

Haine Elementary School

Kindergarten - Grade 4

STUDENT HANDBOOK

2024 – 2025



Welcome to Haine Elementary School!

Dear Haine Families,

The Haine administration, teachers, and support staff are excited to begin another great school year. Together we look forward to achieving our goals of providing students with many positive, and enriching learning experiences that will foster academic, social, and emotional growth. As parents, teachers, and administration we each play an important role in your child's experience and success at Haine Elementary.

Please take the time to read this handbook and use portions of it when speaking with your child about this upcoming school year. We recognize that communication and knowledge are vital in achieving our goals at Haine Elementary. Our theme for the 2024-2025 school year is *Haine Elementary: Ready for S'more Learning!* We are excited for this new adventure as we enter the 2024-2025 school year!

Sincerely,

Dr. Kristen White
Principal

Mr. Thomas McKelvey
Assistant Principal

Ms. Chelsea Miller
Acting Assistant Principal

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SENECA VALLEY SCHOOL DISTRICT

Seneca Valley School Board Members for 2024-2025

Eric O. DiTullio – President	Timothy Hester
Jeff Widdowson – Vice President	Mike Jacobs
Leslie Bredl	Fred Peterson
Nick Brower	Kari Zimmer
Susan Harrison	

Seneca Valley School District Administrative Personnel

Superintendent of Schools

Dr. Tracy Vitale

Assistant Superintendent K-6

Dr. Sean McCarty

Assistant Superintendent 7-12

Dr. Matthew McKinley

Assistant Superintendent K-12 Curriculum and Assessment

Dr. Marie Palano

Director of Human Resources

Ms. Kyra Bobak

Business Manager

Ms. Dana Kirk

Director of Student Services

Dr. Cassandra Doggrell

Assistant Director of Special Education

Dr. Mallory Eyles

Supervisor of Special Education

Ms. Ashley Pattison

Transportation Director

Mr. John Demkowicz

School Psychologist

Dr. Kathleen Mahon

Principal

Dr. Kristen White

Assistant Principal

Mr. Thomas McKelvey

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 in order to prepare our students to be productive and contributing citizens.

Seneca Valley Non-Discrimination Policy

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

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 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, 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 are in need of 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 due to 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 right hand corner) or by going to <https://portal.svsd.net/>

Arrival and Dismissal

*** During the 2024-2025 school year, arrival/dismissal times and or procedures may be altered. For the most up-to-date school information, please check the District website regularly at www.svsd.net.**

The school opens at 8:40 a.m. as the first bus arrives. Students should **NOT** be dropped off at school prior to that time as supervision is not available. All teachers are in the school building from 8:10 a.m. until 3:40 p.m.

School hours are:

8:40 a.m. -School opens - **Students are not permitted to be dropped off prior to 8:40.**

8:45-9:03 a.m. -Breakfast offered in the cafeteria

8:55 a.m. -Classes begin

*Note: **A student arriving in the office at 8:55 a.m. is considered tardy.**

11:30 a.m. -AM Kindergarten dismissal

12:50 p.m. -PM Kindergarten arrival

12:50 p.m. -PM Kindergarten classes begin

3:25 p.m. -Dismissal (walkers & special pick-ups)

Morning arrival 8:40 – 8:55

Parents bringing children to school enter the lower parking lot “Student Drop-Off” lane. A School Employee will be present on the lower sidewalk to supervise. Students should only exit the vehicles when they are in the drop-off lane; never on Haine School Road or at the entrance of the parking lot.

In order to maintain the safest environment for all students exiting cars, stay in a single file line; please do not pass cars that are dropping students off.

****Students who arrive at 8:55 a.m. must check in at the office before proceeding to their classrooms. Students should have tardy excuses completed to give to the office staff.**

Dismissal 3:25

Any student that needs to be dismissed early for appointments must bring a note with parent's/guardian's signature and be dismissed prior to 3:00 p.m. Photo I.D. is required to release a student to an authorized adult. Please sign the early dismissal sign out sheet in the office.

