

# Great Valley School District

## 2019-2020 Elementary School Parent Handbook

Charlestown Elementary School  
General Wayne Elementary School  
K. D. Markley Elementary School  
Sugartown Elementary School

“Excellence in Education”



47 Church Road • Malvern, PA 19355

## Contents

<b>Greetings!</b> .....	1
<b>REGISTERING FOR SCHOOL</b> .....	2
➤ <b>New Residents</b> .....	2
➤ <b>Kindergarten Registration</b> .....	2
➤ <b>What to Bring to Your Registration Appointment</b> .....	2
➤ <b>What to Submit to Your Child’s School</b> .....	3
<b>SCHOOL CLOSINGS</b> .....	4
➤ <b>Emergency School Closings (School Number 855)</b> .....	4
<b>ATTENDING A GREAT VALLEY ELEMENTARY SCHOOL</b> .....	5
➤ <b>Immunization Requirements</b> .....	5
➤ <b>Absence Procedures</b> .....	6
➤ <b>School Attendance</b> .....	6
➤ <b>Attendance at After School and Evening Events</b> .....	7
➤ <b>Excused Absences</b> .....	7
➤ <b>Late Arrival/Tardiness</b> .....	7
<b>THE SCHOOL DAY</b> .....	8
➤ <b>Arrival</b> .....	8
➤ <b>Dropping Off Students Before School</b> .....	8
➤ <b>Dismissal Time/Picking Up Students After School</b> .....	8
➤ <b>After School Activities</b> .....	8
➤ <b>School-Based Extended Day Care</b> .....	9
➤ <b>Food Services/Cafeteria</b> .....	9
➤ <b>Classroom Parties/Birthday Celebrations</b> .....	10
➤ <b>Personal Party Invitations</b> .....	10
➤ <b>Student Wellness</b> .....	10
➤ <b>Recess</b> .....	11
➤ <b>Playground</b> .....	11
➤ <b>Visiting School</b> .....	11
➤ <b>Students Who Become Ill in School</b> .....	11
➤ <b>Delivery of Articles</b> .....	12
➤ <b>Money and Valuables in School</b> .....	12

➤ Student Use of the Telephone .....	12
➤ Student Behavior (Expectations and Responsibilities) .....	12
➤ Field Trips.....	13
➤ Homework Policy .....	13
➤ Parent Volunteers .....	13
<b>TECHNOLOGY.....</b>	<b>15</b>
➤ Electronic Devices.....	15
➤ Technology.....	15
➤ One-to-One Technology (1:1) .....	15
<b>HOME/SCHOOL COMMUNICATION.....</b>	<b>16</b>
➤ Telephone Calls to a Teacher .....	16
➤ Communication with Teachers and Administrators .....	16
➤ Parent-Teacher Conference (Fall and Spring).....	16
➤ Classroom and Program Visits .....	16
<b>STUDENT SUPPORT SERVICES .....</b>	<b>17</b>
➤ English as a Second Language (ESL) .....	17
➤ Guidance Counselors.....	17
➤ Reading Services.....	17
➤ Home-Bound Instruction.....	18
➤ Intervention Support (Grades K-5) .....	18
➤ Special Education .....	18
➤ Notice to Parents of Children Who Reside in Great Valley School District Programs for Eligible or Protected Handicapped Students .....	18
➤ 504 Service Agreement - Chapter 15 – Annual Notice to Parents .....	19
➤ Gifted Education.....	19
➤ Notice of Rights under FERPA for Elementary and Secondary Students in the Great Valley School District .....	20
➤ McKinney-Vento Assistance Act .....	201
<b>TRANSPORTATION.....</b>	<b>22</b>
➤ Large Objects on Buses .....	22
➤ Audio and Video Policy .....	23
➤ Walkers .....	23
➤ Bicycles.....	23

**HEALTH SERVICES K-12** ..... 24

- **The School Nurse** ..... 24
- **When to Keep Your Child Home from School** ..... 24
- **Accident Insurance** ..... 24
- **Communicable Diseases** ..... 25
- **Guidelines for Exclusion from School Regarding Communicable Diseases** ..... 25
- **Head Lice Guidelines** ..... 25
- **Concussions** ..... 26
- **Emergency Care/Emergency Cards/Medical Updates** ..... 26
- **First Aid** ..... 27
- **Health Examinations** ..... 27
- **Immunization Requirements** ..... 27
- **Physical Education Excuses** ..... 27
- **Food Allergy Management** ..... 28
- **Medications in School** ..... 28
- **Possession/Use of Asthma Inhaler** ..... 29

**STUDENT DEBTS AND OBLIGATIONS** ..... 30

- **Extracurricular Activity Fees** ..... 30
- **Student Obligations** ..... 30

**DISTRICT-WIDE AND ELEMENTARY FORMS** ..... 31

Great Valley School District is an equal opportunity education institution and will not discriminate on the basis of actual or perceived race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin, marital status, pregnancy or handicap/disability in its programs and activities, or employment practices as required by Title VI, Title IX, Section 504, Individuals with Disabilities Education Act, Chapter 15 of the Pennsylvania School Code, and Americans with Disabilities Act. For information regarding civil rights, grievance procedures, services, activities and facilities accessible to and usable by handicapped persons, contact Great Valley School District, 47 Church Road, Malvern, PA 19355, (610) 889-2125, ext. 52116.



## Greetings!

Everyone in the Great Valley School District is excited to welcome you and your family to one of our elementary schools! We believe that an essential ingredient for the success of Great Valley schools is good communication with parents. This handbook explains many elementary school procedures and expectations for students and parents.

Parents are essential partners with us in a student's learning process. At home, parents can provide an environment that encourages children to ask questions, seek solutions, and share their world with others. A specific time and place for homework helps students meet their school responsibilities. Teachers build on social skills learned at home to help children feel secure in their school surroundings. Together, we work to ensure that every student has a positive school experience.

