

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

# Great Valley Middle School

## Handbook 2006-07



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# WELCOME!

Dear Students & Parents,

Great Valley Middle School's fundamental purpose is to provide outstanding middle level programs in a safe, positive and caring learning environment. Our entire staff are committed and dedicated to the specific needs of middle level students and their families.

Throughout our students' three years in middle school we want them to have opportunities to explore, to be challenged, and to become connected with caring and dedicated educators.

We are blessed with a wonderful facility. However, it is what takes place within these walls, in the classrooms and throughout the building that makes Great Valley Middle School a special place. We believe that all children are a blessing and deserve to attend a school where they can achieve their best and be challenged to explore new opportunities. We strive to continue to develop new programs and incorporate new techniques that will better prepare our students for the world.

We are honored to be one of the few schools in the United States to be nationally recognized three times. We have also been selected as one of the safest schools in America and serve as a model for effective and positive school discipline. We have great kids, an outstanding faculty, and wonderful support from a supportive school district and involved families.

The middle level years are wonderful and exciting. Our students change and grow more during the middle school years than at any other time in their lives. We believe our programs and the school organization allow us to meet the wide range of students' needs.

This booklet should answer most of the questions you may have about your opportunities and responsibilities as a student here. Read it through completely. It is your responsibility to be aware of the policies and procedures that will help our school function smoothly. Most of our rules reflect good common sense, courtesy, respect for the rights and property of others, self-control, responsibility, and cooperation. If you don't understand a rule or procedure please ask your teachers. An assembly will be held early in the year to review these rules, and you will have the opportunity to ask questions about them.

Dr. Stephen O. Swymer, Principal



## EXPECTATIONS AND RESPONSIBILITIES OF GREAT VALLEY SCHOOL DISTRICT 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 - SCHOOL DAY**  
2006-2007 SCHOOL YEAR

*Start of Teachers' Day*.....7:30 a.m.

Morning Announcements/Attendance.....7:40 - 7:44 a.m.

First Period.....7:44 - 8:27 a.m.

Second Period .....8:30 - 9:13 a.m.

Third Period .....9:16 - 9:59 a.m.

Fourth Period.....10:02 -10:46 a.m.

6th Grade	7th Grade	8th Grade
5th Period 10:49 - 11:33	<u>A Lunch</u> 10:49 - 11:19	5th Period 10:49 - 11:33
<u>B Lunch</u> 11:36 - 12:06	5th Period 11:22 - 12:06	6th Period 11:36 - 12:20
6th Period 12:09 -12:53	6 <sup>th</sup> Period 12:09 - 12:53	<u>C Lunch</u> 12:23 - 12:53

Seventh Period .....12:56 - 1:40 p.m.

Afternoon Announcements.....1:40 - 1:42 p.m.

Eighth Period.....1:45 - 2:27 p.m.

Student Dismissal.....2:27 p.m.

*End of Teacher's Day*.....3:00 p.m.

Intramurals (as scheduled).....2:35 - 3:45 p.m.

Sports Practice.....2:35 - 4:35 p.m.

*\*The length of the periods will vary based on the decision of the team teachers*

## **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, Spanish, Music, Health, Technology Education, Family & Consumer Sciences, Respect & Art

#### **Grade 7:**

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

#### **Grade 8**

- Language Arts, Social Studies, Mathematics, Science.
- Choice of French 1, Latin 1, Spanish 1 & 2, German 1, or Reading
- Health, Physical Education, Computer Applications, Technology Education, Family & Consumer Sciences, Music, & Art

### **GRADING SYSTEM**

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

#### ***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	0-59	Failing grade
-		Audit

I - Incomplete work. (Explicit due dates are given for assignments. A student may apply for an extension which the teacher may choose to accept or deny. If a student's work is not completed within 2 weeks of the due date or

extension, they must make up the work after school with a teacher until it is complete.)

