

CONNOQUENESSING VALLEY ELEMENTARY SCHOOL



2026-2027 STUDENT HANDBOOK



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Welcome to Connoquenessing Valley Elementary School

Dear CVE Families,

We are excited to welcome you to CVE for the 2026-2027 school year! Whether you are joining us for the first time or returning for another amazing year, we are happy for you to be part of the CVE community. Our school theme this year is “Strong Minds, Kind Hearts”. This captures our commitment and approach of focusing on working hard, being curious, showing kindness, and treating everyone with respect every day.

We ask that every member in our CVE school community approach each day with our Bee 3- Be Safe, Be Kind, and Be Responsible. Our dedicated and dynamic staff is dedicated to educating the whole child and creating an environment filled with curiosity and challenging opportunities to help each child learn and grow.

At CVE, we believe that a strong partnership between home and school is essential to student success. We encourage you to be an active participant in our school community. If you’re interested in volunteering, please reach out to your child’s teacher for classroom opportunities. For those looking to get involved in school-wide events, our outstanding Parent/Teacher Organization (PTO) offers a variety of ways to contribute. You can learn more about the CVE PTO by visiting cvepto.org.

We invite you to explore each of the pages on our website to learn about our talented staff and the wonderful activities taking place in our school every day by visiting svsd.net.

Thank you for partnering with us in your child’s education. We look forward to a year filled with learning, individual growth, and memorable experiences.

In Partnership,

Mr. Jeremy Womer, Principal

Dr. Tai Papariella, Assistant Principal

Please take some time to review the pages of this handbook, which contain important and helpful information. If you have any questions or concerns after reviewing it, please do not hesitate to contact the CVE school office.

CVE Mark Your Calendar

Thurs., August 13	New Family Orientation (Grades 2-4)	10 AM – 11 AM
Thurs., August 13	Self-Guided School Tour (All Grades)	12 Noon – 1 PM
Tues., August 18	AM Kindergarten/AM Extended Day Meet the Teacher (parents/guardians only)	5:30 PM – 6:10 PM
Tues., August 18	PM Kindergarten/PM Extended Day Meet the Teacher (parents/guardians only)	6:20 PM – 7 PM
Wed., August 19	AM Kindergarten/AM Extended Day Classroom Visitation (self-paced)	11 AM – 11:45 AM
Wed., Aug. 19	Grade 1 Classroom Visitation (Self-paced)	12 Noon – 12:45 PM
Wed., Aug. 19	PM Kindergarten/PM Extended Day Classroom Visitation (Self-paced)	1 PM – 1:45 PM
Wed., Aug. 19	Grade One (1) Meet the Teacher (parents/guardians only)	5 PM – 6 PM
Wed., Aug. 19	Grade Two (2) Meet the Teacher (parents/guardians only)	5:45 PM – 6:45 PM
Thurs., Aug. 20	FIRST DAY OF SCHOOL – All Grades	
Tues., Aug. 25	Grade Three (3) Meet the Teacher (parents/guardians only)	5 PM – 6 PM
Tues., Aug. 25	Grade Four (4) Meet the Teacher (parents/guardians only)	5:45 PM – 6:45 PM
Mon., Sept. 7	Holiday – No School for Students	
Mon., Sept. 14	School Picture Day (Josten's) – All Grades	By Classroom Schedule
Mon., Sept. 21	In Service Day – No School for Students	
Fri., Oct. 23	Act 80 Day – No School for Students	
Fri., Oct. 23	PARENT TEACHER CONFERENCE DAY	
Mon.- Thurs., Oct. 26 – 29	Tentative CVE PTO Fall Book Fair	9 AM – 3 PM
Tues., Oct. 27	Fall Family Fun Night/Tentative PTO Book Fair	5:30 PM – 7 PM
Fri., Oct. 30	AM Kindergarten Fall Party	10:15 AM – 11:15 AM
	PM Kindergarten - Grade 4 Fall Party	2 PM – 3 PM
Wed., Nov. 11	In Service Day – No School for Students	
Thurs., Nov. 12	School Picture Retake/Makeup Day (Josten's)	9 AM – 2 PM
Wed., Nov. 25 – Mon. Nov. 30	Holiday Break – No School for Students	
Mon. – Thurs., Dec. 7 – 10	CVE PTO Holiday Shop	
Tues., Dec. 22	Winter Breakfast Party – AM Kindergarten -> Gr. 4	9:30 AM – 10:30 AM
	Winter Break Party – PM Kindergarten	12:45 PM – 1:45 PM
Wed., Dec. 23 – Fri., Jan. 1	Winter Holiday Break – No School for Students	
Fri., Jan. 15	In-Service Day – No School for Students	
Mon., Jan. 18	In-Service Day – No School for Students	
Thurs, Feb. 11 (To be held Feb. 12 if snow makeup day is in session.)	AM Kindergarten Valentine Party	10:15 AM – 11:15 AM
	PM Kindergarten – Grade 4 Valentine Party	2 PM – 3 PM
Friday, Feb. 12	Snow Makeup Day #1	
Monday, Feb. 15	In-Service Day – No School for Students	
Sat., Feb. 20	I Love CVE Event	11 AM – 1 PM
Sat., Feb. 27	I Love CVE Event Snow Makeup Day	11 AM – 1 PM
Friday, Mar. 5	Snow Makeup Day #2	
Wed., Mar. 24 – Mon., Mar. 29	Spring Holiday Break – No School for Students	
Tues., Mar. 30	Act 80 Day – No School for Students	
Fri., Apr. 16	Snow Makeup Day #3	
Tues., Apr. 20	Grades K, 2, 4 Open House/Art Show	5:30 PM – 7 PM
Thurs., Apr. 22	Grades 1, 3 Open House/Art Show	5:30 PM – 7 PM
Sat., Apr. 24	I Love CVE Fun Run	
Mon., Apr. 26 – Fri., Apr. 30	PSSA ELA Testing Window - Grade 3 & 4 Students	

Mon., May 3 – Fri., May 7	PSSA Math Testing Window – Grade 3 & 4 Students	
Friday, May 14	In Service Day – No School for Students	
Friday, May 14	2027-28 (Class of 2040) Kindergarten Countdown	Morning Sessions
Mon., May 17	Beginner Orchestra Spring Concert (ECMS)	6 PM
Wed., May 19	Beginner Band Spring Concert (ECMS)	6 PM
Friday, May 28	Field Day – All Grades	9:30 AM – 3 PM
Monday, May 31	Holiday – No School for Students	
Wednesday, June 2	Field Day Rain Date	9:30 AM – 3 PM
Friday, June 4	LAST DAY OF SCHOOL	

SENECA VALLEY SCHOOL DISTRICT

Seneca Valley School Board Members for 2026-2027

Eric DiTullio – Board President
Tim Hester – Board Vice President
Nick Brower
Mark Gartner
Susan Harrison
Tim Hester
Mike Jacobs
Allyson Mazzoni
Travis Savitt-Kraft
Kari Zimmer

Seneca Valley School District Administrative Personnel

Superintendent of Schools
Dr. Tracy Vitale, Ed.D. (724)452-6040, Ext. 1644

Deputy Superintendent for Secondary Education [7-12]
Dr. Sean McCarty, (724)452-6040, Ext. 1623

Assistant Superintendent for Elementary Education [K-6]
Dr. Marie Palano, (724)452-6040, Ext. 1618

Director of Advancement and Strategic Partnerships
Ms. Quincy Gildea, (724)452-6040, Ext. 1650

Director of Curriculum, Instruction, & Innovation, Grades K – 12
Dr. Joel Roth, (724)452-6040, Ext. 1645

Buildings & Grounds Director
Mr. Randy Miller, (724)452-6040, Ext., 1629

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

Communications Director
Mr. Ian Hunter, (724)452-6040, Ext. 1612

Director of Federal Programs & School Engagement
Mr. Ashley Porter, (724)452-6040, Ext. 1651

Director of Food Services
Mr. Nolen Fetchko, (724)452-6040, Ext. 1634

Director for Human Resources
Ms. Kyra Bobak, (724)452-6040, Ext. 1760

IT Director
Mr. Sean VanScoyoc, (724)452-6040, Ext. 1765

Director of Safety & Security
Mr. Jason Young, (724)452-6040, Ext. 1620

Director of Student Services
Dr. Cassandra Doggrell, (724) 452-6040, Ext. 1750

Assistant Director of Student Services
Dr. Mallory Eyles, (724)452-6040, Ext.1750

Director of Transportation & Operations
Dr. Anthony Babusci, (724)452.6040, Ext. 1637

