



WOODBERRY HILLS ELEMENTARY  
STUDENT/FAMILY HANDBOOK

2025 - 2026

# Woodberry Hills Elementary ~ Home of the Wolf Pack

## **INTRODUCTION/WELCOMING**

Welcome to Woodberry Hills Elementary School!

We are looking forward to a new school year full of learning opportunities and educational growth. As principal, I welcome you and look forward to meeting all of you personally!

Please take the time to familiarize yourself with the Student/Family Handbook. It is intended to provide you with the current policies and procedures that support the mission, vision, and values of Woodberry Hills Elementary. We encourage parents and students to consult the Woodberry Hills Elementary Student/Family Handbook for guidance regarding school rules, regulations, policies, procedures, and expectations. Parents and students should keep in mind, however, that the school is a vital, constantly changing entity, evolving as circumstances require.

The Handbook is published only for the use of the Woodberry Hills Elementary School in Danville City, VA Public School System.

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## ELEMENTARY HANDBOOK GENERAL INFORMATION FOR STUDENTS AND PARENTS

### SCHOOL CONTACT INFORMATION

Ms. Mildred Richardson- Principal  
Mr. Hugh Logan - Assistant Principal  
Ms. Lynne Kratochvil- Assistant Principal  
Mrs. Harolyn Samuels - Secretary/Bookkeeper  
Ms. Threllis Hall - Secretary/Attendance (Grades 3-5)  
Ms. Trista Grey - Secretary/Attendance (Grades K-2)  
Address: 614 Audubon Drive, Danville, VA 24540

### SCHOOL HOURS

Student Arrival/Breakfast- 7:40a.m. - 8:00 a.m.  
Tardy Bell/Core Instruction -8:00 a.m.  
  
Early Checkout Ends- 2:40 p.m.  
Student Dismissal- 2:55 p.m.  
Phone: (434) 799-6466 , Fax: (434) 797-8927

### SCHOOL HISTORY

Woodberry Hills Elementary School was constructed during the 1959-1960 era. Woodberry Hills is the home of the wolf pack because our school mascot is a wolf. When expressing school spirit or representation, we wear Red, White, and Gray for our school colors. We host about 350 students in grades K-5. A fun fact about Woodberry Hills Elementary School is that we have a hillside slope that is perfect for sledding during the Winter snowfall.

### SCHOOL MISSION STATEMENT

Woodberry Hills, in partnership with families and the community, is committed to developing a community of learners in which all students receive a quality education and student support.

### SCHOOL VISION STATEMENT

Our vision is to provide a learning environment, where students and families join us in creating a school climate that reflects academic and individual student growth.

### DISTRICT MISSION STATEMENT

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

### DISTRICT VISION STATEMENT

We envision a school division that cultivates excellence for all.

### DISTRICT BELIEF STATEMENTS

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

### ACCEPTABLE USE AGREEMENT

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

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## 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.

## 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.

**Reminder: When sending parent notes, we can only excuse seven (7) days of absences. After the seven days, students' absence notes will need to be from the doctor (medical).** 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.

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

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

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

## Attendance policies and procedures

- DPS Policy JED states, "Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.
- Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:
  1. 4-H Educational Program of Activity (maximum 3 school days)
  2. Civic Event (1 day per academic year)
  3. Court Appearance (required)
  4. Death in the family
  5. Extenuating circumstances which are determined by the School Personnel
  6. Field Trips and/or school authorized activities
  7. Illness
  8. Religious holiday
  9. Pow Wow Federally-recognized tribal nation headquartered in VA (1 per academic year)

### Tardiness and Early Dismissal:

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

### BICYCLES

Bicycles are to be parked in the designated rack as soon as the pupils arrive. It is suggested that bicycles be locked. Danville Public Schools shall not be responsible for damaged or stolen bicycles.

Pupils will walk on the sidewalk and follow the designated pedestrian plan to enter and exit the building. Bicycles are not to be ridden or taken from the parking rack at any time during the day.

