Principal
Jesse Chropka, Athletic Director
Charlene Phillips, Secretary

**Amelia-Nottoway Technical
Center/Alternative School**

148 VoTech Road
Jetersville, VA 23083
434-645-7471
434-645-7854
VACANT, Principal
Megan Tanner, Secretary

Bus Shop

Jay Strawser, Supervisor
434-292-5621

Maintenance Department

Robbie Templeton, Supervisor
434-292-1160

Central Office

10321 E. Colonial Trail Hwy.
P.O. Box 47
Nottoway, VA 23955
Phone 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."

Student Calendar

2026-2027 Student Calendar

July 2026 <table><tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		July KEY Student/Staff Holiday, etc Important Student Dates 7-16 Summer School (Monday-Thursday)	January 2027 <table><tr><td>Su</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							January 1 Winter Break 4 Students Return 15 End of 2nd Quarter 18 Student/Staff Holiday (Martin Luther King Day) 25 Report Cards
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*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 and Nottoway County Public Schools' Facebook page.

2. Instructional Program

ALTERNATIVE SCHOOL

The 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 Nottoway Middle School. 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.

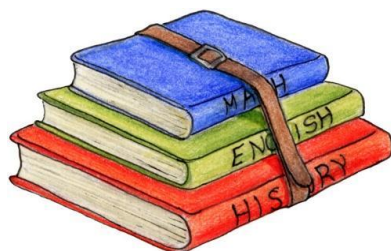
CLASSIFICATION OF STUDENTS

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 eight classes each year. The Superintendent of schools may grant waivers to this rule. Students may audit a course only with the principal's permission.

Courses completed outside of Nottoway County Public Schools, including but not limited to dual enrollment courses taken independently through institutions such as Southside Virginia Community College (SVCC), will **not** be included in the calculation of a student's grade point average (GPA) or class rank at Nottoway High School. While such coursework may contribute to college credit or degree requirements, only courses taken through and approved by Nottoway High School will be factored into the official GPA used for academic honors, class rank, and graduation distinctions.

CREDIT BEARING COURSES

Grades 7-8

Level one of a foreign language, Art I, Algebra I, ROTC, Digital Applications shall be available to all eighth grade students who meet grade criteria. 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.

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 academic record will be changed to reflect this waiver.



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>.

All parents and students are required to participate in a 90-minute licensure session.

On the test date please bring:

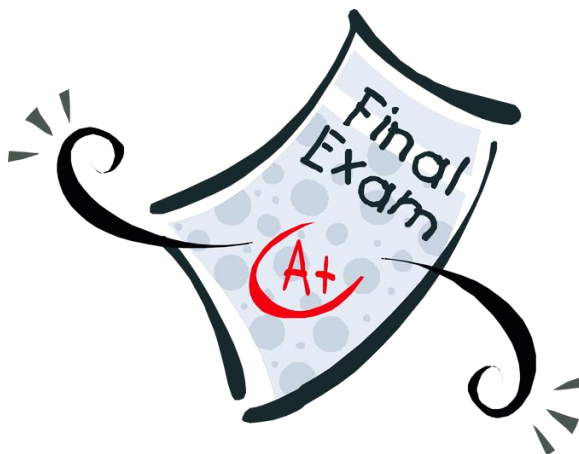
- Completed and signed DTS 41 consent form. The form is available at <http://www.dmvnow.com/webdoc/pdf/dts41.pdf> or from the driver education teacher.
- A picture ID to verify identity. If the student does not have a picture ID, take a picture, write the student's full legal name under the picture, 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;
- provide DMV approved documents to prove residency and identity, http://www.dmv.virginia.gov/drivers/#applying_learners.asp;
- 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 may not count more than one-tenth of the final grade (10% for High and Middle School courses). Exams may be given at the end of each high school credit course even when the course is given in 8th grade. All exam dates are subject to change because of inclement weather. The ANTC School, Governor's School, and Dual Enrollment classes may follow different schedules.

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.

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 for Nottoway County Public schools is as follows:

**A=100-90 B=89-80 C=79-70
D=69-60 F=below 59-0**



In addition to the grading system of A-F, primary schools may use:

**P=Proficient (80-100) E=Emerging (60-70)
N= Needs Improvement (59 and below)**

Grade Point Average is determined by totaling the quality points earned for each letter grade and dividing by the number of courses attempted. Cumulative grade point averages are based on end-of-year grades.

