Rowan Elementary School

Student Handbook
2026 – 2027

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Welcome to Rowan Elementary School

Dear Rowan Family,

On behalf of the faculty and staff, welcome to Rowan Elementary School! We are excited to partner with your family for another year of learning, growth, and discovery.

At Rowan, our mission is to grow and inspire curious, empathetic solution finders who learn and innovate together. This year, our theme, **"Make Your Mark,"** encourages every member of our school community to recognize that each act of kindness, every new skill learned, and every challenge overcome leaves a positive mark on our school and the world around us. Together, we will inspire one another to learn, lead, and make meaningful contributions each day.

Whether you are new to the Seneca Valley School District or a returning member of the Rowan family, we encourage you to become an active part of our school community. Families play an important role in the success of our students, and we value the partnership we share. If you are interested in volunteering, please contact your child's teacher to learn about classroom opportunities. Our outstanding Parent Teacher Association (PTA) also provides many ways to get involved throughout the school year. You can stay informed about volunteer opportunities, school events, and PTA activities through the Rowan Rundown, our bi-monthly newsletter.

This Parent-Student Handbook has been created to serve as a helpful resource for families. Inside, you will find important information about school procedures, policies, expectations, and the many programs and services available to support your child's success.

At Rowan, we are committed to providing a safe, welcoming, and engaging learning environment where every child is encouraged to grow academically, socially, and emotionally. We believe that strong partnerships between home and school are essential to student success, and we encourage open communication throughout the year. Please do not hesitate to contact your child's teacher or our office if you have questions, concerns, or ideas. Together, we can ensure that every student has the opportunity to learn, grow, and truly make their mark.

Welcome to the Rowan family! We look forward to a wonderful school year and are grateful for the opportunity to partner with you in your child's educational journey.

With Care,

Dr. Tina Wentz, Principal

Mrs. Jessica Scerbo, Assistant Principal

Rowan Elementary School/Seneca Valley District Calendar: 2026-2027

Rowan Elementary 2026-2027 Important Dates to Remember		
Thursday, August 13	New Family Orientation for Parents and Students (Grades 1-4 Only)	10 a.m. – 11:00 a.m.
Thursday, August 13	Find Your Classroom Day	12:30 p.m. - 2:30 p.m.
Monday, August 17	AM Kindergarten/AM Extended Day Parent Orientation (Parents Only)	5:30 p.m. – 6:10 p.m.
Monday, August 17	PM Kindergarten/PM Extended Day Parent Orientation (Parents Only)	6:20 p.m. – 7:00 p.m.
Monday, August 17	Grade One Parent Orientation (Parents Only)	5:45 p.m. – 6:45 p.m.
Wednesday, August 19	Kindergarten Meet the Teacher Day	See below
Wednesday, August 19	AM Kindergarten/AM Extended Day Kindergarten	10:00 a.m. – 11:00 a.m.
Wednesday, August 19	PM Kindergarten/PM Extended Day Kindergarten	1:00 p.m. – 2:00 p.m.
Thursday, August 20	**FIRST DAY OF SCHOOL**	
Tuesday, August 25	Grade Two Parent Orientation (Parents Only)	5:30 p.m. – 6:30 p.m.
Tuesday, August 25	Grade Three Parent Orientation (Parents Only)	5:45 p.m. – 6:45 p.m.
Thursday, August 27	Grade Four Parent Orientation (Parents Only)	5:30 p.m. – 6:30 p.m.
Monday, September 7	**Holiday – No School for Students**	
Monday, September 21	**In-Service Day – No School For Students**	
Thursday, October 1	**School Picture Day**	
Friday, October 23	**Act 80 Day – No School for Students**	
Friday, October 30	AM Kindergarten Fall Party	10:15 a.m. – 11:15 a.m.
Friday, October 30	PM Kindergarten/Extended Day through Grade 4 Fall Party	2:00 p.m. – 3:00 p.m.
Thursday, November 5	School Picture Make Up Day	
Wednesday, November 11	**In Service Day – No School for Students**	
Wed., Nov. 25 – Mon., Nov. 30	**Holiday Break – No School for Students**	
Tuesday, December 22	AM Kindergarten Winter Party Day	9:45 a.m. – 10:45 a.m.
Tuesday, December 22	PM Kindergarten/Extended Day through Grade 4 Winter Party	1:00 a.m. – 2:00 p.m.
Wed., Dec. 23 – Fri., Jan. 1	**Winter Holiday Break – No School for Students**	
Friday, January 15	**In-Service Day – No School for Students**	
Monday, January 18	**In Service Day – No School for Students**	
Thursday, February 11	AM Kindergarten Valentine's Day Party	10:15 a.m. – 11:15 a.m.
Thursday, February 11	PM Kindergarten/Extended Day through Grade 4 Valentine's Day Party	2:00 p.m. – 3:00 p.m.
Friday, February 12	Snow Make Up Day #1	
Monday, February 15	**In-Service Day – No School for Students**	
Friday, March 5	Snow Make Up Day #2	
Wednesday, March 10	Open House/Celebration of the Arts (K, 2, 4)	5:30 p.m. – 7:00 p.m.
Thursday, March 18	Open House/Celebration of the Arts (1, 3)	5:30 p.m. – 7:00 p.m.
Wed., March 24 – Mon., March 29	**Spring Holiday Break – No School for Students**	
Tuesday, March 30	**Act 80 Day – No School for Students**	
Friday, April 16	Snow Make Up Day #3	
Mon., April 26-Friday, May 7	PSSA Testing Window for Grade 3 & 4 Students	
Friday, May 14	**In Service Day – No School for Students**	
Friday, May 14	2027/28 Kindergarten Countdown	
Monday, May 17	Beginner Band/Orchestra Concert (Haine Middle School)	6:30 p.m.
Monday, May 31	**Holiday – No School for Students**	
Friday, June 4	**LAST DAY OF SCHOOL**	