Any student that is being picked up must either submit a request on the parent portal or send in a signed note and give it to their teacher upon arrival to school. **Please do not email teachers requesting early dismissals. Due to their schedules, they are unavailable to respond to such requests during the school day. The office will begin dismissal at 3:25.**

Attendance

School attendance and prompt arrival to school are the responsibilities of the students and their parents/guardians. In order to learn the expected skills, regular school attendance is required. A child cannot learn these skills when frequent absences occur. Students are expected to attend 180 days of school during the course of a school year.

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:

- Religious holiday
- Medical related absences
- Sudden illness or other emergency situation
- Pre-planned educational trips
- Death in immediate family
- Inclement weather or impassable roads

In order for an absence to be considered excused, a written note must be turned into the school office or submitted on the SV Parent Portal by using the attendance option. The student's parent or guardian is required to submit a written statement that specifically states the reason for the absence. The date of the absence(s), child's full name, and detailed reason for the absence must be listed on the written statement. The written statement should be sent to the school with the child and given to the child's teacher upon his/her return to school. By District Policy, five (5) or more consecutive days of absence requires a doctor's excuse. Any absence without this written statement will be unexcused.

An absence is considered to be 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 submitted.

Being absent from school does not excuse a student from any work or assignments which were assigned during his/her absence. It is the student's responsibility to see each his/her teacher(s) to request make-up work. Please contact your child's teacher(s) for classroom specific absent assignment policies.

In the event that 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.

Once a student reaches five (5) to nine (9) total absences, parents will be notified by the school. Any additional absences without a valid excuse will be marked unexcused. After twenty (20) total absences, doctor notes may be required on all absences for them to be considered excused. Students who are absent an additional three (3) unexcused absences will receive a letter of concern from the school district and truancy charges may be filed with the local magistrate.

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

Automated Attendance Notification Program

Please be aware that this school uses an automated attendance system for morning Kindergarten – Grade 4. It will notify parents/guardians of a student's absence at the telephone number they predetermined. If this number is changed, parents must notify the school office. Due to the system's inability to randomly update information, when students are tardy, parents may receive an absence call. Please be assured the office will update the information for official attendance purposes. In addition, the response time for calling parents will vary depending on the total number of district students absent. Parents who feel their child is present at school and is not tardy, or who feel this is an error, should call the school immediately!

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's questions concerning methods used or values of assignments should be directed 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 is:

- Targeted and purposeful.
- Practice, 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 in order 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.

Types of Homework

Practice: Homework that is designed for students to reach a level of self-sufficiency in performing a learned skill previously introduced through previous instruction.

Preparation: Homework that is designed for students to access prior knowledge and experiences about a topic to be learned or expanded upon.

Elaboration/Extension/Enrichment: Homework that is designed to require students to conduct research, compare items, support a position, or develop a graphic organizer of information.

Reading: Homework that is designed for students to spend time reading to increase fluency and comprehension while preparing for discussions or key writing assignments.

Study: Homework that is designed to require students to review material in notes and assignments to commit key information, ideas and concepts to long-term memory and to enhance understanding of a subject.

Creativity/Authenticity: Homework that is designed for student to integrate and apply many skills and concepts learned in various disciplines.

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

Pre-Planned Educational Trips

The Seneca Valley School District recognizes that some families choose to make travel plans that coincide with the school year. Leisure or pleasure travel will be considered unexcused absences. However, if parents feel that the trip is of significant educational value to their child(ren), they may submit an Educational Trip form for approval. These forms are available in the school office. This form is to be completed by the parent or guardian and returned to school **at least two weeks prior to travel**. The form is subject to approval by the school principal. If approved, the absences incurred by your child will be excused.

Trips will not be approved if the trip is scheduled during district-wide standardized testing.

Any trip taken without prior approval will be declared unexcused. Submission of the form does not guarantee approval. Parents/students are responsible for making arrangements with teachers for missed work. Please contact your child's teacher(s) for classroom specific absent assignment policies.

