

Connoquenessing Valley Elementary School



STUDENT HANDBOOK

2024-2025



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Welcome to Connoquenessing Valley Elementary School

Dear C.V.E. Family,

On behalf of our faculty and support staff, we warmly welcome you to Connoquenessing Valley Elementary School. As you walk through our school, you'll see smiling students engaged in learning activities tailored to meet their developmental needs. Our dynamic staff is dedicated to educating the whole child and strives to provide each student with personalized learning goals in an intellectually challenging environment that is both physically and emotionally safe.

Whether you are new to Seneca Valley, joining us with your first child, or a seasoned member of the C.V.E. family, we encourage you to become actively involved in our school community. Please contact your child's teacher to see if they need classroom volunteers. Additionally, our outstanding Parent/Teacher Organization (PTO) offers many volunteer opportunities. You can learn more about CVE/PTO by visiting their website at cvepto.org

We invite you to explore each of the pages on our website to learn about our talented staff and the wonderful activities taking place in our school every day. If you need assistance or would like to discuss how the C.V.E. family can meet your child's needs, please feel free to contact us.

For the most up-to-date school information, please check the school district website regularly at www.svsd.net.

The CVE faculty and support staff are committed to ensuring that the young learners entering our school have a positive educational experience this school year!

With Care,

Mrs. DeeAnn Graham, Principal

Dr. Tai Papariella, Assistant Principal

CVE Mark Your Calendar

Thursday, August 15	New Family Orientation (Grades 2-4)	10 a.m. – 11 a.m.
Thursday, August 15	Self-Guided School Tour (All Grades)	Noon – 1 p.m.
Tuesday, August 20	AM Kindergarten/Extended Day Parent Orientation	5:00 p.m. – 5:40 p.m.
Tuesday, August 20	PM Kindergarten Parent Orientation	5:50 p.m. – 6:30 p.m.
Tuesday, August 20	Grade One (1) Parent Orientation	6 p.m. – 7 p.m.
Wednesday, August 21	AM Kindergarten/Extended Day Visitation	10 a.m. – 11 a.m.
Wednesday, August 21	Grade 1 Student Visitation	11 a.m. – Noon
Wednesday, August 21	PM Kindergarten Visitation	1 p.m. – 2 p.m.
Thursday, August 22	FIRST DAY OF SCHOOL	
Tuesday, August 27	Grade Two (2) Meet the Teacher	5:30 p.m. – 6:30 p.m.
Thursday, August 29	Grade Three (3) Meet the Teacher	5:30 p.m. – 6:30p.m.
Thursday, August 29	Grade Four (4) Meet the Teacher	6 p.m. – 7 p.m.
Monday, September 2	Holiday – No School for Students	
Tuesday, September 17	School Picture Day – All Grades	
Thursday, October 3	Act 80 Day – No School for Students	
Friday, October 4	In Service Day – No School for Students – PARENT/TEACHER CONFERENCE DAY	
Thursday, October 31	AM Kindergarten Fall Party	10:15 a.m. – 11:15 a.m.
Thursday, October 31	PM Kindergarten thru Grade 4 Fall Party	2 p.m.– 3 p.m.
Monday, November 11	In Service Day – No School for Students	
Wednesday, November 13	School Picture Retake/Makeup Day	9 a.m. – 2:00 p.m.
Wed., Nov. 27 – Mon. Dec. 2	Holiday Break – No School for Students	
Mon, Dec. 9 – Fri., Dec. 13	CVE PTO Holiday Shop	
Friday, December 20	Winter Breakfast Party – AM Kindergarten -> Gr. 4	9:30 a.m. – 10:30 a.m.
	Winter Break Party – PM Kindergarten	12:45 p.m. – 1:45 p.m.
Mon., Dec. 23 – Thurs., Jan. 1	Winter Holiday Break – No School for Students	
Friday, January 17	In-Service Day – No School for Students	
Monday, January 20	Act 80 Day – No School for Students	
Saturday, February 8	I Love CVE Event	11 a.m. – 1 p.m.
Thursday, February 13	AM Kindergarten Valentine Party	10:15 a.m. – 11:15 a.m.
Thursday, February 13	PM Kindergarten – Grade 4 Valentine Party	2 p.m.– 3 p.m.
Friday, February 14	Snow Makeup Day #1	
Saturday, February 15	I Love CVE Event Snow Makeup Day	11 a.m. – 1 p.m.
Monday, February 17	In-Service Day – No School for Students	
Friday, March 21	Snow Makeup Day #2	
Monday, March 24	Act 80 Day – No School for Students	
Mon., April 14 – Fri., April 18	Spring Holiday Break – No School for Students	
Mon., April 21	Act 80 Day	
Sat., April 26	I Love CVE Fun Run	
Tues., April 22 – Fri., May 2	PSSA Testing Window for Grade 3 & 4 Students	
Tuesday, May 6	Grades K, 2, 4 Open House/Art Show	5:30 p.m. – 7 p.m.
Wednesday, May 7	Grades 1, 3 Open House/Art Show	5:30 p.m. – 7 p.m.
Friday, May 9	In Service Day – No School for Students	
Friday, May 9	2025/26 Kindergarten Countdown	Morning Sessions
Wednesday, May 21	Beginner Band/Orchestra Concert (ECMS)	6 p.m. – 7 p.m.
Friday, May 23	Field Day – All Grades	9:30 a.m. – 3 p.m.
Monday, May 26	Holiday – No School for Students	
Wednesday, June 4	Field Day Rain Date	9:30 a.m. – 3 p.m.
Friday, June 6	LAST DAY OF SCHOOL	

SENECA VALLEY SCHOOL DISTRICT

Seneca Valley School Board Members for 2024-20254

Eric DiTullio – Board President

Jeff Widdowson – Board Vice President

Leslie Bredl

Nick Brower

Susan Harrison

Tim Hester

Mike Jacobs

Fred Peterson

Kari Zimmer

Seneca Valley School District Administrative Personnel

Superintendent of Schools

Dr. Tracy Vitale, (724)452-6040, Ext. 1644

Assistant Superintendent, Grades 7 - 12

Dr. Matthew McKinley, (724)452-6040, Ext. 1762

Assistant Superintendent, Grades K - 6

Dr. Sean McCarty, (724)452-6040, Ext.1762

Assistant Superintendent, Curriculum & Assessment, Grades K – 12

Dr. Marie Palano, (724)452-6040, Ext. 1762

Director for Human Resources

Mrs. Kyra Bobak, (724)452-6040, Ext. 1760

Business Manager

Ms. Dana Kirk, (724)452-6040, Ext. 1615

Director of Student Services

Dr. Cassandra Doggrell, (724) 452-6040, Ext. 1750

Assistant Director of Student Services

Dr. Mallory Eyles, (724)452-6040, Ext.1750

Supervisor of Special Education

Ms. Ashley Pattison, (724)452-6040, Ext. 1750

Director of Transportation

Mr. John Demkowicz , (724)631-1758

Seneca Valley School District Mission Statement

In collaboration with family and community, the mission of the Seneca Valley School District is to provide a nurturing and safe environment with academically challenging opportunities, emphasizing digital citizenship, innovation, and global awareness to prepare our students to be productive and contributing citizens.

Seneca Valley Nondiscrimination Policy

The Seneca Valley School District shall not discriminate on the basis of race, color, age, creed, religion, sex, gender, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, handicap/disability or limited English proficiency in its educational programs and activities or employment policies, and shall provide equal access to the Boy Scouts and other designated youth programs, as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, the Boy Scouts Act, and the Americans with Disabilities Act. The requirement not to discriminate in the Education Program or Activity extends to admission and employment.

The District shall not use or distribute any publication stating that the District treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX or the applicable regulations.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries about the application of Title IX and the Regulations to the District may be referred to the District's Title IX Coordinator, Supervisor of Equity.

Title IX Coordinator

Name/Title: Mr. Ashley Porter, Supervisor of Equity and Title IX Coordinator

Office Address: SVSD, 124 Seneca School Road, Harmony, PA 16037

Email Address: porterad@svsd.net

Telephone Number: (724) 452-6040

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator above.

Seneca Valley School District Priorities



Seneca Valley School District

ACADEMIC EXCELLENCE

- Promote academic growth
- Implement a guaranteed and viable curriculum
- Utilize effective instructional practices to engage with and meet the needs of all students
- Apply metacognition and growth mindset

21ST CENTURY SKILLS

- Stimulate critical thinking and encourage the development of personal skills
- Encourage leadership and responsibility
- Promote environmental sustainability
- Teach digital citizenship

WELLNESS

- Respect self and others
- Cultivate student connectiveness
- Consider quality of life

COLLEGE & CAREER READINESS

- Embed career pathways across K-12 classrooms
- Provide opportunities and foster preparedness through career and technical programs
- Offer academically challenging opportunities

DIVERSITY

- Promote respect
- Practice inclusivity in all we do
- Create a sense of community

LIFELONG LEARNING

- Instill passion and purpose
- Encourage curiosity, creativity and innovation
- Strengthen student agency

LEARNING TOGETHER, GROWING TOGETHER

SAFETY

We establish a fair, nurturing and safe environment that creates a productive place for learning for our students and employees.

DATA

We aggregate and analyze district, regional, state and national data to identify trends, monitor our progress and determine future goals.

RESOURCES

Through instruction, technology and innovation, we are able to meet our students' growing needs. We allocate resources to incorporate the diverse interests of student and community groups.

COMMUNICATION

We continue to share information with and solicit feedback from our employees, parents, students and other stakeholder groups utilizing a variety of communication mediums.

COMMUNITY

By engaging family, community and business partners, we are able to create and sustain a collaborative and inviting atmosphere.

PREPARATION

We provide academically challenging opportunities. We emphasize digital citizenship, innovation and global awareness, all of which prepares our students to be productive and contributing citizens.