SENECA VALLEY SCHOOL DISTRICT

Seneca Valley School Board Members for 2026-27

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

Seneca Valley School District Administrative Personnel

Superintendent of Schools
Dr. Tracy Vitale, Ext. 1644

Deputy Superintendent for Secondary Education
Dr. Sean McCarty, Ext. 1623

Assistant Superintendent for Elementary Education
Dr. Marie Palano, Ext. 1636

Director of Curriculum Instruction and Innovation
Dr. Joel Roth, Ext. 1645

Director of Human Resources
Mrs. Kyra Bobak, Ext. 1646

Business Manager
Ms. Dana Kirk, Ext. 1615

Director of Student Services
Dr. Cassandra Doggrell, Ext. 1750

Assistant Director of Student Services
Dr. Mallory Eyles, Ext. 1750

Supervisor of Special Education
Ms. Ashley Pattison, Ext. 1750

School Psychologist for Rowan Elementary
Dr. Jaclyn Macioce, Ext. 5084

Director of Transportation and Operations
Dr. Tony Babusci, 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.

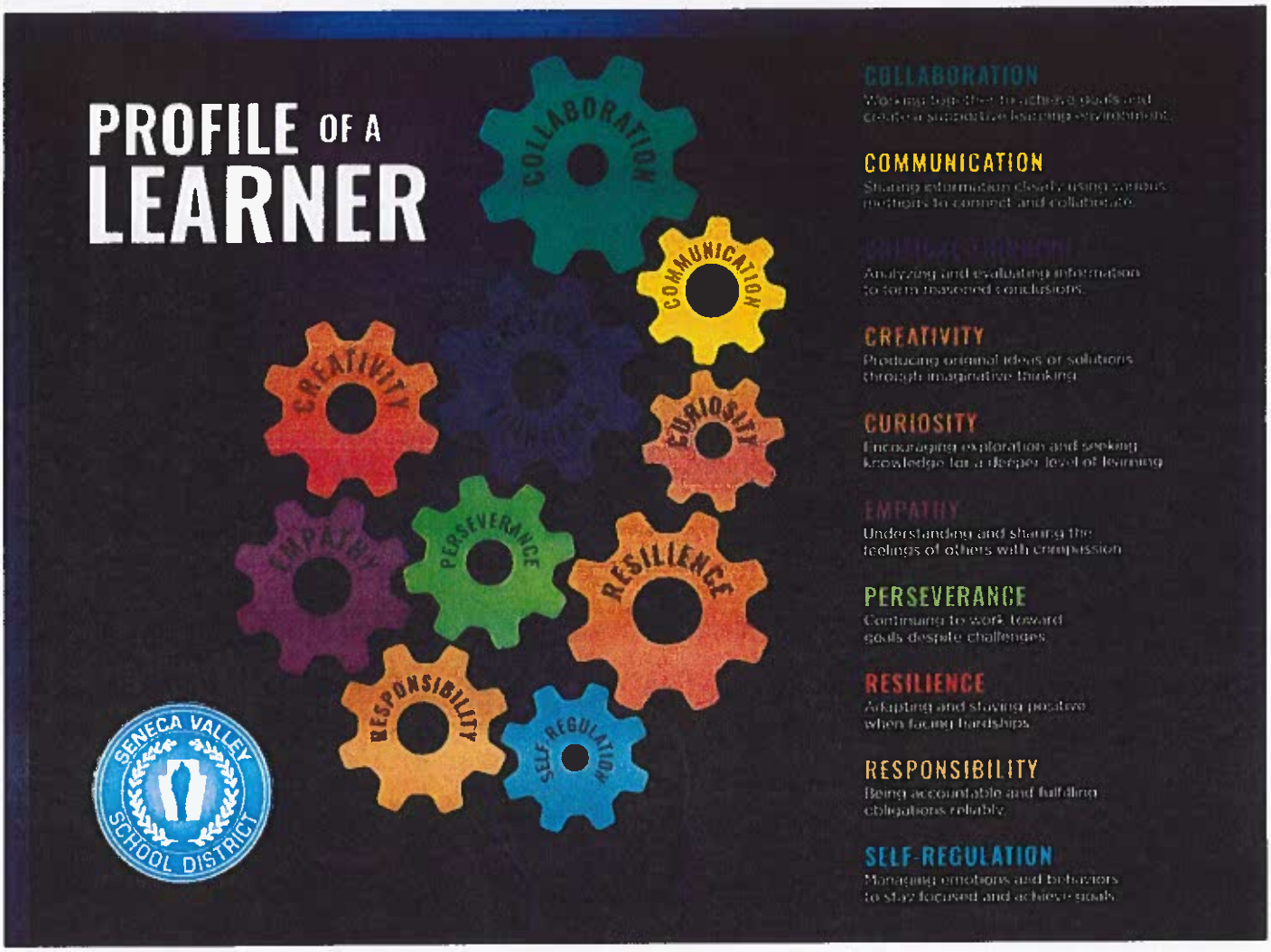
The District shall not use or distribute any publication stating that the District treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX or the applicable regulations. The Board also declares it to be the policy of this district to 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 Director of Federal Programs and School Engagement.

Title IX Coordinator

Name/Title: Mr. Ashley Porter, Director of Federal Programs and 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 Profile of a Learner:



Rowan Elementary Staff Members

Administrative Staff		
Dr. Tina Wentz	Principal	Office