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

Tardiness

A student is counted tardy if he/she is not in the homeroom when the tardy bell rings at 8:55 am. His/her name, along with date of tardiness, will be recorded in the office. **An excuse from the parent/guardian is required when a student is tardy.**

Withdrawal from School

If you are moving to another area or attending another school, and must withdraw from school, please report to the office to complete a withdrawal record form. The student will be given a copy of his/her immunization record to be taken to the new school. Please take this information with you when enrolling at the new location. Parents must sign a withdrawal record form for transfer of all school records.

Weather/Emergency School Closing or Delays:

If it becomes necessary to cancel school due to inclement weather or other abnormal conditions, the decision will be made no later than 5:30 A.M. automated calls will be made through the School Messenger system. Announcements will also be made by radio station: **KDKA 1020AM** and television channels **ABC, NBC, CBS** and **SVTV**. School status information can also be found on the Seneca Valley website.

In the event of a delayed opening, Kindergarten students will follow this schedule:

A.M. Arrival-10:40 A.M. and Dismissal - 12:43 P.M.

P.M. Arrival- 1:30 P.M. and Dismissal - 3:25 P.M.

Weather/Emergency Related Early Dismissals

Occasionally, a situation arises that result 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. Also, the School Messenger system will be used to contact you and an alert will post to the Seneca Valley website.

Please refrain from calling the school office for information about school closings, delayed openings, or early dismissals. It is very important to keep telephone lines open in case an emergency situation arises that would necessitate our calling for assistance.

Behavior

Haine Elementary School will utilize positive behavior support strategies to build learning communities for our students that are safe, engaging and fun. Positive language is important in guiding academic progress as well as acceptable classroom behavior.

Behavior Expectations – School Wide

Haine Elementary also encourages students to be a S.T.A.R.: Safe, Trustworthy, Accountable, and Respectful. Students that are recognized for displaying these behaviors will receive a STAR from staff members. These are collected and a specified number are drawn each week. The students who are picked are announced on the announcements. Students also have an opportunity to earn Shining STARS. Students who earn a Shining STAR choose a column to place their Shining STAR on the Principals' 200 Board in the lobby. Each column corresponds with a specific reward. Once each column is filled with Shining STARS, students in that column earn that reward. Once the entire Principals' 200 Board is complete, the entire school earns a reward. We will continue this cycle throughout the school year to incentivize Safe, Trustworthy, Accountable, and Respectful behavior here at Haine Elementary.

STAR Pledge

I can be a shining star
Being safe will take me far

I am me, the world will see
It's important to be trustworthy

I will work hard every day
and be accountable for what I do and say

I will fill our buckets full
By being kind and respectful



Haine Elementary School Rules



Be Safe, Trustworthy, Accountable, and Respectful

	SAFE	TRUSTWORTHY	ACCOUNTABLE	RESPECTFUL
Hallway	<ul style="list-style-type: none"> - Walk facing forward on the right-hand side - Keep hands and feet to yourself - Keep appropriate space between others. 	<ul style="list-style-type: none"> - Go straight to your destination. 	<ul style="list-style-type: none"> - Keep personal devices in your backpack. - Hold your laptop when transitioning between classrooms. 	<ul style="list-style-type: none"> - Use appropriate volume.
Restroom	<ul style="list-style-type: none"> - Keep hands and feet to yourself. - Always walk. - Use toilet, sink, and supplies appropriately. 	<ul style="list-style-type: none"> - Allow others their privacy. 	<ul style="list-style-type: none"> - Clean up after yourself. - Use facilities as intended. - Tell an adult about any problems. 	<ul style="list-style-type: none"> - Use appropriate volume.
Cafeteria	<ul style="list-style-type: none"> - Keep hands and feet to yourself. - Always walk. - Stay in your seat. 	<ul style="list-style-type: none"> - Go directly to your seat. 	<ul style="list-style-type: none"> - Keep your area clean. 	<ul style="list-style-type: none"> - Use appropriate volume. - Wait patiently. - Respect all adults.
Bus	<ul style="list-style-type: none"> - Keep hands and feet to yourself. - Stay in your seat and face forward. 	<ul style="list-style-type: none"> - Have school appropriate conversation. 	<ul style="list-style-type: none"> - Keep aisles clear. 	<ul style="list-style-type: none"> - Greet the bus driver. - Use appropriate volume. - Speak kindly to students and adults. - Use appropriate language.
Recess	<ul style="list-style-type: none"> - Use equipment appropriately. - Use self-control when playing. 	<ul style="list-style-type: none"> - Care for and return equipment. - Have school appropriate conversations. 	<ul style="list-style-type: none"> - Line up when directed. - If someone is hurt, tell an adult. 	<ul style="list-style-type: none"> - Include others. - Use appropriate language.
Classroom/Specials	<ul style="list-style-type: none"> - Always walk. - Stay in your personal space. 	<ul style="list-style-type: none"> - Be honest. 	<ul style="list-style-type: none"> - Use materials appropriately. - Have materials/technology ready and use them as intended. - Complete work to the best of your ability. 	<ul style="list-style-type: none"> - Raise your hand and wait to be called on. - Use appropriate volume. - Treat others the way you want to be treated.