**ROOTED
IN
SUCCESS**

Connoquenessing Valley Elementary Staff Members

Administrative Staff

Mrs. Graham	Principal	Office	grahamd@svsd.net
Dr. Papariella	Assistant Principal	Office	papariellatk@svsd.net
Mrs. DeJohn	School Psychologist	Room 55	johnstonjl@svsd.net

Kindergarten

Miss Rupik	Kindergarten	Room 3	rupikpg@svsd.net
Mrs. Cooper	Kindergarten	Room 4	cooperbl@svsd.net
Mrs. Allen	Kindergarten	Room 5	allenjl@svsd.net
Miss Kourakos	Kindergarten	Room 6	kourakoscv@svsd.net
Mrs. Mattarock	Kindergarten	Room 7	shultzsm@svsd.net
Mrs. Buban	Kindergarten	Room 8	bubanam@svsd.net

First Grade

Mrs. Zorn	Grade 1	Room 11	zornms@svsd.net
Mrs. Risch	Grade 1	Room 12	rischece@svsd.net
Mrs. Morgan	Grade 1	Room 13	morgangr@svsd.net
Mrs. Czar	Grade 1	Room 14	czarjt@svsd.net
Mrs. Richard	Grade 1	Room 16	richardsl@svsd.net
Mrs. Kessler	Grade 1	Room 17	kesslerke@svsd.net
Mrs. Boyles	Grade 1	Room 18	boylessa@svsd.net

Second Grade

Miss Booker	Grade 2	Room 19	bookerar@svsd.net
Mrs. Watkins	Grade 2	Room 21	watkinsrc@svsd.net
TBD	Grade 2	Room 22	
Miss Webb	Grade 2	Room 23	webbkg@svsd.net
Mrs. Maurer	Grade 2	Room 24	maurerce@svsd.net
Mrs. Peffer	Grade 2	Room 25	pefferbj@svsd.net
Mrs. Cabecinha	Grade 2	Room 26	cabecinhajl@svsd.net

Third Grade

Mrs. DeFabbo	Grade 3	Room 28	defabboa@svsd.net
Mrs. Mysliwicz	Grade 3	Room 30	mysliwieclr@svsd.net
Mr. Rupik	Grade 3	Room 31	rupikst@svsd.net
Miss Forrester	Grade 3	Room 32	forresterhj@svsd.net
Mrs. McCormick	Grade 3	Room 33	mccormickca@svsd.net
Mrs. Cipollone	Grade 3	Room 34	cipollonemr@svsd.net
Mrs. Roll	Grade 3	Room 35	poolre@svsd.net

Fourth Grade

Mrs. Kalan	Grade 4	Room 43	kalanle@svsd.net
Mrs. Barrett	Grade 4	Room 44	barrettak@svsd.net
Miss Smelscer	Grade 4	Room 45	smelscersc@svsd.net
Mrs. Jacobs	Grade 4	Room 46	jacobsja@svsd.net
Mrs. Bergstrom	Grade 4	Room 49	cablelr@svsd.net
Mrs. Hammer	Grade 4	Room 51	hammermn@svsd.net
Mrs. Razzano	Grade 4	Room 53	razzanorl@svsd.net

Special Teachers

Mrs. Cianci	Autistic Support	Room 42	voettinerbd@svsd.net
Mrs. Humes	Art	Room 40	humesae@svsd.net
Mrs. Del Greco	CIRC		delgrecokm@svsd.net
Mrs. Dietz	ESL Instruction	Room 37	dietzkl@svsd.net
Mrs. O'Brien	Gifted Education	Room 39	obrienla@svsd.net
Mrs. Karmecy	Guidance Counselor	Room 54	karmecyce@svsd.net
Mrs. Glass	Instrumental Music – Band	Room 41	glasste@svsd.net
Mrs. Lesney	Instrumental Music – Strings	Room 41	lesneyac@svsd.net
Mrs. Zolkowski	Instruction & Intervention Spec	Room 27	zolkowskism@svsd.net
Mrs. Hartle	Learning Support	Room 9	hartleb@svsd.net
Mrs. Guidice	Learning Support	Room 38	guidicegl@svsd.net
Mrs. Padovani	Learning Support	Room 20	padovanika@svsd.net
Mrs. Stupak	Learning Support	Room 47	yorksm@svsd.net
TBD	Multiple Supports	Room 1	
Mr. Matchett	Music	Room 50	matchettrk@svsd.net
Mr. Grove	Physical Education		groveem@svsd.net
Mrs. Walter	Reading Specialist	Room 15	walterml@svsd.net
Mrs. Nickel	Reading Specialist - CVE/ECE	Room 37	nickelll@svsd.net
Mrs. Corrigan	School Nurse		corriganwb@svsd.net
Senora Kriess	Spanish	Room 29	kriessef@svsd.net
Mrs. Huffman	Speech & Language	Room 36	huffmanmr@svsd.net
Mrs. Stewart	Speech & Language	Room 50A	stewartes@svsd.net
Mrs. Gontad	Tech Assistant		rawsoncm@svsd.net
Mrs. Albert	Tech Facilitator/CIRC		albertjl@svsd.net

Office Staff

Mrs. Hart	Secretary		hartke@svsd.net
Mrs. Howley	Secretary		howleydm@svsd.net
Mr. Watson	Maintenance		watsonata@svsd.net
Mr. Cole	Custodian		coledr@svsd.net
Ms. Schwartz	Custodian		schultzrs@svsd.net
Ms. Schrecengost	Security		schrecengostar@svsd.net
Ms. Baney	Cafeteria Manager		baneyaa@svsd.net

ARRIVAL AND DISMISSAL PROCEDURES

The school opens at 8:40 a.m. to welcome student walkers and car riders. For safety reasons, students should NOT be dropped off at school prior to that time as supervision is not available.

School hours are:

8:40 a.m.	Student arrival begins for walkers (Main Lobby) & car riders (North Lobby)
8:45 a.m.	Bus arrival.
8:40 - 9:00 a.m.	Breakfast offered in the cafeteria
8:55 a.m.	Classes begin (tardy bell rings)

*Note: A student arriving after 8:55 a.m. is tardy. See procedure below under Tardy Student.

11:30 a.m.	AM Kindergarten dismissal.
12:43 p.m.	PM Kindergarten arrival
12:50 p.m.	PM Kindergarten classes begin.
3:15 p.m.	Dismissal for walkers (Main Lobby) & special pick-ups (North Lobby)
3:25 p.m.	Bus dismissal

Morning Arrival 8:40 – 8:55 a.m.

Car Riders: Parents driving children to school between 8:40 a.m. and 8:55 a.m. will drop them off at the north lobby entrance. Traffic moves in a clockwise direction around the north parking lot. Staff members will be on hand to greet, welcome, and monitor student arrival beginning at 8:40 a.m. and until **school begins at 8:55 a.m.** For the safety of our school children, please do not pass cars that are dropping students off and **do not** drop students off at the North Lobby prior to 8:40 a.m., after 8:55 a.m., or at any time when school staff members are not present to welcome the students.

Walkers/Bike riders: Students living within the official CVE WALK ZONE may gather on the grassy area opposite the Main Office entrance, by the flagpole. Students should not arrive or be left without parental supervision prior to 8:40 a.m. Staff will be on hand at the Main Entrance from 8:40 a.m. until 8:55 a.m. to greet, welcome, monitor, and signal walkers/bike riders to safely enter the building at the main entrance.

Tardy Student

A student is tardy if he/she does not arrive by 8:55 a.m. (12:50 p.m. for afternoon kindergarten students). The parent/guardian/adult dropping off the student who is tardy **must walk the child(ren) under their supervision into the school office via the main entrance**, sign the child(ren) in, and complete a tardy slip with the specific excuse/reason for the tardiness. Students arriving after 11:55 a.m. will be recorded as "Late Arrival/Half Day Absence."

Early Dismissals

An early dismissal is one in which a student is picked up from the school office at or before 3 p.m. Early dismissal requests require advance notice via one of the following methods:

- An "early dismissal" request can be submitted electronically through the [Portal](#) with a pickup time of 3 p.m. or earlier. The portal method is the *preferred method* since, when done in a timely manner, it communicates to both the office and teacher simultaneously and does not rely on a student to remember to turn in a note. **IMPORTANT: The portal is closed off for same day dismissal entries at 2:45 p.m.**
- A note with a parent/guardian's signature can be sent to the child's homeroom teacher at the

beginning of the school day. This method relies on the student and teacher to remember to turn it in to the office.

- In the event of an emergency and when an electronic/written request is not possible, the parent may phone the school office (724) 452-8280, ext. 0, to provide office personnel information for the early dismissal. The request will be verified based on information on the SV Parent Portal.

Please note the following for dismissals:

- Students are called to the office for early dismissal when the authorized adult arrives to the office.
- Parents/authorized adults must sign the student(s) out in the office's designated location and, for the student's safety, are required to provide a valid photo ID to the office staff.
- No student will be dismissed, unsupervised, to get into a car in the parking lot **under any circumstances**. This rule is to ensure the safety and security of each student.

School time is valuable learning time. Requests for release time for dental and medical appointments will be honored; however, whenever possible, we encourage parents to make appointments after school hours or on non-school days.

In a case of family dissension, requests to prohibit one party from taking the child from school will be honored if legal status is established. Copies of court ordered custody papers **must** be on file in the principal's office. Without custody papers on file, students will be dismissed to either custodial parent. Request letters from lawyers **do not** constitute an established legal status.

Dismissal/Walkers and End-of-Day Car Pick-Ups 3:15 p.m.

Walkers

- Walkers are dismissed at the end of the day from the front main lobby doors. Parents of walkers should meet their student(s) outside by the flagpole. We ask that adults meeting walkers not cross and stand in front of the school doors as it causes a safety concern.
- Students who regularly ride a bus home are not permitted to be released as "walkers" to walk to the home of another student. In this case, parents have the option to submit their student for Car Pick-Up and be released to an authorized adult from the North Lobby. See the Car Pick-Up Procedure outlined below.

Car Pick-Up Procedure

- Car Pick-Ups are dismissed from the North Lobby area starting at 3:15 p.m.
- Parents/Guardians must have a valid photo ID to pick up a student from the school.
- Parents who need to pick up their student(s) at the end of the day, by car, on an as-needed basis must go on the Parent Portal to "Submit a Dismissal" for "End of Day Pick Up" for each student each day when car pick up is needed. Parents are permitted to submit a dismissal in the Portal at any time during the school day until **2:45 p.m.** Earlier notice is preferred to help ensure that teachers and office staff have more time to prepare for a smooth and timely dismissal. The office and teachers have access to the electronic dismissal report that lists students who are leaving early or are end-of-day car pick-ups.
- Some parents may choose to "opt out" of bus transportation altogether for the school year. In this case, parents need to complete a Bus Transportation Opt Out Request located on the Transportation page of the Seneca Valley website at <https://www.svsd.net/Page/11092>. In the

event of an Opt Out, the student becomes a car rider to and from school daily. The Opt Out is a long-term option. Please allow three (3) to five (5) business days for the change to take effect. Once the Opt Out request is acknowledged by the Transportation Department via email, the parent is not required to complete the daily electronic dismissal request.

- Authorized adults (parents, guardians, etc.) picking up students by car at the end of the day will park their car in the north parking lot. The authorized adult noted on the dismissal should take their valid photo ID with them and proceed to the North Lobby vestibule. Staff members will be available at tables to check ID's. Once checked, the adult will be directed into the cafeteria to retrieve their student(s) and depart from the cafeteria exit doors.
- If a parent/designated individual reports to pick up a student as a car rider and the dismissal information is not entered in the portal or the pickup person does not match the information entered, that individual will be asked to report to the school office for assistance. This is to ensure the safe dismissal for the student. This will delay the pickup process.

Bus Riders

- At approximately 3:25 p.m., bus riders are dismissed after the walkers and car riders.
- Bus riders are asked to listen carefully to the bus announcements and to watch their classroom smart boards where bus calls are simultaneously displayed.
- School bus policy does not provide for students to ride home with friends. The bus driver has a roster with the names of students authorized to ride his/her particular bus. If a student attempts to ride a friend's bus home, the student will be denied access and be directed to their regular bus.

See additional information under TRANSPORTATION

ATTENDANCE

Absences

Parents/guardians of all children between ages of six (6) and eighteen (18) are required by the compulsory attendance law to ensure their children attend an approved educational institution.

Definitions:

Absence is defined as nonattendance in school, an individual class or a combination of both situations.

Truancy is defined as a child subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year.

Habitual truancy is defined as a child subject to compulsory school laws having six (6) or more school days of unexcused absences during the current school year.

