

If you need support understanding this document or require a translation, please contact the office of the assistant superintendent for administrative services.

My Name \_\_\_\_\_  
My Team \_\_\_\_ Locker # \_\_\_\_\_

# Great Valley Middle School

2021-2022



## TABLE OF CONTENTS

<b>ACADEMICS</b> .....	7	Instructional Support/Screening Team .....	18
Academic Honesty .....	8	Lateness .....	12
Accident Insurance .....	20	Library .....	8
<b>ACTIVITIES</b> .....	9	Lockers .....	13
Advocacy BASE.....	9	Lost and Found .....	14
Athletics.....	10	Lunch .....	14
<b>ATTENDANCE</b> (Policy #204-AG) .....	11	Lunch Deliveries .....	14
Bullying/Cyberbullying (Policy #249).....	13	Make Up Work .....	12
Bus Loading & Transportation.....	23	Medication (Policy #210) .....	22
Cell Phones.....	23	Music .....	11
Change of Address .....	13	National Junior Honor Society .....	11
Communicable Diseases (Policy #203).....	20	Notice of Rights under FERPA .....	19
Conduct at Sports Events.....	10	Olweus Harassment Prevention Program .....	15
Confidentiality of Education Records .....	19	Passwords .....	23
Courses .....	7	<b>PHILOSOPHY AND GOALS</b> .....	6
Detention .....	14	Police .....	24
<b>DISCIPLINE</b> (Policy #218).....	13	Procedures When Absent.....	11
Discrimination Statement .....	25	Procedures When Late.....	12
Dress and Grooming (Policy #221).....	13	Programs for Eligible/Protected Handicapped ..	18
Early Dismissal.....	12	Qualities of a Learner Descriptors .....	27
Educational/Family Trip .....	12	Report Cards .....	8
Eligibility (Sports).....	10	Residency.....	24
Emergency Drills.....	23	Responsibilities.....	4
Emergency School Closing .....	23	School Day .....	5
Expectations & Responsibilities.....	4	School Nurse.....	19
Fire Drills .....	23	Searches .....	24
Food Allergy Management (Policy #209.1).....	20	Skyward Family Access .....	9
Gifted.....	17	Smoking (Policy #222).....	14
Grading System .....	7	Student Services .....	15
<b>GUIDANCE</b> .....	15	Sports Physicals .....	10
Guidance Counselors.....	15	Student Council .....	11
Gum .....	13	Suspension & Expulsion (Policy #233).....	14
Gym Excuse Note.....	22	Teacher Detention.....	14
Harassment (Policy #248) .....	14	Technology (Policy #815 and #815.1).....	22
Harassment Prevention Olweus Program .....	15	Telephone Calls .....	25
Head Lice .....	20	Terroristic Threats/Acts (Policy #218.2) .....	14
<b>HEALTH SERVICES</b> .....	19	Textbooks .....	9
Homework .....	8	Transporting Musical Instruments, etc .....	23
Homework on the Internet.....	8	Visitors & Parents.....	25
Honor Roll.....	8	Weapons (Policy #218.1).....	14
Illness during the School Day.....	22	Website <a href="https://www.gvsd.org/gvms">https://www.gvsd.org/gvms</a> .....	9
Immunization Requirements .....	21	Yearbook .....	11
Individual Extra Help .....	8		

# WELCOME!

Dear Students & Parents,

Welcome to Great Valley Middle School! We strive every day to deliver an outstanding educational program in a safe, positive, and caring learning environment. Our entire staff is dedicated to each middle level learner, and we are committed to providing opportunities for our students to explore their interests, be challenged, and become connected with their peers and the adults who support them. While our facility itself is exemplary, it is the work that happens in our classrooms and throughout our school that make Great Valley Middle School a special place to be. As a nationally recognized Blue Ribbon school and a middle-level School to Watch, Great Valley Middle School is proud to serve as a model for effective and positive school practices.

We know that during their time at the middle school, our students will change and grow more than any other time in their lives. It is an exciting time of development! Therefore, our work is focused on supporting our students' needs while also encouraging them to take increasing responsibility for contributing to our learning environment. A critical goal of our district's education program is to provide an orderly atmosphere that promotes and enhances effective learning. As members of the Great Valley School District learning community students are entrusted with core responsibilities.

## **Each student is expected to:**

- demonstrate respect for all persons within the school community, including teachers, other students, staff, volunteers, visitors, guests, and others.
- 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.
- know and abide by school and individual classroom rules and regulations, and understand and accept the consequences of their own actions.
- be responsible for punctual daily attendance, beginning with his or her arrival and continuing through each day's scheduled classes and activities.
- meet daily work expectations for preparation, class participation, and practice through homework.
- develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision making.
- practice academic honesty.
- dress and groom to meet reasonable safety and health standards.
- refrain from actions or activities that impede the delivery of education for others.

Students are expected to demonstrate these responsibilities en route to and from school, during all extracurricular activities and during day and field excursions, as well as within the typical school day setting.

We ask that you please read our student handbook thoroughly as it will address many of the questions you may have about the opportunities available to and the expectations we have of our Great Valley Middle School students. The handbook is available online at [www.gvsd.org/gvms](http://www.gvsd.org/gvms). A print copy, if needed, is available from the main office (610-644-6440). Your knowledge of the policies and procedures outlined in the handbook will help our school function smoothly. While most of our rules reflect good common sense, courtesy, respect for the rights and property of others, self-control, responsibility, and cooperation, your counselor, teacher, and administrators are able to address any questions you may have. Additionally, an assembly for each grade level will be held early in the year to review these rules, and you will have the opportunity to ask questions about them.

On behalf of everyone at Great Valley Middle School, we wish every student and family a successful school year.

Dr. Edward Souders  
Principal

## **EXPECTATIONS AND RESPONSIBILITIES OF GREAT VALLEY MIDDLE SCHOOL STUDENTS**

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 six core responsibilities as members of the Great Valley School District learning community.

### **Each student is:**

- Expected to demonstrate respect for all persons within the school community including teachers, other students, staff, volunteers, visitors, guests, or others.
- 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.
- Expected to know and abide by school and individual classroom rules and regulations and understand and accept the consequences of their own actions.
- Responsible for punctual, daily attendance beginning with his or her arrival and continuing through each day's scheduled classes and activities.
- Responsible for meeting daily work expectations or preparation, class participation, and practice through homework.
- Called upon to develop and maintain a high sense of academic and personal integrity as a guide for daily and on-going decision making.
  - practice academic honesty
  - dress and groom to meet reasonable safety and health standards
  - 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.

