Danville PUBLIC SCHOOLS

Students • Staff • Families • Community

Westwood Middle Student Handbook

2025-2026

Danville PUBLIC SCHOOLS
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PRINCIPAL'S MESSAGE

Greetings Tiger Family!

Welcome to another exciting school year at Westwood Middle School! I hope your summer was restful and rejuvenating with an opportunity to recharge. Last school year we made tremendous academic gains. As we continue to move forward on this path to excellence together, I want to express my sincere gratitude for your unwavering dedication to our young scholars as our school community.

This year, we are focusing on fostering collaborative learning communities, closing opportunity and achievement gaps, and providing our students with engaging opportunities to accelerate their learning. Our collective efforts and commitment to these goals will help us create an environment where each student can thrive and reach their full potential.

Collaboration is the linchpin of our success. With your active engagement in our school community, we can create a dynamic and innovative learning environment where families feel supported and welcomed. Throughout the school year, you will be invited to engage in meaningful dialogue, share ideas, and learn about simple but effective ways you can contribute to your child's learning. Our goal is to create an inviting school culture of continuous improvement, where families feel empowered and valued.

Our students deserve the opportunity to accelerate their learning and achieve beyond their expectations. We will share district aligned initiatives designed to challenge and engage our scholars. Enrichment activities, targeted interventions, advanced coursework, and project-based learning will provide multiple avenues for students to explore their interests, seek support, and develop critical thinking skills. We are committed to creating a rigorous and stimulating academic environment that inspires a love of learning..

Together, we will navigate the challenges and celebrate the successes of this school year. Let us embrace this opportunity to have a profound impact on the lives of our young scholars and to continue our journey towards excellence. I am confident that, together, we will achieve even greater accomplishments, in abundance! I look forward to meeting you at our interactive Westwood Open House on August 5 from 12pm-6pm. Come join us to meet your student's teachers and learn more about Westwood! You can reach me via email at lsimmons@mail.dps.k12.va.us or phone at (434)799-6455.

Here's to an *excellent* academic year ahead!

Warm regards,
LaTonya M. Simmons
Proud Principal
Westwood Middle School

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SCHOOL CALENDAR OF EVENTS 2025-2026

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Academic Calendar 2025-26

July 2025

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

August 2025

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

September 2025

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

October 2025

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

November 2025

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

December 2025

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

January 2026

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

February 2026

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

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

April 2026

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

May 2026

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

June 2026

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

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

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SCHOOL CALENDAR OF EVENTS 2024-2025
At a Glance

Open House	August 4, 2025
First Day of School for Students	August 6, 2025
Labor Day Holiday	September 1, 2025
Conference Day/Early Release Day	September 17, 2025
Q1 Ends	October 9, 2025
Professional Development No School for Students	October 13, 2025
Election Day - District Professional Learning - No School for Students	November 5, 2024
Veteran's Day Holiday	November 11, 2024
Thanksgiving Break Holiday	November 26-28, 2025
Last Day of Semester 1	December 19, 2025
Winter Break Holiday	December 22, 2025 - December 31, 2025
Winter Break Holiday	January 1, 2026 - January 3, 2026
Professional Development No School for Students	January 5, 2026 - January 6, 2026
First Day of Semester 2	January 7, 2026
Dr. MLK, Jr. Day Holiday	January 19, 2026
Professional Development No School for Students	February 16, 2026
Conference Day	February 16, 2026
Q3 Ends	March 12, 2026
Spring Break Holiday	April 3, 2026 - April 10, 2025
Last Day of School/ Q4 Report Cards	May 22, 2026

General Information for Students and Parents

School Contact Information

Operating Hours - 7:05 am - 2:20 pm Phone Number - 434 - 797 - 8860	Address - 500 Apollo Drive https://westwood.danvillepublicschools.org/
Student Arrival - 7:00 **Tardy Bell:** 7:20	**Student Departure**: 2:20 **Early Release:** 11:00AM

Westwood's Mission Statement

Our mission is to provide high quality education in a safe, respectful, and inclusive environment that builds a foundation for life-long learning.

Westwood's Vision Statement

We strive to cultivate an environment where all children feel loved, respected, and encouraged to develop to their fullest potential.

The Tiger Code

In all areas we are RESPECTFUL, RESPONSIBLE, and READY TO LEARN

School Slogan

Excellence is the Expectation!

DPS 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.

DPS Vision Statement

We envision a school division that cultivates excellence for all.

