Danville PUBLIC SCHOOLS
Students • Staff • Families • Community

Arnett Hills Elementary School Student/Family Handbook

2025-2026

Elementary Handbook
General Information for Students and Parents

Be Safe…Be Responsible…Be Respectful…Be Scholarly

Welcome to Arnett Hills Elementary! We are thrilled to begin a new academic year filled with exciting opportunities for growth, exploration, and learning. At Arnett Hills, we are committed to fostering an environment where every student can thrive and succeed. Our motto is simple: Inspire. Empower. Lead.

At Arnett Hills, we believe that every student has the potential to be a confident and capable learner. Through collaboration with families and our school community, we focus on nurturing the social, emotional, and physical wellness of each child, alongside their academic growth. Together, we will inspire a love for learning and equip students with the essential skills needed for success today and in the future.

We encourage all students and families to actively engage in our school community. By working together and maintaining strong partnerships between home and school, we can create a supportive and encouraging environment that helps our students flourish. We value open communication, teamwork, and a collaborative spirit.

This student and family handbook contains important information, policies, and procedures that guide our work and support our shared educational journey. We encourage you to take the time to familiarize yourselves with this resource to ensure a smooth and successful school year.

Welcome to the Arnett Hills family! We are excited for the year ahead and look forward to all the learning and growth we will experience together.
Go GATORS!

Cherita Williams, Principal
Withers Jackson, Associate Principal
Racquel Jeffress, Assistant Principal
Gary Lawson, Assistant Principal

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Arnett Hills Elementary School
Inspire. Empower. Lead.

School Contact Information

Operating Hours - 7:40 am - 2:55 pm Phone Number - 434-354-0112	Address - 811 Northmont Blvd https://arnetthills.danvillepublicschools.org/

Faculty and Staff
2025-2026

Cherita Smith Williams **Principal**	Withers Jackson **Associate Principal**
Gary Lawson **Assistant Principal**	Racquel Jeffress **Assistant Principal**
Barri Vazquez-Muhs **Bookkeeper/Secretary**	Hayleigh Jones **Attendance Clerk/Secretary**
Jamie Lloyd **Instructional Coach**	Mary Mathena **Instructional Coach**
Crystal Vaden **Reading Specialist**	Angela Morris **Stem Specialist**
Marianne Oakes **Teacher - Grade K**	Ebony Childress **Para - Grade K**
Libeth Restauro **Teacher - Grade K**	RaeViona Stephens **Para - Grade K**
Michelle Fischer **Teacher - Grade K**	Christi Mayo **Para - Grade K**
Valerie Martin **Teacher - Grade K**	Angela Seay-Clark **Para - Grade K**
Neal Hodson **Teacher - Grade 1**	Zara Chico **Teacher - Grade 2**
Latacha Cox **Teacher - Grade 1**	Cassandra Bigelow **Teacher - Grade 2**
Peta-Caye Falknor **Teacher - Grade 1**	Melissa Bray **Teacher - Grade 2**

Vennesha-Rowe Ricketts **Teacher - Grade 1**	Kristine Oritz Reyes **Teacher - Grade 2**
Brenda Hairston **Teacher - Grade 3**	Angela Bender **Teacher - Grade 2**
TBA **ESL Teacher**	Trevor Mensavage **Teacher - Grade 4**
Tonya McCain **Teacher - Grade 3**	Maria Castro **Teacher - Grade 4**
Divine Montemor **Teacher - Grade 3**	LaCrecia Barley **Teacher - Grade 4**
Jin Lamorin **Teacher - Grade 3**	Rollie Ilisan **Teacher - Grade 4**
Kimberly Calloway **Teacher - Grade 3**	Mariah Walker **Teacher - Grade 5**
Vicent Patiag **Teacher - Grade 5**	Adrianne Hensley **Teacher - Grade 5**
Charlene Pettie **Teacher - Grade 5**	Tiffany Metts **Security**
Kandra Harris-Lewis **Exceptional Children Teacher**	Valerie Johnson-**Personal Care Assistant** Rashaunda Brooks-**Instructional Parpro**
Sydni Lipscomb **Exceptional Children Teacher**	Shirley Irvin - **Personal Care Assistant** Natalie Blackwell- **Personal Care Assistant**
Jade Martinez **Exceptional Children Teacher**	Shannon Johnson- **Instructional Parpro** Barbara Cook - **Personal Care Assistant**
Kristen Scott **School Counselor**	Travon Ragsdale **School Counselor**
Paulette Carter-Mullins **Inclusion Resource Teacher**	Charles Hiatt **AG Resource**
Melissa Stein **Inclusion Resource Teacher**	Janet Gwynn **SEL IP**

Izra Legaspi Ayoon **Inclusion Resource Teacher**	Joylette Fitzgerald **Paraprofessional Inclusion Resource**
Alexis Fulton **Inclusion Resource Teacher**	Ashley Price **Paraprofessional Inclusion Resource**

MyChalante Eubanks **ITRT Teacher**	Cynthia Jeffress **Library Media Specialist**
William Justus **Art Teacher**	Leanne Earp **Art Teacher**
Jon Stephens **Music Teacher**	Diana Patricia Salazar Correa **Music Teacher**
Felecia Edmunds **PE Teacher**	Zachary Milozar **PE Teacher**
Seth Gunter **Behavioral Specialist**	Maxine Petty **FACE Specialist**
Jasper Davis **Maintenance**	Lara Dees **Maintenance**
Tim Tucker **Maintenance**	Johnny Orange **Maintenance**
TBA **Cafeteria Manager**	TBA **Rec Office**
Pam Taylor **Cafeteria**	Robin Jennings **Cafeteria**
Cleather Wilkins **Cafeteria**	Veronica Schoefield **Cafeteria**

ACCELERATION

The curriculum and schedule of elementary, middle, and high schools provide flexibility in placing certain students in programs or subjects normally considered above their grade level. Scheduling middle school students into subjects above the normal grade level is done with counseling based on evidence of ability, past scholastic achievement, and cooperation of the individual student and his/her parents or guardians.

Arrival and Dismissal Procedures

- Arrival/Breakfast - 7:40 a.m. - 8:00 a.m.
- Tardy Bell - 8:00 a.m. Parents must come in the building and sign-in tardy students after 8:00 a.m.
- Between the hours of 8:30 a.m. and 2:00 p.m. you will use the front entrance of the building.
- Transportation changes for all students should be made before 1pm.
- Early Checkout Ends - 2:00 p.m. Photo identification must be presented to release your child.
- Student Dismissal - 2:55 p.m.
- Car Riders must be picked up no later than 3:15 p.m.

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★ ***Daily car rider families will receive a car rider tag with a number associated with the students you pick up in the afternoon. Please make sure to sign up as a car rider during Open House. Car riders are dropped off and picked up at the Northmont parking lot.***

★ ***Please share any custody documents with the front office so that we have this information on file.***

★ ***Make sure to update phone numbers as needed so that we can contact you in case of an emergency.***

School Mission Statement

"Our mission is to provide an innovative, inclusive, and nurturing education that challenges every student to reach their fullest potential.

School Vision Statement

“Our vision is to cultivate a community of independent, principled students who are open-minded and principled. AHES students will possess the knowledge, skills, and ethical foundation to not only excel academically but to engage actively and responsibly within their communities.

District Mission Statement

The mission of Danville Public Schools is to inspire, educate, and develop students, in collaboration with families and the community, to ensure students graduate college and/or

career ready.

District Vision Statement

We envision a school division that cultivates excellence for all.

District Belief Statements

1. We believe all students should have equitable access to learning, such that they enter Kindergarten ready to learn and graduate high school on time.
2. We believe in using data to make decisions for continuous improvement involving all stakeholders.
3. We believe that all staff and students should promote positive and engaging learning environments.
4. We believe in collaborating and communicating with the community to create learning opportunities that are an extension of the classroom experience.
5. We believe in celebrating success.