# GREAT VALLEY MIDDLE SCHOOL

## Daily Schedule

Start of Teachers' Day .....7:30  
 Advocacy BASE.....7:40 – 7:50  
 1<sup>st</sup> Period.....7:53 – 8:36  
 2<sup>nd</sup> Period.....8:39 – 9:22  
 3<sup>rd</sup> Period ..... 9:25 – 10:08  
 4<sup>th</sup> Period ..... 10:11 – 10:54

<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
Lunch 10:56- 11:26	5 <sup>th</sup> Period 10:57 - 11:40	5 <sup>th</sup> Period 10:57 - 11:40
5 <sup>th</sup> Period 11:28 - 12:11	Lunch 11:42 - 12:12	6 <sup>th</sup> Period 11:43 - 12:26
6 <sup>th</sup> Period 12:14 -12:57	6 <sup>th</sup> Period 12:14 – 12:57	Lunch 12:28 - 12:58

7<sup>th</sup> Period ..... 1:00 – 1:43  
 Announcements..... 1:43 – 1:44  
 8<sup>th</sup> Period..... 1:47 – 2:30  
 Student Dismissal..... 2:30  
 End of Teachers' Day ..... 3:15  
 Sports Practice ..... 2:35 – 4:45

## **PHILOSOPHY AND GOALS**

Great Valley Middle School is concerned with the development of both individuals and groups in transition. The objective of the school is to meet the academic, social, and personal needs and interests of the middle school student. To meet these student needs, specific consideration and allowance must be made for the child's growth and maturation in the beginning steps toward independence, decision-making, and relating to others.

Great Valley Middle School concerns itself with the following educational functions:

1. Developing pupil knowledge, understanding, and appreciation of the world we live in – its social, political, geographical, and economic structure and problems and preparation for life in future environments.
2. Promoting, developing, and nurturing individual differences and providing an educational structure and atmosphere to meet these individual academic, social, and personal needs.
3. Developing a positive attitude and appreciation toward learning as well as challenging each student with new and interesting ideas, concepts, and materials.
4. Providing opportunities for pupils to develop the facility for individual, responsible decision-making, independent work and study habits, and individual creativity.
5. Providing students with exploratory opportunities to meet the challenges of their widening range of interests and to serve as guides to vocational pursuits.
6. Building upon the curriculum of the elementary school program and continue to offer a general program of education emphasizing the development of basic skills and good work-study skills.
7. Providing the opportunity for students to learn, to develop, and to practice those interpersonal skills needed to understand and accept other individuals and groups.
8. Providing systems of communication for parents and students which will result in a better understanding of the school goals and will enable students to achieve in a positive manner, both academically and in their personal development.

# **ACADEMICS**

## **COURSES**

### Grade 6:

- Language Arts (double pd.), Social Studies, Mathematics, Science
- Physical Education, Computer Applications, Music, Health, Technology Education, Family & Consumer Sciences, & Art

### Grade 7:

- Language Arts, Social Studies, Mathematics, Science
- World Language Survey (French, Latin, Spanish, German), Reading
- Health, Physical Education, Computer Applications, Technology Education, Family & Consumer Sciences, Music, & Art

### Grade 8

- Language Arts, Social Studies, Mathematics, Science.
- French 1, Latin 1, Spanish 1, German 1, Reading
- Health, Physical Education, Computer Applications, Technology Education, Family & Consumer Sciences, Music, & Art

## **GRADING SYSTEM**

Students will receive two grades: Mastery and Learning Behavior (Qualities of a Learner – QL).

### ***MASTERY GRADES***

- A 93-100 Superior work
- A- 90-92
- B+ 87-89
- B 83-86 Above average work
- B- 80-82
- C+ 77-79
- C 73-76 Average work
- C- 70-72
- D+ 67-69
- D 63-66 Below average work
- D- 60-62
- E 50-59 Failing grade
- Audit

I - Incomplete work. Students assigned an incomplete (I) at the end of a marking period will have two weeks to address any missing work. If a student's work is not completed within the two week window, his/her teacher and administration will determine the final grade.

Plus (+) and minus (-) symbols may be earned for all grades with the exception of A+, E+, E-, or O+.

Physical Education is graded:

- O – Outstanding
- S – Satisfactory
- U – Unsatisfactory

The final grade is the average of the numeric grades.

Pupils are promoted to the next grade level if in each of the three years they pass three major subjects and three special area subjects. Special area subjects include physical education, art, music, technology education, family & consumer sciences, computer applications and health. One or two academic subjects passed successfully at summer school will apply towards promotion.

## ACADEMIC HONESTY

Plagiarism and other forms of academic dishonesty are considered serious offenses by the faculty and administration of Great Valley Middle School. 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 one or more of the following actions to occur:

- The student's parent or guardian will be contacted by the student's teacher.
- The student may be required to rewrite or redo the assignment for a reduced grade at the discretion of the teacher and or administration.
- The student may receive a zero for the assignment.
- The student may lose membership in the National Junior Honor Society or eligibility for membership in the National Junior Honor Society.
- The student may receive disciplinary consequences in addition to the academic consequences that may be assigned.

If a student wishes to appeal a decision, the student will be required to contact the principal in writing no later than one week from the date of the incident explaining the reason for the appeal and request to meet. Upon receipt of the request, a meeting will be arranged, and will be comprised of the student, parent/guardian, teacher, counselor, and principal. During the meeting, the student will have the opportunity to present evidence supporting reconsideration of the charge and or penalty that has been assigned.

### ***QUALITIES OF A LEARNING (QL) GRADES***

Please see the last page of this handbook for descriptors of learning behaviors, known as Qualities of a Learner. These are graded Commendable, Satisfactory, Needs Improvement and Unsatisfactory.

**HOMEWORK** A reasonable amount of homework is required of students at the middle school. It is the student's responsibility to record homework in their assignment book in class. Homework for major subjects is listed on the Internet ([www.gvmsd.org/gvms](http://www.gvmsd.org/gvms)) by 3:15 PM as a back-up.

The details of the GVMS homework guidelines can be found [here](#).

**HONOR ROLL** The student honor roll is administered by the guidance counselors. Lists are published each report period. In order to be placed on the DISTINGUISHED HONOR ROLL in middle school, a student must have grades of "A" or "A-" in all subjects, "S" or higher where those grades are given, and no learning behavior grades of Needs Improvement or Unsatisfactory.

In order to be placed on the HONOR ROLL in middle school, a student must have grades of "B" or higher in all subjects (with no more than one "B-"), "S" or higher where those grades are given, and no learning behavior grades of Needs Improvement or Unsatisfactory.

**INDIVIDUAL EXTRA HELP** There will be ample time in each student's schedule for extra help. Students should see a member of their team to arrange for additional assistance.

**REPORT CARDS** Marking period grades will be calculated four times a year. A notification will be sent to parents to view the report card on Family Access.

## LIBRARY

The library opens at 7:15 AM before school. During the day it is necessary to bring a pass from the teacher in charge of the room from which you came. After school the library is usually open until 3:15 PM, but students who wish to stay must check in advance with the Librarian.

Books are normally checked out for a three-week period and may be renewed. Magazines and reference books may be checked out for 3 days. During periods of heavy use, teachers may restrict a certain group of books for overnight circulation. On-line data bases to which the library subscribes are available from home with usernames and passwords available from the library.



