



Schoolfield
Elementary
Student Handbook

2025-2026



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Welcome Letter: Scan the QR Code Below.



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.

(Please note that all topics in this handbook are listed in alphabetical order, beginning on page 9.)



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2025-2026 School Calendar
[Link](#) to the 2025-2026 DPS Calendar.

**ELEMENTARY HANDBOOK
GENERAL INFORMATION FOR STUDENTS AND PARENTS**

Schoolfield Elementary is committed to supporting the five goal areas of improvement as stated in the district’s strategic plan.



MISSION

Schoolfield Elementary school community, including students, parents, teachers, staff, and administration will work together to create a safe, nurturing environment that promotes student social-emotional wellness and academic growth.

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.

VISION

Schoolfield Elementary’s vision is to develop well-rounded, confident, and responsible individuals who aspire to achieve their full potential. We will do this by providing a welcoming, happy, safe, and supportive learning environment in which inclusion and equity are expected and achievements are celebrated.

Danville Public Schools envisions a school division that cultivates excellence for all.



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SCHOOLFIELD PLEDGE

As a Schoolfield Jaguar, I promise to stay focused, work hard, attend school every day and to give respect to all people and property. This is how I ROAR! I WILL be successful!

Be Respectful -Be Responsible - Be Ready

CORE VALUES

BELIEFS

We firmly believe that...

- In this schoolhouse, each child matters.
- It takes an entire village to raise a child; education is a shared responsibility between the home, school, and community.
- Family is the foundation and one of the most formative influences in a child’s development.
- Faith without works is dead; we *must* do the work in order to close achievement gaps and grow our students academically, socially, and emotionally.
- Character shapes our legacy.
- Learning occurs through access, opportunity, and engagement.
- On-time attendance, each day, and active participation is necessary to help children learn.
- Students learn differently, so teachers must differentiate instruction.
- Fostering strong, supportive relationships is central to a positive school climate and community.
- Each child can reach his or her academic potential.
- Evidence-based, quality instruction promotes student academic growth.
- As an equitable educator, rigor *and* compassion are necessities for having high academic expectations.
- Treating each other with respect and dignity is not negotiable.
- As we learn from our past, we simultaneously build our future.
- Appreciating culture and diversity within our school community plants the seeds to grow a stronger worldwide community of inclusion.
- All students should have equitable access to learning, such that they enter Kindergarten ready to learn and graduate high school on time.
- Using data to make decisions for continuous improvement involving all stakeholders.
- All staff and students should promote positive and engaging learning environments.
- Collaborating and communicating with the community to create learning opportunities that are an extension of the classroom experience.
- In celebrating success.
- Link to District Strategic Plan-

[https://go.boarddocs.com/vsba/dps/Board.nsf/files/C3NAMM6A33B1/\\$file/4.1%20Copy%20of%20DPS%20Strategic%20Plan%202021-2026.pptx.pdf](https://go.boarddocs.com/vsba/dps/Board.nsf/files/C3NAMM6A33B1/$file/4.1%20Copy%20of%20DPS%20Strategic%20Plan%202021-2026.pptx.pdf)



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SCHOOLFIELD HISTORY:

Named in Honor of Mr. and Mrs. John Harrell Schoolfield, Sr. and Mr. and Mrs. John Harrell Schoolfield, Jr.

The City of Danville, Pittsylvania, and Henry Counties all owe a great debt of gratitude to three brothers who came to settle in Danville from Henry County in 1882. The three brothers, John Harrell Schoolfield, Robert Addison Schoolfield, and James Edward Schoolfield, had plans to open a cotton mill on the banks of the Dan River. The brothers, along with Thomas Benton Fitzgerald, Benjamin Franklin Jefferson, and Dr. Howson White Cole, were granted a charter to organize a company known as Riverside Cotton Mills.

