EHRMAN CREST ELEMENTARY

STUDENT HANDBOOK

2026-2027

2070 EHRMAN ROAD
CRANBERRY TOWNSHIP, PA 16066

DR. BRIDGET MILLER, PRINCIPAL

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Seneca Valley School District

Ehrman Crest Elementary School
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Tracy L. Vitale, Ed.D.
Superintendent of Schools

Dear Ehrman Crest Elementary Students, Parents, and Guardians,

Welcome to a new school year full of possibilities at Ehrman Crest Elementary.

This year, we invite every member of our school community to ***"Embrace the Challenge."***

At Ehrman Crest Elementary, we believe every child deserves to feel seen, heard, and deeply valued. Embracing the challenge means showing up with courage and trying again when something feels hard. It means choosing connection, even when it takes effort, and building a community where belonging is something we create together.

Learning is not just about getting the "right" answer, it's about the bold work of curiosity, persistence, and resilience. It's about building knowledge together, as we ask questions, explore ideas, and make sense of the world around us. In our classrooms, on the playground, and throughout our school, we will practice leaning into challenges with open hearts and a willingness to grow. When we do this together, we create a culture where mistakes are part of learning, effort is celebrated, and courage is contagious.

To our parents/ guardians : your role in this journey is essential. Embracing the challenge at home may look like encouraging your child to keep going when something feels difficult, celebrating their effort over perfection, and reminding them that who they are matters just as much as what they achieve. You can also support knowledge building by asking your child what they learned today and genuinely wondering alongside them. Your partnership helps us create a consistent message: You are capable. You are supported. You can do hard things.

Inside this student handbook, you will find the shared expectations and values that guide us as we do this important work together. These guidelines help ensure our school remains a safe, respectful, and supportive place for every child. We encourage you to review the handbook with your child and use it as an opportunity to talk about responsibility, kindness, and what it looks like to embrace challenges.

Thank you for being part of this meaningful community. Together, we will show our students that challenges are not obstacles to avoid, but opportunities to grow, connect, build lasting knowledge, and become our very best selves.

With gratitude and partnership,
Dr. Miller and Mrs. Amoscato

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Seneca Valley School District

SENECA VALLEY SCHOOL DISTRICT
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Allyson Mazzoni
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Kari Zimmer

Seneca Valley School District Mission Statement

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

Seneca Valley Non-Discrimination Policy

The Seneca Valley School District will not discriminate on the basis of race, color, national origin, age, sex, disability or any other legally protected classification in the employment or in the administration of any of its educational programs and activities. Announcements of this policy is in accordance with the state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. To inquire about, obtain a copy of or to file a complaint relating to this policy, contact the Administrative Assistance for Human Resources, Seneca Valley School District, 124 Seneca School Road, Harmony, PA 16037 or call (724) 452-6040, ext. 1646.

Seneca Valley Portal

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

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

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

****Please be sure all information is current. This includes emergency contact information, email address, and phone numbers. This information is used for notification of school delays, cancellations, school email communications and health office contact with families regarding any individual student medical issues.**

Arrival and Dismissal

The school opens at 8:40 a.m. as the first bus arrives. ***Students should not be dropped off at school prior to that time, as supervision is not available.*** Students being dropped off by parents/ guardians /caregivers should utilize the main school entrance. Enter the Ehrman Schools complex and turn left at the top of the hill. Proceed to the main entrance where you will be able to let your child(ren) out of the car, at the direction of adults, at 8:40 a.m. to enter the building.

School hours are:

8:40 a.m.	School opens to students
8:40-9:05 a.m.	Breakfast offered in the cafeteria
8:55 a.m.	Classes begin

If a student arrives after 8:55 a.m., they will be considered tardy. Please ensure that you accompany your child to the office for a late slip.

11:30 a.m.	AM Kindergarten dismissal
12:43 p.m.	PM Kindergarten arrival
12:50 p.m.	PM Kindergarten classes begin
3:25 p.m.	Dismissal for car pick up, students move to bus stations within the building

No students will be called for dismissal between 3:00 – 3:25 p.m.

DISMISSAL BEGINS AT 3:25

Parents/guardians are asked to utilize the Parent Portal for all **early and end of day dismissals as well as excuses for absences.**

For early and end of day dismissals, go to Attendance in your child's portal. In Attendance under New Absence, in the drop-down menus select, date, time and enter who will pick up the child. The portal will close for entering pick-ups at 2:45 so the teachers have ample time to check the portal prior to dismissal. After 2:45 you will need to call the office.

For early dismissals, please enter the time of pick- up and arrive prior to 3:00. Allow time for the office to locate the class, to call for students, gather their things, and walk to the office. It is helpful if you review their schedule for planning pick up time. The person picking up should be prepared with their license and check in with our security guard at the elementary office. Parents/ guardians should park their car and enter the building.