BELIEF STATEMENTS:

1. We believe all students should have equitable access to learning, such that they enter Kindergarten ready to learn and graduate high school on time.
2. We believe in using data to make informed 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.

ACCELERATION

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

ACCEPTABLE USE AGREEMENT

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

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. Parents, students, and staff must sign the Acceptable Computer System Use Acknowledgment form (IIBEA-R1). Please refer to the full policy for additional details.

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 and emergency contact. 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.

Grades 6-8

Effective January 2024, students in grades 6-8 must attend at least 90 percent of the class days to receive course credit.

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."

BULLYING

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

BUS SAFETY/PROCEDURES

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

- **Outside branded food is not allowed in the cafeteria.**
- 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.
- Food nor drinks are allowed to leave the cafeteria unless stored in a lunchbox.

CELL PHONES

6th-8th Grade:

Students may not use cell phones at designated times and in accordance with the guidelines specified in the following section:

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

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

Secondary students may use their cell phones while riding the school bus by utilizing headphones, earbuds, and personal listening equipment so as not to disturb others. Each secondary school provides a Yondr pouch for students to store their cell phones/smart devices during the day. Every student should follow their school's procedures for using the Yondr pouch. Students may use their phones, with personal listening equipment such as earbuds, at after-hour, school sponsored events provided that they do not disturb others or disrupt, or interfere with the events taking place.

Exemptions: Any student who, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, or Limited English Proficiency plan, is permitted to possess and use a cell phone or smart device on school

property, including in the classroom, from bell to bell to monitor or address a health concern or as an accommodation or assistive technology support.

Consequences for cell phone violations (PreK - 12th Grade)

Any prohibited device may be confiscated by the school administration and returned to the parent/guardian at the end of the school day. 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 CORES.

Disciplinary Responses to Cell Phone/Smart Device Violations

- 1st Offense
  - Confiscation of device
  - Parent notification
  - Device returned to parent at end of school day
- 2nd Offense
  - Confiscation of device
  - Parent conference w/ Behavior Agreement developed
  - Device returned to parent at end of school day
- 3+ Offenses (or any refusal to surrender the device)
  - May be considered violation of Code BSO3: Refusal to Comply with Requests of Staff

NOTE: A school administrator may at his/her discretion confiscate the cell phone on any violation of the policy. The refusal to surrender a cell phone at the request of a school administrator shall result in the charge of failing to follow directions with a minimum consequence of a 3-day out-of-school suspension in addition to other consequences forthcoming from the violation of the cell phone policy. In the event that the appropriate consequence exceeds the 10-day suspension authority of the school administrator, a recommendation for a long-term suspension may be considered. Confiscated phones are to be safeguarded by the school administrator and may be maintained for the duration of the disciplinary process. Confiscated phones will be returned to a parent/guardian but not prior to the conclusion of the school day.

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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 2:00pm. Phone calls will NOT be accepted**.

CHECKOUT PROCEDURES

Each child will have an individual check-in and check-out sheet/kiosk documenting who is checking the child in or out, the time, the relationship to the child, and the reason. **Only persons designated by the legal parent/guardian with ID or by court order will be allowed to check-out a child.** If there is a question regarding the check-out, the parent/guardian will be contacted to verify the person or the child will not be released. All persons checking out a child must remain in the main office until the child arrives from class.

COLLEGE AND CAREER READINESS

Each 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. College and Career Readiness regulations are outlined in DPS Policy.

COMPETITIVE SPORTS

Students are encouraged to participate in the middle school athletic program. Teams to consider are football, cross country, cheerleading, basketball, volleyball, track, tennis, and soccer. Students from Bonner Middle School and Westwood Middle School participate together on most middle school teams.

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.**

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

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

DISCLAIMER

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

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

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

DPS CURRICULUM

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

DRESS CODE

Included in the Student Code of Conduct - CORE.

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:

Secondary (Middle and High School)

1. 1st Offense – Warning with opportunity to change clothes to correct dress code violation;
2. 2nd Offense- A second warning with opportunity to change clothes to correct dress code violation
3. 3rd Offense- Administrative after-school detention
4. 4th Offense-Please see (chronic disciplinary infractions)
   ***Continued infractions will result in additional consequences*

EMERGENCY DRILLS/PROCEDURES

DPS Policy EBCB (**https://go.boarddocs.com/vsba/dps/Board.nsf/goto?open&id=BVW5W6122F6F**) 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

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 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.