From the early days of its existence, the company prospered and grew. In 1909, as the company continued to expand, the name was changed to Riverside and Dan River Cotton Mills, Inc. The company planned and developed a modern village for its workers. It was named Schoolfield in recognition of the three brothers. The village had wide streets and 800 houses, all lighted by electricity, free of cost to the tenants. The school buildings included the first kindergarten in the area. There were four churches built on land donated by the company. An indoor swimming pool, a bowling alley, and a large movie theater were nearby. A bandstand where concerts were held was adjacent to the recreation center.

During the years many benefits came to Danville and the area from the location of these mills. Many of Danville's most productive and industrious citizens were attracted to Danville because of the career opportunities at the mills. Millions of dollars changed hands in the operations involving the buying of cotton and the manufacturing of it into goods that were sold around the world. As remarked by Robert Addison Schoolfield: "It may be said that the beneficial contributions of the mills to the happiness and prosperity of our city cannot be measured."



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SCHOOLFIELD ADMINISTRATIVE AND MAIN OFFICE CONTACT INFORMATION

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ACADEMICALLY GIFTED

The gifted education program in Danville Public Schools is a kindergarten through grade twelve program based on the school division’s philosophy of individual worth and empowerment of students through knowledge and skills for the future. Gifted students, because they learn quickly, require school experiences that are differentiated from the experiences provided for other students. More information can be assessed on the DPS website under AG Program within the Local Gifted Plan or Director of Services for Exceptional Children.

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.

The guidelines include:

- (1) a prohibition against use by division employees and students of the division’s computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;



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- (2) provisions, including the selection and operation of a technology protection measure for the division’s computers having internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the division’s computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities.;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division’s instructional program.

Use of the school division’s computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The division’s computer system is not a public forum.

Users of the division’s computer system have no expectation of privacy for use of the division’s resources or electronic devices including non-division owned devices while connected to division networks or computer resources.



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Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. Or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the school board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.
Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.



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ACCEPTABLE COMPUTER SYSTEM USE - REGULATION

Computer System Use-Terms and Conditions:

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.

File: IIBEA-R

- 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.



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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



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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.

Expectations of Staff

- Personal communication, including personal email accounts, social media, and texting with students of Danville Public Schools may be construed as inappropriate.
- Do not post obscenities, slurs, or personal attacks that can damage the reputation of Danville Public Schools.
- Danville Public Schools’ employees have no right of privacy in data stored on or communicated sent via school-owned computers, devices, or networks.
- School employees will identify themselves and their positions truthfully and conduct themselves professionally.
- It is prohibited to post confidential information regarding students, parents/guardians, and other school division employees on social media. Posting pictures of Danville Public School students on personal social media sites is also prohibited.
- Employees of Danville Public Schools should be aware that they are responsible for the content they post and that information, even if deleted, has a digital footprint forever.
- Do not infringe on copyrights or trademarks. Illegal use of copyrighted material is prohibited.
- Do not post on social media sites during the school day using your personal telephone or other forms of technology.
- The school division has the right to monitor an employee’s use of social media that is public.
- Online activity, even if personal or seemingly private, may be viewed by students, parents/guardians, colleagues, and others as offensive or inappropriate content and could result in professional repercussions.



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- Behavior inconsistent with school division nondiscrimination and harassment policies and confidentiality policies is forbidden.
- It is prohibited to use social media for personal reasons during the school/work day.

12. Acknowledgment: Parents, students, and staff must sign the Acceptable Computer System Use Acknowledgment form **(IIBEA-R1)**.

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

File: IIBF

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.



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- Artificial Intelligence Software (AIS) is any software or application that uses AI algorithms and techniques to enhance teaching and learning experiences.

File: IIBF-R

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 a 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.



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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.



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References:

- [US Department Office of Educational Technology: Artificial Intelligence and the Future of Teaching and Learning VASCD Position Paper](#)

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.

When students below the ninth grade successfully complete courses offered for credit in grades 9 through 12, credit is counted toward meeting the standard units required for graduation provided the courses meet the requirements of the Standards of Learning and are equivalent in content and academic rigor as those courses offered at the secondary level. To earn a verified unit of credit for these courses, students below ninth-grade level must meet the same requirements applicable to other students.