Seneca Valley School District Mission Statement

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

Seneca Valley Nondiscrimination Policy

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

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

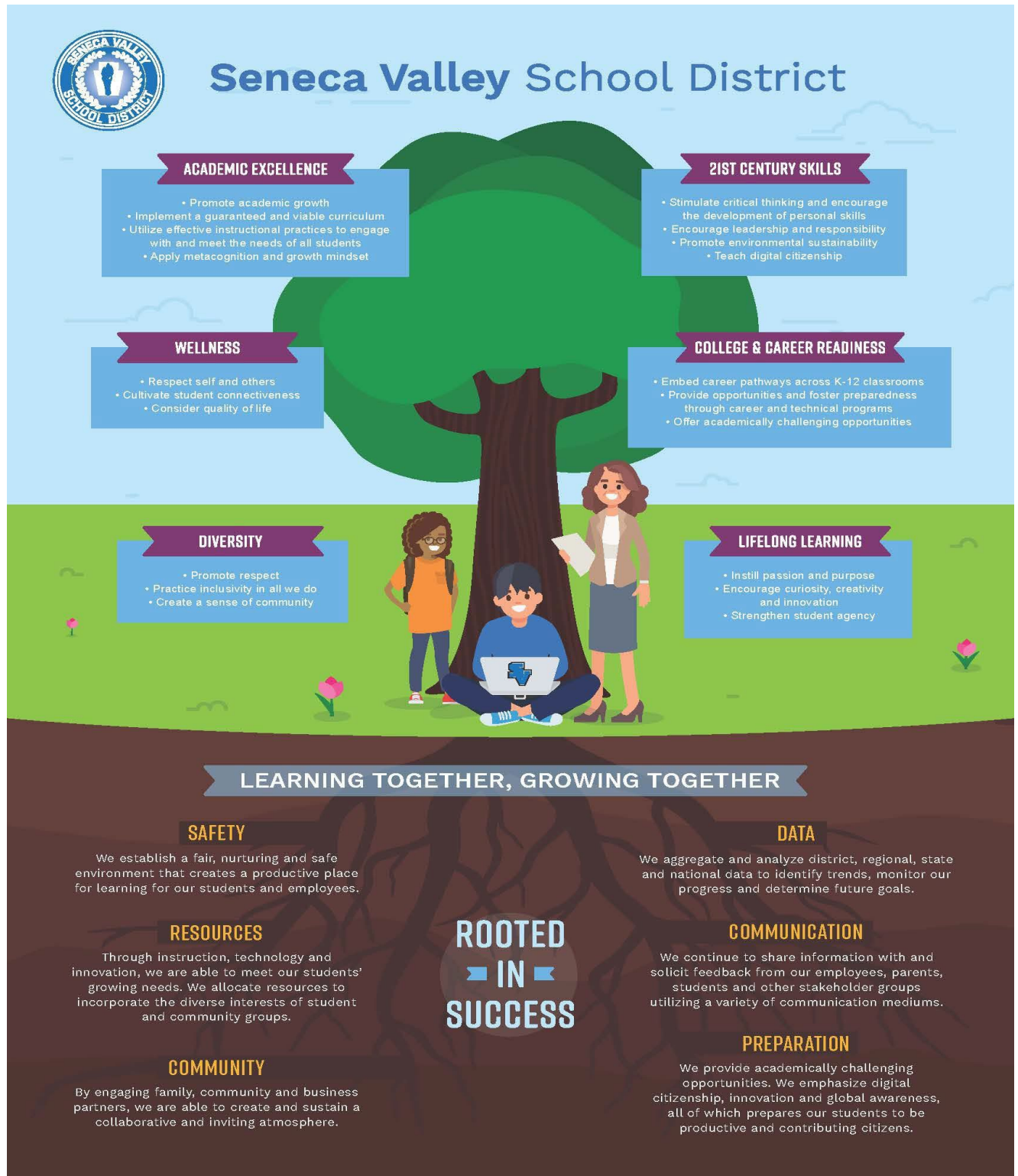
The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries about the application of Title IX and the Regulations to the District may be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

Title IX Coordinator

Mr. Ashley Porter, Director of Federal Programs & School Engagement
Office Address: SVSD, 124 Seneca School Road, Harmony, PA 16037
Email Address: porterad@svsd.net
Telephone Number: (724) 452-6040

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

Seneca Valley School District Priorities



Connoquenessing Valley Elementary Staff Members

Administrative Staff

Mr. Womer	Principal	Office	womerjc@svsd.net
Dr. Papariella	Assistant Principal	Office	papariellatk@svsd.net
Mrs. DeJohn	School Psychologist	Room 55	dejohnjl@svsd.net

Kindergarten

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

First Grade

Mrs. Zorn	Grade 1	Room 11	zornms@svsd.net
Mrs. Risch	Grade 1	Room 12	riscece@svsd.net
Mrs. Morgan	Grade 1	Room 13	morgangr@svsd.net
Mrs. Czar	Grade 1	Room 14	czarjt@svsd.net
Mrs. Montelaro	Grade 1	Room 16	montelarojm@svsd.net
Mrs. Kessler	Grade 1	Room 17	kesslerke@svsd.net
Mrs. Boyles	Grade 1	Room 18	boylessa@svsd.net
Ms. Andrekovich	Grade 1	Room 28	andrekovichc@svsd.net

Second Grade

Mrs. Hamdan	Grade 2	Room 19	bookerar@svsd.net
Mrs. Watkins	Grade 2	Room 21	watkinsrc@svsd.net
Mrs. Razzano	Grade 2	Room 22	razzanorl@svsd.net
Miss Webb	Grade 2	Room 23	webbkg@svsd.net
Mrs. Maurer	Grade 2	Room 24	maurerce@svsd.net
Mrs. Pepper	Grade 2	Room 25	pefferbj@svsd.net
Mrs. Cabecinha	Grade 2	Room 26	cabecinhajl@svsd.net

Third Grade

Mrs. Mysliwiec	Grade 3	Room 30	mysliwieclr@svsd.net
Mr. Rupik	Grade 3	Room 31	rupikst@svsd.net
Miss Forrester	Grade 3	Room 32	forresterhj@svsd.net
Mrs. McCormick	Grade 3	Room 33	mccormickca@svsd.net
Ms. Cipollone	Grade 3	Room 34	cipollonemr@svsd.net
Mrs. Roll	Grade 3	Room 35	rollrp@svsd.net
Mrs. Brunner	Grade 3	Room 37	brunnerml@svsd.net

Fourth Grade

TBD	Grade 4	Room 41	
TBD	Grade 4	Room 43	
Mrs. Barrett	Grade 4	Room 44	barrettak@svsd.net
Miss Smelscer	Grade 4	Room 45	smelscersc@svsd.net
Mrs. Jacobs	Grade 4	Room 46	jacobsja@svsd.net
Mrs. Bergstrom	Grade 4	Room 49	bergstromlr@svsd.net
Mrs. Hammer	Grade 4	Room 51	hammermn@svsd.net

Special Teachers & Learning Support

Mrs. Cianci	Autism/Emotional Support	Room 9	ciancibd@svsd.net
Mrs. Humes	Art	Room 40	humesae@svsd.net
Mrs. Mellott	Behavior Specialist	Room 36	mellottha@svsd.net
Mrs. Del Greco	CIRC		delgrecokm@svsd.net
Mrs. Dietz	ESL Instruction	Room 36	dietzkl@svsd.net
Mrs. O'Brien	Gifted Education	Room 39	obrienla@svsd.net
Ms. Schomburg	Hearing	Room 52	schomburgr@svsd.net
Mrs. Whysong	Hearing	Room 52	whysongam@svsd.net
Mrs. Glass	Instrumental Music – Band	Room 52	glasste@svsd.net
Mrs. Lesney	Instrumental Music – Strings	Room 52	lesneyac@svsd.net
Mrs. Zolkowski	Instruction & Intervention Spec	Room 27	zolkowskism@svsd.net
Mrs. Guidice	Learning Support	Room 29	guidicegl@svsd.net
Mrs. Padovani	Learning Support	Room 42	padovanika@svsd.net
Mrs. Stupak	Learning Support	Room 20	stupaksm@svsd.net
Ms. Brown	Multiple Supports	Room 1	
TBD	Multiple Supports	Room 47	
Mr. Matchett	Music	Room 50	matchettrk@svsd.net
TBD	Occupational Therapist	Room 52	krauseka@svsd.net
Mr. Grove	Physical Education		groveem@svsd.net
TBD	Physical Therapist	Room 52	martinikt@svsd.net
Mrs. Walter	Reading Specialist	Room 15	waltermil@svsd.net
Mrs. Nickel	Reading Specialist-CVE/ECE	Room 36	nickelll@svsd.net
Mrs. Karmecy	School Counselor/Coordinator of Career Affairs	Room 54	karmecyce@svsd.net
TBD	School Counselor	Room 54	
Mrs. Corrigan	School Nurse		corriganwb@svsd.net
Mrs. Bear	Spanish	Room 38	bearjl@svsd.net
Mrs. Somerville	Speech & Language	Room 29	leventhalhk@svsd.net
Mrs. Stewart	Speech & Language	Room 50A	stewartes@svsd.net
Mrs. Gontad	Tech Assistant		gontadr@svsd.net
TBD	Tech Facilitator/CIRC		
Mrs. Sloan	Vision	Room 52	sloanj@svsd.net

