

ELEMENTARY STUDENT HANDBOOK 2024-2025

RIVER VALLEY ELEMENTARY SCHOOLS

Updated:
August 6, 2024

Please be advised that the contents of this handbook may change as District policies are reviewed, revised, and updated.

www.rivervalleyisd.org

WELCOME TO THE RIVER VALLEY ELEMENTARY SCHOOLS

This handbook will provide you with information about the programs and policies of the River Valley Elementary Schools. Please read, review, and discuss the information in this booklet with your child.

Your children come to the elementary school as special children, unique in their own physical, social, intellectual, and emotional development. Therefore, in addition to providing a strong curriculum, which stresses math and reading, we offer programs that will enhance self-esteem, foster success, and nurture curiosity and creativity.

Your child's success is our highest priority. The home and the school form a strong partnership. We hope the information provided in this handbook assists you in this partnership. Please feel free to contact the school whenever you have a question or concern.

With your help and support, we are confident that your children will find River Valley Elementary Schools a great place to learn and grow.



The information contained in the handbook was accurate at the time of printing. Please be advised that any updated policy supersedes any information that may be contained in this handbook. Please refer to the website at www.rivervalleyisd.org to view the policies online.

If you do not have Internet access and would like a copy of any district policy, please contact:

Blairsville Elementary School at 724-343-8430
Saltzburg Elementary School at 724-343-8440

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ELEMENTARY FACULTY AND STAFF

BLAIRSVILLE ELEMENTARY

Mr. Brian Higginbotham, Principal

Mrs. Peggy Cribbs, Secretary

Mr. Rick Schillow, School Counselor

Mrs. Jennifer Sleppy, Nurse

Kindergarten

Ms. Lexus Dadson
Ms. Jessica Patterson
Ms. McKenzie Rihn

First Grade

Ms. Rebecca Hilderhoff
Mrs. Michele Sisitki

Second Grade

Mrs. Brittany Marshall
Mrs. Emily Pozik
Mr. Steven Shannon

Third Grade

Mrs. Eileen Jeffries
Mr. Matthew Nicely
Mrs. Caitlin Martin

Fourth Grade

Mrs. Hope Grant
Mrs. Jessica Scardina
Mr. Scott Stuchal

Fifth Grade

Mrs. Alissa McNulty
Mrs. Sarah Ross
Mrs. Barb Stile

Gifted

Mr. Jim Buckles*

Library

Mrs. Linzi Strong*

Paraprofessionals

Mrs. Julie Holby
Mrs. Felicia Vanyo
Mrs. Myrissa Beskid-Perez
Mrs. April Sullenberger
Mrs. Aimee Edwards

School Psychologists

Dr. Lisa Anderson*
Mrs. Beth Blystone*

NextGen Leaders

Mrs. Sarah Kral

Physical Education

Mr. Andrew Frassenei

Music

Ms. Emma Firment
Mr. Adam Bukosky*

Art

Mrs. Angela Scalamogna*

Reading Specialists

Mrs. Brittany Johnson
Mrs. Emily Miller
Mrs. Jenley Schillow

Math Specialist/ESL

Mrs. Jessica George

Learning Support

Mrs. Alexis Smith
Mrs. Robyn Shaw

Life Skills/Autism Support

Mr. Jared Bailey
Ms. Rachel Boyer

Speech/Language Support

Ms. Kayla Fatula
Mrs. Molly Wallace

Custodians

Mr. JD Faser
Mrs. Jamie Garland
Mr. James McCutcheon

Cafeteria

Ms. Lisa Baron
Mrs. Tara Duckworth
Mrs. Carla Shirley

SALTSBURG ELEMENTARY

Mrs. Tracy Richards, Principal

Mrs. Stacy Mazzaferro, Secretary

Mrs. Lori Baker, School Counselor*

Mrs. Patricia Prenni, Nurse*

Kindergarten

Mrs. Brandy DelleDonne
Mrs. Megan Roman*

First Grade

Mrs. Heather Bole
Mrs. Angela Jorgenson

Second Grade

Ms. Sara Anderson
Mrs. Bethany Sinclair

Third Grade

Mr. Jeff Smathers
Mrs. Stephanie Stroup

Fourth Grade

Mrs. Kristy Harrington
Mrs. Jennifer Surratt

Fifth Grade

Mrs. Diane Antonacci
Mr. Darrin Baker

Gifted

Mr. Jim Buckles*

ESL Specialist

Ms. Sara Anderson

Paraprofessionals

Mrs. Bonnie Barnhart
Mrs. Bonnie Bell
Mrs. Lacey Czerniec
Mrs. Margaret Rumbaugh

School Psychologists

Dr. Lisa Anderson*
Mrs. Beth Blystone*

NextGen Leaders

Mrs. Carly Hruska

Physical Education

Ms. Kelsey Ferguson

Music

Mrs. Amanda Staymates

Art

Mrs. Angela Scalamogna*

Library

Mrs. Linzi Strong*

Reading Specialists

Mrs. Cayla Dohey
Mrs. Lisa Jackson

Math Specialist

Mrs. Heather Reo

Learning Support

Mrs. Megan Pattyn

Emotional Support

Mrs. Calie Porter

Speech/Language Support

Mrs. Danielle Dinizio*

Custodians

Mrs. Lori Keibler
Ms. Mindy Street
Mr. Chris Watson

Cafeteria

Mrs. Dolores Carr*
Mrs. Shirley Dixon*
Mrs. Megan Price*

* Denotes Multiple Building Assignments

ABOUT THE RIVER VALLEY SCHOOL DISTRICT

102 School Lane ■ Blairsville, PA 15717 ■ T: 724-459-5500 ■ F: 724-459-9209

MISSION & VISION

River Valley is committed to creating a future-driven school district focusing on innovation, career exploration across all grades, and workforce development. Using the RIASEC language and prioritizing student identity are integral parts of our school culture, focusing on all students' strengths, interests, and workplace values so that they know there is a place for them in this world. River Valley takes a student-centered approach and understands the importance of the human process of personal development.



RIVER VALLEY SCHOOL DISTRICT BOARD OF DIRECTORS

Mr. Rick Harper, President
Mrs. Connie Constantino, Vice President
Mr. Anthony Canzano, Treasurer
Mr. Nathan Baird
Mrs. Beverly Kusma Caranese
Mrs. Jessica Clawson
Dr. Luke Faust
Mrs. Melanie Pantalone
Mrs. Mary Whitfield

RIVER VALLEY 
SCHOOL DISTRICT
COMPREHENSIVE PLAN



DISTRICT ADMINISTRATION

Mr. Philip Martell	Superintendent
Mrs. Regina Geesey	Assistant Superintendent
Mrs. Kathy Monko	Coordinator of School to Community Programming and Services
Mrs. Julie Obney	Director of Curriculum and Instruction
Mr. Jonathan Santoro	Director of Finance and Operations
Mr. Joe Hughes	Maintenance Director
Mrs. Amanda Faust	Coordinator of Assessment, Data, and Career Readiness Analysis
Mr. George Coutsoumbis	Food Service Director
Mrs. Jeanine Buell	Director of Public Relations
Mr. Geoff Dixon	President, River Valley Education Foundation
Mrs. Larissa Csanyi	Director of Transportation and Student Information Systems

The River Valley School District is an equal opportunity agency in its education programs, activities, and employment practices. River Valley School District does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or disability in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent, Title IX Coordinator, or the Section 504/ADA Title II Coordinator at 102 School Lane, Blairsville, PA 15717, 724-459-5500.



DISTRICT SCHOOLS

BLAIRSVILLE ELEMENTARY

MR. BRIAN HIGGINBOTHAM, PRINCIPAL

 **724-343-8430**  **724-459-7985**

 **106 School Lane
Blairsville, PA 15717**

SALTSBURG ELEMENTARY

MRS. TRACY RICHARDS, PRINCIPAL

 **724-343-8440**  **724-639-9322**

 **199 Trojan Lane
Saltsburg, PA 15681**

RIVER VALLEY MIDDLE SCHOOL

MR. ERIC WESTENDORF, PRINCIPAL

 **724-343-8420**  **724-459-0213**

 **104 School Lane
Blairsville, PA 15717**

RIVER VALLEY HIGH SCHOOL

MR. MICHAEL LEASURE, PRINCIPAL

 **724-343-8410**  **724-459-3392**

 **100 School Lane
Blairsville, PA 15717**

RIVER VALLEY STEAM ACADEMY

DR. SHAWNA LITTLE, DIRECTOR

 **Phone**
724-343-3230

 **Fax**
724-639-0071

 **Address**
**84 Trojan Lane
Saltsburg, PA 15681**

BUILDING INFORMATION

SCHOOL HOURS

Office (School Year)	8:00 AM - 4:00 PM
Faculty Hours	8:00 AM - 3:30 PM
Car Rider Student Drop-Off	8:30 AM - 8:40 AM
Instructional Hours	8:40 AM - 3:10 PM
Early Release Friday Instructional Hours	8:40 AM - 12:50 PM
Tardy Time	8:40 AM
Bus Dismissal	3:10 PM - 3:30 PM
Car Rider Pick Up for Typical Dismissal	3:10 PM (SES) 3:30 PM (BES)
Car Rider Pick Up for Early Release Friday Dismissal	12:50 PM (SES) 1:10 PM (BES)
Before School Care	7:30 AM - 8:30 AM
After School Care	3:30 PM - 5:00 PM

INCLEMENT WEATHER

When weather conditions make traveling dangerous or when emergencies arise, our schools may be delayed in starting or be closed. You will receive information via our automated alert system, check the district website (www.rivervalleyisd.org) or SchoolCast on the ARIN website (iu28.org), or tune in to local radio/TV stations for reports regarding our school district.