In any high school credit-bearing course taken in middle school, a parent may request that the grade be omitted from the student’s transcript and the student not earn high school credit for the course. Such requests shall be made in the format and by the deadline set forth in regulations developed by the superintendent.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78. 22.1-253.13:3.

8 VAC 20-131-50.

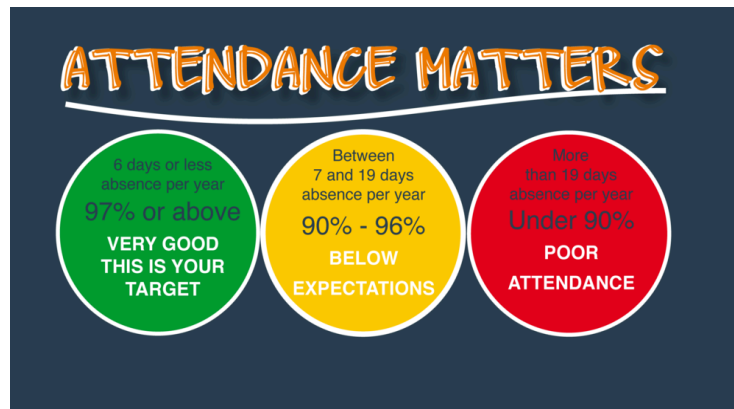
8 VAC 20-131-51.

8 VAC 20-131-90.



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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 he/she is 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.

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. Illness (if over two days, may require a note from a doctor)
2. Required court appearance
3. Death in the family
4. Religious holiday
5. Field trips and school authorized activities; and
6. Extenuating circumstances which are determined by the school administration.



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ATTENDANCE PROCEDURES

- All students should be at school each day on time by 8:00 AM.
- If a student needs to absent from school, please follow these procedures:
 - A Dojo message needs to be sent to your child’s classroom teacher to inform them of their absence.
 - Upon returning to school, a note is required to excuse an absence. For the school year, 7 handwritten excused notes can be accepted, then any additional absences will only be excused with a medical note, death certificate, and court note. **Please understand that handwritten notes must be handed in no later than 3 days after a student’s return, or their absence will remain unexcused.**
 - Any absences without a note of excuse and in compliance with the above expectation will be marked as unexcused in our system and excessive unexcused absences could lead to an appearance in truancy court being required.
- Communication is KEY and we appreciate phone calls and Dojo messages, but WRITTEN documentation is required of our front office secretaries, Ms. Hamlett and Mrs. Linder, to excuse absences.

ARRIVAL/DEPARTURE/BELL TIMES



7:40 AM	Student Arrival
8:00 AM	Tardy Bell Rings/Instruction Begins
2:55 PM	Student Dismissal

CAR/DAYCARE RIDERS

Students who are brought to school and picked up regularly after school by parents must use the front entrance of the school. Please wait in your car for afternoon dismissal. There will be a staff member supervising the car riders. Car riders will be allowed to leave their car at 7:40 AM. Dismissal will begin at 2:55 PM. Please have your child picked up by 3:10 at the latest. Any new persons picking up your child should be communicated with the front office staff. Thank you!

BULLYING/CYBER-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.



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

BUS SAFETY/PROCEDURES

Students 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.

STUDENTS ARE NOT ALLOWED TO RIDE A BUS OTHER THAN THEIR ASSIGNED BUS UNLESS A WRITTEN REQUEST IS RECEIVED FROM THE PARENTS STATING THEIR PERMISSION TO DO SO.

Please refrain from bringing radios, electronic games, and any other sound devices on school buses. Also, no food, gum, or candy will be allowed on school buses.