All parents are encouraged to share their special interests with the school, or to contribute time to class activities. We encourage all parents to attend Back-To-School Night to meet staff and become familiar with school year plans. We also look forward to seeing you throughout the year!

Our goal at all of our elementary schools is to encourage each child's unique development by providing a high quality educational program. If you have any questions about your child's school program that are not answered in this handbook, please give us a call. Best wishes for the 2019-2020 school year!

(All Great Valley School District policies are posted on our website at [www.gvsd.org](http://www.gvsd.org).)

***If you need support understanding this document or require a translation, please contact the office of the Assistant Superintendent for Administrative Services.***

## **REGISTERING FOR SCHOOL**

Welcome to Great Valley School District!

### ➤ **New Residents**

The Great Valley School District has a central registration system for all new students which means that students are not registered at the school, but at the District Office. To register your child(ren), please go to the [registration page](#) on our website and complete the requested information. You may then schedule an appointment to bring the required documents to the **District Office Administration Building at 47 Church Road, Malvern**. If you are the parent of multiple students, all of your children can be registered at one appointment at that location. If you need assistance, please call 610-889-2133.

### ➤ **Kindergarten Registration**

Children who are five years old on or before September 1 are eligible for admission to kindergarten. During the spring, special dates and times are scheduled for parents to register students entering kindergarten or first grade the following school year. Parents are encouraged to take advantage of this registration opportunity, but registration remains open throughout the spring and summer.

### ➤ **What to Bring to Your Registration Appointment**

To enroll children in the Great Valley School District, the following information must be presented:

- A copy of your most recent real estate tax notice from Great Valley School District, or a copy of the agreement, sale or settlement statement, or deed. If renting, please bring a copy of your most recent lease. If you are living in someone else's home, you must fill out the [Multiple Occupancy Form](#).
- Two additional proofs of residence (three forms if multiple occupancy), which may include a driver's license, motor vehicle registration, voter registration, utility bill, insurance company document, employee paycheck, personal bill, or bank statement.
- Proof of age for the student, such as original birth certificate or passport.
- Immunization record from a doctor. State law requires that a complete record of immunizations be provided. [Click here](#) for immunization requirements.
- Proof of Guardianship: If a student lives with only one parent, that parent must provide a copy of the court order showing legal custody if this document exists. If the student lives with someone other than the parent(s), proof of court-appointed legal custody must be provided.
- If your child was receiving special education or related services, please bring a copy of the ER/RR, IEP and/or NOREP when you come for your appointment if you have not already uploaded this information.

➤ **What to Submit to Your Child's School**

After your student is registered, please submit the following forms directly to your child's school:

- Physician's Form
- Dental Form

Upon receipt of the above information, arrangements will be made by Great Valley School District to obtain necessary student records from the child's previous school (if applicable).



## **SCHOOL CLOSINGS**

### ➤ **Emergency School Closings (School Number 855)**

It sometimes becomes necessary to close schools because of weather or other factors. Information about school closings, delayed openings, and early dismissals can be found on the following:

- TV: CBS-TV 3, WPVI-TV 6, NBC-TV 10, FOX-TV 29, GVTV 14
- Radio: KKY-1060 AM radio
- Online: [www.gvsd.org](http://www.gvsd.org) (Each of the TV stations listed above also include school closing information on their websites.)
- Via SchoolMessenger: SchoolMessenger is an automated phone and email notification system. We will use SchoolMessenger to notify parents of school closings and/or late openings. These calls will be made between 5:30 a.m. and 7:00 a.m. SchoolMessenger will also be used to notify families of early closings during the school day. Parents may set their contact preferences to receive phone calls, emails, and/or text messages. Please see the instructions [on our website](#) for how to set these preferences.
- On the District's [Facebook](#) page.

It may sometimes be necessary to close schools early. This decision is made carefully and communicated to parents/guardians via the SchoolMessenger alert system. 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 prior to any emergency.

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

## **ATTENDING A GREAT VALLEY ELEMENTARY SCHOOL**

### ➤ **Immunization Requirements**

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

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

- **Diphtheria/Tetanus** (DTP, DTaP, DT, Td):
  - 4 doses minimum, with 1 dose on or after the 4th birthday
- **Polio:**
  - 4 doses (4th dose on or after the 4th birthday and at least 6 months after previous dose given)
- **Measles/Mumps/Rubella** (MMR)
  - 2 doses of Measles (usually given as MMR)
  - 2 doses of Mumps (usually given as MMR)
  - 1 dose of Rubella (German Measles) (usually given as MMR)
- **Hepatitis B** (HBV):
  - 3 doses of Hepatitis B
- **Varicella** (Chickenpox):
  - 2 doses, or written history of Chickenpox disease

For immunization requirements at the secondary level, please [visit our website](#).

**All students attending school must have complete immunization records.** GVSD is prohibited by law to allow children to enter school without evidence of immunizations. **Students who do not meet the new vaccine requirements within five days of beginning school will not be permitted to attend school and may not participate in extracurricular activities or sports until the vaccine requirements are met.**

Exemptions from these requirements may be made for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she 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.

The Great Valley School District hopes to avoid any disruptions to a student's education. If you have any questions about the immunization requirements, please call the school nurse.