When inclement weather does not permit school buses to run on a regular schedule due to poor road conditions, the following guidelines will be followed. Parents will be notified via the RVSD Emergency Notification System, the radio, and television stations.

Flexible Instruction Day (FID) - Students will be offered virtual instruction on a modified schedule. Assignments and virtual meetings will be posted in Canvas.

Two Hour Delay – All buses will run two hours later than the normally scheduled time.

Early Dismissal – In the event that students are dismissed early from school, parents will be notified via our automated alert system, radio and television stations. Parents should make prior arrangements for a place for their children to stay if an emergency arises and early dismissal becomes necessary.

In the event that the school bus is unable to safely travel your road and you are unable to transport your child to school, the day will be considered an excused absence. Each school office will be given a list of the areas that the school buses were not able to travel for verification of excuses.

Parents who transport their children to school on days when there are delays should adhere to postponed starting times. For instance, a two-hour delay would have children reporting between 10:30 AM - 10:40 AM. Please do not drop off your child early, as there is no staff available to supervise students.

BUILDING INFORMATION

PARENT/GUARDIAN - CONCERN/COMPLAINT PROTOCOL

The River Valley School District is dedicated to meeting the educational needs of our students and is diligently striving to ensure your child receives the best possible educational experience. We view communication between the home and school to be a vital component to this end. Parents/guardians should take the following steps in the event of a question, concern, or complaint:

Step #1: Communicate with the respective teacher or counselor (email, phone call, and/or meeting). If the issue is not resolved;

Step #2: Communicate with the respective building-level administrator. If the issue is not resolved;

Step #3: Communicate with the Assistants to the Superintendent.

Step #4: Communicate with the Superintendent.

Step #5: If the issue is not resolved, the parent/guardian may choose to then address the Board of School Directors.



2024-2025 CALENDAR

River Valley School District
2024-2025 School Year

APPROVED: 01/16/2024

August 2024						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Early Dismissal						
August 23, 30						
September 6, 13, 20, 27						
October 4, 11, 18, 25						
November 1, 7, 8, 15, 22						
December 6, 13, 20						
January 10, 17, 24, 31						
February 7, 14, 21, 28						
March 7, 14, 21, 28						
April 4, 11, 25						
May 2, 9, 16, 23, 30						

Important Dates	
August 19:	First Day for Teachers/Staff
August 21:	First Day for Students
September 2:	Labor Day - no school
November 5:	Election Day
November 7:	Parent/Teacher Conf. K-12 1:00 p.m.-7:00 p.m. **EARLY DISMISSAL
November 11:	Veterans Day - no school
Nov. 27-Dec. 2:	Thanksgiving Break
Dec. 23-Jan.3:	Winter Break - no school
January 15:	Martin Luther King Jr. Day ** STUDENTS IN SCHOOL
February 17:	Presidents Day - no school
April 16-21:	Spring Break - no school
May 26:	Memorial Day - no school
May 30:	Last Day for Students/Graduation
May 30:	Last Day for Teachers

	Student Days: 180 Teacher Days: 185
Last Day of Grading Period:	
October 24, 2024	January 16, 2024
March 21, 2025	May 30, 2025
Open House:	
August 19 - Middle/High School	August 20 - Elementary Schools
Parent/Teacher Conferences	
November 7, 2024 1:00 p.m. - 7:00 p.m.	

In-Service Days (No Students)
August 19, 20 (2 add'l days)
October 14
Student Testing
Keystone
January- 6-17, 2025 Winter Wave 2
May 12-23, 2025 Spring
PSSA
April 21-25, 2025 ELA
April 28 - May 2, 2025 Mathematics, Science, and Make-ups

ACADEMICS

BASIC CURRICULUM

The full-day Kindergarten program is designed to prepare children academically, emotionally, and socially for the years ahead. This includes attitudes, habits, skills, and interests that are necessary for success in school. The educational program places specific emphasis on readiness for reading and math.

A comprehensive program of instruction is offered in grades K-5. The emphasis in the primary grades (Kindergarten through Second grade) is placed upon reading, spelling, and math and constitutes a large part of the school day. In the intermediate grades (Third Grade through Fifth Grade), additional time is spent on language, social studies, science and technology.

The River Valley School District is proud of its comprehensive partnership with Beable Education, which includes the full integration of the district's World of Work curriculum. Special subjects such as Music, Physical Education, and Computer Science are offered in grades K-5 on a rotational basis. Band and chorus opportunities are available in grades 4-5. Art and Library Science are taught by a certificated teachers, and are integrated on a 16-day rotation for students in grades K-5.

Support services may be provided to children who require special help. This specialized educational assistance may be given in the areas of gifted education, vision, speech, auditory, communication, learning support, and emotional support. Parental permission is necessary before children receive any of these support services.

Each student in grades K-5 will be issued an electronic device by the district. Please see the Technology and Network Usage section of this handbook for additional information. The RVSD student information system will be used for district communication. Please be sure the district has updated phone numbers and email addresses for your family.

HOMEWORK

Homework within the River Valley School District is not given as busy work. Homework is to be regarded as practice for work that has been started in school. The student should record the assignment in an assignment book or in a designated place and understand how to do it before leaving the school. Homework will be reviewed or collected by the teacher at a designated time. Refer to District Policy #130.

EVALUATION PROCEDURES

Report cards will be issued at the end of each marking period of school. Refer to district policy #212 & #213.

TECHNOLOGY AND NETWORK USAGE

All students having access to River Valley School District's computers, computer software, and other technology must abide by the regulations listed in District Policy #815.



ACADEMIC INTEGRITY

The Board is committed to strict standards of academic integrity and to helping students develop intellectually, creatively, and ethically. Honesty in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable, and district students caught cheating or plagiarizing shall be disciplined. Refer to District Policy #238.

FIELD TRIPS

Field trips may be planned each year. However, all trips must receive final approval from the school board. Each child is required to bring a permission slip signed by his/her parent/guardian prior to the day of the field trip. On occasion, special clothing may be desirable in the form of jeans, raincoat, etc. The school discipline code applies during field trips. All students must ride the bus to and from the field trip. Students are not permitted to ride to or from the field trip with a parent or guardian. In addition, all adults accompanying students on field trips must follow all provisions outlined in School Board Policy #916: Volunteers. Information regarding securing clearances can be obtained in the main office or on the district website.

MUSIC LESSONS

Instrumental lessons are available to all students beginning in fourth grade. In the fall, a letter will be sent home with each fourth and fifth grade student and all new students in the district explaining the instrumental music program. Should you decide to have your child learn to play a musical instrument, fill out the form and return it to school. You will be invited to a meeting to determine if your child would like to participate.

RETENTION

Whether or not a child should be retained is a major issue in the child's educational program and, therefore, must be given considerable thought. The physical, mental, social, and emotional maturity, as well as academic achievement, must be carefully weighed. With this in mind, the River Valley School District has adopted the following:

Students shall be identified as possible candidates for retention who:

1. Fail to meet minimum competency levels on standardized tests and other assessments.
2. Fail to meet grade level expectations in reading and math.
3. Accumulate an excessive number of absences from school – impacting student learning and progress.

Students must go through the Child Study Team process before being considered for retention. Also, please note that excessive absences will have a negative impact on your student's academic achievement.

GIFTED SERVICES

Screening and Eligibility Determination

The River Valley School District is committed to working in partnership with school staff, family and the community to serve the needs of our high achieving learners. We advocate for students with outstanding gifts or talents and align our services with the established Pennsylvania State Guidelines provided in Chapter 16. Highly trained gifted instructional coaches support classroom teachers in the development of differentiated instructional activities and assignments. This adds intensity, rigor, relevant, and authentic assessments to meet the continuous growth model for every student.

Parent Request for a Gifted Evaluation:

Parents/Guardian(s) may request a district evaluation to determine if their child is gifted and in need of specially designed instruction to meet his/her unique learning needs. The performance data will be reviewed at a multidisciplinary team meeting.

The gifted screening and eligibility determination procedures can be found on the district website, under the Gifted Services tab or contact your building guidance counselor.

ESL SERVICES

PROCESS FOR IDENTIFICATION OF ELLs:

Upon registration in the River Valley School District, a Home Language Survey (HLS) is completed for all Pre-K through grade 12 students as the first step in identifying a potential ELL (English Language Learner) student.

(*Pre-K students are not addressed until entry into Kindergarten, but noted for possible services.)

FOR AFFIRMATIVE RESPONSES TO THE HLS:

Parents of grade K-12 students who answer “yes” to any of the three HLS questions and/or meet the definition of ELL, are advised that the student will need an assessment of English proficiency to determine eligibility and placement in the district’s ESL Program UNLESS they meet the criteria outlined in the next section. If those criteria are not met, the guidance counselor informs the parents of the need for a language assessment. The student is then referred to the designated ELL assessor at the school. A standard letter is sent to parents with the results of the WIDA exam as well as the recommendation for placement within the ESL program at the district. This information is sent by the ESL coordinator.

SPECIAL EDUCATION/GUIDANCE

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth (including children with disabilities attending private schools, regardless of the severity of their disabilities), and who are in need of special education or related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act, Amendments of 2004 (IDEA '04). Please refer to page 22 for more information or visit the Special Education tab on the district website.