## **REVIEW OF INSTRUCTIONAL MATERIALS**

School districts adopt policies to assure that parents/ guardians and students have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessment techniques. Further information around the policy pertaining to review of instructional materials can be found in [Board Policy 105.1](#).

**SKYWARD FAMILY ACCESS** Student progress may be viewed on-line via Skyward Family Access on our school's Website at <https://www.gvsd.org/gvms>. Teachers post on-going mastery and learning behavior grades for all subjects except for computers, health, & physical education, which are generally posted at mid-marking period. Access is by individual password for parents and for students which can be obtained by calling the middle school's main office. Students are encouraged to use the progress reports to set goals for themselves, to share and discuss with their parents, and to obtain answers to their parents' questions. Students and parents should change their given passwords to ones of their choice via Account. A reminder notification to parents will be done every 3 weeks electronically via SchoolMessenger to check Family Access for your student's progress.

Parents are encouraged to keep their e-mail address up to date in Skyward via Accounts since this is used to notify parents of school closings, early dismissals, and availability of our latest newsletter.

**TEXTBOOKS** Teachers will issue books for their classes. Each student is responsible for his/her assigned books and will be assessed for lost or damaged books.

**WEBSITE** The middle school's Website, accessed through our district's site (<https://www.gvsd.org/gvms>), is a major source of information. It shows:

- homework
- curriculum
- photographs of school activities
- school calendar, updated daily
- PTO activities
- printable school forms

The district site displays delayed openings and closings.

## **ACTIVITIES**

Members of athletic teams, clubs and organizations must adhere to the same discipline guidelines established for all the students at Great Valley Middle School. If a problem continues to exist, the member may be taken off the team or club. No member of any team or club will be allowed, at any time, to miss a detention for an extracurricular event.

**ADVOCACY BASE** is a program at Great Valley Middle School that is designed to promote a student's academic, social and behavioral success by Building a Safe Environment (BASE) in which a positive school climate exists, there is an atmosphere of security, and where students and staff are able and willing to embrace differences. Students participate in activities designed to help to create lasting relationships, as well as forums to discuss student academic and social issues. Specific goals of the AdvocacyBASE program are:

- empower students toward self-advocacy
- enable students to build strong relationships with each other and their advocate
- guide students to become mentors of each other
- provide an adult who becomes an "expert on the students" and celebrates how they are special
- provide an intermediary for students with other adults
- provide an adult to support academic and personal development
- encourage student success both at GVMS and beyond.

Our AdvocacyBASE program will involve all students and teachers. Each student will be assigned to an adult advocate (teacher) who will work with approximately fourteen students. The AdvocacyBASE groups will meet regularly to participate in a variety of student-centered activities and forums.

## COMMUNICATION

Ongoing collaboration and communication between school and families is essential to student success. Teachers and administrators are happy to talk to you about your child's progress. In addition to progress information available on Skyward, teachers and administrators can be reached by phone or email. Parents are asked to contact the teacher first with any classroom 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.

## GVMS ACTIVITIES & ATHLETICS

**ELIGIBILITY** In order to participate in *any* extracurricular activity, students must meet certain academic requirements. Any student with a combination of two or more failing or incomplete current marking period grades, either Academic (E, I) or Qualities of a Learner (U), in the same or different courses will be ineligible to participate the following week. Any student with a combination of two or more failing or incomplete grades, either Academic (E,I) or Qualities of a Learner (U), in the same or different courses at the end of a marking period will be ineligible for a period of twenty days from the time report cards are issued.

Academic eligibility for all extracurricular activities will be checked weekly. All athletes must meet both school requirements and PIAA requirements for their particular sport.

The interscholastic athletic program at Great Valley Middle School provides maximum opportunity for participation by many seventh and eighth grade students. The program stresses participation, teamwork, and individual skill development. Players will be expected to attend regularly scheduled practices and to demonstrate a serious attitude toward learning fundamental skills necessary to each particular sport. **Playing time is determined by ability, attitude, attendance at practices, and game conditions.** Our programs are designed to be instructive and fun, and to prepare students for continued participation in the interscholastic programs of the Great Valley School District.

Great Valley plays other schools in the following major sports: football, boys' and girls' soccer, field hockey, boys' and girls' cross-country, cheerleading, girls' volleyball, wrestling, boys' and girls' basketball, baseball, softball, boys' and girls' lacrosse, and track. Morning and afternoon announcements will indicate times to sign up and report for practice. Practices are held after school, Monday through Friday, from 2:35 to 4:45 p.m.

### CONDUCT AT SPORTS EVENTS

- Visitors at sports events are our guests. Please treat them courteously. Spectator conduct plays a large role in the development of visiting teams' opinion of Great Valley.
- Do not "boo" or "hiss" an opponent or a referee.
- Shrill whistling indoors is not allowed.
- If an opponent is injured, either be silent or join the cheerleaders in appropriate cheers.
- Stay in your seats as much as possible except during intermission. People behind you want to see the game, too.
- Do not toss paper from the stands.
- Learn the cheers and take part in them. Cooperate with the cheerleaders.
- Making noises to upset a player awarded a free throw at a basketball game is poor sportsmanship and bad school citizenship.
- No food or drink is allowed in the gymnasium.

### SPORTS PHYSICALS

High School and Middle School students wishing to participate in interscholastic athletics must have an initial physical performed by their personal family physician.

Parent/Guardian must complete a **PIAA Comprehensive Initial Pre-Participation Physical Evaluation** form (sections 1, 2 and 3). Your personal family physician needs to complete section 4 of the form. Forms are provided on the PIAA website - [www.piaa.org](http://www.piaa.org) and are also available on the High School web page (see Athletics) and the Middle School web page (see Forms). Forms are also available at Great Valley High School and Middle School.

Physicals for fall sports shall not be performed earlier than June 1<sup>st</sup>. Physicals are to be completed prior to the first scheduled practice date.

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

Parents of athletes wishing to participate in subsequent sport seasons in the current school year only need to complete the **PIAA Re-Certification by Parent/Guardian** (section 5 of the form) prior to the start of the subsequent season.

It is strongly recommended that athletes schedule their physicals sometime in June or July for the upcoming school year.

If you have any questions, please contact your school's Athletic Office.

### **SUDDEN CARDIAC ARREST Purpose**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes. Details can be found in [Board Policy #123.4](#).

**MUSIC** All students are encouraged to participate in the music program. The following are offered: Blue and White Chorus (Grade 6), General's Choir (Grades 7 and 8), Select Chorus (Grades 7 & 8), Patriot Choir (Boys: Grades 7, 8), Strings Orchestra (Grade 6), Symphonic Orchestra (Grades 7 & 8), Chamber Orchestra, Jazz Band, Blue and White Band (Grade 6), and General's Band (Grades 7 & 8).

Music rehearsal groups meet during period 8. Small group instrumental lessons take place during the school day. A variety of evening music presentations take place during the school year.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS)** Students are elected by the faculty to the NJHS on the basis of character, leadership, scholarship, citizenship & service. The scholarship requirement is met by a cumulative grade point average of 3.75. Full details are on our Website under Clubs & Activities. Students are inducted in May of seventh grade & February of eighth grade. During the school year several service projects are undertaken.