Grades earned at the middle school for high school credit, such as Algebra I, Geometry, and foreign language courses, DO COUNT in the calculations of grade point average (GPA) at the high school level.

College courses that the student takes outside of Nottoway High School DO NOT count towards the student's high school GPA.

Courses completed outside of Nottoway County Public Schools, including but not limited to dual enrollment courses taken independently through institutions such as Southside Virginia Community College (SVCC), will **not** be included in the calculation of a student's grade point average (GPA) or class rank at Nottoway High School. While such coursework may contribute to college credit or degree requirements, only courses taken through and approved by Nottoway High School will be factored into the official GPA used for academic honors, class rank, and graduation distinctions.

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: A= 4.5, B=3.5, C=2.5, D=1.5, F=0

All other classes: A= 4.0, B=3.0, C=2.0, D=1.0, F=0

Final: GPA and Class Rank are calculated using all final grades in all courses.

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. 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), 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.



**Standard Diploma Course Requirements (8VAC20-131-51) for Students Entering Ninth Grade
for the First Time in 2018-2019 and Beyond**

Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	3	1	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.
Laboratory Science	3	1	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.
History & Social Science	3	1	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.
Health & Physical Education	2	0	N/A
World Language, Fine Arts or Career & Technical Education	2	0	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.
Economics & Personal Finance	1	0	N/A
Electives	8****	0	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 22 credits. Nottoway requires students earning a standard diploma to have a minimum of 7 electives which brings the total credits needing to graduate to 26 credits.
Total Credits	26	5	

Advanced Diploma Course Requirements (8VAC20-131-51) for Students Entering Ninth Grade for the First Time in 2018-2019 and Beyond

Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	1	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.
Laboratory Science	4	1	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.
History & Social Science	4	1	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.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health & Physical Education	2	0	N/A
Fine Arts or Career & Technical Education	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical credit.
Economics & Personal Finance	1	0	N/A
Electives	5****	0	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.
Total Credits	28	5	

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 and included in the course catalog.
- **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 school 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 - 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.

School counselors and appropriate staff will assist students in developing academic and career plans aligned with Board of Education guidelines and the student's goals and interests.

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.

FINANCIAL AID INFORMATION AND GUIDANCE FOR HIGH SCHOOL STUDENTS

The School Board is committed to supporting student awareness of financial aid opportunities, including the Free Application for Federal Student Aid (FAFSA). Policy JLB is intended to promote student awareness of and access to financial aid in compliance with Va. Code § 22.1-206.4.

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:

- specifies those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
- is implemented at the elementary and secondary levels;
- provides for relevant professional development and adequate resources; and
- 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. Homework should be reviewed promptly and used to provide feedback students.

HOMEWORK RESPONSIBILITIES

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. Review 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 independently.
3. Assist the student in oral drill, reviewing, and when it is apparent that the student cannot proceed on his own, the parent shall be available to assist and support the student in their homework.

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 IBEA-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 a free 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 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 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 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. Make satisfactory progress in non-core subjects.
3. 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

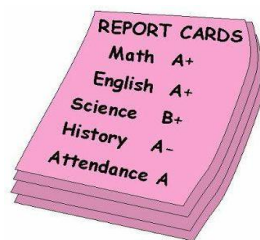
The School Board recognizes that it is occasionally necessary for a principal to promote an elementary or middle school student to the next grade level notwithstanding the fact that the student has not met the necessary promotion requirements set forth.

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
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



Merit's List (B average with an A for each C)

Honor Roll (A's and B's)

Principal's List (All A's)

Grades 1-12

Pupils who 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 have no grade lower than a "B" are considered to have made the Honor Roll.

Pupils who 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 of 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.

RESET ACADEMY

The **Nottoway County Public Schools (NCPS) Reset Academy** is designed to provide students with the support, structure, and tools they need to make positive changes in their academic and behavioral journeys. Our goal is to create a safe and structured learning environment where students receive

individualized attention and targeted interventions that help them develop self-discipline, strengthen social-emotional skills, and achieve academic success.

Through a combination of personalized education plans, behavior intervention strategies, and collaborative family engagement, the Reset Academy works to address the root causes of student challenges while promoting responsibility, resilience, and growth. By focusing on restoring positive behaviors, maintaining academic continuity, and preparing students for a successful transition back to their home schools, we strive to empower every student to make better choices and reach their full potential.