### BULLYING/CYBER-BULLYING

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

DPS Policy Code JFC details expectations for Student Conduct. Within this policy bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

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

## BUS SAFETY/PROCEDURES

Pupils who ride school buses must obey safety rules at all times - staying seated, refraining from loud talking or yelling, keeping hands and arms inside the bus, keeping hands and feet to self, keeping the aisle clear, and refraining from any activity that would distract the bus driver. **Riding the bus is a privilege and pupils whose behavior creates a safety hazard will be suspended from riding the bus.** Any student that is suspended off the bus, the parent and student must come to the school and watch a bus safety video and conduct a conference before the child can return to riding the bus. (See the Danville Public Schools Student Code of Conduct for transportation regulations).

**A FORM WHICH MUST BE COMPLETED BEFORE A STUDENT MAY RIDE THE BUS IS LOCATED AT THE BACK OF THIS HANDBOOK.**

## CAFETERIA

All students are provided a free breakfast and lunch each school day. They may bring a bag lunch. Milk, water and other items will be available for purchase during meal service. Additional items can be paid for by sending money or adding money to your child's My Payment Plus account using a debit or credit card. No charging is allowed for additional items purchased from the cafeteria. 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 5<sup>th</sup> Grade:**

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

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

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

## CHANGE OF ADDRESS/PHONE NUMBER

Please notify the main office of any change of address or phone number. Changes of address, phone number, or life changes must be submitted in writing. A form for making this change is available in the school office. It is extremely

important that we have accurate, up-to-date information so that you can be reached in the event of an emergency. Updated contact information (email, home phone, and cell phone) is imperative as the division and schools use the School Messenger Phone System to send out announcements, important school-related information, school closings, and emergency announcements.

## CHANGE OF DISMISSAL PLANS

Personal or family emergencies will arise, which will affect your child's regular dismissal routine. Please alert your child's teacher by sending a note with your child to notify the teacher about the change - whether it is to ride a different bus or to be a car/bus rider for the day. We will have your child follow his/her regular dismissal procedure unless you have sent a note to the teacher or principal. Even if someone is listed on the student's emergency contact log, the child will not be released without a note from the parent or guardian. **Identification** is required from anyone picking up a student. **There will be no check outs after 2:40pm.** Phone calls will NOT be accepted.

## CHECKOUT PROCEDURES

Parents will use the Raptor system, located at the entrance of the main office, to check-in or check-out their child. 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.

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

## CONTACT FOR COMPLAINTS:

Parents and caregivers must start with the teacher, then the assistant principal if appropriate, lastly the Principal. After the order of command has been followed, if appropriate, complaints to the District Office should be directed to Dr. Wayne Lyle by calling 434-799-6400 ext. 232.

## CUSTODIAL RIGHTS

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

## DISCLAIMER

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

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

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

## DISCIPLINE

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

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

Students cannot learn and teachers cannot teach unless 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.**

District Strategic Plan: [District Strategic Plan](#)

DPS Program of Study:

The Program of Studies provides students and parents both general and specific information about curricular offerings and services at the middle school and high school. [Program of Study](#)

## DRESS CODE / VIOLATIONS

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

**Students MUST wear:**

- Tops and bottoms, or the equivalent (dresses, etc.)
- Shoes (sandals are permissible, but appropriate athletic shoes must be worn in PE class and additional caution should be taken by students at recess.) *\*\*The School Board and/or Danville*

*Public Schools is not responsible for any injuries that may occur due to students who wear improper shoes.*

- Shoes must be worn at all times on school grounds.
- Pants must be worn at the waist.
- If holes are 4 inches above the knee in pants, leggings or shorts must be worn underneath with no visible skin.

## **Students MAY NOT wear:**

- Visible underwear or bathing suits of similar designs
- Clothing using images or language depicting drug use, alcohol, any illegal activities, threats, or discriminatory slogans
- Clothing that includes hate speech, profanity or pornography
- Images and/or language that creates a hostile or intimidating educational environment based on identity or class
- Hats, caps, scarves, sweatbands, bandanas, facemasks, or head covers inside a school building except (a) when worn because of religious beliefs, (b) when worn as a matter of health or safety, (c) when worn in connection with a school-sponsored program
- Headphones should be placed out of sight upon entering the building.
- Pajamas or sleepwear, bedroom slippers, costumes, or blankets are prohibited in the building, or on buses.
- Tops or dresses that reveal bare midriffs or cleavage are not allowed.
- Shirts and tops with the back out are not permitted.
- Mesh or see-through clothing is prohibited.
- Tops with large openings for the arms or that are split below the arms are not permitted.
- Students are not to wear clothing with language, symbols, or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances, or advertise tobacco or alcohol.
- Shorts, skirts, skorts, and dresses can be no shorter than 4 inches above the knee, both in the front and back.
- If tight-fitting pants, such as leggings, are worn, a dress or lengthy shirt that is no shorter than 4 inches above the top of the knee, both in the front and back, must also be worn.
- Weapon-related attire is prohibited.