SUPPORT SERVICES

Reading Specialist: This teacher provides supplemental reading instruction to children who need support to succeed. This support is provided primarily within the regular classroom setting or other designated area.

Elementary Support Team/Child Study Team: This team provides interventions for students who are in need of support in an academic, social, or behavioral area. This team consists of teachers, guidance counselor, psychologist, school principal, student, parent, or others as deemed necessary. Support may be provided within the classroom setting or other designated areas.

School Psychologist: The certified school psychologist provides building support services. These services may include individual student assessment, Child Study Team assistance, and parent-teacher consultation.

School Counselor: The certified guidance counselor provides academic, social, behavioral, and emotional support services for students. These services may include individual and small-group counseling. The counselor also delivers developmental guidance activities to individual classrooms or small groups.

Paraprofessional: The paraprofessional provides support services under the direction of teachers and building principal.

REQUESTS FOR STUDENT CLASSROOM ASSIGNMENTS

RVSD Policy #206 defines the guidelines for student classroom assignments. Parent requests for specific teachers shall not be honored.

If there are extenuating circumstances that warrant a request, such circumstances should be submitted in writing to the building principal **prior to April 1** of the preceding school year. Written requests may not be honored. The final decision regarding a child's placement resides with the principal.

RECESS

Recess provides for a short break in a busy day. Proper behavior is expected from all students while going to the playground, on the playground, and returning from the playground. Improper behavior may result in the loss of recess privileges or other disciplinary measures.

Loss of recess privileges may result due to unfinished assignments or improper behavior within the classroom, if so determined by a teacher, principal or staff. During winter months, recess may be conducted indoors. Students should find some activity that can be done safely in the classroom. When outdoor recess is conducted, only those students properly dressed for the weather conditions will be permitted to go outside.

The following rules shall apply during recess:

- Pupils are asked to respect the school's property and lawns while at play. Proper areas have been provided, and there is no excuse for the misuse of any of the school property.
- Activities or games considered dangerous by the teacher will not be permitted.
- With the arrival of winter, students are reminded that snowball making/throwing is **not permitted**. Sliding on cement walks, banks or driveways is also prohibited.
- School personnel assume no responsibility for any personal items students bring to school, including recess.



ATTENDANCE AND ENROLLMENT

ATTENDANCE REQUIREMENTS

Attendance for students is mandatory as required by Pennsylvania State Public School Code of 1949 Section 1327 and River Valley School District Policy #204. Penalties and legal action for violation of the compulsory attendance regulation will be enforced as cited in section 1333 of the same code. Regular attendance is a necessity if a student is to attain any degree of success in school. Children should attend school and be on time every day.

ABSENCE FROM SCHOOL

When a student is tardy or absent from school, regardless of the length of the absence, the parent or guardian shall furnish a written explanation (excuse) for the absence of the child **within three (3) days** of the child's return from the absence. A written excuse is the parent's only protection from arrest and should be presented to the classroom teacher **immediately** upon return from the absence; i.e., the day following the absence, the student is to report to homeroom and submit his or her excuse. After three days, if no excuse is submitted, the absence will automatically be considered illegal. Failure to provide an excuse may result in legal action as described in the Pennsylvania Public School Code of 1949. Our automated system will send a message to parents on the day(s) your child is absent.

EDUCATIONAL TRIPS

Educational trips are a legitimate excuse for being absent from school. Arrangements, reservations, and appointments for such trips are usually made well in advance of the day of the trip. Permission to be excused from school must be granted by the principal prior to the intended absence for the trip to be considered excused.

- A written request must be submitted for approval for an educational trip. The Educational Trip Request form must be submitted **one week** in advance of the intended absence. Educational Trip Request forms are available in the office and on the district website.
- **Educational trips will not be permitted during the administration of the PSSA tests or Final Assessments.**
- Requests in excess of five (5) days, not school-sponsored, will be determined based upon the student's attendance and academic record.

EARLY DISMISSAL

Classroom instruction is provided until 3:10 PM. If a child is to be dismissed early, a note must be sent with the child on the day he or she is to be excused (or the day prior to the early excusal, if possible). The note should include the date and time the child is to be excused, the reason for the excusal, and the means of transportation. If an early dismissal occurs due to a doctor's appointment, please provide a doctor's excuse upon returning to school. Parents are to report to the office when a child is to be dismissed other than the normal time. **Parents must sign students out in the log book.**

In case of an emergency, the parent should phone the school office and give the necessary information.

TARDY AND EARLY DISMISSAL TIMES

Students are tardy upon entering the building after 8:40 AM. **Parents must sign in tardy students and present a written excuse for the tardiness.**

Code	Typical Elementary Time	Early Release Friday
Tardy*	Arrival time between 8:40 AM - 12:00 PM	Arrival time between 8:40 AM - 10:50 AM
1/2 Day - AM	Arrival time after 12:00 PM	Arrival time after 10:50 AM
1/2 Day - PM	Departure time before 12:00 PM	Departure time before 10:50 AM
Early Dismissal*	Departure time between 12:00 PM and 3:10 PM	Departure time after 10:50 AM

EXCUSED ABSENCE

A student's absence will be recorded as excused if the absence occurred due to legitimate reasons as determined by the principal, based upon review of a written excuse, provided within three (3) days of the student's return from absence.

The District will require a doctor's excuse for every absence after ten (10) days. The District reserves the right to require a doctor's excuse for any questionable period of absence. Failure or refusal to supply a valid doctor's excuse will result in an **unlawful absence**. Any altered physician's certificates will be considered illegal and may be referred to the authorities.

ILLEGAL ABSENCE

An illegal absence is recorded as a result of:

The student's failure to submit a written excuse from his or her parent or guardian indicating the reason for the absence within three (3) days of his or her return to school.

An unacceptable reason for the absence.

Excessive absences, whether excused or illegal, will have a negative impact on your student's academic achievement.

STUDENT PRESENCE BEFORE AND AFTER SCHOOL

At the close of the school day, for both the safety and security of the elementary building, no middle or high school student is permitted to enter the elementary school after the middle or high school dismissal except by special permission of the building principal or office staff.

Students are not permitted to enter the building before 8:30 a.m. No early drop-off of students will be permitted.

ENROLLMENT OF STUDENTS

The Board shall enroll school-age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. Refer to policy #200.

ADMISSION OF BEGINNERS

To enter your child in either kindergarten or the first grade, the following requirements must be met:

- The child must be five years old on or before September 1 of the school year in which he or she enters kindergarten.
- The child must be six years old on or before September 1 of the school year in which he or she enters grade one.

DOCUMENTATION OF AGE

The law requires that a parent or guardian show duly-certified evidence of the age of all children entering school for the first time. Documentation of age may be satisfied by: birth certificate, baptismal certificate indicating date of birth, notarized statement from the parent indicating date of birth, or certified transcript of birth which appears satisfactory to the local school, if the above proofs are not available. *This information must be presented to and recorded by school personnel on the enrollment form.*

VERIFICATION OF IMMUNIZATION

The law requires that a parent or guardian show duly-certified evidence of specific immunization shots for all children entering school. This is in accordance to District Policy #203.

All students, kindergarten through twelfth grade, must provide proof of immunization prior to being admitted to school:

- 4 doses of tetanus, diphtheria and acellular pertussis (One dose shall be administered on or after the 4th birthday.)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)
- 3 doses of Hepatitis B
- 2 doses of Measles vaccine
- 2 doses of Rubella vaccine
- 2 doses of Mumps vaccine
- 2 doses of Varicella (Chicken Pox) or evidence of immunity

VERIFICATION OF IMMUNIZATION

All students entering seventh grade must provide proof of immunization prior to being admitted to school:

- 1 dose of tetanus, diphtheria and acellular pertussis on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine on the first day of 7th grade

All students entering twelfth grade must provide proof of immunization prior to being admitted to school:

- 1 dose of meningococcal conjugate vaccine on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

If your child has not received the proper shots, please make arrangements with your family physician to have this done as soon as possible. If there is any medical reason why your child should not be fully immunized, please bring a certificate from your physician stating the reason. If you object to immunizations for religious reasons, the State requires that you sign a form to this effect at school.

SCHOOL VISITATION

The visitation policy of the River Valley School District is to receive only those visitors who wish to tend to school business. All guests and visitors **MUST** report to the office and sign in. Visitors will receive a VISITOR'S BADGE, which must be worn at all times while in the building. Please return the visitor's badge when you sign out of the building. Students are not permitted to bring guests to school. Parents who come to school to bring forgotten items (lunches, coats, umbrellas, birthday or special treats, etc.) for their children will be asked to leave those items in the vestibule. Parents and visitors are not permitted to interrupt or disturb classrooms at any time.

WITHDRAWAL PROCEDURES

The parent of a student transferring from the River Valley School District must follow these guidelines:

1. Before transferring, provide the elementary office with the following information: last day of attendance at school, name and address of the new school.
2. Upon request from the new school, all student academic and health records will be mailed or faxed.
3. Before leaving school, return all books and classroom supplies to the teacher. Please verify that all outstanding school debts (cafeteria, library, PTA/PTO, etc.) have been paid prior to your child's last day in attendance.



STUDENT TRANSPORTATION

STUDENT TRANSPORTATION GUIDELINES

Conduct of students on the school bus is an important factor in the safe transportation of school students. Students who misbehave can jeopardize the safety and welfare of other students.