Building Procedures for End of Day Car Pick Up

For end of day car pick up, please enter the time 3:25 p.m. This is a live document and can be viewed by the office staff as well as your child's teacher. We ask that they are entered as early as possible on the day of the dismissal or before. Paper notes are not necessary when the Portal

is utilized. Car pick up occurs in the front loop for end of the day dismissal. Parents/guardians remain in the car line in their cars and staff take students to their cars. It is important that your child knows and responds when their last name is called.

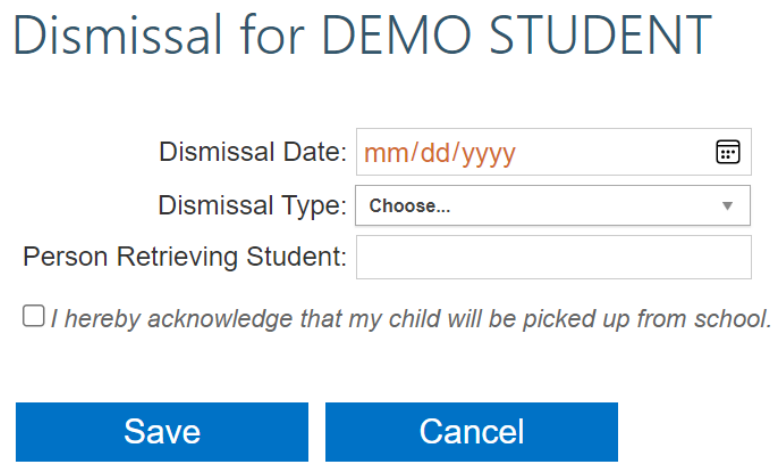
You have 3 options in the drop down under dismissal type to select when indicating that your child(ren) will be picked up.

1. **Early Dismissal** please choose a time prior to 3:00 pm. All other times will be invalid. This allows families to get to their desired appointments prior to end of day dismissal traffic. You will no longer be able to enter a specific time after 3:00 pm.

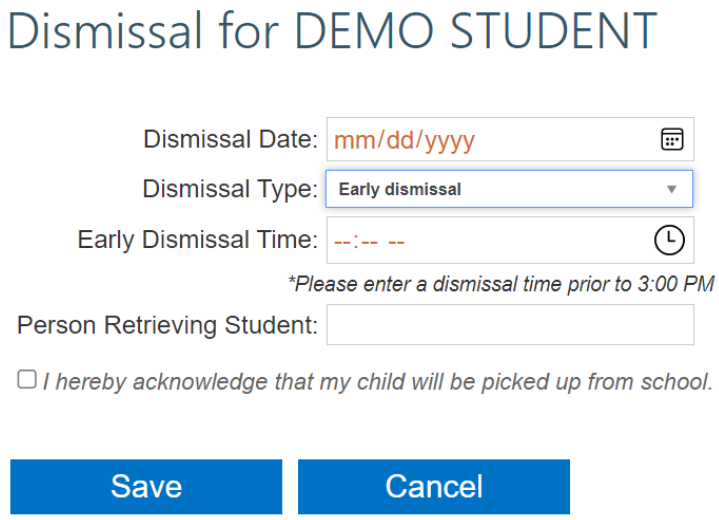
2. **End of day car pick up,** please follow the building procedures.

3. **After -school activity**, (eg. intramurals or club)

