



Great Valley School District  
K-12 Student Handbook  
2024–2025

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Если вам необходима помощь в понимании настоящего документа или требуется его перевод, пожалуйста, свяжитесь с офисом ассистента инспектора по административным вопросам по телефону 610-889-2125.

Če potrebujete pomoč pri razumevanju tega dokumenta ali prevod, se obrnite na pisarno pomočnika nadzornika za administrativne namene @ 610-889-2125.

Nëse keni nevojë për ndihmë me kuptimin e këtij dokumenti ose kërkoni përkthim, kontaktoni zyrën e ndihmësmbikëqyrësit për qëllime administrative në numrin 610-889-2125.

இந்த ஆவணத்தைப் புரிந்துகொள்வதற்கு உங்களுக்கு உதவி தேவைப்பட்டால் அல்லது இதன் மொழிபெயர்ப்பு தேவைப்பட்டால், நிர்வாக நோக்கங்களுக்காக உதவி கண்காணிப்பாளர் அலுவலகத்தை 610-889-2125 என்ற எண்ணில் தொடர்பு கொள்ளவும்.

ಈ ಡಾಕ್ಯುಮೆಂಟ್ ನು ಅರ್ಥಂ ಚೆಸುಕೊವಡಂಲೆ ಮೆಕು ಮಧತು ಅವಸರಮೇತೆ ಲೆದಾ ಅನುವಾದಂ ಅವಸರಮೇತೆ, ದಯಚೆಸಿ ಆಫೆಸ್ ಆಫ್ ದ ಅಸಿಸ್ಟೆಂಟ್ ಸುಪರಿಂಟೆಂಡೆಂಟ್ ಫರ್ ಅಡ್ಮಿನಿಸ್ಟ್ರೇಟಿವ್ ಪರ್ಪುಸೆಸ್ ಗಾರಿನಿ 610-889-2125 ನಂಬರ್‌ಪು ಸಂಪ್ರದಿಂಚಂಡಿ.

Bu belgeyi anlama konusunda desteğe ihtiyacınız varsa veya çeviri hizmeti almak istiyorsanız lütfen 610-889-2125 numaralı telefondan yönetim ofisi asistanı ile iletişime geçin.

اگر آپ کو اس دستاویز کو سمجھنے میں مدد یا اس کے ترجمہ کی ضرورت ہو تو از راہ کرم اسسٹنٹ سپرائنٹنڈنٹ برائے انتظامی مقاصد کے دفتر کو اس نمبر 610-889-2125 پر رابطہ قائم کریں۔

Tí o bá nilo àtìlẹ̀yìn láti ni òyè iwé àṣẹ yìí tàbí o nílo ìṣètumọ̀ kan, jòwọ̀ kàn sí ọ́fisi olùrànlọ́wọ̀ alábojútó fún àwọn ohun tó jẹ mọ̀ ìṣàkóso ni 610-889-2125.

## 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, during 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.

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## SECTION I

### Message from the Superintendent

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Dear Great Valley Students and Families,

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

Not only is Great Valley a place that emphasizes students' academic success, 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 Great Valley School District information into a K-12 Student 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. Awareness about and understanding the information in the handbook is the 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@gvdsd.org](mailto:GVBoard@gvdsd.org)

- Mr. David Barratt, President (2021–2025)
- Ms. Rachel Gallegos, Vice President (2023–2027)
- Ms. Wendy Litzke, Treasurer (2023–2027)
- Ms. Tricia Bliven-Chasinoff (2021–2025)
- Mrs. Samantha Jouin (2021–2025)
- Mr. Thomas Richards (2023–2027)
- Dr. Neha Mehta (2023–2027)
- Dr. Andrea Rizzo (2021–2025)
- Ms. Rebecca Spiess (2023–2027)

### District Administration

- Dr. [Daniel Goffredo](#), Superintendent
- Dr. [Joanna Wexler](#), Assistant Superintendent of Administrative Services
- Dr. [Stephen O'Toole](#), Assistant Superintendent of Educational Services
- Mrs. [Sharee McGibboney](#), Director of Business Affairs
- Dr. [Tricia Beck](#), Director of Teaching and Learning
- Dr. [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

### K.D. Markley Elementary School

610-889-1620

354 Swedesford Road, Malvern, PA 19355

- Dr. [Marshall Hoffritz](#), Principal

### Sugartown Elementary School

610-699-1511

611 Sugartown Road, Malvern, PA 19355

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

### Great Valley 5/6 Center

610-889-2111

360 Swedesford Road, Malvern, PA 19355

- Dr. [Kyle Hammond](#), Principal
- Mr. [Kevin Bray](#), Assistant 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.