Virginia law requires children entering 7th grade are required to present proof of their first dose of the human papillomavirus (HPV) vaccine, one booster of the tetanus, diphtheria and pertussis vaccine (Tdap), and their first dose of the meningococcal conjugate vaccine (MenACWY). All are required for both boys and girls before entering the 7th grade. Contact the VA Department of Health at (434) 766-9828 for additional information.

The Pittsylvania Co/Danville Health Department offers required school vaccine appointments at two locations every week during regular business hours. Call to make an appointment.
*Walk-in availability for rising 7th and 12th graders: August 5, Danville, 3-6 pm; August 6, Chatham, 3-6 pm; August 7, Danville, 8:30-11 am & 1:30-4 pm; August 9, Chatham, 8:30-11 am & 1:30-4 pm *Expect longer wait times and based on available vaccine supply.

Back to School Immunizations
Danville Health Department Clinics
326 Taylor Drive, Danville, VA, 434-766-9828
Thursday, August 8th: School Shots Appointments - 1:00 PM- 3:30 PM
We will also schedule in our regular ongoing immunization clinics.

Chatham Health Department Clinics
200 HG McGhee DR, Chatham, VA, 434-433-3520
Wednesday, August 7th: School Shots Appointments - 8:30 AM- 3:30 PM

Contact: Pamela Saunders, Public Health & Wellness Coordinator, Danville Public Schools
434-799-6400 EXT 405

School Nurse: Nurse Tucker

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/teaching-learning-assessment/instruction/family-life-education.
Parents who wish for their child to opt out of the program must specify this desire in writing to the classroom teacher.

FERPA

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). Details are included in DPS Policy JO Student Records (https://go.boarddocs.com/vsba/dps/Board.nsf/goto?open&id=BX37KZ1A1270).

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.

GUIDANCE

Guidance is offered to students in grades 6 - 8. The major objectives of the program are to enhance the student's self-concept and social responsibilities. Individual and small group guidance is offered to students upon recommendation by the student's teacher, principal, or parent.

HOMEWORK

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

Guidelines for homework include:

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

Grades 6-8: Time Required to Complete- Total of 1.5 hours

Homework Platform

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

Level	Homework Platform
Middle	DPS Teacher Websites

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

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

INCLEMENT WEATHER REGULATION

Announcements concerning the closing or delay of school opening due to weather conditions are made as early as possible, after it has been determined that road conditions are unsafe. The final decision will be made early as possible, but no later than 5:30 a.m. on the day of expected weather. Cancellations or delays will be posted on the DPS website www.danvillepublicschools.org, social media accounts, and SchoolMessenger will be used to communicate cancellations or delays. Radio and television stations will also be contacted.
Please instruct your child what to do and where to go when such emergencies arise.

LIBRARY

Students 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/with 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://go.boarddocs.com/vsba/dps/Board.nsf/goto?open&id=BX36ZF175A45)

Medications Prescribed for Individual Students

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

Nonprescription Medications

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

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

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

The Code of Virginia 22.1-202 During the recitation of the Pledge, students shall stand and recite the Pledge facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student is compelled to recite the Pledge if the student or the student's parent or legal guardian objects on religious, philosophical, or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge. Appropriate accommodations are made for students who are unable to comply with the procedures described herein due to disability.

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.

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.

PARTIES/INVITATIONS

Each class is limited to three parties during a school year. Parents may be asked by the teacher to assist with parties. **Birthday parties may not be held at school, and invitations to birthday parties or other non-school events may not be passed out at school.**

PHOTOGRAPHY/MEDIA COVERAGE

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

PERSONAL VALUABLES/MONEY/CONTRABAND

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

PROMOTION AND RETENTION

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 6-8 who pass mathematics and English and at least one of the following: social studies or science will be promoted to the next grade.
- Effective January 2024, students in grades 6-8 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 student's 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.

Gradebook

If a student's attendance falls below 90%, they will receive an "AF" marking, equivalent to a 59% grade.

Appeals

Level 1:

- If a parent or guardian disagrees with the decision, they may file an appeal. The appeal should be submitted in writing to the principal and include any relevant information the parent or guardian wishes to be considered. The appeal must be received within ten (10) business days of the final grading period.
- The principal will review the appeal and provide a written decision with the rationale within five (5) business days of receiving the appeal notice (Form IGC-R6).