Mrs. Jessica Scerbo	Assistant Principal	Office
Dr. Jaclyn Macioce	School Psychologist	Room 41
Office Staff		
Mrs. Audrey Goode	Administrative Assistant	Office
Mrs. Karen Scherzer	Administrative Assistant	Office
Mrs. Corrin DoVidio	School Nurse	Room 61
Mrs. Lauren O'Donnell	Guidance Counselor	Room 45
Kindergarten		
Mrs. Meghan Costanza	Kindergarten	Room 3
Mrs. Sydney Heeter	Kindergarten	Room 5
Miss Michelle Hess	Kindergarten	Room 1
Mrs. Kristi Seethaler	Kindergarten	Room 4
1ST Grade		
Miss Julietta Gill	1st Grade	Room 35
Dr. Hannah Hamilton	1st Grade	Room 6
Mrs. Tina Hilliard	1st Grade	Room 2
Mrs. Colleen Krause	1st Grade	Room 38
Mrs. Chelsea Patricca	1st Grade	Room 32
2nd Grade		
Mrs. Leah Kalan	2nd Grade	Room 12
Miss Angela Cardillo	2nd Grade	Room 8
Mrs. Michelle Cowell	2nd Grade	Room 10
Mrs. Emily Drotar	2nd Grade	Room 9
Miss Madeline Jewart	2nd Grade	Room 7
3rd Grade		
Mrs. Jenny Caputo	3rd Grade	Room 20
Mrs. Chloe Gaul	3rd Grade	Room 24
Mrs. Gabriella Harding	3rd Grade	Room 30
Mrs. Christina Maher	3rd Grade	Room 19
4th Grade		
Mrs. Lauren Calderone	4th Grade	Room 15
Mrs. Katie DeVita	4th Grade	Room 17
Mrs. Cara Martin	4th Grade	Room 16
Miss Candace McComb	4th Grade	Room 18
Mrs. Katy Nelson	4th Grade	Room 13
Special Staff		
Mrs. Rachael Belschner	Art	Room 27
Miss Caroline Dillon	CIRC	Room 50
Mrs. Marlina Hasara	Instrumental Music- Strings	Room 52
Mrs. Kelly Levere	Instrumental Music- Band	Room 52
Miss Ava Mosbacher	Spanish	Room 11
Mr. Michael Pelloni	Physical Education	Room 58/42
Mrs. Kelsey Stauffer	CIRC	Room 48
Mrs. Phoebe Winey	Music	Room 54