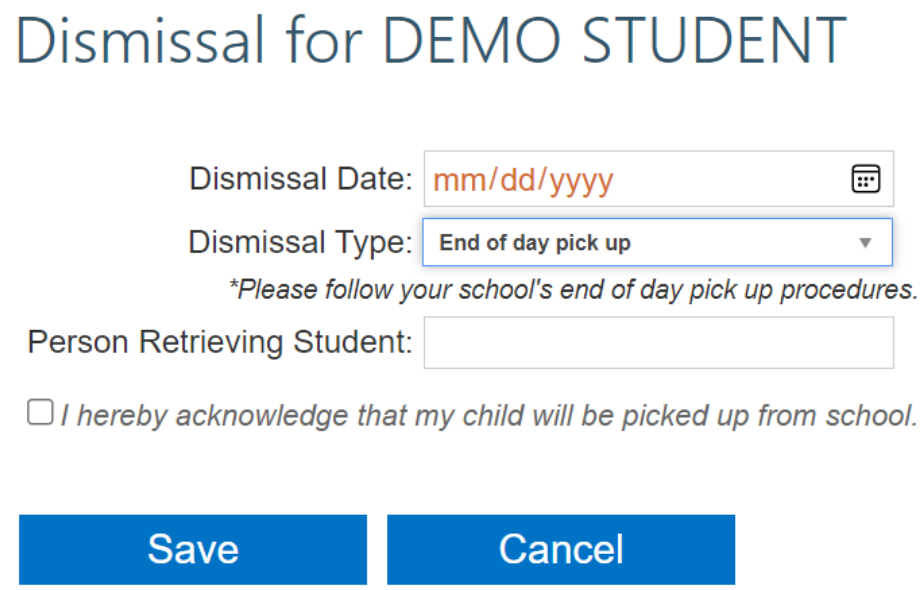
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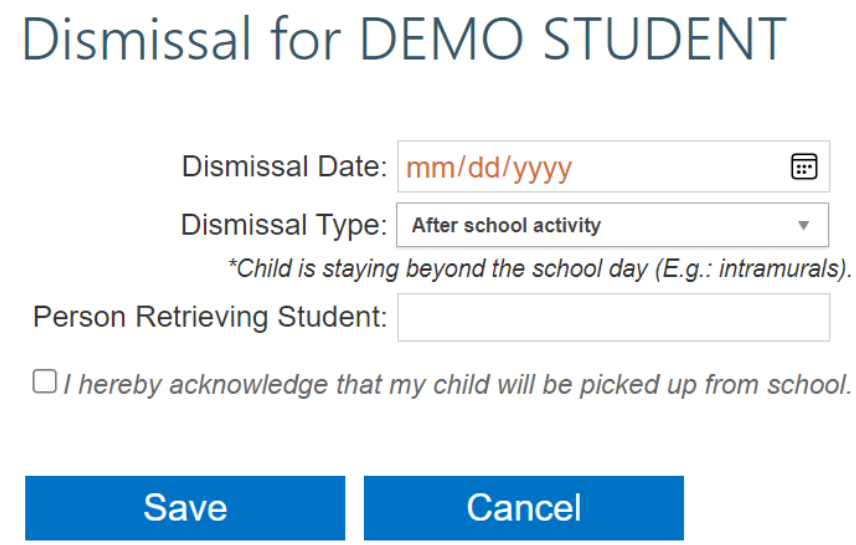
Early Dismissal:



End Of Day Pick Up:



After School Activity:



Car Pick Up

We ask that if you arrive before 3 p.m. to join our car pickup line, that you please park and wait in our parking lot.

You will be able to enter the car pickup line starting at 3 p.m. Unfortunately, the car pickup line for dismissal causes congestion which further delays our dismissal procedures; in addition, it is also preventing traffic from entering the campus for circumstances unrelated to end-of-day dismissal.

***During the 2026-2027 school year, arrival/dismissal procedures may be altered. Any subsequent changes will be communicated via email.**

Attendance

Absence

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

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

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

For an absence to be considered excused, an excuse with valid reason must be entered in the Seneca Valley Portal under attendance. If this is not possible, a hard copy note should be sent to the office. The student's parent or guardian is required to submit a written statement that specifically states the reason for the absence. The date of the absence(s), child's full name, and detailed reason for the absence must be listed on the written statement. The written statement should be sent to the school with the child and given to the child's teacher upon his/her return to school. By District Policy, five (5) or more consecutive days of absence requires a doctor's excuse. Any absence without this written statement will be considered unexcused.

An absence is unexcused if a child is absent from school for any reason other than what is listed under excused absences or if a written statement regarding the excused absence is not submitted.

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

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

After the fourth absence/tardy, parents/guardians will be notified that further unexcused absences will be marked absent.

Additional parent/guardian contact will take place once a student reaches eight (8) absences. Students who are absent/tardy for three (3) unexcused absences will receive a letter of concern from the school district. Six (6) unexcused absences/tardies will result in a second letter and a parent/guardian meeting at the school. An attendance improvement plan will be put into place at this time. Once a student accrues ten (10) absences, parents/guardians will receive a letter with information regarding the policy. Any student who has reached twenty (20) absences must provide medical excuses for any subsequent absences beyond twenty.

For more detailed information about Seneca Valley's Attendance Policies, please see School Board policy 204.

Automated Attendance Notification Program

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

Homework Request for Absent Students

In most cases, arrangements do not need to be made for a single day of absence. All students can comfortably make up one day of work upon their return to school.

However, if your child has been absent for multiple days due to illness, we encourage you to collaborate with their classroom teacher. The homework will be available in the school office between 3:00 PM and 4:00 PM

Pre-Planned Educational Trips

The Seneca Valley School District recognizes that some families choose to make travel plans that coincide with the school year. If parents/guardians feel that the trip is of significant educational value to their child/children, they may submit an Educational Trip form for approval. This form can be found on our district website following this link http://www.svsd.net/Page/9586. These forms are also available in the school office. **This form is to be completed by the parent or guardian and returned to school at least two weeks prior to travel.** The form is subject to approval by the school principal with academic performance consideration. If approved, the absences incurred by your child will be excused.

Trips will not be approved for students in third or fourth grade if the trip is scheduled during district-wide standardized testing. The 2026-27 testing window is April 26-May 7, 2027.

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

Tardiness

A student is counted as tardy if he/she is not in the classroom when the tardy bell rings at 8:55 AM. His/her name, along with date of tardiness, will be recorded in the office. A written excuse from the parent/guardian is required when a student is tardy. Excuses must fall into the same categories as absences from school.