District Strategic Plan

Acceptable Use Agreement

DPS Policy 3135.00 states “Acceptable use is defined as appropriate use that is consistent with the mission of Danville Public Schools, to include instruction, research for educational purposes and to conduct the business of the school division. Students and staff are prohibited from using the Division’s computer equipment and electronic resources for sending, viewing, or downloading illegal or inappropriate written, photographic, or video material from the Internet or individual sources. Doing so is a violation of the DPS Acceptable Use Policy and may result in the loss of use privileges for any faculty, staff or student.” Please refer to the full policy for additional details.

Accident/ Illness/ Injuries

Any accident, injury or illness which occurs on school property must be immediately reported to the principal. This is essential for medical and insurance purposes.

Every effort shall be made to immediately contact the parent or guardian. If they cannot be reached, the student will be transported by appropriate means to emergency treatment. This action on the part of any school personnel does not obligate the personnel or the schools to assume financial responsibility for the treatment of the child. Under no circumstances shall the student be permitted to leave school alone. The principal shall report serious incidents to the office of the Superintendent.

Americans with Disabilities Act of 1990

The Danville City Public School division does not discriminate on the grounds of race, color, religion, sex, or disability in admission or access to, or treatment or employment in its programs or activities. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the school need to contact the principal at least 48 hours prior to the date of the activity so that the proper arrangements may be made.

Artificial Intelligence

Guidelines for the Use of Artificial Intelligence Software (AIS)

The Danville Public School Board recognizes the benefits of using Artificial Intelligence Software (AIS) in classrooms for both educators and students. The School Board allows teachers, students, and administrators to use AIS to improve instruction and educational processes. This policy ensures that AIS is used responsibly and ethically, protecting the privacy, safety, and well-being of all users. The superintendent or superintendent designee is responsible for creating an administrative regulation outlining the proper and ethical use of AIS.

Definitions:

- Artificial Intelligence (AI) refers to computer systems that can perform tasks requiring human intelligence, such as visual perception, decision-making, and speech recognition.
- Artificial Intelligence Software (AIS) is any software or application that uses AI algorithms and techniques to enhance teaching and learning experiences.

Guidelines for the Use of Artificial Intelligence Software (AIS) Regulation

Below are the guidelines that school leaders, teachers, and students should follow to ensure safe and effective utilization of AIS.

District Leader Responsibilities:

1. The DPS Curriculum and Instruction Department and Information Technology Department will provide an approved list of AIS by August 1 annually.
2. The DPS Curriculum and Instruction Department and Information Technology Department will provide training to teachers and school leaders regarding effective use of AIS.

School Leader Responsibilities:

3. School leaders must receive training and professional development to use AIS effectively in the classroom.
4. To use AIS, school leaders must use an AIS from the approved list. Share the approved list with staff during back-to-school facility meetings and school onboarding with all new staff. If a program is not on the list, obtain approval from the DPS Curriculum and Instruction Department and Information Technology Department and make sure it aligns with the curriculum objectives while maintaining student privacy and data protection (Form IIBF-R1).
5. They should also be transparent with students, parents, guardians, and staff about how AIS is being used, what data is being collected, and how it will be used.

Teacher Responsibilities:

1. Teachers must receive training and professional development to use AIS in the classroom effectively.
2. They should select AIS that aligns with the curriculum objectives, promotes critical thinking, and respects student privacy and data protection.
3. Teachers must also monitor and evaluate the performance of AIS to ensure that it remains accurate, reliable, and unbiased.

Student Responsibilities:

1. Students should only use AI software as directed by their teachers and for educational purposes.
2. They must respect the terms of use and privacy policies associated with AIS and refrain from unauthorized access, modification, or misuse.
3. Students are encouraged to ask questions and seek guidance from teachers or administrators regarding AIS to ensure responsible and effective use.
4. Students found to have engaged in academic dishonesty shall be subject to disciplinary action at the classroom and/or building level.

Privacy and Data Protection:

1. Prior written consent from parents or guardians is required for students under 18 to use AIS (Form IIBF-R2).
2. The collection, storage, and processing of student data through AIS must comply with relevant privacy laws and regulations, including FERPA.
3. The DPS Information Technology Department will implement appropriate security measures to protect student data from unauthorized access, disclosure, alteration, or destruction.
4. Any data shared with AIS providers must be done by legally binding agreements that safeguard student privacy.
5. AIS used in DPS should provide clear information about the data collected, its use, and the purposes for which AI algorithms are employed.

6. Regular audits and reviews of AIS should be conducted by the DPS Information Technology Department to ensure compliance with privacy and data protection standards.

Ethical Considerations:

1. AIS must be regularly monitored for potential biases and discriminatory outcomes, especially regarding student evaluation, grading, or recommendations.
2. Teachers and administrators must be cautious when using AIS to ensure that it does not perpetuate stereotypes or discriminate against any student based on race, gender, or socioeconomic status.
3. The use of AIS shall not replace teachers' professional judgment and expertise. Teachers shall educate students about the capabilities and limitations of AIS, empowering them to make informed decisions and critically evaluate the outputs generated.

Compliance and Monitoring:

1. All users of AIS within DPS must adhere to this policy, relevant laws, regulations, and district policies.
2. Non-compliance with this policy may result in disciplinary action in compliance with student CORES and Code of Professionalism.

References:

- US Department Office of Educational Technology: Artificial Intelligence and the Future of Teaching and Learning
- VASCD Position Paper

Attendance

Absences - **Please Read Carefully**

School attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the Board expects parents and students to take an active role in accepting the responsibility for good attendance.

Each parent/guardian having charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. If your child is absent, a note **must** be sent to school prior to or immediately after the absence explaining the nature of the absence. The Compulsory Attendance Law requires that parents communicate with the school that they are aware of and supports the student's absence. If there is no communication, the absence will be considered unexcused. An accumulation of unexcused absences could result in a Child In Need of Supervision, CHINS Petition being filed with the Juvenile and Domestic Court and/or Criminal charges (class 3 misdemeanor) being filed against the parent.

Again this school year, we are required to call the homes of students who are absent each day. Our goal is to work collaboratively with parents to ensure that every student has regular school attendance. Parents are encouraged to assist us in this effort by calling the school to inform us of a child's absence. This regulation is to help both of us know that your child is safe, either at home or at school.

Pupil absences for doctor or dental appointments are discouraged. However, if absolutely necessary, the pupil must have a written note from the parent asking that the pupil leave school. A child cannot leave school without parental permission. Pupils must always check out in the office before leaving school, and parents should come to the office to sign and pick up students during the school day.

Regular attendance is essential for good achievement. Please see that your child is in school, on time, every day and remains until the close of the day except in the case of an emergency or illness.

DPS Policy JED states "Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school.

Absences are excused for the following reasons:

1. 4-H Educational Program of Activity (maximum 3 school days)
2. Civic Event (1 day per academic year)
3. Court Appearance (required)
4. Death in the family
5. Extenuating circumstances which are determined by the School Personnel
6. Field Trips and/or school authorized activities
7. Illness
8. Religious holiday
9. Pow Wow Federally-recognized tribal nation headquartered in VA (1 per academic year)

Please be advised that each "class" referenced in the policy below refers to each subject at the elementary level.

I. Elementary, Middle, and High Schools

Individual student course credit shall be based upon satisfactory attendance as follows:

Grades K-2

- **Effective August 2024,** students in grades K-2 must attend at least 90 percent of the class days to receive course credit.

Grades 3-5

- **Effective January 2024,** students in grades 3-5 must attend at least 90 percent of the class days to receive course credit.

Tardiness and Early Dismissal

Students are expected to be present regularly except in cases of illness, death in the family, or an extreme reason. Parents need to make every effort to get their child(ren) to school on time and to allow their child(ren) to remain in the classroom until dismissal. A student who is late or who is checked out early does not receive the full benefit of the instructional program. Frequent tardiness and early check-outs may be detrimental to a child's grades and behavior.