**STUDENT COUNCIL** Student Council is the school organization which represents the student body. It is composed of volunteer representatives, which is organized at the start of school each fall. Elections are held for the 7th Grade Officers at the end of the 6th grade year. The current 7th grade officers then fill the 8th grade officers' positions for the following year.

The purpose of Student Council is to manage the concerns, questions, and ideas of the student body.

Student Council sponsors many activities throughout the year including dances, spirit days, community fundraisers, and special events.

Meetings are held monthly. Each representative is responsible for reporting the events of the meeting to the members of his/her assigned advocacy. The more involved a representative is in student council, the more incentive points he/she receives, so that the most involved students are rewarded with a trip near the end of the school year.

Your support of the Student Council and its activities will help to make them a success.

**YEARBOOK** Our yearbook presents coverage of our school life and activities. The yearbook features photos of each student and faculty members. The yearbook club members meet after school throughout the school year to take photos, design pages, and plan the distribution of the books. The yearbook can be preordered online from the beginning of the school year through mid-May at a discounted price. In June, copies of the yearbook are available for purchase by check if students did not preorder.

## **ATTENDANCE**

See [School Board Policy #204](#).

The Board requires that school age students enrolled in district schools attend school regularly. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

### **PROCEDURES WHEN ABSENT**

1. Parents are to submit an email to [GVMSattendance@gvsd.org](mailto:GVMSattendance@gvsd.org) by 9:00 a.m. to report their child's absence.
2. **If a telephone call is made, an explanatory note from the parent/ guardian or physician must be emailed to GVMSattendance@gvsd.org or accompany the student on his/her return to school, and be given to the attendance officer within three (3) days for any absence to be excused.**
3. A student legitimately absent for five or more consecutive days because of illness may be required to present a note from a physician stating the cause. Regardless of the length of absence, a student returning to school following **recovery from**

**a communicable illness must present a physician's note certifying that he/she is no longer contagious.** See Health Services.

4. A physician 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. Fax # 610-889-1166.

5. **Work Missed During Absence:** Students can access the homework assignments through our Website ([www.gvmsd.org/gvms/](http://www.gvmsd.org/gvms/)) after 3:15 PM.

6. Work missed through absence is to be made up when the student returns. It is the student's responsibility to make arrangements with the teachers, not the teachers to demand the work from him/her. Ordinarily, a student has two days for every day of absence to complete the work, with a maximum extension of 5 days. If there are extenuating circumstances related to illness which would make the completion of work difficult, a parent should contact the guidance counselor and arrangements will be made to accommodate the student. During an extended absence, the student should request that assignments be forwarded to him/her.

7. **Early Dismissal:** To provide continuity in the student's education, parents are urged to schedule all appointments for after school hours. If it is necessary for a student to be excused during the day, he/she is to bring a written request from his/her parents to the office before classes begin in the morning. If the early dismissal is for an appointment with a family physician or dentist, the physician or dentist's name and phone number is to be included. The student will receive a slip. It is the student's duty to have it signed by all teachers where classes are missed. The slip is to be returned to the office, completely signed before the student leaves.

8. **Lateness to School:** Go straight to the school office. Your name will be removed from the absence list and you will be given an admission slip to class. Students who are continually late for school will be assigned a detention as below.

a. **Excused lateness:** Lateness is the absence of a pupil from class at the start of the school day. A phone call or satisfactory note from the parent, guardian or physician (see previous bullet re: physician notes) must be presented to the office within three days for a lateness to be excused. Illness with a note or phone call from the parent will be considered excused.

A student who arrives late after 11:00 AM may be considered ½ day absent.

Lateness which results from a school bus being late shall be excused.

A social worker may be contacted when latenesses are extreme.

b. **Unexcused Lateness:** Unexcused lateness is the lateness of a pupil without an explanatory note which satisfies the criteria for excused lateness. Lateness which results from oversleeping, missing the bus, or transportation problems occurring as a result of using a private vehicle will be unexcused.

Lateness to class will be handled by the individual classroom teacher. Teachers assign detentions for cumulative lates to class.

## **LATE POLICY - GVMS**

4<sup>th</sup> Late: 3:15 Detention

8<sup>th</sup> Late: 4:00 Detention

10<sup>th</sup> Late: ISS

- Child must stay in ISS until parents meet with the principal
- ISS will be served all day long
- Student leaves at 2:30

12<sup>th</sup> Late: 4:00 Detention

15<sup>th</sup> Late: ISS

- Child must stay in ISS until parents meet with the principal
- ISS will be served all day long
- Student leaves at 4:00

16<sup>th</sup> + Late: ISS for each late

**EDUCATIONAL/FAMILY TRIP/COLLEGE VISIT** In order for a student to be excused for an educational family trip, parents/guardians must complete and return to the principal an Educational Travel Form prior to the trip. Students or parents may secure these forms through the main office or Website. Requests made on the day of absence or after the fact are considered unlawful.

The student is responsible for securing and completing assignments missed. Obtaining assignments in advance is expected. Assignments and tests must be made up within two days for every day absent with a maximum extension of five days. NOTE: Absences due to trips, approved/unapproved educational family trips/college visits, are included in the calculation of twelve and/or twenty-five days noted in the "Excessive Student Absence" section under [School Board Policy #204](#).

**CHANGE OF ADDRESS** Notify the office if your family address, telephone number, or email address changes during the school term.

**RESIDENCY** All students at Great Valley Middle School must be residents of the Great Valley School District. Students who move out of the district after April 1 may continue to attend Great Valley to finish out the school year. Students may attend Great Valley if it can be shown they will become residents within ninety days from their first attendance day, in which case they will not be charged tuition. This requires documentation. Tuition cost information can be obtained by contacting the Business Office at 610 889-2125, ext. 52123. We refer you to [Board Policy #202](#) for the complete policy.

## **STUDENT BEHAVIOR AND DISCIPLINE**

In order to run an effective school program, rules and regulations must be established and maintained. We hope that you are never referred to the office for disciplinary reasons. We want you to realize that being sent to the office is serious. You will be treated in a firm but fair manner. It is your responsibility to know the rules and regulations outlined in this handbook.

Please act in a mature manner and show respect toward your teachers, fellow students, and anyone who is a part of Great Valley.

It is our sincere hope that this information will help you to be happy and successful at Great Valley. We are proud of our school, faculty, and students. Let us work together and make this a great school year.

### **BULLYING, HAZING, AND HARASSMENT**

In order to maximize the opportunities for student learning, it is important to maintain a positive and safe learning environment. The faculty and staff at GVMS are committed to ensuring the student learning communities are free from bullying, hazing, and harassment. Behaviors falling in to these categories will be handled in compliance with our Board policies, [#247](#) (Hazing), [#248](#) (Unlawful Harassment), and [#249](#) (Bullying/Cyberbullying).