# Great Valley School District 2024-2025 School Calendar

4 (Independence Day)

KEY						
○	= In-Service or Conferences (no school for students)					
■	= School Closed					
△	= Early Dismissal for Students					

July '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			

January '25						
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  
20 Martin Luther King Jr. Day

Teacher Days – 21  
Student Days – 21

12-16 Induction – New Teachers  
20 Opening Day – all Staff &  
Teacher In-Service (Act 80)  
21-22 Teacher In-Service (Act 80)  
26 First Student Day

Teacher Days – 8  
Student Days – 5

August '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

February '25						
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	

14 Early Dismissal/Teacher In-Service  
17 Presidents' Day

Teacher Days – 19  
Student Days – 19

2 Labor Day  
20 Early Dismissal/Teacher In-Service  
Teacher Days – 20  
Student Days – 20

**Snow Make Up Days**  
All snow make up days will be added to  
the end of the school year in June

September '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					

March '25						
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 – Conferences  
(Elem-1-3:35 / Sec-12-3:15)  
7 Conferences - (8 – 3:30 pm)  
(Act 80)  
31 No School / Eid al-Fitr

Teacher Days – 20  
Student Days – 19

3 No School / Rosh Hashanah  
12 (Yom Kippur)  
18 Early Dismissal/Teacher In-Service

Teacher Days – 22  
Student Days – 22

October '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		

April '25						
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			

14-18 Spring Break  
20 (Easter)

Teacher Days – 17  
Student Days – 17

1 No School / Diwali  
5 Teacher In-Service / Election Day  
25 Conferences K-12  
(1 – 8:35 p.m.) (Act 80)  
26 Conferences K-8  
(1 – 8:35 p.m.) (Act 80)  
27 Teacher In-Service (Act 80)  
28-29 Thanksgiving Break

Teacher Days – 18  
Student Days – 14

November '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

May '25						
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

20 Teacher in-Service / Election Day  
26 Memorial Day

Teacher Days – 21  
Student Days – 20

23-31 Winter Break  
25 (Christmas)

Teacher Days – 15  
Student Days – 15

December '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				

June '25						
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					

5 Graduation  
6 Rain Date for Graduation  
11 Last Student Day  
12 Teacher In-Service  
19 (Juneteenth)

Teacher Days – 9  
Student Days – 8

## **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: 9:00 a.m. – 3:50 p.m.

Great Valley 5/6 Center: 8:20 a.m. – 3:10 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.

### **Early Dismissal Schedule**

Elementary schools dismiss at 12:20 p.m.

Great Valley 5/6 Center dismisses at 11:40 a.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 5/6 Center](#)

[Great Valley Middle School](#)

[Great Valley High School](#)

## **Absence Procedures and Information**

All our elementary schools, the Great Valley 5/6 Center, and GVMS utilize the PickUp Patrol system for student absences. PickUp Patrol is the encouraged method for reporting student absences at these schools. Learn more 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 5/6 Center: [56attendance@gvsd.org](mailto:56attendance@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 three (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: 610-699-1512
  - Great Valley 5/6 Center: 610-889-2111
  - Middle School: 610-644-6442
  - High School: 610-889-1918
- School work missed through absence is to be made up when the student returns. The student must plan with their teacher(s) to complete missed work. If there are extenuating circumstances related to illness or an extended illness that 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 11:10 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 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 five (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 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 make up missed work.

### **Lateness Procedures and Information**

If a student is late, they must report immediately to the school's main 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 Schools: 9:00 a.m.
  - b. Great Valley 5/6 Center: 8:20 a.m.
  - c. Great Valley Middle School: 7:40 a.m.
  - d. Great Valley 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 Schools**

School hours for students in grades K through 4 are 9:00 a.m. to 3:50 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 Pickup**

- The school day ends at 3:50 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 school parents may not leave children at school after dismissal hours unless the child is enrolled in the day care 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 two (2) hours, the YMCA will also be delayed by two (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 on site to provide care.

### **Great Valley 5/6 Center**

School hours are 8:20 a.m. to 3:10 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 Pickup**

- The school day ends at 3:10 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. GV 5/6 Center parents may not



leave children at school after dismissal hours unless the child is enrolled in the day care 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 our GV 5/6 Center. 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 two (2) hours, the YMCA will also be delayed by two (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 on site to provide care.