### ➤ Absence Procedures

If a student is absent:

1. Parents are to call or email the school before 8:50 a.m. to report their child's absence. This phone call or email serves as a record of the absence explanation. In the event that a call or email is not received, a school representative will attempt to contact the parent to confirm that the child is legitimately absent. A written note or email is necessary within three days of the absence. All absences are considered unexcused or unlawful until the District receives a written note or email documenting a valid reason for the absence. (Please refer to [Administrative Guidelines/Board Policy 204](#) for a list of the types of absences that are considered excused.)
2. To report absence via email, please use the appropriate email address:
  - Charlestown Elementary School: [CTattendance@gvsd.org](mailto:CTattendance@gvsd.org)
  - General Wayne Elementary School: [GWattendance@gvsd.org](mailto:GWattendance@gvsd.org)
  - KD Markley Elementary School: [KDMattendance@gvsd.org](mailto:KDMattendance@gvsd.org)
  - Sugartown Elementary School: [Sugartownattendance@gvsd.org](mailto:Sugartownattendance@gvsd.org)

All absences are considered unexcused or unlawful until the school receives a written note or email documenting a valid reason for the absence. This note or email is required within three days of the absence.

4. A maximum of ten days of cumulative excused absences due to illness, as verified by parental notification, is permitted during one school year. The District will issue a "Ten Day" letter informing the family when a student accumulates ten cumulative absences due to illness. All absences due to illness beyond the ten-day limit will require a physician's excuse, as determined by school officials. Any absences beyond the ten-day limit due to illness without a physician's excuse will be considered unlawful or unexcused.
5. A student may be excused from school for an educational/family trip. Please note the following:
  - a. Prior to the trip, the parent must request permission in writing for the student to be excused from school. Requests made on the day of the absence, or after the fact, will be considered unlawful.
  - b. The student is responsible for completing any work missed. (Make-up work for educational/family trips will not be assigned in advance of the trip.)
  - c. Assignments are given when the student returns to assist the child's individual instructional needs.

### ➤ School Attendance

The Board of School Directors requires that compulsory school age pupils who are enrolled in district schools regularly attend classes as required by the Pennsylvania School Code and related laws of the Commonwealth of Pennsylvania.

The educational process requires continuity of instruction, classroom participation, learning experiences, and study for students to attain planned educational outcomes. Student interaction in the classroom and their

participation in planned learning activities under supervision of school personnel are vital to the learning process.

The District is legally required to respond to student absenteeism. The District will work collaboratively with the parent/guardian to address the truancy of the student. Schools are a critical part of a child's support system and have a significant opportunity to assist children and families.

Compulsory school-age refers to the period of a child's life from the time the child enters school, which may be no later than eight years of age, until the age of 17 as defined in [Board Policy 204](#). Excessive student absence disrupts continuity of the educational process. The correlation between school attendance and academic success requires students to regularly attend classes.

Student absences shall be considered excused, unexcused, or unlawful, as defined in Board Policy. Please refer to [Board Policy 204](#) for definitions of these classifications, as well as references to PA School Code, and the Administrative Guidelines that govern enforcement of the policy.

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

School attendance is critical to student academic success and is considered a priority. **If a student is absent from school, he/she may not participate in that day's after school or evening events.**

A student arriving to school late must report no later than 11:00 a.m. in order to participate or practice in any after school activity or evening event. This includes, but is not limited to: intramurals, clubs, concerts, and PTO events. If a student is not in school by 11:00 a.m., he/she may not participate or practice in any event on that day unless the student has an excused late notice (physician or dentist note, etc.). Any exceptions to this guideline must be approved by the principal.

#### ➤ **Excused Absences**

Please refer to [Board Policy 204](#) for definitions of these classifications, as well as references to PA School Code, and the Administrative Guidelines that govern administration of this policy.

#### ➤ **Late Arrival/Tardiness**

If an elementary student is late, he/she must report immediately to the school office prior to entering class. Teachers will not admit students to class without proof that they have reported to the school office.

Please refer to [Board Policy 204](#) for definitions of these classifications, as well as references to PA School Code, and the Administrative Guidelines that govern administration of this policy.

## **THE SCHOOL DAY**

### ➤ **Arrival**

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

### ➤ **Dropping Off Students Before School**

Parents may not drop students at school prior to 8:40 a.m., unless the child is enrolled in the day care program. Students dropped off before this time must remain outside the school building until 8:40 a.m. Students are directed to their classrooms at 8:40 a.m. and supervised by their teacher.

### ➤ **Dismissal Time/Picking Up Students After School**

The school day ends at 3:38 p.m. It is very important that your child be present in class until the end of the school day. Parents are asked to please schedule doctor's appointments, music lessons, and other appointments after the end of the school day whenever possible.

We appreciate parents being prompt when picking up and signing out students at the end of the school day. 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.

### ➤ **After School Activities**

Parents must send a note to school with their student whenever a change in dismissal plans is made. This includes after school activities, pick-up by parent or designee, or any other change of normal dismissal procedure.

*Note: Great Valley School District does not assume responsibility for any child who arrives at school earlier or remains later than designated school hours. Children who are left at school outside the designated school hours are not supervised.*

### ➤ School-Based Extended Day Care

Warwick Child Care Center offers before and after school care 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 Warwick's program. For additional information on the Warwick Child Care Center, [click here](#).

Situation	Day Care
Normal School Day	7:00 a.m. – 8:40 a.m. 3:38 p.m. – 6:00 p.m.
Delayed Opening	7:00 a.m. – 10:40 a.m. 3:38 p.m. – 6:00 p.m.
Delayed Opening Which Becomes Schools Closed	Full Day: 7:00 a.m. – 6:00 p.m.
Schools Closed Due to Weather or Other Emergency	Full Day: 7:00 a.m. – 6:00 p.m.
Early Dismissal for Emergencies	7:00 a.m. – 8:30 a.m. (Students will go home when school is dismissed.)
Other Early Dismissal as Notified by the School District	7:00 a.m. – 8:30 a.m. 12:00 p.m. – 6:00 p.m.
Holidays Listed in School Calendar	Day care service is not provided.
Parent Conference Days as Listed in School Calendar – Full Day	7:00 a.m. – 6:00 p.m.
Staff Development Days as Listed in School Calendar – Full Day	7:00 a.m. – 6:00 p.m.