Special Services

Mrs. Amy Brush	ESL	Room 25
Mrs. McKenna Christy	Multiple Supports	Room 34
Mrs. Diane Fencil	Literacy	Room 26
Dr. Susan Gebhard	Gifted/Purpose	Room 28
Mrs. Ashley Graham	Learning Support/Emotional Support	Room 31
Mrs. Dayna Gulish	Speech	Room 23
Mrs. Carly Magnotta	Instruction & Intervention Specialist	Room 22
Mrs. Nikki Marnik	Autistic and Emotional Support	Room 36
Mrs. Maureen O'Dell	Learning Support	Room 23
Mrs. Sinead Reeb	Learning Support	Room 31
Mrs. Tara Rocks	Reading Specialist	Room 25
Ms. Taylor Nepsa	Physical Therapist	
Ms. Emily Bischak	Occupational Therapist	

Support Staff

Mrs. Joyce Babcock	Building Paraprofessional	Room 29
Mrs. Valerie Draper	Building Paraprofessional	Room 29
Mrs. Alissa Hodas	Special Education Paraprofessional	
Mrs. Jamie Hood	Special Education Paraprofessional	
Mrs. Lisa Martin	Special Education Paraprofessional	
Mrs. Audra Sedar	Special Education Paraprofessional	
Mrs. Allison Pascarella	Technology Assistant	
Mr. Duane Stiefel	Maintenance	
Ms. Tiffany Boots	Daylight Custodian	
Mr. Dillon Wetzel	Evening Custodian	
Mrs. Tanya Rubright	Cafeteria Manager	

Security

Officer Duane Brucker	Resource Officer
Officer Tiffany Shaffer	Resource Officer
Officer Mark Shield	Resource Officer
Ms. Jessica King	Security Guard