Bullying

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:

- 1. Substantially interfering with a student's education.**
- 2. Creating a threatening environment.**
- 3. 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. 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.](#)

Bus and Bus Stop Citizenship

Proper behavior is expected both on the bus and at bus stops. The bus driver has the authority to enforce discipline on the school bus. All classroom rules apply to the school bus.

The Seneca Valley School District uses the acronym PEACE to help students remember appropriate bus behavior:

- P:** Please stay seated
- E:** Everyone speak softly
- A:** Always listen to the driver
- C:** Control yourself
- E:** Earn Recognition

Discipline

Students have a great responsibility in being good citizens of their school with the support of all school staff. Their responsibilities include being a contributing member of the school/classroom community, regular school attendance, and conscientious effort in classroom work, and conformance to school rules. Discipline for misconduct will be assigned by the teachers, building assistants and/or principal on a case-by-case basis in accordance with the behavior management

plan. This may include classroom consequences, completion of a reflection sheet, or lunch and/or office detentions. More serious infractions 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 and 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 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.](#)

Dress and General Appearance

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 HES 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](#).

Drugs

The Seneca Valley School District forbids the possession, use, misuse, or distribution of alcohol/drugs (controlled substances), "look alike" 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.](#)

Discrimination/Title IX Sexual Harassment Affecting Students **[Policy- 103](#)**

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/Compliance Officer Mr. Ashley Porter, Supervisor of Equity and Title IX Coordinator by mail: 124 Seneca School Road, Harmony, PA 16037, by phone: 724-452-6040, or by email: porterad@svsd.net.

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.

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 fund raising is done through the PTO.

Tobacco Usage

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

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

Technology and School-Issued Devices

The school-issued devices are a privilege provided for students to enhance the academic curriculum. Students are expected to act in a responsible, ethical, and legal manner. Inappropriate language, bullying/cyberbullying, and other disrespectful or intimidating behavior are unacceptable. Games that are not specifically used in the classroom 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 dealt with per Seneca Valley Policy # 218. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.

[Acceptable use of Internet Policy; please refer to Board Policy #815](#)

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 unless directed to do so by their classroom teacher. A teacher or administrator may confiscate these devices for a specified period of 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.

Responsible Use of Technology Resources – Update to SV Policy #237

Seneca Valley welcomes and encourages students and staff to utilize technology as a supplemental resource for learning (*when appropriate and in a positive manner*). However, it has become evident that use of cell phones and other personal electronic communication devices have become more of a deterrent to the overall successful engagement of academics while in school.

The natural next step is to act on student use of cell phone/personal electronic device during the school day. Therefore, the School Board approved a policy (Policy #237) update that includes changes to the procedures and consequences regarding device use while in school.

Student smartphones or other personal electronic communication devices (“devices”) may come to school but **must** be 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.