### ➤ Food Services/Cafeteria

Students in the cafeteria are to be reasonably quiet and orderly and follow the direction of the cafeteria supervisors. All food is to be eaten in the cafeteria and tables are to be left neat and clean.

The cost of breakfast is \$2.00; lunch is \$2.85. As part of the National School Breakfast and Lunch Program and in accordance with the Healthy Hunger Free Kids Act, the elementary cafeterias provide nutritionally-balanced meal options. All meals include a protein source, a grain source, a fruit, a vegetable and eight ounces of milk. For a meal to count as complete at the set lunch price of \$2.85, each student must select a fruit or vegetable with their meal.

At all four elementary schools, a cafeteria debit system is used. The system allows students and parents to deposit money into a computerized account to be used for purchases in the cafeteria. A student is able to access his/her account by entering his/her ID number on a pin pad. This ID number is the same number used by the student to access school computers. Each student's picture and account information can then be screened by the cashier.

Parents may select to put money in a student's account in two ways. The first option allows students to purchase meals and a la carte items. The second only allows students to purchase meals and prohibits a la carte purchases. Deposits may be made by mail, in the school office, in the cafeteria, or online at EZSchoolPay. Student balances may also be viewed at EZSchoolPay.

Checks for deposit should be made payable to the GVSD Cafeteria Account.

Students are permitted to charge meals when their individual student accounts lack sufficient funds to cover the cost of the meal.

Students are not permitted to charge a la carte items or other foods such as snacks, beverage, and ice cream 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. See [Policy 808](#) for further information.

Parents/guardians are notified by telephone and email if their child's account balance is negative on Tuesday and Thursday evenings.

The computer recognizes the status of students eligible for the free or reduced price meal program and charges the appropriate amount. Parents of students eligible for the free lunch program do not need to deposit money into student accounts for meals. However, deposits are welcome for the purchase of a la carte items.

➤ **Classroom Parties/Birthday Celebrations**

The Great Valley School District does not permit outside food in the classroom for parties or other activities related to parties and celebrations. Please check with your child's teacher for specific guidelines related to parties and celebrations.

Please note that the practices above do not apply to events after school or evening events. They pertain only to observances and celebrations during the school day. Additionally, students remain welcome to bring an individual snack for consumption during the school day.

➤ **Personal Party Invitations**

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

➤ **Student Wellness**

Great Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. See [Board Policy 246](#) (Student Wellness) for more information.

➤ **Recess**

When medical reasons require that your 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 on 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.

➤ **Playground**

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.

Children should play safely and fairly and avoid contact sports. Students may not use hard balls in their games. 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.

➤ **Visiting School**

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 System and must **also present an acceptable form of identification** such as: driver's license, passport, or picture ID. Visitors will be issued a badge to wear before visiting classrooms. Parents are discouraged from walking students directly to the classroom.

Please let your child's teacher know in advance if you are planning to visit a classroom.

➤ **Students Who Become Ill in School**

If a student becomes ill during school hours, he/she must secure a pass from the teacher in charge and report to the nurse's office. If the nurse is not there, the student is to report to the main office.

The school nurse will notify parents/guardians if a child needs to be sent home. **Permission by the nurse or any administrator is required before any student with an illness may leave the building.** A parent/guardian or their designated alternate is responsible for escorting the child home from school.

➤ **Delivery of Articles**

Students will not be allowed to call home and have an adult bring forgotten items. When this happens, children will kindly be reminded of their responsibility to remember such items.

With your support and cooperation, you will find your children accepting responsibilities on their own without question. However, if a parent notices a forgotten item at home, the item may be left at the office and should be clearly labeled.

➤ **Money and Valuables in School**

When money is being sent to school with your child for any reason, we recommend that parents:

- place the money in an envelope;
- include a note inside, stating reason for the money being sent;
- place teacher's name and child's name on the outside of the envelope.

We discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value brought to school by the student normally will be questioned by members of the staff. In most cases, we will call or contact a parent.

➤ **Student Use of the Telephone**

We discourage use of the school telephone by our students, especially calls to home for things they have forgotten or for permission to make alternate plans for going home. Learning to accept responsibility is one of the most important habits a student can develop. It is also important to keep the telephone lines clear for incoming calls.

➤ **Student Behavior (Expectations and Responsibilities)**

A critical goal of Great Valley's educational program is to encourage maturation through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. These guidelines are developed to support the personal welfare of each student and to protect the common good of the entire school.

Students have core responsibilities as members of the Great Valley School District learning community. Each student is:

1. expected to demonstrate respect for all persons within the school community, including teachers, other students, staff, volunteers, visitors, guests, or others;
2. expected to assume responsibility for the care of all school property and to exhibit a clear respect for personal and communal property within the school building and grounds;
3. expected to know and abide by school and individual classroom rules and regulations and understand and accept the consequences of their own actions;
4. responsible for punctual, daily attendance beginning with his or her arrival and continuing through each day's scheduled classes and activities;

5. responsible for meeting daily work expectations or preparation, class participation, and practice through homework;
6. called upon to develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision-making;
7. expected to practice academic honesty;
8. expected to dress and groom to meet reasonable safety and health standards;
9. expected to allow the educational process to continue unimpeded for all.

These responsibilities and expectations are to be an integral part of Great Valley student behavior en route to and from school, during all extracurricular activities, day and field excursions, as well as within the typical school day setting.