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

Physical Education & Computer Applications are graded:

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

The final grade is the average of the letter 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.

### **LEARNING BEHAVIOR GRADES**

Please see the last page of this handbook for descriptors of learning behaviors, sometimes known as Qualities of a Learner. These are graded 4, 3, 2, 1 (Commendable to Unsatisfactory).

**HOMEWORK** A reasonable amount of homework is required of students at the middle school. The teams make every effort to balance the homework load so that not too many major assignments are due at the same time. Homework is of value because it:

- aids in the understanding of the new material
- promotes learning by reinforcing previously learned material
- helps to supplement a student's grade, directly (as homework points) and indirectly (as reinforcement for learning)
- contributes to greater student success now and in the future.

It is the student's responsibility to:

- know the assignment & do the assignment neatly
- meet deadlines & manage time effectively
- contact the teacher for missed work
- make up work promptly within the school deadline (2 days for every day absent, up to 5 day extension)
- seek additional help when necessary
- follow directions
- do homework oneself and not copy from another
- not share homework

**HOMEWORK LINE** Homework is listed on the Internet ([www.gvgsd.org/gvms/](http://www.gvgsd.org/gvms/)) at 2 PM and on our message board at 3 PM. Call 610-644-6442, then 7, then 6, 7, or 8 for sixth, seventh, or eighth grade homework. Press 3 for world languages and long-term special area projects.



**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 1 or 2.

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 1 or 2.

**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.

**INTERIM REPORTS** Notification to students and parents of progress or lack of progress in a subject area may be made by the mailing home of interim reports in addition to the issuance of report cards each nine weeks. The purpose of the reports is to alert parents and students that there is a danger of failure in a subject, that progress is not satisfactory, or that progress is improving or positive in certain areas. **Parents need to notify the school by form in the fall if they wish to receive written interims versus viewing them on-line.**

**PROGRESS REPORTS ON-LINE** Student progress reports may be viewed on-line by the end of the first marking period via our school's Website at

<http://www.gvsd.org/gvms/>. Faculty post on-going scores 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. 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 immediately to one of their choice.

## **MARKING PERIOD & REPORT CARD**

Report cards are issued four times a year, approximately one week after the end of the marking period. Report cards will be sent home with students for marking periods 1, 2, & 3, and the final report card will be mailed home in June. Specific growth comments from each teacher could be included with the report card.

**LIBRARY & MEDIA CENTER** Learning to locate and use the resources of a media center is an important part of your education, and while you are at Great Valley you should be improving your skills in independent research. Do not hesitate to ask for help either in finding materials or in the use of various indexes, guides, and equipment whenever you need it.

The media center is here to provide help and enjoyment for all who will cooperate by showing consideration for others in its use. This means returning books promptly, handling them with care, and returning them to their proper places.

The media center is open for your use both before and after school, 7:15 - 3:00 p.m., but during the day it is necessary to bring a pass from the teacher in charge of the room from which you come. On Tuesday and Thursday students may stay for research until 3:45 p.m. if they tell the librarians earlier in the day that they wish to stay.

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.

**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.

**WEB SITE** The middle school's Web site, accessed through our district's site (<http://www.gvsd.org>), is a major source of information. It shows:

- homework for major subjects
- your progress reports
- curriculum
- research links

- athletic and intramural schedules
- 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.

**ASSEMBLIES** Assembly programs are scheduled throughout the school year, including:

- Academic Awards
- Athletic Awards
- Community Arts Series Assemblies: professional level performances in dance, drama & music
- Positive ID Motivational Speakers

Conduct during the assembly is very important. Respect for people in the program and a mature reaction to the assembly program are expected. Students who cannot cooperate in the auditorium will be referred to the office.

**CLUBS** Clubs are sponsored by faculty on an individual basis during period 8. Clubs bring together students and adults who share similar interests & promote positive group experiences. There is no specific club day.