The Reset Academy is committed to supporting students holistically—academically, socially, and emotionally—while fostering accountability and providing consistent structures that lead to long-term success.

Goals & Objectives of the NCPS Reset Academy

- Promote Positive Behavior Changes
 - Implement targeted behavior intervention strategies to help students develop self-discipline, responsibility, and respect for themselves and others.
- Provide Academic Continuity
 - Ensure students maintain progress in their core academic subjects and meet grade-level expectations while in an alternative setting.
- Foster Emotional and Social Growth
 - Equip students with social-emotional learning skills to manage emotions, resolve conflicts, and build healthy relationships.
- Encourage Accountability and Ownership
 - Help students recognize the impact of their actions and take responsibility for making better decisions in the future.
- Create Individualized Support Plans
 - Develop personalized education and behavior plans tailored to each student's needs, strengths, and challenges.
- Reintegrate Students into the Traditional School Environment
 - Prepare students for a successful transition back to their home schools with improved behavior and academic readiness based on the school
- Reduce the likelihood of repeated behaviors
 - Determine and address the root cause of student behavior problems and provided learning supports
- Engage Families and Guardians
 - Foster collaboration between the school and families to support student success and provide consistent reinforcement of positive behaviors at home.
- Ensure a Safe and Structured Learning Environment
 - Maintain a setting where students feel secure, supported, and ready to learn while adhering to clear behavioral expectations.

- Build Resilience and Self-Esteem
- Empower students to overcome challenges, develop a growth mindset, and see themselves as capable of achieving personal and academic success.
- Monitor and Evaluate Progress
- Regularly assess students' behavioral, emotional, and academic growth to adjust interventions and celebrate successes.

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.

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. Students & parents of students considering participation in a sport are required to attend the parent/athlete meeting prior to participation in any athletic competitions. 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 located in the Student Athlete Handbook. (See *Student Athlete Handbook*.) 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. Any athlete assigned to ISS/OSS is prohibited from participating in any athletic activity while suspended.



STUDENT ATHLETES EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Grades 6-12

The middle school and high school athletic directors and coaches will monitor student athletes' grades at every grading period

(interims, quarterly, semester), identify those at risk of not maintaining VHSL/SMSC standards for eligibility, and coordinate efforts with teachers and parents to help the student achieve those standards by the next grading period. Athletic directors will document all aspects of the grade improvement process including one-on-one meetings with student athletes, parent contact and conferences, and meetings with coaches and teachers as they relate to the success of student athletes in maintaining their VHSL/SMSC eligibility for participation. The overall goal is to achieve and sustain 100% eligibility status for all our student athletes at the middle school and high school.

PROM

Grades 9-12

The Prom is for juniors and seniors and their dates (dates must be at least in high school) who have paid dues, fees, and other outstanding obligations. 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.**

Participation requirements will be communicated by administrators with advanced notice.

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 up to seven (7), medical slip, or court excuse. After seven parental notes, 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 at least 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.

Chronic Absenteeism - Incorporates all absences: excused, unexcused, and suspensions. Addressing chronic absenteeism focuses on the academic consequences of this lost instructional time and on preventing absences before students miss so much school that they fall behind.

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, including athletes, 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.

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.

VA Code § 46.2-334.001. Court to suspend driver's license issued to certain minors.

A. Upon receipt by the juvenile and domestic relations district court within whose jurisdiction the minor resides of a petition from the principal, or his designee, of any public school in the Commonwealth that any person who is less than 18 years old and attending that public school has had 10 or more unexcused absences from school on consecutive school days, the court shall give notice and opportunity for the minor to

show cause why his driver's license should not be suspended. Upon failure to show cause for the license not to be suspended, the court may suspend the minor's driver's license for any period of time, until the minor is 18 years old.

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.



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 may impact course completion due to seat hours.***

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.

In Virginia, public schools are required to conduct a minimum of four lockdown drills per school year. These drills are mandated by Virginia Code 22.1-137.2. At least one drill must take place within the first 20 school days of the session, and another after the first 60 days, according to Virginia Law. Schools must also provide parents with at least 24 hours' notice before a drill, though the exact time of the drill does not need to be specified.

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".

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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 (Pediculicide) 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.

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



Nonprescription Medications

Nottoway County Public Schools personnel may give nonprescription medication to students only with the written permission of the parent and guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. 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.

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 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 medication 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 individual 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 the 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.

