



Great Valley School District  
K-12 Student Handbook  
2023 – 2024



## **Discrimination Statement**

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

## **Educational Equity**

The Board adopts [School Board Policy #832](#) to prioritize the principle of educational equity through the fair and just allocation of resources, opportunities and treatment of students based upon each individual student's needs. The pursuit of educational equity requires the continuous and collaborative effort of identifying various aspects of District programs and operations in which consideration of educational equity shall be analyzed, incorporated and prioritized.

To facilitate educational equity for all, the District shall be committed to:

- Promptly identifying and addressing barriers to achievement and/or opportunity gaps for students.
- Ensuring that a student's educational achievement is neither predicted nor predetermined by explicit or implicit biases.

## Table of Contents

SECTION I.....	8
Message from the Superintendent .....	8
Mission and Core Values .....	9
School Board and Staff Directory .....	9
Board of School Directors.....	9
District Administration.....	9
GVSD Schools .....	10
Charlestown Elementary School .....	10
General Wayne Elementary School.....	10
K.D. Markley Elementary School .....	10
Sugartown Elementary School .....	10
5/6 Center (to open in fall of 2024).....	10
Great Valley Middle School.....	10
Great Valley High School .....	10
District-Wide Staff Directory .....	10
District Calendar .....	11
Rights, Expectations, and Responsibilities of GVSD Students .....	12
Dress and Appearance.....	12
School Schedules .....	12
Absence Procedures and Information.....	13
Attendance at After School and Evening Events.....	13
Early Dismissal Procedures and Information .....	14
Educational, College, and/or Family Trip .....	14
Lateness Procedures and Information.....	14
Arrival and Dismissal.....	14
Elementary .....	14
Before School: Drop Off.....	15
End of Day: Student Pick Up .....	15
School-Based Extended Day Care .....	15
Secondary.....	15
End of Day: Student Pick Up.....	15
Attendance in School .....	16
Emergency School Closings (School Number 855) .....	16
Home and School Communication.....	17
Visiting Our Schools .....	17

Classrooms and Programs .....	17
Classroom Parties/Birthday Celebrations (Elementary Only) .....	17
Delivering of Articles .....	18
Parent Teacher Organizations.....	18
SECTION II .....	19
Academics .....	19
Academic Dishonesty.....	19
Canvas (Secondary Only).....	19
Field Trips .....	19
Grading.....	19
Elementary .....	19
Secondary.....	20
Grade Point Average.....	20
Graduation Requirements (High School Only) .....	21
Homework Guidelines.....	21
Honor Roll.....	21
High School.....	21
Middle School.....	21
Report Cards .....	21
Elementary .....	21
Secondary.....	21
Independent Study (High School Only) .....	22
Reporting Student Progress (Skyward) .....	22
Skyward Grade Reporting (Secondary Only).....	22
Study Halls (High School Only).....	22
Tutoring.....	22
Work Study Program (High School Only) .....	22
Activities .....	23
Academic Eligibility for Extracurricular Activities (Secondary Only) .....	23
Activity Fees .....	23
Fee Amounts .....	23
Listing of Clubs.....	23
Athletics .....	24
Academic Eligibility.....	24
Activity Fees .....	24
Athletic Training Room.....	24

Attendance and Participation in Extracurricular Activities .....	24
Behavior at Athletic Events for Spectators.....	24
College Bound Athletes .....	25
List of Sports by Season.....	25
Maximum Age Rule .....	25
Period of Participation Rule .....	26
Physical Examinations and Emergency Forms.....	26
Return to Play After an Injury .....	26
Student Athlete Code of Conduct.....	27
Violations Not Listed In Handbook .....	27
Campus Privilege (High School Only).....	27
Discipline .....	27
Discipline Consequences.....	27
After School and Morning Detentions.....	27
Elementary .....	27
High School .....	28
Teacher Intervention .....	28
Suspensions .....	28
In-School Suspension (ISS).....	28
Out-of-School Suspension (OSS).....	28
Discipline Policies.....	29
• Bullying and Cyberbullying.....	29
• Controlled Substances .....	29
• Harassment.....	29
• Smoking, Smokeless Tobacco, and Vaping .....	29
• Terroristic Threats.....	29
• Vandalism and Theft.....	29
• Weapons.....	29
Discipline Procedures Related to Late Arrival or Class Cut (Secondary Only) .....	29
Unexcused Late Arrival to School .....	29
Late to Class.....	29
Class Cut .....	29
Student Discipline .....	30
Student Searches .....	30
E-hallpass (Secondary Only).....	30
Flag Salute.....	30
Food Services .....	30
Breakfast and Lunch Menus.....	30

Computerized Point of Sale System.....	31
Food Allergy Management.....	31
Free and Reduced Lunch Information.....	31
Meal Prices.....	31
Refunds .....	31
Student Wellness Policy.....	32
Forms .....	32
Health Services.....	32
Communicable Diseases.....	32
Emergency Care, Contacts, and Updating Medical Information.....	33
First Aid .....	33
Head Lice Guidelines .....	33
Health and Dental Exam Screenings .....	34
Immunizations .....	34
Immunization Requirements .....	34
Medications In School.....	35
Physical Education Excuses and Participation Return .....	35
Concussion Management .....	36
Possession and or Use of Inhalers, Epi Pens, Etc.....	36
Students Who Become Ill at School.....	36
Student Accident Insurance.....	37
When to Keep Your Child Home From School .....	37
Lockers (Secondary Only).....	37
Middle School .....	37
High School.....	38
Post High School Planning (High School Only) .....	38
Recess (Elementary Only).....	38
Playgrounds.....	38
Student Parking (High School Only).....	38
Student Recruitment (High School Only).....	39
Student Support Services.....	39
Bullying Prevention.....	39
College and Career Readiness .....	39
Counseling.....	39
Elementary .....	40
Secondary.....	40
Crisis and Mental Health Support .....	40
English Language Development.....	41
Gifted Education .....	41

Homebound Instruction.....	41
Homeless Students (McKinney Vento Assistance Act).....	41
Intervention and Support.....	41
Notice of Rights Under FERPA for Elementary and Secondary Students in GVSD .....	42
Parent-Teacher Conferences (Fall and Spring).....	43
Safe2Say Something .....	43
Social Work Services .....	43
Special Education.....	44
Student Assistance Program (SAP).....	44
504 Service Plan.....	44
Technology.....	44
Cell Phone and Electronic Devices .....	44
Technology Code of Conduct.....	45
Passwords.....	45
1:1 Technology.....	46
Transportation .....	46
Bicycles.....	46
Bus Expectations .....	46
Bus Surveillance.....	46
Transportation of Large Objects.....	47
Use of Technology on Buses.....	47
Walkers .....	47
Volunteers .....	47
Withdrawal From School .....	47
Working Papers (Secondary Only).....	47



## SECTION I

### Message from the Superintendent

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Dear Great Valley Students and Families,

As a community, the Great Valley School District places great emphasis on a quality educational program. As a school district, we take our work to develop today's young minds and tomorrow's leaders very seriously. We certainly appreciate our families' partnership in this effort.

Not only is Great Valley a place that emphasizes the academic success of students, but we are also a district committed to developing the whole child. To that end, we are actively working to create environments that are welcoming to every student, staff member, and family; where each member of our community believes they belong; and where the individual interests of our students are cultivated, strengthened, and celebrated in collaboration with their teachers, school staff, and family.

The information provided in this handbook is intended to familiarize students and families with guidelines, procedures, and important information related to our school operations, academics, and extra-curricular opportunities. By combining all school information into a K-12 Handbook, we hope that families can see more easily the consistency of policy and practice at every level. I hope you will familiarize yourself with the handbook and that you will speak to your child about the expectations outlined. Having an awareness about and understanding of the information contained in the handbook is a responsibility of every GVSD family and student.

We look forward to a positive, successful school year.

A handwritten signature in black ink, appearing to read "Daniel F. Goffredo".

Daniel F. Goffredo, Ed.D.  
Superintendent of Schools

## Mission and Core Values

The mission of the Great Valley School District is to ensure that every student is inspired and prepared to be a passionate lifelong learner and a productive, invested participant in the local and global community.

### Core Values

We believe that:

- Lifelong learning is essential to individual fulfillment and the betterment of society.
- All people have intrinsic worth.
- Individuals are responsible and accountable for their choices and actions.
- Each individual has unique gifts and talents.
- When committed individuals work together toward common goals, the possibilities are infinite.
- Honesty and integrity are fundamental to healthy relationships.

## School Board and Staff Directory

### Board of School Directors

The Great Valley Board of School Directors welcomes questions and comments from the community. Board members have agreed, however, that they will refrain from individually answering emails from community members when a Board response is appropriate. Instead, any email sent to the Board will be answered by a Board representative, on behalf of the entire School Board. To that end, community members may email the entire Board at [GVBoard@gvsd.org](mailto:GVBoard@gvsd.org)

- Mr. David Barratt, President (2021-2025)
- Ms. Rachel Gallegos, Vice President (2021-2025)
- Ms. Wendy Litzke, Treasurer (2019-2023)
- Mrs. Jennifer Armstrong (2019-2023)
- Ms. Tricia Bliven-Chasinoff (2021-2025)
- Mr. Stephen Dittmann (2019-2023)
- Mrs. Samantha Jouin (2021-2025)
- Dr. Neha Mehta (2019-2023)
- Dr. Andrea Rizzo (2021-2025)

### District Administration

- Dr. [Daniel Goffredo](#), Superintendent
- Dr. [Joanna Wexler](#), Assistant Superintendent of Administrative Services
- Dr. [Stephen O'Toole](#), Assistant Superintendent of Educational Services
- Mr. [Charles Peterson](#), Director of Business Affairs
- Dr. [Tricia Beck](#), Director of Teaching and Learning
- Ms. [Jennifer Blake](#), Director of Communications and Outreach
- Mrs. [Andrea Dinsmore](#), Director of Student Services

## GVSD Schools

### Charlestown Elementary School

610-935-4961

2060 Charlestown Road, Malvern PA 19355

- Mr. [Christopher Pickell](#), Principal

### General Wayne Elementary School

610-889-1978

20 Devon Road, Malvern PA 19355

- Dr. [Melanie-Jo McCarthy](#), Principal
- Mr. [Kevin Bray](#), Assistant Principal

### K.D. Markley Elementary School

610-889-1620

354 Swedesford Rd, Malvern, PA 19355

- Dr. [Marshall Hoffritz](#), Principal
- Mr. [Kevin Bray](#), Assistant Principal

### Sugartown Elementary School

610-699-1511

611 Sugartown Road, Malvern, PA 19355

- Dr. [Nicole Forrest](#), Principal

### 5/6 Center (to open in fall of 2024)

360 Swedesford Road, Malvern PA 19355

- Dr. [Kyle Hammond](#), Principal

### Great Valley Middle School

610-644-6442

255 North Phoenixville Pike, Malvern, PA 19355

- Dr. [Edward Souders](#), Principal
- Dr. [Sharon Cohen](#), Assistant Principal

### Great Valley High School

610-889-1918

225 North Phoenixville Pike, Malvern, PA 19355

- Dr. [Heidi Capetola](#), Principal
- Mr. [Patrick Connors](#), Assistant Principal
- Ms. [Christa Keister](#), Assistant Principal
- Mr. [Henry McCloskey](#), Assistant Principal

## District-Wide Staff Directory

An online [staff directory](#) is available on our website.