Because discipline can be a problem on the school bus, please be aware the School District will exercise the right to file disorderly conduct charges for certain student actions. Examples are as follows: standing on the bus, moving about the bus while it is in motion, excessively loud and boisterous talk, harassment of other students or the bus driver, leaning out or throwing things out the window, or any activity that distracts the driver from watching the road and practicing good driving techniques. The above are examples of student actions and conduct violations are not limited to those listed.

What does filing disorderly conduct charges mean to you? This means that after the charges are filed and the student is served with the citation from the police, a hearing will be held before the District Justice. If the student is found guilty, the charge may result in a \$300 to \$400 fine and the possibility of other consequences.

The School District will provide all possible evidence to the District Justice – including digital recordings from the school bus.

STUDENT TRANSPORTATION EXPECTATIONS

In order to establish a safe and efficient school bus transportation program, the following rules and regulations have been established:

1. Students are required to be at their bus stop at least five (5) minutes prior to their established pickup time. If a student is not standing at the bus stop location, the bus is not required to stop.
2. Students may have a maximum of two (2) bus stops/routes during the AM bus route and a maximum of two (2) bus stops/routes during the PM bus route, provided the parent/guardian receives permission from the district.
3. It is the parent/guardian's responsibility to communicate with the school office in advance when a student follows a rotating bus schedule between previously approved stops.
4. Bus stops/routes must remain consistent, week-to-week, throughout the entire school year. The exception will be if a student moves to a new residence. Please notify the school office ASAP in the event of a change of address.
5. Students are not permitted to ride a bus other than the assigned bus without written permission from the school office. Bus passes will only be issued for a student to ride a bus other than the assigned bus if it is determined by the building principal to be necessary for campus-based academic purposes or for the safety and well-being of the student.
6. As per district policy (#810):
 - a. Pre-K students may NOT ride elementary or secondary bus routes.
 - b. Elementary students may NOT ride Pre-K or secondary bus routes.
 - c. Secondary students may NOT ride Pre-K or elementary bus routes.
7. Kindergarten parents are required to have a designated individual at the bus stop to receive their kindergarten student or designate another student riding the bus to take the student off the bus. A limit of four (4) designees, including the parents/guardians, will be permitted for each student. One of the designated individuals receiving a student from the bus must be at the bus stop to receive the student. **In the event of an emergency, if you are unable to get to the bus stop or have someone at the bus stop, please call Smith Bus Company at 724-459-6930 to have your child remain on the bus and taken back to the bus company to await your arrival. Please know your child's bus route number.*
8. Students should board the bus and remain seated throughout the bus ride. Students will receive assigned seating and must sit in that seat for the entire school year OR until the bus driver reassigns seats.
9. Students are not permitted to throw anything out the windows or within the bus. Hands, arms, and head are to be kept inside the bus at all times.
10. Students are expected to listen to the bus driver and follow his/her directions. Talk quietly so the driver is not distracted. Students are not permitted to use vulgarity on the bus.
11. Students must remain seated until the bus comes to a complete stop before making an attempt to get off the bus. DO NOT walk in the aisle while the bus is still moving.
12. Food or drink is only permitted on the school bus at the discretion of the bus driver.

Failure of students to comply with the above will cause disciplinary actions.

The River Valley School District reserves the right to use video and audio recording devices on the school buses and utilize video/audio taping as a method of determining student discipline. Please refer to Policy #810 – Transportation.

TRANSPORTATION DISCIPLINE

Students riding the school buses are under the direct supervision of the bus driver. The bus driver has the authority to maintain a safe, orderly environment on the bus at all times and may administer the following disciplinary actions:

1. Talk with the student/parents about the student's misconduct.
2. Change the student's seat, ask the student to lower their voice, loss of window privileges, etc.
3. Report student to building principal after the third warning.

If a student continually misbehaves, the driver will report the student to the building principal to handle discipline. The driver shall record, in writing, each verbal warning and restriction of bus privileges.

When it is necessary for the driver to issue a Bus Conduct Report to the principal, any of the following disciplinary measures may occur:

- Loss of privilege/activity/recess
- Lunch detention
- In-school suspension
- Suspension of bus privileges
- Out-of-school suspension

A copy of the Bus Conduct Report will also be sent home.

Immediate suspension of school bus privileges and/or filing of a disorderly conduct charge, at the discretion of the building principal or in accordance with school board policy, will be issued upon any of the following infractions:

- Personal Assault (pushing, hitting, tripping, kicking, slapping, grabbing, spitting at, pulling hair, pinching, or continued verbal abuse)
- Fighting (violent behavior, intent to injure, punches to face, etc.)
- Threatening another person with an object
- Setting off firecrackers or "poppers"
- Use of tobacco, alcoholic beverages, or drugs on the bus
- Possession of alcoholic beverages or drugs on the bus
- Incident was recorded on video/audio
- Repeated misbehavior on the school bus after receiving official warning

Please refer to Policy #237 on the District website regarding the use of electronic devices.

PARENTS WHO TRANSPORT CHILDREN

Please refer to the BES/SES information distributed at the beginning of the year and on the school building website for drop-off and pick-up procedures. These procedures are subject to change.

Drop-Off Procedure: In the morning, parents should plan to drop off children between 8:30 AM and 8:40 AM. Please do not drive through or park in the bus lane when dropping off children. PLEASE REMAIN IN YOUR VEHICLE WHEN DROPPING OFF YOUR CHILD.

Pick-Up Procedure: If your child will not be riding the bus home, he/she will be dismissed as a car rider after all buses have departed.

- Please provide a note that they need to be dismissed as a car rider.
- Phone calls requesting that a child be added to the car rider list are not guaranteed after 2:45 PM on a typical school day and after 10:45 AM on an early release day.
- PLEASE REMAIN IN YOUR VEHICLE WHEN PICKING UP YOUR CHILD.



CHILD PICK-UP DURING SCHOOL HOURS

The River Valley School Board acknowledges that student safety is a priority. As part of that responsibility, it is important for staff members to release students only to those individuals to whom a student is authorized to be released. To that end, emergency cards are completed by the parent or guardian each year designating those individuals who may pick up a student or act on the parent's behalf in the event the parents/guardians are not available.

In an effort to help protect the student, in those cases where either the parent/guardian or the emergency representative is picking the child up from school, the principal or his/her designee may be required **to secure a photo identification from that person**, attesting to who they are, prior to releasing the student from the school building. Once positive identification has been made, the student is free to be released to the requesting individual. In the event that the individual requesting to pick up the student is neither the parent/guardian or listed on the emergency card, the district staff member shall not release the student.

AUDIO/VIDEO RECORDING

The River Valley School District School Board has authorized the use of video/audio cameras on school buses. These cameras can record both what is said and done. The video/audio cameras will be used to monitor student behavior to maintain order as well as a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The contents of the recordings are confidential student records and will be safeguarded. Recordings will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

FOOD SERVICES/CAFETERIA

BREAKFAST AND LUNCH PROGRAM

The River Valley School District offers hot, wholesome, and well-planned meals. We encourage parents to allow their children to eat school meals. However, children may choose to eat breakfast at home and/or carry their own lunches. Milk, juice, and nutritious snacks can be purchased on a daily basis for those that choose to carry their lunch.

The free meals (breakfast and lunch) will be provided for all students for the 2024-2025 school year. Questions regarding meals and cafeteria procedures may be addressed to the Food Service Director at 724-459-5500, ext. 2114.

When a student owes money for ala carte items, the district shall make at least two (2) attempts to contact the parent/guardian. Reasonable efforts shall be made by the district to collect unpaid charges from parents/guardians. Outstanding bills may be referred to the district magistrate.

EXPECTED CAFETERIA BEHAVIOR

Breakfast and lunch are designated times for students to relax, enjoy a nourishing meal, and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules:

1. Be respectful to the cafeteria staff, supervising staff, and peers.
2. Remain in the cafeteria and stay seated. Students are excused with permission of the supervising staff member only.
3. Use proper table manners.
4. Eat only from their own lunches.
5. Talk quietly.
6. Clean their areas and put their trash in the trash can when finished.
7. Walk at all times. No running.
8. Line-cutting or other disruptive behavior will not be tolerated.

Delivery of food or the bringing of food by parents or guardians from an outside vendor (restaurant or fast food) to the school for lunch is not permitted.

Eating in the cafeteria is a privilege, not a right. Student misuse of breakfast and lunchtime may result in the loss of cafeteria privileges. When a child chooses to continue misbehaving, he or she may be suspended from school or incur other appropriate disciplinary measures at the discretion of the principal.

PERSONAL IDENTIFICATION NUMBERS/STUDENT ACCOUNTS

Personal Identification Numbers (PINs) are issued to each student for meals. Please help your child learn his/her PIN. Parents may deposit money into a student's account to purchase ala carte items. If you do not want your child to charge these, please inform the cafeteria in writing. You may contact the cafeteria personnel at 724-459-5500, ext. 2114.



STUDENT DISCIPLINE

Discipline within the River Valley School District is regarded as a process that strengthens each student through a program of teaching, supervision, and when necessary, just and constructive consequences. Severe misconduct may result in the revocation or suspension of extra-curricular activities or other appropriate measures at the discretion of the principal for students in grades K-5. Refer to District Policy #218.

