



**Danville**  
**PUBLIC SCHOOLS**

Students • Staff • Families • Community

Park Avenue  
Elementary Handbook

2025-2026

## PRINCIPAL'S MESSAGE

Welcome to the 2025-2026 school year! I write to you with great excitement and anticipation as we embark on another year of growth, learning, and achievement together. Whether you are returning to Park Avenue or joining our community for the first time, we are thrilled to have you with us.

At Park Avenue, we are committed to creating a safe, welcoming, and inclusive environment where all students can thrive academically, socially, and emotionally. Our dedicated staff supports every child's journey, and we believe in the power of collaboration between students, families, and teachers to help each student reach their full potential.

As always, our goal is to inspire a love for learning and equip students with the knowledge, skills, and values they need to succeed in school and beyond.

Please feel free to contact me or any member of our team if you have questions or need assistance. We look forward to working closely with you to make this year memorable and successful for all our students.

I look forward to working with you as a team to help each student at Park Avenue meet their goals and have a successful school year!

Best Regards,

Elizabeth Bennett

[efbennett@mail.dps.k12.va.us](mailto:efbennett@mail.dps.k12.va.us)

434-799-6452



## HISTORY OF THE SCHOOL

Park Avenue Elementary School was built in 1966-1967. At the time, the School Board Chairman was W. Townes Lea and the Vice Chairman was Frank Talbott, III. The Superintendent of Danville Public Schools was O. T. Bonner. Lyles, Bissett, Carlisle, and Wolff were the architects, engineers, and planners. H. H. Calvert Construction Company were the general contractors. Originally, the school name was Westover Elementary, but that only lasted one year. In 1994, the school was renamed when Coates Elementary closed and those students and staff joined the school. At this time, the school added an additional wing in order to accommodate the growing student population.

## PARK AVENUE'S VISION STATEMENT

Our vision is to create a safe, welcoming environment that fosters connections and inspires individuals to succeed. Our commitment to the three R's of Respect, Responsibility, and Readiness builds a foundation of trust and purposeful engagement. We aim to build confidence and empower growth towards excellence through kindness, compassion, and collaboration.

## DANVILLE PUBLIC SCHOOLS MISSION, VISION, AND BELIEF STATEMENT

**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 are career-ready.

**VISION STATEMENT:** We envision a school division that cultivates excellence for all.

### **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.

### **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.

**SCHOOL MASCOT:** Panther

**SCHOOL COLORS:** Red and Black

### **ARRIVAL AND DISMISSAL TIMES**

- Arrival/Breakfast 7:40 a.m. - 8:00 a.m.
- Tardy Bell/Core Instruction 8:00 a.m.
- Early Checkout Ends 2:40 p.m.
- Student Dismissal 2:55 p.m.

### **LOADING AND UNLOADING STUDENTS**

In the morning, students should exit from cars in the small circle at the front of the building. Faculty members will be on arrival duty from 7:40 to 8:00 AM. If your child arrives after 8:00 AM, you must come inside the building to check them in at the front office. For safety reasons, please do not pass in the car rider line.

In the afternoon, students will be picked up from the gym doors on the left side of the building. Please stay in the car dismissal line and do not get out of your vehicle. Faculty members are on dismissal duty from 2:55 to 3:10 PM. All students must be picked up by 3:10 PM.



SCHOOL CALENDAR OF EVENTS

2025-2026

Open House	August 4th
First Day of School for Students	August 6th
Labor Day Holiday	September 1st
Family Conference Day/No School for Students	September 17th
Teacher Professional Day/No School for Students	October 13th
District Level Professional Learning/No School for Students	November 4th
Veteran's Day Holiday	November 11th
Thanksgiving Break	November 26th - 28th
Winter Break	December 22nd-January 6th
Dr. MLK, Jr. Holiday	January 19th
Family Conference Day/No School for Students	February 16th
Spring Break/Easter Holiday	April 3rd - 10th
Last Day for Students/Report Cards	May 22nd