# District Calendar

Board Approved – January 17, 2023

## Great Valley School District 2023-2024 School Calendar

4 (Independence Day)

KEY

○

= In-Service or Conferences  
(no school for students)

■

= School Closed

△

= Early Dismissal for Students

July '23

S	M	T	W	Th	F	S
						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					

1 New Year's Holiday

15 Martin Luther King Jr. Day

Teacher Days – 21

Student Days – 21

14-18 Induction – New Teachers

22 Opening Day – all Staff & Teacher In-Service (Act 80)

23-24 Teacher In-Service (Act 80)

28 First Student Day

Teacher Days – 7

Student Days – 4

August '23

S	M	T	W	Th	F	S
		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		

4 Labor Day

16 (Rosh Hashanah)

25 No School / Yom Kippur

Teacher Days – 19

Student Days – 19

Snow Make Up Days

All snow make up days will be added to the end of the school year in June

September '23

S	M	T	W	Th	F	S
						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						

7 Early Dismissal – Conferences (Elem-1-3:35 / Sec-12-3:15)

8 Conferences - (8 – 3:30 pm) (Act 80)

25-29 Spring Break (Easter 3/31)

Teacher Days – 16

Student Days – 15

March '24

S	M	T	W	Th	F	S
					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						

6 Early Dismissal / Teacher In-Service

Teacher Days – 22

Student Days – 22

October '23

S	M	T	W	Th	F	S
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				

7 Teacher In-Service / Election Day (Diwali)

12 Conferences (1 – 8:35 p.m.) (Act 80)

21 Conferences (1 – 8:35 p.m.) (Act 80)

22 Teacher In-Service (Act 80)

23 Thanksgiving Break

24 Thanksgiving Break

Teacher Days – 20

Student Days – 16

November '23

S	M	T	W	Th	F	S
			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		

27 Memorial Day

Teacher Days – 22

Student Days – 22

May '24

S	M	T	W	Th	F	S
			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	

22 Early Dismissal (Christmas)

25-29 Winter Break

Teacher Days – 16

Student Days – 16

December '23

S	M	T	W	Th	F	S
					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						

6 Graduation

7 Last Student Day & Rain Date for Graduation

10 Teacher In-Service (Juneteenth)

19 (Juneteenth)

Teacher Days – 6

Student Days – 5

June '24

S	M	T	W	Th	F	S
						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						

## **Rights, Expectations, and Responsibilities of GVSD Students**

The Great Valley School District has adopted the Regulations and Guidelines on Student Rights and Responsibilities approved by the State Board.

### **Student Rights**

In Great Valley, we recognize that students have the right to:

- inquire, question, exchange ideas, and express themselves in reasonable and mannerly ways;
- due process;
- freedom of association;
- freedom of peaceful assembly and petition;
- form and participate in a student government;
- freedom from discrimination; and
- equal education opportunity.

### **Student Responsibilities**

The school community expects students to:

- accept the consequences of their own actions;
- respect the rights of others;
- practice academic honesty;
- attend school regularly, to be prompt in attending classes and activities, and to actively participate in the educational process;
- respect school property and follow all school rules;
- be willing to volunteer information pertaining to violation of rules;
- dress and groom to meet reasonable safety and health standards; and
- not disrupt the educational process.

### **Dress and Appearance**

Students have the right to determine their dress and appearance as long as it conforms to norms of decency as set forth in the Administrative Guidelines that accompany [School Board Policy #221](#) and does not substantially and directly endanger physical health or safety, damage property, or substantially disrupt activities.

Students may be required to wear certain types of clothing while participating in physical education classes or in activities such as music performances and athletics. A student may not be disciplined or excluded from regular instruction because of their appearance if style, fashion, or taste is the sole criterion for such action.

## **School Schedules**

### **Normal School Hours**

Elementary Schools: 8:50 a.m. - 3:38 p.m.

Great Valley Middle School: 7:40 a.m. - 2:30 p.m.

Great Valley High School: 7:40 a.m. - 2:30 p.m.

### **Half Day Schedule**

Elementary schools dismiss at 12:00 p.m.

Secondary schools dismiss at 11:00 a.m.

School hours, closings, delays, and secondary bell schedules can be found on each school's website.

[Charlestown Elementary School](#)

[General Wayne Elementary School](#)  
[K.D. Markley Elementary School](#)  
[Sugartown Elementary School](#)  
[Great Valley Middle School](#)  
[Great Valley High School](#)

### **Absence Procedures and Information**

All of our elementary schools and GVMS utilize PickUp Patrol for student absences. The PickUp Patrol (PUP) system is the encouraged method for reporting student absences at these schools. Learn about [PickUp Patrol](#) on our website.

To report an absence at the elementary or middle school levels, the following email addresses may also be used:

- Charlestown Elementary School: [CTattendance@gvsd.org](mailto:CTattendance@gvsd.org)
- General Wayne Elementary School: [GWattendance@gvsd.org](mailto:GWattendance@gvsd.org)
- K.D. Markley Elementary School: [KDMattendance@gvsd.org](mailto:KDMattendance@gvsd.org)
- Sugartown Elementary School: [Sugartownattendance@gvsd.org](mailto:Sugartownattendance@gvsd.org)
- Great Valley Middle School: [GVMSattendance@gvsd.org](mailto:GVMSattendance@gvsd.org)

All high school absences should be reported to the high school no later than 9:00 a.m. via email: To report an absence, the following email address should be used:

- Great Valley High School: [GVHSattendance@gvsd.org](mailto:GVHSattendance@gvsd.org)

For ALL levels:

- A written note/email with the reason for absence must be received within 3 days of the absence.
- If a call, email, or PickUp Patrol notification is not received, a school representative will attempt to contact the parent/guardian to confirm that the child is legitimately absent.
- A student may be absent 10 times due to illness during a school year as reported by the parent/guardian. After 10 days of absence due to illness, a doctor's note will be required to excuse any absences.
  - A doctor's note must contain the original note signed by the physician. A scan of the original note can be emailed to your school's designated attendance email above, or faxed to:
    - Charlestown Elementary School: 610-935-4961
    - General Wayne Elementary School: 610-889-1978
    - K.D. Markley Elementary School: 610-889-1620
    - Sugartown Elementary School: 610-699-1511
    - Middle School: 610-644-6442
    - High School: 610-889-1918
- School work missed through absence is to be made up when the student returns. It is the student's responsibility to make a plan with their teacher(s) to complete missed work. If there are extenuating circumstances related to illness or an extended illness which would make the completion of work difficult, a parent should contact the teacher or school counselor to discuss alternate arrangements.

### **Attendance at After School and Evening Events**

School attendance is critical to student academic success and is considered a priority.

- A student absent from school may not participate in that day's after-school or evening events. This includes, but is not limited to: sports, intramurals, clubs, concerts, and PTO events. Any exceptions to this guideline must be approved by the principal.
- Students in grades 9-12 must report no later than 10:30 a.m. to participate or practice in any after-school activity or evening event.
- Students in grades K-8 must report no later than 11:00 a.m. to participate or practice in any after-school activity or evening event.
- Any student sent home by the school nurse during the school day due to illness is not permitted to return that day for any event unless cleared to do so by a note from a physician stating they are medically cleared to return to school.

### **Early Dismissal Procedures and Information**

Parents are urged to schedule all appointments for the after school hours. If it is necessary for a student to be excused during the day, the parent/guardian must notify the school the same way they would report an absence ([see above](#)). Once this notification is received, the student will be notified to leave class at the designated time. If the early dismissal is for an appointment with a family physician or dentist, the physician or dentist's name and phone number should be included.

### **Educational, College, and/or Family Trip**

A maximum of 5 days per school year are permitted to be used for an educational family trip/college visit with prior approval from a school administrator. The written request must be approved prior to the trip. Otherwise, the days will be considered unexcused. In order for a student to be excused for an educational family trip or college visit, parents/guardians must complete and submit an [Educational Travel Form](#) prior to the trip or visit. Requests made on the day of absence or after the fact are considered unexcused or unlawful. The student is responsible for making a plan with teachers to complete missed work.

### **Lateness Procedures and Information**

If a student is late, they must report immediately to the school office/attendance office before entering class. Teachers will not admit students to class without proof that they have reported to the main office or attendance office.

1. Lateness is defined as arriving after the official start of the school day:
  - a. Elementary: 8:50 a.m.
  - b. Middle School: 7:40 a.m.
  - c. High School: 7:40 a.m.
2. A note from a parent, guardian, or physician is required to excuse a student's lateness.
3. If a student traveling on the school bus is late due to bus arrival time, the lateness will be excused.
4. A lateness will be considered unexcused unless a note indicating an acceptable reason for lateness is received.

## **Arrival and Dismissal**

### **Elementary**

School hours for students in grades K through 5 are 8:50 a.m. – 3:38 p.m.



### **Before School: Drop Off**

Your school will communicate information about the earliest time students may be dropped off for school. Students dropped off before this time must remain outside the school building and must be accompanied by a parent/guardian.

### **End of Day: Student Pick Up**

- The school day ends at 3:38 p.m. It is important that your child be present in class until the end of the school day.
- We appreciate parents being prompt when picking up and signing out students at the end of the school day. Elementary parents may not leave children at school after dismissal hours unless the child is enrolled in the daycare program or is attending an after-school activity.

### **School-Based Extended Day Care**

- The YMCA offers before and after school enrichment programs for students in all of our elementary schools. Parents must enroll students in advance and space is limited (first-come, first-served). There is a cost for enrollment in the YMCA program.
- The YMCA will follow the same delayed opening guidelines the school district sends out. If school is delayed by 2 hours, the YMCA will also be delayed by 2 hours.
- Should YMCA morning care open with a delay and then the school district closes for the day, families who have dropped off will be notified that they will need to return to the school site to pick up children from care. Care will be closed through the remainder of the day.
- The YMCA will not open programs during an early dismissal caused by inclement weather. If it is deemed too unsafe for school buses and teachers, it is too unsafe for students and YMCA teachers to remain onsite to provide care.

## **Secondary**

School hours are 7:30 a.m. to 2:30 p.m.

### **Before School: Drop-Off**

- Students at the secondary level should not be dropped off on campus prior to 7:00 a.m.
- On school days, students are expected to arrive by 7:30 a.m., and homeroom/advocacy begins at 7:40 a.m.
- High school students who arrive between 7:40 a.m. and 7:47 a.m. will not be admitted to homeroom and will report to first period when the bell rings.
- Middle school students who arrive between 7:40 a.m. and 7:50 a.m. should report to the main office for a pass prior to heading to advocacy.
- During the school day, all students are expected to follow their assigned schedule or obtain an e-hall pass for a deviation from that schedule.