DISCIPLINARY ACTION DEFINITIONS

Lunch Detention:

Students assigned Lunch Detention will be required to eat in an isolated area of the cafeteria or assigned area. The student must purchase his/her lunch items in one visit to the serving line, and return to the designated seat assignment. Students will not be permitted to converse with other students or move from their seats until the supervisor gives permission. Failure to serve or comply with required procedures will result in reassignment and/or alternate detentions.

Continuation of inappropriate cafeteria behavior may result in reassignment and/or alternate discipline.

Detention:

Students assigned detention will be required to attend before and/or after school on the assigned day and comply with the procedures set forth by the supervisor. The students are to be prepared for academic work and parents are responsible for the students' transportation.

In-School Suspension:

Students assigned to In-School Suspension report to the office upon arrival at the school on the day(s) assigned. Students are to be prepared for academic work. Current class work is provided for the student, however, if the student has a reading or class project, the time remaining after the class work is completed can be used to complete the assignments. Sleeping is not permitted. The student must sit upright, remain quiet, and comply with the supervisor's direction. Violation of this may result in additional time assigned or other disciplinary action. Lunch will be eaten according to the supervisor's schedule. Students may bring lunch from home.

Out-of-School Suspension:

Students assigned Out-of-School Suspension are not permitted to attend school or any school functions while on suspension.

Behavior Probation:

Students who have a discipline record with multiple offenses, refuse to attend multiple after-school detentions, and/or have accumulated more than six (6) combined in-school- or out-of-school suspensions may be placed on Behavior Probation. These students are not permitted to attend, as a participant or spectator, **any** school functions or extracurricular activities, such as sporting events, concerts, assemblies, dances, etc. The principal will place students on Behavior Probation following a review of the student's behavior profile. Only the principal can remove a student from Behavior Probation.



Fines:

Students may have a citation filed against them with the local magisterial district justice and a fine may be assessed.

Restitution:

Thefts, vandalism or misuse of property could result in financial restitution being made to the school or injured party.

Expulsion:

Students may be expelled for discipline violations by the Blairsville-Saltsburg School District following due process and School Board Disciplinary Hearing.

* School Board Disciplinary Hearing is a meeting of the parent/guardian(s), school administrator, and committee of the School Board. Such a meeting is required before any student can return to school from a 10-day out-of-school suspension. The administration or Board may also request a Board Intervention meeting for other disciplinary issues.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have the right not to be physically or verbally bothered by another. They also have the responsibility to attend school regularly, do their best in classroom work, and obey the school's rules.

STUDENT DRESS CODE

It is the responsibility of students to dress and groom themselves appropriately for school. They must meet fair standards of safety and health, as not to cause substantial disruption to the educational process. Certain attire is not appropriate for the educational environment. Any clothing or jewelry with an intended or implied message related to weapons, drugs, alcohol, sex, etc. are such examples and will not be permitted. Extremes in school dress and clothing or lack of clothing which is considered to be a hazard to safety or of questionable taste will not be permitted.

Students not adhering to the dress guidelines will be required to modify their dress, or parents will be called to make arrangements for an appropriate change of clothing.

It is understood that if attention is directed toward a student's garment regarding its inappropriateness for school, the garment is not to be worn to school again. If there is a question about the appropriateness of dress, the principal will make the final determination.

Students who are defiant or disrespectful can be subject to disciplinary action imposed by the teacher or the principal. Students who are sent to the office because of non-compliance or defiance of school personnel's request to modify their clothing or appearance are subject to disciplinary action(s). Refer to District Policy #221 for specific guidelines.

SCHOOL PROPERTY/STUDENT DEBT

All textbooks, calculators, technology equipment, and ordinary supplies are furnished by the River Valley School District. Each student is expected to take reasonable care of all books, technology equipment, and calculators and is held responsible for any loss or damage. Students who lose or damage textbooks, library books, etc. are responsible to pay the replacement cost of the item.

Students incurring debts for lost or damaged books and items, cafeteria charges for lunches, unpaid fundraising obligations, or other such obligations where monies are owed to the district may be limited in participation of extra-curricular events and non-basic curriculum events when these obligations have not been met in a timely manner. Refer to District Policy #623.



STUDENT HEALTH AND SAFETY

SCHOOL SECURITY

At the River Valley School District, the safety of our students is paramount. To this end, the River Valley School District has employed and assigned armed School Security Officers at each school campus. Well-trained, professional, retired Pennsylvania State Police Troopers have been appointed to these positions and will leverage their expertise and experience toward securing and protecting our students, staff, and schools. For more information regarding School Security Officers, please refer to Policy 705.1.

FIRE AND EMERGENCY DRILLS

Fire, severe weather, school bus safety, and other emergency drills are held to comply with State laws and are conducted throughout the year.

SAFETY PROGRAMS

The River Valley School District has taken positive action to secure students' safety. Throughout the year various programs are conducted by the local police, fire departments, bus company, and others (i.e.: Alice Paul House, ARIN Drug & Alcohol Awareness, Officer Phil, etc.) to keep students safety-conscious.

Phone Check: In the interest of safety, when a child is absent from school, we may phone the home (or other designated location) to confirm that the child is home.

GUM CHEWING

Gum chewing is not permitted in school. This includes lunch periods and play periods. If a student requires Aspergum or some other chewable medication, a note from home is necessary.

HEALTH SERVICES/MEDICINES

Nurse's Office: The school nurse is available during the school day to care for the health needs of the students. She may be reached at 724-459-5500 (Blairsville) or 724-639-3556 (Saltsburg).

Students who feel they have a serious illness or injury should report the nature of the illness or injury to their teacher. The teacher will send the student to the nurse's office.

During school hours, the nurse will lend assistance in the form of first aid. Beyond this temporary care, we will be guided by the information provided by the parent or guardian on the **Emergency Care Card**.

PARENTS/GUARDIANS: It is extremely important that emergency contacts and telephone numbers are correctly listed on the card, and that this information is updated as the need arises.



MEDICATION TO BE ADMINISTERED AT SCHOOL

The following medication information is in accordance with District Policy #209.3.

1. Prescription Medications - Parents should bring medications to the school nurse. Medications should not be stored at the nurse's office during extended breaks. Prescription medications should be in the pharmacy-labeled container accompanied by a note from a parent authorizing permission to administer the prescription medication and the written order of the prescribing physician. At the end of the school year, parents must come to the school to pick up any remaining medications.
2. Non-prescription Medications - Non-prescription medications should be sent to the nurse's office in the original container so that proper identification of the medication can be made. Written parental permission, including the name of the medication and the number of pills or amount of liquid to be taken, is required. Only the amount of medication necessary should be sent to school.

SCHEDULE OF EXAMINATIONS

The following examination information is in accordance to District Policy #209.

Current school health regulations require that a school nurse conduct height and weight measurements of students annually. The revised procedures now require the nurse to calculate Body Mass Index (BMI). BMI is a "weight for stature" index that can be used to determine whether a student is within a normal growth pattern, overweight, or at risk of being either overweight or underweight. A letter will be mailed home for all students stating their BMI percentile.

<p>Physical Examinations:</p> <ul style="list-style-type: none">• Original Entry to School, 6th, and 11th grades• Special (requested by school nurse)• Those absent from previous year's exam <p>Hearing Screenings:</p> <ul style="list-style-type: none">• K, 1st, 2nd, 3rd, 7th, 11th, and known problems.• At the request of parent, faculty, etc.• Threshold test for all who fail the screening test.	<p>Dental Examinations:</p> <ul style="list-style-type: none">• Original entry to school, 3rd & 7th grade• Those absent for previous year's exam <p>Vision Screening:</p> <ul style="list-style-type: none">• Every student every year, as specified in the School Code or at the request of parent, faculty, etc. <p>Height & Weight:</p> <ul style="list-style-type: none">• Every student/every year – Body Mass Index (BMI)
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Current school health regulations require that a school nurse conduct height and weight measurements of students annually. The revised procedures now require the nurse to calculate Body Mass Index (BMI). BMI is a "weight for stature" index that can be used to determine whether a student is within a normal growth pattern, overweight, or at risk of being either overweight or underweight. A letter will be mailed home for all students stating their BMI percentile.

COMMUNICABLE DISEASES AND EXCLUSION PERIODS

WHOOPING COUGH

Four (4) weeks from the onset of illness or seven days from antimicrobial therapy.

MEASLES

Four (4) days from onset of illness.

GERMAN MEASLES

Four (4) days after the appearance of the rash.

CHICKEN POX

Six (6) days from the last crop of vesicles.

MUMPS

Nine (9) days from onset, fever and swelling have subsided.

RESPIRATORY STREPTOCOCCAL INFECTIONS, INCLUDING SCARLET FEVER

Not less than seven (7) days from the onset if no physician is in attendance or 24 hours for the institution of appropriate antimicrobial therapy.

Infectious Conditions

Persons who have been excused or absent from school due to suspicion or evidence of pink eye, impetigo, head lice, body lice, scabies, or ringworm will not be re-admitted until they consult with the school nurse. This is in accordance with District Policy #209.2.

With the changing guidelines regarding the COVID-19 pandemic, please refer to the district website for the most up-to-date information and recommendations.

EMERGENCIES AT SCHOOL

We use an Emergency Care Card as an immediate referral system for reaching the parents or parent-designee in the event that the child is involved in an emergency situation in school.

If a child needs to be sent home due to illness or injury, a parent is contacted. If no one is home, the emergency telephone numbers listed on the Emergency Care Card will be contacted, and the child will be sent home with the emergency contact that is available to come and pick the child up at school.