Withdrawal from School

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

Weather/Emergency School Closing or Delays:

If it becomes necessary to cancel school due to inclement weather or other abnormal conditions, the decision will be made no later than 5:30 a.m. Automated calls will be made through the School Messenger system **(please make sure information is up to date in the SV Portal)**. Announcements will be also made by radio station: **KDKA 1020AM** and television channels **ABC, NBC, CBS** and **SVTV**. School status information can also be found on the Seneca Valley website.

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

A.M. Arrival -10:40 A.M. and Dismissal - 12:43 P.M.
P.M. Arrival - 1:30 P.M. and Dismissal - 3:25 P.M.

Weather/Emergency Related Early Dismissals

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

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

Positive Behavioral Interventions and Supports (PBIS)

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

Schoolwide Behavior Expectations

Seneca Valley utilizes the following rules as a guideline for all student behavior:

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.

Hallway	ECE Expectations
Be Safe	Voice level 0-1 Be alert Report problems to adults
Be Kind	Hands to self Maintain personal space
Be Responsible	Walk at a steady pace

Cafeteria	ECE Expectations
Be Safe	Voice level 1-2 Stay seated Clean up Line up quietly Report problems
Be Kind	Use kind words and manners Dispose of trash properly Clean up spills
Be Responsible	Use facilities appropriately Leave no trash behind

Restroom	ECE Expectations
Be Safe	Voice level 0-1 Use the closest bathroom and return promptly Flush, wash (with soap), and leave
Be Kind	Give everyone their privacy Be there for the right purpose
Be Responsible	Use at the appropriate time Leave no trash behind

Recess	ECE Expectations
Be Safe	Voice level 0-3 Be attentive Clean up/gather equipment promptly Line up immediately when called Report problems
Be Kind	Use kind words and actions towards peers Show good sportsmanship Use equipment appropriately
Be Responsible	Stay in the recess area with adults Leave no clothing items or toys outside

Arrival	ECE Expectations
Be Safe	Voice level 1 Follow adult directions Be aware of surroundings
Be Kind	Use kind words and actions Walk directly to your classroom
Be Responsible	Be on time Have materials ready

Dismissal	ECE Expectations
Be Safe	Voice level 1 Follow adult directions Be aware of surroundings
Be Kind	Use kind words and actions Walk directly to your driver, bus, or walker pick-up location Leave your space clean and ensure you have all your belongings

Collaboration Space	ECE Expectations
	Voice level 1-2 Use seating appropriately Be mindful of other classes or groups working in the same space

Small Group Space	ECE Expectations
	Voice levels 0-2 Show active listening when peers are sharing Take care of materials in the room Put items back where they belong

Outdoor Collaboration Space	ECE Expectations
	Voice levels 0-1 Mind personal space Use the directed voice level

Ramp	ECE Expectations
	Voice level 0-1 Listen attentively to teacher instructions for safe walking Maintain personal space

Under the Ramp	ECE Expectations
	Voice level 0-1 Maintain personal space Use kind words and actions towards peers

Special Activity	ECE Expectations
	Use the directed voice level Follow adult directions Maintain personal space Practice whole-body listening

Bullying

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

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

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

CharacterStrong is a character education curriculum that combines proven bullying prevention strategies with social-emotional skills like empathy, communication, and resilience. This approach helps create safe, welcoming schools where students learn to care for one another and build a culture of kindness and respect. Click this newsletter to view additional family resources, conversation starters, book recommendations, and common language to use at home.

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

Discipline

Students bear a significant responsibility as active citizens within our school community, supported by all staff members. Their duties encompass contributing positively to the classroom and school environment, maintaining regular attendance, diligently engaging in classwork, and adhering to school rules.

Discipline for misconduct is not merely punitive; it is an opportunity for learning and growth. Our teachers, assistant principal, and principal evaluate each situation individually, aligning with our Positive Behavioral Interventions & Supports (PBIS) Program. Consequences may include loss of privilege, reflection assignments, or lunch/office detentions. In more severe cases, suspension may be necessary.

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

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

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

Dress and General Appearance

A student may not wear any apparel that reveals or exposes the midriff / lower back or sides of the upper body or torso and/or undergarments or is disruptive to the educational process. A student may not wear any apparel or jewelry that by words (profanity), signs, pictures or any combination thereof, advocates or promotes sexual activity or violence or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin or disability. For example, confederate flags, or pictures of confederate flags, swastika, on T- shirts, belt buckles, etc. are not permitted.

Below is a partial listing – middle school level appropriate – of items that are **NOT PERMITTED:**

- Shirts / tops that expose undergarments or midriff
- Low-cut tops / shirts
- Low riding pants that expose undergarments
- Chains or studded belts & jewelry
- Garments with slashes, rips or any holes above the knee
- Pajama / lounge pants
- Sleeveless shirts with large arm holes
- Tank tops with thin straps
- Hats / bandana
- T-shirts depicting obscenities, drugs, alcohol, tobacco or weapons
- Shorts & skirts that are not fingertip length
- Hoods worn while in school
- Facial piercing
- Face painting
- We request that students do NOT wear flip flops

If a student refuses to, or cannot change clothing, a parent/guardian will be contacted to take the student home.
It is recognized that not all situations and conditions can possibly be covered by a dress code. Therefore, the administration reserves the right to evaluate all items relative to school dress.