### **End of Day: Student Pick-Up**

- The school day ends at 2:30 p.m. It is very important that your child be present in class until the end of the school day.
- Parent pick-up occurs at 2:40 p.m. after the buses have left the campus.



## Attendance in School

Students obtain the greatest benefit from school when they attend regularly. Excessive student absence disrupts the continuity of learning and development. It is our intention to be proactive and collaborative in supporting student attendance.

The Board requires that school-age students enrolled in District schools attend school regularly in accordance with state laws. Important highlights of the Pennsylvania School Code that parents should take note include:

- A written communication from the parent/guardian is required for all absences within three days of the absence. All absences are considered unexcused or unlawful until the school receives a written note, email, or PickUp Patrol note (for elementary and middle school students) documenting a valid reason for the absence.
- Within a school year, a student may have a total of 10 illness absences excused with parent/guardian written communication. After 10 days of illness, a doctor's note will be required to excuse each illness absence.
- If a student is absent ten (10) consecutive days, the district must drop the student from active membership unless a legal excuse is provided, or the district is pursuing compulsory attendance procedures. See [School Board Policy #204-AG](#).

The bullets above are only highlights of the law. Please refer to [School Board Policy #204](#) and its Administrative Guidelines for complete information. Because attendance is a critical piece of student success, our staff is proactive in working with families to understand attendance policies. Should you have questions or need clarification, please contact your school principal.

Under the law and district policy, some acceptable reasons to excuse a student's absence include:

- illness
- mental health issue
- health emergency
- family emergency
- medical or dental appointments
- pre-approved school activities
- pre-approved educational travel (See [Educational, College, and or Family Trip](#) for requirements)
- pre-approved college visit (See [Educational, College, and or Family Trip](#) for requirements)
- attendance in court/legal proceeding, or
- death in immediate family

Because attendance is critical to student success, it is important that families understand attendance policies and requirements. Should you have any questions or need clarification, please contact your school social worker:

- Elementary School: Krista Russell [krussell@gvsd.org](mailto:krussell@gvsd.org)
- Middle School: Molly Harris [mharris@gvsd.org](mailto:mharris@gvsd.org)
- High School: Pat Mulholland [pmulholland@gvsd.org](mailto:pmulholland@gvsd.org)

## Emergency School Closings (School Number 855)

It may sometimes be necessary to close schools early. This decision is made carefully and [communicated to parents/guardians](#). It is most important that your child knows what to do in the event of an early dismissal. Parents are encouraged to talk with students about this before any emergency. Elementary and middle school families should be sure to complete and submit the

early dismissal form to school so that the school knows the families preference for an early dismissal.

Buses are sometimes delayed during winter-like weather. Students are expected to wait at the bus stop a minimum of one half-hour beyond the scheduled time before assuming that the bus will not arrive.

## Home and School Communication

Communication between home and school is essential to student success. There are regular opportunities for communication with your student's school including back-to-school night, parent-teacher conferences, and parent-teacher organization PTO events.

If you have questions specific to your child, you should reach out to your student's teacher or counselor. Here are some things to keep in mind when initiating contacts:

- Please use the school auto attendant number to access teacher voicemail.
- Teachers and staff prioritize daily education and supervision of students. They will make every effort to get back to you within 24-48 hours of your email or phone call.
- If the matter is urgent, contact the school office.
- If your concern requires a more extensive discussion, you are encouraged to schedule a meeting at a mutually convenient time.
- Students benefit when staff and parents model respectful and effective communication.
- If you feel that your concerns are not heard or a question/conflict is unresolved, you can contact the grade level or building principal.

Parents should not be contacting their child during the instructional day. If you have the need to reach your child during the school day, please call the office and someone will assist you. If your child has their own phone, they are expected to abide by the cell phone policy of the school.

## Visiting Our Schools

### Classrooms and Programs

[School Board Policy #907](#)

[School Board Policy #105.5](#)

Visitors are always welcome in our schools. To maintain a healthy and safe environment, smoking and vaping on school property is prohibited. However, the security of our students and staff is critical. Therefore, all doors are locked during school hours. Visitors are asked to announce their arrival via a buzzer/camera system at each main entrance. Visitors, including parents, must sign in at the office using the Raptor System and must also present an acceptable form of identification such as driver's license, passport, or picture ID. Visitors will be issued a badge to wear before visiting classrooms. The administration reserves the right to deny approval if procedures are not followed.

Parent visits to a classroom or program are governed by [School Board Policy #105.5](#) (Classroom and Program Site). Per the policy, a request to visit a classroom/program must be made in writing to the building principal at least two school days in advance.

### Classroom Parties/Birthday Celebrations (Elementary Only)

The Great Valley School District does not permit any food in the classroom for parties or other activities related to parties and celebrations. Please check with your child's teacher for specific guidelines related to parties and celebrations. Please note that the practices above do not apply to events after school or evening events. They pertain only to observances and celebrations during

the school day. Additionally, students remain welcome to bring an individual snack for consumption during the school day.

### **Personal Party Invitations**

Personal invitations to parties outside of the school day cannot be distributed at or by the school or school staff. Families that seek to invite students from the school to a personal party outside of the school day must arrange the distribution of invitations without assistance from the school.

### **Delivering of Articles**

Articles that are dropped off at any school may be left at the office and should be clearly labeled.

### **Parent Teacher Organizations**

Please see links below for each school's PTO.

[Charlestown PTO](#)

[General Wayne PTO](#)

[K.D. Markley PTO](#)

[Sugartown PTO](#)

[Middle School PTO](#)

[High School PTO](#)

## SECTION II

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### Academics

#### Academic Dishonesty

Plagiarism and other forms of academic dishonesty are considered serious offenses by the faculty and administration of Great Valley School District. Plagiarism is the act of representing the ideas or words of another as one's own. Academic dishonesty is a broader term that includes plagiarism but also refers to various forms of academic misconduct such as allowing another student to use one's work, relaying questions from a test or quiz, or cheating in any of its forms. Students who are found guilty of these offenses can expect a teacher to contact their parent/guardian and this offense will be documented on the student's discipline record. In addition, one or more of the following actions may occur:

- At the discretion of his or her teacher, the student may be required to rewrite or redo the assignment for a reduced grade.
- The student may lose membership in our secondary honor societies or eligibility for membership in the honor societies.

#### Canvas (Secondary Only)

Canvas is the learning management system for all secondary students in grades 6-12. Each course in which a student is enrolled will appear on the student dashboard. Canvas is used as the hub, or landing page, for the course, from which other course materials can be accessed. Long-term assignments for each course are submitted through this platform. Anecdotal feedback will be provided on Canvas assignment submissions. This feedback is intended to be formative. Skyward is the tool used for student grade reporting on summative course progress. Teachers update Canvas modules and the Canvas course calendar regularly to communicate about course expectations and instructional resources. Students should log into Canvas daily.

#### Field Trips

##### [School Board Policy #231](#)

Field trips are an integral part of the school program. Every precaution is taken for the safety of students on such trips. Parental written permission is required before any student will be allowed to go on any field trip that extends outside of their assigned GVSD facility. Bus trips to Great Valley School District facilities are exceptions to this policy.

Note that parents who would like to chaperone a field trip must have secured clearances before the trip. Because it can take time to secure and register for clearances, it is recommended that parents secure the clearances at least 6 weeks in advance of any trip they'd like to chaperone.

**There will be no exceptions to this rule.** Information on clearances can be found in the [volunteers](#) section of the Great Valley School District Handbook and on our [website](#).

#### Grading

##### Elementary

The purpose of the Great Valley School District Reporting Tool is to communicate the student's achievement of Pennsylvania standards, the progress toward mastering the standards, and the student's demonstration of developmentally appropriate learning behaviors.

The [Report Card Covers](#) for each grade level explain the grading key.

## Secondary

Letter grades are determined by student performance on learning assessments and class participation in learning activities. Students and parents will have ongoing feedback about learning progress in the Skyward gradebook throughout the school year. Teachers of the same course will work together to ensure the students have an equitable, common experience in terms of workload, homework, assessments, and grading.

At the **high school** level, only the end-of-course grade is reported on a student's official transcript.

### Secondary Grading Scale

A+	A	A-	B+	B	B-	C+	C	C-	D+
97-100	93-96	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69

D	D-	E	WF	WP
63-66	60-62	>60	Withdrawal/Fail	Withdrawal/Pass

### "I"

The work of a report period is incomplete as a result of illness or some other valid reason.

### "M"

Medical documentation is received from a doctor.

Components of the final grade are as follows:

- Full Year Course: Each marking period counts as 25% of the final grade.
- Semester Course: Each marking period counts as 50% of the final grade.

### Grade Point Average

A grade of "S" (Satisfactory) carries credit toward graduation but is not included in the computation of GPA. A grade of "U" (Unsatisfactory) is the equivalent of a failure and is computed in the GPA. Only Great Valley High School courses taken by students enrolled in Great Valley High School and their grades will be counted in the calculation of GPA as reflected on the official high school transcript.

GPA is one component of determining students' eligibility for National Junior Honor Society and National Honor Society.

A+	A	A-	B+	B	B-
4.25	4.00	3.75	3.25	3.00	2.75

C+	C	C-	D+	D	D-
2.25	2.00	1.75	1.25	1.00	0.75

## **Graduation Requirements (High School Only)**

### **School Board Policy #217**

In order to qualify for a Great Valley diploma, students must accumulate a minimum of twenty-four (24) credits and meet the requirements below:

- English: 4 credits
- Mathematics: 3 credits
- Science: 3 credits
- Social Studies: 3 credits
- Physical Education: 1.5 credits
- Health (all year, grade 9; one semester grade 11 or 12): 0.75 credit
- Electives (2 must be in Arts/Humanities): 0.75 credit

## **Homework Guidelines**

### **School Board Policy #130**

The Great Valley School District believes that homework is an opportunity to support and enhance learning. Homework introduces, reinforces, or extends the knowledge and skills learned in the classroom.

Homework promotes learning related behaviors that lead to independence such as time management, responsibility, organization, self-advocacy, and inquiry.

Thanksgiving, Winter, and Spring Breaks are reserved for time with family. Students may elect to use this time to review materials, make up work, complete projects, and enjoy recreational reading, but new assignments will not be made over these breaks by the teacher.

## **Honor Roll**

### **High School**

The Honor Roll is computed at the end of each marking period and is based on quality points as follows:

- 4.0 and above: Distinguished Honors
- 3.75 – 3.99: High Honors
- 3.50 – 3.74: Honors

### **Middle School**

The school counselors administer the student Honor Roll. Lists are published each report period. In order to be placed on the Distinguished Honor Roll in middle school, a student must have a GPA of 3.75. To be placed on honor roll in Middle School, a student must have a GPA of 3.5.