Building Operations

Assemblies

Haine Elementary School is recognized by visitors as a respectful audience. Assemblies may be scheduled throughout the school year. During assemblies, guests are invited to the school; therefore, we display our best behavior. Be seated quickly, talk quietly and when a person approaches the front center of the multipurpose room or gymnasium to introduce the guest, be quiet immediately. Common courtesy must be extended to the performer(s).

Classroom Observations

A parent who wishes to formally observe his/her child's class should contact the principal at least two weeks in advance to discuss guidelines that must be followed during such an observation period (40 minutes maximum). An administrator will accompany the parent and a confidentiality statement must be signed.

Classroom Parties

The District permits classroom parties in the elementary schools at Winter Break and Valentine's Day. In most cases, classroom teachers will arrange for parents to plan the parties. The state of Pennsylvania legally requires all schools to meet nutritional guidelines. Foods that are considered unhealthy or that contain specific allergens are not permitted at school parties.

[For more detailed information about the District's Wellness policy, please refer to Board Policy #246.](#)

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, your child's school MUST have a copy of the court or custody order on hand. Please submit these documents as soon as possible. Schools are legally required to follow all court ordered instructions but cannot do so if we are not aware of them. Please bring all pertinent paperwork to the school office and provide contact information for parents/guardians who have educational rights.

Lost and Found

Lost articles of clothing, rings, watches, books, jewelry, gym bags, lunch boxes, glasses, etc., are placed in Lost and Found on the cafeteria stage.

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.

Parent-Teacher Conferences

Parents are urged to attend a conference with their child's teacher during the scheduled conferences. 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 must be held at a time that will not interfere with the instructional program. Open House Night is not the proper time to discuss discipline problems, or problems in achievement, since this should be confidential. Parents should arrange for a conference at another time. Conferences may be scheduled by calling the school office or contacting your child's classroom teacher.

Parent/Teacher Organizations – PTO

Active membership in the PTO is encouraged. Regular notices are sent home to describe special events and solicit parent participation. Please visit www.hainepto.membershiptoolkit.com for detailed information and check the district's calendar for meetings, dates and times.

Report Cards/ Report of Student Progress

K-6 Report of Progress

A system for reporting student progress was introduced during the 2018-2019 school year to better communicate what students should know and be able to do by the end of each school year. The district's RoSP is based on the PA Core standards, current research, and effective instructional strategies. The RoSP includes information about student understanding and reports how the student is progressing toward grade level goals, or essential standards. Essential standards are the most important learning targets of the PA Core Standards and district curriculum.

These select standards contain key concepts that will be used in multiple disciplines and content areas. The RoSP helps teachers and students to focus on student achievement and growth by collecting and analyzing evidence of student learning to assess the student's learning specific to each standard.

The RoSP measures student understanding over time and separates academic performance from work habits and behaviors. Therefore, student understanding is demonstrated through proficiency scales, which articulate learning progressions for each essential standard. Learning progressions are beneficial because they describe how a student's 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 on the learning continuum (Beginning, Progressing, Meeting, Exceeding). Therefore, student progress on each standard is specific and based on learning.

The teacher will continuously assess each student based on his or her mastery of grade level essential standards. The RoSP focuses on growth over time, understanding and mastery of specific grade level skills. Teachers will communicate as necessary if they have concerns regarding student progress and proficiency of grade level essential standards. Please remember that students may not be able to master the entire standard until the third trimester, as some standards have multiple components. Our reporting of student progress, as described above, will occur on a trimester basis.

Proficiency Scale Descriptors:

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

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

Progressing – The student is progressing 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.

Continual access to student progress is available through the Seneca Valley Portal at <https://portal.svsd.net/parents/>. If a parent/guardian does not have electronic access, a request can be made by the parent/guardian at the building level to provide a hard copy of the updated student progress.

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

Safety Drills

Students must be attentive to adult direction during any drills. An unannounced fire drill will be conducted in each month of the school year. There will also be routine evacuation, lockdown and weather drills throughout the school year. Students should move quietly under the direction of the teacher or staff member.

District-wide Food Services

Breakfast Program

Breakfast is available, and free, to all students at all schools within the Seneca Valley School District each morning.