Bullying/ Cyberbullying

Repeated negative behaviors, either physical or mental, that target a specific victim can result in suspension. Behaviors may include but are not limited to: threats, verbal and written abuse, physical abuse, harassment, and ethnic or gender slurs targeting a specific victim. Also, behaviors may include the use of information and communication technologies, such as cell phone text messages and pictures, internet email, social networking web sites, defamatory personal websites, and defamatory online personal polling web sites to support deliberate, hostile behavior intended to harm others.

DPS Policy Code JFC details expectations for Student Conduct. Within this policy bullying is prohibited. "Bullying" means 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.

Acts of bullying should be reported to the classroom teacher, guidance counselor, and/or the principal.

Bus Safety/ Procedures

Pupils who ride school buses must obey safety rules at all times - staying seated, refraining from loud talking or yelling, keeping hands and arms inside the bus, keeping hands and feet to themselves, keeping the aisle clear, and refraining from any activity that would distract the bus driver. Riding the bus is a privilege and pupils whose behavior creates a safety hazard will be suspended from riding the bus.

A form which must be completed before a student may ride the bus is located at the

back of this handbook.

Cafeteria

All students are provided a free breakfast and lunch each school day. They may bring a bag lunch. Milk, water and other items will be available for purchase during meal service. Additional items can be paid for by sending money or adding money to your child's My Payment Plus account using a debit or credit card. No charging is allowed for additional items purchased from the cafeteria. Adult meal pricing is à la carte. Elementary schools may provide ice cream at lunch for purchase.

The cafeteria is a lunch room and also a place where good human relations can be developed. Each student is expected to practice rules of good manners. Some simple rules of courteous behavior which should help make the cafeteria pleasant include:

- Food should not be exchanged between students.
- Good dining room manners should be observed at the tables.
- The table and surrounding area should be left as clean and orderly as possible.
- Chairs should be replaced under the table and all paper and milk cartons should be put in the proper containers.
- Students should not solicit food from other students.
- **Outside branded food is not allowed in the cafeteria.**

Cell Phones

Pre-K through 5th Grade:

Cellular phones are prohibited during school hours and at school sponsored events. The phones must be turned off and stored out of sight after the first bell or equivalent signifying the beginning of the school day. The phones must remain off until the last bell or equivalent signifying the end of the school day.

Any prohibited device may be confiscated by the school administration and returned to the parent/guardian at a time deemed convenient for both the principal and parent/guardian (dates offered by the school shall be within 10 school days of the confiscation). If it is determined that a communication device used on or off school property caused a disruption in school, the school has the authority to discipline the students in accordance with the Student CORE, Code of Responsibilities and Expectations. **Refusal to surrender a cell phone will result in further disciplinary action.**

A student who uses a cell phone during a testing situation will have the cell phone confiscated and receive a disciplinary referral for cheating.

HB 1961/SB 738. Public elementary and secondary schools; student cell phone possession and use policies; development and implementation. The law directs each school board to develop and each public elementary and secondary school to implement policies relating to the possession and use of cell phones and smart devices by students on school property from bell to bell, as defined in the law, and requires such policies, among other things, to (i) restrict student cell phone and smart device possession and use on school property from bell to bell and (ii) permit any student, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, or Limited English Proficiency plan, to possess and use a cell phone or smart device on school property, including in the classroom, from bell to bell to monitor or address a health concern or as an accommodation or assistive technology support.

Change of Address/ Phone Number

Please notify the main office of any change of address or phone number. Changes of address, phone number, or life changes must be submitted in writing. A form for making this change is available in the school office. It is extremely important that we have accurate, up-to-date information so that you can be reached in the event of an emergency. Updated contact information (email, home phone, and cell phone) is imperative as the division and schools use the School Messenger Phone System to send out announcements, important school-related information, school closings, and emergency announcements.

Change of Dismissal Plans

Personal or family emergencies will arise, which will affect your child's regular dismissal routine. Please alert your child's teacher by sending a note with your child to notify the teacher about the change - whether it is to ride a different bus or to be a car/bus rider for the day. We will have your child follow their regular dismissal procedure unless you have sent a note to the teacher or principal. Any changes to dismissal need to be made by 1:00 p.m. Even if someone is listed on the student's emergency contact log, the child will not be released without a note from the parent or guardian.

Checkout Procedures

Identification is required from anyone picking up a student.. **There will be no student check outs after 2:00 p.m.** Phone calls will NOT be accepted. Each parent will have access to a computer in the front office in which they can check-in and check-out students. kiosk documenting who is checking the child in or out, the time, the relationship to the child, and the reason. Only persons designated by the legal parent/guardian with ID or by court order will be allowed to check-out a child. If there is a question regarding the check-out, the parent/guardian will be contacted to verify the person or the child will not be released. All persons checking out a child must remain in the main office until the child arrives from class.

COLLEGE AND CAREER READINESS

Each elementary, middle, and secondary school provides for the identification by all students of personal interests and abilities to support planning for postsecondary opportunities and career preparation. Such support includes provision of information concerning exploration of career cluster areas in elementary schools, and course information and planning for college preparation programs, opportunities for educational and academic experiences in and outside the classroom, including internships and work-based learning, and the multiple pathways to college and career readiness in middle and high school.

Beginning in the elementary school years, students explore the different occupations associated with career clusters and select an area or areas of interest. Students begin the development of an academic and career plan portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals. The information contained in the ACP serves as the foundation for creating the Academic and Career Plan (ACP) in grade 7.

Competitive Sports

In accordance with accreditation standards for elementary schools, elementary schools do not sponsor any type of competitive sports of a varsity nature.

Concerns

Parents should direct concerns about their child(ren) to their child's homeroom teacher or the specific teacher involved. Teachers are available for conferences outside of instructional hours. An administrator should be part of every conference. Please call in advance or send a note with your child for an appointment. Teachers cannot conduct parent conferences/accept phone calls during instructional times. School personnel will not discuss other students due to confidentiality.

Principals/Assistant Principals are available by appointment via phone call, email, or written request.

Contact for Complaints

Parents and caregivers must start with the teacher, then the assistant principal if appropriate, lastly the Principal. After the order of command has been followed, complaints to the District Office should be directed to Mrs. Jo Ellen Hylton by calling 434-799-6400 ext. 242.

Custodial Rights

Guardianship or custody rights other than those of the parents need to be verified by the appropriate legal documentation. The school must have a copy of an up-to-date court order if the non-custodial parent is NOT allowed to see their child. Otherwise, state law allows natural parents access to school records and to have contact with the school and the child at school unless legal documentation is on file at the school.

Disclaimer

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct.

Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy (including the Student Code of Conduct) and any provisions of Student Handbooks, the provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

Discipline

The public school system is expected to serve the needs of all its students. To do so, we have established rules to provide an atmosphere conducive to learning and for the protection of students.

The primary responsibility for teaching discipline rests with the parents of students, and in order for the school to maintain discipline, it is essential that parents work closely with the faculty and staff.

Students cannot learn and teachers cannot teach unless order is maintained in the classroom. It is our desire to teach all students to work together successfully, to have mutual respect for each other, and to develop self-control and self-direction within themselves.

All pupils are expected to:

1. Be respectful to all teachers, to the principals, and to all other school personnel;
2. Pay attention, face the person talking, and respond politely at all times;
3. Complete assignments on time;
4. Take proper care of school property;
5. Be regular in attendance and on time;
6. Bring only necessary learning materials to school; and
7. Keep hands and feet to yourself.

All expectations for behavior are extended to riding to and from school on the bus.

DPS Curriculum

The Program of Studies provides students and parents both general and specific information about curricular offerings and services at the middle school and high school.

Program of Study.

Dress Code

The dress code should serve to support all students in developing a successful educational environment. Any school dress code enforcement actions should minimize the potential loss of education time. Administration and enforcement of the dress code will be consistent across the student body, regardless of gender, race, and ethnicity. A student's attire and appearance should not be indecent, disrupt the learning environment, or cause health and/or safety problems in the educational environment.