## **DANCES (Seventh & Eighth Grades)**

- Welcome Back Dance
- Holiday Dance
- Yearbook Dance
- Music Department Dance
- Spirit Club Dance
- Eighth Grade Dinner Dance



## EDUCATIONAL TRIPS

### Sixth Grade

- Fall Trip

### Seventh Grade

- Cape Henlopen Outdoor Education Program
- Philadelphia Zoo

### Eighth Grade

- Spring Trip.



**ATHLETICS** The interscholastic athletic program at Great Valley Middle School provides maximum opportunity for participation by many seventh and eighth grade students. A no cut policy exists for most interscholastic athletics. 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, wrestling, boys' and girls' basketball, baseball, softball, 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 4:35 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.

**ELIGIBILITY** Academic eligibility will be checked weekly. All athletes must meet both school and Pennsylvania Interscholastic Athletic Association (PIAA) grade requirements. Any athlete failing two or more subjects each Friday will be ineligible to participate the following week. Any athlete failing two or more subjects at the end of a marking period will be ineligible for a period of twenty days from the time report cards are issued.

### SPORTS PHYSICALS

All initial sports physicals (each year) for Middle School and High School athletes must be completed by the child's family physician. If your child plays more than one sport, Great Valley School District school doctors will provide sports physical re-evaluations/re-certifications at specifically scheduled times.

Please Note: PIAA requirements specify that every athlete receive a physical (initial or re-certification) for each sport that they play during a school year. For example, if an athlete plays:

- 3 sports during a school year, they must have 1 initial physical and 2 re-certifications
- 2 sports: 1 initial physical and 1 re-certification
- 1 sport: 1 initial physical.

Please make sure you follow the PIAA regulations when scheduling your child's initial sports physical with your primary physician:

- Physicals for fall sports shall not be performed earlier than June 1<sup>st</sup>.

- Physicals and re-evaluations for winter and spring sports shall not be performed earlier than 6 weeks prior to the first practice day for each applicable sport.
- All physicals and re-evaluations must be completed before the first day of practice for each sport.

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

**INTRAMURALS** The intramural program is open to all sixth, seventh, and eighth grade students. Approximately ten weeks of activities are offered after school during the fall and spring seasons, 2:35 - 3:45 PM, and eight weeks during the winter season, 2:35 - 4:00 PM, as scheduled Mondays through Thursdays.

Fall intramural activities include archery, track, volleyball, basketball and computers. Winter activities are bowling, & computers. Spring activities include basketball, softball, floor hockey, and wiffle ball. These are announced each week and are posted in our newsletter & Web site.

**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: gr.7,8), Strings Orchestra (Grade 6), Symphonic Orchestra (Grades 7 & 8), 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 & service. The scholarship requirement includes honor roll status for the past four marking periods. Students are inducted in June of seventh grade & January of eighth grade. During the school year several service projects are undertaken.

**NEWSPAPER** The "Four Star General," the Great Valley Middle School newspaper, is published approximately four times a year. It contains news articles, features column, editorials, sports coverage, and pictures. Students are encouraged to volunteer for writing, editing, and setting up the paper. The club meets during period 8.

**STUDENT COUNCIL** Student Council is the official school organization which represents the student body. It is composed of representatives elected from each instructional group in the fall of the year. Officers of the organization are elected the previous spring. The purposes and activities of Student Council pertain to the general welfare, concerns, spirit, and social activities of the student body.

Student Council sponsors many activities throughout the year including dances, dinners, jump-a-thons, dress-up days, and special events.