Level 2:

- If the parent or guardian still wishes to appeal after receiving the principal's decision, they may write their appeal to the Superintendent or Chief Operations Officer.

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.

REVISED GRADING POLICY

Grade Reporting Cycle

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.

- There are four quarters in a school year. Each quarter represents a 9-week grading period.
    a. Progress reports are issued half-way through each quarter (4.5 weeks into each grading period).

    b. Report Cards are issued at the end of each quarter (week 9 of each grading period).

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:

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Secondary (Grades 6-12): Conduct Grade Criteria ***Work Habits and Behaviors that Support Achievement***	
Self-Management • Demonstrates a positive mindset • Exhibits patience and self-control • Shows motivation, initiative, and effort • Independently looks for ways to improve the classroom and accomplish tasks	**Collaboration** • Actively participates in team activities • Demonstrates cooperation and flexibility • Resolves conflicts appropriately
Responsibility • Follows directions, completes assignments, and fulfills responsibilities • Exhibits pride in producing quality work • Shows respect toward people, property, and the use of resources	**Critical Thinking** • Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action • Demonstrates openness to new and diverse perspectives
Communication • Listens attentively • Asks questions to clarify understanding • Initiates and engages in positive and productive interaction with peers and teachers	**Creativity** • Produces ideas to solve challenging tasks • Displays curiosity, inventiveness, and originality • Uses appropriate resources to solve problems and create products

Letter Grade	Numerical Range
Excellent (E) Consistently Demonstrated	Represents an average of 90-100
Satisfactory (S) Frequently Demonstrated	Represents an average of 70-89
Needs Improvement (N) Occasionally Demonstrated	Represents an average of 50-69
Unsatisfactory (U) Rarely Demonstrated	Represents an average below 50

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	90-99+
B	80-89
C	70-79
D	60-69
F	below 60

Calculation of Final Grades

Final grades will be determined by the average using the following criteria:

- **Gold Category (Summative Assessments) = 40%**
  Examples include tests, essays, research papers, project-based assignments, labs, district benchmarks, and other culminating assessments to measure mastery of standards that comprise a unit of study.

  Minimum number of gold grades per 9-week report period = 3

- **Silver Category (Short Cycle Assessments) = 35%**

Examples include quizzes, lab reports, assignments that build to gold, collaborative work, and other graded assignments to assess certain standards in a unit of study.

Minimum number of silver grades per 9-week report period = 6

- **Bronze Category (Classwork/Warm-Up) = 25%**
  Examples include homework, spiral review activities, bellringers, and other graded assignments to assess certain standards in a unit of study.

  Minimum number of bronze grades per 9-week report period = 7

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.

Late Work

In an effort to make students college and career ready, it is imperative that all students understand the importance of deadlines. All due dates will be communicated with students and parents/guardians, and students will be given an ample and appropriate amount of time to complete assignments. Students are expected to complete all assignments by the assigned due date. Late work will be accepted until the end of the day it was due for full credit.

In order to avoid late work penalties, it is the students' responsibility to closely monitor assignments and due dates, and they must communicate anticipated issues prior to the deadline. Students who have an excused absence are allowed five days per absence to make up the in-class work.

HONOR ROLL

I. **Middle School**

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

Honor Category	Criteria
Superintendent's List	"A" in each course Excellent ("E") conduct grade No discipline referrals Perfect attendance
Principal's List	"A" in each course Excellent ("E") or Satisfactory ("S") conduct grade No discipline referrals
Academic Achievement	"A" in each course
Academic Honor	"A" or "B" in each course

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

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HONORS AND PROMOTION CEREMONIES GUIDANCE

I. **Purpose**

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

II. **Common Language**

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 and 8th-grade** promotion celebrates the student's accomplishments and marks the important transition to middle or high school.

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.

Ceremony Guidelines	
Ceremony Type	**Awards**

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

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

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, visitors, or students.

STRATEGIC PLAN

https://cdn5-ss11.sharpschool.com/UserFiles/Servers/Server_158822/Image/District%20Info/DPS%20Strategic%20Plan21-PROOF10.pdf

STUDENT FEES, FINES, AND CHARGES

It shall be the policy of the School Board to charge student fees and to recover funds for the loss of or damage to School Board property in accordance with the Code of Virginia. The School Board shall provide, free of charge, such

as textbooks, workbooks, and electronic devices as required for course of instruction for each child attending public schools.