*Developed by Respect/Climate Committee of Strategic Planning 1998-99*

There are a number of Board Policies that speak to student behavior and discipline:

[Student Discipline](#) (Board Policy 218 and Administrative Guidelines)

[Weapons](#) (Board Policy 218.1)

[Smoking/Tobacco](#) (Board Policy 222)

[Bullying/Cyberbullying](#) (Board Policy 249)

[Unlawful Harassment](#) (Board Policy 248 and Administrative Guidelines)

### ➤ **Field Trips**

Class 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 that GVSD facility. Verbal permission will not be accepted. Bus trips to Great Valley School District facilities are exceptions to this policy. (See information on page 14 about parent volunteers on field trips.)

### ➤ **Homework Policy**

[School Board Policy 130](#) states that students shall be responsible for completing homework assignments as indicated.

### ➤ **Parent Volunteers**

Act 153 is a state law mandating clearances for many school volunteers (including parents). Volunteers are often required to obtain the following clearances: [Act 114 FBI Criminal History Report](#), [Act 151 Pennsylvania Child Abuse Clearance](#) and [Act 34 Pennsylvania Criminal History Check](#). Please visit our [website](#) for detailed information on volunteer clearances, or contact your building principal.

Note that parents who would like to chaperone a field trip **must have secured clearances prior** to the trip. Exceptions to this rule will not be made.



## TECHNOLOGY

### ➤ **Electronic Devices**

[Board Policy 237](#) addresses the use of electronic devices by students in school.

### ➤ **Technology**

[Board Policy 815.1](#) (Acceptable Use of Technology by Students) outlines acceptable use of technology in Great Valley School District. Students are expected to adhere to a technology code of conduct and parents/guardians must annually sign a Technology Code of Conduct permission form.

### ➤ **One-to-One Technology (1:1)**

As a component of our District's Comprehensive Plan, the Great Valley School District utilizes a One-to-One (1:1) Technology Program. Research indicates that the implementation of an effective 1:1 program results in increased engagement, decreased dropout rates, and gains in student achievement. The use of 1:1 technology helps teachers to develop a more student-centered learning experience. In addition, a 1:1 program ensures greater equity as all students have access to the same resources in the classroom and at home. [Click here](#) for additional information about One-to-One Technology, including a timeline for full implementation.

## **HOME/SCHOOL COMMUNICATION**

### ➤ **Telephone Calls to a Teacher**

Please use the school auto attendant number to access teacher voicemail. The teacher will return your call as soon as possible.

### ➤ **Communication with Teachers and Administrators**

Teachers and administrators are happy to talk to you about your child's progress. For a conference, notify the teacher to request an appointment. The teacher will contact you and arrange for an appointment at a mutually convenient time.

Parents are asked to contact the teacher first with any concerns. The teacher has information regarding the daily events in the classroom and curriculum activities and can respond to your concerns. If you are unable to resolve the situation after consulting with the teacher, contact the building principal.

### ➤ **Parent-Teacher Conference (Fall and Spring)**

The face-to-face parent teacher conference is probably the most effective and fruitful method of reporting student progress. It affords the teacher an opportunity to present a more complete picture of the child's progress than can be shown on a report card.

At a conference, the parents can see examples of their child's work which will illustrate strengths and area for growth. Programs for help at home can be more easily designed with parents and teacher working together.

Parents will receive information about how to schedule a conference time with their child's teacher. Scheduling is available online through Skyward Family Access.

### ➤ **Classroom and Program Visits**

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

## **STUDENT SUPPORT SERVICES**

### ➤ **English as a Second Language (ESL)**

To support the English Language Learners (ELL) in our school district, our English as a Second Language (ESL) teachers collaborate with the language arts teachers to provide students with instruction and materials that will allow them to advance in their language acquisition. This supplemental instruction takes place in the ESL classroom between the ESL teacher and a small number of students, as well as in the regular classroom when the ESL teachers works in some classrooms to provide additional language arts support. The ESL program provides the students with an environment that allows them to acclimate to their new surroundings and flourish in the classroom. Teachers use many different learning strategies in daily lessons to teach students at many different levels of proficiency. Also, the WIDA is a standardized test that is given yearly to track the progress of each English Language Learner (ELL), and it provides us with additional information regarding the areas in which students are struggling.

### ➤ **Guidance Counselors**

Guidance counselors serve students, parents, and teachers in the elementary and secondary schools in Great Valley School District. They provide individual and group counseling to students and are available as resource persons to parents and professional staff.

The elementary guidance program focuses on children's intellectual, emotional, and social development. In addition to individual meetings with children, the elementary counselors visit each classroom regularly for instructional sessions.

The guidance counselor's services are not limited to special education, but are integrated into the entire elementary school program. Counselors do help to prepare for the special education consultation and review sessions, and meet with students and parents as needed.

### ➤ **Reading Services**

Reading specialists are employed to work among the elementary schools of the District, kindergarten through fifth grade. They collect and analyze student data to identify needs and monitor individual student programs. Using this information, they confer with teachers in the use of appropriate techniques and teach small group remedial/enrichment classes.

➤ **Home-Bound Instruction**

Home-bound instruction is provided to students who, because of illness, must be confined to their homes for an extended period of time. Contact the building principal or guidance counselor for more information.

➤ **Intervention Support (Grades K-5)**

In order to ensure that all students experience success and demonstrate proficiency on state academic standards, instruction is provided to all elementary students and teachers. All students are screened in reading and math so that instruction can be differentiated to meet all students' needs. At any time during this process, a referral for a multidisciplinary team evaluation may be initiated by parents or the school team. This ongoing system meets criteria specified in 22 Pennsylvania Code Chapter 14.

➤ **Special Education**

Great Valley School District's comprehensive plan supports the belief that all students should have the opportunity to be successful learners. A continuum of programs and services exist for students meeting the eligibility requirements for special education. Determination of appropriate educational program and services for eligible students are made by the IEP team, which includes principals, teachers, and parents. Currently Great Valley provides special education and related services in all buildings. Services for those with disabilities include intervention in the regular classroom, supplemental assistance or direct instruction through itinerant, supplemental, or full-time programs.