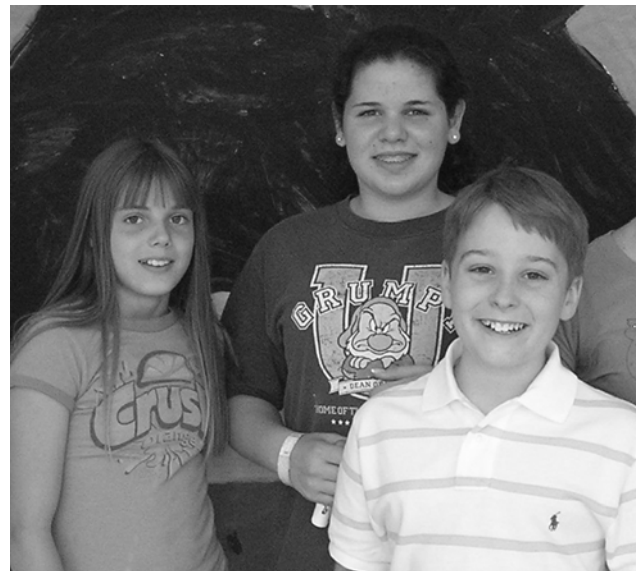
Meetings are held periodically. Each representative is responsible for reporting the events of the meeting to the members of his/her class.

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

**YEARBOOK** The Great Valley yearbook, "The Spirit," presents coverage of our school life and activities. The yearbook features pictures of each student and members of the faculty. The staff meets during period 8 and sometimes after school. In June, the yearbook is sold to the student body.

**YEARLY EVENTS** These include:

- Parents' Back-to-School Night
- Student Council Elections
- National Junior Honor Society Induction
- Volleyball All-Star Game
- Clubs
- Weekend Ski Trips
- Musical
- Father-Daughter Social
- Mother-Son Social



## **ATTENDANCE**

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.

Attendance shall be required of all students enrolled in district schools during the hours and days that school is in session, except that a principal may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

### **PROCEDURES WHEN ABSENT**

1. Parents are to call the school's attendance hotline at 610-644-6442 extn. 6 by 9:00 a.m. to report their child's absence. This phone call will serve as official notice of the child's absence.

2. **If no telephone call is made an explanatory note from the parent/ guardian or physician must 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. **Work Missed During Absence:** Students can access the homework assignments through our Web site ([www.gvmsd.org/gvms/](http://www.gvmsd.org/gvms/)) after 2:00 PM or may call the homework line after 3:00 p.m. for the major subject homework: (610) 644-6442, ext.7, then 6, 7, or 8 for each grade, or 3 for world languages & reading.

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 extending absence, the student should request that assignments be forwarded to him/her.

5. **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.

6. **EDUCATIONAL/FAMILY TRIP** In order for a student to be excused, parents must complete and return to the principal an Educational Trip Form **prior to the trip.** Students or parents may secure these forms through the main office or Web site. 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.

**EXCUSED ABSENCE** The Board of School Directors may, upon certification by any licensed practitioner of the healing arts or upon any other satisfactory evidence furnished to it showing that a student is unable to attend school and/or classes, or is prevented from study because of illness or any other urgent reasons, excuse any student from attending school as required by Section 1329, Pennsylvania School Code. The term urgent reasons shall be strictly construed and does not intend to permit irregular attendance.

**UNEXCUSED ABSENCE** – means any student absence that does not meet the definition of excused absence.

**UNLAWFUL ABSENCE** – means any unexcused absence that is not verified by: (1) written explanation signed by a parent/guardian, or (2) a physician's statement. Written explanation must be received by the School District not later than three (3) days from the student's last absence.

## CONSEQUENCES OF ATTENDANCE

**VIOLATIONS** In accordance with state statutes, if three unlawful absences occur, parents will receive notification from the school and will be given an opportunity to resolve the problem. Unsatisfactory resolution will lead to legal proceedings and/or fines.

Students may receive discipline consequences for unlawful absences.



## CONSEQUENCES OF EXCESSIVE

**ABSENCES** The educational process requires continuity of instruction, classroom participation, learning experiences, and study for students to attain planned educational outcomes. Students interaction in the classroom and their participation in planned learning activities under supervision of school personnel are vital to the learning process.