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

STUDENT RECORDS

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

TELEPHONES

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

TITLE I INFORMATION

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

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 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 https://schoolquality.virginia.gov/

VIRGINIA STANDARDS OF LEARNING CURRICULUM

Information regarding how to access state standards can be found at http://www.doe.virginia.gov/testing/index.shtml .

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.

GUIDELINES FOR THE USE OF ARTIFICIAL INTELLIGENCE SOFTWARE (AIS)

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

Definitions:

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

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.

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BUS CONTRACT

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

FOR PARENT OR GUARDIAN OF ALL STUDENTS

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

_____ _____

SIGNATURE OF PARENT OR GUARDIAN **DATE**

FOR STUDENTS

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

_____ _____

SIGNATURE OF STUDENT **DATE**

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DANVILLE PUBLIC SCHOOLS
2025-2026

SCHOOL HEALTH / EMERGENCY INFORMATION

STUDENT'S NAME _____ **DATE OF BIRTH** _____
LAST FIRST MI

NAME OF PARENT(S) / LEGAL GUARDIAN(S) _____

ADDRESS _____
STREET CITY ZIP CODE

HOME PHONE _____ **CELL** _____

EMERGENCY CONTACTS

NAME _____ **PHONE NUMBER** _____

NAME _____ **PHONE NUMBER** _____

NAME _____ **PHONE NUMBER** _____

MOTHER / GUARDIAN'S WORK INFORMATION

EMPLOYMENT _____ **HOURS** _____ **PHONE** _____

FATHER / GUARDIAN'S WORK INFORMATION

EMPLOYMENT _____ **HOURS** _____ **PHONE** _____

HEALTH INFORMATION

STUDENT'S DOCTOR / CLINIC _____ **PHONE** _____

ANY PHYSICAL CONDITION OR DIAGNOSIS REQUIRING MEDICAL ATTENTION?
(EXAMPLE: DIABETES, ASTHMA, HEART CONDITION, SEIZURES, ADHD)

NO _____ **YES** _____ **DIAGNOSIS** _____

ANY KNOWN ALLERGIES? (FOOD, MEDICINE, BEE STING, OTHER)

NO _____ **YES** _____ **ALLERGY** _____

DOES YOUR CHILD HAVE ALLERGIES TO ANY ANTIBIOTICS? _____

DOES YOUR CHILD TAKE MEDICATION OR HAVE MEDICAL TREATMENTS ON A DAILY BASIS?

NO _____ YES _____ IF YES, PLEASE SPECIFY _____

INSURANCE INFORMATION

NO _____ YES _____ PROVIDER _____ POLICY/ID NO. _____

PARENT INFORMATION

1. **I UNDERSTAND IT IS MY RESPONSIBILITY TO KEEP THE SCHOOL INFORMED OF ANY CHANGES IN CONTACT INFORMATION, ESPECIALLY IN THE EVENT MY CHILD BECOMES ILL OR INJURED AT SCHOOL.**

2. **SCHOOL AUTHORITIES HAVE MY PERMISSION TO SECURE NECESSARY AID AND TRANSPORTATION FOR THE PRESERVATION OF MY CHILD'S HEALTH IN THE EVENT OF AN EMERGENCY.**

3. **I GIVE MY PERMISSION FOR_____ TO APPLY ANTIBIOTIC OINTMENT AS NEEDED FOR FIRST AID TREATMENT. (NAME OF SCHOOL)**

PARENT/ GUARDIAN SIGNATURE _____ DATE _____

PRESCRIPTION MEDICATION FORM

Physician: Please Complete

Name of Student: _____School Year:_____

Address:_____

Name of Condition:_____

Medication Prescribed For:_____

Dosage: _____

Possible Side Effects of Which School Personnel Should Be Aware: _____

_____

_____

Date of Order: _____

Duration of Order:_____

Physician Signature: _____

Physician's Phone Number:_____

Parent or Legal Guardian: Please Complete

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

Parent/Guardian Signature: _____

School Pupil Attends:_____

Home Phone Number:_____

Work Phone Number:_____

Date:_____

DANVILLE PUBLIC SCHOOLS
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NON-PRESCRIPTION MEDICATION FORM

Name of Student _____School Year _____

Address _____ Zip Code _____

Name of Non-prescription Medicine:_____

Present Condition:_____

Dosage:_____

Possible Side Effects of Which the Teacher Should be Aware

_____

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

Parent/Guardian Signature: _____

School Pupil Attends:_____

Home Phone Number:_____

Work Phone Number:_____

Date:_____