Please understand 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. The cost of adult breakfast is \$2.50 and an adult lunch is \$4.10. 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 6th 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. **All students attending Schoolfield Elementary, including 6th graders, are expected to follow the policy stated above.**

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

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

TRANSPORTATION CHANGES

All transportation changes must be communicated in writing to the front office no later than 12:00 PM daily. Transportation changes will **NOT be taken over the phone** unless an emergency occurs and the transportation change will need to be **approved by the principal.**

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 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. **NO CHECKOUTS AFTER 2:20 PM. NO exceptions.**



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CLUBS

2025-2026 Clubs and Programs:

- STEM Club
- Art Club
- Good News Club
- 21st Century Church Based Tutorial Tutoring Program (Theatre & Nature Club included)
- Sports programs through Danville Parks and Recreation

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 the specific teacher involved. Teachers are available for conferences outside of instructional hours. Parents may request that the principal be a part of the 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 are available by appointment via phone call, email, or written request with office secretaries. Please note that administrators may not be available on demand. Please understand that your concerns will be addressed within 24 hours. When requesting to speak to an administrator or set up an appointment please give the secretary details to include on your call back form.

CONTACT FOR COMPLAINTS

Start with the Teacher, then the AP if appropriate, then the Principal.

Complaints to the District Office should be directed to Mrs. Jo Ellen Hylton by calling 434-799-6400.

CONFERENCES AND REPORT CARDS

Parents will receive reports of the student's progress at the end of each nine week grading period. Report cards will be issued one week following the end of the grading period. Report cards will be sent home in accordance with the approved Danville Public Schools' calendar.

NINE-WEEK GRADING CYCLES Quarter 1: Aug. 06 - Oct. 09 | 45 Days Quarter 2: Oct. 10 - Dec. 19 | 45 Days
Quarter 3: Jan. 07 - March 12 | 45 Days Quarter 4: March 13 - May 26 | 45 Days

Please examine the report card carefully and indicate that you have reviewed it by signing the report card. The signature is not an indication of satisfaction but informs the teacher that you have examined the report. The report should be returned to the school the following school day.

You can request a conference by writing a note on the progress report or report card; the classroom teacher will contact you by the next school day to set up a conference.

All teachers will send home a weekly folder to ensure that parents are advised of and are able to continually monitor student's academic progress.



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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.

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:

https://docs.google.com/document/d/1iSK1Hil_iaEAs1ouSADle-ckDyOdFwl-yHNM3nY9MAg/edit?tab=t.0



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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, ethnicity, and sexual orientation. 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 with back strap, 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.*

Student **MAY NOT** wear:

- Visible underwear or bathing suits of similar designs
- Clothing using images or language depicting drug use, alcohol, 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, 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
- Nike Slides shoes or the equivalent
- Sandals or opened toed shoes that could cause a safety issue during physical education class and/or recess

EARLY CHECKOUTS

Because of the importance of SOL skills being taught all day, all students must be checked out in the office before they will be excused from the classroom. It is important that your child stays at school all day on time as they will be missing valuable information when they are tardy.

We ask that all after school plans be made before students arrive at school. In the event of snow/inclement weather days, please listen to local radio and television stations for delays and/or closings. No transportation requests will be made over the phone. No checkouts will be made after 2:20 PM as we are trying to get students ready for dismissal.

EMERGENCY DRILLS/PROCEDURES

DPS Policy EBCB (<https://bit.ly/3nTqF2R>) 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.

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."

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](https://bit.ly/3NZCnnl) (<https://bit.ly/3NZCnnl>). Parents who wish for their child to opt out of the program must specify this desire in writing to the classroom teacher.

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

Generally

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.

The Danville School Board is also authorized to establish differentiated quality points based upon the academic demands of specified high school courses.

Grade Recording

A. Assignment of Grades



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While the grading system has been developed cooperatively between the Curriculum and Instruction Department, the Student Services Department, the Office of Services for Exceptional Children, local school educators, parents, and students, the final evaluation of students and the assignment of grades is the responsibility of teachers and school administrators.