Students MUST wear:

- Tops and bottoms, or the equivalent (dresses, etc.)
- Shoes (sandals are permissible, but appropriate athletic shoes must be worn in PE class and additional caution should be taken by students at recess.) ***The School Board and/or Danville Public Schools is not responsible for any injuries that may occur due to students who wear improper shoes.*
- Shoes must be worn at all times on school grounds.
- Pants must be worn at the waist.
- If holes are 4 inches above the knee in pants, leggings or shorts must be worn underneath with no visible skin.

Students MAY NOT wear:

- Visible underwear or bathing suits of similar designs
- Clothing using images or language depicting drug use, alcohol, firearms, any illegal activities, threats, or discriminatory slogans
- Clothing that includes hate speech, profanity or pornography
- Images and/or language that creates a hostile or intimidating educational environment based on identity or class
- Hats, caps, scarves, sweatbands, bandanas, facemasks, or head covers inside a school building except (a) when worn because of religious beliefs, (b) when worn as a matter of health or safety, (c) when worn in connection with a school-sponsored program;
- Headphones should be placed out of sight upon entering the building.
- Pajamas or sleepwear, bedroom slippers, costumes, or blankets are prohibited in the building, or on buses.

- Tops or dresses that reveal bare midriffs or cleavage are not allowed.
- Shirts and tops with the back out are not permitted.
- Mesh or see-through clothing is prohibited.
- Tops with large openings for the arms or that are split below the arms are not permitted.
- Students are not to wear clothing with language, symbols, or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances, or advertise tobacco or alcohol.
- Shorts, skirts, skorts, and dresses can be no shorter than 4 inches above the knee, both in the front and back.
- If tight-fitting pants, such as leggings, are worn, a dress or lengthy shirt that is no shorter than 4 inches above the top of the knee, both in the front and back, must also be worn.
- Weapon-related attire is prohibited.

Consequences for Dress Code Violations:

School administration should minimize loss of class time and notify the parents of the infraction.

Elementary

- 1st Offense -Warning/Parent contact with opportunity to change clothes to correct dress code violation
- 2nd Offense - Referral to school counselor or DPS Student Code of Conduct Dress Code Violations.
- 3rd Offense - Parent conference or DPS Student Code of Conduct Dress Code Violations.
- 4th Offense- Please see (chronic disciplinary infractions) or DPS Student Code of Conduct Dress Code Violations.

***Continued infractions will result in additional consequences*

Emergency Drills/ Procedures

It is important to practice procedures to follow in case of emergencies. Fire drills are held once a week during the first month of school and once a month thereafter. Tornado drills are scheduled and conducted annually. In addition, to maintain a safe environment, only the main door at the office is open from the outside. Safety measures and drills are in place to prevent non-custodial family members or strangers from entering areas of the building where there would be contact with students. A drill to ensure these safety measures is also regularly practiced. Families will be notified 24 hours before a lock down drill.

Lockdown drills are required by law and are held during the school year in accordance with State Law 22.1-137.2 which states:

"In every public school there shall be a lock-down drill at least twice during the first 20 school days of each school session, in order that students may be thoroughly practiced in such drills. Every public school shall hold at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code."

DPS Policy EBCB outlines required school safety drills. Each school conducts Fire, Lockdown, Tornado and Emergency Bus Drills each year. In addition to drills, training is provided to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

Entrance Requirements

Any student who lives in the Danville Public School attendance zones and who has turned 5 years old on or before September 30 may be enrolled when proof of residency is provided. Younger students may qualify for our preschool classes. Contact the Grove Park Preschool at 434-799-6437 or Northside Preschool at 434-773-8301 for more information.

A parent or guardian who wishes to enroll a child in Danville Public Schools for the first time, regardless of the grade, is required to present the child's birth certificate. If you do not have a birth record for your child, you may request from the school a form on which to apply.

Birth Certificate (§ 22.1-3.1 of the Code of Virginia)

Except as provided in § 22.1-3.1 of the Code of Virginia, no student shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the student shall present, upon admission, a certified copy of the student's birth record. A photocopy of the child's birth certificate will not meet this requirement. If a certified copy of the child's birth certificate cannot be obtained, the person enrolling the child must submit a sworn statement setting forth the child's age and explaining the inability to present a certified copy.

A certified copy of a birth record for a person born in Virginia may be obtained from the Virginia Department of Health – Division of Vital Records and Health Statistics. Click on obtaining a certified copy of a birth record for information about that process.

Within a year prior to entry for the first time to any public kindergarten or to any public elementary school, a child must have a comprehensive physical examination by a qualified licensed physician. The scope of this examination is prescribed by the State Department of Health. Admission of students without a physical examination is not allowed.

A certificate of immunization is required upon entering Danville Public Schools. Students will not be

allowed to attend school without completed immunization documentation.

All rising Kindergarteners will need to have two doses of the Hepatitis A vaccine before entering school this fall. They also can be admitted with one dose and an appointment card with the second dose appointment scheduled.

Family Life Education

Danville Public Schools has a Family Life curriculum based on the state's guidelines. Parents are invited to preview and discuss the specific grade level objectives with the teacher. A copy of the Family Life curriculum is available from the Virginia Department of Education. Parents who wish for their child to opt out of the program must specify this desire in writing to the classroom teacher.

FERPA

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). Details are included in DPS Policy JO Student Records.

Field Trips

Field trips provide extremely valuable learning experiences for students. All students, who meet academic and behavioral expectations, have the opportunity to go on field trips during the school year. School personnel are assigned supervisory responsibilities for all field trips. Permission slips must be signed by a parent or guardian and returned to the school prior to the trip. No child is allowed to leave school without parental permission. If there is money involved in a field trip, every effort is made to keep the cost as low as possible. If a parent needs help in making arrangements to pay for a field trip, please contact the principal.

Fundraising

All fundraising activities conducted for the benefit of Danville Public Schools must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or a designee. Elementary school students may not participate in door-to-door solicitation.

Grading Policy and Procedures

Student progress will be communicated to parents at the end of each nine weeks by student report cards. Parents are encouraged to have follow-up conferences with teachers relating to student achievement. Students in grades 3, 4, and 5 who have all A's, B's, and S's will be recognized on the Honor Roll.

I. GRADE REPORTING

The following guidelines ensure consistency in grade reporting procedures.

A. Grade Reporting Cycle

1. Teachers must enter grades in the DPS-approved online gradebook on a weekly basis. This allows students and parents to have continuous access to current student grades.
2. Each quarter represents a 9-week grading period.
    a) Progress reports will be issued at the end of the first 4.5 weeks.
    b) Report Cards will be issued at the end of each 9-week grading period.
3. Teachers must notify parents/guardians of any consecutive failing grade for each nine weeks.

Revised Grading Policy

- Grading regulations are outlined in DPS Policy IGCA
- Courses with Standards of Learning end-of-course assessments will count this test as the final exam and must calculate the score as 10% of the final grade.

Academic Grade Reporting: Kindergarten - 2nd Grade

Student performance in Grades K-2 will be recorded and reported by numerical grades on a 4-point, standards-based scale.

Numerical Grade	Rating	Definition
4	Advanced	Makes applications and inferences **beyond** expectations
3	Proficient	**Meets** standards consistently and independently
2	Approaching	**Progressing** toward meeting standards
1	Developing	**Limited progress** toward mastery of standards
ND	Not Demonstrated	Not yet demonstrated
NA	Not Applicable	Not applicable at this time

Academic Grade Reporting: Grades 3-5
Student performance in Grades 3-5 will be reported by numerical grades on a 10-point grading scale.