Office/Other

Ms. Baney	Cafeteria Manager		baneyaa@svsd.net
Mr. Cole	Custodian		coledr@svsd.net
Mrs. Hart	Staff Secretary	Office	hartke@svsd.net
Mrs. Howley	Student Secretary	Office	howleydm@svsd.net
Mrs. Kline	Security		klinean@svsd.net
Ms. Schwartz	Custodian		schultzrs@svsd.net
Mr. Watson	Maintenance		watsona@svsd.net

ARRIVAL AND DISMISSAL PROCEDURES

Arrival/Dismissal Timetable

TIME	ACTIVITY
8:40 AM	Student arrival begins: Walkers & Car Riders (Main Lobby)
8:40 AM	Bus unloading begins (North Lobby)
8:40 AM – 9 AM	Breakfast available in the cafeteria
8:55 AM	Tardy bell rings – classes begin
11:30 AM	AM Kindergarten dismissal
12:43 PM	PM Kindergarten arrival
12:50 PM	PM Kindergarten classes begin
3:00 PM	Early dismissal deadline for pickup from office
3:15 PM	School day ends – Dismissal of Walkers (Main Lobby) and Car Riders (North Lobby) begins
3:20 PM	Bus dismissal begins

 *Note: Students arriving after the 8:55 AM bell rings are considered **tardy**. See “Tardy Student” procedure below for details.*

Student Drop-Off Procedures (Grades K–4)

Car Riders

Drop-Off Time:

 **8:40 AM – 8:55 AM**

 **Main Lobby Entrance**

Traffic Flow

- Similar to Kindergarten drop-off, enter the line from Pittsburgh Street (near the K–2 playground).
- Follow the **one-way route** in front of the school.
- Stop **one car length before the crosswalk** and wait for staff direction.
- To prevent traffic congestion, **vehicles are not allowed to queue onto Pittsburgh Street** at the Beaver Street intersection. All traffic will be redirected to flow from Beaver Street.

Drop-Off Guidelines

-  **Stay in your vehicle** – staff will assist students.
-  Staff will be present at **8:40 AM** to greet and guide students.
-  Students may **exit on the passenger side only** along the solid yellow line.
-  After unloading, wait for the **crosswalk staff** to cue you forward to the STOP sign.
- Please use caution and watch closely for buses entering and exiting the north lobby parking lot.

Safety Reminders

-  Do **not** drop off students **before 8:40 AM** or **after 8:55 AM**.
-  Do **not** pass other vehicles during drop-off.
-  After the **8:55 AM bell**, staff will leave the drop-off area and students are considered tardy.
-  If no staff are present, **park and escort your child to the office** to sign them in.

Bus riders will be dropped off at the North Lobby entrance. Van riders are dropped off at the Main Office entrance.

Walkers and Bike Riders

Students living within the official CVE Walk Zone may gather on the grassy area near the flagpole, across from the Main Office entrance.

- Arrival Time: Students should not arrive before 8:40 AM unless accompanied by a parent or guardian.
- Students should not be left unsupervised prior to being allowed to enter the building.
- Supervision: Staff will be present at the Main Entrance from 8:40 AM to 8:55 AM to greet, supervise, and guide students safely into the building.

Tardy Student

Tardy Arrivals

- Students are **tardy** if they arrive **after the 8:55 AM bell** (or **after 12:50 PM** for afternoon kindergarten).
- A **parent/guardian must accompany** tardy students into the **Main Office**, sign them in, and complete a **tardy slip** with the reason for the delay.
- Depending on the circumstances, students arriving **between 11:55 AM and 12:25 PM** will be marked as:
 - **Late Arrival/Half Day Absence; or**
 - **Excused Half Day Absence; or**
 - **Medical Half Day Absence (Medical note provided to office)**

Early Dismissals

An early dismissal is when a student is picked up from the Main Office **before the end of the school day**.

How to Request an Early Dismissal:

1. Preferred Method – SV Portal:

Submit an early dismissal request through the **Parent Portal** with a pickup time of **3:00 PM or earlier**.

- Submit as early as possible to allow for planning.
- Portal entries are restricted for same-day requests starting at **2:45 PM**.

2. Written Note:

If you do not have internet access for option 1 above, a signed note may be sent in with your child to give to their **homeroom teacher** at the start of the day.

3. Emergency Requests:

If electronic or written notice isn't possible, call the school office at **(724) 452-8280, ext. 0**.

- The request will be verified using information from the **SV Parent Portal**.

Dismissal Procedures:

- Students are called to the office **only when the authorized adult arrives**.
- Adults must **sign out** the student on an Early Release slip and present a **valid photo ID**. Please do not rely on a staff member to be there to recognize you. Staffing changes are sometimes necessary.
- **No student** will be allowed to go to a car in the parking lot without parental/adult supervision.
- To ensure the safe and orderly dismissal of all children, **students will not be dismissed from the office after 3 PM** unless medically released by the school nurse.

Additional Notes:

- Please try to schedule medical/dental appointments **outside school hours** when possible.

- In custody-related situations, court-ordered custody papers **must be on file** in the principal's office.
 - Schools are legally bound to follow court-ordered custody papers, not attorney requests. Court-ordered custody papers should be submitted to the office.

Walker Dismissal

- Walkers exit through the **Main Lobby doors** at dismissal.
- **Parents/guardians should wait to meet their walkers by the flagpole** and avoid standing directly in front of the school doors to ensure student safety.
- It is the responsibility of parents/guardians to meet walker-designated students on time at dismissal.

Important:

- Students who are **normally bus riders** may **not be dismissed as walkers**.
- If your child is visiting a friend who is a walker, you can submit an End-of-Day Pick-Up request in the portal allowing that friend's parent or guardian to pick up your child. Your child will then be released from the cafeteria to that authorized adult. See **End of Day/Car Pick-Up Procedure** below for details.

End of Day/Car Pick-Up Procedure

Dismissal Time & Location: Car riders are dismissed from the **North Lobby** starting at **3:15 PM**.

Opting Out of Bus Transportation:

- Parents may choose to **opt out of bus service** for the school year by submitting a **Bus Transportation Opt-Out Request** via the **Transportation page** on svsd.net.
 - This makes the student a **daily car rider**.
 - Once acknowledged in writing as being processed, daily dismissal entries are **not required** unless someone other than the parent/guardian is picking up.
 - Allow **3–5 business days** for processing.

How to submit an End of Day Pick-Up Request:

- Submit an **"End-of-Day Pick-Up"** request online through the **Parent Portal** (Attendance Tab) for each student, each day a car pick-up is needed.
 - Requests can be submitted **any time before 2:45 PM**.
 - **Earlier submissions are preferred** to help staff prepare for a smooth and orderly dismissal.

Pick-Up Process:

- **Photo ID Required:** All adults picking up students must present a **valid photo ID**. Please do not rely on a staff member to be there to recognize you. Staffing changes are sometimes necessary. Without proper photo ID, a student may not be released to a designated parent or guardian.
- Park in the **north parking lot** and bring your **photo ID** to the **North Lobby vestibule**.
- Staff will verify ID, match it to the portal entry and direct the person retrieving the student to the **cafeteria** to meet up with the designated student.
- Exit together through the **cafeteria doors**.

Important:

- If dismissal information is **not entered in the portal** or the pickup person **doesn't match** the listed contact, they will be directed to the **Main Office** for verification.
- This is for student safety and may **delay the pick-up** process.

Bus Rider Dismissal

- **Dismissal Time:** Bus riders are dismissed after walkers and car riders at 3:20 PM.
- **Announcements:** Students should listen carefully to **bus announcements** and watch their **classroom smart boards** for real-time bus call updates.
- **Bus Policy:**
 - Students are **not permitted** to ride a different bus home with friends.
 - Bus drivers have a **roster of authorized riders**.
 - Students attempting to board an unauthorized bus will be **redirected to their assigned bus**.

See additional information under **TRANSPORTATION**

ATTENDANCE

Absences

Parents/guardians of children ages **6 to 18** are required by **Pennsylvania's compulsory attendance law** to ensure regular school attendance.

Key Definitions:

- **Absence:** Missing all or part of a school day or class.
- **Truancy:** **3 or more unexcused absences** in a school year.
- **Habitual Truancy:** **6 or more unexcused absences** in a school year.

Types of Absences:

Excused Absences include:

- Illness/injury (with a parent or doctor's note)
- Religious holidays
- Serious illness/death in the immediate family
- Quarantine
- Pre-approved absences (e.g., college visits, court, military recruiting, educational trips)
- Inclement weather or impassable roads

Unexcused Absences include:

- Any absence not covered above.
- Failure to submit a written or electronic excuse.

Submitting an Absence Excuse:

- Use the **SV Parent Portal** (preferred method), or
- Send a **written note** with the student upon return.