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

Drugs

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

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

Discrimination/Title IX Sexual Harassment Affecting Students

Policy- 103

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

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

For more information please contact our Title IX Coordinator/Compliance Officer Mr. Ashley Porter, Supervisor of Equity by mail: 124 Seneca School Road, Harmony, PA 16037, by phone: 724-452-6040, ext. 1016, or by email: porterad@svsd.net.

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

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

Solicitation

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

Tobacco Usage

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

For detailed information about the District's tobacco policy, please refer to Board policy #222.

Weapons Policy

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

For more detailed information about the District's weapon's policy, please refer to Board Policy #218.1

Technology

The Seneca Valley School District supports the use of the Internet, e-mail, the Seneca Valley School District network and technology to support the district's curriculum and facilitate learning. The district establishes the use of the Internet, e-mail, district network and technology use as a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsible Use of Technology Resources – SV Policy #237

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

To support student focus, well-being, and positive social interactions, our schools have become phone-free learning environments starting in the 2026–27 school year.

- All K–12 students must store their phones and smart devices (including smartwatches and wireless AirPods) at the start of the school day.
- Devices must remain put away from the first bell to the last bell.
- Parents/guardian and can always contact the **main office** in case of an emergency. School staff will ensure your child receives the message
- Students are always encouraged to focus on:
    - Learning
    - Connecting with others in person
    - Supporting their mental and emotional well-being

Violations of this policy may result in disciplinary action and may result in confiscation of the personal technology resources for an extended period.

This policy is not about punishment, it's about creating a healthier, more focused school environment for all students. Thank you for your support as we work together to prioritize student success and well-being.

All students in grades K-4 will be provided with a two-in-one (touch-screen laptop) device while at school. Students will be educated on appropriate use of technology in addition to utilizing technology as educational tool. Teachers utilize the online platform, Common Sense Media (https://www.commonsensemedia.org/), to educate students on how to best utilize technology in their educational careers and how to appropriately use technology outside of school.

One-to-One Computing

- digital access in the classroom, enabling teachers to focus on and students to engage in the 4C's of 21st century learning: communication, collaboration, critical thinking, and creativity.
- The 1:1 initiative provides all students access tools such as electronic textbooks, SV Portal, Office 365, Teams, and other web-based district approved resources.
- This approach encourages blended learning opportunities that reflect and model real-world experiences and promote life-long learning.

Student Lenova Laptop Rules and Regulations:

The Lenova devices are a privilege provided for the students to enhance the academic curriculum. Students are expected to act in a responsible, ethical, and legal manner. Inappropriate language, bullying/cyberbullying, and other disrespectful or intimidating behaviors are unacceptable. 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, copyrighted software, downloading or installing games, password tampering, accessing unauthorized directories or removing equipment or software will be considered theft. Tampering with any hardware or equipment or violating policies and/or guidelines governing the use of networks, internet or software programs are also considered offenses and will be dealt with per Seneca Valley Policy # 218. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.

Seneca Valley Student Expectations for One-to-One Devices (Laptops):

- As a learner:
    1. I will **bring** my device to school every day.
    2. I will **be responsible** for my school-issued device at all times.
        - My device will never be left unattended.
        - My device will be placed securely on a flat, stable work surface. My device will be treated carefully so it is not subjected to deliberate or accidental damage.
        - I will take care that my laptop is transported as securely as possible.
        - I will not smash my device between books or other materials in my backpack.
        - I will close the screen when I carry my device.
        - I will not allow another person to use my device.
    3. I will be responsible for making sure my device is **fully charged** every night so it is ready for use the next day at school.
    4. I will store my device in a secure space while at school and/or at sports practices or after-school activities, etc. The device should be secured at all times, and no items will be stacked on top of it.
    5. I will be **on-task** during class at all times and use my device for **educational purposes only.**
    6. I will not **decorate, draw, or write** on my device (i.e. stickers, etc.).
    7. I will not **eat or drink** when using my device.
    8. I **will do** the following to **clean** my device:
        - I will use a dry soft cloth to clean the screen.
        - If needed, I will use a damp cloth with water to clean the screen.
        - I WILL NOT use Windex, alcohol or other solvents for cleaning my device
    9. I will **not expose** my device in any extreme conditions (heat or cold).
    10. I will **not share** personal accounts or passwords.
    11. I will **not engage in cyber bullying** or any other inappropriate or illegal online behaviors.
    12. I will **not post ANY identifiable personal information** about myself or others on the Internet.
    13. If my device **is missing**, I will report it to the school office.
    14. If my device **is damaged**, I will take it to my building's designated technology area and explain to an adult what is wrong.
    15. At the end of the school year, I will return my device, charger, and stylus (if provided) to the school.