Letter Grade	Percent Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

General Guidelines for homework include (DPS Policy IKB) :

- Homework should be assigned after an introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
- Teachers should seek to determine the cause if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided.
- Homework should not be used for disciplinary purposes
- Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

How much homework can be given?
Regulation IKB-R outlines the time required to complete below:

Students	Time Required to Complete
Kindergarten	Total of 30 minutes

Grades 1-5	Total of 1 hour
Grades 6-8	Total of 1.5 hours
Grades 9-12	30 minutes per teacher

Which platform will be used for homework?
The chart below shows how homework will be shared with families and caregivers:

Level	Homework Platform
Elementary	Teacher Websites
Middle	Teacher Websites
High	Teacher Websites

Are there other ways homework might be shared in addition to the places listed above?
While the platform above is required and must reflect homework assignments consistently, teachers may use additional tools to share homework. Some of these tools are:

- Weekly Homework Folder
- Canvas
- Class Dojo
- Remind
- Newsletters
- Email
- Secondary Schools may also provide hard copies
- Secondary Schools should include major projects on syllabi

Remember that these options are in ADDITION to the required Teacher Website, not in place of.

Inclement Weather Guidelines

Notice of delayed openings or school closings for weather conditions will be announced by the Danville Public Schools over the radio, television, on the web page (www.danvillepublicschools.org), and using the division's School Messenger Phone System. Please instruct your child what to do and where to go when such emergencies arise.

Honors and Promotion Ceremonies

I. **Elementary School**
Students meeting the following criteria will be recognized as follows per quarter:

Honor Category	Criteria
Superintendent's List	"A" in each course Excellent ("E") conduct grade Perfect attendance
Principal's List	"A" in each course Excellent ("E") or Satisfactory ("S") conduct grade
Academic Achievement	"A" in each course
Academic Honor	"A" or "B" in each course

Each elementary school shall publish a list of honor students by category, alphabetically.

Purpose
Provide equitable honor designation and awards systemically to avoid inconsistent practices across the division.

Common Language
Honors Ceremony: A program to recognize the academic achievements of top students, as well as those students who not only achieve academic success but also show great leadership ability, service to the community, and compassion for their fellow students.

Promotion Ceremony: A program to recognize the successful completion of a student's elementary and middle school education. Eligible students are **invited** to participate in a ceremony at the end of

the year. The **5th-grade and 8th-grade** promotion is a celebration of the student's accomplishments and marks the important transition to middle or high school.

Ceremony Award Guidelines	
Ceremony Type	**Awards**

Honors	• Superintendent's List
	• Principal's List
	• Academic Achievement
	• Academic Honor
	• Superintendent Scholar (Superintendent's List 4 Quarters)
	• Principal Scholar (Principal's List 4 Quarters)
	• Citizenship
	• Growing Reader
	  ○ Based on **significant** improvement on PALS, EMAS, Screener, SGA, or Grades
	• Growing Mathematician
	  ○ Based on **significant** improvement on PALS, EMAS, Screener, SGA, or Grades
	• Perfect Attendance
	• 600 Club: Perfect SOL (awarded at the end of the school year)

Promotion	• Superintendent's List
	• Principal's List
	• Academic Achievement
	• Academic Honor
	• Superintendent Scholar (Superintendent's List 4 Quarters)
	• Principal Scholar (Principal's List 4 Quarters)
	• 600 Club: Perfect SOL
	• Best in Art
	• Best in Music
	• Best in Physical Fitness
	• Best in Guidance Leadership
	• Perfect Attendance
	• Citizenship
	• Growth Mindset
	  ○ Based on **significant** improvement on SGA or Grades
	• Technology Innovator (Computer Science, CTE, etc…)
	• Most School Spirit
	• DPS Distinguished Scholar
	  ○ Highest "GPA" + Highest SOL score
	  ○ $100 gift card awarded to the top female and top male
	• Promotion Certificate

Frequently Asked Questions (FAQ):

1. **Who attends the Honors and Promotion Ceremonies?**
   Staff, parents/guardians of students receiving awards and/or students who are promoted as outlined in the DPS Promotion and Retention policy and above.
2. **Can schools give out awards not listed above?**
   Possibly. If a school would like to give an award that is not listed, a proposal must be submitted to the senior team by May 5. The senior team will consider the merit of the award and share it with all schools if applicable. Click here to submit a proposal.
3. **Can schools give out the "Passing the SOL" award?**
   No, passing the SOL is not an accomplishment. It is the academic standard set forth by the VDOE Standards of Quality (SOQ) and Standards of Accreditation (SOA) for all students.
4. **Should awards be created to ensure every student receives an award?**
   No, awards should be earned.
5. **What is the format of each award?**
   Each award should be distributed as a certificate.
6. **When should Honors Ceremonies occur?**

Grade Level	Date
Grade K	• Quarter 1, Quarter 2, Quarter 3, and Quarter 4 with parents/guardians as a **school-based** ceremony
Grades 1-4	• Quarter 1, Quarter 2, and Quarter 3 with parents/guardians as a **school-based** ceremony • Quarter 4 with a **class-based** ceremony
Grade 5	• Quarter 1, Quarter 2, and Quarter 3 with parents/guardians as a **school-based** ceremony
Grades 6-7	• Quarter 1, Quarter 2, Quarter 3, and Quarter 4 with parents/guardians as a **school-based** ceremony

7. **When should Promotion Ceremonies occur?**

Grade Level	Date
Grades K-4, 6-7	• Not applicable because promotion is a program to recognize the successful completion of a student's elementary and middle school education. Eligible students are **invited** to participate in a ceremony at the end of the year. The **5th-grade and 8th-grade** promotion is a celebration of the student's accomplishments and marks the important transition to middle or high school.
Grade 5	• Last week of school
Grade 8	• Last week of school

Media Center

To ensure that every student has the opportunity to explore the world of literature, students will visit the Media Center as a class once a week. During this dedicated time, students will have the privilege of checking out books of their choice.

We kindly request that students return their borrowed books in a timely fashion. This ensures that others can enjoy the same reading opportunities and helps us maintain an organized library system. Once students have finished reading the books, they can return them to the library via their classroom teacher, who will assist them in the return process.

Thank you for your support in instilling a love for reading in our students. Together, let's empower them to explore new worlds, expand their knowledge, and cultivate a lifelong passion for learning through the resources available in our Media Center.

Books that are lost or badly damaged must be paid for by the parents.

Parents are urged to:

A. Read to your child each day.
B. Listen to your child read each day.
C. Discuss books being read.
D. Set aside a time when you and your child each read your own book silently.
E. Encourage your child to read.

Lost and Found

Parents are advised to write children's names on lunch boxes, book bags, sweaters, jackets, coats, etc. The school has a Lost and Found area in the cafeteria, but children seldom look for items they have lost and it is much easier to return items that have been found with the child's name on them.

Medicine

DPS Policy JHCD Administering Medicines to Students

PRESCRIPTION MEDICINE - Danville Public Schools personnel may give prescription medication to students only with a physician'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 school nurse by the parent/guardian of the student.** NO MEDICINE SHOULD BE TRANSPORTED ON THE SCHOOL BUS.

Employees of School Board of the City of Danville may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

A form which must be completed before prescription medicine can be administered is at the back of this handbook.

Non- Prescription Medicine. – Danville Public Schools personnel may give non-prescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medication is to be given. Such medicine must be in the original container and delivered to the school secretary by the parent/guardian of the student.

Non-prescription medication(s) may be given to pupils only if the parent or guardian signs and returns the proper form. An order from a physician must be obtained if the medication is given for more than five consecutive days.

Employees of the School Board of the City of Danville may give nonprescription medication to students only with the written permission of the parent or 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 or school division designee by the parent or guardian of the student.

A form which must be completed before non-prescription medicine can be administered is at the back of this handbook.

Medication - Self - Administered

Self-administration of any medication with the exceptions of asthma medication and auto-injectable epinephrine is prohibited in grades pre-K through 12. Automated drug-delivery devices installed surgically may be exempted by the division's School Health Facilitator.