## FACULTY AND STAFF

Principal - Elizabeth Bennett	Assistant Principal - Joyce Smith
Administrative Assistant - Jo Anne Neighbors	Administrative Assistant - Karen Hawker
Kindergarten - Kaitlin Bueno	Third Grade - Karen White
Kindergarten - Amanda Shepherd	Third Grade - Conner Carlson
Kindergarten - LaDawn Tucker	Third Grade - Candace Sledge
Kindergarten - Sandra Hunt	Fourth Grade - Melissa Lawson
First Grade - Brittany Custer	Fourth Grade - Briana Kirk
First Grade - Alison Barbour	Fifth Grade - Heather Ferguson
First Grade - Judy McDonald	Fifth Grade - Marcus Wilson
First Grade - Kayla Reynolds	Reading Specialist - Katherine Moon
Second Grade - Crystal Manning	Literacy Coach - Ann Patterson
Second Grade - Elizabeth Dinkle	Math Coach - Debra Pyles
Second Grade - Lanetta Bailey	Physical Education - Kirsten Marvin
Second Grade - Mary Salazar	Instructional Para. - Dorris Anderson
School Nurse - Teresa Gammon	Art - Romana Blackwell
Special Education Teacher - Cierra Abernathy	Music - Kelly Owen
Special Education Teacher - Pam Manley	Cafeteria Manager - Kim Wilson
Special Education Teacher - Cathy Myers	Cafeteria - Lisa Stephens
Special Education Teacher - Magen Williams	Cafeteria - Christina Fuller
Special Education Teacher - Frances Jones	Cafeteria -Tameka Echols
SPED Instructional Para. - Samantha Barrett	
SPED Instructional Para. - Gloristine Starling	
Guidance - Bobbie Bennett	Head Custodian - Harriett Mays
Media Specialist - Lori Hanks	Custodians - Wanda Moore and Sharon Alexander
Kindergarten Instructional Para. - Janice Allen	Custodians - Toby Howerton and Brenda Cabell
Kindergarten Instructional Para. - Wanda Adams	Academically Gifted - Kelly Jordan
Kindergarten Instructional Para. - Sandra Harris	ITRT - Cori Sowers
Kindergarten Instructional Para. - Linda Edmonds	ISS Paraprofessional - Schinita Cobbs
Speech (SLP) - TBD	Permanent Substitute - Brittany Shepherd-Walker
Personal Care Assistant - Kristine Johnston	School Resource Officer - Lindsey Crumpton



## ELEMENTARY HANDBOOK GENERAL INFORMATION FOR STUDENTS AND PARENTS

### 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.

### ACCEPTABLE USE AGREEMENT

#### ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating learning, resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent or superintendent designee is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics, and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

#### ACCEPTABLE COMPUTER SYSTEM USE - REGULATION

1. **Acceptable Use:** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege:** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use:** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
  - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.



- sending, receiving, viewing, or downloading illegal material via the computer system.
  - unauthorized downloading of software.
  - using the computer system for private financial or commercial purposes.
  - wastefully using resources, such as file space.
  - gaining unauthorized access to resources or entities.
  - posting material created by another without his or her consent.
    - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
    - using the computer system while access privileges are suspended or revoked.
    - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
    - intimidating, harassing, bullying, or coercing others.
    - threatening illegal or immoral acts.
4. Network Etiquette: Each user is expected to abide by generally accepted rules of etiquette, including the following:
- be polite.
  - users shall not forge, intercept or interfere with electronic mail messages.
  - use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited.
  - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
  - users shall respect the computer system's resource limits.
  - users shall not post chain letters or download large files.
  - users shall not use the computer system to disrupt others.
  - users shall not modify or delete data owned by others.
5. Liability: The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from the use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. Security: Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. Vandalism: Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
8. Charges: The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
9. Electronic Mail: The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited.



Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. Enforcement: Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

#### 11. Social Networking

##### General Concerns

The Danville Public School division recognizes the proliferation and, in some instances, usefulness, of online conversation between teachers and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator "friend" a student on Facebook, subscribe to a student's "Twitter, Instagram, TikTok, or other social media" accounts, regularly engage in email "chat" with a student, exchange text messages with students, or engage in other electronic communication, the school district is concerned, and the educator should be concerned, that such activities may undermine the educator's authority to maintain discipline, encourage inappropriate behaviors, and compromise the educator's ability to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the teacher's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school-sponsored websites, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

#### ACCIDENT/INJURIES/ILLNESS

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

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.

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.

Please refer to the full policy on Danville Public Schools Website for additional details.

### ATTENDANCE

1. 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.
2. 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)
  - 10.



## BULLYING

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.

## 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 self, 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. (See the Danville Public Schools Student Code of Conduct for transportation regulations).

## 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.**

## CALENDAR

This calendar can be found on Danville Public Schools website.

## CELL PHONES

"Bell to bell" means after the first bell rings at the start of the school day to begin instructional time until the bell rings at the end of the school day. "Bell to bell" includes lunch and time in between class periods.

"Smart device" means any personal electronic device that can connect to the internet and wirelessly collect, process, and transmit data, including smart watches and tablets.



Kindergarten through 5th Grade: Cellular phones and smart devices are prohibited during school hours. 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.

Exemptions: Any student who, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, or Limited English Proficiency plan, is permitted 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 his/her regular dismissal procedure unless you have sent a note to the teacher or principal. 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. Identification is required from anyone picking up a student. There will be no check outs after 2:40pm. Phone calls will NOT be accepted.

#### CHECKOUT PROCEDURES

Each child will have an individual check-in and check-out sheet/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.

### CONTACT FOR COMPLAINTS

- Start with the Teacher, then the AP if appropriate, then the Principal
- Complaints to the District Office should be directed to Dr. Wayne Lyle by calling 434-799-6400 ext. 232.

### 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 his/her 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.

### 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 discipline 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 self.

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

### 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.

### 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](#)

### DPS STRATEGIC PLAN

### DRESS CODE

Included in the Student Code of Conduct - CORE.

### EMERGENCY DRILLS/PROCEDURES

[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 [here 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. If a parent wants to read the entire policy, 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

The Danville School Board endorses a district-wide grading system for reporting student progress toward academic standards to parents/guardians and for recording this progress in each student's educational record. The grading system may include but is not limited to a grading philosophy, a framework of effective grading practices, and administrative procedures for grading and reporting student achievement. 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. Policy # IGCA/IGCA-R

## GUIDANCE

Guidance is offered to students in grades K-5. The major objectives of the program are to enhance the student's self-concept and social responsibilities. Individual and small group guidance is offered to students upon recommendation by the student's teacher, principal, or parent.

## HOMEWORK

Homework provides 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 the student's 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 assists the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- 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.

File: IKB-R

## HONORS AND PROMOTION CEREMONIES

Ceremony Guidelines	
Ceremony Type	Awards
Honors	<ul style="list-style-type: none"> <li>● Superintendent's List</li> <li>● Principal's List</li> <li>● Academic Achievement</li> <li>● Academic Honor</li> <li>● Superintendent Scholar (Superintendent's List 4 Quarters)</li> <li>● Principal Scholar (Principal's List 4 Quarters)</li> <li>● Citizenship</li> <li>● Growing Reader</li> </ul>

	<ul style="list-style-type: none"> <li>○ Based on <b>significant</b> improvement on PALS, EMAS, Screener, SGA, or Grades</li> <li>● Growing Mathematician <ul style="list-style-type: none"> <li>○ Based on <b>significant</b> improvement on PALS, EMAS, Screener, SGA, or Grades</li> </ul> </li> <li>● Perfect Attendance</li> <li>● 600 Club: Perfect SOL (awarded at the end of the school year)</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>● Superintendent's List</li> <li>● Principal's List</li> <li>● Academic Achievement</li> <li>● Academic Honor</li> <li>● Superintendent Scholar (Superintendent's List 4 Quarters)</li> <li>● Principal Scholar (Principal's List 4 Quarters)</li> <li>● 600 Club: Perfect SOL</li> <li>● Best in Art</li> <li>● Best in Music</li> <li>● Best in Physical Fitness</li> <li>● Best in Guidance Leadership</li> <li>● Perfect Attendance</li> <li>● Citizenship</li> <li>● Growth Mindset <ul style="list-style-type: none"> <li>○ Based on <b>significant</b> improvement in SGA or Grades</li> </ul> </li> <li>● Technology Innovator (Computer Science, CTE, etc...)</li> <li>● Most School Spirit</li> <li>● DPS Distinguished Scholar <ul style="list-style-type: none"> <li>○ Highest "GPA" + Highest SOL score</li> <li>○ \$100 gift card awarded to the top female and top male</li> </ul> </li> <li>● Promotion Certificate</li> </ul>