The option to purchase district-procured laptop insurance is available through the parent portal.

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 demonstrate respectful and responsible behavior at all times.

- 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).

Temporary Transportation Changes

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.

Alternative Stop Requests

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

- Shared custody arrangements
- Daycare needs before or after school

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 five minutes early.
- 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.
- Speak quietly and respectfully. Loud or disruptive behavior is not allowed.
- Keep all body parts inside the bus. Ask permission before opening windows.
- Do not eat, drink, or throw objects on or from 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.

Reporting Concerns

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

Kindergarten Transportation Information

Kindergarten students will be issued a colored identification tag at the start of the school year, which must be attached to their bookbag.

- This tag allows the driver to identify kindergarten students, ensure they are seated in 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.

Building Operations

Classroom Parties

Ehrman Crest typically plans classroom parties for fall and Valentine's Day. During fall parties, students are not permitted to bring look alike weapons associated with their costumes. We also discourage gory or violent images that may scare other children. In most cases, classroom teachers will arrange for parents/ guardians to plan the parties. The state of Pennsylvania legally requires all schools to meet nutritional guidelines. Foods that are considered unhealthy or that contain specific allergens are not permitted at school parties. Please communicate directly with the teacher and utilize the Party Approval form indicating any foods that will be brought and served to students. For more information on the foods that are permitted for classroom parties, please refer to the District's Wellness policy, Board Policy #246.

Please make sure that all snacks brought to school are on the SV Approved Snack Lists. Any unapproved items sent in will be returned to the main office for pickup.

Approved Lists for Individual Student Snacks and Classroom Celebrations

***During the 2026-2027 school year, party planning procedures may be altered.** Teachers may contact parents/ guardians to help plan the party, although parent attendance will be determined closer to the party date.

General Party Procedures:

- A party coordinator will be in charge of organizing each of the parties.
- **There is a four (4) parent/guardian maximum per room per party including the party coordinator.**
- A classroom party/celebration form must be completed by the party coordinator and turned into the classroom teacher no later than one week prior to the party.
- All party volunteers will need to have their license scanned **prior** to the scheduled party day (this will help unnecessary delays in getting all volunteers to the classrooms on party days).
- On party days all volunteers should park in the main parking lot and enter the building through the elementary office. Visitor badges will be available in the lobby on the day of the party and will be organized by grade level and classroom.
- A sign-out sheet will be provided in each classroom. You may sign out only your child in the classroom you are volunteering in. If you are picking up a sibling in another classroom, **a note must be submitted through the Seneca Valley Portal under attendance**.
- All volunteers must exit the building promptly when the announcement from the office is made.

Custody/Court Orders

The Seneca Valley School District understands that some families and students may have court or custody orders that impact students. If this pertains to you, your child's school MUST have a copy of the current court or custody order on hand. Please submit these documents as soon as possible. Schools are legally required to follow all court instructions ordered but cannot do so if we are not aware of them. Please bring all pertinent paperwork to the school office and provide contact information for parents/guardians who have educational rights.

Explicit communication with our main office, transportation, your child's classroom teacher can prevent any distress or confusion for the child.

Lost and Found

Please clearly label your child's belongings so that we may promptly return lost articles to them.

Lost articles of clothing, rings, watches, books, jewelry, money, gym bags, lunch boxes, glasses, etc., may be turned into and claimed from the lost and found area. All lost and found items are placed in the lost and found corner located in the EC middle school cafeteria. All items that are unclaimed after 2 weeks will be donated to local charities.

Personal Belongings

Students are responsible for all items brought to school. Nothing should be brought to school that disrupts the educational process. Bringing expensive items on our buses or into our classrooms is discouraged. Due to the cost of electronic devices, the school cannot provide reimbursement for lost or stolen property.

Media: Pictures or Interviews with Students

As part of an on-going process to generate positive public relations pertaining to our schools, the Seneca Valley School District occasionally invites the media inside our classrooms to learn about our outstanding academic programs and events. We will also publicize events and activities via our website. Parents/ guardians who do not wish to have their child's name, photograph or other personal information appear in any media or district publications, including but not limited to, the Internet, newspapers, magazines, etc., must submit written documentation to the appropriate building principal. This letter should be received no later than the first two (2) weeks of school.

Parent-Teacher Conferences

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

Parent/Teacher Organizations – PTO

Active membership of the PTO is encouraged. Regular notices are sent home to describe special events and solicit parent participation. Please see the link to their website for detailed information and check the district's calendar for meetings, dates and times. https://www.ehrmancrestpto.com/

Assemblies

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

Safety Drills

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

Homework Guidelines and Procedures

Homework is:

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

Homework should:

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

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

Teacher/Paraprofessional Qualifications

Based on federal legislation, 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/ guardians 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
(724) 452-6040

District-wide Food Services

Breakfast Program

Breakfast is available at all schools within the Seneca Valley School District each morning.