Each student's attendance record at school is very important. To develop a responsible approach to work habits which carry over to adult life and to achieve one's best in the classrooms, regular school attendance is necessary. Irregular school attendance results in lowering the level of a student's academic achievement. It also places a burden on teachers who attempt to help absentees keep abreast of classwork and meet the needs of all students.

The Seneca Valley School District recognizes two types of absences: **excused absences** and **unexcused absences**. Excused absences, according to state law, are those that entail missing school for the following reasons:

- Illness/Injury, verified by a medical doctor's excuse or parental note indicating the nature of the illness or injury.
- Authorized religious holidays.
- Serious illness or death in the immediate family verified by a written excuse from a parent/guardian.
- Quarantine
- Absence *approved in advance* by the principal, such as, college visitations, military recruiting, required court attendance, preplanned educational trips and tours, etc. See [Pre-planned Educational Trips](#).
- Inclement weather or impassable roads as determined by the Director of Transportation.

School attendance and prompt arrival to school are the responsibilities of the students and their parents/guardians. When a personal illness or obligation of the student's family necessitates absence from class(es), the Board requires that certain steps be followed when returning to school:

The student's parent or guardian is required to submit an excuse that is dated and specifically states the student's full name, days of absence, and specific reason for the absence. An excuse may be submitted in the following ways:

- Via the SV Portal by using the Attendance option; or
- A written excuse can be sent to the school with the child and given to the child's teacher upon his/her return to school. This will then be directed to the office/attendance secretary.

By District Policy, an excuse from a medical professional will be required for absences of five (5) or more days or for any days beyond the twentieth day of absence.

An absence is considered unexcused if a child would miss school for any reason other than what is listed under excused absences or if a written statement regarding the excused absence is not received.

Being absent does not excuse a student from the schoolwork assigned during his/her absence. Students will be afforded the opportunity to complete assignments, classwork, and tests missed due to being absent from school. It is the student's responsibility to see his/her teacher(s) to request make-up work. Please contact your child's teacher(s) for classroom specific absence assignment policies.

Attendance regulations require that a student who is absent for ten (10) consecutive school days be removed from the active roster unless there is evidence that the absence is legal or that there is evidence that compulsory attendance prosecution is under way.

In the event a child is absent from school on the day of a school sponsored event (field trip, assembly, after school activity/club/meeting), regardless of whether that absence is excused or unexcused, he or she is not permitted to attend that event.

For more detailed information about Seneca Valley's Attendance Policies, please see [School Board policy 204](#).

Automated Attendance Notification Program.

Please be aware that the district uses an automated attendance system that will notify parents/guardians of a student's absence via the telephone number(s) predetermined by parents/guardians on the SV Portal. Parents can update the designated number(s) on the Portal, as needed. Due to the system's inability to update information in real time, parents may receive an absence call when students are tardy. Please be assured, the office will update the information for official attendance purposes. In addition, the response time for calling parents may vary depending on the total number of district students absent. If parents receive notification and believe their child is present at school and is not tardy, please contact the school immediately.

Pre-Planned Educational Trips

The Seneca Valley School District recognizes that students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

If you are planning on taking an Educational Trip, the procedures and forms required are noted below. Please remember, forms should be submitted to the school office at least two (2) weeks prior to the travel.

Upon receipt of an Educational Tour/Trip Request Form from the parent(s) of students involved, students may be excused from school attendance to participate in educational tours and trips. The school principal will evaluate the student's attendance record as well as the travel plan and determine its educational value. The student's current academic status is also a determining factor as to whether the request will be approved as excused vacation.

[Educational Trip Forms](#) are available from the school office and on the Parents page of the Seneca Valley School District website. Please note that students in Grades K-6 utilize the Elementary Educational Trip Form. Parents of students in Grades 7-12 must complete a separate Secondary Education Trip Form.

Absences for pre-planned educational trips are unexcused unless prior approval is received, as described

above. In addition, requests for absences during [PSSA testing period](#) cannot be approved if they fall on the PSSA testing dates for students in third and fourth grade.

Homework Requests for Absences

In most cases, homework arrangements for a single day of absence from school can be made directly through the teacher. If an extended illness occurs and you wish to make immediate arrangements to pick up homework for your student, please call the school office before **11 a.m.** A message will be passed along to the teacher who will make every effort to prepare and have the assigned homework available in the school office by 3:40 p.m. that day. Phone calls are preferred over email requests, in this case, as the teacher may not be able to access the emailed homework request during the school day.

Withdrawal from School

If your family is moving to another school district or you plan to have your student attend a different school, please contact the school office (724-452-8280, ext. 0) to discuss the need for a withdrawal record form. Parents must complete and sign a withdrawal record form provided by the school office for transfer of all academic and health records, upon request.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act can help provide school stability for children if you do not have a permanent home and are:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in a shelter, including transitional programs.
- Staying in motels because you cannot get your own home.
- Living on streets, in a car, van, tent or other nonpermanent structure

Students Experiencing Homelessness, Foster Care or Other Educational Instability (as per Seneca Valley Policy #251)

Any student who has experienced one or more changes in school enrollment during a school year due to: homelessness, dependency related to children youth and family involvement, or foster care is eligible for support services through the school.

Homelessness encompasses individuals lacking a fixed, regular and adequate nighttime residence, including: those that are sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; living in motels, hotels, trailer parks or camping grounds; living in emergency, transitional or domestic violence shelters; and those who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation. Also, children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children living in circumstances listed above. Additionally, unaccompanied homeless youth are eligible for services. They include any child who is "not in the physical custody of a parent or guardian." This includes young people who have run away from home, been kicked out, or been abandoned by their parents or guardians.

Local agencies, including the school, will collaborate to ensure school stability and continuity. Collaborative decisions including all team members will ensure that each student is served effectively. The federal McKinney-Vento Homeless Assistance Act and in the document linked below provide details.

Every youth has a right to a free, appropriate education. The school will keep a homeless student enrolled in their original school, if possible, while considering the student's best interests.

Students living in shelters in the district will be enrolled to attend at Seneca Valley. Homeless families are not required to verify their residency to enroll. The District has a staff person who serves as liaison to help homeless children and youth. Their responsibilities include identifying students who qualify as homeless, informing parents about their rights, distributing information to the public, mediating conflicts, and informing families of transportation options. Furthermore, the liaison helps with immediate enrollment of homeless children, referrals for human needs such as health care, food, and shelter, special education needs, and preschool needs, all while maintaining the privacy and dignity of all involved.

The school will continue the youth's education in the school of origin while they are homeless and for the remainder of the school year once they are no longer homeless. During homelessness, school nurses will collaborate with previous schools to obtain immunizations and other health records, but enrollment will not be delayed for a homeless child. Each homeless student is eligible for free meals through the National School Lunch Program. Additionally, the school enrolling the student is to arrange reasonable transportation to the school of enrollment and may work with other school districts to coordinate services. The district will also transport a homeless student to their school of origin within the district. The homeless student is eligible for support services, the same as a non-homeless student. Furthermore, the school must provide written explanations and the right to appeal decisions made by the school. The whole dispute resolution process is explained in the Basic Education Circular, which is linked below.

If you need assistance or have questions, please contact the district office at (724) 452-6040 and request to speak to the homeless liaison.

More information can be found in the [Pennsylvania Department of Education Basic Education Circular](#)

If you need assistance or have questions, please contact the school counselor or the district homeless liaison, Dr. Cassandra Doggrell, Director of Student Services, at (724) 452-6040, ext. 1750.

GENERAL INFORMATION

Seneca Valley Portal

The SV Portal provides secure central access to all personalized resources available to SV parents/guardians and students. Available at this site for 24/7 viewing and/or updates are: grades, contact/emergency information, health information, classroom calendar, attendance information, early dismissal requests, sports forms and more.

To access the portal information, please utilize the SV Portal wallet cards that were mailed to you. Multiple children within one family can be viewed with one card – individual cards are not needed for each child. If you need a replacement wallet card, please contact the Central Office Front Desk at (724) 452-6040, ext. 1675, and one will be provided for you via U.S. Mail. Passwords and usernames cannot be supplied verbally over the phone. We apologize for the inconvenience; however, this procedure is necessary to protect the sensitivity of the information involved.

The parent portal can be found on the district homepage at www.svsd.net (icon tab can be found in top righthand corner) or by going to <https://portal.svsd.net/>.

K-6 Report of Student Progress

Our system for reporting student progress has been restructured to better communicate to parents what students should know and be able to do by the end of each school year. Since grading is the primary means of sharing feedback about a student's level of learning, this new grading system will benefit students, teachers, and parents/guardians.

Q. What is the rationale for revising the report card?

A. The purpose was to improve communication and provide additional feedback for parents, students, and teachers. Standards-based grading includes more information about student learning and reports how the student is progressing toward grade level goals. The district's new reporting method reflects PA Core Standards, current research and effective instructional strategies.

Q. What was the process for updating the report card?

A. The district began this process during the 2017-2018 school year by forming a committee of teachers and administrators to review research around grading systems. The committee identified the most important learning targets aligned to the PA Core Standards and our district curriculum.

Administrators, teachers, and parents met periodically to provide feedback to the committee. The district technology department was also involved and incorporated the new format into our online portal system.

Q. What are Essential Standards?

A. Essential standards are the most important learning targets of the PA Core Standards and district curriculum. Essential standards represent what all students are expected to know and be able to do at the conclusion of the school year. These select standards contain important concepts that will be used in multiple disciplines and content areas.

Q. How does standards-based grading differ from traditional grading?

A. Standards-based grading measures student understanding in more detail. This system focuses on student achievement and growth by collecting and analyzing evidence to assess the student's learning against a standard. Standards-based grading measures student understanding over time and separates academic performance from work habits and behaviors.

Q. What is a proficiency scale and how will they be used in reporting progress?

A. Proficiency scales articulate learning progressions for each essential standard. Learning progressions are beneficial because they describe how student understanding of a topic develops over time.

The proficiency scales along with a consistent grading language for all subjects in all grades represent a student's progression in the learning continuum (Beginning, Progressing, Meets Standard, Exceeds Standard). Therefore, student progress on each standard is specific and based on learning.

Q. How will this new report card support student growth and understanding?

A. The clear communication of the new reporting system gives students, parents and educators useful feedback that can be used to improve performance and increase knowledge and skills. We are confident the revised report card will better inform students and parents/guardians of their child's strengths and opportunities for growth.

Q. How will we know if the new report is effective?

A. We are committed to providing accurate and specific feedback for every student. To achieve the overall goal of improved communication, we will continue to collect feedback and make necessary changes.

Kindergarten through Grade Four Proficiency Descriptors

The teacher assesses each student based on his or her mastery of grade level standards. Standards-based learning focuses on the growth, understanding and mastery of specific grade level skills. Teachers will communicate, as necessary, if they have concerns on the specific standard skills. Please remember that students may not be able to master the entire standard until the end of the year, as some standards have multiple components. Our reporting of student progress for kindergarten through fourth grade, as described above, will occur on a trimester basis.

Proficiency Scale Descriptors for grades K-4:

Exceeds Standard – In addition to meeting the standard, the student demonstrates in-depth inferences and application that go beyond what was taught.

Meets Standard – The student consistently and independently demonstrates an understanding of the standard.

Progressing – The student is progressing appropriately toward consistently and independently meeting the standard.