## **Recommended Consequences for Dress Code Violations:**

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

### **Elementary**

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

*\*\*Continued infractions will result in additional consequences*

## **EMERGENCY DRILLS/PROCEDURES**

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

practiced. Families will be notified 24 hours before a Lock Down drill.

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

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

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

## ENTRANCE REQUIREMENTS

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

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

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

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

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

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

A certificate of immunization is required upon entering Danville Public Schools. Students will not be allowed to attend school without completed immunization documentation.

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

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## 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://www.doe.virginia.gov/testing/sol/standards_docs/family_life/index.shtml)

([https://www.doe.virginia.gov/testing/sol/standards\\_docs/family\\_life/index.shtml](https://www.doe.virginia.gov/testing/sol/standards_docs/family_life/index.shtml)). Parents who wish for their child to opt out of the program must specify this desire in writing to the classroom teacher.

## FERPA

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

## FIELD TRIPS

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

## FUNDRAISING

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

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

## GRADING POLICY AND PROCEDURES

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

### Grading Scale

#### Conduct

| <b>Elementary (Grades K-5): Conduct Grade Criteria</b><br><b><i>Work Habits and Behaviors that Support Achievement</i></b> |                                       |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 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 |

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| Elementary (Grades K-5): Non-Academic Grade Reporting<br><i>Work Habits and Behaviors that Support Achievement</i> |                             |                                 |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------|
| Letter Grade                                                                                                       | Numerical Mode (Grades K-2) | Numerical Range (Grades 3-5)    |
| Excellent (E)<br>Consistently Demonstrated                                                                         | Represents a mode of 4      | Represents an average of 90-100 |
| Satisfactory (S)<br>Frequently Demonstrated                                                                        | Represents a mode of 3      | Represents an average of 70-89  |
| Needs Improvement (N)<br>Occasionally Demonstrated                                                                 | Represents a mode of 2      | Represents an average of 50-69  |
| Unsatisfactory (U)<br>Rarely Demonstrated                                                                          | Represents a mode of 1      | Represents an average below 50  |

## Academic Grade Reporting

### Academic Grade Reporting: Kindergarten - 2nd Grade

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

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

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

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

## Calculation of Final Grades

**Grades K-2 - Final grades will be determined at the end of each semester based on the cumulative body of evidence for each standard.**

### Passing a Standards of Learning Assessment

For courses requiring a Standards of Learning assessment, any student who fails to achieve a passing grade in the course but earns a passing score on the Standards of Learning assessment for grades 3 through 5 shall receive a passing grade denoted as "P" in the gradebook. The passing score is equivalent to a 60% on the traditional quality point-weighted grading scale. 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.

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Danville Public Schools will require students who do not master reading and/or math Standards of Learning (SOL) objectives for the current grade level or course to attend acceleration sessions and/or summer school. Students will be given multiple opportunities to learn and exhibit mastery on all standards. Any grade 59 and below will be entered as a 60 in the gradebook for academic recovery purposes.

## GUIDANCE

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

## HOMEWORK

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

Guidelines for homework include:

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

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           |

## Homework Platform

Homework will be shared with families and caregivers on the DPS Teacher Websites.

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

## INCLEMENT WEATHER GUIDELINES

Notice of delayed openings or school closings for weather conditions will be announced by the Danville Public Schools over the radio, television, on the web page ([www.danvillepublicschools.org](http://www.danvillepublicschools.org)), and using the division's School Messenger.

## 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](#)

PRESCRIPTION MEDICINE - Danville Public Schools personnel may give prescription medication to students only with a physician's written order and written permission from the student's parent or guardian. **Such medicine must be in the original container and delivered to the school nurse by the parent/guardian of the student.**

NO MEDICINE SHOULD BE TRANSPORTED ON THE SCHOOL BUS.