Medicine - School Liability

When the guidelines are followed the school employee is not liable in a criminal action or for civil damages as a result of giving medicines, except for an act of omission amounting to gross negligence or willful and wanton misconduct. If students carry and/or take prescription or non-prescription drugs themselves, the Danville Public Schools will not assume liability or responsibility for any consequence.

Moment of Silence and Pledge of Allegiance

The Code of Virginia 22.1-203 requires schools to implement a “moment of silence” as part of the instructional day. Each day will include the Moment of Silence and the Pledge of Allegiance. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

Non-Discrimination on the Basis of Disability

No otherwise qualified disabled Danville resident shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. For purposes of this policy, a qualified disabled person shall be one who satisfies the definition set forth in the Rehabilitation Act of 1973 and its implementing regulations.

Non-Discrimination Policy

Danville Public Schools does not discriminate on the basis of gender, race, religion, ethnicity, sexual orientation, color, national origin, age, political affiliation or disability in its programs, activities, or employment practices, as required by Title VI, Title IX and Section 504. The person responsible for the coordination of the school division's efforts to meet its obligations under Section 504 and Title IX and implementing regulations is the Division Superintendent. The school board office location: 341 Main Street Danville, Virginia 24540.

The School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources

Parents Eating Lunch at School

Parents are invited to eat lunch with their children at the school. Please call the office at least one day prior to the date you would like to eat with your child and remember that you and your child may eat a packed lunch or purchase a lunch from the cafeteria. No branded food allowed to be brought into the school.

Parties and Celebrations

Classroom celebrations and parties are a fun way to bring students together and build a sense of community in the classroom. However, it's important to establish guidelines to ensure that these events are inclusive and safe for all students.

Celebrations should not be religious in nature and should not mention specific religious holidays such as Christmas, Kwanzaa, or Easter. It's the teacher's responsibility to ensure that any food or beverages served do not contain allergens and that all students can participate safely.

Individual birthday parties may not be held at school, and invitations to birthday parties or other non-school events may not be passed out at school.

Photography/ Media Coverage

Throughout the school year, school events are highlighted by the media (newspaper, television, or Danville Public Schools publications). Student activities and pictures are frequently included in such coverage. If you DO NOT want your child photographed for such events or publications, a form is available in the school office so that your child's picture will not be published.

Personal Valuables/ Money/ Contraband

Personal valuables or large sums of money should NOT be brought to school. Students bringing money to school for lunch and other purposes should do so by securing it in a sealed envelope. The name of the child, teacher's name, amount of money, and purpose for the money should be written on the envelope. Students should bring only the amount of money needed for that school day. Students should be advised to keep their money with them at all times and not to announce to other students on the bus or in school that they are carrying money. Money should not be left in unattended desks, coats, or lunch boxes. Students should not give money to their peers.

Pets or special materials (such as toys, blankets, personal electronic devices, contraband, skateboards, etc.) are NOT to be brought to school.

PROMOTION/RETENTION GUIDELINES (Grades K-5)

Promotion and Retention

The Danville School Board recognizes that decisions affecting a student's grade-level assignment may have long-lasting effects on the student's future success in school and life. The promotion of a student from one grade level to the next is based primarily on the successful completion of work required at the specific grade level of the student. In all cases, promotion and retention decisions will

be based on multiple criteria. Academics will be the primary factor with particular emphasis placed on the student's mastery of the Virginia Standards of Learning for the current grade level or course.

Research indicates that students who have been retained two or more times are more likely to drop out of high school than students who have never been retained. Therefore, Danville Public Schools (DPS) expects that any decision to retain a student is made following considerable deliberation and consultation with parents/guardians and appropriate school staff.

DPS will not retain a student more than once from kindergarten through grade eight (K-8) unless written permission is provided by the superintendent. When retention is recommended, it should occur at the earliest possible time in the student's school career after exhausting all possible interventions.

Promotion or retention of a student is of necessity based upon state and local requirements.

Full Promotion and Retention guidelines are in DPS Policy IGC and the related regulation, ICG-R

I. **Elementary Schools**

Individual student promotion shall be based upon satisfactory performance as follows:

- Students in grades K-5 who pass mathematics and English and at least one of the following: social studies or science will be promoted to the next grade.

Individual student course credit shall be based upon satisfactory attendance as follows:

Grades K-2

- Effective August 2024, students in grades K-2 must attend at least 90 percent of the class days to receive course credit.

Grades 3-5

- Effective January 2024, students in grades 3-5 must attend at least 90 percent of the class days to receive course credit.

Individual student retention shall be based upon a cumulative evaluation of the following factors:

a. **Academic Performance:**

- Students in grades K-5 fail one or more of the three core subject areas.
- Students in grades K-5 consistently perform below grade level in reading and mathematics when appropriate intervention and other supports have been provided and documented.

- Students in grades K-3 Universal Screener assessment results in reading and mathematics at the end of the grade indicate below grade-level academic performance.
- Students in grades 3-5 Standard of Learning assessment results in reading and mathematics at the end of grade indicate below grade-level academic performance.

b. **Other Factors:**
   - Age
   - Attendance
   - Prior retention
   - Individualized Education Program (IEP)
   - 504 Plan Services
   - English Learner Program

A school-based intervention team consisting of administrators, school counselors, school psychologists, and the student's teachers, will develop an instructional support plan for any student who is at-risk for retention by the end of the first quarter. The instructional support plan may include attendance in a public summer program. Quarterly written notification (Form IGC-R1) and phone contact is provided to parents/guardians of any student at-risk for retention with the option to schedule a conference with the teacher.

The final decision to promote, place, or retain a student rests with the principal. To make a determination either to place or retain a student, the school principal shall convene a placement committee to review the overall academic achievement of the student by the end of the fourth quarter.

Committee Composition

- A placement committee generally shall include the following:
  - Principal or principal's designee
  - Student's parent(s) or guardian(s)
  - Counselor
  - Student, when appropriate
  - A student's core subject teacher(s)
- In limited circumstances, a placement committee may include the following:
  - If a student is in the Virginia Tiered Support System (VTSS) process, the principal or designee will act as the placement committee.

- If a student receives services through special education or 504 Plan services, the student's Individual Education Program (IEP) Committee or 504 Plan Committee shall act as the placement committee.

- If a student is designated as a student who is an English Learner (EL) or receives services from an English Language teacher, then the parent, academic teacher(s), the EL teacher, and the principal or designee shall act as the placement committee.

Parent Notification of Convening of Placement Committee

- The principal or principal's designee will invite, via US mail (Form IGC-R2) and phone contact, the student's parent(s)/guardian(s) to participate in a placement committee meeting to discuss the local promotion criteria, the child's academic progress and needs, and any educational supports provided to the student, that were implemented to remediate identified areas.

Placement or Retention

- The decision to place a student into the next grade level must be the majority decision of all members of the placement committee. Student placement is appropriate only if the majority of the committee agrees that if given accelerated, differentiated, and/or additional instruction during the next school year, the student is likely to achieve grade-level performance by the end of the year.

- The decision to retain a student must be the majority decision of all members of the placement committee. Student retention is appropriate only if the majority of the committee agrees that placement or promotion to the next grade with instructional supports (i.e., accelerated, differentiated, and/or additional instruction during the next school year), the student is not likely to achieve grade-level performance by the end of the year.

Parent Notification of Placement Committee Decision

- The placement committee decision shall be recorded in writing and included in the student's permanent record, as well as sent to a parent, via first-class mail, within ten (10) business days of the placement committee's meeting (Form IGC-R3).

- If the decision is that a student will be retained, the placement committee will develop an instructional support plan for the upcoming school year that will be filed in the student's permanent record.

- If the decision is a student either will be placed or retained, written documentation of evidence supporting the decision will be filed in the student's permanent record.

- All retention of students must be approved by the Chief Operations Officer.

Appeals

- A parent/guardian may appeal the decision of the placement committee. The appeal shall be addressed to the principal, shall include any supporting information the parent desires to be considered, and shall be received by the school within ten (10) business days of the placement committee decision, in writing.