### **DRESS CODE**

The purpose of establishing guidelines for student dress is to allow students to fully participate in the educational experiences at GVMS while providing students with the opportunity to express their personal style and individual preference. Students who do not meet the expectations for dress and grooming as outlined in [Board Policy #221](#) may be asked to change into clothes that meet the school expectations.

**FLAG SALUTE** It is the responsibility of every citizen to show proper respect for his/her country and flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

**GUM** Gum chewing is not permitted at any time.

**LOCKERS** You will be issued two lockers, one in the corridors for your coats and books, the other in the gym area. Both lockers are school district property and are loaned for your convenience.

*Your lockers must be kept neat and clean for frequent inspection. Teachers and administration have the right to inspect your locker at any time.*

The School District does not carry insurance to protect against the loss of students' valuables or money. Therefore, for your protection, you should:

- Keep your locker 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 Main Office
- **Keep your combination a secret**
- Never let anyone else use your locker
- In addition, students need to understand that:
  - Tampering with lockers or locks and abuse to lockers (including kicking the door shut) is not permitted
  - Any damage or repair should be reported to the Main Office

- Private locks (not of school issue) are not permitted and will be removed from lockers for health and safety reasons. School locks are provided for both gym and corridor lockers
- **Students are responsible for the contents of their lockers.**

Lockers are the property of the School District. Therefore, students have no expectations that the contents of their lockers are private. Locker areas will be subject to regularly scheduled random canine searches during the school year. For further information please see the "Searches" section of the handbook.

**LOST AND FOUND** Articles found should be taken to the office at once. If you lose an item, first check in your classrooms, then in the office, and finally in the "lost & found" located in the dining room.

**LUNCH** your schedule will indicate the daily lunch period. You must report to the Dining Room when lunch is scheduled.

#### ***DINING ROOM PROCEDURES***

1. Please place garbage and paper in the trash cans and recycle bins.
  2. Do not sit on the tables.
  3. Permission to leave the dining room must be given by a staff member.
  4. If you see trash on a table or on the floor, please pick it up.
  5. After leaving the Dining Room, you should file quietly to your next class.
- Please remember that appropriate behavior is required in the dining room at all times.

**Please Note:** No outside lunch deliveries allowed with the exception of parent deliveries (ex. grub hub, door dash..)

#### **TEACHER DETENTION**

Teachers may require students to remain after school for extra help, for make-up work, or for misbehavior in class. Teacher detention runs from 2:30-3:15pm Monday through Thursday. Students must be picked up by a parent or guardian at the conclusion of the detention. Any misconduct during detention will be reported by the teacher in charge and additional penalties will be added.

**PRINCIPAL'S DETENTION** The principal's detention is from 2:30 to 4:00 p.m., Monday through Thursday.

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](#))

Terroristic Threats/ Acts ([Board Policy #218.2](#))

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

Suspension and Expulsion ([Board Policy #233](#))

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

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

Controlled Substance ([Board Policy #227](#))

## **STUDENT SUPPORT SERVICES**

**GUIDANCE COUNSELORS** Guidance offices are located next to the main office. Your counselor is available whenever you have a problem.

Guidance counselors are here to help you. They perform the following services:

1. Register new students and have them placed on a team.
2. Meet with major subject teachers daily.
3. Counsel on an individual and group basis.
4. Supervise and conduct course selection for the following year.
5. Schedule and supervise homebound instruction for students who are absent for a long time due to sickness.
6. Schedule and direct the standardized testing programs of the school.
7. Establish and keep your school record up to date.
8. Handle withdrawals. If you plan to move from the district, be sure to see your counselor for a “checkout” sheet.
9. Assist pupils to solve personal problems which interfere with satisfactory school progress.
10. Arrange for parent-teacher conferences.
11. Communicate with parents.

### **OLWEUS HARASSMENT PREVENTION PROGRAM – GV Middle and High Schools**

In our ongoing efforts to create a positive climate in which all students feel safe and supported, the middle school and high school have implemented the Olweus Harassment Prevention Program. The program establishes expectations for our students and consequences when these expectations are compromised. The consequences outlined below serve as guidelines for building staff and administration. Discipline policies supersede these guidelines and building administration will determine disciplinary action will be taken.

#### **School Community Expectations:**

- (1) We will not harass others
- (2) We will try to help students who are harassed
- (3) We will make it a point to include students who are left out
- (4) If we know that someone is being harassed, we will tell an adult

#### **Consequences:**

##### **Level 1** (3 incident reports)

- The student will meet with a building administrator and receive an office detention.
- The student will be reminded of the school community expectations and consequences at levels 1, 2 and 3.
- The student’s parents will be contacted.

##### **Level 2** (4<sup>th</sup> incident report)

- The student will receive an in-school-suspension (ISS).

Parent(s) will be notified when ISS is given and requested to attend a meeting with their son/daughter and an administrator to address their child’s behavior.

- While in ISS the student will be given an educational assignment to improve his/her understanding of harassment and reflect on his/her actions. Resources to complete the assignment will be given.

##### **Level 3** (continued incidents of harassing behavior or an increase in the severity of the student’s action)

- An administrator will meet with the student with a law enforcement officer present.
- The administrator will make the student aware of school-related consequences (i.e. additional ISS, OSS and expulsion).
- The law enforcement officer will make the student aware of criminal law and legal consequences.

#### **Positive Consequences for Students Who Do the Right Thing:**

- A staff member will acknowledge the positive action through conversation or a letter to the student.
- Parents will be notified via letter or phone call of their child’s positive action.



## **CONFIDENTIALITY**

Information revealed by a student in confidence to a school counselor, school nurse, or school psychologist 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 he/she is a minor, his/her parents. However, such information may be revealed to the student's parents, teachers, or principals if there is the threat of harm to the student or others.

### **Authority**

The Board shall approve a written plan for implementing a comprehensive and integrated K-12 program of student services, based on the needs of students.

The Board directs that the Student Services Plan be reviewed and revised during the third year of the six-year plan, and as necessary.

The District shall make its student services plan available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the Board.

### **Guidelines**

Services offered by community agencies in District schools shall be coordinated by and under the general direction of the School District.

The following categories of services shall be provided by the District and included in the Student Services Plan:

1. Developmental services that address students' needs throughout their District enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal, and social developmental issues.
2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.
3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

The District's student services shall:

1. Be an integral part of the instructional program at all levels of the school system.
2. Provide information to students and parents/guardians about the educational opportunities of the school's instructional support program and how to access those opportunities.
3. Provide career information and assessments to inform students and parents/guardians about work and career options available to individual students.
4. Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible to develop, implement and monitor a Student Services Plan that complies with state regulations and is available to all students.

The Superintendent or designee shall be responsible for ensuring that all persons delivering students services shall be specifically licensed or certified as required by statute or regulation.