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

### **A FORM WHICH MUST BE COMPLETED BEFORE PRESCRIPTION MEDICINE CAN BE ADMINISTERED IS AT THE BACK OF THIS HANDBOOK.**

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

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

Employees of the School Board of the City of Danville may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

### **A FORM WHICH MUST BE COMPLETED BEFORE NON-PRESCRIPTION MEDICINE CAN BE ADMINISTERED IS AT THE BACK OF THIS HANDBOOK.**

# Woodberry Hills Elementary ~ Home of the Wolf Pack

## MEDICATION - SELF-ADMINISTRATION

### MEDICINE - SCHOOL LIABILITY

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

### MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

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

### NON-DISCRIMINATION ON THE BASIS OF DISABILITY

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

### NON-DISCRIMINATION POLICY

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

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

### PARENTS EATING LUNCH AT SCHOOL

Although our school cafeterias are small, parents are invited to eat lunch with their children at the school pending COVID-19 mitigation strategies approved by the school division. The price of an adult lunch is \$4.00. 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 discouraged from being brought into the cafeteria.

### 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.**

# Woodberry Hills Elementary ~ Home of the Wolf Pack

## PHOTOGRAPHY/MEDIA COVERAGE

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

## PERSONAL VALUABLES/MONEY/CONTRABAND

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

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

## PROMOTION AND RETENTION

Full Promotion and Retention guidelines are in DPS Policy IGC and the related regulation, IGC-R. Individual student promotion shall be based upon satisfactory performance as follows:

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

- **Elementary Schools**

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

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

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

### **Grades K-2**

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

### **Grades 3-5**

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

**It is important to note that all absences, irrespective of being excused or unexcused, are considered when evaluating attendance. In the event that a students' attendance falls below 90%, they will not be eligible to receive credit for the course. However, students can regain their course credit by participating in the division's Meaningful Engagement options, such as attending Saturday Sessions, after-school programs, and/or Summer School.**

## HONORS AND PROMOTION CEREMONIES

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

| Honor Category        | Criteria: Grades K-2                                                                 | Criteria: Grades 3-5                                                                |
|-----------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Superintendent's List | "3 or 4" in each course<br>Excellent ("E") conduct<br>grade Perfect attendance       | "A" in each course<br>Excellent ("E")<br>conduct grade<br>Perfect attendance        |
| Principal's List      | "3 or 4" in each course<br>Excellent ("E") or<br>Satisfactory ("S") conduct<br>grade | "A" in each course<br>Excellent ("E") or<br>Satisfactory ("S")<br><br>conduct grade |

# Woodberry Hills Elementary ~ Home of the Wolf Pack

|                      |                         |                           |
|----------------------|-------------------------|---------------------------|
| Academic Achievement | "3 or 4" in each course | "A" in each course        |
| Academic Honor       | N/A                     | "A" or "B" in each course |

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

*Promotion Ceremony:* A program to recognize the successful completion of a student's elementary and middle school education. Eligible students are **invited** to participate in a ceremony at the end of the year. The **5th-grade** promotion celebrates the student's accomplishments and marks the important transition to middle.

*Inclusive Ceremonies:* The Promotion and Honors Ceremonies are intended to be inclusive ceremonies, where all students are celebrated together in a singular ceremony. There should not be two separate ceremonies for specific groups of students, such as special populations. The aim is to recognize and honor the achievements of all students collectively, regardless of their backgrounds or abilities. By conducting a single ceremony, the school promotes unity and equality among its student body, fostering a sense of belonging and accomplishment for every student.

## 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**. All students must be checked out through the office.

## SAFETY - EMERGENCY DRILLS/PROCEDURES

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

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

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

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

# Woodberry Hills Elementary ~ Home of the Wolf Pack

## 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.

## 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 (Student CORE) are:

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

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

<https://docs.google.com/document/d/1R10b83-PV8I9JdKoQ8hVWvgTAiHeEye8/edit>

## 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.

## 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.

## TELEPHONES

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

## TITLE I

VIRGINIA DEPARTMENT OF EDUCATION SCHOOL REPORT CARDS:

<https://schoolquality.virginia.gov/schools/woodberry-hills-elementary>

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.