Excessive student absence disrupts continuity of the educational process. The benefit of regular classroom instruction, once lost, is never regained. The correlation between school attendance and academic success requires students to regularly attend classes. To improve student attendance, the following guidelines are recommended:

- A student in grades 6 through 12 who misses twelve or more classes in a semester course or twenty-five classes in a full year course, **whether the absence is excused or unexcused**, will receive a failing grade in that course. For classes that do not meet every day, failure will result after ten absences. Failure means that students will not receive credit for that course which may make students ineligible for promotion or graduation.
- A student in kindergarten through grade five who misses twenty-five class days during a school year, **whether the absence is excused or unexcused**, will not be promoted to the next higher grade.

- Absences caused by school sponsored activities, out-of-school suspension, appointments initiated by the nurse, counselors, or administrators shall not be included in the calculation of excessive absences. Absences due to verified illness or medical/dental appointments will not be included if a written note from a doctor is submitted within three school days after the absence.

Appeal Process: Students and/or parents may individually request a waiver of this provision by requesting this in writing to the building principal. The case shall then be reviewed by the principal, the superintendent, and other appropriate staff members to determine whether or not the student's excessive absences were legitimately attributable to an urgent reason as described in Title 22, Pennsylvania Code, Chapter 11, Pupil Attendance, of the regulations of the State Board of Education of Pennsylvania.

## PROCEDURES WHEN LATE 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.

**CONSEQUENCES OF LATENESS** At the fourth unexcused lateness, students will be assigned time after school in detention, 2:30 – 3:30 PM. At the seventh and every second lateness thereafter, students will be assigned detention 2:30 - 4:30 PM. However, when lateness becomes a pattern, detention may be assigned for each occurrence.

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

**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 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.

**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.

**CHANGE OF ADDRESS** Notify the office if your family address or telephone number 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. 2123. We refer you to Board Policy #202 for the complete policy.

## **DISCIPLINE & RESPONSIBILITY**

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.

**TEACHER DETENTION** Teachers may require students to remain after school for extra help, for make-up work, or for misbehavior in class.

Teacher detention begins ten minutes after the close of the last period and ends at the discretion of the teacher.

Absolute silence is to be maintained in the detention room at all times.

Any misconduct during detention will be reported by the teacher in charge and additional penalties will be added.

The only way detention will be postponed is if the teacher receives a note from the parent. Teachers may assign students to the detention room on Tuesdays and Thursdays and on any day for a principal's detention. Students must report to the teacher first and then be taken by the teacher to the detention room.

**OFFICE REFERRAL** Students referred to the office will immediately go to the in-school suspension room and wait, without talking, for the administrator.

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

**IN-SCHOOL SUSPENSION** The guidelines for in-school suspension will be as follows:

(a) Absolutely no talking. If a student should talk without permission, the assigned time for suspension will be lengthened.

(b) Students must be doing school assigned work while assigned to in-school suspension. Teachers are asked to send assignments to the office.

(c) Students will not get out of their assigned chair, for any reason, without permission.

**OUT-OF-SCHOOL SUSPENSION** Students suspended out of school are denied entry to the school's facilities, property, and activities.

The complete Discipline Policy is listed in the Addendum.

## **GUIDANCE SERVICES**

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

**Grade 6** – Mrs. Gibbons

**Grade 7** – Miss Wiggins

**Grade 8** - Dr. Darby



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.

## **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 rests 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**

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 noninfectiveness 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 and nits (check in with school nurse upon return to school)

**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.**

**EMERGENCIES** 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 providing information to assist in locating parents, family doctor/dentist, and an emergency person in the event that you are unavailable. **It is important for you to keep this information as current as possible.** We provide new cards each year so that we are assured of having up-to-date information.

**EMERGENCY CARDS** Emergency cards are sent home every year in May to be filled out and will be kept on file in the nurse's office. Please be sure to fill out

carefully and thoroughly with the appropriate information. Having the correct information can be crucial in an emergency situation. PLEASE CALL THE SCHOOL IF WORK OR HOME PHONE NUMBERS OR CONTACTS CHANGE.