## **SPECIAL EDUCATION**

### **Purpose**

The purpose of this policy is to incorporate by reference and adopt as the policy of the District the requirements of the Individuals With Disabilities Education Act and its implementing regulation, Section 504 of the Rehabilitation Act of 1973 and its implementing regulation, the Americans With Disabilities Act and its implementing regulation, Chapter 14 and Chapter 15 of the regulations of the Pennsylvania State Board of Education as they pertain to school districts or local educational agencies.



## **Authority**

The policy of the Great Valley School District is to adhere to and implement faithfully for all resident children with disabilities and their families all of the requirements of the Individuals With Disabilities Education Act and its implementing regulation, Section 504 of the Rehabilitation Act of 1973 and its implementing regulation, the Americans With Disabilities Act and its implementing regulation, Chapter 14, and Chapter 15 of the regulations of the Pennsylvania State Board of Education as they pertain to school districts or local educational agencies. The applicable requirements of these laws and regulations are incorporated by reference herein. The Superintendent shall ensure that training of sufficient scope and regularity is provided to all staff to ensure that staff are familiar with the requirements of these laws and regulations to the extent pertinent to their positions and understand that faithful adherence to and implementation of these requirements is an essential function of their respective positions.

The Great Valley School District shall not discriminate against any otherwise qualified individual on the basis of disability in the implementation or operation of any of its programs, activities, or facilities. The Superintendent shall designate an administrator who shall hear and investigate complaints concerning incidents of disability-based discrimination and shall cause the annual publication of the title and contact information for such administrator on the District web site and in at least one (1) other medium in general circulation within the community. The Superintendent shall also ensure that such administrator adopts and implements a grievance procedure that affords complainants appropriate due process and a prompt resolution of complaints alleging discrimination.

A continuum of programs and services exist for students meeting the eligibility requirements for special education. Great Valley School District's strategic plan supports the belief that all students should have the opportunity to be successful learners. Currently Great Valley provides special education and related services in all buildings per the Individualized Education Program (IEP). Eligibility for special education services is determined by a multidisciplinary team evaluation. All programs are operated under 22 Pennsylvania Code Chapter 14. Questions should be directed to the teacher, building principal or the Office of Special Education.

## **504 SERVICE AGREEMENTS**

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 an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible 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 Office of Special Education or the building principal. All programs are operated under 22 Pennsylvania Code Chapter 15.

## **GIFTED EDUCATION**

### **Purpose**

The purpose of this policy is to incorporate by reference and adopt as the policy of the District the requirements of Chapter 16 of the regulations of the Pennsylvania State Board of Education concerning the education of students who are mentally gifted and who are, by reason thereof, entitled to specially designed instruction and support services.

### **Authority**

The policy of the Great Valley School District is to adhere to and implement faithfully for all resident school aged children who are mentally gifted or who are thought to be mentally gifted the requirements of Chapter 16 of the regulations of the Pennsylvania State Board of Education, as they exist on the date of the adoption of this policy and as they may be hereafter revised or amended.

## **Delegation of Responsibility**

The Superintendent or his/her designee shall adopt such procedure and practices as are necessary to identify, screen, evaluate, and program for all students who are mentally gifted.

## **Guidelines**

### **Identification and Screening**

The Superintendent shall ensure that all information concerning gifted screening, evaluations, eligibility criteria, programs and services, and parental rights are published to the community, including to parents/guardians of children attending private schools, through at least one (1) newspaper of general circulation, on the District web site, and by posting or other means of conspicuous display in each public school. The Superintendent shall also ensure that information concerning student achievement, performance, and behavior that might indicate gifted ability is collected at regular intervals and reviewed by appropriate staff, and that screening activities are undertaken by appropriate staff in a manner that enables those staff to discern valid evidence of gifted ability. Screening instruments and techniques shall be reliable and free of racial, gender, national origin, and disability bias.

### **Evaluations**

The Superintendent shall ensure that multidisciplinary teams conduct timely evaluations of all students who, based on screening or on parental referral, are thought to be mentally gifted. Such evaluations shall use a variety of testing and assessment techniques that are valid for the purpose used, are reliable, and provide a measure of intellectual ability and other factors that indicate gifted ability.

### **Programming**

Through the strategic planning process, the Superintendent shall ensure that a continuum of program and service options exists within the District to meet the needs of all mentally gifted students for enrichment, acceleration, or both.

Among the options for mentally gifted students are enrichment, acceleration and special study opportunities which are frequently supported by technology. Specialized teachers support the teaching staff in providing these challenges and extensions. All second grade students are screened for the gifted program in the fall. 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 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 students). 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 for the following conditions:

- Autism
- Blindness or visual impairment
- Deaf – Blindness
- Deafness or hearing impairment
- Emotional disturbance
- Mental retardation
- Multiple disabilities
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Speech and language impairments
- Traumatic brain injury

If you believe that your school-age child may be in need of special education services and related services, screening and evaluation processes designed to assess the needs of the your child and his/her eligibility 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 additional information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location) and rights to due process procedures, you may contact the Office of Special Education or the building principal.

### **CONFIDENTIALITY OF EDUCATION RECORDS**

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 Office of Special Education or any building principal.

### **NOTICE OF RIGHTS UNDER FERPA FOR GVSD ELEMENTARY AND SECONDARY STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) contains for its 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 students 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 believes is inaccurate or misleading.
- 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 or misleading.
- 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 students' 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.
- (Optional) 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.

### **HEALTH SERVICES K-12**

**THE SCHOOL NURSE** 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 rest finally with the parents. Therefore, parents are always contacted to take the child home or to the doctor as the need arises. Transportation is the responsibility of the family.

School nurses encourage student wellness through education on nutrition, good health habits, exercise, and proper sleep.

We suggest that you encourage your child to eat the necessary foods to insure proper growth and development, including breakfast, and to practice other good health habits such as plenty of exercise and eight to ten hours of sleep to contribute to his/her well-being.

Please feel free to call the nurse anytime for information. We look forward to a continued partnership with parents working toward healthy and strong Great Valley School District children.

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

Parents/guardians should report a communicable disease to the school nurse immediately. It is the responsibility of the principal to insure 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 no infectiveness from a physician.

**Diseases** and conditions for return to school are:

**\*\*Any undiagnosed rash:** Exclusion from school until diagnosis is established or symptoms are gone for 24 hours.

**\*\*Chicken Pox:** All scabs must be dry

**\*\*Contagious conjunctivitis:** No drainage from eyes and 24 hours after the start of physician prescribed treatment.

**Fifth disease:** No Exclusion from school.

**\*\*Hepatitis:** As indicated by physician. A physician's note should indicate allowed activity 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 (lice):** Until treated and free of lice; 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 the child is noninfectious.

**Scabies:** 24 hours after start of physician prescribed treatment.

**\*\*Scarlet Fever or Strep Throat:** 24 hours after the start of physician prescribed treatment.

**\*\*Staph or Strep of the Skin:** 24 hours after the start of physician prescribed treatment.

**\*\*Physician's note must accompany the student when he/she returns to school. 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 #610-889-1166.**

### **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.

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

Guidelines:

- a. Upon report or discovery of live head lice, the School Nurse will check the affected child's head for live head lice.
- b. If live head lice are found, the School Nurse will call the child's parent and request that they take their child home.
- c. The School Nurse will advise on methods of treatment for head lice.
- d. 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.