Important:

- A **doctor's note is required** for absences of **5 or more consecutive days** or after the **20th total absence**.
- Students absent for **10 consecutive days** without a valid excuse may be removed from the school roster.

Make-Up Work:

- Students are responsible for requesting and completing missed work.
- Contact teachers for classroom-specific policies.

School Events:

- Students **absent on the day of a school-sponsored event** (excused or unexcused) may **not attend** that event.

Religious Holidays:

- A student may be excused from school to observe bona fide religious holidays by particular religious groups provided the parent/guardian informs the school in writing prior to the absence.

For full details, refer to [Seneca Valley School Board Policy 204](#).

Automated Attendance Notification Program.

Automated Attendance Notifications

The district uses an automated system to notify parents/guardians of student absences via the phone numbers listed in the **SV Portal**.

- Parents can update these numbers in the Portal at any time.
- Due to system limitations, **tardy students may still trigger an absence call**. The office will correct attendance records accordingly.
- Call timing may vary based on the number of absences district-wide, technology issues or school delays.
- If you receive a call and believe your child is present, please **contact the school office** for clarification. Your child's safety and your peace of mind are important.

Educational Trip Policy

The Seneca Valley School District recognizes that parents may wish to periodically have a student be excused from compulsory attendance to participate in an educational tour or trip.

Request for Excusal

- Parents/guardians must complete an **Elementary Educational Trip Form** and submit it to the school office. Except for emergency situations, which must be fully explained, this request must be submitted at least fourteen (14) calendar days **prior to** the date on which the requestor is seeking the student to be excused.
- Requests submitted after a trip has occurred will not be approved.

Administrator's Discretion/Approval Process

- The principal shall exercise discretion in the approval process. Factors considered include trip length, record of attendance, frequency of requests, and whether the trip is likely to enhance the educational growth of the student.

Assignments

- Upon approval by the administrator, teachers may gather required work, by request, in advance of the trip. Please note: Teachers are not obliged to pre-gather work for unapproved or last-minute requests. Assignments must be completed before the trip or shortly after returning, as directed by the teacher.

Important Guidelines:

- **Grades K–6:** Use the [Elementary Educational Trip Form](#)
- **Grades 7–12:** Use the **Secondary Educational Trip Form** (available on the [Student Forms page](#))
- **Unapproved trips** can be considered under truancy.
- **Third and fourth grade student requests** will **not** be approved for trips during **PSSA testing dates** in the spring.

Homework Requests for Absences

- Students are responsible for requesting and completing missed work when absent.
- If an extended illness occurs and you wish to make immediate arrangements to pick up homework for your student, please coordinate with the classroom teacher before **11 AM**. If you are unsure if your request reached the teacher, please reach out to the school office and a message will be passed along to the teacher who will make every effort to prepare and have the assigned homework available in the school office by 3:40 PM that day.

Withdrawing Your Student

If your family is moving or your child will be attending a different school, please contact the **school office** at **724-452-8280, ext. 6011**.

- A **Withdrawal Record Form** must be completed and signed by a parent/guardian.
- This form allows for the efficient transfer of your child's **academic and health records** to the new school, as requested.

McKinney-Vento Homeless Assistance Act

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

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

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

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

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

Local agencies, including the school, will collaborate to ensure school stability and continuity. Collaborative decisions, including all team members, will ensure that each student is served effectively. The federal McKinney-Vento Homeless Assistance Act and in the document linked below provide details. Every youth has a right to a free, appropriate education. The school will keep a homeless student enrolled in their original school, if possible, while considering the student's best interests.

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

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

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

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

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

GENERAL INFORMATION

Seneca Valley Portal

SV Parent Portal Access:

The **SV Portal** offers secure, 24/7 access to personalized student and parent resources, including:

- Grades & attendance
- Contact/emergency info
- Health records
- Transportation information
- Classroom calendars
- Early dismissal requests
- Sports forms and more

Accessing the Portal:

- Use the SV Portal wallet cards sent to you:
- **One card covers all your children** if they share the same parents in the student registration system.
- **Separate cards are issued** if the children have different parents listed in the system.
- Need a replacement? Call the **Central Office Front Desk** at **(724) 452-6040, ext. 1675**. A new card will be mailed to you.

Note: For security reasons, usernames, portal numbers and passwords cannot be given over the phone.

Portal Links:

- Visit the district homepage: www.svsd.net (click the **SV Portal** icon in the top right corner), or
- Go directly to: <https://portal.svsd.net>
- Download the **SV mobile app** on your mobile device.

K-6 Report of Student Progress

The Report of Student Progress (RoSP) is based on PA Core Standards, current research, and effective instructional strategies. It communicates how students are progressing toward end-of-year grade-level standards. These essential standards are the most important learning targets of the PA Core Standards and district curriculum.

The RoSP focuses on student learning and growth over time. Academic achievement is reported separately from work habits and behaviors. Teachers use evidence of student learning to determine each student's level of proficiency on essential standards.

Student progress is measured with common proficiency scales and reported using the following proficiency levels:

- **Exceeding** – Demonstrates understanding beyond the standard and applies learning in new and complex ways.
- **Meeting** – Consistently and independently demonstrates understanding of the standard.
- **Progressing** – Is developing understanding and moving toward consistently meeting the standard.
- **Beginning** – Demonstrates partial understanding and requires additional support to progress.

Teachers continually assess student learning throughout the year. Because many standards are taught over multiple trimesters, students may not reach mastery until later in the school year. Progress is reported each trimester, and families can access proficiency scales and view student progress through the Seneca Valley Portal. For more information, please visit the District website. [Overview](#)

School District Testing Schedule

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

<u>Assessments</u>	Administered to:	Testing Window
PSSA English Language Arts	Grades 3 and 4	April 26 – 30
PSSA Math, Science & Make- ups	Grades 3 and 4	May 3 – May 7
STAR Assessments (Fall window)	Grades 3 and 4	Sept. 8 – 25, 2026
STAR Assessments (Winter window)	Grades 3 and 4	Jan. 4 – 22, 2027
STAR Assessments (Spring window)	Grades 3 and 4	May 3 – 21, 2027
AimsWeb (Fall Window)	Grades K - 2	Sept. 8 – 25, 2026
AimsWeb (Winter Window)	Grades K - 2	Jan. 4 – 22, 2027
AimsWeb (Spring Window)	Grades K - 2	May 3 – 21, 2027

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

Homework Guidelines and Procedures

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

Homework will be:

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

Homework should:

- Not require extra resources or excessive adult support for the student to be successful but provide opportunities for peer and adult involvement.
- Have flexible schedules to support a family's busy schedule, as well as not requiring students to work over extended breaks.

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

Parent-Teacher Conferences

Parents are encouraged to attend scheduled Parent-Teacher Conferences in October. These meetings provide a valuable opportunity to discuss insights into your child that may not be immediately evident in the classroom setting.

In addition to the scheduled conferences, parents are welcome to request a meeting with their child's teacher at any time throughout the school year, should the need arise. To schedule a conference, please contact your child's teacher directly.

Faculty and Paraprofessional Qualifications

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

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

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

124 Seneca School Road
Harmony, PA 16037

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

Custody/Court Orders

The Seneca Valley School District recognizes that custody arrangements may impact a student's school experience. If this applies to your family, please submit **current custody documentation** to the school office.

- Schools are legally required to follow **court-ordered custody agreements** but cannot enforce orders if they are not on file.
- For **shared custody arrangements**, the parent submitting the custody papers must also provide a **monthly custody calendar** indicating which parent has custody on each day.

Student Dress Code

At Seneca Valley, we value each student's individuality and personal style. While we celebrate this diversity, it's important that student dress and grooming choices support a **positive, respectful, and safe learning environment**.

To ensure consistency and clarity, the district has established a **standard dress code** that applies to all students and visitors. We encourage families to review [Board Policy #221](#) for full details.

Key Reminders:

- Students, family members, and visitors should dress in a way that reflects the values of our school community and maintains a focus on learning.
- **CVE students may wear hats only on designated spirit days**, as determined by the building principal or designee.

Damaged Books

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

Lost and Found

PLEASE LABEL ALL ITEMS SENT TO SCHOOL, including lunch boxes, water bottles, outerwear, jackets, etc. CVE has a Lost & Found. If your student loses an item, please encourage them to look in the Lost & Found at the school before contacting the office. Further inquiries regarding lost and found articles can be made to the office, and arrangements will be made to claim identified items. Items not claimed within one week after the end of the school year will be donated to a school-designated non-profit organization.

IMPORTANT REMINDER:

Please **do not send valuables**—such as jewelry, Apple Watches, gaming devices, memorabilia, collectibles, or other valuables — to school with your child. The school is not responsible for lost or damaged personal belongings.

Weapons Detection System

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

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

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

Visitor Access & Sign-In Procedure

All parents, guardians, and visitors must enter the building through the **Main Office entrance** using the **exterior door buzzer system**.