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

## VIRGINIA STANDARDS AND DANVILLE PUBLIC SCHOOLS CURRICULUM AND ASSESSMENTS

Information regarding how to access state standards and the division's assessment can be found at

<http://www.doe.virginia.gov/testing/index.shtml> and the State and Local Assessment Guide. The division's local curriculum can be accessed via the Canvas Learning Management System. Please check with each school regarding login information.

Title IX - DPS Policy 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

Information regarding how to access state standards and the division's assessment can be found at

<http://www.doe.virginia.gov/testing/index.shtml> and the State and Local Assessment Guide.

The division's local curriculum can be accessed via the Canvas Learning Management System. Please check with your child's homeroom teacher or the principal if you need assistance obtaining this information [VDOE Standards of Learning](#)

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## 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.

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.
- 5.) Prior Written consent from parents or guardians is required for students under 18 to use AIS. ( Form IIBF-R2)

## 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.

## COLLEGE AND CAREER READINESS

Each middle and secondary school provides for the early identification and enrollment of students in a program with a range of educational and academic experiences related to college and career readiness in and outside the classroom, including an emphasis on experiences that will motivate disadvantaged and minority students to prepare for a career or postsecondary education.

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.

In middle school, students complete a locally selected career interest inventory and select a career pathway. To support development of the ACP, students complete at least one course in career investigation selected from the career and technical education state-approved list, or a school division-provided alternative means of delivering the career investigation course content, provided that the alternative is equivalent in content and academic rigor.

The School Board may require such courses in career investigation at the high school level as it deems appropriate, subject to approval by the Board of Education. The School Board may require such courses in career investigation at the elementary school level as it deems appropriate.

All schools continue development of a personal ACP with each seventh-grade student with completion by the end of the fall semester of the student's eighth-grade year. The components of the ACP include the student's program of study for high school graduation and a postsecondary career pathway based on the student's

academic and career interests. In high school, a career-related learning experience is chosen by the student and documented in the ACP.

The ACP is developed in accordance with guidelines established by the Virginia Board of Education and signed by the student, student's parent or guardian, and school officials or officials designated by the principal. The ACP is included in the student's record and is reviewed and updated annually. Lists, as compiled annually by the Department of Education and provided to the School Board, of 1) the top 100 professions in Virginia by median pay and the education, training and skills required for each such profession and 2) the top 10 degree programs at institutions of higher education in Virginia by median pay of program graduates are included as part of each student's ACP.

Beginning in the middle school years, students are counseled on opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation as described in Policy LEB Advanced/Alternative Courses for Credit. Such opportunities include access to at least three Advanced Placement (AP), International Baccalaureate (IB), or Cambridge courses or three college-level courses for degree credit pursuant to 8 VAC 20-131-100. Students taking advantage of such opportunities are not denied participation in school activities for which they are otherwise eligible. Wherever possible, students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit (dual enrollment), under the following conditions:

- a. Written approval of the high school principal prior to participation in dual enrollment must be obtained;
- b. The college must accept the student for admission to the course or courses; and
- c. The course or courses must be given by the college for degree credits (no remedial courses will be accepted).

Information that assists high school students in making informed decisions about their futures after graduating from high school and ensures that such students are aware of the costs and benefits of different educational and certificate programs, as collected and compiled by the Virginia Department of Education in consultation with the State Council of Higher Education for Virginia, is readily available to each high school student. The information is distributed to each high school student who expresses an interest in attending an institution of higher education or completing a training program.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-253.13:3.

8 VAC 20-131-140.

Guidelines for Academic and Career Plans (Adopted by the Virginia Board of Education Sept 17, 2009).

File: IJD-R

## College and Career Readiness- Regulation

Information that assists high school students in making informed decisions about their futures after graduating from high school and ensures that such students are aware of the costs and benefits of different educational and certificate programs, as collected and compiled by the Virginia Department of Education in consultation with the State Council of Higher Education for Virginia, is readily available to each high school student. The information is distributed to each high school student who is interested in attending an institution of higher education or completing a training program.

- All students will receive information regarding postsecondary education opportunities and trade programs, financial aid, state and local scholarship opportunities through the Guidance Department website, bulletin boards, and information sheets.
- All students will receive information from the State Council of Higher Education for Virginia College and a Career Readiness preparation tool kit.
- All interested students will be able to attend FAFSA and College Nights sponsored by their respective schools.