Beginning – With help, the student demonstrates partial understanding of the standard. The student requires extra time, assistance and/or intervention to progress toward the standard.

For more information, please visit [Elementary Report of Student Progress](#)

School District Testing Schedule

The school district uses a variety of assessments to measure student growth and progress. The following schedule outlines the district assessments that will be administered throughout the school year to gather information about student learning.

PSSA English Language Arts	Grades 3 and 4	April 21 – 25
PSSA Math, Science & Make-ups	Grade 3 Math, Make-ups Grade 4 Math, Science and Make-ups	April 28 – May 2
STAR (Fall window)	Grades 3 and 4	TBD
STAR (Winter window)	Grades 3 and 4	TBD
STAR (Spring window)	Grades 3 and 4	TBD
AimsWeb (Fall Window)	Grades K - 2	TBD
AimsWeb (Winter Window)	Grades K - 2	TBD
AimsWeb (Spring Window)	Grades K - 2	TBD

****Please note that requests for educational trips will not be approved during the PSSA testing dates for students in Grades 3 and 4.** Parents of Grade 3 & 4 students should make every effort to plan vacations around the PSSA testing window.**

Homework Guidelines and Procedures

Homework assignments should complement classroom instruction. Assignments should develop responsibility, good study habits, and organizational skills. All new material is covered in class and then used in home study assignments. Parent questions concerning methods used or values of assignments should be directed first to the child’s teacher. Students returning from an illness will have an equal number of days to make up homework as to the number of days they were absent with an excuse.

Homework will be:

- Targeted and purposeful.
- Practice-oriented for reinforcement and extension of classroom content.
- Differentiated based on age, developmental capacity, and academic needs.

Homework should:

- Not require extra resources or excessive adult support for the student to be successful but can provide opportunities for peer and adult involvement.

- Have flexible schedules to support a family's busy schedule, as well as not requiring student to work over extended breaks.

For more detailed information about the District's Homework policy, please refer to [Board Policy #130](#).

Parent-Teacher Conferences

Parents are encouraged to attend a conference with their child's teacher during the scheduled conferences in November. The Parent-Teacher conferences afford the opportunity for parents to discuss with the teacher information that may not become apparent to the teacher until much later in the year. Parents are also encouraged to arrange conferences with their child's teacher more often should the need present itself. Conferences may be scheduled by contacting your child's teacher.

Faculty and Paraprofessional Qualifications

Parents/guardians have a right to know the professional qualifications of their child's teacher(s). Federal law allows you to ask for certain information about your child's classroom teachers and requires the district to provide you this information should you ask for it. Parents have the right to inquire:

- Whether the State of Pennsylvania has certified the teacher for the grades/subjects, he/she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- What was the teacher's college major and whether the teacher has any advanced degrees?
- Whether any Title I instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Please contact Assistant Superintendent Dr. Sean McCarty in writing if you would like to receive more detailed information about your child's teacher or paraprofessionals at:

124 Seneca School Road
Harmony, PA 16037

or by calling: (724) 452-6040 ext. 1636

Custody/Court Orders

The Seneca Valley School District understands that some families and students may have court or custody orders that impact students. If this pertains to you, please submit current custody papers to the school office. Schools are legally required to follow all court ordered instructions but cannot enforce custody orders that we do not have on file.

If you have shared custody, the parent who submits the custody papers must also provide a monthly calendar to the office indicating who has custody on a daily basis.

Student Dress Code

The Seneca Valley School District values each student's unique personal style and individual preferences in dress and grooming. While we celebrate this diversity, it's essential to ensure that student choices support a positive educational environment and maintain the health and safety of all. Our updated dress code provides a clear and consistent standard for everyone.

We encourage our students and visitors to present themselves in a way that respects the learning atmosphere and reflects well on our school community. Parents are encouraged to review district board policy #221 for detailed information. Please note that CVE students may wear hats only on designated school spirit days, as determined by the building principal or their designee.

For more detailed information about the District's dress code, please refer to [Board Policy #221](#).

Damaged Books

Parents are responsible for damaged or lost books. The district deducts 10% for each year that a book is in circulation for the first four years. The fifth year and thereafter 50% will be deducted.

Lost and Found

PLEASE LABEL ALL ITEMS SENT TO SCHOOL (Lunch boxes, outer clothing, jackets, etc.) CVE has a Lost & Found. If your student loses an item, please encourage them to look in the Lost & Found at the school before contacting the office. Otherwise, inquiries regarding lost and found articles can be made to the office and arrangements will be made to claim identified items.

Weapons Detection System

The safety of students and staff is a top priority, and we are committed to taking proactive measures to ensure a secure learning environment. An additional layer of security has been instituted. A weapons detection system is in use at the main entrance of our school. The system, much like what you see at concerts or professional sporting events, is designed to blend into the surroundings and allow faster traffic flow to prevent groupings.

Visitors to all buildings, K-12, will be screened by the system before entry is permitted. Additionally, the detection system may be utilized during after-school events such as sporting events, theatrical performances, and graduation to ensure all visitors are being screened.

Our aim is to strike a balance between enhancing security and preserving the warm and welcoming environment that makes our school special. We believe that a safe and secure environment is essential for optimal learning and personal growth.

Visitor Procedure

All parents/guardians and visitors to our school will obtain access to our building through the exterior door buzzer system at the Main Office entrance. The district's Raptor Visitor Sign-In System is in the vestibule and requires that a visitor's valid driver's license be scanned each time before entering our building. **PLEASE REMEMBER TO BRING YOUR ID WITH YOU EVERY TIME YOU PLAN TO ENTER THE BUILDING.** Everyone entering the building for any reason must sign in and wear a badge. The badge will indicate the destination of the school you have requested to visit. Please visit only the area where you have been issued a visitor's badge. Visitors must be sure to exit through the main doors and re-scan their ID to sign out of Raptor prior to departure. In an emergency, the Raptor System may be used to locate visitors in our building.

For more detailed information about the District's School Visitors, please refer to [Board Policy #907](#).

Volunteer Procedures

CVE values the unique contributions made by parents/guardians and community volunteers to the

educational programs of the Seneca Valley School District. Our administration encourages the use of parent/guardian and community volunteers, subject to certain requirements and the [School Board Policy #916](#).

The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of the school district staff. Volunteers should follow all district policies and procedures.

Types of Volunteers:

- A **casual volunteer** is a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator with students. Clearances are not needed for a casual volunteer.
- A **program volunteer** is a volunteer who provides recurring assistance in support of school-sponsored activities under the general direction and supervision of a coach or sponsor employed by the district and may, from time to time, have or may be reasonably expected to have direct contact with children. Criminal history reports and child abuse clearances are required for program volunteers.
- A **chaperone** is a volunteer who accompanies students on school-sponsored trips.
 - Single Day Field Trip Chaperones are considered Casual Volunteers
 - Overnight Trip Chaperones are considered Program Volunteers

Program Volunteers must obtain Act 34, Act 151, and Act 114 clearances. Clearances are good for five years or until the volunteer does not volunteer during a school year, whichever comes first. A volunteer must provide the school(s) with copies of their clearances.

All volunteers must sign in via the school's Raptor system and sign the volunteer paperwork annually.

- Policy Acknowledgement
- Volunteer Affirmation
- Confidentiality statement

Under no circumstances shall volunteers administer or enforce discipline upon students enrolled in the school district.

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. The school district reserves the right to terminate the services or status of any volunteer at its exclusive discretion.

For more detailed information about the District's School Visitors, please refer to [Board Policy #916](#).

Media - Pictures or Interviews with Students

As part of an on-going process to generate positive public relations pertaining to our schools, the Seneca Valley School District occasionally invites the media inside our classrooms to learn about our outstanding academic programs and events. We will also publicize events and activities via our website.

Parents/Guardians who do not wish to have their child's name, photograph, or other personal information to appear in any media or district publications, including but not limited to, the Internet, newspapers,

magazines, etc., must submit written documentation to the appropriate building principal. This letter should be received no later than the first two (2) weeks of school.

Parent/Teacher Organizations – PTO

CVE has a very active PTO that does many things to help make our school a great place to learn. Active membership in the PTO is encouraged. Visit the CVE PTO Facebook page, cvepto.org, for more information about this wonderful support organization.

Personal Belongings

Students are responsible for all items brought to school. Nothing should be brought to school that disrupts the educational process. Bringing valuable items on school buses or into our classrooms is discouraged. The school cannot provide reimbursement for lost or stolen property. **PLEASE LABEL ALL ITEMS BEING BROUGHT TO SCHOOL**, especially lunch boxes, backpacks, outerwear, hats, etc.

Pet Policy

Due to student allergies, pets of any kind are not permitted on school grounds, except for school approved therapy dogs.

Therapy Dog

There are numerous educational benefits for trained therapy dogs to support education. A human handler always accompanies therapy dogs. Periodically, therapy dogs will visit school buildings to support learning. If you have concerns about therapy dogs relating to your child(ren), please contact the school office.

Solicitation

Students may not sell items for profit to other students during the school day. Trading of items is also prohibited during school hours. There will be no solicitation of funds for outside charitable agencies among students other than school initiated. All school fundraising is done through the PTO.

BIRTHDAY AND SCHOOL CELEBRATIONS

School-Wide Celebrations

School parties are held throughout the year at the school administrator's discretion.

Event	Scheduled Date	Scheduled Time	AM Kindergarten Time
Fall Party	Thursday, October 31 st	2:00 – 3:00 p.m.	10:15 – 11:15 a.m.
Winter Breakfast Party	Friday, December 20 th	9:30 a.m. – 10:30 a.m.	*PM Kdg: 12:45-1:45 p.m.
Valentine Party	Thursday, February 13 th	2:00 – 3:00 p.m.	10:15 – 11:15 a.m.

These celebrations are to be enjoyable, yet simple. Parties include a designated number of parent volunteers. All foods for parties must be items listed on the district's Approved Lists for Individual Student Snacks and Classroom Celebrations and pre-approved by the classroom teacher and building administration. Party coordinators must submit a completed party form to the office at least two weeks prior to the scheduled party. To keep the focus on providing an enjoyable experience for the children in the class and for safety reasons, we ask that younger siblings not attend the parties. For the health and safety of all and student allergies, latex balloons are not allowed. Costumes at the Fall Party should be sensible; facsimiles of weapons are prohibited.

Classroom Birthday Recognitions

The list below provides examples of what could be used to celebrate a student's birthday. This is not meant to be an exhaustive list, rather a list to provide examples of ideas that can be used in the classroom:

- Donate a favorite book to the classroom library after reading it aloud to the class.
- Donate a game to the classroom for indoor recess.
- Children can bring in **non-edible treats** (stickers, notepads, pencils, journals, packet of seeds and flowerpots, bubbles, coloring books, crayons, sidewalk chalk, etc.)