B. Maintaining the Gradebook

Grades are used for communicating students’ progress toward standards mastery. Clear communication allows students to track their own progress. The following are guidelines for maintaining the official gradebook:

1. All teachers should maintain grades in the DPS-approved online gradebook.
2. The grades entered should reflect only performance toward mastery of standards or objectives.
3. Only the teacher of record (or principal designee) should enter grades in the gradebook.
4. Grades recorded in the gradebook are considered official documentation of students' academic performance and should be protected as a confidential student record.

File: IGCA-R

GRADING - REGULATION

In accordance with the Danville Public Schools Memorandum of Understanding (Corrective Action Plan) with the Virginia Department of Education, the following guidelines were developed by a committee of students, parents/guardians, teachers, and educators, to provide systemic and equitable grading procedures, reducing the variability in quality between and among schools.

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.

I. GRADE RECORDING

The following guidelines ensure consistency in grade recording procedures.

A. Assignment of Grades

While the grading system has been developed cooperatively between the Curriculum and Instruction Department, the Student Services Department, the Office of Services for Exceptional Children, local school educators, parents, and students, the final evaluation of students and the assignment of grades is the responsibility of teachers and school administrators.

B. Maintaining the Gradebook



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Grades are used for communicating students’ progress toward standards mastery. Clear communication allows students to track their own progress. The following are guidelines for maintaining the official gradebook:

1. All teachers should maintain grades in the DPS-approved online gradebook.
2. The grades entered should reflect only performance toward mastery of standards or objectives.
3. Only the teacher of record (or principal designee) should enter grades in the gradebook.
4. Larger assignments, such as projects and essays, may take longer to grade and record.
5. Teachers must enter grades in the Danville Public School Student Information System gradebook weekly.
6. Grades recorded in the gradebook are considered official documentation of students’ academic performance and should be protected as a confidential student record.

C. Impact of Zeros

A zero in a typical 10-point grading scale, where below 59 is considered failing, can severely affect a student’s overall average. As a result, the student may lose confidence and motivation, and their final grade may not accurately communicate what they have learned and can do. It is important for teachers to recognize this limitation in the 10-point scale.

II. GRADE CHANGES RULE

No classroom teacher shall be required, coerced, intimidated, or disciplined to change a student’s grade. This rule shall not apply when a teacher has failed to comply with the grading policies or procedures adopted by the Danville Public Schools or written procedures established by a school within the Danville Public Schools that are applicable to the grading process unless such a Policy, Rule, or Procedure would require a student be given a grade different than the actual grade achieved. Under these circumstances, a teacher may be disciplined.

Nothing in this rule shall be construed to prevent a principal or other school administrator from discussing a student’s grade with a classroom teacher. Further, this rule shall not be construed to prevent a central office administrator, Superintendent, or other System administrator from changing a student’s grade. Any grade change made by a person other than the classroom teacher must be clearly indicated in the student’s school records and must indicate the person responsible for making such a grade change.

III. 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.



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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.

B. Non-Academic Grade Reporting (Work Habits and Behaviors that Support Achievement)

Teachers and parents/guardians recognize the value of helping students cultivate soft skills, and dispositions such as citizenship, collaboration, participation, and productivity are important for college, career, and life success. However, it is imperative that teachers separate behavior and work-ethic grades from academic achievement grades. In grades K-12, teachers will use the conduct category to report non-academic grades. Student non-academic performance in Grades K-12 will be reported using the following criteria and scale for reporting information on students’ work habits and behaviors that support achievement:

Elementary (Grades K-5): Conduct Grade Criteria <i>Work Habits and Behaviors that Support Achievement</i>	
Follows oral and written directions	Works cooperatively
Works independently	Participates in class
Completes classwork	Completes homework
Produces best work	Exhibits self-control
Respectful of teachers/peers	Encourages and assists peers
Demonstrates organizational skills	Has a positive influence on the class