Related services include speech and language, occupational and/or physical therapies, and hearing and vision support. The District cooperates with the Chester County Intermediate Unit and approved private schools should more extensive programming be required. All programs are operated under 22 Pennsylvania Code Chapter 14. Questions should be directed to the teacher, building principal, or the Director of Student Services.

➤ **Notice to Parents of Children Who Reside in Great Valley School District Programs for Eligible or Protected Handicapped Students**

In compliance with state and federal law, notice is hereby given by the Great Valley School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible student). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction to the following conditions:

1. Autism
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Deaf – Blindness
5. Emotional disturbance
6. Intellectual disability

7. Multiple disabilities
8. Other health impairment
9. Orthopedic impairment
10. Specific learning disability
11. Speech and language impairments
12. Traumatic brain injury

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of your child and his/her ability are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. For further information on the rights of parents and children (including purpose, time, and location) and rights to due process procedures, you may contact your school counselor or building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights to confidentiality and access to educational records, you may contact in writing the Director of Student Services or the building principal.

#### ➤ **504 Service Agreement - Chapter 15 – Annual Notice to Parents**

In compliance with state and federal law, the Great Valley School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program. These services and protections for "protected handicapped student" are distinct from those applicable to all eligible for exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the Director of Pupil Services, 610-889-2125, ext. 52151.

#### ➤ **Gifted Education**

Among the options for mentally gifted students are enrichment, acceleration and special study opportunities. Specialized teachers support the teaching staff in providing these challenges and extensions. Teachers or parents of students may request screening for the gifted program by submitting a written request to the building principal. All programs are operated under 22 Pennsylvania Code Chapter 16.

➤ **Notice of Rights under FERPA for Elementary and Secondary Students in the Great Valley School District**

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 the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s right to privacy.
- If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company which whom the District has contracted to perform a specific task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.
- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

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

*Accurate of June 30, 2018*

### ➤ **McKinney-Vento Assistance Act**

As part of the *Every Student Succeeds Act of 2015*, provisions have been made to ensure that homeless students have no barriers to getting an education comparable with any other students. The McKinney-Vento Act, a federal act that protects the rights of homeless students, classifies families as homeless if they have a precipitating event [*Abandonment, Act of Nature/Natural Disaster, Death of Parent/Guardian, Domestic Violence, Eviction, Fire, Hospitalization of Parent/Guardian, Incarceration of Parent/Guardian, Left Home, Military, Parental Job Loss/Loss of Income, Parent Divorce/Separation, Separated from Family, Other Poverty-related Situation, Other, and Unknown*]. Along with the precipitating event, the family also must be experiencing one of the following.

- Sharing the house of other persons due to loss of housing, economic hardship or a similar reason, called "doubled up"
- Living in motels, hotels, trailer parks or campgrounds to due lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

School Counselors and Social Workers will work with students defined as homeless to remove barriers that may prevent them from receiving education services. Anyone who feels their child may qualify as homeless should contact Abby Linderman, Homeless Liaison, at [alinderman@gvsd.org](mailto:alinderman@gvsd.org) or 610-889-2125 ext. 52128.

- For other supports, please reach out to your school's counselor or social worker.



## **TRANSPORTATION**

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

All requests for a permanent route or stop change must be made at least five working days in advance of the beginning date of the proposed change. All requests should be sent to [transportation@gvsd.org](mailto:transportation@gvsd.org) or Great Valley School District at 47 Church Road, Malvern, PA 19355-1539, to the attention of the Transportation Department.

Students are expected to behave in a responsible manner on school buses. Students may not eat, drink, or smoke on the bus. Misconduct on the bus will be handled under the discipline guidelines and may include suspension of bus privileges.

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.

Permission for your child to ride another bus is granted by the Transportation Department for emergency purposes only. Please email the [Transportation Office](#) as soon as possible to request a bus pass for the emergency need.

### ➤ **Large Objects on Buses**

The Pennsylvania Department of Transportation mandates in 67 PA Code 171.158, 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, 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 any accident, students must be able to exit out of windows and doors.

➤ **Audio and Video Policy**

The Great Valley School Board authorizes the use of video and audio recording on school buses and school vehicles. Students MAY be under audio and video surveillance.

➤ **Walkers**

Walkers are dismissed at 3:38 p.m. and should go directly home after school. Notify your child's teacher in the event other arrangements are made.

➤ **Bicycles**

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



## **HEALTH SERVICES K-12**

### ➤ **The School Nurse**

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

The school nurse:

- assists the principal and school physicians and dentists in planning the school health program;
- provides emergency care for accidents and illnesses;
- schedules all examinations which are to be given at school and assists at said examinations;
- arranges for special tests, immunization programs, etc.;
- maintains accurate and comprehensive health records for all students;
- assists with classroom instruction as requested;
- performs annual vision, hearing, height/weight/BMI screenings and referrals at specific grade levels.

School nurses work under written orders of the school physician for first aid. **School nurses are prohibited by law to diagnose injuries or illnesses. Please do not send your child to the nurse for diagnosis.** We believe that decisions regarding the need for medical care rests finally with the parents. Therefore, parents are always contacted to take the child home or to the doctor as the need arises.

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

Your child should not attend school if they have:

- fever of 100 degrees or higher. The child should stay home until he/she is 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 looks sick.
- severe chest and/or nasal congestion or frequent nasal discharge.
- frequent coughing.

### ➤ **Accident Insurance**

Occasionally, students are accidentally injured while taking part in school activities. In order to eliminate any medical bills incurred as a result of any injury in school, you may purchase the student accident insurance offered at school. Insurance will be on sale only in September. Insurance coverage for athletes is provided by

the school district for participants in season. The athletes' insurance does not cover activities other than the sport in season.