## **Report Cards**

### **School Board Policy #212**

### **Elementary**

Report cards are issued three times during the school year. A notification will be sent to parents to view the report card in Skyward Family Access.

### **Secondary**

Marking period grades will be calculated four times a year. A notification will be sent to parents to view the report card in Skyward Family Access.

### **Independent Study (High School Only)**

#### **[School Board Policy #118](#)**

Students may request independent study for courses not normally included in the high school curriculum. A sponsoring faculty member, the department chairperson, the student's counselor, a principal, and the assistant superintendent of educational services must approve the request. A high school faculty member will supervise and evaluate the student's learning progression through the course.

### **Reporting Student Progress (Skyward)**

Skyward is the summative grade reporting tool. Parents and students should check Skyward for progress in demonstrating mastery of course content. Skyward will also give parents and students information on the student's schedule, attendance, discipline records, test scores, and bussing. Parents are encouraged to keep their e-mail address up to date in Skyward since this is used to notify parents of school closings, early dismissals, and other school or district related information.

### **Skyward Grade Reporting (Secondary Only)**

Teachers will update the Skyward gradebook on a consistent basis. If there is a time period that exceeds two weeks when learning progress is not posted in Skyward for any course, a note will be posted in Skyward. If a student does not complete an assignment, a "0" will be posted and the "missing" box will be checked.

An asterisk (\*) posted in Skyward denotes the assignment is complete and is yet to be graded. The asterisk will remain in the gradebook no longer than 2 weeks before a grade is posted.

### **Study Halls (High School Only)**

Study hall is an assigned class period for some students. Students must report to their assigned rooms and be prepared to engage in meaningful school-related work. With teacher approval, students may use their study hall period to:

- attend counseling and student services appointments.
- visit help centers; or
- meet with individual teachers/staff members who are available.

Students are limited to no more than six study halls per cycle.

### **Tutoring**

GV staff who make themselves available for tutoring must register with the Human Resources Office. The list of approved tutors is included at the bottom of [School Board Policy #353](#).

### **Work Study Program (High School Only)**

#### **[School Board Policy #118](#)**

The Work Study Programs are designed to help seniors develop the attitudes and skills necessary for transition into the world of work. These programs are as follows:

- Career Internship: Off-campus work experience designed to develop the skill and understanding required to pursue an identifiable career.
- Work Release: Students who are employed who have additional time during school hours, after meeting their academic requirements, may leave campus to work at their place of employment.



Participation in these programs is by counselor, administrator, and work study advisor approval only and is conditional pending parent/administrator review. Seniors accepted into such programs are subject to the rules and regulations established by the school, state, and local agencies. Upon acceptance to the program, guidelines are issued.

## Activities

### Philosophy

Through involvement in extra-curricular activities and clubs, students are able to extend and enhance their school experiences. Every student is encouraged to participate.

### Academic Eligibility for Extracurricular Activities (Secondary Only)

Student eligibility for extracurricular activity mirrors the eligibility requirements for athletics. The rules of eligibility can be found on the [Attendance and Participation](#) page of our website.

### Activity Fees

Great Valley School District assesses activity fees for student participation in designated extracurricular activities. Please be aware of some additional details:

- Fees will be collected by each activity sponsor/advisor, as applicable.
- Fees may be paid by check (payable to GVSD), [PaySchools Central](#), or money order (payable to GVSD).
- Students may not participate in the activity(ies) until the fee for the activity is paid, as applicable.
- All activity fees will be waived for students who qualify for our free or reduced lunch program. If your child qualifies for free or reduced lunch, please contact the school so arrangements can be made. Strict confidentiality will be maintained.
- Fees are non-refundable except in cases that involve roster limitations and tryout situations.
- Refunds will not be issued when students quit, transfer schools, sustain an injury, or are dismissed from a team/activity.
- If you have specific questions regarding activity fees, please contact your building principal.

### Fee Amounts

- Elementary students who participate in extracurricular activities are required to pay a fee of \$40 per activity.
- Secondary students are required to pay a fee of \$95 per designated activity.
- To assist families with multiple students, the District has imposed caps on activity fees as follows:
  - Secondary – Individual student cap at \$285; family cap at \$750.
  - District-wide – No family will be required to pay more than \$750 per school year.
  - Parents who believe they have exceeded these financial limits should contact the athletic director.

### Listing of Clubs

Please see your school website for a list of after school clubs and activities:

[Charlestown Elementary School](#)

[General Wayne Elementary School](#)

[K.D. Markley Elementary School](#)

[Sugartown Elementary School](#)

[Great Valley Middle School](#)

[Great Valley High School](#): If a high school student has an idea for a club that is not represented on this list, they can contact the Director of Student Activities, Mr. Venarchik, to discuss the possibility of establishing a new club.

## **Athletics**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all students of the District and to the community. See [Policy #123](#). There are also many club sports available to students.

### **Philosophy**

The program of interscholastic athletics in Great Valley provides students with an opportunity to participate in a wide variety of sports. Strong emphasis is placed on developing character and establishing and striving for worthwhile goals. The privilege of playing on Great Valley's teams carries with it a high level of responsibility for all of our athletes.

### **Academic Eligibility**

The rules of eligibility can be found at the [Attendance and Participation](#) page of our website.

### **Activity Fees**

Great Valley School District assesses activity fees for student participation in athletics. For more information, please refer to the [Activity Fees](#) section of the Great Valley School District Handbook or the athletic department's [Registration and Information](#) page on our website.

### **Athletic Training Room**

The athletic training room is available to all Great Valley student athletes. This staff consists of professionals and supervised interns who specialize in the prevention, assessment, treatment, and rehabilitation of injuries and illnesses in sports settings.

### **Attendance and Participation in Extracurricular Activities**

Athletes have chosen to participate in a sport; therefore, even if the event runs late into the evening, athletes are expected to be in school on time the next morning. If an athlete is not at school by 10:30 a.m. they may not participate or practice at any athletic events on that day.

Any athlete sent home by the school nurse during the school day due to illness is not permitted to return that day for practice or competition unless cleared to do so by a note from a physician stating they are medically cleared to return to school and athletics.

### **Behavior at Athletic Events for Spectators**

The Great Valley School District does not support, nor will it tolerate rude or unsportsmanlike behavior. Anyone behaving improperly will be asked to stop and warned that if such behavior continues, it will result in their ejection from the event. If improper behavior persists the individual or group of individuals will be escorted from the premises by security. Any student who is removed/ejected from a contest, home or away, will be placed on social probation for a period of time determined by the high school principal and athletic director.

**Students in grades K-8 who wish to attend high school events must be accompanied and supervised by an adult at all times. Students without an adult will be denied entry.**

## College-Bound Athletes

Students who are planning to enroll in college as freshmen and wish to participate in Division I or Division II sports must be certified by the NCAA Initial-Eligibility Center. The NCAA Eligibility Center will analyze the student's academic information and determine if they meet the NCAA's initial-eligibility requirements. The publication "[The Guide for the College Bound Student Athlete](#)" is available for student athletes interested in participating in athletics at the college level.

Student athletes planning to pursue Division I or Division II athletics must register and complete the Amateurism Questionnaire online at <http://web3.ncaa.org/ecwr3/>. Students can register for the clearinghouse in 10th grade. In order to be considered eligible to participate in Division I or Division II athletics, students must complete 16 core courses. Core courses are reviewed annually by The Eligibility Center. Questions regarding core courses at Great Valley High School are addressed at <http://web3.ncaa.org/ecwr3/>. This website contains a list of approved courses and can be accessed by entering Great Valley's high school code: 392363. Certification processing for students planning to enroll as college freshmen will begin in August, before each school year. Student athletes should plan to have their high school transcript sent to The Eligibility Center at the end of their junior year and after graduation. To process this transcript request, forms are available online. Be sure to request that the counseling office send a transcript.

## List of Sports by Season

### Fall Sports

(August-November)

- Cheerleading
- Cross-Country
- Field Hockey
- Football
- Golf – high school only
- Soccer
- Tennis (Girls) – high school only
- Volleyball (Girls)

### Winter Sports

(November-March)

- Basketball
- Cheerleading
- Swimming – high school only
- Winter Track and Field
- Wrestling

### Spring Sports

(March-June)

- Baseball
- Lacrosse
- Softball
- Tennis (Boys) – high school only
- Track and Field

## Maximum Age Rule

Per PIAA guidelines, if the age of nineteen (19) is attained on or after July 1, the student shall be ineligible to compete through that school year.

## **Period of Participation Rule**

Any student shall not represent this school in interscholastic sports if they have:

- been in attendance more than eight (8) semesters beyond the eighth grade.
- played six (6) seasons beyond the sixth grade in any one form of interscholastic sports.
- completed the work of grades nine, ten, eleven, and twelve inclusive.

## **Physical Examinations and Emergency Forms**

The Great Valley School District uses [Form ReLEAF](#) to collect all of the information needed for a student's athletic participation. Please see the [Athletics Department's webpage](#) for more information about registration.

Physicals for fall sports shall not be performed earlier than June 1. Physicals are to be completed prior to the first scheduled practice date. It is strongly recommended that athletes schedule their physicals sometime in June or July for the upcoming school year.

Physicals are valid for all three seasons in the current school year only unless an injury/illness occurs. If a serious injury or illness occurs, an athlete must get a Section 6 evaluation form completed by a physician.

If a student athlete wishes to participate in subsequent sport seasons within the same school year, parents/guardians only need to complete the PIAA Re-Certification (section 5 of the form) prior to the start of the subsequent season.

If you have any questions, please contact your school's athletic office.

## **Registration**

Prior to the start of a season, the following steps must occur:

- Each family must create an account on [Form ReLEAF](#) that will have a login name and password.
- The information collected will replace the need to complete Sections 1-6 of the "Comprehensive Initial Pre-Participation Physical Evaluation" (CIPPE) and the Great Valley Athletic Emergency Card.
- A medical professional must complete Section 6 of CIPPE, and the completed form must be uploaded into the athlete's Form ReLEAF account. You may scan or take a picture of the completed section 7.
- For eligibility for additional sports season(s), parent(s)/guardian(s) and student must complete Section 8 of the CIPPE prior to the start of the next season and upload this form into Form ReLEAF.
- If a student sustains a season-ending injury during the current school year, it is mandatory that a physician (MD or DO professional) complete Section 9 to be eligible, and upload this form into Form ReLEAF.
- Activity fees must be paid prior to the first scrimmage or competition.

## **Return to Play After an Injury**

Any time an athlete is seen by a physician, for anything other than a routine check-up, a note from that physician must be presented to the coach and the athletic training staff detailing the condition, any restrictions due to this condition, and any required rehabilitation or treatment needed. This includes any trips to urgent care or emergency room.

If an athlete has been restricted from practice/play by a physician, a note from a physician will be required to return to play. If the athletic training staff has restricted an athlete from practice/play, they may not return until cleared by the athletic training staff.