Upon entry:

- The **Raptor Visitor Sign-In System** is located in the main office vestibule.
- A **valid driver's license** must be scanned **each time** before entering the building.

Please remember to bring your ID every time you visit.

While in the building:

- All visitors must **sign in** and wear a **visitor badge** indicating their approved destination.
- Please remain only in the area for which your visit is authorized. Wandering is not permitted.
- Before leaving, visitors must **exit through the main doors** and **sign out** by re-scanning their ID.

In the event of an emergency, the Raptor system helps identify and locate all visitors in the building.

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

Volunteering at CVE

Seneca Valley values the meaningful contributions of **parents, guardians, and community volunteers** in supporting our educational programs. Volunteers are welcomed and encouraged, in accordance with **School Board Policy #916**.

While volunteers play an important role, they do **not replace or assume the responsibilities** of school staff. All volunteers are expected to follow district policies and procedures.

Types of Volunteers:

- **Casual Volunteers**
 - Visit occasionally and work under the direct supervision of staff.
 - Examples: classroom party helpers, single-day field trip chaperones.
 - **Clearances are not required.**
- **Program Volunteers**
 - Provide ongoing support for school-sponsored activities and may have direct contact with students.
 - Examples: athletic assistants, overnight trip chaperones, weekly cafeteria helpers, etc.
 - **Clearances are required**, including criminal history and child abuse clearances.
- **Chaperones**
 - Accompany students on school-sponsored trips.
 - **Single-day field trip chaperones** are considered **Casual Volunteers**.

For more information or to begin the volunteer process, please visit the **Seneca Valley School District website** or contact the school office.

Volunteer Guidelines:

Volunteering in the Seneca Valley School District is a valued opportunity to support our students and staff. To ensure a safe and effective environment, the following guidelines apply:

General Expectations:

- Volunteers are **not employees or contractors** and do **not receive compensation**.
- Volunteering is a **privilege**, not a right, and may be **terminated at the district's discretion**.
- Volunteers **support** but do **not replace** school staff and may not provide instruction or discipline.
- All volunteers must follow **district policies**, including **FERPA** and other confidentiality requirements.

Clearance Requirements for Program Volunteers:

- Must obtain and submit the following clearances:
 - **Act 34** (Criminal History)
 - **Act 151** (Child Abuse)
 - **Act 114** (FBI Fingerprinting)
- Clearances are valid for **five years** or until the volunteer has a **break in service** (does not volunteer during a school year), whichever comes first.
- Schools must verify prior-year volunteer status if returning after a break.

Annual Requirements for All Volunteers:

- Sign in using the **Raptor Visitor System** upon arrival.
- Complete and sign the following forms each school year:
 - **Policy Acknowledgement**
 - **Volunteer Affirmation**
 - **Confidentiality Statement**

Important Reminders:

- Volunteers may **not administer or enforce discipline** under any circumstances.
- Volunteers must remain within their assigned roles and areas of responsibility.

For full details, please refer to **Board Policy #916** on the [Seneca Valley School District website](#).

Volunteer Guidelines: Non-student Children/Younger Siblings

Volunteers are not permitted to bring non-student children/siblings with them while volunteering at the school.

In unique circumstances, a volunteer may submit a written request seeking permission for a non-student child/sibling to accompany them. Approval must be granted in writing by the principal prior to the visit.

The only exception to this guideline applies to PTO meetings.

Media - Pictures or Interviews with Students

As part of our ongoing efforts to highlight the exceptional programs and activities within the Seneca Valley School District, we may occasionally invite media representatives into our schools or share photos and stories on the district website and other publications.

If you **do not wish for your child's name, photograph, or personal information** to appear in any media or district communications (including websites, newspapers, or magazines), you must submit a **written request** to your child's **building principal**.

This request should be submitted **within the first two weeks of school**.

Parent/Teacher Organizations – PTO

CVE is proud to have a **dedicated and active Parent-Teacher Organization (PTO)** that plays a vital role in supporting our school community and enhancing the learning experience for all students.

We encourage all parents and guardians to become involved! To learn more, visit the **CVE PTO Facebook page** or check out cvepto.org for updates, volunteer opportunities, and event information.

Personal Belongings

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

Pet Policy

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

Therapy Dog

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

Solicitation

Students may not sell items for profit to other students during the school day. Trading of items is also prohibited during school hours. Students will not be asked to donate to outside charities unless it's part of a school-approved activity. All school fundraising is done through the PTO.

BIRTHDAY AND SCHOOL CELEBRATIONS

School-Wide Celebrations

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

Event	Scheduled Date	Scheduled Time	AM Kindergarten Time
Fall Party	Friday, October 30 th	2:00 – 3:00 PM	10:15 – 11:15 AM
Winter Breakfast Party	Tuesday, December 22 nd	9:30 AM – 10:30 AM	*PM Kdg: 12:45-1:45 PM
Valentine Party	Thursday, February 11 th or Friday, February 12 th TBD	2:00 – 3:00 PM	10:15 – 11:15 AM

To ensure a fun and safe experience for all students, please follow these guidelines for classroom celebrations:

- **Celebrations should be enjoyable, yet simple.**
- **Parent Volunteers:** A set number of parent volunteers will assist with each party. Parent volunteers will be formally notified of their selection by classroom teachers in advance of classroom celebrations.
- **Approved Snacks Only:** All food must be from the district *Approved Lists for Individual Student Snacks and Classroom Celebrations* and must be pre-approved by the teacher and building administration.
- **Classroom Specific Allergy Restrictions:** In addition to the above, for the safety of our students, all party foods must adhere to any allergy restrictions specific to the classroom. Party coordinators should work closely with classroom teachers who are responsible for compliance and signing off on the party's plan.
- **Party Form Required:** Party coordinators must submit a completed party form to the office at least two weeks before the event.
- **No Younger Siblings:** To maintain the focus on classroom children and safety, younger siblings may not attend.
- **No Balloons:** Due to allergies and safety concerns, balloons are not allowed.
- **Fall Party Costumes:** Costumes should be sensible. No weapon replicas are allowed.

Classroom Birthday Recognitions

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

- Edible treats are not permitted to be brought into the classroom for a student's birthday.
- Balloons are not permitted for school/classroom celebrations.

To celebrate a student's birthday in a fun and classroom-friendly way, consider these non-food options:

- Read and donate a favorite book to the classroom library.
- Donate a game for indoor recess.
- Bring non-edible treats. Some ideas include:
 - Stickers
 - Notepads or journals/Pencils
 - Coloring books/Crayons
 - Bubbles or sidewalk chalk
 - Small flowerpots and seed packets

These ideas are just examples—feel free to get creative while keeping it simple and safe!

Student Birthday Lunch Visits

Parents or special guests (limit 2) may join their child for lunch in the cafeteria **once per year**—on their birthday or half-birthday (for summer birthdays).

Important Guidelines:

- **Lunch Options:** Guests may bring lunch for themselves and/or their student celebrant. Food safety is a top concern. To avoid allergy risks, **do not share food with other children**. A parent/special person may purchase a school lunch for themselves (cash only; student accounts cannot be used.)
- **Advance Notice:** Your visit should be coordinated directly with your child's teacher ahead of time. Teachers are not obligated to honor same-day requests.
- **Check-In:** Follow the Visitor Procedures outlined on page 26 when arriving.

While in the Cafeteria:

- Stay seated with your child—please don't visit other students.
- To avoid food allergy risks, **do not share food with other children**.
- Balloons are not allowed.
- Only photograph your own child.

Personal Party Invitations

To protect the feelings of our young students, **please do not distribute personal party invitations at school**. Instead, invitations should be sent directly to students' homes via mail or email.

At the start of the school year, teachers will ask families for permission to share home addresses with the class. You may request a class list from your child's teacher. If you prefer not to share your address, please notify the teacher.

EDUCATIONAL PROGRAMS

Five-Day Schedule

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

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

SPECIALS Subjects

Art

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

Creativity Innovation and Research Center (CIRC)

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

Music

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

Physical Education

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

World Language (Spanish)

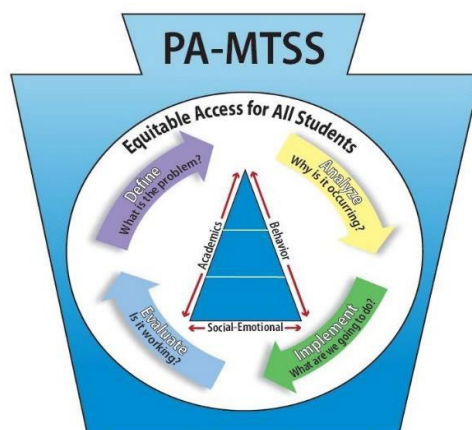
Students will experience the Spanish language and culture in lessons that will incorporate listening, speaking, reading, and writing in the target language. The curriculum aligns to grade level content and provides opportunities for students to communicate in Spanish.