Due to student health/allergy concerns, please note the following:

- **Edible treats are not permitted to be brought in for a student's birthday.**
- **Latex balloons are not permitted for classroom celebrations.**

Student Birthday Lunch Visits

Parents/Special persons (maximum of 2) may join their student for lunch in the cafeteria for one day each year on the child's birthday or half birthday, if the birthday falls during the summer. Visitors can go through the lunch line with the student to purchase a school lunch or bring one from home. Parent lunches cannot be charged to student accounts. You must pay for the lunch in cash. If you plan to join your student for a birthday lunch, arrangements must be made with your child's teacher, in advance. When checking in for your birthday visit, please refer to the [Visitor Procedures](#) outlined on page 22. Also, we ask you to closely follow these guidelines:

- While in the cafeteria, please remain seated with your student and refrain from moving around/leaving the table to visit with other students you know.
- Please refrain from sharing your food with other children. Food safety is a top priority of the school and we do not want to take unnecessary risks.
- Parents must refrain from bringing any type of balloons to school for birthday celebrations.

- Please do not photograph children other than your own.

Personal Party Invitations

Due to the age and sensitive feelings of our young students, please do not distribute personal party invitations at school. This type of personal communication should be mailed or emailed to the child's home. At the beginning of the school year, teachers will ask families if they may share home addresses with the class. Parents may then request a class list of names and addresses from their child's teacher. If you do not wish to have your home address distributed, please notify your child's teacher.

EDUCATIONAL PROGRAMS

Five-Day Schedule

Each student in our extended day kindergarten through fourth grade will have one special class each day, receiving instruction in Creativity Innovation and Research Center (CIRC), Music, Art, Physical Education, and World Language one time per cycle. Half-day kindergarten students will have one visit per cycle to the Creativity Innovation and Research Center (CIRC).

The five-day special subject cycle will follow a Day 1- Day 5 (not Monday-Friday). Please visit the district website for an updated five-day calendar. [Parents/Community/Elementary Day Calendar](#)

SPECIALS Subjects

Art

Art education provides a means for children to express their ideas, feelings, and emotions: helping children to appreciate the beauty in the world around them and developing confidence in their own abilities.

Creativity Innovation and Research Center (CIRC)

All students in kindergarten through fourth grade will participate in CIRC. The purpose of CIRC is to support a blended learning program. of computer technology and library. In this blended program, students will have time to explore the ever-changing world of technology with use of computers, devices, and printers, all the while utilizing and sharpening their research skills with investigative opportunities in the library. With this blended program, students will have real world learning projects that tap into their creative and inventive side. Students will have the opportunity to check out library books.

Music

In elementary schools, the function of the music teacher is to develop those potentialities for growth in the enjoyment of and participation in music that are inherent in every child.

Physical Education

All students will participate in Physical Education. Classes will include team, individual and challenging activities. Students must come to class dressed appropriately and ready to participate. If a student is unable to participate for medical reasons, a note from the parent, guardian or doctor can be given to the Physical Education teacher who will provide an alternative activity for the student that meets the doctor's recommendation. A follow-up note from the parent, guardian or doctor will be needed for the student to return to activity once the medical excuse has expired.

World Language (Spanish)

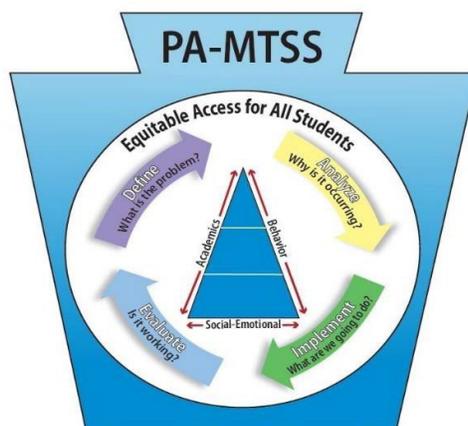
Students will experience the Spanish language and culture in lessons that will incorporate listening, speaking, reading, and writing in the target language. The curriculum aligns to grade level content and provides opportunities for students to communicate in Spanish.

Instrumental Music

Instrumental music begins in fourth grade for students interested in playing an instrument. Both band and string instruments are offered. Students entering school in the fall, who have never played a musical instrument, may start with the beginner group, provided they participate in a musical try-out and have rented their instrument.

Student Support Services

MTSS Overview



Seneca Valley is committed to supplementing our instructional programs by providing additional intervention or extension activities for students with Reading and/or Math. The Multi-Tiered System of Support (MTSS) framework is being used to ensure that every child in school receives the appropriate level of instruction to meet or exceed proficiency in grade-level learning goals. As such, school staff ensure time is available to provide students with immediate instructional support when needed.

Our teachers use valid and reliable assessments closely aligned to instruction and teacher input to help them choose the programming, materials, and instruction to best meet our students' needs. Grade level interventionists supplement and support instruction that all students receive in the classroom. In addition, our interventionists work closely with classroom teachers to enhance student learning.

After careful consideration, using assessment data, classroom performance, and teacher input, your child may benefit from available support provided by an interventionist. If so, your child will receive small group instruction that targets specific reading skills. The level of support is flexible and based on student needs. This is NOT a special education program., but one designed to benefit all

students who need additional and skill-based instruction to master early literacy skills. In addition, there will be careful monitoring of student progress and communication with parents/guardians.

Intervention groups will occur during WIN (What I Need) time or another time within the school day when direct instruction is not occurring. WIN time is a designated 30-minute time frame within each school day in which students participate in intervention or extension activity groups. These skill-based small groups may include 5-12 students. Intervention or extension groups may take place in a child's homeroom, another grade level teacher's classroom, or an interventionist's classroom.

You will learn more about MTSS and WIN during an annual presentation with the administration and interventionists this fall.

Gifted Education (PURPOSE)

Students in this program are identified as having outstanding intellectual ability, the development of which requires special services/activities not ordinarily provided in the regular program. Individual student plans are developed yearly. For more information regarding our PURPOSE program for gifted students, please consult with your child's teacher.

Reading Intervention

The federal government funds Title One Reading to remediate reading difficulties. It is the hope of the district to identify reading problems early and remediate them as quickly as possible. Parents will be notified if their child qualifies for additional reading support after a screening is completed.

Special Education

Effective education requires that children are provided with an educational program that is in keeping with their instructional level. Our Special Education program is geared to meet the child's needs requiring an instructional program special for him/her only. Please contact CVE's school psychologist, Mrs. DeJohn at 724-452-8280, ext. 1608, for additional information regarding special education programs.

Speech and Language Therapist

A Speech and Language Program is available to students based upon the recommendations of the Speech/Language Therapist. Students are identified through a screening procedure, parent and teacher referrals, and a diagnostic evaluation. Written parental permission is required before a formal evaluation may be done.

Youth Education Support Services (Y.E.S.S.)

The Youth Education Support Services (Y.E.S.S.) is the name of our Student Assistance Program (SAP) in Seneca Valley. It is designed to ensure that each child will be given the support needed to succeed when s/he is experiencing a barrier(s) to learning. As parents/guardians, you play a significant role on the team by helping to make informed decisions to support your child academically, emotionally, socially, and behaviorally. If a referral is made, a team meeting is scheduled to discuss a plan of action and intended

goals. The student is monitored by the team. to confirm that improvements are being made toward the set goals. Other team members include your child's homeroom teacher, the school's principal(s), the school psychologist, the reading specialist, the guidance counselor, and the Y.E.S.S. facilitator, Mrs. Shannon Zolkowski. Parents or teachers may make a referral by contacting her at 724-452- 8280, ext. 6072 or emailing at zolkowskism@svsd.net

School Counseling

A School Counselor is a person who provides all students with experiences to help in their educational and personal/social development. Please contact Mrs. Christina Karmecy, CVE School Counselor, at 724-452-8280, ext. 6035 with any questions or concerns.

Students may visit the counselor utilizing any of the following ways: Self-referral, Teacher referral, Parent referral, or a Y.E.S.S. referral. The school counselor will also facilitate student support groups such as: Buddy program (new students), Friendship, Grief, Changing families, and Smooth sailing (problem-solving).

Glade Run Therapy

Glade Run is an outside provider who offers counseling and is billed through student/family insurance. If families are interested in securing this school-based mental health service for their child, they may contact Mrs. Christina Karmecy, CVE School Counselor at 724-452-8280, ext. 6035 with questions.

EMERGENCY AND WEATHER PROCEDURES

Safety Drills

Fire drills will be conducted in each month of the school year. There will also be routine intruder alert and weather drills throughout the school year. Students should move quietly under the direction of the teacher or staff member.

Weather/Emergency School Closing or One/Two Hour Delays

The Seneca Valley School District will make every effort to close or delay school by 5:30 a.m. of the affected day. Delays that turn into closures will be made by 7:30 a.m. of the affected day. Please know that early dismissals will be avoided whenever possible, but, if necessary, will be made by 11:00 a.m. of the affected day. When an early dismissal is called, all students are expected to board his/her regular bus and return home.

When Seneca Valley has a closing or delay, the district will first utilize School Messenger, a parent notification system, which will be programmed to call the primary phone number as listed for each child. In an emergency or if the district goes from a two-hour delay to a closure, an emergency call will be sent to all provided numbers per student (this is the primary number and up to two additional numbers provided per child). This is completed so the information reaches all those affected by the emergency or change in status. School Messenger information will be collected and/or updated at the beginning of every school year, and parents are encouraged to utilize the Parent Portal at <https://portal.svsd.net/parents> to update all contact information for their students.

Emergency or delay/closure/early dismissal information can also be found on KDKA Radio 1020 a.m., KDKA- TV Channel 2, WTAE-TV Channel 4, WPXI-TV Channel 11, SVTV Channel 50 (Digital Channel 208, TV Channel 407 for Consolidated Communications customers). Please note that news services report only the district's name (Seneca Valley School District). When the name Seneca Valley Schools is used in a broadcast, it means ALL schools within the district are affected unless otherwise noted. There will also be a recording regarding this information on our main campus phone line at (724) 452-6040. District status updates are also posted on the Seneca Valley Web site at <http://www.svsd.net>.

Please note the following regarding early dismissals/cancellations:

- All after school activities are canceled.
- All home or away evening activities are canceled.
- The school facility will not be available to groups including rental groups.

Afternoon and evening activities will be determined on a case-by-case basis in the event of a two-hour delay.

Modified Kindergarten Hours During a Two-Hour Delay

Please note the following modified kindergarten hours regarding a two-hour delay:

- Grades 1-4 and Extended Day/a.m. Kindergarten: School begins at 10:55 a.m.
- AM Kindergarten dismissal starts at 12:43pm on a two-hour delay day.
- PM Kindergarten: Arrival on a two-hour delay day is 1:30 p.m. with a start time of 1:37 p.m.
- Dismissal for extended day and p.m. Kindergarten will be at the regular time.

Weather/Emergency Related Early Dismissals

Occasionally, a situation arises that results in sending the students home early. Whenever this occurs, an announcement about an early dismissal will be made on the same radio and television stations listed in the paragraph under Emergency School Closing/Delay. In addition, the School Messenger system will be used to contact you and an alert will post to the Seneca Valley website.

TRANSPORTATION

Bus Transportation

Riding a school bus is a privilege and not a right. Proper behavior is an absolute necessity while riding on the bus. Do not compromise your safety or the welfare of others. Be considerate. Be responsible. Eating food, drinking beverages, or using tobacco products on the bus is forbidden. Student seating assignments will be made at the bus driver's discretion. Students who are involved in any bus misconduct may lose their riding privileges. Those who are suspended from the bus are still mandated to attend school. Students should be at their bus stop five (5) minutes before their bus's scheduled arrival in the morning.