### 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](http://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.

### LIBRARY

Students have scheduled library times each week. They are allowed to check out books weekly, providing books that were previously checked out have been returned. Students are responsible for the care of any library books they check out. 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, 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.

### MEDICATION

#### [DPS Policy JHCD Administering Medicines to Students](#)

- **Medications Prescribed for Individual Students**
  - 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.
- **Nonprescription Medications**
  - 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, school nurse, or school division designee by the parent or guardian of the student.

### 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

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.

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### PARTIES/INVITATIONS

Each class is limited to three parties during a school year. Parents may be asked by the teacher to assist with parties. **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, personal electronic devices, contraband, skateboards, etc.) are NOT to be brought to school.

### PROMOTION AND RETENTION

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

## **Section I: Promotion and Retention Based on Academic Performance**

### **I. Elementary and Middle Schools**

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

- Students in grades K-8 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 retention shall be based upon a cumulative evaluation of the following factors:

#### **a. Academic Performance:**

- Students in grades K-8 fail one or more of the three core subject areas.
- Students in grades K-8 consistently perform below grade level in reading and mathematics when appropriate intervention and other supports have been provided and documented.
- Students in grades K-8 Universal Screener assessment results in reading and mathematics at the end of the grade indicate below grade-level academic performance.
- Students in grades 3-8 Standard of Learning assessment results in reading and mathematics at the end of grade indicate below grade-level academic performance.

**b. Other Factors:**

- Age
- Prior retention
- Individualized Education Program (IEP)
- 504 Plan Services
- English Learner Program

**II. 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 3-8

- **Effective January 2024**, students in grades 3-8 must attend at least 90 percent of the class days to receive course credit.

Grades 9-12

- **Effective August 2024**, students in grades 9-12 must attend at least 90 percent of the class days to receive course credit.

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.

GRADING POLICY

- Grading regulations are outlined in DPS Policy IGCA
- **Elementary**

**Academic Grade Reporting**

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 <b>beyond</b> expectations
3	Proficient	<b>Meets</b> standards consistently and independently
2	Approaching	<b>Progressing</b> toward meeting standards

1	Developing	<b>Limited progress</b> toward mastery of standards
ND	Not Demonstrated	Not yet demonstrated
NA	Not Applicable	Not applicable at this time

Student performance in **Grades 3-5** will be reported by numerical grades on a 100-point grading scale.

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

### SCHOOL SAFETY AUDITS

Each school must develop and implement a cardiac emergency response plan that includes training, placement of AEDs, and review of plans on an annual basis.

Sudden Cardiac Arrest Drills at least annually, each school practices responding to sudden cardiac arrest in school grounds in accordance with each school's established cardiac emergency response plan.

Bleeding Control Kits - Each school with a bleeding control kit will present such kits during all safety drills.

### 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 people to call in case of illness or an emergency.

### SMOKING/VAPING ON SCHOOL GROUNDS

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.

### STRATEGIC PLAN

### STUDENT CODE OF CONDUCT - CORE

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.

## 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 I INFORMATION

### Title I

#### 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.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 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 learn 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 including 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.

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### VIRGINIA STANDARDS OF LEARNING CURRICULUM

Information regarding how to access state standards can be found at [VDOE Standards of Learning](#).

### 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 him/her. **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.