Instrumental Music

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

Student Support Services

MTSS Overview



Seneca Valley is committed to supporting the academic and behavioral success of every student. To help achieve this goal, we are implementing a Multi-Tiered System of Support (MTSS) - a comprehensive framework that ensures all students receive the level of support they need to grow and succeed.

MTSS provides a continuum of evidence-based support in reading, math, behavior, and social-emotional learning. Our intervention teams are trained to assess student progress, analyze data, and provide targeted instruction aligned to individual needs. This allows us to respond quickly and effectively when students need additional support or enrichment.

A key part of this process is What I Need (WIN) time. WIN is a 30-minute block built into the school day where students participate in small-group instruction based on their current progression of skills. These groups may focus on strengthening foundational skills or extending learning and are led by classroom teachers and/or interventionists. This is not part of special education but is designed to help all students build critical skills. Instruction is flexible and adjusted based on ongoing progress monitoring.

As part of our commitment to supporting the whole child, Positive Behavioral Interventions and Supports (PBIS) is also embedded within MTSS. PBIS is a proactive, school-wide approach that teaches and reinforces positive behavior, creating a safe and respectful environment where students can learn and

grow. It helps set clear expectations for behavior and provides consistent support to help students meet those expectations.

Parent communication and involvement are integral to the success of the MTSS framework. We value your insights and will work closely with you throughout the problem-solving process to ensure your child is supported every step of the way. Together, our collective efforts create a well-rounded, responsive approach to student growth.

Gifted Education (PURPOSE)

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

Reading Intervention

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

Special Education

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

Speech and Language Therapist

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

School Counseling

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

Students may visit the counselor utilizing any of the following ways: self-referral, teacher referral, parent referral. The school counselor will also facilitate student support groups such as: Buddy program (new students), Friendship, Grief, Changing families, and Smooth sailing (problem-solving).

Glade Run Therapy

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

EMERGENCY AND WEATHER PROCEDURES

Safety Drills

Safety drills will be conducted monthly during the school year. This includes fire drills, weather drills, and/or routine intruder alerts. Students are expected to move quietly under the direction of the teacher or staff member.

Weather/Emergency School Closing or One/Two Hour Delays

Seneca Valley School District will make every effort to communicate schedule changes promptly. However, weather circumstances may result in a later call for a school delay or closure beyond the times listed below.

- **Closures/Delays:** Announced by **5:30 AM**.
- **Delay to Closure:** Final decision by **7:30 AM**.
- **Early Dismissals:** Avoided when possible, but if needed, announced by **11:00 AM**. Students will ride their regular bus home.

Notifications

- **School Messenger:** Primary method of communication.
 - Calls go to the **primary phone number** listed for each student.
 - In emergencies or delay-to-closure changes, calls go to **all listed numbers** (up to 3 per student).
 - Update contact info anytime via the Parent Portal at <https://portal.svsd.net/parents>.

Additional Emergency or Delay/Closure/Early Dismissal Info Sources

- **TV/Radio:** KDKA 1020 AM, KDKA-TV 2, WTAE-TV 4, WPXI-TV 11, SVTV Channel 50 (Digital 208 / TV 407).
- **Phone:** Recorded updates at (724) 452-6040.
- **Website:** <http://www.svsd.net>

*When “Seneca Valley Schools” is mentioned, it refers to **all schools in the district**, unless otherwise noted.*

Early Dismissal & Cancellation Notes

- All after-school and evening activities (home or away) are canceled.
- School facilities are closed to all groups, including rentals.
- For two-hour delays, afternoon/evening activities will be decided case-by-case.

Modified Kindergarten Hours for a Two-Hour Delay

- **Grades 1–4 & Extended Day/AM Kindergarten:** Start at **10:55 AM**
- **AM Kindergarten Dismissal:** **12:43 PM**
- **PM Kindergarten Arrival:** **1:30 PM**, with a **1:37 PM** start
- **PM & Extended Day Dismissal:** Regular time

TRANSPORTATION

Bus Transportation

Riding the school bus is a privilege, not a right. To ensure the safety and well-being of all passengers, students are expected to always demonstrate respectful and responsible behavior.

- **Safety First:** Unsafe behavior will not be tolerated. Be courteous to others and follow all bus rules.
- **Prohibited Items:** Eating, drinking, and the use of tobacco or vaping products are strictly forbidden on the bus.
- **Seating Assignments:** Seats may be assigned by the bus driver or school administration.
- **Misconduct:** Students who engage in inappropriate behavior may lose their bus privileges. Suspension from the bus does not excuse a student from attending school.
- **Arrival Time:** Students should arrive at their designated bus stop at least five (5) minutes before the scheduled pickup time.
- **Emergencies:** For bus-related emergencies before 8:00 AM or after 4:00 PM, please contact **First Student** (contact information available on the district website).

Kindergarten Transportation

- Kindergarten students will be issued a colored identification tag at the start of the school year, which must be attached to their backpack. This helps drivers to quickly identify kindergarten students, ensure they are seated at the front of the bus, and monitor their safe release at the bus stop.
- **A known caregiver must be present at the bus stop to receive a kindergarten student. An older sibling may serve in this role if the parent or guardian determines they are a responsible choice. If a caregiver is not present, the student will not be released and will be returned to their school for pickup by a parent or guardian. This procedure is in place to support safe and consistent release of all kindergarten students.**

Temporary Transportation Changes (Exceptions)

In accordance with [School Board Policy 810](#), transportation will not be provided for personal activities such as:

- Employment
- Music or dance lessons
- Gymnastics
- Visiting friends
- Attending events where a parent is unable to provide transportation

Approved exceptions include:

- A death in the family
- Hospitalization of an immediate family member
- Temporary guardianship due to a parent/guardian's absence

To request a temporary change, contact the Transportation Department at 724-452-6040 ext. 1758.

- No additional buses, stops, or route changes will be made for individual requests.
- Approval is subject to space availability on the requested bus.

Alternate Stop Requests

Parents/guardians may request an alternative stop online for the following reasons:

- Shared custody arrangements
- Daycare needs before or after school

Link: [Alternate Stop Request](#)

Important Guidelines:

- Only one alternative stop may be requested.
- The schedule must be consistent each week (e.g., no alternating Fridays).
- All alternative stops are reset annually. A new request must be submitted each school year.
- The deadline for submitting alternative stop requests for the 2026–2027 school year is July 17, 2026.
- No requests will be accepted during the first few weeks of school. Late requests will be processed starting September 15, and families will be responsible for transportation until then.

Bus Behavior Expectations

Bus behavior should reflect the same standards as classroom conduct. The bus driver has the authority to enforce rules and maintain order.

Student Responsibilities:

- Arrive at the bus stop at least five minutes before the scheduled pickup time.
- Wait safely away from the road. No pushing, shoving, or horseplay.
- Board the bus calmly and go directly to your assigned seat.
- Remain seated until the bus comes to a complete stop and being instructed to stand and unload.
- Speak quietly and respectfully. Loud or disruptive behavior is not allowed.
- Keep hands and feet off other children and their possessions.
- Always keep the aisle clear. Do not block the aisle.
- Keep all body parts and other objects inside the bus. Ask permission before opening windows.
- Do not eat, drink, or throw objects on or out of the bus.
- Exit the bus in an orderly manner and proceed directly to your destination.

Disciplinary Actions:

- Drivers will document misconduct using bus conduct forms, which are reviewed by school administrators.
- Students are expected to comply with all driver instructions to maintain a safe environment.

Bus Transportation Opt Out / Opt In Requests

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

- Parents who have opted out of transportation at the beginning of the year may wish to opt back in. The district transportation page has added an "Opt In" button onto the request page. Please fill out the request and allow three to five business days to make the change.
- Additionally, this form can be completed to request busing during the PSSA and Keystone testing for those students learning remotely. To do so, please fill out the form, choose "Opt In", and next to the phone number,

please type "PSSA" or "Keystone". This will allow the transportation department to know the busing is only needed during the testing timeline.

- Link: [Bus Transportation Opt Out / Opt In Request](#)
- All Opt Out/Opt In requests are reset annually. A new request must be submitted each school year.

Reporting Concerns

- For student behavior issues, contact your child's administrator
- For concerns about the bus vehicle or driver, contact the S.V. Transportation Department at (724)452-6040, ext. 1758.

Audio and Video Recording Equipment on School Vehicles

The District may require its student transportation providers to install, maintain, and equip each school vehicle with housing capable of holding and utilizing video and audio recording equipment for student rider surveillance. The Board authorizes the use of video and audio recordings on school vehicles for security and disciplinary purposes. District administrators and/or the bus company manager shall determine which vehicles will contain video and/or audio recording equipment.

- The video and audio recording equipment shall only be used on behalf of the Seneca Valley School District when the school vehicle is being used for school-related purposes.
- For more information please see School Board Policy 810.1 Video and Audio Recording Equipment on School Vehicles

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

Lost Items on the Bus

Found items may be turned into the building where the child attends school. Your student should check the school's lost and found first then, if not in lost and found, check with the office.