## 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.

## ACCELERATION - REGULATION

### **I. High School Courses Taken In Middle School**

Students receive credit towards graduation for high school courses taken in middle school. These credits count toward credits in the required sequences as well as toward the total number of credits required for graduation. Before starting the course, parents and students must complete the DPS High School Courses for Middle School Students Permission Form (IKEB-R1).

Danville Public Schools provides two options for middle school students who take courses while in middle school that carry high school credit:

1. Count the course and credit (if earned) toward high school graduation requirements, and do not include the final course grade in the student's high school grade point average (GPA). The course and final grade will appear on the student's high school transcript.
2. Do not count the final course grade in the student's high school grade point average, and do not count the credit and course toward high school graduation requirements. The course and final grade will not appear on the student's high school transcript.

Parents of middle school students may request that grades for any high school credit-bearing course taken in middle school be omitted from the student's transcript, and therefore the student will not earn a standard unit of credit for the course which may not be verified (to meet graduation requirements) by a state end-of-course assessment. The request to remove a course from the transcript must be made in writing to the middle or high school the student will attend the following year and prior to the end of the first nine weeks of the school year. The record of a student passing a state assessment is not deleted when a high school credit taken in middle school is expunged. Without the student retaking the course, DPS may reinstate the verified credit (after expungement).

To request a course be removed, use form IKEB-R2, Request to Expunge High School Courses Taken in Middle School.

Courses taken in the summer session following student promotion from the eighth grade are ineligible for removal from the high school transcript.

Students who transfer to Danville Public Schools with high school credits from middle school may request those grades be expunged from, or not included, in their DPS transcript. The request must be submitted by the parent and received by the school within nine weeks from the date of their enrollment into DPS.

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.

## **WORDS FROM THE PRINCIPAL'S CORNER**

Dear Families,

My name is Mildred Richardson, and I am honored to serve as the Principal of Woodberry Hills Elementary. At our school, we believe every child deserves access to high-quality learning experiences that help them grow, thrive, and reach their fullest potential.

Our school's vision for this year is to "Provide a learning environment, where students and families join us in creating a school climate that reflects academic and individual student growth."

Together, we are dedicated to meeting the individual social, emotional, academic, and physical needs of our children daily. My goal is that we educate and develop the whole student to best prepare them for their future. We look forward to partnering with parents and community members to offer our students a world-class education!

The staff works collaboratively to plan and organize rich, rigorous, and ultimately rewarding lessons and activities for your child. As we prepare students for post-secondary life, it is important that we do it as a team.

### **So how can you help?**

- 1). Be involved and participate in school events! We love our school families and truly want parents, guardians, and community members to collaborate as much as possible.
- 2.) Send your child to school every day. Attendance is extremely important.
- 3.) Read...read...read! Have your child read (or read to them) daily.
- 4.) Have your child solve real-life math problems. Math is all around us in our daily lives. Every chance you get, talk about math in a real-life situation with your child.

It is important that parents/guardians become active participants in their child's education. I strive to serve as a partner with families. I encourage you to reach out to our staff with concerns, or praises, in regards to your child's education. By creating a partnership between school, family, and community, the students are fully supported and encouraged to develop their unique and diverse learning styles.

If I can be of any assistance to you, please do not hesitate to reach out to me. I look forward to working with all stakeholders to make Woodberry Hills Elementary School the best it can be every single day.

Best wishes,

Ms. Mildred Richardson, Principal

# Woodberry Hills Elementary ~ Home of the Wolf Pack



## Academic Calendar 2025-26

| July 2025 |    |    |    |    |    |    | August 2025 |    |    |    |    |    |    | September 2025 |    |    |    |    |    |    | October 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su        | M  | T  | W  | Th | F  | Sa | Su          | M  | T  | W  | Th | F  | Sa | Su             | M  | T  | W  | Th | F  | Sa | Su           | M  | T  | W  | Th | F  | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |             |    |    |    |    | 1  | 2  |                |    | 1  | 2  | 3  | 4  | 5  | 6            |    |    | 1  | 2  | 3  | 4  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 | 3           | 4  | 5  | 6  | 7  | 8  | 9  | 7              | 8  | 9  | 10 | 11 | 12 | 13 | 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 | 10          | 11 | 12 | 13 | 14 | 15 | 16 | 14             | 15 | 16 | 17 | 18 | 19 | 20 | 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 | 17          | 18 | 19 | 20 | 21 | 22 | 23 | 21             | 22 | 23 | 24 | 25 | 26 | 27 | 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 27        | 28 | 29 | 30 | 31 |    |    | 24          | 25 | 26 | 27 | 28 | 29 | 30 | 28             | 29 | 30 |    |    |    |    | 26           | 27 | 28 | 29 | 30 | 31 |    |