### ➤ **Communicable Diseases**

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 or are suspected of having a communicable disease be excluded from school. Children may be readmitted to school when the child presents a certificate of recovery or a non-infectious diagnosis from a physician.

### ➤ **Guidelines for Exclusion from School Regarding Communicable Diseases**

Disease	Exclusion from School.
*Any undiagnosed rash	Until diagnosis is established or symptoms are gone for 24 hours.
*Chicken Pox	All scabs must be dry.
*Contagious Conjunctivitis	24 hours after start of physician prescribed treatment.
Fifth Disease	No exclusion.
*Hepatitis	As indicated by physician. A physician's note should indicate allowed activity scheduled including physical education restrictions.
*Impetigo	24 hours after start of physician prescribed treatment.
*Meningitis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
*Mononucleosis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
Pediculosis	Until treated and free of live head lice and must be cleared by the school nurse.
Pinworms	Until first dose of treatment is given.
Ringworm	Until skin is clear of all scabs or crusts, or a physician's note indicating noninfectious.
*Scabies	24 hours after start of physician prescribed treatment.
*Scarlet Fever/Strep Throat	24 hours after start of physician prescribed treatment.
*Staph or Strep of the Skin	24 hours after start of physician prescribed treatment.

\*Physician's note must accompany the student when he/she returns. A physician's note must be the **original** note signed by a physician (not a photocopy), or must be faxed directly from the physician's office to school.

### ➤ **Head Lice Guidelines**

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

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 they take their child home. The school nurse will advise on 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 a significant number of 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 was 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.

#### ➤ **Concussions**

In the medical profession, there is universal agreement that cognitive and physical rest is critical to the healing of a concussion. Once a student has returned to school, it is assumed that with appropriate medical accommodations, he/she is capable of working in class, completing class assignments, homework, and assessments. Any medical accommodations must be updated by a medical professional on a regular basis until your student has been cleared for full academic participation including physical education, recess, and attendance.

The worst concussion outcomes occur with students who return too soon to physical activities such as sports or other physically demanding extracurricular activities, field trips, or other physical education until they have been medically cleared. It is imperative that we have physician's orders and recommendations for your student regarding academics, physical education, recess and attendance.

#### ➤ **Emergency Care/Emergency Cards/Medical Updates**

Emergency/medical updates are required annually. Parents will be invited each year via an 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.

Care given in the school is limited to first aid in accidents and illnesses until the parent can be reached to take the child home, to the doctor, or the hospital. Emergency cards are kept for each child in the nurse's office and provide information to assist in locating parents, or an emergency contact in the event that you are unavailable. It is important for you to keep this information as current as possible.

### ➤ **First Aid**

A nurse is available to students 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 must be reported to the school nurse.

### ➤ **Health Examinations**

- **Vision Screening:** distance and near vision for all students yearly (K-12). In addition, convex lens and color vision screening in first grade, and stereo depth perception in second grade.
- **Height/Weight/BMI/BMI Percentage for Age:** all grades yearly (K-12).
- **Hearing Screening:** yearly for all students in K-3rd, 7th, 11th, and students new to the school district, as well as those known to have hearing problems.
- **Physical Examinations** are required by the Pennsylvania School Code for students in kindergarten or first grade (whichever is the entry year), and in 6<sup>th</sup> and 11<sup>th</sup> grades, and for all students new to the school district with incomplete medical records.
- **Dental Examinations** are required by the Pennsylvania School Code for students in kindergarten or first grade (whichever is the entry year), 3<sup>rd</sup> and 7<sup>th</sup> grades, and for all students new to the school district with incomplete dental records.

The school nurse encourages parents/guardians to have the required medical and dental examinations completed by the family physician and dentist so that there is continuity of care for the students.

### ➤ **Immunization Requirements**

The Public School Code requires that students be immunized. [Click here](#) for immunization requirements.

### ➤ **Physical Education Excuses**

Participation in physical education classes is required anytime 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 P.E. teacher 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. A physician's note must be the **original** note signed by a physician (not a photocopy) or must be faxed directly from the physician's office to school. The doctor should indicate the diagnosis and suggest an

alternative program for the duration of the problem. Copies must be given to the school nurse and P.E. teacher.

- A medical problem does not exclude the student from class participation. The student will be required to: report, on time, to each class; dress for each class; participate in whatever capacity has been determined; and to complete any written assignments/tests.

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.

### ➤ **Food Allergy Management**

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. [School Board Policy 209.1](#) (Food Allergy Management and the accompanying Administrative Guidelines) outlines the management of food allergies. The purpose of this policy and the accompanying guidelines is to address food allergy management in district schools.

### ➤ **Medications in School**

Acetaminophen (generic Tylenol), Ibuprofen (generic Advil/Motrin), Calcium Antacid (generic TUMS), Diphenhydramine HCl (generic Benadryl), Anbesol, throat spray, and lozenges may be dispensed in the health room at the discretion of the School Nurse. A parent/guardian must give permission annually in order for these medications to be administered. Benadryl is to be administered only in an emergency.

**All medication, both prescription and non-prescription, that is sent into school must have a physician's written order with it, in order for the school nurse to dispense the medication.** All medications must be brought directly to the nurse's office. Specific guidelines for the possession and use of an asthma inhaler and epinephrine auto-injectors may be found in the GVSD handbooks and in School Board [School Board Policy 210](#). (Administration of Medications and First Aid, Policy 210). **All prescription and non-prescription medications must be stored in their original containers in a locked cabinet in the health office.** Parent and physician requests for medication administration (both prescription and non-prescription) must be renewed each school year. Every effort should be made to give all doses of medication at home. If parents are unable to secure a written or faxed prescription from their physician, they may come to school to administer medication to their child. Please read the guidelines below specific to prescription and non-prescription medications.