If the item is not turned in, contact the bus garage. Garage managers can contact the driver to check the bus.

 **Have the bus number ready** before calling.

 Call **First Student** at (724) 248-1530.

Found items may eventually be turned into the building where the child attends school.

[PLEASE LABEL ALL ITEMS SENT TO SCHOOL.](#)

SCHOOL POSITIVE BEHAVIOR EXPECTATIONS

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

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

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

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

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

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

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

Connoquenessing Valley Elementary School Behavior Expectations

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

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

Discipline

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

In-School Suspension or Office Detention

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

Out-of-School Suspension

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

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

Bully Prevention

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

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

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

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

Sprigeo

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

Harassment Policy

Discrimination/Title IX Sexual Harassment Affecting Students.

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

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

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

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

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

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

Illegal Substances

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

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

Tobacco Usage

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

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

Weapons Policy

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

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

ELECTRONIC DEVICES

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

Personal Electronic Device Student Guidelines

Beginning with the 2025–26 school year, all K–12 students are required to store their phones away during the school day (from the first bell to the last), making our schools phone-free for all students.

This means students will secure their smart devices (including smart watches and wireless Air Pods) at the start of the day and focus on their learning, connecting with others and well-being. This is not about punishment. It's about giving students' developing brains a break from the constant notifications, online conflict and the added pressure of juggling school with what's happening online. Our focus remains on supporting students' well-being, not just academically, but emotionally and socially as well.

Non-educational, expensive items such as electronic gaming devices, headphones, etc. are discouraged from our buses and classrooms. The school will not provide reimbursement for lost, stolen or damaged personal property.

Consequences for violating the above expectations:

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

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

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

School Issued Devices

All K-4 students will be issued a Lenovo Think Pad device and charger to enhance the academic curriculum. All learning platforms are easily accessible on the district's device. This device will be used by the students while at school and, if necessary, at home for remote instruction. It is helpful and we encourage your child to have a backpack to safely carry their device between home and school. If you need a backpack, please contact our school counselor(s) at (724)452-8280, ext. 6035.

These devices are a privilege, which can be lost for irresponsible use. The following are expectations and regulations students should follow while utilizing technology issued by the school district:

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

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

Accidental Insurance Laptop Protection

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

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

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

****Parents/guardians are encouraged to purchase accidental insurance laptop protection, otherwise the replacement cost, if damaged, is \$385 per laptop, \$37 per power adaptor.****

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

For additional information on expectations and frequently asked questions, please refer to the one-to-one link found on the school website under the academics tab. Link: [Student Expectations](#)

HEALTH AND WELLNESS

Child Safety and Abuse Reporting

All Seneca Valley School District staff are required by law to report any suspected child abuse to the appropriate authority. This includes physical, emotional, or neglectful abuse. Reports of abuse can be made by the student involved or any adult who suspects that abuse is occurring. Staff members must file a Childline report online or by calling 1-800-932-0313. They also should notify one of the building principals.

When to Keep Your Child Home (Communicable Diseases)

To help keep everyone healthy, we follow guidelines from the Pennsylvania Department of Health. Please call the school nurse if you have a question about when your child can return. Please keep your child home if they show any of the following:

- Fever over 100.4°F: Stay home until fever-free for 24 hours without medicine such as acetaminophen (Tylenol) or ibuprofen (Motrin, Advil).
- Vomiting/Diarrhea: Stay home until 24 hours after last episode and your child can eat normally again.
- Pink Eye (Conjunctivitis): Return after starting treatment and following doctor's advice.
- Strep Throat: Return 24 hours after starting antibiotics.
- Lice (Pediculosis): Return after first treatment. No live lice should be present, and fewer nits. [Lice Information](#)
- Chicken Pox: Stay home for 6 days after the last group of blisters appears. All spots must be dry.
- Impetigo, Scabies, Ringworm: Return when the doctor says your child is no longer contagious.

Other contagious illnesses: follow the advice of your child's healthcare provider and call the school nurse if you have any questions.

Comprehensive Allergy Management Plan

The Seneca Valley School District follows a Comprehensive Allergy Management Plan to support students with severe allergies. The plan outlines procedures for managing allergies, provides educational resources, and offers guidance for staff, families, and students.

Classroom food for daily snacks or special events must follow these procedures and is managed by the classroom teacher. Birthday celebrations may not include food.

For questions, please contact your classroom teacher or our school nurse.

Food Brought from Home for Personal Consumption

Daily Classroom Snacks

Some classrooms may have a daily snack time, depending on the teacher's schedule. If a teacher decides snacks are needed:

- The teacher will organize snacks with help from parents (either by donating snacks or money).
- Snacks eaten in the classroom must come from the District's approved snack list. Snacks eaten in the classroom may also need to be free of allergens that could affect students in that classroom.
- Students cannot bring their own snacks from home to eat in the classroom unless special health concerns are documented.
- Please communicate with your classroom teacher and school nurse if you are concerned about your child's allergies.

The approved snack list on the District website under Food Services.

Special Event Snacks

For school events that include food, such as classroom parties or field trips, teachers will coordinate with the school nurse, principal, parents, and event organizers. This teamwork helps ensure that all allergy needs are met. With good planning, students with food allergies can safely take part in school activities.

All party food must follow the District's approved snack list and meet allergy rules for that classroom. For example, if a student has a tree nut or milk allergy, party food must not contain those items. Teachers will check that all snacks meet allergy guidelines.

Parents of students with allergies will be told about events when food is served ahead of time. With prior arrangement, parents may be able to provide a safe snack for their child.

Use of Food as a Reward

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

Health Room

Our school health services are a team effort between the school nurse, school doctor and school dentist and the Pennsylvania Department of Health.

These services help with emergencies, preventing illness, finding health problems, and giving advice to students and families.

The health room is here to help during school hours. The nurse should not treat injuries that happen outside of school and cannot make a medical diagnosis. These are the parents' responsibilities.

Please keep your emergency contact info up to date in the Parent Portal. Update phone numbers for parents if they change. Please advise the school nurse with changes in your child's health or medications.

Homebound Instruction

If your child is seriously ill or unable to come to school for a long time, they may be able to receive schoolwork and support at home. To get started, your child's doctor must fill out a special form.

To request the form, contact Dr. Marie Palano at (724) 452-6040, ext. 1636.

Immunization Policy

All students entering Seneca Valley schools for the first time must have:

- Proof that they've received the required vaccines; or
- A valid exemption

Here's what parents need to know:

- You must provide official records of your child's immunizations. A parent's memory is not enough.
- Immunizations must be completed before your child can start school.
- If your child is kept out of school due to missing vaccines, they can return only after showing proof that the issue has been resolved.

Required Vaccines for Grades K-4:

- Tetanus and Diphtheria: 4 doses (last dose after the 4th birthday)
- Polio: 4 doses (last dose after the 4th birthday and at least 6 months after the 3rd dose)
- MMR (Measles, Mumps, Rubella): 2 doses — the first dose must be given after the 1st birthday
- Hepatitis B: 3 doses
- Varicella (Chickenpox): 2 doses — the first dose must be given after the 1st birthday, or provide proof of past illness

Exemptions Are Allowed For:

- Medical reasons (with a note from a physician)
- Religious beliefs or strong philosophical convictions (with a signed letter or exemption form.)

If your child is exempt from immunizations, please note that they may be temporarily removed from school during a disease outbreak to help protect their health and the health of others.

If your child needs vaccines, you can visit your child's doctor or go to:

Butler County Immunization Clinic
Butler County State Health Center – Monarch Building
100 Burgh Avenue, Suite 201
Butler, PA 16001
Phone: 724-287-1769

Medications at School

Seneca Valley School District believes that parents are the main caregivers for their child's health. Because of this, we strongly recommend that all medications be given at home whenever possible. If your child needs medicine during school hours, please talk to your doctor to see if the timing can be adjusted. If medicine must be given at school, the following rules apply:

Prescription Medications

- Your child's doctor must fill out the District's prescription medication form or supply a written prescription stating that the medication should be given during school hours.
- A parent or guardian must sign the District's form or provide other written consent for the medication to be given.
- Medicine must be brought to school by a parent in its original container with a proper label from the pharmacy.

If medicine needs to be sent in with your child, they should go directly to the health office upon arriving at school. Parents are asked to inform the nurse that medication is being sent and, if needed, share how many pills are included.

Over the Counter (Non-Prescription) Medications

- Students are not permitted to carry non-prescription medications to or from school.
- Our school nurses may give acetaminophen (Tylenol), ibuprofen (Motrin, Advil), or calcium carbonate antacid (Tums) to students with written permission from a parent. This permission can be granted when parents complete the Parent Portal at the beginning of the school year.
- These medicines may be used for mild pain like headaches, braces discomfort, menstrual cramps, or indigestion and stomach pain.
- They will not be given to treat a fever. A child with a fever must go home.
- The amount given depends on your child's weight. Nurses will not give more than the recommended dose unless the doctor provides special instructions

End-of-Year Reminder

All medications - prescriptions, non-prescription, and over the counter - must be picked up by a parent or guardian at the end of the school year. Any medicine left behind will be safely discarded.