Audio and Video Monitoring

The School Board has adopted a policy that authorizes audio and/or visual recording on school buses or school vehicles for disciplinary or security purposes. The audio/video recordings on school vehicles would be exempt from disclosure under the Public Right to Know Law because such recordings constitute an educational record protected from disclosure by FERPA. Principals, their designees, bus garage managers, and transportation department personnel are the only people allowed to view the recordings. Law enforcement may also view the recordings if school officials deem necessary. Each school bus or school vehicle with audio and/or visual recording devices, will post a notification in clear sight so driver and passengers understand their actions and communication may be recorded. The audio and or video recording will not be operating if the vehicle is used for other purposes not school related.

For more detailed information about Seneca Valley's Audio and Video Monitoring Policies, please see [School Board policy 810.1](#)

Temporary Change for Student Transportation (Exceptions)

Per School Board Policy 810, no transportation is provided for work, music lessons, dance classes, gymnastics, to visit a friend, or go to a friend's house so a parent can drive to an after-school event. Examples of requests that will be approved are a death in the family, the hospitalization of an immediate family member, or when a temporary guardian is needed due to a parent(s)/guardian(s) being absent from home. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus. Unless a request arises from an emergency, requests for changes in transportation assignments must be made in advance and will not be granted on the date of the request. Processing requests may take three to five business days to complete. During the school day, contact the Transportation Department at 724-452-6040 ext. 1758. For a bus emergency prior to 8:00 a.m. or after 4:15 p.m., contact:

ABC Transit at (724) 473-4500

Valley Lines at (724) 473-4411

Bus Transportation Opt Out / Opt In Requests

Some parents may decide to transport their child to and from school instead of placing them on the school bus/van. This decision needs to be for both a.m. and p.m. transportation and every day of the week. Families who know they won't need district transportation this year are asked to fill out the "Bus Transportation Opt Out/Opt In Request" using the link below.

Parents who have opted out of transportation at the beginning of the year may eventually wish to opt back in. We have added an "Opt In" button onto the survey. Please fill out the survey and allow three to five business days to make the change.

Additionally, this form can be completed to request busing during the PSSA and Keystone testing for those students learning remotely. To do so, please fill out the form, choose “Opt In,” and next to the phone number, please type “PSSA” or Keystone”. This will allow us to know the busing is only needed during the testing timeline.

- [Bus Transportation Opt Out / Opt In Request](#)

Alternate Bus Stops - Custody Agreements or Daycare

Parents sharing equal custody of a child or parents needing daycare before and/or after school may need an alternative stop location. However, only one alternative stop location can be requested. An alternative stop is only set up in case of a custody agreement or daycare. Parents and/or guardians need to alert the Transportation Department of an alternate address, if needed. Requests for “**Alternate Stops**” to transportation can be made online by accessing “Transportation Requests” on the Transportation Department website www.svsd.net . **Click on Departments and from the drop-down menu, click on Transportation.** Click on the link to “transportation requests” on the left of the web page. Then click on the “[Alternate Stop Location Request](#)” Link. Complete the form keeping the information below in mind.

Once the form is completed, click DONE. The days for an alternative stop need to be consistent and a regular schedule. A regular schedule consists of specific days and is consistent each week of the school year. No alternating Fridays will be accepted. All alternative stops will be deleted at the end of the school year, and parents must submit a request for one before the beginning of the following school year. Processing requests may take three to five business days. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus.

The deadline to provide the Transportation Department with an alternative stop for the 2024-2025 school year is July 31, 2024. No requests for alternative stops will be taken during the first few weeks of school. Parents missing the deadline will be responsible for transportation. The district will begin taking requests again on September 5, 2024.

Lost Items on the Bus

Many items become lost on buses. The driver will either keep the item, hoping that the student will ask for it, or the driver will give it to the garage office. It is best to contact the bus garage immediately when an item is missing. The garage managers can call the driver to confirm if the lost item is on the bus. Please have the bus number available before calling the garage. Please call ABC Transit (724) 473-4500 or Valley Lines (724) 473-4411. The company name is on the side of the bus/van. Items found are ultimately turned in to the building where the child attends school. PLEASE LABEL ALL ITEMS SENT TO SCHOOL.

Bus Behavior

Proper behavior is an absolute necessity while riding on the school bus. The bus driver has the authority to enforce discipline on the school bus as the teacher has in the classroom. Student behavior on the bus should be an extension of their classroom behavior. Student responsibilities are as follows:

- Report to your bus stop no earlier than five minutes before the bus is scheduled to arrive.
- While waiting for the bus, stay in a safe distance from the roadway. Shoving, tripping, or fighting is strictly prohibited. Bus stops are not play areas!
- Board the bus in an orderly, safe manner and go directly to the seat assigned to you by the driver. Remain seated until the bus comes to a complete stop at the school or at your bus stop.
- Do not distract the driver's attention from driving. Any talking must be done quietly, so the driver may concentrate and hear warning sounds inside and outside the bus. Please use inside voices only.
- Ask the driver for permission to open windows. You must always keep arms and head inside the bus.
- Eating or drinking on the bus is not permitted.
- Throwing objects inside or out of the bus is prohibited.
- Electronic devices (cell phone, iPad, etc.) are personal devices; they are not community devices. Please use your electronic devices responsibly. It is illegal to take photos and videos without consent and without the person knowing they are being captured on an electronic device.
- When the bus arrives at school, exit in an orderly fashion, and go directly to your assigned room.
- The primary reason for bus rules is student safety. Therefore, all requests from a bus driver to change your behavior must be obeyed. Drivers will document inappropriate bus behavior using bus conduct forms which will be sent to building administrators.

If an incident occurs on the bus between students, please contact the school your child attends. The school administrator will investigate the concern. If you have a concern regarding the vehicle your child is riding or the bus driver, please call ABC Transit (724) 473-4500, Valley Lines (724) 473-4411 or the Transportation Department at (724) 452-6040, ext. 1758.

Transportation Problems?

What can you do about transportation problems such as (1) the bus was late, (2) the bus never came, (3) the bus stop location seems dangerous, (4) the bus driver is speeding?

It is best to work with the school district to address such problems. Refer to the Seneca Valley School District website under [Departments/Transportation](#) or call 724.452.6040 ext. 1758.

SCHOOL POSITIVE BEHAVIOR EXPECTATIONS

Connoquenessing Valley Elementary School utilizes Positive Behavior Interventions and Supports (PBIS) strategies to build learning communities for students that are safe, engaging, and fun. PBIS is a tiered framework for supporting student behavioral, social, and emotional needs.

Positive language is important to guide academic progress and appropriate classroom behavior. School staff model and guide students to recognize and follow our school-wide behavior expectations throughout the day in all locations throughout the school. Our rules are to be safe, be kind, and be responsible. These three expectations are referred to as our “Bee 3”.

Be Safe - Students will make choices to protect self and others.

Be Kind - Students will show kindness in their voice, words, and actions.

Be Responsible - Students will think before they act and take ownership for their choices.

Students have an opportunity to earn Bee Bucks for being safe, kind, and responsible in our school.

The matrix on the following page is used to educate and guide students in making safe, kind, and responsible decisions throughout the school day.

Connoquenessing Valley Elementary School Behavior Expectations

**Be Safe, Be Kind, Be Responsible
Be Exceptional Every Day!**

Places	Safe	Kind	Responsible
Hallways	Walk on the right-hand side. Keep hands and feet to yourself.	Use Voice Level 0-1.	Go straight to your destination. Walk with hands at sides and eyes forward.
Restrooms	Keep hands and feet to yourself. Use toilet, sink, and supplies appropriately.	Respect other's privacy. Use kind words. Use Voice Level 1.	Tell an adult about any problems. Use the restroom in a timely manner. Wash your hands.
Cafeteria	Keep hands and feet to yourself. Sit in your area. Wait patiently. Eat only your own food.	Assist your neighbor. Use voice level 1-2. Use kind words.	Go directly to your seat. Line up quietly. Keep your area clean and help keep cafeteria clean. Listen to the adults on duty.
Bus	Keep hands and feet to yourself. Stay in seat/face forward. Keep aisles clear. Use voice level 1-2.	Use kind words. Assist others. Say hello and goodbye to your bus driver.	Listen to the bus driver. Leave the bus area clean. Gather personal items prior to leaving the bus.
Playground	Use equipment properly. Play safely. Be aware of your surroundings.	Include others. Play fair.	Line up when directed. If someone is being hurt, tell an adult. Clean up after yourself. Listen to adults on duty. Gather personal items prior to leaving recess.
Computer	Use school-appropriate websites/tools. Keep personal information private. Only talk/chat with people you know.	Use kind words when talking/chatting.	Care for your computer and charge it daily. Use your computer as a tool for learning.
Classroom	Keep hands and feet to yourself.	Use kind words. Treat others with respect.	Use classroom supplies appropriately. Be prepared. Listen to the adults in the classroom.

Electronics and Personal Belongings

Students are not permitted to use smart watches, cellular phones, music or video players, radios, hand-held games, or any other type of electronic devices during school hours. Refer to page 41 for more detailed information about [personal electronic devices](#). A teacher or administrator may confiscate these devices for a specified time if used inappropriately. Cell phones and smart watches must be turned off and/or stored in book bags during the school day. Non-educational, expensive items such as electronic gaming devices, headphones, etc. are discouraged from our buses and classrooms. The school will not provide reimbursement for lost, stolen or damaged personal property.

Discipline

Students have a great responsibility to be good citizens of their school with the support of all school staff. This includes being a contributing member of the school/classroom community, regular school attendance, making a conscientious effort in classroom work, and conformance to school rules. Our intent is for students to be provided with opportunities to learn from and correct misbehavior. The teachers, building assistants and/or principal, on a case-by-case basis in accordance with the behavior management plan, will assign discipline for misconduct. This may include classroom consequences, completion of a reflection sheet, or lunch and/or office detentions. Infractions that are more serious may result in a form of suspension listed below.

In-School Suspension or Office Detention

Students may be given an in-school suspension for disciplinary reasons. Students who receive in-school suspension are removed from their regular classrooms. They are expected to reflect on their behavior and complete assigned work in an alternative learning environment.

Out-of-School Suspension

Students can be suspended outside of school for disciplinary measures. Students who receive the consequence of out-of-school suspension are not permitted in school or on school property, and they are expected to reflect on their behavior and complete assigned work.

For more detailed information about the District's Discipline Policies, please refer to [Board Policy #218](#).

Bully Prevention

The Seneca Valley School District is committed to providing all students and employees with a safe and civil educational environment, free from threat, harassment, or bullying. Any student that feels as though they have been bullied shall report the incident immediately to their teacher, guidance counselor or principal.

As per Board policy, bullying is defined as an intentional electronic, written, verbal or physical act or series of acts, directed at another student or students; which occurs in or relates to a school setting; that is severe, persistent, or pervasive; and that has the effect of doing any of the following:

- Substantially interfering with a student's education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

Roughhousing is among friends, the power between them is equal, and it is not meant to harm. Real
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fighting should not happen among friends and the power between them is usually equal, and it is meant to harm. Bullying is not among friends, the power between them is imbalanced, and it is meant to harm.

For more detailed information about Seneca Valley's Anti-Bullying Policies, please see [School Board policy #249](#).