### **Secondary Schools (GVMS and GVHS)**

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 before 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 Pickup**

- 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 of include:

- A written communication from the parent/guardian is required for all absences within three (3) days of the absence. All absences are considered unexcused or unlawful until the school receives a written note, email, or PickUp Patrol note (for K -8 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.

The bullets above are only highlights of the law. Please refer to [School Board Policy #204](#) and its administrative guidelines for complete information.

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
- 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 Schools: Krista Russell [krussell@gvsd.org](mailto:krussell@gvsd.org)
- Great Valley 5/6 Center: Molly Harris [mharris@gvsd.org](mailto:mharris@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. K-8 families should be sure to complete and submit the early dismissal form to the school so that the school knows the family's 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 30 minutes 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 nights, 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 contact:

- Please use the school auto attendant number to access the teacher's 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 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 school's cell phone policy.

## Visiting Our Schools

### **Classrooms and Programs**

[School Board Policy #907](#)

[School Board Policy #105.5](#)

To maintain a healthy and safe environment, smoking and vaping on school property is prohibited. Visitors are always welcome in our schools. 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 Visitor Management System and must also present an acceptable form of identification such as a 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 (2) school days in advance.

### **Classroom Parties/Birthday Celebrations (Elementary and GV 5/6 Center)**

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 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 with the student's name and grade.

## **Parent-Teacher Organizations**

Please see links below for each school's PTO.

[Charlestown PTO](#)

[General Wayne PTO](#)

[K.D. Markley PTO](#)

[Sugartown PTO](#)

[Great Valley 5/6 Center](#)

[Great Valley Middle School PTO](#)

[Great Valley 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 the 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 disciplinary record. In addition, one or more of the following actions may occur:

- At the discretion of their 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.

#### Seesaw (Elementary Schools Only)

Seesaw combines premium instructional tools and curriculum, inclusive two-way communications, deep learning insights and progress monitoring. Students become creators of learning with tools specifically designed for the elementary learning experience, building upon what teachers are already doing.

#### Canvas (GV 5/6 Center and Secondary Schools)

Canvas is the learning management system for all grade 5-12 students. 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.

Parents who want to chaperone a field trip must secure clearances before the trip. Because it can take time to secure and register clearances, it is recommended that parents secure the clearances at least six (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](#) entry of this handbook and on our [website](#).

## Grading

### Elementary Schools and Great Valley 5/6 Center

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 Schools

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

<i>Letter grades with numeric equivalents</i>									
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.
- One-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 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 (full-year course, grade 9; one-semester course, grade 11 or 12): 0.75 credits
- Electives (two electives must be in Arts/Humanities): 0.75 credits

## 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 the teacher will not make new assignments over these breaks.

## 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. To be placed on the Distinguished Honor Roll in middle school, a student must have a GPA of 3.75. To be placed on the Honor Roll in middle school, a student must have a GPA of 3.5.

## **Report Cards**

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

#### **Elementary Schools and Great Valley 5/6 Center**

Report cards are issued three (3) times during the school year. Parents are notified to view their report cards in Skyward Family Access.

#### **Secondary Schools**

Marking period grades will be calculated four (4) times a year. Parents will be notified 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 email addresses up to date in Skyward. This is used to notify parents of school closings, early dismissals and other school or District-related information.

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

Teachers will consistently update the Skyward Gradebook. If learning progress is not posted in Skyward for any course for a time period exceeding two (2) weeks, 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 two (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 (6) 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 Programs (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**

Students can extend and enhance their school experiences through extracurricular activities and clubs. Every student is encouraged to participate.

### **Academic Eligibility for Extracurricular Activities (Secondary Schools 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.
- Fees are nonrefundable 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**

- K-6 students who participate in extracurricular activities are required to pay a fee of \$40 per activity.
- Secondary school 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:
  - Elementary Schools: Individual student cap at \$120; Family cap at \$300.
  - Secondary Schools: Individual student cap at \$285; Family cap at \$500.

- District-Wide: No family will be required to pay more than \$500 per school year.
- Parents who believe they have exceeded these financial limits should contact their principal or athletic director.
- All activity fees will be waived for students who qualify for our free or reduced-price lunch program. If your child qualifies for free or reduced-price lunch, please contact the school to make arrangements. Strict confidentiality will be maintained.