  

| November 2025 |    |    |    |    |    |    | December 2025 |    |    |    |    |    |    | January 2026 |    |    |    |    |    |    | February 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su            | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa | Su           | M  | T  | W  | Th | F  | Sa | Su            | M  | T  | W  | Th | F  | Sa |
|               |    |    |    |    |    | 1  |               | 1  | 2  | 3  | 4  | 5  | 6  |              |    |    |    | 1  | 2  | 3  | 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 | 28            | 29 | 30 | 31 |    |    |    | 25           | 26 | 27 | 28 | 29 | 30 | 31 |               |    |    |    |    |    |    |
| 30            |    |    |    |    |    |    |               |    |    |    |    |    |    |              |    |    |    |    |    |    |               |    |    |    |    |    |    |

  

| March 2026 |    |    |    |    |    |    | April 2026 |    |    |    |    |    |    | May 2026 |                                                                           |    |    |    |    |    | June 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|---------------------------------------------------------------------------|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su         | M  | T  | W  | Th | F  | Sa | Su         | M  | T  | W  | Th | F  | Sa | Su       | M                                                                         | T  | W  | Th | F  | Sa | Su        | M  | T  | W  | Th | F  | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |            |    |    | 1  | 2  | 3  | 4  |          |                                                                           |    |    |    | 1  | 2  |           | 1  | 2  | 3  | 4  | 5  | 6  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 | 5          | 6  | 7  | 8  | 9  | 10 | 11 | 3        | 4                                                                         | 5  | 6  | 7  | 8  | 9  | 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 | 12         | 13 | 14 | 15 | 16 | 17 | 18 | 10       | 11                                                                        | 12 | 13 | 14 | 15 | 16 | 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 | 19         | 20 | 21 | 22 | 23 | 24 | 25 | 17       | 18                                                                        | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 29         | 30 | 31 |    |    |    |    | 26         | 27 | 28 | 29 | 30 |    |    | 24       | 25                                                                        | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    |
|            |    |    |    |    |    |    |            |    |    |    |    |    |    | 31       | High Schools will run an early release schedule on exam days (May 19-22). |    |    |    |    |    |           |    |    |    |    |    |    |

### KEY

|  |                                       |
|--|---------------------------------------|
|  | Holidays (No School)                  |
|  | Teacher Professional Day*             |
|  | District Level Professional Learning* |
|  | First Day for Students                |
|  | Last Day for Students                 |
|  | Graduation (Teacher Professional Day) |

\*No school for students.

### OPEN HOUSE

August 04, 2025, from 12:00 - 6:30 PM;  
Staff will work from 11:00 AM - 7:00 PM

### FAMILY CONFERENCE DAYS

September 17, 2025  
February 16, 2025

### SCHOOL HOLIDAYS

Labor Day | Sept. 01, 2025  
Veteran's Day | Nov. 11, 2025  
Thanksgiving Holiday | Nov. 26-28, 2025  
Winter Break | Dec. 22 - Jan. 02, 2026  
MLK Jr. Day | Jan. 19, 2026  
Spring Break | April 03-10, 2026  
Memorial Day | May 25, 2026  
Juneteenth | June 19, 2026

### MAKE-UP DAYS

September 17, 2025  
October 13, 2025  
January 05, 2026  
January 06, 2026  
February 16, 2026  
May 26, 2026

### 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

### SOL TESTING | SPRING

### ADMINISTRATION WINDOW

Week 1 | April 27 - May 01, 2026  
Week 2 | May 04 - 08, 2026 | Make-ups  
Weeks 3-4 | May 11 - 22 | Retakes  
Subject to change.

### SUMMER LEARNING

May 28 - 29, 2026 | Summer School PL  
June 01 - 02, 2026 | Summer Leadership  
June 03, 2026 | AP Academy  
June 04 - July 09, 2026 | K-12 Summer School  
Subject to change.

Revised May 14, 2025