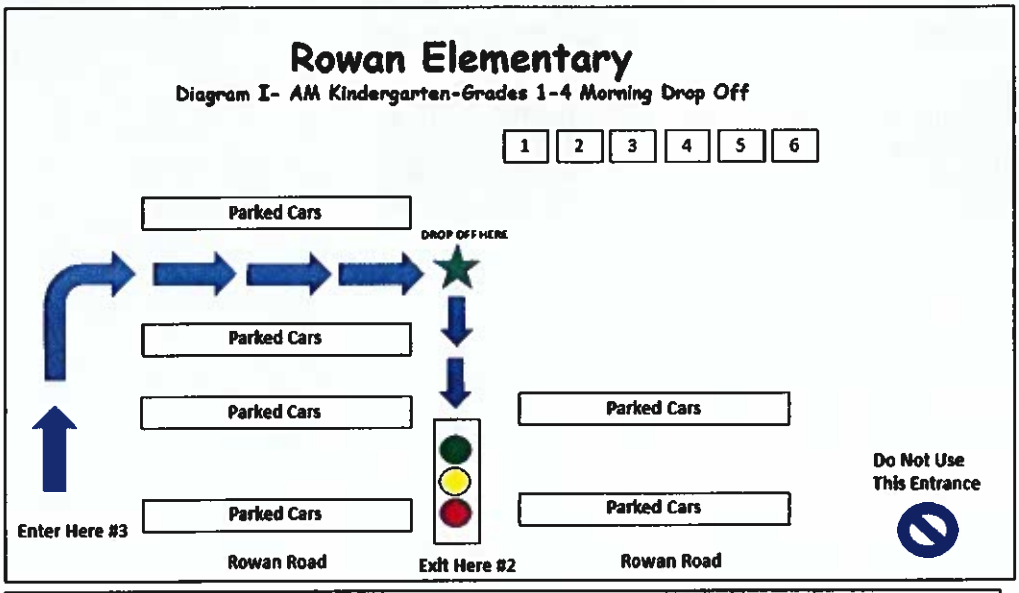
Arrival and Dismissal Procedures

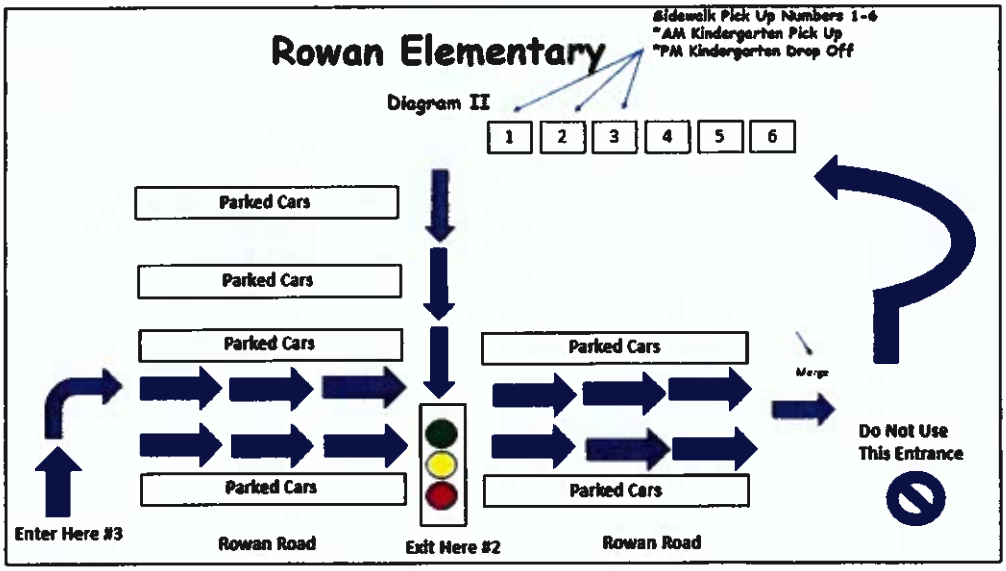
The school opens at 8:40 a.m. to welcome student car riders. For safety reasons, students should NOT be dropped off at school prior to that time as supervision is not available.

School hours are:

8:40 a.m.- 8:55 a.m.	Student arrival begins for parent drop off **(Refer to Diagram I below)**
8:40 a.m.	Bus arrival
8:40 a.m. – 9:00 a.m.	Breakfast offered in the cafeteria
8:55 a.m.	Classes begin (tardy bell rings)
11:30 a.m.	AM Kindergarten dismissal **(Refer to Diagram II below)**
12:43 p.m.- 12:50 p.m.	PM Kindergarten arrival **(Refer to Diagram II below)**
12:50 p.m.	PM Kindergarten classes begin
3:15 p.m.	Dismissal for parent pick up begins under the bell tower
3:25 p.m.	Bus dismissal

*** Note: A student arriving after 8:55 a.m. or 12:50 p.m. for PM kindergarten is tardy. See procedures below under Tardy Student.**





Morning Arrival 8:40 a.m. – 8:55 a.m.

Car Riders: Parents driving children to school between 8:40 a.m. and 8:55 a.m. will use Entrance #3 and proceed through the back bay of the parking lot (Per Diagram I above). Drop your child off at the entrance marked with a star, then proceed out Exit #2. Staff members will be on hand to greet, welcome, and monitor student arrival beginning at 8:40 a.m. and until school begins at 8:55 a.m. For the safety of our school children, please do not pass cars that are dropping students off and do not drop students off prior to 8:40 a.m., after 8:55 a.m., or at any time when school staff members are not present to welcome the students.

Bike riders: All students who ride a bike to/from school must be accompanied by an adult. Parents should follow the Dismissal/End of Day pickup directions below.

AM Kindergarten Pick-Up and PM Kindergarten Arrival

- Per Diagram II, use entrance #3 to form a double lane of traffic for both AM Kindergarten Pick-Up and PM Kindergarten arrival.
- This double lane creates a one-lane traffic pattern through the outer parking lot.
- Designated pick-up adults must have the student's first and last name and room number displayed in the car window utilizing the Seneca Valley Pickup Poster.
- Cars will pull up to the sidewalk using one of the six numbered spots.
- Adults should remain in their vehicles and allow Rowan staff to support students, as needed.
- For student safety, students need to be able to enter and/or exit the vehicle on the curb side.