Elementary (Grades K-5): Non-Academic Grade Reporting <i>Work Habits and Behaviors that Support Achievement</i>		
Letter Grade	Numerical Mode (Grades K-2)	Numerical Range (Grades 3-5)
Excellent (E) Consistently Demonstrated	Represents a mode of 4	Represents an average of 90-100
Satisfactory (S) Frequently Demonstrated	Represents a mode of 3	Represents an average of 70-89
Needs Improvement (N)	Represents a mode of 2	Represents an average of



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Occasionally Demonstrated		50-69
Unsatisfactory (U) Rarely Demonstrated	Represents a mode of 1	Represents an average below 50

A. Middle School

Academic Grade Reporting

Student performance in Grades 6-8 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

GUIDANCE

Guidance is offered to students in grades K - 6. 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:



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- 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

HOMEWORK - REGULATION

The amount of homework and the time required to complete it will vary. However, the average time required for most students to complete assignments each evening will conform to that designated 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

General Information

- Homework may not be used as a form of punishment.
- Homework assignments should not be required over extended holiday periods.
- All homework assignments should be independent activities that most students can complete without assistance from parents/guardians or other adults.
- In elementary departmentalized programs and middle school, homework should be coordinated with team teachers to align with the hour requirement listed previously.



Excused Absences

Students who do not complete homework assignments due to excused absences from school will be given a reasonable amount of time to complete those homework assignments made during their absence.

- In elementary and middle school, it is the responsibility of the teacher to see that the student and parent/guardian is informed of any missed work.
- In high school, it is the responsibility of the student to secure and complete the missed assignments in consultation with the teacher. Students who have an excused absence are allowed five days per absence to make up the in-class work.

Homework Platform

The chart below shows how homework will be shared with families and caregivers:

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

How can we be certain that families, caretakers, tutors have homework accessible to them?

It is important that anyone responsible for assisting a child with homework have accessibility to the assignments and directions. In order to do this, please consider the following ideas for ensuring this occurs:



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- Share where homework will be posted and the process for requesting it in another format (hard copy) at Open House and every Family/Curriculum night.
- Have orientations/trainings for families, caregivers and tutors that show how to access homework via the website.
- Have all parents enroll as observers on Canvas to see homework resources for secondary students.
- Teach all parents how to access the Parent Portal in PowerSchool so that they can check student progress and view any missing homework grades.

IMMUNIZATIONS

Reminder for our Kindergarten Students entering 2023-2024: All rising Kindergarten students will need to have two doses of the Hepatitis A vaccine before entering school this fall. Students can also be admitted with one dose of the Hepatitis A vaccine but must have an appointment card specifying the date and time for the second dose of the Hepatitis A vaccine.

In addition, Virginia law requires that students enrolled in Virginia public schools have a physical examination within twelve (12) months previous to enrollment and an immunization certificate. No student will be enrolled without proper immunization

HONORS CEREMONIES GUIDANCE

Ceremony Guidelines	
Ceremony Type	Awards
Honors	<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ Based on significant improvement on PALS, EMAS, Screener, SGA, or Grades ● Growing Mathematician <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ● Superintendent’s List



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	<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ Based on significant improvement in SGA or Grades ● Technology Innovator (Computer Science, CTE, etc...) ● Most School Spirit ● DPS Distinguished Scholar <ul style="list-style-type: none"> ○ Highest “GPA” + Highest SOL score ○ \$100 gift card awarded to the top female and top male ● Promotion Certificate
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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 **electronically** to the senior team by the **first** Friday in April using the form **IGCB-R1**. The senior team will consider the merit of the award and share it with all schools if applicable.
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.



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6. When should Honors Ceremonies occur?

Grade Level	Date
Grade K	<ul style="list-style-type: none"> Quarter 1, Quarter 2, Quarter 3, and Quarter 4 with parents/guardians as a school-based ceremony
Grades 1-4	<ul style="list-style-type: none"> Quarter 1, Quarter 2, and Quarter 3 with parents/guardians as a school-based ceremony Quarter 4 with a class-based ceremony
Grade 5	<ul style="list-style-type: none"> Quarter 1, Quarter 2, and Quarter 3 with parents/guardians as a school-based ceremony
Grades 6-7	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 celebrates the student’s accomplishments and marks the important transition to middle or high school.
Grade 5	<ul style="list-style-type: none"> Last week of school
Grade 8	<ul style="list-style-type: none"> Last week of school

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.