PANDEMIC PLANNING

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness and then spreads easily from person to person worldwide. Nottoway County Public Schools works with the county government and local health department on the community-wide response for pandemic influenza.

School based infection control measures (including hand washing and surface cleaning) and universal hygiene measures have been found to be effective in preventing and mitigating the spread of influenza. These and other preventive measures are in place in our schools.



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



STAY AT HOME IF YOU ARE SICK!

STUDENTS SHOULD BE FEVER FREE AND SYMPTOM FREE (including vomiting and diarrhea) FOR 24 HOURS WITHOUT FEVER REDUCING 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 Human Services Pandemic Flu web page
- Centers for Disease Control (CDC)

Hand washing tips

healthdirect



1 Wet hands with running water.



2 Apply soap or liquid soap.



3 Rub your hands together for at least 20 seconds.



4 Wash all areas, including the back of your hands and between fingers.

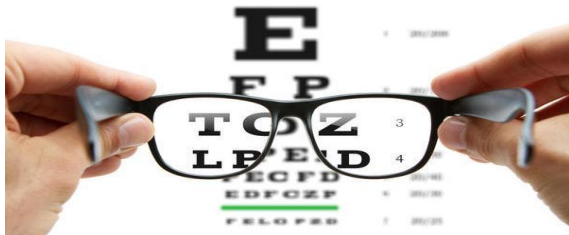


5 Rinse hands, making sure you remove all soap.



6 Dry your hands thoroughly with a paper towel.

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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

AAP Recommended Immunization Schedule — 2026

Children Birth Through 6 Years Old

	Birth	1 month	2 months	4 months	6 months	8 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
RSV	✓	1 dose during RSV season				✓	1 dose during RSV season for those at high risk*					
HepB	✓	✓			✓							
RV			✓	✓	✓							
DTaP			✓	✓	✓			✓				✓
Hib			✓	✓	✓		✓					
PCV			✓	✓	✓		✓					
IPV			✓	✓	✓							✓
COVID-19					✓	Recommended for age group					✓	As recommended**
Influenza					✓	Yearly						
MMR							✓					✓
Varicella							✓					✓
HepA							✓	Dose 2: 6 months after dose 1				

For more information, visit [healthychildren.org/immunizationschedules](https://www.healthychildren.org/immunizationschedules).

*<https://www.healthychildren.org/rsv>
 **<https://www.healthychildren.org/covid-19>

American Academy
of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN®



healthychildren.org
Powered by pediatricians. Trusted by parents.
from the American Academy of Pediatrics

AAP Recommended Immunization Schedule — 2026

Adolescents 7 Through 18 Years Old

	7 years	8 years	9 years	10 years	11 years	12 years	13 years	14 years	15 years	16 years	17 years	18 years
MenACWY					✓					✓		
MenB							Recommended for some teens				✓	
Flu	✓ Yearly ➔											
HPV (3 doses if given after age 15)			✓	2 doses recommended								
Tdap					✓							
COVID-19	✓ As recommended for age group											

For more information, visit [healthychildren.org/immunizationschedules](https://www.healthychildren.org/immunizationschedules).

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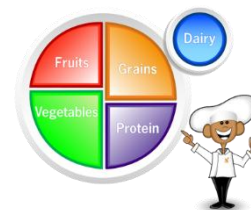
7. Food Service

CAFETERIA menus will be posted monthly on our website and the Nottoway APP. 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: Heather Maier, P. O. Box 47, Nottoway, VA 23955; Phone: 434-645-9596 or by email: maier.heather@nottowayschools.org.

All students are issued numbers that are used in the cafeteria. Severe food allergies must be reported to the school nurse. The school nurse will contact the cafeteria manager.

Adult Meal Prices

Adult Price - Breakfast \$3.00, Lunch \$5.05

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 by 6:00 p.m. the night before by way of local television (Channels 6, 8, and 12), voice message by telephone communication, and our NCPS App. An announcement also will be posted on our website: www.nottowayschools.org, Nottoway County Public Schools' official Facebook page, and on the NCPS App. You can download the app for Android <https://bit.ly/3n03g2l> or Download for iPhone <https://apple.co/3FwHha2>. If conditions prevail after that time which would prevent school opening, the announcement will be made prior to 6:00 A.M. The superintendent will not open with 2-hour delays. 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 and coaches 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. (**Handheld electronic devices 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 (with the exception of water).
10. No distraction to the driver at any time.

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, **and remove earbuds.**
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.