Lunch Program

All students are required to eat lunch in the cafeteria; however, they are always welcome to bring a packed lunch. Students who choose to bring a packed lunch may still purchase milk, snacks, and other food in the cafeteria. If students are bringing drinks from home, they should not be in glass containers.

The Seneca Valley School District Food Service Department uses a point-of-sale system called Etrition. We utilize this system to track/maintain student account balances, student purchases, free/reduced meal benefits and monitor allergies. Each student has a unique PIN that can be typed into the PIN pads at the register when making purchases.

Our point-of-sale system also utilizes an online payment feature through www.myschoolbucks.com. Online payments can be made, but are subject to a small convenience fee, with the funds being deposited onto the student's account within 24 hours. Payments can also be made via check or cash. Please place cash/check in an envelope with the student's name and grade written on it. This will allow the cashier to find your student and deposit the money onto the correct account. When paying via check, please make the check out to **SVSD Food Service**. Unfortunately, our system does not support credit card payments outside of online deposits via MySchoolBucks.

Students are welcome to purchase any item available in the cafeteria with the funds available on their accounts. Parents do have the ability to put restrictions on their student's account. Please reach out to the cafeteria via email to request any account restrictions.

[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. **Free/Reduced meal applications must be completed each school year.**

Students will never be left without a meal, regardless of the circumstances. If a student forgets their packed lunch at home, or simply doesn't have money on their lunch account, they will still be provided a lunch unless the parents/guardians have indicated otherwise. Students are permitted to charge meals to their accounts if they don't have enough money to pay for that day's meal. However, students are not permitted to charge a la carte items to their accounts – chips, cookies, extra meals, etc. Emails are distributed weekly to the parent/guardian email(s) to notify them of low/negative lunch account balances. For more information, contact Ms. Kelly Bommer, Cafeteria Manager at 724-776-1581 ext. 4055.

Thank you for the opportunity to feed your student each day!

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

The Seneca Valley School District is pleased to provide a cafeteria payment service over the internet. Seneca Valley accepts payments for school meals through www.mySchoolBucks.com online payment service.

Educational Programs

Academic Achievement

Student academic achievement is important because it acts as a bridge being built one step at a time. If a student should have difficulty, they should see their teacher and ask for help. To achieve success, hard work is needed.

School Counseling Services

Why a group?

Being a part of a group is a way for students to realize that other students may think, feel, or act, the same way they do. Students also learn skills and strategies that can help them inside the classroom and at home. The below groups can offer your child a sense of belonging and offer a safe place for them to practice needed skills.

Group Discussions:

Worry Busters: This particular group will focus on developing and practicing skills to help with our worries and anxious thoughts. By participating in the group your child will develop important skills to help them be even more successful in the classroom and develop relationships with other peers and classmates.

Uniquely Me (Self-Esteem): This particular group will focus on developing and practicing skills that support a healthy self-esteem. The group will be learning how to stop and reverse negative thinking, use positive self-talk, identify their strengths, and initiate and maintain conversations with peers.

Skills for Learning: This particular group will focus on developing and practicing skills to help your child with listening and following directions accurately, focus on the person speaking, exercising their memory, practice cooperation while working with peers, and keeping an organized desk and backpack.

Friendship & Social Skills: This particular group will focus on developing and practicing skills to help your child with making and keeping friends. The group will work on expressing thoughts and feelings appropriately, reading and interpreting age-appropriate social cues, sharing and cooperating, showing empathy to their peers, initiating and joining peer conversations and play, and building self-confidence.

Emotional Management: This particular group will focus on developing and practicing skills for identifying triggers and physiological responses to strong feelings, self-calming strategies, positive thinking of self-concept, and maintaining self-control.

You may contact the school office to speak with our school counselor.

Glade Run – Seneca Valley has entered into an agreement with Glade Run Lutheran Services to provide school-based counseling services during the school day. Please contact the school counselor for further information.

Therapy Dogs

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.