### **Student Athlete Code of Conduct**

Great Valley student athletes are held to a very high standard. It is our expectation that all students and their parents/guardians understand that students are expected to follow the guidelines outlined in the Handbook, the Secondary Athletics Code of Conduct, and the team rules established by each program. Specific athletic programs within the Great Valley School District may hold their team members to a higher standard if they choose to do so.

More information on the athletic code of conduct, conduct violations, rules and regulations regarding substance/tobacco/alcohol use, spectator guidelines, and sportsmanship athletes can be found on the [Conduct and Behavior](#) page of our website.

### **Violations Not Listed In Handbook**

We hold our student athletes to a high standard because they are very visible in the community and are role models for younger children. Athletes should conduct themselves in a manner which reflects the high standards and ideals of their team, school, and community at all times.

## **Campus Privilege (High School Only)**

All 12th grade students who meet the academic obligations, attendance, and discipline requirements defined below are eligible for Open Campus privileges. [School Board Policy #240](#) explains the GVSD Open Campus Policy. Campus privilege means that students are permitted to leave the high school campus at designated times during the school day.

## **Discipline**

### **Philosophy**

The discipline guidelines of the Great Valley School District emphasize the importance of a culture where diversity and individualism are celebrated in an atmosphere of respect. All parents/guardians, staff members, and community members share the responsibility of teaching our students the art of making good choices.

Great Valley staff members use many effective, positive resources to maintain a secure educational environment. Every effort will be made to conduct school classrooms and activities in a manner which supports the growth and development of all students.

### **Discipline Consequences**

#### **After School and Morning Detentions**

##### **Elementary:**

Detention at the elementary level is at the discretion of the principal.

##### **Middle School:**

##### **Principal's Detention**

The principal's detention is from 2:30 p.m. to 4:00 p.m., Monday through Friday.

##### **Teacher Detention**

Teachers may require students to remain after school for extra help, for make-up work, or for misbehavior in class. Teacher detention runs from

2:30 p.m. - 3:15 p.m. Monday through Friday. Students must be picked up by a parent or guardian at the conclusion of the detention. Any misconduct during detention will be reported by the supervising teacher and additional penalties may be added.

#### **High School:**

After school detentions are held Tuesdays and Thursdays from 2:40 p.m. until 3:30 p.m. Before school detentions are held on Fridays from 7:00 a.m. – 7:47 a.m. Students will participate in a silent study period.

### **Teacher Intervention**

- Teacher communication with the student is the first intervention when concerns arise in the classroom.
- Communication between the parent and teacher will occur if the issue cannot be resolved by the teacher speaking to the student directly.
- If the behavior causing the concern continues after student and parent contact, disciplinary consequences, including detentions and/or a conference with the grade level principal, will be necessary.

### **Suspensions**

#### **In-School Suspension (ISS)**

For serious disciplinary infractions, a student may be removed from the normal classroom and assigned to the in-school suspension room which is supervised by a staff member. On the day of the suspension, students may not participate in any school-sponsored activities. Students will be expected to work on learning activities and complete assignments as directed by their teachers.

#### **Out-of-School Suspension (OSS)**

Exclusion from school by suspension means denial of entry to Great Valley School facilities, property, and activities during the suspension. Suspended students may not participate in **any** school-sponsored activities.

- Suspension is for one (1) to ten (10) consecutive school days as determined by school authorities.
- Out-of-school suspension may be assigned for, but is not limited to, offenses that occur under [Board Policy #222](#) (Tobacco/Nicotine/Vaping), [Board Policy #227](#) (Controlled Substances), willful fighting, physical assault, harassment, theft, obscene conduct and language, persistent violations of school regulations, tampering with fire alarm system, carrying a weapon, or any action which threatens the health and/or safety of students or school personnel.
- Exclusions affecting certain disabled students shall be governed by 22 PA Code chapters 14, 15, and 342 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placements. Students with disabilities will be subject to this policy unless, as a result of their disability, they require accommodations and/or modifications to the District's policy. This and all board policies shall be interpreted in a manner consistent with the State and Federal laws and regulations pertaining to students with disabilities.

Responsibilities When a Student is Suspended:

Administrator will:

- inform student why they are suspended;
- notify parents and superintendent in writing;
- provide parents the opportunity for an informal hearing, when suspension exceeds three (3) school days;
- adhere to Chapter 12 regulations.

Parents will:

- be responsible for the student during exclusion;
- monitor the completion of assignments;
- help restore a positive atmosphere of self-discipline by meeting with school administrators to clarify expectations for the student.

Student will:

- continue to work on assignments as outlined in Canvas, and may contact teachers directly with any questions that arise;
- reflect on the actions that created the need for the suspension and determine how to come back to school and move forward in a positive direction.

## **Discipline Policies**

### School Board Policy #218

- Bullying and Cyberbullying - [School Board Policy #249](#)
- Controlled Substances - [School Board Policy #227](#)
- Harassment - [School Board Policy #248](#)
- Smoking, Smokeless Tobacco, and Vaping - [School Board Policy #222](#)
- Terroristic Threats - [School Board Policy #218.2](#)
- Vandalism and Theft - [School Board Policy #224](#)
- Weapons - [School Board Policy #218.1](#)

## **Discipline Procedures Related to Late Arrival or Class Cut (Secondary Only)**

### **Unexcused Late Arrival to School**

Arriving to school on time is an important student responsibility. Students **must** be in homeroom/advocacy by 7:40 a.m.

Consequences for students arriving after 7:40 a.m.:

- 1st - 3rd offense – Warning
- 4th - 9th offense – Student will serve a lunch detention on the day of the offense.
- 10th offense – School staff will work with the student, parents, and other school staff to develop a plan to support the student in arriving to school on time.

### **Late to Class**

- 1st late – student receives an official warning by teacher.
- 2nd late – teacher contacts parent.
- 3rd and subsequent lates – a disciplinary consequence will be assigned.

### **Class Cut**

When an unexcused absence from class or class cut occurs, the teacher will notify a parent via e-mail or phone call, and the class cut will be documented. All class cuts will result in referral(s) and parent notification by the teacher. There will be progressive consequences for any class cut after the first occurrence.



## **Student Discipline**

### [School Board Policy # 218](#)

Please see the Great Valley School District Administrative Guideline for Student Discipline, which are part of [School Board Policy #218](#)

## **Student Searches**

### [School Board Policy #226](#)

## **E-hallpass (Secondary Only)**

E-hallpass is a digital hall pass system which allows teachers and administrators to provide students with hallway permissions. Activity in the school's hallways can also be tracked, and students can initiate requests for permission to be in the hallway. Additionally, appointments for counseling, student services and the nurse are scheduled and documented in the e-hallpass system, which serves to improve the accountability of students and staff.

## **Flag Salute**

Students may choose to participate, or they may decline to recite the Pledge of Allegiance on the basis of personal belief or religious conviction. All students shall respect the rights and interests of classmates' personal choices.

## **Food Services**

Food service programs of the District shall be directed at meeting the needs of the students in accordance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

[School Board Policy #808-AG](#) School Meal Account Procedures/Meal Charging includes:

- confidentiality;
- the student meal charging policy;
- balance notifications procedures;
- delinquent school meal account debt;
- distribution;
- and additional information.

### [School Board Policy #808](#)

Dining Room procedures:

- Please place garbage and paper in the trash cans and recycle bins.
- Do not sit on the tables.
- Permission to leave the dining room must be given by a staff member.
- If you see trash on a table or on the floor, please pick it up.
- After leaving the Dining Room, you should file quietly to your next class.
- Please remember that appropriate behavior is required in the dining room at all times.
- Please Note: No outside lunch deliveries allowed with the exception of parent deliveries (ex. Grubhub, DoorDash, etc.)

## **Breakfast and Lunch Menus**

### [Breakfast and Lunch Menus](#)

Breakfasts are complete with whole grain or protein-based entrée, fruit, 100% juice, and milk. At breakfast, students must also take fruit or juice with their main entrée. There is no charge for



breakfast in our schools. Breakfast is government funded for the 2023-2024 school year.

All lunches are complete with five food groups: protein, whole grain, fruit, vegetable, and milk. As part of the National School Lunch Program, all students are required to take a fruit or vegetable with their meal. Students who do not take a fruit or vegetable with their meal will be charged the a la carte prices for each item.

### **Computerized Point of Sale System**

We are pleased to offer a computerized Point of Sale System for the cafeteria. This system allows students to deposit money into an account to be used for purchases in the cafeteria. Students may access their accounts by entering their student identification number into a pin pad. This ID number is the same number used by the student to access school computers. The student's picture appears on the cashier's monitor to assure accuracy. Checks may be made payable to GVSD Food & Nutrition Services and given to the cafeteria staff or school office. Deposit forms may be found in the cafeteria. Students may pay cash for purchases as well. Credit card payments may be made online through [www.schoolcafe.com](http://www.schoolcafe.com).

### **Food Allergy Management**

The following outlines Great Valley School District Food & Nutrition Services' process for accommodating students with disabilities and special dietary needs:

- It is the parent/guardian's responsibility to communicate all food allergies to the school nurse. The Food & Nutrition Services dietitian records the allergens and creates an alert in the Point of Sale system so that an alert is indicated during each transaction in the cafeteria.
- Parents/guardians may contact Great Valley School District Food & Nutrition Services to discuss modifications for their students on a case-by-case basis when requests are supported by a written statement from a state licensed medical authority.

[Please visit the GVSD website for more information.](#)

For more information please see [School Board Policy #209.1](#).

### **Free and Reduced Lunch Information**

[School Board Policy #808.1](#)

[School Board Policy #808.1-AG](#)

Great Valley School District provides free and reduced meals for all eligible students. We encourage those who may need additional assistance to fill out an application at [www.schoolcafe.com](http://www.schoolcafe.com). An approved application provides eligible students also receive assistance with school activity fees, athletic fees, or technology fees

### **Meal Prices**

[School Board Policy #808-AG](#)

Meal prices for the 2023-2024 school year are:

Breakfast is provided at no cost at all of our schools.

Lunch: \$3.25 (Elementary); \$3.50-\$3.75 (Middle School); \$3.60 (High School)

### **Refunds**

For graduating seniors, funds left on their meal account are automatically transferred to a younger sibling. If there is no younger sibling in the district, refund checks are automatically issued for balances over \$5.00

For students leaving the district, please contact the food service office to request a refund.

## Student Wellness Policy

### [School Board Policy #246](#)

Our District has developed a Wellness Policy that is focused on improving the health of students. The policy addresses nutrition education and promotion, physical activity and education, nutrition guidelines, food sold during the school day, and fundraisers involving food. To join the District Wellness Committee, please contact the food service department.

## Forms

Many district-wide, secondary, elementary, and other forms can be found on our [website](#).

## Health Services

A certified school nurse is on staff in each school. The school nurse's role in an educational setting is to enable each student to realize his or her potential through healthful living. Only through cooperative efforts of the home, school, and community can the nurse's objectives be reached.