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.

MEDICINE

DPS Policy JHCD Administering Medicines to Students (<https://bit.ly/3yzhs4E>)

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.

Self-Administration of Medication

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.



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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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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](#) (<https://bit.ly/3uErmAW>).

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

1. The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's scholastic records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy under FERPA.
 - Parents or eligible students may ask Bedford County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

- 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](#).
<https://bit.ly/3z157YD>

Upon request, the school will disclose scholastic records without consent of the parent/guardian or other person having control or charge of the student, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Whenever a student transfers to Danville Public Schools, a copy of the scholastic record, including disciplinary records will be transferred to the



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school division the students transfers to upon request from the receiving school division. Disciplinary records include school records related to disciplinary action taken against a student for violating School Board rules or policies on school property or at school-sponsored events.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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.

PARENTS EATING LUNCH AT SCHOOL

Although our school cafeterias are small, parents are invited to eat lunch with their children in the school cafeteria. The price of an adult lunch is \$4.10. Parents are requested to call the school or send a note in advance, so that the cafeteria will prepare an extra lunch for you. **Outside branded food is not allowed in the cafeteria or should not be brought into the school for breakfast.**

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.



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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 lunchboxes. 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.



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PTA (PARENT TEACHER ASSOCIATION)

The PTA Club meets periodically throughout the school year. *Please see the Parental Involvement Calendar for specific dates.* The Executive Board meets at 4:15 p.m. Dates of the meeting have yet to be determined. . Our PTA provides an excellent opportunity for you to become better acquainted. This year our PTA meetings will include a parental involvement component with activities facilitated by each grade level. *All teachers are asked to join the PTA and attend meetings when possible, and support the PTSO.* Note: The PTSO Executive Board is composed of at least one representative from each grade level and a representative from the specialty areas as well as parents. Please let us know if you would like to be part of this group.

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.

RETENTION OF ELEMENTARY

Elementary Schools

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

Students in grades K-6 who pass mathematics and English and at least one of the following: social studies or science will be promoted to the next grade.

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:



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- *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

SCHOOL BASED TEAM/INTERVENTION COMMITTEE REFERRALS

Students experiencing academic or behavioral difficulty and who are at risk for retention are to be identified as early as possible within the first grading period of enrollment. After being identified, the school based team will be convened and an intervention plan will be developed to address the identified area(s) of concern. A student who continues to demonstrate academic and/or behavior difficulties even after the implementation of interventions may be considered a candidate for referral for child study.

The school based team will meet within ten business days after a request for special education evaluation has been made by a parent, teacher or other stakeholder. During the meeting, the team will analyze student performance data, academic and attendance history, and behavior patterns. The school based team will follow the guidelines for the referral process.

SCHOOL REPORT CARD

The school's individual Virginia School Report Card can be found on the Virginia Department of Education website at <https://plpe.doe.virginia.gov/reportcard/>.

SCHOOL QUALITY REPORT CARD

Visit <https://schoolquality.virginia.gov/schools/schoolfield-elementary> for Schoolfield's quality report card.

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 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.



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SOCIAL EMOTIONAL LEARNING

Schoolfield Elementary is committed to meeting Virginia’s vision for social emotional learning.

“The vision of social emotional learning in Virginia is to maximize the potential of all students and staff to become responsible, caring and reflective members of our diverse society by advancing equity, uplifting student voice, and infusing SEL into every part of the school experience.”

Virginia defines social emotional learning as:

“the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.”

VIRGINIA K-12 Social Emotional Learning (SEL) STANDARDS

As described in 8VAC20-131-51 and in accordance with the Profile of a Virginia Graduate approved by the board, the instructional program and learning objectives for Virginia public schools shall ensure that students “acquire and be able to demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship.” These are known as the “5 C’s.”