- The principal will review the parent's appeal and the student's data, then provide the parent/guardian a written determination with rationale within five (5) business days of receiving the appeal notice.

- The principal will have final authority regarding placement and retention determination.

- Parents/Guardians who wish to appeal the principal's decision shall direct their appeal in writing to the Superintendent or designee (Chief Operations Officer).

Students Off-Track for Graduation

When a student is identified as off-track for graduating in four years, the school shall develop an instructional support plan that targets the student's credit deficits and/or verified credit deficits to get the student back on track to graduate with his or her cohort.

Instructional support plans shall include:

- Credit, unit, and/or grade recovery options available to the student to remediate any failing grades

- School structures designed to support the student in areas (content or skills) needing instructional support (i.e., tutoring, interventions)

Additionally, at the end of the year, each high school shall provide written notification, by first-class mail and via phone contact, to the parent/guardian of any student in their second, third, and fourth year of high school who may not meet the on-time graduation requirements (Form IGC-R4).

Additional written notification (Form IGC-R5) is required at the end of the first semester of the senior year for any student classified as a senior but who may not meet the requirements to graduate at the end of their fourth year in high school. A copy of this notification for each student shall be maintained in the counselor's office, distributed to parents/guardians via first-class mail, and communicated via phone contact.

The decision of promotion or retention should be based on what is best for the individual student. Principals will use their professional judgment in considering promotion or retention. When retention is being considered, a committee composed of the grade-level teacher(s), guidance counselor, principal, and parents is required to meet before an official decision is made. A matrix containing the guidelines listed below will be used to support the school's decision and to communicate with parents. The final decision for retention rests with the principal and the Superintendent or designee.

1. Standards of Learning (SOL): The Standards of Learning are the core curriculum for the Commonwealth of Virginia. Students in grades K -5 must master the reading, math, science, and history and social science Standards of Learning.

2. State Testing: Students must earn a pass proficiency score on the reading and math Virginia SOL assessments administered in grades 3-5.

3. Report Card Grades: Failing or unsatisfactory grade performance in any of the four content areas is cause for consideration of retention. The four content areas are reading, math, science, and history and social science.

4. Attendance and Tardies: Students should be present each day. However, students who are absent ten or more days or have excessive tardies or check outs will be at risk for retention.

5. Reading on Grade Level: Students reading one or more years below grade level may be considered for retention based on local assessments and the Phonological Awareness Literacy Screening (PALS) assessment. Students reading below grade level should be identified and provided remedial reading services throughout the school year.

6. Other Factors: When considering promotion or retention, other factors should be considered. These factors include social maturity, emotional maturity, previous retention, environmental factors, and physical maturity and development.

7. The Danville Public Schools will request students who do not master the reading and math

Standards of Learning (SOL) objectives for the current grade level or course, to attend remediation sessions and/or intersessions. As required by the Virginia Board of Education, students in kindergarten through grade 8 will not be required to attend summer school solely based on failing a SOL test in science or history and social science. In reaching final decisions about promotion or retention, principals and teachers will take into account all of the promotion and retention guidelines.

7. Students MUST be referred by the classroom teacher to SBIT before retention will be considered.

8. Teachers must meet with Chuck Simmons before discussing the potential retention of a student (with multiple data points that are measurable and specific). Retention decisions rests with the principal.

9. Teachers must notify parents of possible retention during the first 9-10 weeks of school, if retention is considered. Retention recommendations will not be considered without data, previous interventions, and without adhering to the policy as defined by Danville Public Schools.

Request to Leave School Early

Pupils shall not be permitted to check out during the school day in the company of any person other than a parent or guardian except with written parental permission/kiosk. All students must be checked out through the office.

Safety - Emergency Drills/ Procedures

The issue of school safety is a shared concern. It is essential that communities, parents, educators and students work together to develop a disciplined environment where learning can take place. We are committed to keeping school safety a primary focus. We believe students must feel secure and reside in a safe environment.

- All parents, volunteers, and visitors are required to sign in whenever students are present.
- All entrance doors are locked to prevent unauthorized entry. Guests must request entry using the intercom and buzzer located outside the main entrance.
- No one other than a legal guardian or authorized person may at any time pick up a student unless a written note, signed by the legal guardian, is furnished. If a child wishes to go home with another child, parents of the child must send a permission note to school.
- The building is equipped with a security system.
- Safety audits are conducted annually.
- Students are expected to practice good citizenship and treat peers and adults with respect.
- Positive discipline plans are established within each classroom.
- Conflict resolution is taught in classroom guidance lessons.

- Group guidance and individual counseling on topics of anger management, resolving conflict, and social skills are available to students.

Although pupils are under the supervision and authority of the school during the school day, the support of each parent is needed to ensure the safety of all children. Parents are requested to:

- Discuss safety precautions with your child;
- Determine the safest route if your child walks and demand that your child use this route each day
- Demand that your child come straight home from school and not stop to play or visit with friends
- Be a model for your child in practicing safety regulations

Sickness

When a student becomes sick at school, the teacher will send the student to the nurse. The principal, nurse, or secretary will observe the child's condition and contact the parent if the illness or injury is of such a nature that the child should go home. In case of an emergency, a child may be taken to the emergency room for professional treatment. It is essential that the school has a number of someone to call in case of illness or an emergency.

Smoking/Vaping

All schools and school grounds have now been mandated to be smoke-free environments. There is to be no smoking/vaping in the building or on the grounds by school employees, parents, or visitors.

Standards for Student Conduct

CORES - Code of Conduct Reference
Please refer to the DPS Student Code of Conduct - CORES - for specifics regarding student behavior expectations. Please note that the Student Dress Code is also included in the CORES.

The Danville Public School system has adopted Standards for Student Conduct to ensure the safe, orderly operation of the schools. It is the belief of the Danville School Board that all students have the right to an environment that is safe, drug free and conducive to learning. To that end, student conduct policy sets forth standards for student conduct. The primary objectives of the Student Code of Responsibilities and Expectations (Student CORE) are:

1. To provide standards and guidelines for student behavior;
2. To assist each student in becoming a responsible, productive and self-disciplined citizen; and
3. To maintain a safe and orderly environment in the classroom and all other areas of the school.

The standards contain the due process procedures and the rights and responsibilities of the students. Copies of the Standards for Student Conduct are given to each child or parent at the time of registration. Additional copies are available in the school office. In addition, the Danville School Board requires each student and/or parent to sign a form stating that they have been notified and that they understand the consequences of discipline infractions and the severity of actions as a result of bringing any gun/weapon into the Danville Public Schools.

Student Code of Conduct - CORE

Please refer to the DPS Student Code of Conduct - CORE - for specifics regarding student behavior expectations. Please note that the Student Dress Code is also included in this code.

Student Fees, Fines, and Charges

It shall be the policy of the School Board to charge student fees and to recover funds for the loss of or damage to School Board property in accordance with the Code of Virginia. The School Board shall provide, free of charge, such as textbooks, workbooks, and electronic devices as required for course of instruction for each child attending public schools.

Books and electronic devices are to remain the property of the school. Students will be held accountable for books and electronic devices issued. Any book or electronic device lost, destroyed, or defaced will be paid for by the student at a price proportionate to the condition of the book or electronic device when issued.

Student Records

Parents may, upon request, inspect and review all official records of their child. The request may be in writing, in person, or by telephone to the office of the principal.

Telephones

Telephones in the school offices are for official school business only. Pupils should have permission from the principal or the secretary before making calls on the office telephone. Please make all after-school arrangements BEFORE your child comes to school. Please have it understood with your child what is to be done when dismissed early from school because of weather.

Title 1

Virginia Standards and Danville Public Schools Curriculum and Assessments

VIRGINIA DEPARTMENT OF EDUCATION SCHOOL REPORT CARDS

The school's individual Virginia School Report Card as well as the division's Virginia Report Card (specific to student achievement and teacher quality) can be found on the Danville Public Schools website at https://www.danvillepublicschools.org/Page/128 or the Virginia Department of Education's website at Virginia School Quality Profiles.