The school nurse:

- assists the principal and school physicians and dentists in planning the school health program;
- provides emergency care for accidents and illnesses;
- provides early screening for growth, hearing, and vision as required by the State of Pennsylvania;
- coordinates special screenings, school physicals, and dental exams as needed;
- monitors health needs that may arise during the school year;
- maintains accurate and comprehensive health records for all students;
- assists with classroom instruction as requested.

School nurses encourage student wellness through education on nutrition, good health habits, exercise, and proper sleep. Please feel free to call your school nurse anytime for information. We look forward to a continued partnership with parents working toward healthy and strong Great Valley School District children.

## Communicable Diseases

### [School Policy #203](#)

Parents/guardians should report a communicable disease to the school nurse immediately. It is the responsibility of the principal to ensure that students who have been diagnosed with or are suspected of having a communicable disease may be excluded from school. Children may be readmitted to school when the child presents a physician's note indicating that they are no longer contagious.

Disease	Exclusion from School
<b>Any undiagnosed rash</b>	Until diagnosis is established or symptoms are gone for 24 hours
<b>Chicken Pox</b>	All scabs must be dry
<b>Contagious conjunctivitis</b>	No drainage from eyes and 24 hours after the start of physician-prescribed treatment
<b>Covid-19</b>	As per CCHD Guidelines
<b>Fifth disease</b>	No exclusion
<b>Hepatitis</b>	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions

<b>Impetigo</b>	24 hours after start of physician-prescribed treatment
<b>Meningitis</b>	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions
<b>Mononucleosis</b>	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
<b>Pediculosis (lice)</b>	Until treated and free of lice and must be cleared by the school nurse
<b>Pinworms</b>	Until first dose of treatment is given
<b>Ringworm</b>	Until skin is clear of all scabs or crusts, or a physician's note indicating the child is noninfectious
<b>Scabies</b>	24 hours after start of physician-prescribed treatment
<b>Scarlet Fever or Strep Throat</b>	24 hours after the start of physician-prescribed treatment
<b>Staph or strep of the skin</b>	24 hours after the start of physician-prescribed treatment

### **Emergency Care, Contacts, and Updating Medical Information**

Emergency/medical updates are required annually. Parents will be invited each year via email to log into the District's Skyward Family Access system to update their child's record. This record provides the school with important information relevant to each child in the event of an emergency. It is essential that parents notify the school of any changes in emergency contacts or phone numbers that occur during the school year.

### **First Aid**

A full-time nurse is on duty during the school day. By state law, the school nurse administers first aid and immediate care, but will **not** diagnose illness or injury. All serious injuries at school must be reported to the school nurse.

### **Head Lice Guidelines**

To minimize school absence while containing head lice infestation, the school nurses of the Great Valley School District will follow the guidelines of the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control on containment of head lice as listed below. Full class screening for head lice in a school setting has not been proven to significantly affect the incidence of head lice in schools. Studies have shown that these screenings are essentially ineffective; head lice have a very low contagion in classroom settings, and head lice are not known to be vectors of disease. Class screening for head lice will therefore not be performed as a measure for control.

Guidelines:

- Upon report or discovery of live head lice, the school nurse will check the affected child's head for live head lice.
- If live head lice are found, the school nurse will call the child's parent and request that they take their child home.
- The school nurse will discuss methods of treatment for head lice.

- The affected child may return to school after treatment of live head lice and will report to the school nurse to be approved for school attendance.
- Children may not remain in school if live head lice are found, but they are permitted to remain in school if nits (head lice eggs) are found.
- If the student has siblings in the school, the school nurse will check the siblings for any live head lice.
- At the elementary level, a letter will be sent home to parents in the child's homeroom alerting them that a case of head lice has been discovered and advising them to check for head lice and to treat if live lice are discovered.
- The school nurse will re-check the affected child's head a week after treatment and follow the guidelines if live head lice are found.

## **Health and Dental Exam Screenings**

### School Board Policy #209

- *Vision Screening* - all grades yearly (K-12)
- *Height and Weight; Body Mass Index Calculations* - all grades yearly (K-12)
- *Hearing Screening* - yearly for all students in K-3, 7, 11, and students new to the school district, as well as those with specialized education plans.
- *Medical* examinations are required by the Pennsylvania School Code for students in grades Kindergarten OR 1<sup>st</sup>, 6<sup>th</sup> and 11<sup>th</sup> grades, and for all students new to the school district with incomplete medical records.
- *Dental* examinations are required for Kindergarten OR 1<sup>st</sup> grade, 3<sup>rd</sup> grade, and 7<sup>th</sup> grades, and for all students new to the school district with incomplete dental records. The school nurse encourages parents/guardians to have the required medical and dental examinations completed by the family physician and dentist so that there is continuity of care for the students.
- *Health Report Card* results of all screenings may be viewed in Skyward Family Access

## **Immunizations**

All students attending school must have complete immunization records. GVSD is prohibited by law to allow children to enter school without evidence of immunizations. These requirements allow for exemptions for medical reasons and religious beliefs. If your child is exempt from immunizations, they may be removed from school during an outbreak. Please call the school nurse if you have any questions.

If your insurance does not cover immunizations, please contact the Chester County Health Department at 610-344-6225 to schedule an appointment for vaccines. If you have any questions about the immunization requirements, please call the school nurse.

### **Immunization Requirements**

The Commonwealth of Pennsylvania has specific immunization regulations relating to school enrollment and attendance.

The *minimum* immunizations (as required by PA law) for any student entering school are:

- Diphtheria/Tetanus (DTP, DTaP, DT, Td): 4 doses minimum, with 1 dose on or after the 4<sup>th</sup> birthday;
- Polio: 4 doses (4th dose on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose given);

- Measles/Mumps/Rubella (MMR): 2 doses of Measles (usually given as MMR); 2 doses of Mumps (usually given as MMR); 1 dose of Rubella (German Measles) (usually given as MMR);
- Hepatitis B (HBV): 3 doses of Hepatitis B;
- Varicella (Chickenpox): 2 doses, or written history of Chickenpox disease.

Children entering at the 7<sup>th</sup> grade level or above need all the above immunizations, plus:

- 1 dose of tetanus/diphtheria/acellular pertussis (Tdap), if 5 years has lapsed since last tetanus immunization;
- 1 dose of meningococcal conjugate vaccine (MCV).

Children entering 12<sup>th</sup> grade need all the above immunizations, plus:

- 1 dose of meningococcal conjugate vaccine (MCV) upon entrance to 12<sup>th</sup> grade. 12<sup>th</sup> grade students who do not have their second meningococcal vaccine (MCV#2) will be excluded from school after day 5 of the 12<sup>th</sup> grade school year.

## **Medications In School**

### **School Board Policy #210**

The Great Valley School District recognizes that parents/guardians have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. When prescription and/or non-prescription medication must be given during school hours, pursuant to [School Board Policy #210](#), the following procedures will be followed:

- The student's parent/guardian must provide all medication, including non-prescription and prescription medication, in the original bottle or package directly to the school nurse.
- Unless otherwise provided in writing, students will be responsible for reporting to the nurse's office at the time medications are to be given.
- All medication is to be stored in a locked cabinet or closet and accessible to only authorized school personnel.
- Medication will be administered in accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medication in schools.
- Students are not allowed to carry or possess unregistered medication while at school. Violating this rule may result in discipline.

## **Physical Education Excuses and Participation Return**

Participation is required in physical education classes any time the student is in attendance at school. Please follow the procedure below if a medical problem arises:

- The student must present a note from parent/guardian or doctor to the school nurse at the beginning of the scheduled class. It is requested that the note specifically state the medical problem.
- Notes will not be accepted at a later date.
- A medical problem limiting activity for more than one class cycle (six days) will require a doctor's note. The doctor should indicate the diagnosis and suggest an alternative program for the duration of the problem.
- When possible, use the school [Physical Education Restricted Participation Form](#).
- The original note must be given to the school nurse.

- A doctor's note must be the original note signed by a physician (not a photocopy), or must be faxed directly from the physician's office to school.
- A medical problem note does not exclude the student from class participation. The student will be required to:
  - Report, on time, to each class.
  - Dress for each class.
  - Participate in whatever capacity has been determined.
  - Complete any written assignments/tests which are required.
- Any student who is medically excused from PE class will also be excluded from sports participation until they are fully able to participate in PE class. Physical education activities change by the marking period. Medical problems need to be evaluated individually according to the assigned activity at the time and graded accordingly.

## Concussion Management

### [School Board Policy #123.3](#)

If your student is diagnosed with a concussion, it is our desire that they recover as quickly as possible. In the medical profession, there is universal agreement that cognitive and physical rest is critical to healing. Current statistics show that, with proper rest, 96% of concussed high school students recover in less than five weeks. Therefore, the school nurse will strongly encourage parents to delay a concussed student's return to school until their student is symptom-free in normal daily activities for 48 hours. Once a student has returned to school, it is assumed that, with appropriate medical accommodation, they are capable of working in class, completing class assignments, homework, and assessments. **Any medical accommodation must be updated by a medical professional on a monthly basis until your student has been cleared for full academic participation.**

In our experience, the worst concussion outcomes occur with students who return too soon to physical activities such as sports or other physically demanding extracurricular activities. With decreased cognitive response times of an incompletely healed concussion, the possibility of students being reinjured (even standing on the sidelines) is greatly increased. Therefore, a concussed student will not be allowed to participate in any extracurricular activities, field trips, or physical education until they have been medically cleared for full academic participation.

## Possession and or Use of Inhalers, Epi Pens, Etc.

### [School Board Policy #210](#)

Students are only permitted to carry their own medication when approved by their parent/guardian and licensed medical provider.

## Students Who Become Ill at School

If a student becomes ill during school hours, they must secure a pass from the teacher in charge and must report to the nurse's office. If the nurse is not there, they are to report to the main office. If they become ill between classes, they should secure the pass from the teacher of their next scheduled class.

The school nurse will notify parents/guardians in the event that the child needs to be sent home. Permission by the nurse or an administrator is **required** before any student with an illness may leave the building. Parents/guardians or their designated alternate are responsible for either escorting the child home from school or giving verbal permission to the nurse or administrator to allow their child to drive home.

**If a student texts a parent to share that they are not feeling well and asks to be picked up from school, parents should tell the student to report to the nurse so that the nurse can assess the situation and then contact the parent.**

## **Student Accident Insurance**

### [School Board Policy #211](#)

Occasionally, students are accidentally injured while taking part in school activities. In order to eliminate any medical bills incurred as a result of an injury in school, you may purchase the optional student accident insurance offered at school. Insurance will be on sale only in September. Insurance coverage for athletes is provided by the School District for participants in season. The athletes' insurance does not cover activities other than the sport in season.