## **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 5/6 Center](#)

[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 an interscholastic athletics program as an integral part of the total school experience for all District students and the community. See [School Board Policy #123](#).

### **Philosophy**

The Great Valley interscholastic athletics program allows students 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 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 this handbook or the Athletic Department's [Registration Information](#) page on our website.

### **Athletic Training / 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 preventing, assessing, treating, and rehabilitating injuries and illnesses in sports settings.

Anytime a student feels they are unable to complete or practice due to injury or illness, it is their responsibility to notify the Athletic Training staff and head coach immediately. Any time during my interscholastic participation, a student is under the care of a physician for an injury or illness, it is their responsibility to notify the Athletic Training staff and the head coach immediately. The student will also be required to provide documentation from the physician as to the nature of the injury/illness, any restrictions due to the injury/illness, any required follow-up/therapy, and the

status of participation due to that injury/illness. **Failure to provide this documentation will result in removal from participation until the proper documentation is provided and reviewed by the athletic training staff.**

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

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

Any student-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, security will escort the individual or group of individuals from the premises. 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**

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II sports, you must be certified by the NCAA Eligibility Center. The NCAA Eligibility Center will analyze your academic information and determine if you meet the NCAA's initial-eligibility requirements. The publication "[NCAA 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. 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 NCAA Eligibility Center. If you have a question regarding core courses at Great Valley High School, please refer to the NCAA Eligibility Center's website, <http://web3.ncaa.org/ecwr3/>. This website contains a list of approved courses and can be accessed by entering our 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 NCAA Eligibility Center at the end of their junior year and after graduation. Forms are available online to process this transcript request. 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
- Bocce
- 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
- Unified Track

## **Maximum Age Rule**

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

## **Period of Participation Rule**

No student shall 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, 10, 11 and 12 inclusive.

## **Physical Examinations and Emergency Forms**

The Great Valley School District uses [FormRELeaf](#) 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 May 1. Physicals are to be completed before the first scheduled practice date. Student-athletes are strongly recommended to schedule their physicals before the end of July for the upcoming school year.

Physicals are valid for all three (3) seasons in the current school year only unless an injury/illness occurs. If a severe injury or illness occurs, a student-athlete must get a Section 8 evaluation form completed by a physician.

If a student-athlete wishes to participate in subsequent sports seasons within the same school year, parents/guardians only need to complete the PIAA Re-Certification by Parent or Guardian

before 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 [FormRELeaf](#) that will have a login name and password.
- The information collected will replace the need to complete Sections 1-6 of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form and the Great Valley Athletic Emergency Card.
- A medical professional must complete information that must be uploaded into the athlete's FormRELeaf account. A scan or photo is acceptable for the upload.
- To be eligible for additional sports season(s), the parent(s)/guardian(s) and student must complete page 7 of the CIPPE form before the start of the next season and upload this form into FormRELeaf.
- If a student sustains a season-ending injury during the current school year, it is mandatory that a physician (MD or DO professional) complete page 8 to be eligible and also upload this form into FormRELeaf.
- Activity fees must be paid before the first scrimmage or competition.

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

Any time a student-athlete is seen by a physician for anything other than a routine checkup, 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 a physician has restricted a student-athlete from practice/play, a note from the physician will be required for return to play. If the athletic training staff has restricted an athlete from practice/play, the athlete 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. We expect all students and their parents/guardians to 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 Athletics Code of Conduct, conduct violations, rules and regulations regarding substance/tobacco/alcohol use, spectator guidelines, and sportsmanship 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 that 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 are eligible for open campus privileges. [School Board Policy #240](#) explains the GVSD Open Campus Policy. Open campus privilege means that students are permitted to leave the high school campus at designated times during the school day.

## Discipline

### Philosophy

The disciplinary 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 that supports the growth and development of all students.

### Disciplinary Consequences

#### After-School and Morning Detentions

##### Elementary Schools:

Detention is at the discretion of the principal.

##### Great Valley 5/6 Center:

Detention 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, makeup work, or misbehavior in class. Teacher detention runs from 2:30 p.m. to 3:15 p.m., Monday through Friday. Students must be picked up by a parent or guardian at the conclusion of the detention. The supervising teacher will report any misconduct during detention, and additional penalties may be added.