Lunch Program

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

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

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

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

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

Students will never be left without a meal, regardless of the circumstances. If a student forgets their packed lunch at home, or simply doesn't have money on their lunch account, they will still be provided a lunch unless the parents/ guardians have indicated otherwise. Students are permitted to charge meals (lunch and breakfast) on their accounts if they don't have enough money to pay for that day's meal. However, students are not permitted to charge a la carte items to their accounts – chips, cookies, extra meals, etc. Emails are distributed weekly to the parent/guardian email(s) to notify them of low/negative lunch account balances. For more information, contact Ms. Tammy Tappe, Cafeteria Manager at 724-538-8800 ext. 7055. Thank you for the opportunity to feed your student each day!

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

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

There is no fee* to use the MySchoolBucks to setup an account and view your child's meal purchases, balances, and to setup up automated email notices when your child's meal account falls below the dollar amount you specify.

**There is a fee if you are using MySchoolBucks Service to make an online payment.*

In cases of separate homes, parents/ guardians may both have separate user profiles set up for their student's cafeteria meal account through the MySchoolBucks.com site. Only those payments made by parent one will be reflected in the payment history on parent one's user profile. Only those payments made by parent two will be reflected in the payment history on parent two's user profile. Once both payments are processed through the school site point-of-sale computer, the payments will be reflected under the student's cafeteria purchases, which both parents/guardians may view from their user profiles.

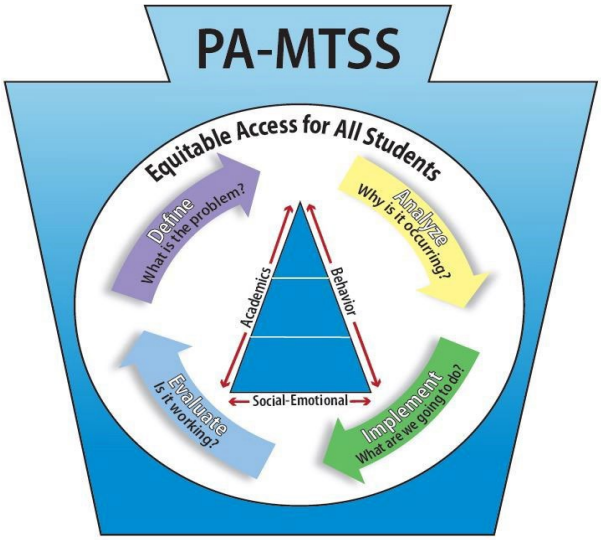
To Register Online:
You can register each child using their date of birth and/or student identification number and be sure to enter your child's name exactly as you did when you registered them at school. Visit the website at www.MySchoolBucks.com to register online. You will receive notification by email of successful registration. For this reason, a valid email address is required when you sign up for the service. If you are having difficulty with the registration process, please call the MySchoolBucks parent help line at: 1-855-832-5226.

Educational Programs

Academic Achievement

Students in grades K- 4 receive instruction from their homeroom teacher in English Language Arts which includes Reading, Writing, Listening and Speaking, Math, Science, and Social Studies. Special Area teachers

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 supports 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/guardian 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.

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.

For more information, please visit Elementary Report of Student Progress / Overview (svsd.net)

Specials

Each student in grades Extended Day Kindergarten through Fourth Grade will have a daily special. The specials are listed and explained below.

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

Spanish

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

Music

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

Physical Education

Students in grades 1-4 participate in co-ed Physical Education classes that include team, individual, and challenge activities. They should come prepared in comfortable play clothes and sneakers. Outdoor learning experiences are encouraged, and medical excuses require a note from a parent, guardian, or doctor. The teacher will provide an alternative activity based on the doctor's recommendation.

Instrumental Music

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

SUPPORT SERVICES

School Counseling Services

A School Counselor is a person who provides all students with experiences to help in their educational and personal/social development. The School Counselor does her job by:

- Seeing children individually and in groups
    - These groups will range from class-sized groups to small groups of approximately 5-10 students
- Consulting with parents/ guardians and school staff concerning individual children's issues
- Facilitating group activities that lead towards self-development
- Assisting in making referrals for other services that a child might need
- Being a MTSS Team Member

Ways to see the counselor:

- Self-referral
- Teacher referral
- Parent/guardian referral
- Administrative referral
- Student Services referral

Groups that meet with the school counselor:

- Buddy program (new students)
- Friendship
- Grief
- Changing families
- Smooth sailing (problem solving)
- Others as needed and responsive to the school population
    - You may contact the school counselors at 724-538-3680 ext. 7035

Lunch Bunches

School counselors and Emotional Support/Autism Support (ES/AS) teachers provide *Lunch Bunch* opportunities for students throughout the school year. Lunch Bunches are designed to promote positive peer interactions, strengthen social skills, encourage friendship-building, and support students' social-emotional growth in a relaxed and supportive setting during the school day.