## **When to Keep Your Child Home from School**

Your child should not attend school if they have:

- a fever of 100 degrees or higher. The child should stay home until they are fever-free for 24 hours without Tylenol or Advil/Motrin. If your child awakens during the night with a fever but feels well in the morning, please keep your child home until the 24-hour period is over.
- vomiting/diarrhea/nausea. The child should stay home until there is no vomiting/diarrhea for 24 hours. If your child awakens during the night with vomiting or diarrhea, please keep your child home until the 24-hour period is over.
- symptoms such as cough, headache, sore throat, abdominal cramping, and/or generally look sick.
- severe chest and/or nasal congestion or frequent nasal discharge.
- frequent coughing.

## **Lockers (Secondary Only)**

The school district does not carry insurance to protect the loss of students' valuables or money.

Therefore, for protection, students should:

- keep lockers locked at all times;
- **keep valuables and large sums of money at home.** If something valuable or a large sum of money must be brought to school, check it into the office;
- never share a locker;
- avoid tampering with the lock mechanism or abusing the locker in any way;
- promptly report to the main office any damage or locker repair that is needed;
- keep the combination a secret.

Lockers are the property of the school district. Locker areas may be subject to regularly scheduled random canine searches during the school year. For further information, please see the [Searches](#) section of the handbook. Students are responsible for the contents of their lockers. School locks are provided for both gym and corridor lockers. Private locks (not of school issue) are not permitted and will be removed from lockers for health and safety reasons.

## **Middle School**

Students will be issued two lockers, one in the corridors for coats and books, the other in the gym area. Lockers are school district property and are loaned to students for their convenience. Lockers must be kept neat and clean for frequent inspection. Teachers and administration have the right to inspect any locker at any time.



## High School

If a student wishes to use a locker, a hallway locker will be issued. Students who take PE class at the high school **will be** issued a gym locker. All locks must be removed at the end of each class period. Locks can also be used for after-school sports in the team room and must be removed at the end of each season.

## Post High School Planning (High School Only)

The Great Valley High School counseling team supports students in their college and career readiness planning. The Post High School Planning Packet can be found on the Program of Studies page of our website.

## Recess (Elementary Only)

When medical reasons require that a child remains indoors, a note to that effect should be on file with the nurse and classroom teacher. Outside recess is not conducted on inclement days, nor days when it is extremely cold.

During the winter, school playgrounds may remain snow-covered for some time following storms. Therefore, students often will need protective footwear, even after sidewalks and streets have been cleaned.

## Playgrounds

Students on the playground are under the direction of the playground supervisors. The supervisors will help settle differences and solve problems. Students are to remain in sight of the playground supervisor and to keep out of all wooded areas. Students may re-enter the building only with the permission of the playground supervisors.

No fighting or wrestling is permitted. Playground equipment is to be used appropriately. Students are to stay on the blacktop when instructed to do so and keep out of any muddy spots when allowed off the blacktop area. There is to be no throwing of snow or ice on the school grounds.

## Student Parking (High School Only)

Student parking is available for **seniors only**.

- All drivers must be registered in the office. Hanging tags will be distributed for \$100 per year and must be placed on the front visor of all cars registered. Additional tags may be purchased at a cost of \$10 if lost or if the student drives various family automobiles. For any applications approved after January, the fee will be pro-rated.
- Students are to park in the designated parking lot corresponding to their registration tag.
- Students must observe safe driving regulations on campus (maximum 15 mph during school hours).
- Students will have driving privileges revoked for, but not limited to, the following violations: reckless driving, speeding, illegal parking, parking in the visitor lot during/after school, persistent lateness to school, leaving school without permission, cutting classes, and insubordination to the staff. Students who park illegally (no tag, visitor lot, etc.) will be warned. If violations continue, parking privileges will be revoked. An Administrator will communicate with the student and parents if any issues arise with parking.
- Seniors who obtain their driver's license during the school year may apply for their parking privilege at that time; however, spots may not be available.



- The driver or owner of the car is responsible for the car. The school is not responsible for damage to the car on the school parking lot. Please keep cars locked. A school district safety aide monitors the parking lots throughout the day as a precautionary measure to maintain a safe school environment.
- Parking passes are not transferable from student to student.
- Student drivers must use Phoenixville Pike access. Students participating in extracurricular activities will also be picked up at the main or gym entrance area. Failure to observe driving and parking regulations may result in assigned detentions and/or the revocation of driving privileges.
- Parking anywhere off campus is discouraged and at your own risk.

## **Student Recruitment for Military (High School Only)**

### School Board Policy #250

Pursuant to the federal Every Student Succeeds Act, the Great Valley School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students. The District must also notify parents/guardians of their rights and the right of their child to request that the District not release such information without prior written consent. Parents/guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters or institutions of higher learning must sign a form and return it to the building principal.

## **Student Support Services**

### **Bullying Prevention**

#### School Board Policy #249AG

In all our schools, it is our goal to create a positive climate in which all students feel safe and supported. To that end, bullying behavior will not be tolerated. Bullying behavior can occur verbally, socially, physically, or via digital device (cyberbullying). It is aggressive, repetitive, and is characterized by one or more persons exerting power over others.

School staff will make efforts to work with students to resolve conflicts and make amends in a restorative manner. However disciplinary action may be taken when determined necessary by the principal. Use this [form](#) to report incidents of bullying. You may remain anonymous if preferred. If you have any questions or concerns, please contact your student's counselor or school principal.

### **College and Career Readiness**

As mandated by state guidelines, GVSD school counselors provide direct services to all students which are intended to prepare them for adult life. This preparation begins at the elementary level with exposure to general vocational information. As students move through the grades, tasks are designed to help them explore their interests, learn about their strengths, and help them to envision potential careers. Student college/career readiness skills and experiences are tracked through a program called Naviance. When in high school, the collection of information in Naviance allows counselors and students to plan a course of study, explore vocational education opportunities, and support the process of applying to post-high school programs.

Resources for college and career planning are available on the high school [counseling website](#).

### **Counseling**

School counselors are available in every school in Great Valley. Our school counselors serve as a direct support to students, teachers, and families and as a liaison to district services.

### **Elementary**

The elementary counseling program focuses on children's intellectual, emotional, and social development. The school counselor's services are integrated into the entire elementary school program. In addition to individual and small group meetings with children, the elementary counselors visit each classroom regularly and provide direct instruction. Counselors work collaboratively with parents to address a range of issues that affect a student's engagement in school.

### **Secondary**

The secondary counseling program focuses on academic advising, post-secondary planning, career exploration, and social/emotional counseling. Counselor assignments can be found in Skyward Family Access, and contact information is on the school website.

The following procedures should be followed when using high school counseling services:

- School counselors will be available from 7:30 a.m. until 3:15 p.m. daily, and before or after school by appointment. For the convenience of parents, high school counselors have scheduled evening hours. A schedule of dates and times appears on the school calendar. High school counselors are available by appointment only on designated evenings.
- Students may visit the counseling office to make appointments to see counselors. In an emergency, teachers may issue a pass to the counseling office. Whenever possible, students are asked to schedule appointments with their counselor during study halls.

## **Crisis and Mental Health Support**

### **[School Board Policy #819](#)**

District counselors, psychologists and social workers are trained to screen, assess and support students who are in crisis. In addition, the district provides mental health specialists at all levels to work with students as needed to address personal issues, mental health concerns and receive assistance with problem-solving, decision-making, and conflict resolution skills. The social worker and mental health specialist are available to intervene in high-risk personal issues such as depression, risk of suicide, drug/alcohol use and abuse, teen pregnancy, eating disorders, etc.

**If you have concerns about your child, do not hesitate to reach out to the school counseling office during school hours. During after school hours, call 988 for suicide prevention and crisis support or 911 in an emergency.**

#### **\*Confidentiality Note:**

Information revealed by a student in confidence to a school counselor, school nurse, school psychologist, or school social worker in the course of their professional duties is privileged. It cannot be divulged in any legal proceedings, civil or criminal, without the consent of the student, or if they are a minor, their parents. However, such information may be revealed to the student's parents, teachers, or principals if there is an imminent threat of harm to the student or others.

## **English Language Development (ELD)**

### **[School Board Policy #116.1](#)**

Multilingual Learners receive specialized language services taught by an English Language Development teacher. For additional information, contact your child's ELD teacher, or our Multilingual Family Liaison at (610) 889-2100, ext. 52109.

To support the Multilingual Learners (MLs) in our school district, our ELD teachers collaborate with the teachers to supply the students with instruction and materials that will allow them to advance in their language acquisition. This supplemental instruction takes place in the ELD classroom between the ELD teachers and a small number of students, as well as in the regular classroom when the ELD teacher pushes into some classrooms to provide additional language support. The ELD program provides the students with an environment that allows them to acclimate to their new surroundings and flourish in the classroom. We use many different learning strategies in our daily lessons to teach students at many different levels of proficiency. Also, the ACCESS for ELs 2.0 is a standardized test that is given yearly to track the progress of each Multilingual Learner, and it provides us with additional information regarding the areas in which students are struggling. In the summer we hold a two-week summer camp to help MLs transition back to school (and speak English) for the upcoming year.

By law, parents have the right to refuse this educational service. Parents of students who receive English Language services and wish to discuss the right to refuse the educational service should contact one of our educational supervisors at 610-889-2125, extension 52119.

## **Gifted Education**

Gifted services are provided to eligible students in accordance with [state requirements](#) and [School Board Policy #114](#). In Great Valley, all first-grade students are screened in the spring of each school year to look for indicators of eligibility for gifted education. From this screening, students are recommended for a multidisciplinary evaluation. Parents are notified at the end of the school year if their student has been recommended for further evaluation. At all other grade levels, the recommendation for evaluation is made on an individual basis. A multidisciplinary evaluation is required to determine eligibility for services and an individualized plan is developed for eligible students.

For more information regarding Gifted evaluation or services, please contact the school counselor at your child's school or Student Services at extension 52151.

## **Homebound Instruction**

### **[School Board Policy #117 AG](#)**

Homebound instruction may be provided to students who, because of illness, must be confined to their homes for an extended period of time. Contact the school counselor for more information.

## **Homeless Students (McKinney Vento Assistance Act)**

### **[School Board Policy #251](#)**

If you or your family are experiencing hardship, and you lack a fixed, regular, or adequate nighttime residence, you may qualify as homeless under the McKinney-Vento Homeless Act. Please let us know so that we can offer supports, including academic, social-emotional, transportation, and community. Please reach out to your school social worker or our Homeless Liaison, Abby Linderman at (610) 889-2125, extension 52128.

## **Intervention and Support**

The elementary and middle schools each have a Child Study Team (CST) which consists of a multidisciplinary group of professionals who are focused on supporting students who are struggling. Using the MTSS (Multi-Tiered Systems of Support) framework, our teams take a proactive approach to identifying academic, behavioral, or social-emotional needs and providing the appropriate level of intervention to help them be successful.