- e. 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.
- f. If the student has siblings in the school, the School Nurse will check the siblings for any live head lice.
- g. 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.
- h. 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.

## **EMERGENCY/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.

**FIRST AID** A full time nurse is on duty during the school day. By state law, she can only administer first aid. All serious injuries must be reported to the school nurse.

## **POSSESSION/ USE OF ASTHMA INHALER & EPINEPHRINE AUTO-INJECTORS**

The possession and use of asthma inhalers/epinephrine auto-injectors are addressed in [School Board Policy 210](#).

**HEALTH EXAMINATIONS** During the school year, your student will be weighed and measured, Body Mass Index calculated (BMI), his/her eyes tested, and a hearing test is given if he/she is in kindergarten, grades 1, 2, 3, 7, 11, or in an ungraded class. A Scoliosis examination (an examination of the spine) is given to all students in grades 6 and 7. **Physical examinations are required upon original entry into school and again in grades 6 and 11. Dental examinations are required upon original entry into school and again in grades 3 and 7.** For continuity of care, we encourage these examinations to be done by the family doctor or dentist. Both of these examinations may be done at the school with no expense to the parents, at the parent's request. These examinations are required on new entries to the Great Valley School District whose records do not include this information.

## **IMMUNIZATIONS**

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 include:**

- **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

**Children entering at the 7th Grade level or above need all of the above immunizations, plus:**

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

### **Children entering 12th Grade need all of the above immunizations, plus:**

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

**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, 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.

### **MEDICATIONS IN SCHOOL**

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

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.

### **PHYSICAL EDUCATION EXCUSES**

Participation is required in physical education classes 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 student with an obvious medical problem without the required note must see the school nurse to obtain instruction on the appropriate limitation for that class.
- 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. Original note must be given to the school nurse.
- A doctor's note must be the original note signed by a physician (not a photocopy), or must be faxed directly from the physician's office to school. Fax # 610-889-1166.
- A medical problem note **does not exclude the student** from class participation. The student will be required to:
  - report, on time, to each class.
  - dress for **each** class.
  - participate in whatever capacity has been determined.
  - complete any written assignments/tests required until they are fully able to participate in PE class.
- **Any student who is medically excused from PE class will also be excluded from sports participation.**

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.

**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, he/she is to report to the Main Office.

If he/she becomes ill between classes, he/she should secure the pass from the teacher of his/her next scheduled class.

The school nurse will notify parents/guardians in the event that the child needs to be sent home. Permission by the nurse or any 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 others to drive their student home.

### **TECHNOLOGY** ([Click here for School Board Policy 815 Technology.](#))

## **CELL PHONES**

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

## **ONE-TO-ONE AND BYOD**

Great Valley Middle School is committed to preparing students to be active members of a 21<sup>st</sup> Century society. The responsible integration of technology is a key component of our educational programming. Research indicates that the implementation of an effective 1:1 program results in increased engagement, decreased dropout rates, and gains in student achievement. The use of 1:1 technology 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 detail regarding the GVSD 1:1 program, please see the [Technology Department Homepage](#) on the district website.

**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 e-mail. Choose passwords with at least eight characters and never use the obvious (family name, pets, nicknames...).

## **TRANSPORTATION**

**BUS LOADING** At the end of the school day, pupils will proceed to the bus loading area and remain behind the curb line for their respective buses which will be assigned to specific locations. Even numbered buses are adjacent to the building. Do not move off of the curb until the bus comes to a complete stop.

**BUS TRANSPORTATION** Students are permitted to ride only the bus to which they have been assigned.

Students are expected to behave in a responsible manner on school buses, as in school. 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 for a given time. Activity buses are not provided for students involved in extra-curricular activities.

If a bus is running behind schedule, parents should wait at least 15 minutes before calling the school.

**TRANSPORTING MUSICAL INSTRUMENTS, BAGS, PROJECTS** Musical instruments, gym bags, or any school project may not be placed in aisles or areas near the entrance door. Items of this nature are not allowed on the bus unless they can be held on the pupil's lap without endangering the safety of other pupils.

Any student who is capable of carrying the musical instrument on the bus and holding it on his/her lap may, and should be encouraged to continue bringing the instrument onto the bus. Instruments which are too large for the student to handle may not be transported on the bus.

**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.

## **EMERGENCY DRILLS -- FIRE DRILLS**

- It is unlawful to cause a false alarm to be sounded.
- The building will be evacuated quickly in an orderly manner when the alarm sounds.
  - A. Leave the room and the building in single file, keeping the line closed up.
  - B. Absolute quiet throughout the drill is necessary so that directions may be heard from faculty members in charge.
  - C. Do not block the driveway & keep well clear of the building.
  - D. ALWAYS REMAIN ALERT FOR DIRECTIONS.

## **EMERGENCY DRILLS – LOCK DOWNS**

When the announcement is made to secure the building, students are to remain absolutely quiet. Those who are out of the classroom are to go to the nearest classroom.

## **EMERGENCY SCHOOL CLOSING**

When weather conditions appear to be such as to cause closing schools early, parents are urged to expect such action in order that they may be at home to receive the children when they arrive. In cases where this is not possible, plans should be made with neighbors to take care of the children upon their arrival at home. If a child is normally met by parents when he/she gets off the bus, or has a long distance to walk at the end of the bus route, it is very important that parents make suitable plans for such a child in case of bad weather.

If you wish to drive your child home, meet him/her at the bus stop. Do not drive all the way to school and create additional problems for police and school officials.

## **EMERGENCY SCHOOL CLOSING -- HAZARDOUS CONDITIONS DEVELOPING**

**DURING THE NIGHT:** Heavy snowfall or other serious weather conditions at night may make it necessary to close schools the following day or to delay the opening of schools by two hours. SchoolMessenger will notify parents by phone using the phone number for parents in Skyward Family Access. Alternatively, check the school's website at ([www.gvsd.org](http://www.gvsd.org)) or local TV stations.

**DURING THE DAY:** When the weather conditions warrant doing so, decision to close schools will be made as early as possible. The time the schools will close will depend on weather conditions. SchoolMessenger will notify parents by phone, and the early closing will be posted on the school's website at ([www.gvsd.org](http://www.gvsd.org).)

### **REMEMBER:**

1. If you hear no phone message or see no posting on our website, you may assume that our schools will open.
2. PLEASE DO NOT CALL the school or the home of school officials or teachers regarding the closing of schools. THIS IS IMPORTANT. We need our lines for outgoing calls.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless SchoolMessenger & our website indicate that school will remain closed.
4. Under no circumstances will school be closed unless it is absolutely essential to do so.