If a child appears to be so seriously ill or seriously hurt that there is an apparent need for hospitalization, the parent will be notified immediately. If a parent or designated emergency contact is not available, the school will exercise reasonable discretion with regard to taking the child to the hospital emergency care facilities.

Special Health Problems - Parents should notify the school, **in writing**, when a child suffers special health problems; i.e.: epilepsy, diabetes, allergies, asthma, hyperactivity requiring medication, etc. Such notification may include special directions, precautions, etc. for school personnel.

Disclosure of Medical Information - If you wish to disclose your child's medical condition to the staff in the building who work with your child (cafeteria, bus, custodial, etc.) **FOR PURPOSES OF SAFETY AND AWARENESS, check the appropriate box on the emergency card.**



HOMEBOUND INSTRUCTION

A student may need to be “temporarily excused” from compulsory attendance due to illness; therefore, receive Homebound instruction. A request for such instruction should be made to the principal and will require a doctor's statement specifying the nature of the illness and the probable duration must accompany this request. This temporary excusal is for a period not to exceed 90 days. Forms are available in the Principal's Office. Refer to District Policy #204.

WELLNESS INFORMATION

The RVSD has adopted Policy #246 promoting healthy lifestyles and fitness. When sending snacks or birthday treats, we encourage you to send snacks/treats that adhere to the wellness guidelines. Below are some suggestions for snacks:

Fruit	Yogurt
Cheese	Lite popcorn
Jello cups	Frozen juice bars
Dried fruit	Applesauce
Pretzels	Fruit cups
Vegetables	Raisins
Baked chips	Whole grain cookies, crackers, cereals

We discourage cupcakes, cookies, cake, candy, and other high-sugar and fat treats. Please keep in mind that some of our students have food allergies and/or diabetes. Please refrain from sending snacks or treats with ingredients that include nuts or peanut oils. Due to safety concerns, only store-bought items with the ingredients listed are permitted. When possible, they should be individually packaged. Any questions or concerns should be brought to the attention of the principal.

STUDENT PROGRAMS

PTA/PTO

The Parent-Teacher Association (Saltsburg) and Parent-Teacher Organization (Blairsville) are active and supportive of our elementary schools. All parents are encouraged to become members of these worthwhile organizations. Contact the school for further information. All PTA/PTO fundraising activities will benefit the children.

PTA/PTO SPONSORED PARTIES

PTA/PTO-sponsored parties for students are held three (3) times per year. They will include Harvest/Fall, Christmas/Holiday, and Valentine's Day. Homeroom parents will be involved in the planning/supervision of these parties. As long as pandemic guidelines permit, a few parents will be permitted to enter classrooms at the designated times. Older and younger siblings are not permitted to attend elementary school parties. Parents must obey all visitation and parking regulations.

PARTY INVITATIONS

The faculty and administration at the elementary schools are unable to provide addresses to students to mail invitations to classmates. Therefore, students will be permitted to bring in an invitation for every student (or every girl or every boy must receive an invitation, if the party is limited to boys or girls) in their class. If a student does not have an invitation for each student in the class, the student will not be able to distribute the invitations. The classroom teacher will designate the appropriate time to distribute the invitations. Students will not be able to distribute invitations to other students in other classrooms or grade levels. Classrooms cannot be disrupted for distribution of invitations.

PHOTOGRAPHING/VIDEOTAPING OF STUDENTS

During the school year numerous activities take place in which students are photographed or videotaped for use in various school district initiatives. These may include placement on the school district/building website, displays in the halls or classrooms, and inclusion in newspaper articles or newsletters. Additionally, our student teachers are required to videotape and/or photograph lessons in the classroom that may involve your child.

If you do not wish to have your child(ren) photographed and/or videotaped, it will be necessary to complete a form which can be obtained from the principal's office. Requests for the current academic year must be made within ten (10) calendar days of receipt of the handbook. When the completed form is submitted to the principal's office, the information will be distributed to the necessary individuals within the district. This form must be completed each school year you wish to opt out of including your child's photo in district/school public displays. (Refer to District Policy #216.2.)

PRE-K COUNTS PROGRAM

The River Valley School District is proud to have a Pre-K Counts program which is housed in our Early Childhood Learning Academy. Students ages 3-5 (not eligible for Kindergarten enrollment) are permitted to attend. Enrollment eligibility is based on meeting income standards. Further details are included in application packets that are available in each of the District's elementary schools.



NOTICES

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The School Food Authority hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Sec. 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the U.S. Department of Agriculture; U.S. Department of Justice Enforcement Guidelines and USDA Food and Nutrition Service (FNS) directives and guidelines to the effect that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation, be denied the benefits of or otherwise be subjected to discrimination under any program or activity for which the School Food Authority received Federal Financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the School Food Authority agrees to compile data, maintain records and submit reports as required to permit effective enforcement of the nondiscrimination laws and permit Department and/or USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the School Food Authority, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

RVSD NON-DISCRIMINATION POLICY

The River Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices in accordance with federal and state statutes and regulations.

For information regarding civil rights, grievance procedures or services, activities and facilities that are accessible to and usable by handicapped persons, contact the building principal.

CHAPTER 15 – ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the River Valley School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services for protected handicapped students, contact the building principal.



ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION PROGRAM AND SERVICES FOR SCHOOL-AGE CHILDREN WITH EXCEPTIONALITIES

GIFTED SERVICES

(Screening and Eligibility Determination Procedures)

The River Valley School District is committed to working in partnership with school staff, family and the community to serve the needs of our high achieving learners. We advocate for students with outstanding gifts or talents and align our services with the established Pennsylvania State Guidelines provided in Chapter 16. Highly trained gifted instructional coaches support classroom teachers in the development of differentiated instructional activities and assignments. This adds intensity, rigor, relevant, and dynamic, authentic assessments to meet the continuous growth model for every student.

Parent Request for a Gifted Evaluation

Parents/Guardian(s) may request a district evaluation to determine if their child is gifted and in need of specially designed instruction to meet his/her unique learning needs. The performance data will be reviewed at a multidisciplinary team meeting.

The **GIFTED SCREENING & ELIGIBILITY DETERMINATION PROCEDURES** can be found on the district website, under the Gifted Services tab or contact your building guidance counselor.

SPECIAL EDUCATION

Annual Public Notice of Special Education Services for School-Age Children with Disabilities

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth (including children with disabilities attending private schools, regardless of the severity of their disabilities) and who are in need of special education or related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act, Amendments of 2004 (IDEA '04).

River Valley School District provides Free Appropriate Public Education (FAPE) to children with disabilities who need special education and related services. Pennsylvania has adopted state laws, which conform to IDEA '04 and which school districts must follow. FAPE is provided to students who need specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism
- Deaf-blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment



Early Intervention

The IDEA '04 also requires the provision of a Free Appropriate Public Education (FAPE) to children with disabilities between three years of age and the school district's age of beginners. In Pennsylvania, a child between three years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed in the first section may be identified as an "eligible young child." Eligible young children are afforded the rights of school-age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, The Early Intervention Services System Act. The ARIN Intermediate Unit provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the ARIN Early Intervention Service Coordinator at (724-463-5300, ext. 1216)

Screening

River Valley School District has established and implemented procedures to locate, identify, and evaluate children suspected of having disabilities. These procedures involve screening activities which include, but are not limited to, yearly review of group-based ability and achievement test scores, cumulative records, enrollment records, health records, and report cards; hearing screening (in Kindergarten, first, second, third, seventh, and eleventh grades and in life skills support; vision screening (every grade level); motor screening; and speech and language screening in kindergarten, second grade, and individually as referred.

Except as indicated above or otherwise announced publicly, screening activities take place in an on-going fashion throughout the school year. Screening is conducted in the child's home school unless other arrangements are necessary.

Evaluation

When screening indicates that a child may be a child with disabilities, River Valley School District will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and is not limited to tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is conducted by a group of qualified professionals and the parent. The group of qualified professionals shall include a certified school psychologist when evaluating a child for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairments, specific learning disability, or traumatic brain injury. The evaluation process must be completed no later than sixty (60) calendar days after the district receives written parental consent and must include "protection-in-evaluation procedures" (for example, tests and procedures used as part of the multidisciplinary evaluation process may not be racially or culturally biased).

Upon completion of the administration of tests and the collection of other evaluation materials, a group of qualified professionals and the parent of the child will determine whether the child is a child with a disability and what the educational needs are of the child.

Information obtained from a variety of sources, including aptitude and achievement tests, parent input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior, will be documented and considered carefully. If a determination is made that a child has a disability and needs special education and related services, an Individualized Education Program (IEP) must be developed for the child.

Identification Activities

Parents who think their child has a disability may request, at any time, that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Building Principal. If a parent makes an oral request for a multidisciplinary evaluation, the school district shall provide the parent with a form for that written request.

Parents also have the right to obtain an independent educational evaluation if they disagree with the school district's evaluation. River Valley School District will provide parents, on request, information about where an independent educational evaluation may be obtained.

Educational Placement

An Individualized Education Program (IEP) describes the child's present levels of educational performance, including how the child's disability affects involvement and progress in the general curriculum; a statement of measurable annual goals, including benchmarks or short-term objectives, to enable the child to be involved and progress in the general curriculum; a statement of special education related services and supplementary services to be provided to the child; an explanation of the extent to which the child will not participate with non-disabled children in the regular class; any modifications in the administration of assessments; the projected date for beginning services and modification; and how progress toward annual goals will be measured.