Special Area Classes:

Each student in extended day kindergarten through fourth grade will have one special class every day, receiving instruction in **Music, Art, Physical Education, Spanish or Creativity Innovation Research Center (CIRC)**. Half day kindergarten students will have CIRC one time during a five day cycle.

Art Class

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 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 researched literature. 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 with literature. 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 books. Please note that students will be charged for lost or damaged books. If a book is thought to be lost, a parent needs to send in a letter explaining the situation. If the book is not found by the end of the year, a letter will be sent home regarding payment.

Music Class

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

Physical Education Class

All students will participate in Physical Education. Classes are co-ed and will include team, individual and challenge activities. Students are expected to come to class prepared and ready to participate. Dress for gym day is comfortable fitting play clothes and sneakers. 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 in class. The teacher 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.

Spanish

Students will be exposed to 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 (optional)

Instrumental music begins in fourth grade for students interested in playing an instrument. Both band and strings instruments are offered. Students entering school in the fall, who have never played a musical instrument, may start with the beginner group, provided they have had a musical try-out and have rented their instrument. Children will be asked to practice their instruments, so please encourage practice while considering your child's study needs and involvement in other extra-curricular activities.

Support Services:

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 so that the YESS process can be initiated.

Reading and Math Intervention

It is the hope of the district to identify reading and math problems early and remediate them as quickly as possible. Parents will be notified if their child qualifies for additional reading or math support after a screening is completed.

Special Education

Effective education requires that children be exposed to an educational program that is in keeping with their instructional level. Our program in Special Education is geared to meet the needs of

the child requiring an instructional program that is special for him/her only.

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 Educational Support Services (Y.E.S.S.)

The Elementary Student Assistance Process (E.S.A.P) was developed to ensure that each child would be given an opportunity to experience academic success. Seneca Valley School District's ESAP process is titled Youth Education Support Services (Y.E.S.S.). The Y.E.S.S. Team provides elementary student assistance to students who are at risk academically, behaviorally, or emotionally and involves gathering data, setting goals, developing a plan of action, implementing the plan, and monitoring student progress. In the event that more evaluation is needed, the Youth Education Support Services (YE.S.S.) process serves as the Seneca Valley School District's pre-referral process for special education.

The Elementary Y.E.S.S. Team is comprised of the building administrator, referring teacher, parents, instructional facilitator, school counselor, reading specialist, speech therapist, and the school psychologist. Other school staff may attend as appropriate. The Y.E.S.S. Team members are trained in skills used to assess a student's instructional level, involve parents in their child's education, collaborate to solve problems, and develop instructional strategies that facilitate student achievement. Parents or teachers may refer students to the Y.E.S.S. Team by contacting the building administrators, instruction and intervention specialist, or school counselor.

Students Experiencing Homelessness, Foster Care and 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.

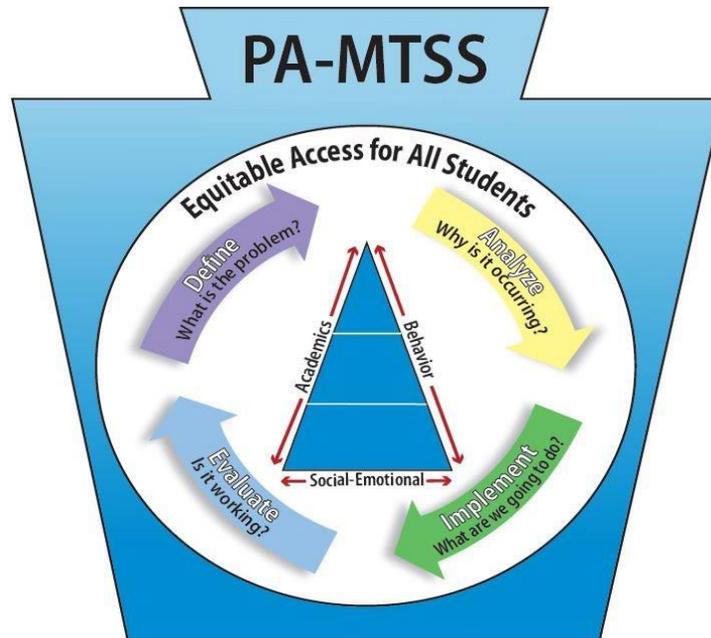
Students living in shelters in the district will be enrolled to attend at Seneca Valley. Homeless families are not required to verify their residency to enroll. The District has a staff person who serves as liaison to help homeless children and youth. Their responsibilities include identifying students 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](#)