##### High School:

After-school detentions are held on Tuesdays and Thursdays from 2:40 p.m. until 3:30 p.m., and before-school detentions are held on Fridays from 7:00 a.m. to 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.
- If the issue cannot be resolved by the teacher speaking to the student directly, communication between the parent and teacher will occur.

- If the behavior causing the concern continues after student and parent contact, disciplinary consequences will be necessary, including detentions and/or a conference with the grade-level principal.

## 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. Students may not participate in any school-sponsored activities on the day of the suspension. 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 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 [School Board Policy #222](#) (Smoking, Smokeless Tobacco, and Vaping), [School 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 to school personnel.
- Exclusions affecting certain disabled students shall be governed by 22 PA Code Chapters 14, 15 and 342 (relating to the 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 accommodation 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 at home.

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.



## Disciplinary 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](#)

## Disciplinary Procedures Related to Late Arrival or Class Cut (Secondary Schools 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 and beyond — 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 email or phone call, and document the cut. 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.

## Student Discipline – Administrative Guidelines

### 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 Schools Only)

E-Hallpass is a digital hall pass system that 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 improves the accountability of students and staff.



## Flag Salute

Students may choose to participate or 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

The District's food service programs shall be directed at meeting the needs of the students in accordance with all applicable state and federal laws and regulations and 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

A student's meal status is always kept confidential. All students have accounts to purchase their meals and are treated the same at the register. Often the student will not even know what their meal status is.

### Student Meal Charging Policy

Students are permitted to charge program meals when their individual student accounts lack sufficient funds to cover the cost of the meal, unless the student's parent/guardian has provided a written directive to the District to withhold a school meal in such cases.

Students are not permitted to charge à la carte or other nonprogram foods when their individual student accounts lack sufficient funds to cover the cost of the items.

Parents/guardians are required to cover negative balances incurred by the student.

Students may not be publicly identified or stigmatized, or required to perform chores or other work when they cannot pay or have a negative student account balance. Schools will not require a student or school staff member to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes/obligations.

### Balance Notification Procedures

Communication about a student's meal debt must be directed to the parent/guardian, not to the student, except as follows:

1. Food service staff are permitted to communicate with students in grades 9-12 regarding low and/or negative meal account balances if the communications are made individually and discreetly; and
2. Correspondence regarding low and/or negative meal account balances may be communicated in the form of a notice or letter that is delivered by the student to their parent/guardian, so long as the letter is addressed to the student's parents/guardians.

On Tuesday and Thursday evenings, parents/guardians are notified by telephone if their child's account balance is negative. Parents/guardians of students whose negative balance has reached or exceeded five (5) school meals or \$10 will receive notification from the central office of the

negative balance. This notification will request that the parent/guardian apply to participate in the school food program, and the District shall offer assistance to the parent/guardian with applying for free/reduced-price meal benefits. The Food and Nutrition Services Supervisor will follow up on negative balances exceeding \$50 by contacting parents/guardians directly via phone call and/or electronic communication and making payment arrangements. The Food and Nutrition Services Supervisor will again request that the parent/guardian apply to participate in the school food program and shall offer assistance to the parent/guardian with applying for free/reduced-price meal benefits.

#### Delinquent School Meal Account Debt

After taking reasonable steps to collect delinquent school meal debt, which shall include at least two (2) written correspondences to the student's parent/guardian, unrecovered/delinquent debt at the end of each school year shall be referred to the Director of Business Affairs for appropriate action.

Such unrecovered/delinquent debt shall be considered bad debt, and nonfederal funding sources must repay the Food Service Fund for the total amount of such unrecovered/delinquent debt.

Delinquent school meal debt shall not be classified as bad debt for write-off purposes until reasonable steps have been taken to collect such delinquent debt.

From time to time, parents/guardians or other individuals may choose to donate funds to the District. Donated funds may not be co-mingled with food service funds from federal or state sources or food sales. Instead, donations must be made to the District's General Fund, and may be transferred to the Food Service Fund at the appropriate time to offset unrecovered/delinquent student meal debt. Donated funds will not be applied to individual student meal account balances, but instead as an overall reduction of the amount of funds that would otherwise need to be transferred from the General Fund to the Food Service Fund at the end of the school year to repay the Food Service Fund for unrecovered/delinquent debt.

#### Distribution

This Administrative Guideline, detailing the District's local meal charge policy, shall be provided in writing to each household at the beginning of the school year, and during the school year to households who transfer to the District during the school year.