At the high school the CARE Team consists of counselors, mental health professionals, and administrators. This team reviews students to identify those who may be struggling with academic, social, emotional, behavioral, home, or other personal issues. The CARE team makes recommendations for supports which may include referral for mentoring, a CST meeting, Student Assistance Program (SAP), or other supports.

For more information on the intervention support at your child's school, contact the school counselor or visit the school website.

### **Notice of Rights Under FERPA for Elementary and Secondary Students in GVSD**

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

- The right to inspect and review the student's education records within 45 days of the date the District receives a request for access.
- Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate, misleading, or in violation of the student's right to privacy.
- Parents or eligible students may ask Great Valley School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's right to privacy.
- If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company which whom the District has contracted to perform a specific task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

FERPA requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated information (known as "directory information") without your written consent, unless you notify the District in writing that you do not want any or all of those types of information about the student designated as directory information. Directory information includes the following information relating to a student: the student/family members' name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees, and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or their designee. A parent or eligible student may not use the right above to opt-out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

Accurate as of August 3, 2022

### **Parent-Teacher Conferences (Fall and Spring)**

Conferences afford the teacher an opportunity to present a more complete picture of the child's progress than can be shown on a report card. At a conference, the parents can see examples of their child's work which will illustrate strengths and areas for growth. Parents will receive information about how to schedule a conference time with their child's teacher. Information about scheduling conferences is communicated annually.

### **Safe2Say Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" **before** it is too late. During the school year, when reports are received by the Safe2Say Tip Center, the information is reviewed and forwarded to law enforcement and/or school administrator for follow-up. The link to the "Safe2Say Something" website can be found [here](#).

### **Social Work Services**

Great Valley School district has 3 full-time social workers – one for elementary schools, one at the middle school, and one at the high school, who are available to students and families as needed. Our social workers assist in situations where personal or social issues, mental health, school attendance, housing and food instability, or other family issues are impacting a student's ability to access their education.

Please visit our [website](#) for more information.

## **Special Education**

### **[School Board Policy #113](#)**

For students who have a diagnosed educational disability, GVSD provides a full range of programs and services. Eligibility for special education is determined by a multidisciplinary team evaluation and special education and related services are provided as indicated in the student's Individualized Education Program (IEP) in accordance with the [state](#) and [federal](#) guidelines.

In addition to specialized instruction, the district provides related services including, but not limited to, Speech and Language Therapy, Occupational Therapy, Physical Therapy, and Behavioral Support.

If your child receives special education services and you have questions about their IEP, please contact their special education case manager or Supervisor of Special Education.

If you believe that your child may have an educational disability, please contact the school counselor, or school psychologist to discuss your concerns.

For more information regarding special education or related services you can contact the office of Student Services and Special Education at (610) 889-1620, extension 52113.

## **Student Assistance Program (SAP)**

Great Valley's SAP program at the secondary level consists of a team of professionals specially trained to assist students who are struggling with issues such as use of alcohol or drugs, mental health or personal problems that interfere with their learning and success in school. The SAP team accepts referrals from any student and/or person concerned about a student. Referrals can be kept anonymous at the referring person's request. Referrals are reviewed by the team and the student and parent are included in developing a plan of support. Support may include a confidential mental health/drug and alcohol screening with a liaison from Devereux or Holcomb, individual or group counseling in school, or referral to a community resource.

For more information about SAP services, contact your student's school counselor.

## **504 Service Plan**

A student who does not qualify for special education services under IDEA (Individuals with Disabilities Educational Act) still may qualify for services under Section 504 (a civil rights law) if the disability is shown to substantially limit their educational performance.

A 504 Service Plan consists of accommodations and modifications to the educational program that allow the student with a disability equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. For further information on the evaluation procedures and provision of services, contact your student's counselor or building principal.

## **Technology**

### **Cell Phone and Electronic Devices**

#### **[School Board Policy #237](#)**

In order for students to fully engage in the learning environment in Great Valley the following guidelines and expectations as outlined in [School Board Policy #237](#) are expected to be followed by all students:



- Electronic devices may not be used to conduct any activities that violate state and/or federal law, Board Policy, Administrative Guidelines, school rules, or any provision of the applicable student handbook.
- Electronic devices may not be used in any manner that interferes with, or is disruptive to, educational or extracurricular activities or events of the District.
- Unless authorized by a teacher or building administrator, electronic devices must be turned off or set on silent mode when students are in classrooms and other locations where instruction is taking place.
- Use of electronic devices in restrooms, locker rooms, and other areas where individuals would have a similar expectation of privacy is expressly prohibited.
- Electronic devices, including personal devices, are under the exclusive care of student owners at all times, and the District is not responsible for any damages or theft that may occur to such devices.
- Personal electronic devices must be used in compliance with [School Board Policy #815](#) (Acceptable Use of Technology).
- Parents should refrain from contacting their student during the instructional day. Parents who need to reach their student should contact the main office.

Elementary Schools: Students are asked to keep cell phones turned off and in their backpack during the school day.

Middle School: Students are not permitted to use cell phones during the school day but may use them before or after school. During the school day, cell phones are to be turned off and kept in the student's locker. Confiscated electronic devices will be returned at the administrator's discretion.

High School: Students are not permitted to use cell phones during instructional periods unless directed by the teacher. They may be used in between classes and at lunch.

Bus: The District's Acceptable Use of Technology, [School Board Policy #815](#) applies to student use of technology on our buses. The bus is an extension of the classroom.

## **Technology Code of Conduct**

### [School Board Policy# 815](#)

### **Passwords**

A student's password on the computer system is their responsibility. **Students should tell no one their password.** Students will be held responsible for the content of their directory and e-mail. When choosing a password, students must use at least eight characters and should never use the obvious (family name, pets, nicknames, etc.).

### **Skylert**

The Great Valley School District uses the Skylert system to notify parents/guardians about news, upcoming events, emergencies, and school closings. This system allows parents/guardians to be notified via phone call, email, and/or text. Notifications are sent from the individual school for school-related news, or from the District Office for district-wide events. Our notification system allows parents to check and modify their contact information (phone and email), and to set preferences for how they would like to be contacted according to the type of notification. [Visit our website for more information.](#)

## Skyward Family Access/Family Information

Skyward Family Access is a way for families/guardians to view their student's class schedule, grades, daily attendance, contact information, and more. Parents/guardians are asked annually to complete a Student Information Update. Note that families may only complete this update online at designated times of the school year. Families are sent an email asking them to complete the update, and are asked to respond promptly within the update window. Changes to a family's address may not be made online at any time. Address changes must be made by calling the school in which a child is enrolled. If updates to other information are necessary throughout the year and outside of the update window, the parent/guardian should call the school office. For more information, [please visit our website](#).

## 1:1 Technology

The Great Valley School District is committed to preparing students to be active members of a 21st century society. The responsible integration of technology is a key component of our educational programming. Research indicates that the implementation of an effective 1:1 Program results in increased engagement, decreased dropout rates, and gains in student achievement. The use of 1:1 Technology Program helps teachers to develop a more student-centered learning experience. In addition, a 1:1 Program assures greater equity as all students have access to the same resources in the classroom and at home. For specific details regarding the GVSD 1:1 Technology Program, please see the [Technology Department Homepage](#) on the district website.

## Transportation

### [School Board Policy #810](#)

**Students are permitted to ride only the bus to which they are assigned.** Bus assignments are posted in Skyward Family Access.

All requests for a permanent route or stop change must be made at least five working days in advance of the beginning date of the proposed change. All requests should be sent to [transportation@gvdsd.org](mailto:transportation@gvdsd.org) or to the administrative office, Attn: Transportation.

Late buses are not provided for students who participate in extracurricular activities or who stay after school. Transportation home is the responsibility of the parent/guardian.

**Permission for a child to ride another bus is granted by the transportation department for emergency purposes only. Please email the transportation office as soon as possible to request a bus pass for the emergency need.**

## Bicycles

Parents should ensure their children travel to and from school in the safest and best way possible. Because of road conditions and traffic patterns, students at K.D. Markley Elementary School and Charlestown Elementary School are not permitted to ride bicycles to school. At General Wayne Elementary School and Sugartown Elementary School, bicycle permits are required for the safety and security of both the student and his or her bicycle. Permits are available at the school office.

## Bus Expectations

Students are expected to behave in a responsible manner on school buses. Students may not eat, drink, or smoke on the bus. Students will be held accountable for their misconduct on the bus. Consequences may include suspension of bus privileges for a given time.

## Bus Surveillance



Digital video recorders with a microphone and camera are used on all Krapf buses in the Great Valley School District to aid in the safe transportation of students. The recorder installed in the vehicle is accessible to authorized district personnel only. A warning notice is posted in each vehicle notifying passengers that their actions on the bus may be recorded.

### **Transportation of Large Objects**

The Pennsylvania Department of Transportation mandates in 67 PA Code 171.58, that the interior of a school bus must be free of objects which could cause injury. Objects must be secured, and the emergency exits open and free of blockage. The following must be always adhered to:

- Large band instruments or school project items are not permitted on the bus unless they can be held on the student's lap.
- Items may not be placed under the seats as they could become projectiles upon impact.
- Nothing can be carried on the bus that will endanger others, for example, glass objects, hockey sticks, skis, skateboards, sledding equipment, large metal objects, etc.
- Animals are not permitted on the bus.
- Nothing can be placed in the driver's compartment, doorway, or aisle. In case of an accident, students must be able to exit out of windows and doors.

### **Use of Technology on Buses**

The District's Acceptable Use of Technology, [School Board Policy #815](#) applies to student use of technology on our buses. The bus is an extension of the classroom.

### **Walkers**

Elementary students are discouraged from walking to and/or from school.

## **Volunteers**

### [School Board Policy #916](#)

#### **Clearances for Volunteers**

Act 153 is a state law mandating clearances for many school volunteers (including parents). Volunteers are often required to obtain the following clearances:

- Act 114 FBI Criminal History Report,
- Act 151 Pennsylvania Child Abuse Clearance,
- Act 34 Pennsylvania Criminal History Check.

[Please visit our website for detailed information on volunteer clearances.](#)

## **Withdrawal From School**

### [School Board Policy #208](#)

### [School Board Policy #208AG](#)

If a student needs to withdraw from Great Valley, the counseling office of your child's school should be contacted several days in advance. Prior to releasing a student's records, all obligations must be met.

## **Working Papers (Secondary Only)**

State Law requires that every student under 18 who works and who has not graduated from an accredited high school must have a work permit.

- Applications for a work permit are in the main offices of the high school, middle school, or on the district website. The student must present the original of either their birth certificate, baptismal certificate, or passport to verify their birth date. The student must sign their Work Permit in front of an issuing officer in the main office.

- A parental consent form must be completed by anyone who employs a student under the age of sixteen. This form must be signed by the parent and returned directly to the employer.
- No student may work until they are 14 years of age, except in agriculture, street trades, or as caddies. Students under 16 may not work around machinery, near chemicals, or in construction work, and are limited in the number of working hours.