Virginia Standards and Danville Public Schools Curriculum and Assessments
Information regarding how to access state standards and the division's assessment can be found at http://www.doe.virginia.gov/testing/index.shtmil and the State and Local Assessment Guide.

The division's local curriculum can be accessed via the Canvas Learning Management System. Please check with each school regarding login information.

Title IX

- DPS Policy JFHA outlines prohibition of harassment and discrimination for students. These policies also contain the current Title IX grievance process.
- Danville Public Schools does not discriminate on the basis of sex in its educational programs or activities and complies with Title IX of the Educational Amendments of 1972 (Title IX) and all interpreting regulations. This policy applies to students, independent contractors, volunteers, and terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.
- Inquiries about the application of Title IX and the regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.
    - **Harassment:**
      Danville Public Schools believes that students are entitled to learns and study in an environment that is free from harassment based on race, color, national origin, sex, disability, age, religion, marital status, military or veteran status, sexual orientation, gender identity, pregnancy, childbirth or related medical condition, or genetic information. If evidence of harassment is determined , a student will be subject to disciplinary action up to and expulsion. (JFHA)
      Retaliation against students who report harassment or participate in any related proceedings is prohibited. Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment. Demeaning or otherwise harmful actions are prohibited. Students are expected to respect the rights of others at all times. Any questions or individual complaints involving harassment should be referred to the principal or any school administrator.

Transfers

If a student moves out of the school zone or out of the city, the parent will notify the school. Upon

request from the receiving school, records will be forwarded. The parent or guardian must sign an authorization for the release of confidential information.

Virginia Standards and Danville Public Schools Curriculum

Information regarding how to access state standards and the division's assessment can be found at http://www.doe.virginia.gov/testing/index.shtml and the State and Local Assessment Guide.
The division's local curriculum can be accessed via the Canvas Learning Management System.
Please check with your child's homeroom teacher or the principal if you need assistance obtaining this information.

Visitors

Visitors to the school are welcome. Parents and other citizens are regularly invited to special performances and activities. Schools are equipped with surveillance cameras and buzzers at the entrance way. After the tardy bell, all visitors must signal the office to gain entrance to the school. At all times, visitors should stop by the office, sign-in, and receive a Visitor's Pass before visiting in the building or on the grounds. No pupil is permitted to have a visitor (other than a parent) attend classes with them. **All parental classroom visits must be pre-approved by the principal.**

Volunteers

The Danville Public Schools recognizes the valuable contributions which school volunteers can make to the learning process and educational goals of the school division. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students. Volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children. To be considered for volunteering activities in the Danville Public Schools, **all prospective volunteers must complete a Volunteer Application.** The Volunteer Guide and Application are available at all schools in the main office and at the School Board Office.

BUS CONTRACT

THIS FORM SHOULD BE SIGNED AND RETURNED TO SCHOOL WITHIN THE FIRST TEN SCHOOL DAYS

FOR PARENT OR GUARDIAN OF ALL STUDENTS

I have read and understand the regulations for students riding the buses and I agree to comply with the regulations. I understand that the school bus is an extension of the school and classroom. All policies, rules, and regulations which apply to students in school also apply on the school bus. I understand that public school transportation is a ***not a right, but a privilege*** which is provided to my child as long as the provided rules and regulations are followed.

_____ _____

SIGNATURE OF PARENT OR GUARDIAN **DATE**

FOR STUDENTS

I have read and understand the regulations for students riding the school buses and agree, as a passenger, to abide by said rules and regulations. I understand that the school bus is an extension of the school and classroom. All policies, rules, and regulations which apply to students in the school also apply on the school bus. I understand that public school transportation is ***not a right, but a privilege*** which is provided as long as the above rules and regulations are followed.

_____ _____

SIGNATURE OF PARENT OR GUARDIAN **DATE**

SCHOOL: Arnett Hills Elementary

2025-2026
SCHOOL HEALTH / EMERGENCY INFORMATION

STUDENT'S NAME	_____			DATE OF BIRTH	_____
	LAST	FIRST	MI		
NAME OF PARENTS/LEGAL GUARDIANS	_____				
ADDRESS	_____				
HOME PHONE	_____		CELL	_____	
EMERGENCY CONTACT (S):					
NAME			PHONE NUMBER	_____	
NAME			PHONE NUMBER	_____	
NAME			PHONE NUMBER	_____	
MOTHER / GUARDIAN'S WORK INFORMATION					
EMPLOYMENT			HOURS		PHONE
FATHER / GUARDIAN'S WORK INFORMATION					
EMPLOYMENT			HOURS		PHONE
HEALTH INFORMATION					
STUDENT'S DOCTOR / CLINIC				PHONE	
ANY PHYSICAL CONDITION OR DIAGNOSIS REQUIRING MEDICAL ATTENTION?					
(EXAMPLE: DIABETES, ASTHMA, HEART CONDITION, SEIZURES, ADHD)					
NO _____	YES _____	DIAGNOSIS	_____		
ANY KNOWN ALLERGIES? (FOOD, DRUG, BEE STING, OTHER)					
NO _____	YES _____	ALLERGY	_____		
***DOES YOUR CHILD HAVE ALLERGIES TO ANY ANTIBIOTICS? _____			_____		
	YES/NO	NAME OF MEDICATION			
DOES YOUR CHILD TAKE MEDICATION OR HAVE MEDICAL TREATMENTS ON A CONTINUING BASIS?					
NO _____	YES _____				
IF YES, PLEASE SPECIFY	_____				
INSURANCE					
NO _____	YES _____	PROVIDER	_____	POLICY/ID NO.	_____
PARENT INFORMATION					

1. I UNDERSTAND IT IS MY RESPONSIBILITY TO KEEP THE SCHOOL INFORMED OF ANY CHANGES IN CONTACT INFORMATION, ESPECIALLY IN THE EVENT MY CHILD BECOMES ILL OR INJURED AT SCHOOL.
2. SCHOOL AUTHORITIES HAVE MY PERMISSION TO SECURE NECESSARY AID AND TRANSPORTATION FOR THE PRESERVATION OF MY CHILD'S HEALTH IN THE EVENT OF AN EMERGENCY.
3. I GIVE MY PERMISSION FOR _____ TO APPLY ANTIBIOTIC OINTMENT
(NAME OF SCHOOL)
AS NEEDED FOR FIRST AID TREATMENT.

PARENT/GUARDIAN SIGNATURE _____

DANVILLE PUBLIC SCHOOLS
Danville, Virginia

PRESCRIPTION MEDICATION FORM

Physician: Please Complete

Name of Student _____ Address_____

Name of Medication_____ Condition Prescribed For_____

Dosage_____

Possible Side Effects of Which School Personnel Should Be Aware

_____
_____

Date of Order _____ Duration of Order _____

Signature_____ Physician_____

Physician's Phone Number_____

Parent or Legal Guardian: Please Complete

I request that the school permit the above medication to be taken by my child as ordered by the physician. The medicine is to be furnished by me in the bottle supplied by the drug store with the label intact.

Signature _____

Parent/Guardian_____

_____ _____
School Pupil Attends **Home Phone Number**

_____ _____
Date **Work Phone Number**

DANVILLE PUBLIC SCHOOLS
Danville, Virginia

NON-PRESCRIPTION MEDICATION FORM

Name of Student _____ School Year _____

Address _____ Zip Code _____

Name of Non-prescription Medicine _____

Present Condition _____

Dosage _____

Possible Side Effects of Which the Teacher Should be Aware
_____

Parent or Legal Guardian: Please Complete

I request that the school permit the above medication to be taken by my child for no more than five consecutive days. The medicine must be in the original container and delivered to the principal or school nurse by the parent.

Signature _____

Parent/Guardian_____

_____ _____
School Pupil Attends **Home Phone Number**

_____ _____
Date **Work Phone Number**