MTSS Overview



Seneca Valley is committed to supplementing our instructional programs by providing additional intervention or extension activities for students with Reading and 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 that are closely aligned to instruction, as well as teacher input to help them choose the programming, materials and instruction to best meet the needs of our students. 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, your child may have the opportunity to benefit from available supports provided by an interventionist. If so, your child will receive small group instruction that targets specific reading or math skills. The level of support is flexible and based on student need. 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 and math 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.

Health and Wellness

Abuse (Physical, Emotional, Neglect, etc.):

All employees of the Seneca Valley School District are identified as 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. Reports of abuse can be made by the student involved or anyone who suspects that abuse is occurring. Staff members who become aware of, or suspect an abusive situation are required to report the suspected abuse to Childline (1-800-932-0313).

Communicable Diseases:

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

- For Fever and vomiting: Students with a fever greater than 100.4 should stay home until fever free for 24 hour without the use of fever reducing medication (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, following 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.

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, school nurse, or building principal with questions.

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 need in solving their own health problems. The health room is an important part of our school. The nurse is not to treat injuries which occurred outside of school hours, or diagnose rashes, etc. These are the responsibility of the parents. **Please notify us of any change in emergency contact, your phone number or work number and update your emergency contacts in the SV Parent Portal.**

Homebound Instruction

If a student is seriously ill or unable to attend school for an extended period of 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.

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**

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 which avoid school hours whenever possible. If, however, medication absolutely must be given during school hours, the following guidelines and procedures must be followed:

Prescriptions:

1. The student's physician must complete the District's approved prescription medication form for medication.
2. The student's parents or guardian must sign the District's consent form for prescription medications.
3. Any medication to be given during school hours must be brought to school in the original pharmaceutically dispensed and properly labeled container, preferably 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:

1. Students are not permitted to carry non-prescription medications to or from school.
2. In order to better serve our students, our school nurses may 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.

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. Don't 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 discretion of the bus driver and administration. 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 prior to the scheduled arrival of their bus in the morning. For bus emergencies before 8 AM and after 4 PM, contact ABC Transit (phone number available on website).

Audio and Video Monitoring

The School Board has 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.

[Audio and Video Monitoring](#)

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. Requests for "**Exceptions**" to transportation can be made by accessing "Transportation Requests" on the Transportation Department website www.svsd.net **Click on departments and from the drop down menu, click on Transportation.** The links to transportation requests will be on the left of the web page. Each written request will be evaluated on an individual basis by the Transportation Director. 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 situation, 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.

Alternative Stop Requests:

Alternative stop request – The deadline to provide the transportation department 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. We will begin taking requests again after Labor Day.

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 the case of a custody agreement or daycare. Parents and/or guardians need to alert the transportation department of an alternate address needed. The days for an alternative stop need to be consistent each week. No alternating Fridays are accepted. All alternative stops will be deleted at the end of the school year and parents will need to submit a request for an alternative stop before the beginning of the following school year.

Cell Phones and Devices on the Bus

A cell phone is a personal device it is not a community device. Cell phones should be used responsibly. It is illegal to take photos and videos without consent and without the person knowing they are being captured on a cell phone.

Lost Items on the Bus

It is best to contact the bus garage immediately when an item is missing. The garage managers are able to call the driver to confirm if the lost item is on the bus. Please have the bus number available before calling the garage.

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 indoor voices only.
 - * Ask the driver for permission to open windows. You must keep arms and head inside the bus at all times.
 - * Eating or drinking on the bus is not permitted.
 - * Throwing objects inside or out of the bus is prohibited.
 - * 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 at (724) 473-4500 or the Transportation Department at (724) 452-6040, ext. 1758.