In order to secure these critical cards, schools may resort to disciplinary actions.

**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.

**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. A health report card of all screenings will be sent to parents. **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; however, arrangements can be made to have these exams done at school. (Both of these examinations may be done at the school at no expense to the parents or the family physician or dentist at the parent's.) These examinations are required on new entries to the Great Valley School District whose records do not include this information.

## IMMUNIZATION REQUIREMENTS

The Pennsylvania Department of Health requires as a condition of attendance the following immunizations:

**Diphtheria – Tetanus:** Four or more doses; the 4<sup>th</sup> dose is required **after the age of 4** for those pupils on **original entry** into Pennsylvania Schools.

**Polio Vaccine:** Three or more doses required.

**Measles, Mumps, and Rubella Vaccines:**(Referred to as MMR) Two doses required with the first dose given after the first birthday.

**Hepatitis B:** Three doses are required for **original entry and seventh grade** into Pennsylvania Schools.

**Varicella** (Chicken Pox): 1 dose for students 12 and under or 2 doses for students 13 and older or written statement of having had the disease.

The necessary immunizations can be obtained from your family doctor or from the clinic at the Chester County Government Service Center, 601 Westtown Road,

Suite 180, West Chester, Pennsylvania 19382. Call for an appointment at 610-344-6468. Students attending school must have completed ALL of the immunizations required unless specifically exempt for religious or medical reasons.

If a student's immunization record is not complete, Great Valley School District is prohibited by law to allow that child to enter school. 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.

**MEDICINE IN SCHOOL** We request that you do not send medicine to school for your child unless it has been prescribed by your family physician. We request that the medication be directly delivered to the school nurse or the principal by the parent in a professionally labeled container. If the date on the prescription is more than one year old, the medication will not be administered at school. At the time you have the prescription filled at the pharmacy, please ask the pharmacist to give you a duplicate container (including the label) so that one may be brought to school. Please contact the school nurse so that she may review the procedure with you. She must have a **written note from the parent and physician** concerning the medication. There is a standard form that may be used. If your child is to take medication sold Over The Counter, it must be in the original container and you must include a written note with directions for giving.



**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 the school office:

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

## 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:

1. 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 so that the appropriate limitation of activity can be assigned.
2. Notes will not be accepted at a later date.
3. 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.
4. 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. Copies must be given to the school nurse and P.E. teacher. A medical problem note **does not exclude the student** from class participation.
5. 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.

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 their child to drive home.

## PROCEDURES

**ANNOUNCEMENTS** Students are to be still and quiet during morning & afternoon announcements. Students in the hallway when morning exercises begin are to stop and no classroom or office interruptions should occur during this period.

**BREAKFAST BAR** The Breakfast Bar opens at 7:10 a.m. and provides *a la carte* items through 7:30 a.m. All food and beverages must be consumed in the dining room.

**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** (See Discipline Policy too). Students are permitted to ride only the bus to which they have been assigned, unless otherwise requested in writing by a parent and approved by the principal. Bring the parent's note to the office before classes begin in order to be issued a bus pass for that day.

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.



## CLASSROOMS

- When you enter and leave classrooms, keep to the right.
- Be in your seat when the class begins.
- Do not ask to be excused from class unless an emergency arises.
- The class period ends when pupils are dismissed by the teacher in charge of the class.
- All pupils are to share the responsibility of keeping classroom and hallway floors free of litter.

## DRESS REQUIREMENTS

The basic responsibility for the appearance of students rests with the parents. Students are, however, expected to attend school in clothing that is clean and appropriate. While parents have the right to determine their child's dress, the following guidelines must be followed:

1. Dress must not interfere with the educational process or the rights of others.
2. Dress must comply with all health and safety codes.
3. Shoes must be worn at all times to protect the health and safety of students.
4. Wearing hats, bandannas & sunglasses is prohibited in the building during school hours.
5. Clothing that includes or exhibits profane language, obscene or provocative pictures, or that is racially, religiously, or sexually demeaning is prohibited because it interferes with the educational process and is detracting and offensive. Advertisements that promote illegal activity for a minor such as tobacco products, alcohol, drugs, alcohol establishments, or drug products are prohibited.