#### Additional Information

Information on meal prices, menus, how to apply for free or reduced-price meals, how to check a meal balance or add funds can be found on the [District's Food Services webpage](#) or by calling 610-889-2125 ext. 51979.

#### 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 are allowed with the exception of parent deliveries (ex. grub hub, door dash.)

## **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. Breakfast is free of charge for all students.

All lunches include 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 à 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. This number should be kept confidential. Checks may be made payable to GVSD Food and 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). SchoolCafé may also be used to view student transactions.

## **Food Allergy Management**

Please see [School Board Policy #209.1](#).

## **Free and Reduced-Price Lunch Information**

### School Board Policy #808.1

### School Board Policy #808.1-AG

Great Valley School District provides free and reduced-price meals for students who qualify for them. 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 benefits for your family beyond the school lunch program, such as assistance with school activity fees, athletic fees or technology fees.

## **Meal Prices**

### School Board Policy #808-AG

Meal prices for the 2024–25 school year are:

Breakfast is free of charge for all students in all our schools.

Lunch: \$3.25 (Elementary Schools); \$3.50–\$3.75 (GV 5/6 Center); \$3.50–\$3.75 (Middle School); \$3.75–\$4.00 (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

Families of students leaving the District should contact the food service office to request a refund.

If you wish to donate unused funds to offset negative balances of other District families, please contact the food service office.

## Student Wellness Policy

### School Board Policy #246

Our District has developed a Wellness Policy focused on improving students' health. The policy addresses nutrition education, 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

Each school has a certified school nurse on staff. The school nurse's role in an educational setting is to enable each student to realize their potential through healthy living. The nurse's objectives can only be reached through cooperative efforts of the home, school and community.

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

### Board 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 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>Chickenpox</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 Chester County Health Dept. guidelines

<b>Fifth disease</b>	No exclusion
<b>Hepatitis</b>	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>	A physician's note should indicate allowed activity including physical education restrictions
<b>Mononucleosis</b>	A physician's note should indicate allowed activity including physical education restrictions
<b>Pediculosis (lice)</b>	Until treated and free of lice; 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 and Prevention 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 aforementioned guidelines if live head lice are found.

### Health and Dental Exam Screenings

- *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, grade 7 and grade 11, students new to the school district, and those with specialized education plans.
- *Medical examinations* — Required by Pennsylvania School Code for students in Kindergarten OR first, sixth and 11th grades, and for all students new to the District with incomplete medical records.
- *Dental examinations* — Required for kindergarten OR first grade, third grade and seventh grades and for all students new to the 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 the District's Skyward Family Access system.

### 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. Please call the school nurse if you have any questions about the immunization requirements.

### 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): four (4) doses minimum, with one dose on or after the fourth birthday.
- Polio: four (4) doses, with the fourth dose on or after the fourth birthday and at least six (6) months after the previous dose was given.

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

Children entering at the seventh-grade level or above need all of the above immunizations, plus:

- one (1) dose of tetanus-diphtheria-acellular pertussis (Tdap), if five (5) years have lapsed since the last tetanus immunization.
- one (1) dose of meningococcal conjugate vaccine (MCV).

Children entering 12th grade need all of the above immunizations, plus:

- one (1) dose of meningococcal conjugate vaccine (MCV) upon entrance to 12th grade.

12th-grade students who have not received their second meningococcal vaccine (MCV2) will be excluded from school after day five (5) of the 12th-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 at home, it realizes that the health of some children requires that they receive medication while in school. When prescription and/or nonprescription 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 nonprescription 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 when medications are 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 (PE) 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's [Physical Education Restricted Participation Form](#).



- The original note must be given to the school nurse.
- A doctor's note must be the original note (not a photocopy) signed by a physician, or must be faxed directly from the physician's office to the school.
- A medical problem note does not automatically 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 that 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 (5) 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 accommodations, they are capable of working in class and completing class assignments, homework and assessments. **Any medical accommodations 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, EpiPens, Etc.

### School Board Policy #210

Students are only permitted to carry their own medication when approved by their parent/guardian and a 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 a student becomes ill between classes, they should secure the pass from the teacher of their next scheduled class.