Sprigeo

Sprigeo is an online system that parents/students may use to report possible bullying incidents or school safety threats. All information sent through the Sprigeo system will go directly to school personnel through a secure online connection. Parents or students can access the reporting form directly through the link on our school/district website or through Sprigeo.com. After completing the reporting form, click the "submit" button, and report details will be sent via secure email to the school counselor and administration.

Harassment Policy

Discrimination/Title IX Sexual Harassment Affecting Students.

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, color, age, creed, religion, sex, gender, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

For more information, please contact our Title IX Coordinator, *Mr. Ashley Porter, Supervisor of Equity, by mail at SVSD, 124 Seneca School Road, Harmony, PA 16037, or by email at porterad@svsd.net, or by phone at (724) 452-6040*

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

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

For more detailed information about the District's Discrimination/Title IX Sexual Harassment Affecting Students policy, please refer to [Board Policy 103](#)

Illegal Substances

The Seneca Valley School District forbids the possession, use, misuse, or distribution of alcohol/drugs (controlled substances), "look-alikes" or drug related materials by students on school district property, on school buses, or during any school district activity. Failure to adhere to the rules in the School Board's

Drug and Alcohol Policy could result in suspension or expulsion from school.

For more detailed information about the District's Substance Use and Abuses Policy, please refer to [Board Policy #227](#) or the Drug and Alcohol Awareness Policy, please refer to [Board Policy #227.1](#).

Tobacco Usage

Tobacco products are prohibited on school grounds at all times, by all persons.

For detailed information about the District's Tobacco Use policy, please refer to [Board policy #222](#).

Weapons Policy

Weapons and replicas of weapons are forbidden on all school premises and at school-sponsored events and activities. The definition of weapon includes but is not limited to any device, instrument, material, or substance, animate or inanimate, capable of inflicting serious bodily injury. Laser pointers are considered weapons and are also forbidden on school property. Failure to adhere to the rules in the School Board's Weapon Policy could result in suspension or expulsion from school. **Warning:** A pocketknife is classified as a weapon and is forbidden on school property. Also, pocket chains are forbidden as wearing apparel. In addition, all forms of laser lights/pointers are forbidden on school property.

For more detailed information about the District's Weapons policy, please refer to [Board Policy #218.1](#)

ELECTRONIC DEVICES

All K-4 students will have a Lenovo Think Pad device assigned to them for the school year. All learning platforms are easily accessible on the district's device. This device will be used by the student while at school and, if the need arises, while at home for remote instruction. Having a backpack that your child may place their device in to transport it between home and school will be helpful and is encouraged. If you need a backpack, please contact our school counselor, Christina Karmecy at (724)452-8280, ext. 6035.

Personal Electronic Device Student Guidelines

Student smartphones or other personal electronic communication devices ("devices") may come to school but **must** be stowed on their person and out of sight or stored in a locker or backpack. The use of any electronic device is strictly prohibited in bathrooms and locker rooms. The following are building-level rules:

- For grades K-6, devices or smart watches may not be used in the cafeteria during lunch, in the hallways or other non-instructional areas.
- For extracurricular activities, device use is discouraged but will be left to the discretion of the coach or sponsor.

Consequences for violating the above expectations:

- First offense – Devices will be sent to the main office for student to pick up at the end of the school day. The parent/guardian will be notified.
- Second offense - Devices will be sent to the main office for student to pick up at the end of the school day. The parent/guardian will be notified. Additionally, students will be seen in the main office to review the policy and will lose their device for one school day.
- Third offense – Parent/Guardian will be required to pick up the device from the main office. Additional discipline may be assigned and can result in consequences which range from detention to in-school suspension at the secondary (grades 7-12) level, and lunch detention to in-school suspension at the elementary (grades K-6) level.
- Each subsequent offense or refusal to surrender personal device – This will result in parent pick up of the device and a review of the policy with the student. Progressive discipline will take place at this level and depend on the scope and number of policy violations.

The use of social media is strictly prohibited (Facebook, Instagram, ask.fm, Twitter, Snap Chat, etc.) Students are prohibited from taking photos or videos of other students while at school or on the school bus on their personal devices. It is illegal to take photos and videos without consent and without the person knowing they are being captured on an electronic device.

*For more detailed information about the District's **Responsible use of Technology Resources Policy**, please refer to [Board Policy #237](#) and for information on **Acceptable use of Internet Policy**; please refer to [Board Policy #815](#)*

School Issued Devices

All students in grades K-4 are issued Lenovo Think Pad laptop device and charger for use to enhance the academic curriculum. These devices are a privilege, which can be lost for irresponsible use. The following are expectations and regulations students should follow while utilizing technology issued by the school district:

- Students are expected to act in a responsible, ethical, and legal manner.
- Inappropriate language, bullying/cyberbullying, and other disrespectful or intimidating behavior are unacceptable.
- Messaging and video calls to other students and staff members is not allowed, unless directed by the teacher or directly related to the educational program.
- Games that are not specifically used in the curriculum are not allowed on the system.
- Individual files are not considered to be personal property. These files may be accessed at any time by teachers, administrators, or the system manager.
- Students are not permitted access to other students' files. Tampering with files, copying of copyrighted software, downloading, or installing games, password tampering, accessing unauthorized directories or removing equipment or software will be considered theft.
- Tampering with any hardware or equipment or violating policies and/or guidelines governing the use of networks, internet or software programs are also considered offenses and will be addressed according to Seneca Valley's Student Discipline Policy # 218.

*For more detailed information about the District's **Student Discipline Policy**, please refer to [Board Policy #218](#) and for information on **Acceptable use of Internet Policy**; please refer to [Board Policy #815](#)*

Accidental Insurance Laptop Protection

As a learner, students are expected to bring their device to school daily. Students are responsible for the care, storage, and security of their device in accordance with the [district's expectations](#). They should ensure their device is fully charged and ready for use each school day.

If a student's device **is missing**, they should report it to the office. If the device is damaged (cracked screen, missing keys, etc.) they should take it to the school's designated technology area and explain to an adult what is wrong.

At the end of the school year, students are expected to return their device, charger, and stylus (if provided) to the school.

****Parents/guardians are encouraged to purchase accidental insurance laptop protection, otherwise the replacement cost, if damaged, is \$300 per laptop, \$30 per power adaptor.****

Accidental insurance laptop protection is \$30 per student per academic year. Insurance does not cover missing or stolen devices or intentional damages to the laptop or power adaptor.

For additional information on expectations and frequently asked questions, please refer to the one-to-one link found on the school website under the academics tab. <https://www.svsd.net/Page/23411>

HEALTH AND WELLNESS

Abuse (Physical, Emotional, Neglect, etc.)

All employees of the Seneca Valley School District are Mandated Reporters of child abuse. This means that if abuse of any kind is suspected of occurring to a child in our care, it must be reported to the appropriate authority. The student involved or anyone who suspects that abuse is occurring can make reports of abuse. Staff members who become aware of, or suspect an abusive situation are required to report suspected abuse to the school counselor, nurse, or building administrators. Staff members may also contact: Childline (1-800-932-0313) directly.

Communicable Diseases

Parents frequently have questions concerning students attending school with communicable diseases. The following criteria, established by the Pennsylvania Department of Health, is the guideline for exclusion of from school for students demonstrating symptoms suggestive of specific communicable diseases and infectious conditions, the exclusion periods are as follows:

- **Fever and Vomiting:** Students with a fever greater than 100.4 should stay home until fever-free for a 24-hour period without the use of fever reducing medications, such as acetaminophen or ibuprofen. Students with a vomiting illness should be tolerating a regular diet prior to returning to school.
- **Acute Contagious Conjunctivitis (pink eye):** After medically prescribed treatment has begun, follow doctor's guidelines.
- **Respiratory Streptococcal Infections (strep throat):** 24 hours after initiation of treatment.
- **Pediculosis (Lice):** May return to school after the first treatment. There should be no live lice and a reduction in the number of nits. The student will be reexamined for infestation by the school nurse seven (7) days post treatment. Please see additional information regarding the Seneca Valley lice procedure on the district Health Services page <https://www.svsd.net/Page/12781>
- **Chicken Pox:** Six (6) days from the outbreak of the last crop of blisters with all pox marks dried.
- **Impetigo, Scabies, Ringworm:** Until judged noninfectious by the physician.

Parents can assist in the control of communicable disease by recognizing symptoms and seeking medical care as indicated.

Comprehensive Allergy Management Plan

The Seneca Valley School District has established a Comprehensive Allergy Management Plan to support students who suffer from severe allergies. The plan provides a procedural guide for the management of allergies in our schools and includes educational information, specific guidelines for all stakeholders, and supplemental resources to support administrators, teachers, parents, and students. The plan establishes clear procedures for food products that can be brought into the classroom for daily snacks and/or special events. Food for these activities is to be controlled by the classroom teacher. The plan also establishes that classroom birthday celebrations may not include food. However, the plan provides a list of possible activities for celebrating a student's birthday. Please contact your classroom teacher or Mrs. Whitney Corrigan, our school nurse with questions.

Food Brought from Home for Personal Consumption

Daily Classroom Snacks

It is recognized that some young children may, depending on the daily schedule in their classroom, need a snack during the school day. The provision for daily snacks, including the decision on whether a daily snack is needed, will be determined by the classroom teacher. If a teacher decides that a daily snack is appropriate for his/her students, the teacher will organize the snack through parent contribution (monetary or product donation), as will best fit the needs of the classroom. Snacks distributed by the classroom teacher, to be consumed in the classroom, must adhere to the list of allergen-protected approved items. **Students are not permitted to bring snacks from home to be consumed in the classroom.** Please see the [District snack list](#) (also available under food services on our website) for a complete list of approved food choices that may be provided for daily classroom snacks.

Food Brought from Home for the Consumption of Others

Special School Event Snacks

If a special school event includes the use of food, it is the classroom teacher's responsibility to work with the building administration, school nurse, parents, and activity organizer to provide for any appropriate allergy-related restrictions. Effectively meeting the needs of students with food allergies require advance planning for special events such as classroom parties, field trips, and school-sponsored extracurricular activities held before or after school. With proper planning, students with food allergies can participate fully in all school-related activities without the presence of a parent/guardian. A listing of suggested food choices for classroom celebrations and special events is included in the [District snack list](#) (also available under food services on our website).

Parents/guardians of students with food allergies should be given advance notice of parties and events, so they can decide whether their student should be given the same food as other students or food the parent will provide. Schools are encouraged to provide parties that include non-food prizes.

Use of Food as a Reward

Food is not to be used as a reward in the classroom. Food for Birthday celebrations is prohibited. See Birthday Celebrations for details.

Health Room

School health services are provided through the cooperative efforts of the school, the school physician, school dentist, school nurse, and the Pennsylvania Department of Health. These services are provided for the purpose of taking care of emergencies, preventing the spread of communicable diseases, discovering, and correcting physical defects, and giving pupils and their parents guidance they may need in solving their own health problems. The health room is an important part of our school. The nurse is not to treat injuries that occur outside of school hours, or diagnose rashes, etc. These are the responsibility of the parents.

Parents must update all changes regarding emergency contact information, phone numbers or work numbers via the Parent Portal as soon as they occur.

Homebound Instruction

If a student is seriously ill or unable to attend school for an extended time, the doctor may complete the necessary form so that the student can receive homebound instruction. The proper forms can be obtained by contacting Dr. Sean McCarty at (724) 452-6040.