#### **Medication:**

- Must be accompanied by a physician's signed, written instructions in order for the school nurse to dispense;
- Must also be accompanied by written consent from the parent on an "Authorization to Give Medication at School" form;

- Must be sent in the **original**, clearly labeled container that shows an expiration date. Medication will not be given if it is removed from its original container;
- Medication authorization forms must be submitted every school year and for any change in medication.
- Only emergency medications will be permitted to go on class trips.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review, and sign the opt-out form. See [School Board Policy 210](#) (Administration of Medications and First Aid and Administrative Guidelines).

➤ **Possession/Use of Asthma Inhaler**

The possession and use of asthma inhalers/epinephrine auto-injectors are addressed in [School Board Policy 210.1](#) (Possession of Asthma Inhalers/Epinephrine Auto-Injectors Policy).

## **STUDENT DEBTS AND OBLIGATIONS**

### ➤ **Extracurricular Activity Fees**

Elementary students who participate in extracurricular activities will be required to pay a fee of \$40 per activity. Elementary activities that impose an activity fee include: Band, Orchestra, Musical, Envirothon, Intramurals, Science Fair, Video Club, and Reading Olympics.

In order to lessen the impact of activity fees on families, the District caps fees as follows:

- Elementary: Individual Student Cap = \$120.00; Family Cap = \$300.00
- District-wide: No family will be required to pay more than \$750.00 per school year

Parents who believe they have exceeded these financial limits should contact their child's principal. All activity fees will be waived for students who qualify for our free or reduced lunch program. If your child qualifies for free or reduced lunch, please contact your child's principal so arrangements can be made. Strict confidentiality will be maintained.

Payment for activity fees may be made via check or money order (submitted to the activity sponsor/advisor). Note that an additional transaction fee will be applied to online payments. Please visit our website for more information.

Students may not participate in the activity(ies) until the activity fee is paid.

Fees are non-refundable except in cases that involve roster limitations and try-out situations. Note: If a student is not selected to participate in a try-out activity, checks and money orders will be destroyed and not returned.

Refunds will not be issued when students quit, transfer schools, sustain injury, or are dismissed from a team/activity.

### ➤ **Student Obligations**

School property which is lost, stolen, or damaged will be assessed and parents will be notified of the cost. Responsibility for payment or replacement rests with parents or guardians. Failure to settle a school debt or obligation may result in a loss of student privileges.

**DISTRICT-WIDE AND ELEMENTARY FORMS**

- Click on the link to download the appropriate form.

<b>District-Wide Forms</b>	<b>Form Description</b>
<a href="#">Medication Form</a>	Authorizes the school to dispense prescription and non-prescription
<a href="#">Autorizacion de Administrat Medicamentos en la Escuela</a>	<a href="#">Autorizacion de Administrat Medicamentos en la Escuela</a>
New Student Registration	Please visit the <a href="#">Registration section</a> of our website.
Food Service Orders and Forms	Please visit the <a href="#">Food Service section</a> of our website.
<a href="#">2019-2020 Food Allergy Letter and Form - English</a>	Informs the school of specific allergies or conditions that could affect the ability of children to eat food prepared or eaten in the cafeteria or classroom environment. If applicable, form must be submitted annually.
<a href="#">2019-2020 Food Allergy Letter and Form - Spanish</a>	
<a href="#">Dental Form</a>	Required form for proof of dental care. Kindergarten, First, Third, Seventh, and new students must turn in.
<a href="#">Private Physician Report Form</a>	Required form
<b>Elementary Forms</b>	<b>Form Description</b>
<a href="#">Note to School (CT)</a>	Advises the office about late arrival or changes at <b>dismissal</b> .
<a href="#">Educational Travel Form for Elementary School Students</a>	Gives permission for family educational trips

## DIRECTORY

### **Great Valley School District**

47 Church Road  
Malvern, PA 19355  
610-889-2100  
[www.gvsd.org](http://www.gvsd.org)

#### **Regina C. Speaker Palubinsky, Ed.D.**

Superintendent  
(610) 889-2125, ext. 52112

#### **Daniel Goffredo, Ed.D.**

Assistant Superintendent  
(610) 889-2125, ext. 52116

#### **Stephen O'Toole, Ed.D.**

Assistant Superintendent  
(610) 889-2125, ext. 52127

#### **Charles E. Peterson, Jr.**

Director of Business Affairs  
(610) 889-2125, ext. 52123

#### **Joanna Wexler, Ph.D.**

Director of Student Services  
(610) 889-2125, ext. 52113

#### **Trica Beck**

Director of Teaching and Learning  
(610) 889-2125, ext. 52155

#### **Jennifer Blake**

Director of Communications & Outreach  
(610) 889-2125, ext. 52305

### **Charlestown Elementary School**

(610) 935-1555  
(610) 935-4961 Auto Attendant  
[Christopher Pickell, Principal](#)

### **K. D. Markley Elementary School**

(610) 644-1790  
(610) 889-1620 Auto Attendant  
[Victoria Morris, Principal](#)

### **General Wayne Elementary School**

(610) 647-6651  
(610) 889-1978 Auto Attendant  
[Bonnie Citron, Principal](#)

### **Sugartown Elementary School**

(610) 699-1500  
(610) 699-1511 Auto Attendant  
[Kyle Hammond, Principal](#)

### **Great Valley Middle School**

(610) 644-6440  
(610) 644-6442 Auto Attendant  
[Edward Souders, Ed.D., Principal](#)  
[Marshall Hoffritz, Ed.D., Principal](#)

### **Great Valley High School**

(610) 889-1900  
(610) 889-1918 Auto Attendant  
[Heidi Capetola, Ed.D., Principal](#)  
[Pat Connors, Assistant Principal](#)  
[Henry McCloskey, Assistant Principal](#)  
[Michael Semar, Director of Athletics](#)