The school nurse will notify parents/guardians if 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. Information about how to purchase optional student accident insurance is posted annually on the [District's website](#). Insurance will be on sale only in September. Insurance coverage for student-athletes is provided by the District for participants in the season. The student-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 Schools Only)**

The 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 District. Locker areas may be subject to regularly scheduled random canine searches during the school year. For further information, please see the [Student Searches](#) entry in this 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 may be issued up to two lockers: one in the corridors for coats and books (every student); the other in the gym area (those students who participate in athletics). Lockers are

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**

A hallway locker will be issued if a student wishes to use a locker. 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 Schools and GV 5/6 Center)**

When medical reasons require that a child remain indoors, a note to that effect should be on file with the nurse and classroom teacher. Outside recess is not conducted on inclement days or 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 (Elementary Schools Only)**

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 prorated.
- 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, we aim to create a positive climate in which all students feel safe and supported. To that end, bullying behavior will not be tolerated. Bullying can occur verbally, socially, physically or via digital devices (cyberbullying). It is aggressive and repetitive and 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 the principal determines necessary. Use this [form](#) to report incidents of bullying. You may remain anonymous if preferred. Please contact your student's counselor or school principal if you have any questions or concerns.

### **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 Schools and Great Valley 5/6 Center**

The counseling program focuses on children's intellectual, emotional and social development. The school counselor's services are integrated into the entire educational 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 Schools**

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 the school counseling office during school hours. 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 teacher.

To support the multilingual learners in our District, our English as a Second Language (ESL) specialists 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 ESL specialist and a small number of students, as well as in the regular classroom when the ESL specialist 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 ELLs 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 multilingual learners transition back to school (and to speaking 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, ext. 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 610-889-2125, ext. 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 Homeless 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](#)

[Assistance 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, Karen Taratuski, at 610-889-2125, ext. 51985.

## **Intervention and Support**

The elementary schools, GV 5/6 Center, and middle school each have a Child Study Team (CST) consisting of a multidisciplinary group of professionals focused on supporting struggling students. Using the Multi-Tiered Systems of Support (MTSS) 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 support, which may include referrals for mentoring, a CST meeting, the Student Assistance Program (SAP) or other supports.

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

## **Notice of Rights Under FERPA for Elementary and Secondary School 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 make arrangements 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 to 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 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 their task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their 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.

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 email address in a class in which the student is enrolled.

(Accurate as of July 23, 2024)

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

Conferences allow the teacher to present a more complete picture of the child's progress than shown on a report card. At a conference, caregivers can see examples of their child's work, which will illustrate strengths and areas for growth. Caregivers 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 the 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 the school administrator for follow-up. The link to the Safe2Say Something website can be found [here](#).

### **Social Work Services**

Great Valley School District has three 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 students' ability to access their education.

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

## **Special Education**

### School Board Policy #113

GVSD provides a full range of programs and services for students with a diagnosed educational disability. 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 [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 about special education or related services, contact the Office of Student Services and Special Education at 610-889-1620, ext. 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 the Individuals with Disabilities Educational Act (IDEA) 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 allows 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 this 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.
- Electronic devices must be turned off or set on silent mode when students are in classrooms and other locations where instruction is taking place unless authorized by a teacher or building administrator.
- 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 students during the instructional day. Parents who need to reach their student should contact the main office.

Elementary Schools and Great Valley 5/6 Center: Students are asked to keep cell phones turned off and in their backpacks 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. Cell phones are to be turned off during the school day 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 [School Board Policy #815](#) (Acceptable Use of Technology) 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**

Your password on the computer system is your responsibility. **Tell no one.** You will be held responsible for the content of your directory and email. Choose passwords with at least eight characters, and never use the obvious (family name, pets, nicknames, etc.).

### **1:1 Technology**

Great Valley schools are 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 a 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 (5) working days in advance of the beginning date of the proposed change. All requests should be sent to [transportation@gvsd.org](mailto:transportation@gvsd.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.

**The transportation department grants permission for a child to ride another bus only for emergency purposes. Please email the transportation department as soon as possible to request a bus pass for the emergency.**

### 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 General Wayne Elementary School, K.D. Markley Elementary School, and Charlestown Elementary School are not permitted to ride bicycles to school. At Sugartown Elementary School, bicycle permits are required for the safety and security of both the student and their 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 adhered to at all times:

- Large band instruments or school project items are not permitted on the bus unless they can be held on the pupil'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 [School Board Policy #815](#) (Acceptable Use of Technology) 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**

PA 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](#)

[Withdrawal Form](#)

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 Schools 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 available in the main offices of the high school and middle school or on the District website. To verify their birth date, the student must present the original of either their birth certificate, baptismal certificate, or passport. The student must then 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 16. 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.