

Danville Public Schools is committed to providing superior educational services to students and the community. We want to help you and your child understand and follow the laws pertaining to attendance and truancy and provide open communication and responsiveness to the needs of all stakeholders.

**Virginia Law requires parents to:**

- Notify the school when a student is absent
- Participate in developing an Attendance Plan after a student accrues 5 unexcused absences.
- Participate in a Truancy Response Team meeting after a student accrues 7 unexcused absences.
- Participate in the Pre-Court Meeting with school division social workers after a student accrues more than 8 unexcused absences.



## Preschools

| School     | Number       |
|------------|--------------|
| Grove Park | 434.799.6437 |
| Northside  | 434.773.8301 |

## Elementary Schools

| School              | Number       |
|---------------------|--------------|
| Activ8 STEM Academy | 434.441.9016 |
| Arnett Hills        | 434.354.0112 |
| E.A. Gibson         | 434.799.6426 |
| Forest Hills        | 434.799.6430 |
| Park Avenue         | 434.799.6452 |
| Schoolfield         | 434.799.6455 |
| Woodberry Hills     | 434.799.6466 |

## Middle Schools

| School              | Number       |
|---------------------|--------------|
| Activ8 STEM Academy | 434.441.9016 |
| O.T. Bonner         | 434.799.6446 |
| Westwood            | 434.797.8860 |

## High Schools

| School            | Number       |
|-------------------|--------------|
| Galileo           | 434.773.8186 |
| George Washington | 434.799.6410 |

## Special Programs

| School          | Number       |
|-----------------|--------------|
| R.I.S.E Academy | 434.799.5249 |
| Teen GED        | 434.799.6471 |



# A PARENT'S GUIDE: STUDENT ATTENDANCE

434.799.6400  
220 Cleveland Street  
Danville, Virginia 24541  
[www.danvillepublicschools.org](http://www.danvillepublicschools.org)

## Why is attendance important?

- Allows students to form friendships and develop communication skills by interacting with peers
- Helps create structured routine that fosters responsibility, building a strong foundation for the future
- Helps students build essential skills like self-discipline and time management, and improves learning



## How can I help my student be successful?

- Become familiar with the school start times and ensure on-time arrival
- Contact your child's school when absences can not be avoided
- Ensure your child receives proper rest at night
- Schedule appointments on school holidays when possible

# Danville Public Schools ATTENDANCE PROCESS

## Daily Absences

An automatic messenger call is made each day by 5 p.m.

### Absence 1-2

Telephone call home to guardian.

### Absence 3

Mandatory 3-Day letter is sent.

Elementary: Telephone call from school counselor

Middle: Telephone call from school counselor

High: Telephone call from attendance clerk

### Absence 5

Mandatory 5-Day letter is sent.

Telephone call from the assistant principal

An Attendance Plan is developed with school staff

### Absence 7

Mandatory Truancy Response (TRT) Team letter is sent.

Telephone call from attendance clerk

An updated Attendance Plan is created with school staff.

## Further Unexcused Absences

Pre-Court Filing Meeting is held with school division.

If absences continue, a court complaint may be filed with Juvenile and Domestic Relations District Court.

### Absence 9

Mandatory District-Level letter is sent.

District Attendance Meeting is held at the Central Office with attendance clerk, school administrator, and social worker.

Focus is on addressing chronic absenteeism and providing support.

**Our goal is to partner with families to ensure every student is present, supported, and on track.**

School Board Policy requires that a student who has been absent from school bring a note from the guardian to school within three days of the student's return that states the reason for the absence. The only excuses for absences that shall be deemed acceptable are:

- 4-H Educational Program of Activity
- Civic Event
- Court Attendance
- Death in the Family
- Field Trip or Authorized School Trip
- Illness
- Religious Holidays
- Federally recognized Tribal Nation that is headquartered in Virginia
- Other extenuating circumstances as determined by school personnel



- The DPS promotion and retention policy states that a student may only receive course credit if they are in attendance for at least 90% of the days the class/course is offered. When evaluating 90% attendance, all absences, both excused and unexcused, will be considered.
- If a student in kindergarten through 12th grade falls below 90% attendance, they will be denied credit due to missing too many instructional minutes.
- Students can recover credit by participating in Meaningful Engagement options including division Afterschool Tutoring, Saturday School, and Summer School.