Recess

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

DISTRICT FOOD SERVICES

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

Cafeteria Breakfast Program.

- Available at all Seneca Valley schools
- **Cost:** Free Breakfast for the 2026-27 school year, regardless of income.
- **Time:** 8:40–9:00 AM in the cafeteria
- Hot and cold grab-and-go options available
- Hot breakfast not offered **on two-hour delay days**

Menus and more details can be found at www.svsd.net.

Cafeteria Lunch Program.

- All students must eat lunch in the cafeteria.
- Students may bring a packed lunch from home.
- **Elementary lunch cost:** \$2.75
- **Milk (for packers):** \$0.75
- No **glass containers** or **carbonated beverages** allowed.

Lunch Menus & Info

Visit www.svsd.net and click the **apple icon** in the top right corner for menus and food service details.

Daily Lunch Count

Teachers will take a lunch count each morning for cafeteria planning. Please review the menu with your child so they know what is included in the meal.

Cafeteria POS Program Information

Seneca Valley uses **Schoolhouse POS**, a system that:

- Tracks cafeteria purchases and student balances
- Monitors food allergies
- Maintains purchase history

Note: This is *not* a credit card system.

Managing School Meal Payments

- Seneca Valley uses **MySchoolBucks.com** for managing school meal payments and monitoring student purchases.
 - **Payment Fee:** No fee to create an account or monitor activity. A fee applies for online payments (details on the Food Service section of the district website).
 - **Secure Payments:** Accepts VISA® and MasterCard® (credit or debit).
 - **Account Management:** View balances, purchase history, and set up low-balance email alerts.
 - **Processing Time:** Payments are deposited into the student's account within 1–2 business days.
 - **Refunds:** Handled via email through the Food Service Office.

How to Register:

- Visit www.MySchoolBucks.com.
 - Register each child using their **date of birth** and/or **student ID**.
 - Use the exact name used during school registration.
 - Update school info if your child changes schools.
 - A **valid email address** is required.
 - **Need help?** Call the Food Service Department at (724) 452-6040, ext. 1759.
- **By Check:** One check per student, payable to **SVSD – Food Service**
 - Include student's full name, ID number, and grade on the check memo line
 - A \$20 fee applies to returned checks
 - **Cash:** Although not preferred, your student can turn in cash to their teacher to be added to their lunch account. This should be placed in an envelope with the student's full name, ID number, and grade on the envelope.

Purchases & Spending Limits

- Students may buy a la carte items and extra meals
- To set spending limits, contact Cafeteria Manager **Alexis Baney** at (724) 452-8280, ext. 6055

Forgotten Lunch or Insufficient Funds

- Students may charge a meal unless the district has written notice from a parent/guardian to withhold one
- Monthly balance notices will be mailed to families with outstanding charges

Low & Negative Balance Notifications

- Email alerts will be sent periodically to parents/guardians with an email address listed in the Parent Portal.
- If a student owes money for **five or more meals**, the school will make **at least two attempts** to contact the parent/guardian and encourage them to apply for the school meal program.
- Please send payment **as soon as possible** to avoid disruptions.

For questions or assistance, contact **Alexis Baney, Cafeteria Manager**, at (724) 452-6040, ext. 6055.

Free & Reduced Meals

- Applications are available in school offices, on the Seneca Valley website, or online at www.compass.state.pa.us.
- Must be completed **annually** and **before** meal purchases.

Contacts for Food Service Questions:

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

For full policy details, refer to **Board Policy #809** and **Food Services Policy #808** on the district website.

CLASSROOM PARTY/CELEBRATION APPROVAL FORM

Event: _____ **Date:** _____

Teacher: _____ **Room #** _____

Coordinator: Please contact the classroom teacher regarding food allergies in the classroom.

Please check the foods for your party (**these are the approved snacks for classroom parties.**) Fill out the party volunteer names (p.2) and submit form to the teacher for approval. Please submit by the required deadline.

Beverages

- ☐ Milk
- ☐ Water
- ☐ 100% Juice

Bagged Snacks

- ☐ Annie's Cheddar Bunnies (Original Only)
- ☐ Boom Chicka Popcorn – Kettle, Sea Salt
- ☐ Cape Cod Chips – Original, Jalapeno, BBQ
- ☐ Dare Crackers
- ☐ Chomps Meat Sticks - All Flavors
- ☐ Country Archer Provision Beef Sticks – All Flavors
- ☐ Enjoy Life – All Products
- ☐ Frito Lay Bean Dip
- ☐ Frito Lay Classic Variety Pack of Bags
- ☐ Garden of Eatin' Veggie Muffins – Double Choc. Chip, Blueberry Oat, Banana Choc. Chip
- ☐ Kellogg's Original Rick Krispy Treats
- ☐ Made Good Granola Bars – All Flavors
- ☐ Original Chex
- ☐ Pepperidge Farm Goldfish Crackers – Cheddar, Wheat, Baby Pretzel – **NO CHOCOLATE**
- ☐ Philly Pretzel Company
- ☐ Pirate's Booty Popcorn
- ☐ Pop Chips – Sea Salt, BBQ
- ☐ Ritz Crackers – Plain Only
- ☐ Sensible Portions Veggie Sticks or Chips (Various Flavors)
- ☐ Simply Brand – Cheetos, Doritos, White Cheddar Popcorn

- ☐ Snyder's Gluten Free Pretzels
- ☐ Stacey's Pita Chips – Plain, Cinnamon Sugar
- ☐ Sun Chips Multigrain, Cheddar, Salsa
- ☐ Tostitos Scoops (Original)
- ☐ Utz Brand of Pretzels
- ☐ Van's Crackers
- ☐ Welch's 100% Fruit Snacks

Fruits

- ☐ Costco's Kirkland Applesauce Pouches
- ☐ Craisins
- ☐ Crispy Green Crispy Fruit – All Varieties
- ☐ GoGo Squeeze (Any Variety)
- ☐ Individual Packets (e.g. apples), Whole Unpeeled
- ☐ Kirkland Peaches in Water
- ☐ Made in Nature Dates, Figs, Berry Variety (Bulk Only)
- ☐ Mott's Applesauce (Any Variety)
- ☐ Nature's Bakery Fig Bars – All Flavors
- ☐ Pure Organic Fruit Bars – All Flavors
- ☐ Sunmaid Raisins
- ☐ Sunsweet Apricots, Dates, Mango (No other varieties & No Yogurt Versions)
- ☐ That's It Fruit Bars – All Flavors

Dairy

- ☐ Cheese Sticks (Individually Wrapped)
- ☐ Gogurts
- ☐ Stonyfield Farm Smoothies

Vegetables

- ☐ Individual Packets (e.g. carrots)
- ☐ Store Bought, Packaged Tray
- ☐ Store Bought Salsa

Frozen Items

- ☐ Frozen Yogurt Bars/Cups (Must be manufactured in a Nut-Free Plant)
- ☐ Italian Ice Cups (Must be manufactured in a Nut-Free Plant)
- ☐ Outshine Frozen Fruit Bars

Important Notes:

- Items that are being shared with the class must be *store bought/cafeteria-purchased and individually wrapped*.
- If any item says “may contain traces of peanuts/nuts” or if processed with/on shared equipment – it is NOT a safe snack.
- Non-food items for parties are acceptable/encouraged. Ex.: Pencils, bookmarks, stickers, coloring books, crayons small safe novelty items.
- Balloons are NOT PERMITTED.

***** Party Coordinator** – Please share this important note with the classroom party volunteers: We are grateful for your time and willingness to assist. To help everyone focus on planned activities and to ensure the safety and enjoyment of all participants, younger siblings are not permitted to attend the event. We appreciate your understanding and cooperation.

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

Seneca Valley offers healthy party packages for you to purchase for a classroom celebration.

If placing an order through the cafeteria for one of selections from the Nutritious Celebrations list included in this packet, you must contact our Cafeteria Manager, Mrs. Alexis Baney, (baneyaa@svsd.net), at least two weeks prior to the scheduled party. She will assist you with placing your order and making payment arrangements.

Party Packages include:

- Veggie-licious Party
- Fruitabulous Party
- String Cheese and Pretzel Bag
- Pretzel Party
- Under the Sea Party
- Nutritious Friendly Snack Assortment
- Pizza Party

Please print the names of parents who will assist (only four are permitted per party) below. Indicate name as it appears on driver’s license. Volunteers must have volunteer affirmations on file in the office and be processed through the Raptor prior to volunteering.

1. _____ 2. _____

3. _____ 4. _____

TEACHER ACKNOWLEDGEMENT: *By my signature below (electronic or ink), I certify that I have reviewed the snack choices noted above and confirm that all selected items meet the student allergy requirements of my classroom.*

Teacher Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

*Please copy back-to-back