Nottoway County Public Schools

School Bus Behavior Matrix



	Bus Stop	Loading	Riding	Unloading
Safe	- Stand away from the road and all cars/ vehicles at the assigned bus stop. - Make sure the bus driver can see you at all times.	- Follow all directions given by the bus driver. - Wait your turn. - Board bus single file and one at a time.	- Sit in designated seat. - Keep body and belongings inside the bus and to yourself. - Show courtesy and speak in a way that allows the bus driver to concentrate. - Students listening to music or using phones must use earbuds.	- Wait your turn. - Move away from the bus once you have exited - Make sure the bus driver can see you at all times. - Exit bus single file and one at a time.
Respectful	- Follow all directions given by the bus driver. - Use kind words and gestures at all times.	- Follow all directions given by the bus driver. - Use kind words and gestures at all times. - Wait your turn.	- Follow all directions given by the bus driver. - Use kind words and gestures at all times. - Keep body and belongings inside the bus and to yourself. - Keep bus clean and damage free.	- Follow all directions given by the bus driver. - Use kind words and gestures at all times. - Wait your turn to exit the bus.
Responsible	- Arrive to assigned bus stop 5 minutes before pick up time. - Wear school appropriate attire. <i>(See student code of conduct)</i>	- Go directly to designated seat. - Use respectful language.	- Stay in designated seat. - Keep all food and drink packed away. Water is permitted. - Remain seated and facing forward for the duration of the bus ride. - Keep the aisle clear. - Report concerns to the bus driver immediately.	- Remain seated until the bus completely stops. - Check your seat for personal belongs. - Throw away any trash left behind.

Please refer to the Nottoway County Public Schools Handbook for more information.



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:

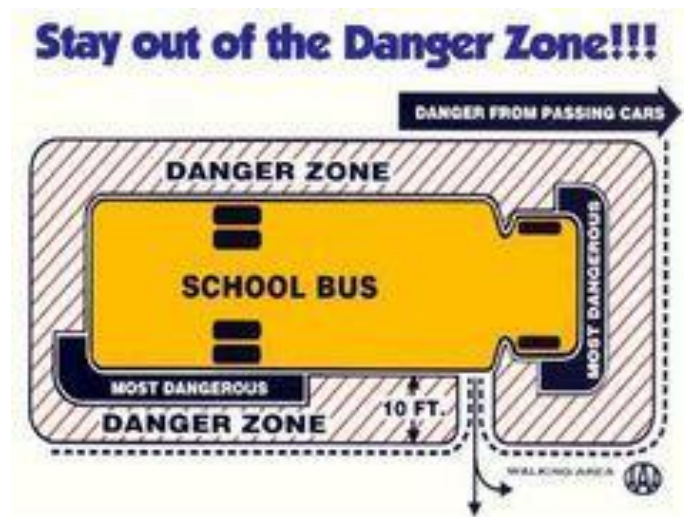
- Drive safely at all times and obey all traffic laws.
- Check the bus before and after each trip, and be on time at each stop every school day.
- Maintain a safe environment on the bus.

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:

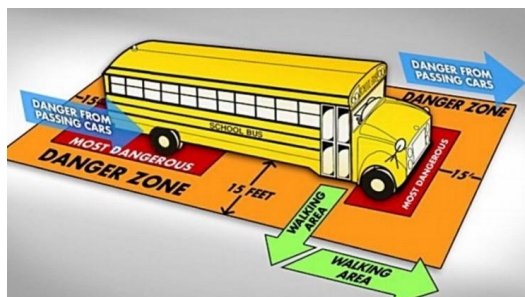
- Review all bus safety rules with your child. This will reinforce their importance and will increase your child's respect for the bus drivers and their very important job.
- Visit the bus stop with your child. This will help you explain the safest route to the stop, where to wait, exactly how far from 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 with my child.

(This document is available through online registration.)



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



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 \$40.00 per year.

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.
10. 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.

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.

⁽¹⁾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

The Nottoway School Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education and care of their children and that parents have responsibilities in supporting their child's education. The Nottoway

School Board is committed to partnering with parents to promote student success and respecting parental rights in accordance with applicable state and federal laws.