Students may participate in Lunch Bunches as part of a planned group or may be invited by a peer to join a Lunch Bunch session. Participation is open to all students.

Parents/guardians who do not wish for their child to participate in Lunch Bunches should notify their child's classroom teacher.

Schoolwide Title 1 Program

Interventionists provide appropriate data driven interventions following the MTSS framework for reading or math. More information can be found at https://www.svsd.net/Page/25795

Gifted Education (PURPOSE)

The Seneca Valley Special Education Department is committed to meeting the needs of gifted students by ensuring that they are served through an organized program designed to develop their potential through appropriate education experiences. According to the Pennsylvania Department of Education, "Mentally gifted is defined as outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program." At Seneca Valley, through the partnership of support staff and regular education teachers, educational opportunities for an identified child include varied enrichment and acceleration options. Each student is viewed as an individual with specific strengths and interests.

Special Education

The Seneca Valley School District's Special Education Department is committed to meeting the needs of students with disabilities and helping them reach their potential. The Seneca Valley School District offers a continuum of services and placement options to meet the needs of each student. Services include but are not limited to:

- Autistic Support
- Blind-Visually Impaired Support
- Deaf and Hard of Hearing Support
- Emotional Support
- Learning Support
- Life Skills Support
- Multiple Disabilities Support
- Speech and Language Support

The Seneca Valley Special Education Department is committed to meeting the goals of the Individuals with Disabilities Education Improvement Act (IDEIA 2004) which includes:

- Ensuring that all children with disabilities have available to them a free appropriate public education designed to meet their needs
- Ensuring that the rights of children with disabilities and their parents/ guardians or are protected
- Ensuring the effectiveness of efforts to educate children with disabilities

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/guardian and teacher referrals, and diagnostic evaluation. Written parental permission is required before a formal evaluation may be done.

Health and Wellness

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

All employees of the Seneca Valley School District are identified as Mandated Reporters of child abuse. This means that if abuse of any kind is suspected of occurring to a child in, it must be reported to the appropriate authority. Reports of abuse can be made by the student involved or anyone who suspects that abuse is occurring. Staff members who become aware of, or suspect an abusive situation are required to report the suspected abuse to Childline (1-800-932-0313).

Communicable Diseases:

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

- **Acute Contagious Conjunctivitis (pink eye):** After medically prescribed treatment.
- **Respiratory Streptococcal Infections (strep throat):** 24 hours after initiation of treatment.
- **Pediculosis (Lice):** May return to school after the first treatment. There should be no live lice and a reduction in the number of nits. The student will be reexamined for infestation by the School Nurse seven (7) days post treatment. Please see additional information regarding the Seneca Valley lice procedure on the district Health Services page https://www.svsd.net/Page/12781
- **Chicken Pox:** Six (6) days from the outbreak of the last crop of blisters with all pox marks dried.
- **Impetigo, Scabies, Ringworm:** Until judged noninfectious by the physician. Parents/guardians can assist in the control of communicable disease by recognizing symptoms and seeking medical care as indicated.
- **COVID-19:** Consult with PCP and/or school nurse

Comprehensive Allergy Management Plan

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

Health Room

School health services are provided through the cooperative efforts of the school, the school physician, school dentist, school nurse, and the Pennsylvania Department of Health. These services are provided for the purpose of taking care of emergencies, preventing the spread of communicable diseases, discovering and correcting physical defects, and giving pupils and their parents/ guardians guidance they need in solving their own health problems. The health room is an important part of our school. The nurse is not to treat injuries which occurred outside of school hours, or diagnose rashes, etc. These are the responsibility of the parents/ guardians. **Please notify us of any change in emergency contact, your phone number or work number and update your emergency contacts in the SV Portal.**

Homebound Instruction

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

Immunization Policy:

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

1. Proof of immunization is required. Immunization must be completed before the child may enter the school.

2. Any child excluded from school shall be re-entered only after satisfactory proof of action is presented to the school.

3. There must be a physician's certificate or statement that the student is medically contraindicated to receive a specified vaccine or a parent's/ guardian's written statement that immunization is against their religious beliefs.

4. Children entering school, Kindergarten through fourth grade, must meet the following immunization requirements:

    - Four (4) doses of tetanus and diphtheria vaccine, the fourth dose must be given after the 4th birthday.
    - Four (4) doses of polio vaccine, the fourth dose must be given after the 4th birthday and at least 6 months after the 3rd dose
    - Two (2) doses of measles, mumps, rubella (MMR) vaccine.
    - Three (3) doses of hepatitis B vaccine.
    - Two (2) doses of varicella vaccine or evidence of disease or blood titer.

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

Butler County - Immunization Clinics

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

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

Medications:

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

Prescriptions:

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

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

Non-Prescription or Over-the-Counter Medications:

1. Students are not permitted to carry non-prescription medications to or from school.

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

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

Therapy Dogs

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