## 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. Our message board provides updated school closings: 610-644-6442, ext 7, then press 2, but it's often faster to listen to announcements on radio and TV stations or to **check the district's Web site ([www.gvsd.org](http://www.gvsd.org))**.

These radio stations will announce 855 when the Great Valley School District is closed. When the opening is being delayed two hours, the number will be 6855.

Station WCOJ - 1420 AM Coatesville  
Station WBEB - 101.1 FM Philadelphia  
Station KYW - 1060 AM Philadelphia

**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. Parents may call our message board for updated school closings: **610-644-6442, ext 7, then press 2**, or check the district's Web site ([www.gvsd.org](http://www.gvsd.org)).

**REMEMBER:**

1. If you hear no announcement from the above listed radio stations, 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 the radio stations carry information that school will remain closed.
4. Under no circumstances will school be closed unless it is absolutely essential to do so.
5. The radio number for Great Valley School District CLOSED is 855.
6. The radio number for Great Valley School District 2 HOUR DELAYED OPENING is 6855.

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

**GYM EXCUSE NOTES** See Health Services.

**HALLS AND STAIRWAYS**

- Noise in the hallway should be kept to a minimum to avoid disturbing classes in session.
- Keep to the right and keep moving. Do not block traffic.
- Do not run through the halls. Pushing is not permitted

**HATS** Students are not permitted to wear hats, bandannas or sunglasses in school.

**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" room in the school store between 7:20 and 7:30 AM.

**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.
6. Please remember that appropriate behavior is required in the dining room at all times.



**MESSAGE BOARD** We encourage you to use our message board for these announcements.

To access it, call **610-644-6442**, ext 7, then:

**Press Announcement**

1 CHANGES IN THE WEEK'S ATHLETIC EVENTS, OR TODAY'S CHANGES at 1:00 p.m. Changes in practices are announced to students at 2:27 p.m., but are not announced on this message board

2 SCHOOL CLOSINGS AND EARLY DISMISSALS

3 HOMEWORK -- WORLD LANGUAGES & LONG-TERM SPECIAL AREA PROJECTS

4 GUIDANCE, MUSIC & SCHOOL ACTIVITIES, INCLUDING ARRIVAL TIMES OF TODAY'S TRIPS

5 PARENT ORGANIZATION EVENTS

6 HOMEWORK -- GRADE 6 at 3:00 p.m.

7 HOMEWORK -- GRADE 7 at 3:00 p.m.

8 HOMEWORK -- GRADE 8 at 3:00 p.m.

**NURSE** See Health Services.

**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,...).

**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 GVSD 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 - 2:27 p.m. Sports practices are until 4:35 p.m. Intramurals are generally until 3:45 p.m.

If you arrive at school before 7:30 a.m., you must go directly to the dining room and remain there until the bell rings.

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 first period class.

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 in 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 7:30 A.M..

Littering the ground with paper or food is not permitted.

**SMOKING** Smoking is not permitted at any time during the school day, which includes to and from school, as well as within or outside the school building. Cigarettes are not to be brought to school.

**TELEPHONE CALLS** A public pay telephone is located at the main entrance for local calls at no charge. Pupils are permitted to use the public phone only before and after school. 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, register in the administration office and wear a visitor's pass before going through the building. Students bringing visitors to school must get permission from the office before the day of the visit. Visitors must be a guest in the student's home and will be expected to adhere to school guidelines and follow the student's schedule. Visitors are not permitted to ride the school buses. The administration reserves the right to deny approval if procedures are not followed.