The Virginia SEL Standards are aligned with the “5 C’s” and the Collaborative for Academic, Social, and Emotional Learning’s (CASEL) five SEL competencies: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Decision Making.

Each competency consists of two overarching concepts that provide clarity on the desired outcomes for SEL attainment. The competencies are abbreviated as follows: Self-Awareness (SeA), Self-Management (SeM), Social Awareness (SoA), Relationship Skills (ReS), and Decision Making (DeM). The related “C” is listed in parenthesis at the end of each overarching concept.

Each overarching concept is described under the related SEL competency:

SELF-AWARENESS

- SeA1: Recognize and understand the interaction between one’s own thoughts and emotions. (Critical Thinking)
- SeA2: Develop a positive identity and recognize personal strengths, interests, values, and challenges. (Creative Thinking)

SELF-MANAGEMENT

- SeM1: Develop and demonstrate strategies for managing and expressing one's own emotions to persevere in challenging situations. (Communication)
- SeM2: Demonstrate the skills related to achieving personal and academic goals. (Creative Thinking)

SOCIAL AWARENESS



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- SoA1: Demonstrate the ability to empathize with and show gratitude for others, including those with different and diverse perspectives, abilities, backgrounds, and cultures. (Collaboration)
- SoA2: Demonstrate the ability to understand broader historical and social contexts’ impact on humanity. (Citizenship)

RELATIONSHIP SKILLS

- ReS1: Apply verbal and non-verbal communication and listening skills to interact with others, form and maintain positive relationships, and resolve conflict constructively. (Communication)
- ReS2: Demonstrate the ability to effectively collaborate and navigate relationships while valuing different and diverse perspectives, abilities, backgrounds, and cultures. (Collaboration)

DECISION-MAKING

- DeM1: Demonstrate the ability to evaluate, through reflection, the benefits and consequences of various actions within the decision-making process. (Critical Thinking)
- DeM2: Demonstrate the ability to make ethical decisions as a global citizen and evaluate outcomes based on one's own identity and the impact on humanity. (Citizenship)

The SEL Standards are the skills identified for each grade band to demonstrate the desired outcome under each overarching concept. The SEL Standards are provided for K and across two-year grade bands for grades one through twelve (e.g., K, first- second, third-fourth, fifth-sixth, seventh-eighth, ninth-tenth, and eleventh-twelfth). This allows for developmental differences in children and for repeated instruction across two grade levels. Careful consideration was given to vertical alignment, so that Standards build upon the skills learned in previous grade bands.

STATEMENT OF RESIDENCY

A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child. All students attending Danville Public Schools must live with a parent or legal guardian residing in Danville City or must reside with a parent or legal guardian who owns property in Danville City. (Section 22.1-264.1 Code of Virginia)

STANDARDS FOR STUDENT CONDUCT

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 (<https://bit.ly/3PorGMg>) (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.



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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.

TARDINESS

It is the legal responsibility of parents or guardians to ensure that students are in school every day for the entire instructional day, unless they are ill, have a true family emergency, or have an extenuating circumstance that has been approved by the principal. It is important that your child arrives to school each day on time as they will be missing valuable information when they are tardy.

TARDINESS & 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.

TELEPHONES

Telephones in the school offices are for official school business only. Pupils should have permission of the



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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

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 <http://www.danvillepublicschools.org> or the Virginia Department of Education’s website at Virginia School Quality Profiles

TITLE IX- LINK TO POLICY AND DESIGNEE

(<https://bit.ly/3uErmAW>)

DPS Policy GBA/JFHA and JFHA/GBA outline Prohibition of harassment and discrimination for Staff and Students. These policies also contain the current Title IX Grievance process.

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 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.

VIRGINIA STANDARDS OF LEARNING

The following link provides the specific Virginia Standards each student will be learning: [VDOE Standards of Learning](#) (<https://bit.ly/3luxfq4>).



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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.