Immunization Policy

Any child entering school in the District for the first time must have a valid exemption or documented immunization.

1. Proof of immunization, rather than a parent's recall, is required. Immunization must be completed before the child may enter the school.
2. Any child excluded from school shall be re-entered only after satisfactory proof of action is presented to the school.
3. There must be a physician's certificate or statement that the student is medically contraindicated to receive a specified vaccine or a parent's/guardian's written statement that immunization is against their religious beliefs.
4. Children entering school, Kindergarten through fourth grade, must meet the following immunization requirements:
 - Four (4) doses of tetanus and diphtheria vaccine, the fourth dose must be given after the 4th birthday.
 - Four (4) doses of polio vaccine, the fourth dose must be given after the 4th birthday and at least 6 months after the 3rd dose.
 - Two (2) doses of measles, mumps, rubella (MMR) vaccine.
 - Three (3) doses of hepatitis B vaccine.
 - Two (2) doses of varicella vaccine or evidence of disease or blood titer.

Exemptions to the school laws for immunizations are:

- medical reasons
- religious beliefs
- philosophical/strong moral or ethical conviction.

Pennsylvania's school immunization requirements can be found in 28 PA Code Ch.23 (School Immunization) Contact your health care provider or the Pennsylvania Department of Health at 1-877-PA HEALTH (1-877-724-3258). Rev. 03/17

Students needing immunized can do so at a local health care provider or the Butler County Immunization Clinic.

Butler County - Immunization Clinics

Butler County State Health Center
Monarch Building
100 Burgh Avenue, Suite 201
Butler, PA 16001

Clinics are on the 3rd Thursday of every month. Please call for an appointment: **724-287-1769**

These requirements allow exemptions for medical reasons, philosophical and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Medications

The Seneca Valley School District recognizes that parents have the primary responsibility for the health of their children. The district, therefore, strongly recommends that medication be given at home. Towards this end, parents should confer with the child's physician to arrange medication time intervals that avoid school hours whenever possible. If medication absolutely must be given during school hours, the following guidelines and procedures must be followed:

Prescriptions

- The student's physician must complete the District's approved prescription medication form for medication.
- The student's parents or guardian must sign the District's consent form for prescription medications.
- Any medication to be given during school hours **must be brought to school in the original pharmaceutically dispensed and properly labeled container by the parent.**

If medications must be sent in with a student, the student must report directly to the nurse's office from home to deliver the medication. Parents must notify the nurse that the medication is being sent with the student, and, if necessary, how many pills have been sent.

Non-Prescription or Over-the-Counter Medications

- Students are not permitted to carry non-prescription medications to or from school.
- There has been a slight change in our medication policy. To better serve our students, our school nurses may now administer over-the-counter pain medications, acetaminophen (e.g. Tylenol) and ibuprofen (e.g. Motrin, Advil) to students who have their parent's written permission. The school physician has written orders for these two medications to be given as needed to students to treat mild pain and discomfort - such as minor headaches, orthodontic pain, or menstrual cramps. Students **WILL NOT** be given pain medication to reduce a fever. Dosage for these medications will be determined by the student's weight, and dosages that exceed the recommended dose will **NOT** be given without a special order from the student's personal physician.

Note: All medications, prescription, non-prescription, and over the counter, must be picked up by parents/guardians at the end of the school year, if not, they will be discarded.

Recess

Recess is a time for a short break in a busy day. If weather permits, recess may be spent outside. Recess is a privilege and may be withdrawn at the teacher's discretion for misconduct or failure to complete assigned work.

DISTRICT FOOD SERVICES

Free and reduced lunch applications may be picked up in the school office, printed from the Seneca Valley School District website or applied for online by going to the COMPASS website www.compass.state.pa.us. COMPASS allows Pennsylvanian's to apply for social service programs online. If eligible for Free/Reduced meals, an application must be completed each year and on file prior to meals being purchased.

Breakfast Program.

A breakfast program is available at all schools within the Seneca Valley School District. Cost for breakfast is \$1.95. Breakfast is available in the cafeteria from 8:40 - 9:00 a.m. Students may purchase a hot or cold selection. Breakfast is not available on days with a two-hour delay. Please refer to web site for menus.

Lunch Program.

All students are required to eat lunch in the cafeteria. Students may bring their packed lunch in the cafeteria. Cost for an elementary student is \$2.75. Students who pack their lunches may purchase milk for \$.75. Any drinks brought from home should not be in glass containers. In addition, no carbonated beverages are to be brought to the cafeteria.

The current lunch menu and other food service information are available from www.svsd.net. Please follow the apple icon on the upper right-hand side of the page. A count will be taken in the morning by classroom teachers and turned into the cafeteria staff for preparation. Please review the website so your child knows what is included with a meal.

Cafeteria POS Program. Information

The Seneca Valley School District Food Service Department uses a point of sale (POS) system called Schoolhouse POS. The POS system will automate the purchase of all cafeteria items, monitor student allergies, create a student history, and maintain student balances. This is not a "credit card" program. Parents can apply any amount of money to their child's account through the [MySchoolBucks](#) online meal program account or by check. If paying by check, parents with multiple students are asked to please send a separate check for each student. Make checks payable to SVSD – Food Service. A \$20.00 fee will be applied to any returned check to the cafeteria. Parents not using MySchoolBucks should put all checks and/or cash into a school envelope with student's name, student # and grade written on the front. We discourage our younger students from trying to carry bills or coins to the registers.

After depositing money in the account, students are permitted to purchase a la carte and extra lunches. If you choose to limit your child's spending through the cafeteria account, please contact the school's cafeteria manager, Alexis Baney, at (724) 452-8280, ext. 6055.

If a student did not bring a lunch or does not have enough money (cash or positive balance on their account), they can charge a meal of their choice on their student account, unless a parent/guardian has specifically provided written notice to the district to withhold a school meal. The food service department will provide a monthly notification letter that will be mailed to the parent/guardian of all students with a

negative cafeteria account balance. Low and negative balance emails will go out periodically to all parent/guardians who maintain an email address within the parent portal. When a student owes money for five (5) or more school meals, the school shall make at least two (2) attempts to reach the student's parent/guardian and have the parent/guardian apply for participation in the school food program. Payment should be sent in ASAP. For more information, contact Alexis Baney, Cafeteria Manager at (724) 452-6040, ext. 6055.

Pay Student Meals Online

Seneca Valley accepts payments for school meals through the www.MySchoolBucks.com online payment service. You can also use this free service to monitor your child's food purchases.

www.MySchoolBucks.com offers a secure transaction gateway that accepts VISA® or MasterCard® as a means of adding money to your child's meal account. Credit or debit cards can be used. There is no fee to use the MySchoolBucks service. You may establish an account and view your child's meal purchases, balances, and setup up automated email notices when your child's meal account falls below a dollar amount you specify. There is a fee if you are using MySchoolBucks service to make an online payment. Details can be found in the food service division of the website. If using the Service to pay for meals, the Service automatically deposits the money into the student's meal account at school within one-to-two business days. Refunds will be handled by email through the food service main office.

To Register Online, visit the website at www.MySchoolBucks.com. You can register each child using their date of birth and/or student identification number; and be sure to enter your child's name exactly as you did when you registered them at school. Note that if your child advances to a new school you must change the information in MySchoolBucks. A valid email address is required when you sign up for the service. If you are having difficulty with the registration process, please call the food service department at (724) 452- 6040, ext. 1759.

[Free and reduced lunch applications](#) may be picked up in the school office, printed from the Seneca Valley School District website or applied for online by going to the COMPASS website www.compass.state.pa.us. COMPASS allows Pennsylvanians to apply for social service programs online. If eligible for Free/Reduced meals, an application must be completed each year and on file prior to meals being purchased.

For all other food service questions or concerns, please contact:

Alexis Baney, CVE Cafeteria Manager	(724) 452-8280, ext.6055 or baneyaa@svsd.net
Faye Nelson, Food Service Coordinator	(724) 452-6040, ext. 1655 or nelsonfd@svsd.net
Nolen Fetchko, Director	(724) 452-6040, ext. 1759 or fetchkona@svsd.net

For more detailed information about the District's Meal Accounts Policies, please refer to [Board Policy #809](#) or the district Food Services [Board Policy #808](#).

CLASSROOM PARTY/CELEBRATION APPROVAL FORM

Event: _____

Date: _____

Teacher: _____

Room # _____

Please check the foods for your party (**these are the approved snacks for classroom parties.**) Fill out the helpers names and submit form to the teacher for approval.

<input type="checkbox"/> Water	<input type="checkbox"/> 100% Fruit Juice	<input type="checkbox"/> Milk
<input type="checkbox"/> Ritz Crackers (plain only)	<input type="checkbox"/> Sunmaid Raisins	<input type="checkbox"/> Gogurts
<input type="checkbox"/> SunChips Multigrain (Variety Pack)	<input type="checkbox"/> Sunsweet Apricots, Dates, Mango (no yogurt versions)	<input type="checkbox"/> Stonyfield Farm Smoothies
<input type="checkbox"/> Utz Brand pretzels (various shapes-rings-rods)	<input type="checkbox"/> Made in Nature Dates, Figs & Berry Variety	<input type="checkbox"/> Cheese Sticks (individually wrapped)
<input type="checkbox"/> Dare Crackers	<input type="checkbox"/> GoGo Squeeze fruit	<input type="checkbox"/> Outshine frozen fruit bars
<input type="checkbox"/> Sensible Portions Veggie Sticks or Chips (various flavors)	<input type="checkbox"/> Kirkland Apple Sauce pouches	<input type="checkbox"/> Italian ice cups-manufactured in a nut free plant
<input type="checkbox"/> Stacey's Pita Chips (plain only)	<input type="checkbox"/> Kirkland peaches in water	<input type="checkbox"/> Frozen yogurt bars/cups manufactured in nut free plant
<input type="checkbox"/> Tostitos Scoops Originals	<input type="checkbox"/> Mott's Apple Sauce (any variety)	<input type="checkbox"/> Frito Lay Bean Dip
<input type="checkbox"/> Frito Lay Classic Variety Pack of Bags (6 varieties)	<input type="checkbox"/> Fruit (individual packets, whole, unpeeled, store packaged tray)	<input type="checkbox"/> Philly Pretzel Company *mustard dip
<input type="checkbox"/> Pepperidge Farm Goldfish Crackers(cheddar, whole wheat, baby, pretzel- no chocolate)	<input type="checkbox"/> Vegetables (individual packets, whole, unpeeled, store packaged tray)	
<input type="checkbox"/> Kellogg's Original Rice Krispy Treats	<input type="checkbox"/> Welch's 100% Fruit Snacks	
<input type="checkbox"/> Pirate's Booty Popcorn	<input type="checkbox"/> Store Bought Salsa	
<input type="checkbox"/> Annie's Cheddar Bunnies (original only)		
<input type="checkbox"/> Original Chex		

Cafeteria Platter Selections-contact Alexis Baney, Cafeteria Manager, at 724-452-8280 x6055 for options and pricing.

Parents who will assist (four volunteers are permitted per party). Name as it appears on driver's license.

Appendix 1

1. _____ 2. _____

3. _____ 4. _____

Teacher Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

*Please copy back-to-back