For each child with a disability, beginning at age fourteen (14) or younger, a statement of transition service needs will be included. For each child, beginning at age sixteen, a statement of need for transition services for the student, including, as appropriate, a statement of interagency responsibilities or needed linkages. In determining student placement, consideration will be given to ensure that, to the maximum extent appropriate, children with disabilities are educated with children who are non-disabled. Classes and services that involve the removal of children with disabilities from the regular environment will occur only if the nature or severity of the disability is such that education in general education classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

Services for Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities, to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped students” may be distinct from those applicable to exceptional or thought-to-be exceptional students. If the school district or a parent believes a student is a protected handicapped student, they may initiate an evaluation.

Parents should call the Director of Student Services of River Valley School District for further information on the evaluation procedures and provision of services for protected handicapped students. (Please note that this is a regular education service and not one required by IDEA '04 or Chapter 14.)

Services for Students Who are Gifted

River Valley School District utilizes a system to locate and identify all students within the district who are thought to be mentally gifted and in need of specially-designed instruction. For more information, please contact the Building Principal.

Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding children with disabilities, children thought to have disabilities, protected handicapped students (if not protected by IDEA '04 or Pennsylvania's Special Education Regulations), and children who are identified as gifted, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

“Education Records” means those records that are directly related to the student, including on computer, through media, and on videotape, which are maintained by an educational agency or a party acting for the agency. “Educational Agency,” for purposes of this notice, means the local school district and/or the ARIN Intermediate Unit. For all students, the educational agency maintains education records, which include but are not limited to:

- Personally Identifiable Information - Confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics that would make the student's identity easily traceable.
- Directory Information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study (secondary students), participation in officially-recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees, and awards received, and the name of the most previous educational agency or institution attended.

The Family Education Rights and Privacy Act (FERPA) affords to parents and to students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents (or students over 18 years of age) have the right to inspect and review the student's education record. The school district will comply with the request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing (indicating the records the parents wish to inspect) to the school Principal or other appropriate school official. Parents have the right to a response from the school district to a reasonable request for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee, as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents (or students over 18 years of age) have the right only to inspect and review the information relating to the specific child.

2. If parents (or students over 18 years of age) think(s) information in an education record is inaccurate, misleading, or violates the privacy or other rights of the child, an amendment of the record may be requested. Requests should be made in writing and clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents (or students over 18), in writing, of its decision. If the school district refuses to amend a record, it will notify the parents (or students over 18) of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student (if 18 or older) when notified of the right to a hearing.
3. The school district will inform parents (or students over 18) when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents (or students over 18). Parents (or students over 18) have a right to receive a copy of the material to be destroyed; however, a permanent record of the student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable. The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to Education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
4. Parents (or students over 18) have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) (or students over 18) have/has been fully informed regarding the activity requiring consent, in the native language or other mode of communication; they understand and agree in writing to the activities; and, they understand that the consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Directory information, as defined above may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

5. Parent(s) (or students over 18) have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

In accordance with 34 CFR § 300.624:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Mode of Communication

The content of this notice had been written in straightforward simple language. If a person does not understand any of this notice, he or she should contact the Director of Student Services, and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act is a law protecting homeless children and youth. The Act defines homelessness as individuals who lack a fixed, regular and adequate nighttime residence. The River Valley School District complies with all guidelines defined within the law. Individuals needing assistance can contact the RVSD Homeless Liaison, Mrs. Kathy Monko, at 724.459-5500 ext. 1117.

Who is considered homeless? Under the McKinney-Vento Act, the term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths: who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and who are migratory children who live in one of the above circumstances.

USDA NONDISCRIMINATION STATEMENT AND COMPLAINT PROCEDURE

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov .

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ADDITIONAL POLICY INFORMATION

Policies/regulations of the District are subject to change with reasonable notice. This section highlights several pertinent policies. All RVSD policies are available on the District website at www.rivervalleyisd.org.

BULLYING/CYBERBULLYING

The River Valley School District is committed to providing a safe, positive learning environment for district students. RVSD recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying is prohibited by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: substantial interference with a student's education, creation of a threatening environment, and/or substantial disruption of the orderly operation of the school. Bullying, as defined in district policy, also includes cyberbullying. Refer to District Policy #249.

CONTROLLED SUBSTANCES AND PARAPHERNALIA POLICY

River Valley School District has adopted a drug and alcohol policy, which prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities. Refer to district policy #227.

ELECTRONIC DEVICES

The use of non-district electronic devices by students is prohibited during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Please refer to District Policy #237.

NALOXONE

The River Valley School District has adopted a policy regarding the procurement, maintenance, and administration of an opioid antagonist (Naloxone) for emergency use to assist a student, staff member, or other individuals believed or suspected to be experiencing an opioid overdose. Refer to district policy #833.

NON-DISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. Refer to District Policy #103.1.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community. Refer to District Policy #220.

TOBACCO USE POLICY

River Valley School District is a tobacco-free school district. Use of tobacco, nicotine, and nicotine delivery products, including vaping devices, is strictly prohibited. This is in accordance with Act 128 of 2000 amending P.L. 465, No. 299. Refer to District Policy #222.

VIDEO CAMERAS/AUDIO RECORDING

Due to the issues of student safety and school violence, it has been necessary to install video cameras at various locations in the school, as well as on the school buses. All students or persons riding District school buses are subject to audio and video recording. In addition, video cameras have been placed throughout the school to monitor activity. Audio may also be recorded within District buildings, as well as on campus grounds.

WEAPONS POLICY

The school district may expel any student who is determined to have brought a weapon onto any school property or transportation or to any school-sponsored activity. Refer to District Policy #218.1.

All River Valley School District policies can be found on the district website at www.rivervalley.org.



RIVER VALLEY SCHOOL DISTRICT

102 School Lane
Blairsville, PA 15717
T: 724-459-5500
F: 724-459-9209

OPTIONAL DEVICE INSURANCE PROGRAM

The River Valley School District utilizes Chromebook devices as part of our Technology Plan. This gives every person an opportunity to thrive in this ever-changing 21st century learning environment. Our commitment to offering affordable and accessible technology to everyone will be demonstrated through our Optional Device Insurance Program.

This Optional Device Insurance Program applies to all students and faculty in the district that have agreed to abide by the River Valley School Districts 815 Acceptable Use Policy, have agreed to abide by the student device guidelines, and who have been issued a Chromebook device.

Optional Device Insurance Program Guidelines

Device insurance is optional and not required.

Device insurance is available for purchase through the River Valley School District.

If device insurance has been purchased through the River Valley School District, the person in which the insurance has been purchased for is entitled to a ONE-TIME REPAIR OR DEVICE REPLACEMENT.

Here are the current costs of the River Valley School District's device insurance from **August 21st, 2024 - October 24th, 2024**:

One Person - \$60
Two People - \$80
Three or More People - \$120

Due to the rising costs of parts and influx of repairs from last year, the cost of insurance and parts rose significantly. If you are purchasing device insurance for multiple people, they will each have their own device insurance policy. The policy applies to the student/faculty member and their issued device. Insurance can not be used on another individual's device. Insurance **MAY NOT** be purchased after the enrollment dates.

Once a device has been repaired under a device insurance policy, the policy is exhausted for the school year. You will not be able to purchase device insurance until the following school year. The prices on the Student Device Guidelines/Employee Policy 815 Consent Form documentation will apply after the policy has been exhausted.



RIVER VALLEY SCHOOL DISTRICT

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OPTIONAL DEVICE INSURANCE PROGRAM

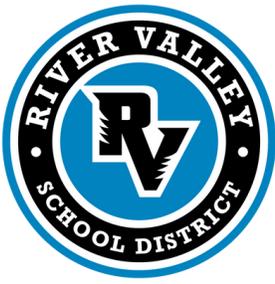
Optional Insurance Form:

This table outlines the replacement costs for any hardware that's used throughout the district. By signing below, you agree to the costs of replacement hardware.

*** Prices differ on this form by model due to device depreciation. ***

Lenovo S330	Lenovo 100e (1+2)	Dell 3100
Device - \$199.00	Device - \$132.00	Device - \$265.00
Keyboard/Mouse - \$65.00	Keyboard/Mouse - \$65.00	Keyboard/Mouse - \$65.00
Screen - \$90.00	Screen - \$90.00	Screen - \$90.00
Charger - \$50.00	Charger - \$50.00	Charger - \$50.00
Top Case - \$50.00	Top Case - \$40.00	Top Case - \$40.00

Lenovo 300e Gen 1	Lenovo 300e Gen 2	Lenovo 300e Gen 3	Lenovo 300e Gen 4
Device - \$265.00	Device - \$265.00	Device - \$350.00	Device - \$350.00
Keyboard/Mouse \$70.00	Keyboard/Mouse \$70.00	Keyboard/Mouse \$80.00	Keyboard/Mouse \$80.00
Screen - \$100.00	Screen - \$125.00	Screen - \$150.00	Screen - \$175.00
Charger - \$50.00	Charger - \$50.00	Charger - \$50.00	Charger - \$50.00
Top Case - \$40.00	Top Case - \$40.00	Top Case - \$50.00	Top Case - \$50.00



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OPTIONAL DEVICE INSURANCE PROGRAM

Chromebook Insurance

Open enrollment for device insurance will last from **August 21st, 2024 - October 24th, 2024**. The **optional device insurance program can be purchased with a check or cash at the main office.**

Here are the current costs of the River Valley School District's device insurance from **August 21st, 2024 - October 24th, 2024**:

One Person - \$60
Two People - \$80
Three or More People - \$120

I am choosing the insurance and have enclosed a check made out to the River Valley School District.