**NEW RESIDENTS** Families who are moving into Great Valley School District with school-age children are encouraged to visit the school in their area of residence as soon as possible. To transfer children to Great Valley School District, the following information should be presented to District Office:

- Birth Certificate and Acceptable Proof of Age
- Immunization Record (required by Pennsylvania Department of Health) - see "Immunization Requirement"
- Three Proofs of Residency
- Report Card (from previous school)
- Social Security Number (optional)

**POLICE** Police will be contacted immediately when a law has been broken or a serious or dangerous situation occurs.

**SEARCHES** The principal or his/her designee is authorized to conduct appropriate inspections and searches and to seize contraband on school premises (See [School Board Policy #226](#) Inspection Or Search For Weapons, Illegal Drugs And Dangerous Materials)

**Lockers** Lockers are the property of the school district. Therefore, students shall have no right to expect that the contents of their lockers are private. If an administrator has reasonable grounds to suspect or believe that a locker contains items that are illegal or violate school rules, he/she is permitted to conduct a search. The administration and a canine detection agency and/or law enforcement officers will conduct regularly scheduled random inspection of student locker areas. Should the dog 'alert' on a locker, administrators will search the locker to determine if it contains items that are illegal or violate school rules. If such substances or items are found, a student will be subject to discipline per school policy and the police will be notified. In addition, if a dog "alerts" on a locker, students will be subject to further searches. Please review the proper procedures for using school lockers (See Lockers).

In addition to locker searches, at the request of the administration, law enforcement officers and/or a canine detection agency may use trained dogs on school premises to identify property which may contain illegal or illicit materials, and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Periodic unannounced visits to any school or a school-sponsored event may be made by a trained dog and its handler.



Automobiles and other areas of the building and grounds potentially could be searched. In addition, as part of a canine inspection and search, students may be directed to leave their personal items such as book bags, purses, coats, etc. in their classroom and depart the classroom. Once a canine inspection of these belongings is complete, students will be allowed to return to the classroom.

Students will be held responsible for any prohibited items found at school or a school-sponsored event. Should prohibited items be found during a search, violators will be disciplined according to District policy and may face prosecution under local, state, and federal laws.

**Other Searches** If an administrator has reasonable cause to believe that a student or other person has an item or substance in his/her possession which is illegal or constitutes a danger to the health or safety of any person, property, or to the school district, he/she may search the student and seize any such item or substance. Violators will be disciplined according to District policy and may face prosecution under local, state, and federal laws.

**SCHOOL DAY** Classes run 7:40 - 2:30 p.m. beginning with attendance, announcements and AdvocacyBASE. Sports practices are until 4:45 p.m.

If you arrive at school before 7:30 a.m., you must go directly to the dining room (or the library @ 7:15) and remain there until the bell rings. Eighth graders may go to the gym. Athletes may drop off equipment in the locker room at 7:25.

At 7:30 a.m. go to your locker for the books and materials you will need for your morning classes. Then go to your AdvocacyBASE.

At the end of the last period of the day, go directly to your locker, then to the bus loading area or scheduled activity. **Pupils may not remain at the building unless they are engaged in an activity with a teacher.** The activity may include make-up work or extra assistance with teachers and use of the library.

- No one may leave the school grounds after arrival until the close of the school day without the permission of the principal or assistant principal.
- Students will respect and obey the request of all school employees (custodians, secretaries, etc. as well as teachers and administrators).
- All food & beverages are to be consumed in the dining room. This includes candy.
- Selling candy and other items will take place only in the dining room with prior permission from one of the principals.
- Students are not permitted to wear hats or sunglasses in school.
- Students are welcome in the main office when they have specific business, but not before 7:00 A.M..
- Littering the ground with paper or food is not permitted.

**TELEPHONE CALLS** A free public telephone is located at the main lobby for local calls at no charge. Pupils are permitted to use the public phone. Pupils are NOT permitted to use the phone in the main office or classroom.

**VISITORS & PARENTS** The school is open to properly approved visitors. However, all visitors (including parents) must, according to School Board policy, sign in at the main office and wear a visitor's pass before going through the building. The administration reserves the right to deny approval if procedures are not followed.

## **DISCRIMINATION STATEMENT**

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) 889-2100

For more information on the evaluation procedure and provisions of services to protected handicapped students requiring a 504 Service Agreement/Chapter 15, contact the Director of Student Services at (610) 889-2125, ext. 52113.

### **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 due to 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.

## Great Valley Middle School

### Qualities of a Learner

Learning Behavior	<u>Descriptors</u>
<b>Commendable</b>	<p>Students who merit a Commendable for learning behaviors are those who consistently show interest in and enthusiasm for learning and who exhibit a desire to maximize their learning potential as exhibited by the following types of behavior:</p> <ul style="list-style-type: none"> <li>• Turns in all assignments on time</li> <li>• Comes to class well-prepared and may come to class with material or questions that demonstrate an attempt to relate classwork to other topics or domains</li> <li>• Participates in class actively, spontaneously and productively, and is committed to be an invested participant for the betterment of the classroom community</li> <li>• Takes full advantage of all learning opportunities, resources and aids available in the school</li> <li>• Sets a good example for peers and is passionate about his/her learning; inspires and is inspired by others</li> </ul>
<b>Satisfactory</b>	<p>Students who merit a Satisfactory for learning behaviors are those who maintain a positive attitude towards learning and who exhibit an understanding and acceptance of their responsibilities as students, as exhibited by the following types of behavior:</p> <ul style="list-style-type: none"> <li>• Turns in assignments and make up work</li> <li>• Comes to class prepared</li> <li>• Participates in class and contributes to the betterment of the classroom community to the best of his/her ability</li> <li>• Seeks extra help when needed or takes advantage of extra help when offered</li> <li>• Remains on task and does not interfere with the learning of others</li> </ul>
<b>Needs Improvement</b>	<p>Students who merit Needs Improvement for learning behaviors are generally those whose attitude towards learning may be inconsistent and who occasionally fail to assume their full responsibilities as students. They exhibit one or more of the following behaviors:</p> <ul style="list-style-type: none"> <li>• Often fails to complete assignments</li> <li>• Often comes to class unprepared</li> <li>• Inconsistently participates in class and does not contribute to the betterment of the classroom community to the best of his/her ability</li> <li>• Reluctantly takes advantage of or has to be repeatedly encouraged to take advantage of extra help when offered</li> <li>• Exhibits off-task behavior that disrupts the learning of others</li> </ul>
<b>Unsatisfactory</b>	<p>Students who merit Unsatisfactory for learning behaviors are generally those who exhibit a negative, passive or recalcitrant attitude towards learning as exhibited by the following types of behavior:</p> <ul style="list-style-type: none"> <li>• Regularly fails to submit assignments, is habitually late submitting them, and/or neglects to complete make up work</li> <li>• Rarely comes to class prepared</li> <li>• Rarely participates in class; is not an invested participant in the classroom community</li> <li>• Rarely takes advantage of extra help when offered</li> <li>• Frequently exhibits disruptive behavior in class</li> </ul>