Parental Rights

All staff members will respect the rights of all parents and legal guardians. The School Board recognizes the following rights of both custodial and noncustodial parents unless a law, legally binding document, or court order provides otherwise:

- Inspect and review their child's education records, in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Virginia law;
- Inspect instructional materials used as part of their child's curriculum;
- Visit the school in accordance with School Board policies governing visitors and school safety to include Policies KK School Visitors and KN Sex Offender and Crimes against Minors Registry Information.
- Receive all notifications required by law to include, but not limited to their child's academic progress, promotion and retention, attendance, behavior, and progress towards graduation;
- Participate in conferences, Individualized Education Program (IEP) meetings, 504 plan meetings, and other processes affecting their child's education as required by law;
- Receive notification in accordance with Virginia Code § 22.1-272.1 if a School Board employee has reason to believe, as a result of direct communication with their child, that their child is in imminent risk of suicide;

- Receive notification in accordance with Virginia Code § 22.1-272.1:1 if there is a confirmed school-connected student overdose or if the school principal has knowledge of a suspected school-connected student overdose;
- For students in middle and high school, receive notification by email or SMS text message in accordance with Virginia Code § 22.1-79.3:2 of course registration deadlines and the process for requesting changes to the student's course selection;
- Exercise legally required opt-out rights and receive advance notice and inspect materials for certain curricula;
- Inspect surveys or questionnaires administered to their child and exercise applicable opt-out rights;

Parent Responsibilities

The custodial parent has the responsibility to:

- Provide accurate and up-to-date contact, medical, and emergency contact information and information on how the parent may be contacted at all times;
- Provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent;
- Provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent; **and**
- Ensure their child attends school in compliance with compulsory attendance laws.

The noncustodial parent has the responsibility to:

- Keep the school informed of changes in the parent's phone number and address. At the request of a noncustodial parent, they may be included as an emergency contact for the student's activities unless a court order provides otherwise.

TITLE I AND PARENTAL INVOLVEMENT

Nottoway County Public Schools operates school-wide Title I programs in each of the elementary schools: Blackstone Primary, Crewe Primary, Nottoway Intermediate School, and Nottoway Middle School. In addition, 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.

For more information on parent and family engagement in Nottoway County Public Schools, go to our website at 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/>).

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

DEFINE BULLYING

➤ *What is it & What it's not...*

The Code of Virginia defines bullying as "any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument, or peer conflict." (Code of Virginia 22.1-276.01(A)).



BULLYING AND HARASSMENT – NOTTOWAY COUNTY PUBLIC SCHOOLS

Bullying and harassment are strictly prohibited on all buildings, grounds, and transportation of Nottoway County Public Schools (NCPS).

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated over time. This includes verbal, physical, or social harm that disrupts a student's ability to learn or feel safe.

NCPS is committed to supporting the mental well-being of all students by fostering a safe, respectful, and distraction-free learning environment. To promote this culture, all schools are required to implement ongoing kindness and relationship-building programs throughout the school year. Staff will receive annual training and resources on bullying prevention, identification, and response protocols.

All reports of bullying or harassment should be immediately submitted to the school administration for investigation, parent/guardian notification, follow-up, and appropriate next steps in accordance with the NCPS Code of Student Conduct.

Resources for Families:

Bullying Prevention:

- [StopBullying.gov – Get Help Now](http://StopBullying.gov)
- PACER Center – Bullying Prevention for Parents
- Virginia Department of Education – Bullying Prevention
- Clemson Olweus Bullying Prevention Program

Suicide Prevention:

- **Suicide & Crisis Lifeline:** Call or text **988**
- **Crisis Text Line:** Text **HOME** or **HOLA** to **741741** to connect with a live, 24/7 crisis counselor

NCPS BULLYING PLAN – Position Statement

Nottoway County Public schools will not accept any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school buildings, on school grounds, or in school related activities. We will promptly look into all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

DEFINITIONS

Bullying – Repeated or single incidents of negative behaviors targeting a specific victim. Bully behaviors may include, but not limited to, threats, verbal or written abuse, physical abuse, harassment, ethnic, gender, or sexual orientation, slurs, exclusion and threatening body posture.

Peer Conflict – Disagreement of difference in opinion between peers who typically have equal power in their relationship.

Cyber Bullying – Bullying through the use of technology or any electronic communication.

Retaliation – The action of harming someone because they have harmed oneself; revenge.

- Cyber Bullying shall also include the creation of a webpage or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- Cyber Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

A Publication of Nottoway County Public Schools

Nottoway County Public Schools' website: www.nottowayschools.org

We Are Nottoway – Committed to Excellence!