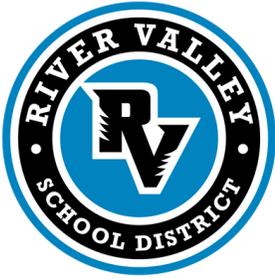
I do not wish to purchase insurance and understand that I am financially obligated for any and all repairs to my student(s) device.

Student Name: _____

Grade: _____

Parent Signature: _____

*** PLEASE RETURN THIS PORTION ***



RIVER VALLEY SCHOOL DISTRICT

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STUDENT DEVICE GUIDELINES/RESPONSIBILITIES ACKNOWLEDGEMENT AND CONSENT FORM

The following signoff represents acknowledgement and an agreement to abide by guidelines in this documentation and Policy 815 that includes but is not limited to Device Guidelines, Responsibilities, Security, and Pricing for damaged/missing parts on a device.

General Guidelines

- Student devices are issued as a loaned educational device that is owned by the River Valley School District
- Students and Families are to assume all financial responsibility for damaged/lost hardware
- Signatures apply for the duration of attendance at the River Valley School District

Security

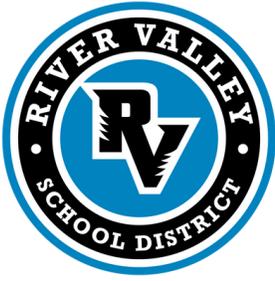
- Student password confidentiality must be maintained at all times
- Students are not permitted to change their login credentials or password at any time
- Any attempt to remove tracking information from the device will be flagged as an attempt to steal the districts device
 - If tracking information is deliberately torn off of the device, you will be invoiced for the entire device as it is now unusable and must be replaced

Responsibilities

- If the device is missing or has been stolen, it should be reported to the office immediately
- Students are responsible for bringing their charged device to school on a daily basis
- Defacing the device in any way will result in an invoice for the affected parts, entire device, or any other hardware that cannot be restored.
 - Defacing includes but is not limited to placing stickers on the device, drawing on the device with a writing utensil, peeling off identification tags including the Serial Number and Asset Management Tag, and the removal of trim/rubber bezels on the device
- It is the student's responsibility to use the device for educational purposes only
- Any attempt to bypass content filtering mechanisms will result in disciplinary action

Device damage assessment is determined at the discretion of the technology staff at the River Valley School District.

(keep this portion)



RIVER VALLEY SCHOOL DISTRICT

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STUDENT RESPONSIBLE USE POLICY

The following signoff represents acknowledgement and an agreement to abide by the responsibilities and guidelines laid out in this document.

- Using your device is a privilege, and with any privilege comes with responsibility. Here are the expectations when you are using school issued devices.

How should I use technology?

- I will use my device when a teacher asks me during class, during my own study time or during breaks.
- I will put my devices away when a teacher says it is time for a device break.
- I will take care of any school issued device as if they were my own.

What should I do with technology?

- I will use my device to learn new things.
- I will check information to verify that it is true.
- I will give credit to the creators of content that is not mine.

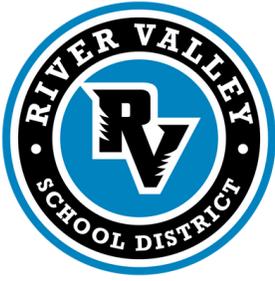
How should I interact with other people?

- I will be a good cyber-friend, including being honest and kind online.
- I will let a teacher or parent know before contacting someone online I don't already know.
- I will **NOT** share personal information (home address, birthday, user credentials) about myself or others online.
- I will give feedback and comments in ways that make others feel supported.
- I will use appropriate language and won't make others feel uncomfortable because of the things I say.

What happens when something goes wrong?

- When I do something that is not in line with this agreement, I will talk to a teacher or a trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult if anything happens on the computer or online that does not seem right or makes me feel uncomfortable.

(keep this portion)



RIVER VALLEY SCHOOL DISTRICT

102 School Lane
Blairsville, PA 15717
T: 724-459-5500
F: 724-459-9209

STUDENT RESPONSIBLE USE POLICY

The following signoff represents acknowledgement of an agreement to accept the terms of the RVSD Responsible Use Policy and Student Device Guidelines listed on the Student Device Guidelines and Responsibilities form.

Student

I, _____, have read and understand that using any school technology is a privilege I must earn. If I do not keep my part of this agreement, I understand that privileges may be removed for a time and that I may face additional consequences. My parent/guardian has also reviewed it with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask a teacher or administrator. Additionally, I understand that if I violate the policy, I am subject to the School District's discipline and could be subject to District, local, state and Federal legal recourse.

Student Signature

Date

Parent

I, _____, as the parent/guardian of a student in the River Valley School District, have read and understand the Acceptable Use of Internet, Computers and Network Resources Policy #815. In addition, I reviewed this policy with my child and answered questions he or she asked. If either my child or I have further questions, I will contact the school. I agree to have my child abide by the requirements of the policy. Additionally, I understand that if my child is found in violation of the policy, my student and/or I may be subject to the School District's discipline and could be subject to District, local, state and Federal legal recourse.

Parent Signature

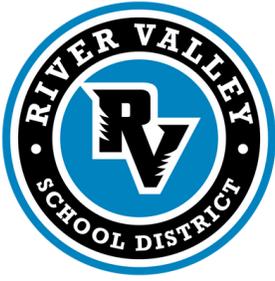
Date

If you do not have access to this Policy information online, please contact the school main office to request a hard copy of all information. Also, if you wish to change your acceptance marked above at any time, a new form must be requested and completed by the parent/guardian.

Building: _____
Date of Enrollment (if new): _____
Graduation Year: _____

For Office Use Only Grade: _____
Student ID Number: _____
Homeroom: _____

(return this portion)



RIVER VALLEY SCHOOL DISTRICT

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POLICY #815 AND STUDENT DEVICE GUIDELINES/RESPONSIBILITIES ACKNOWLEDGEMENT AND CONSENT FORM

The following signoff represents acknowledgement of an agreement to accept the terms of the RVSD Acceptable Use Policy (AUP) and Student Device Guidelines listed on the Student Device Guidelines and Responsibilities form.

Student

I, _____, have read and understand Policy #815 and will comply with its contents. My parent/guardian has also reviewed it with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask a teacher or administrator. Additionally, I understand that if I violate the policy, I am subject to the School District's discipline and could be subject to District, local, state and Federal legal recourse.

Student Signature

Date

Parent

I, _____, as the parent/guardian of a student in the River Valley School District, have read and understand the Acceptable Use of Internet, Computers and Network Resources Policy #815. In addition, I reviewed this policy with my child and answered questions he or she asked. If either my child or I have further questions, I will contact the school. I agree to have my child abide by the requirements of the policy. Additionally, I understand that if my child is found in violation of the policy, my student and/or I may be subject to the School District's discipline and could be subject to District, local, state and Federal legal recourse.

Parent Signature

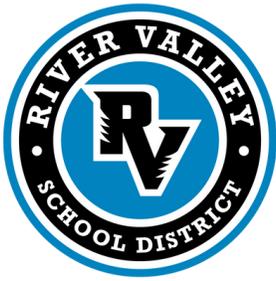
Date

If you do not have access to this Policy information online, please contact the school main office to request a hard copy of all information. Also, if you wish to change your acceptance marked above at any time, a new form must be requested and completed by the parent/guardian.

Building: _____
Date of Enrollment (if new): _____
Graduation Year: _____

For Office Use Only Grade: _____
Student ID Number: _____
Homeroom: _____

(return this portion)



2024-2025 STUDENT HANDBOOK ACKNOWLEDGEMENT

Student Name _____

Homeroom # and Teacher _____

The River Valley School District promotes cooperation and communication between home and school. When students know what is expected of them, they can be more successful. When parents know these same expectations, they can better guide their children and help them to be successful in the school environment. The students have been informed of the importance of the contents of this Student Handbook, as well as the Discipline and Attendance policies and the Computer Policy & Security Agreement.

As a student in the River Valley School District, I have been given the opportunity to examine and review the content in this handbook. I also understand that I am assumed to be a user of district technology and am accountable to the district's computer policy and security agreement terms, unless permission to access network computer services is denied by my parent/guardian. I agree to abide by all terms and conditions stated within this handbook. I also understand that any changes to the content of this handbook may be made by the administration with reasonable notice.

Student Signature _____

Date _____

As a parent/guardian in the River Valley School District, I have been given the opportunity to examine and review the content in this handbook. I understand that my child is assumed to be a user of District technology and is subject to terms of the District's computer policy and security agreement unless I request, in writing, that he/she does not have access to network computer services.

I understand that my child may be filmed or photographed in the classroom environment unless I request, in writing, that s/he may not be filmed/photographed for any reason. This can be done by completing a form that is located on the school website and is titled River Valley Photography Opt-out form.

Parent/Guardian Signature _____

Date _____

If you are unable to access the handbook electronically from the District website, you may contact the school office for a paper copy. All students will still be responsible for all information contained in the Student Handbook.

***This signed Handbook Acknowledgment form is due back to your homeroom teacher by
FRIDAY, SEPTEMBER 13, 2024***