Tardy Student

A student is tardy if he/she does not arrive by 8:55 a.m. (12:50 p.m. for afternoon kindergarten students). If arriving after, 8:55 a.m., parents/guardians should park their car and walk their child to the main entrance door. Upon ringing the bell, you will be greeted by an office staff member and will be asked to enter the building to sign your student in to school and complete a tardy lip with the excuse/reason for the tardiness. Students arriving after 11:55 a.m. will be recorded as "Late Arrival/Half Day Absence."

Early Dismissals

An early dismissal is one in which a student is picked up from the school office at or before 3 p.m. To assist our school personnel with appropriate planning, early dismissal requests require entering the dismissal through our Parent Portal. We ask that all entries in the school portal for early dismissals are done by 10:00 a.m. and prior to 2:30 p.m. for end of the day pick-up.

If you are unable to access your portal, please contact the school office for assistance. The district has added some features to the electronic dismissal form for clarity and to create a smoother dismissal process. You have three options in the drop-down menu under Dismissal Type to select indicating that your child(ren) will be picked up from school. These options include:

***Early Dismissal**: Please choose a time prior to 3:00 p.m. All other times will be invalid. Students for early dismissal not picked up by 3:00 p.m. will be called with the end of day pick up students.

***End of Day Pick Up**: Students in Kindergarten through Grade 4 for parent pick up will be called at 3:15 p.m. Our bus dismissal begins promptly at 3:25 p.m.
***After School Activity**: Use this option when your child(ren) are staying after school for an activity, such as intramurals, a club, etc.

Please note the following for early dismissals:

- Students are called to the office for early dismissal when the parent arrives to sign their child out in the main lobby.
- Only custodial parents/guardians are permitted to pick up a student from school. If you have given permission for another person to pick up your student, you must enter their full name in the Parent Portal.
- For each student's safety, everyone must come prepared to show a valid photo ID to the school staff.
- No student will be dismissed, unsupervised, to get into a car in the parking lot under any circumstances. This is to ensure the safety and security of each student.
- Any variation from the normal departure times requires a written note, phone call to the school office or electronic dismissal submission in the Portal from the parent or guardian. *School Portal is preferred*

Since school time is valuable learning time. Parents are encouraged to schedule normal medical and dental appointments after school hours or on non-school days.

Dismissal and End-of-Day Parent Pick-Up Procedures

- Students for parent pick up are dismissed from the Main Office area under the Bell Tower starting at 3:15 p.m. Parents/guardians should plan to arrive between 3:00 p.m. – 3:10 p.m.
- Parents/Guardians must have a valid photo ID to pick up a student from the school. Photo identification will be presented at our main entrance where it will be verified.
- Parents/guardians who will transporting their student(s) home at the end of the school day must enter the dismissal in the Parent Portal.
- If someone other than a custodial parent/guardian will be picking up, the name of the pick-up person must be indicated in the Parent Portal for dismissal.
- You must park in a designated space (no double parking) in the parking lot and walk to the front entrance. Staff members will be available to verify your photo identification and name of student to be picked up.
- You will then wait under our bell tower for students to be called for dismissal.
- Please be mindful when crossing into the parking lot that our school busses may be entering for our bus dismissal.
- Some parents may choose to "opt out" of bus transportation altogether for the school year. In this case, parents need to complete a "Bus Transportation Opt Out Request" located on the Transportation page of the Seneca Valley website at Transportation Requests. In this event, the student becomes a car rider to and from school daily. In the case of this long-term Opt Out, once the Opt Out request is acknowledged by the Transportation Department via email, the parent is not required to complete the daily electronic dismissal request.

Bus Riders

- Bus dismissal begins at 3:25 p.m.
- Bus riders are asked to listen carefully to the bus announcements and to watch their classroom smart boards where bus calls are simultaneously displayed. If the bus rider misses the bus for any reason, the parent/guardian will be contacted for them to come to the school to pick up their child.
- School bus policy does not allow for students to ride home with friends. Students must ride their assigned bus home daily.

Attendance

Students are encouraged to attend all 180 days of instruction during the school year to maximize their learning opportunities. Regular attendance and arriving on time are important responsibilities shared by students and their parents/guardians. Consistent attendance supports academic success, helps students develop positive work habits, and allows them to fully participate in classroom learning. Frequent absences can make it more difficult for students to keep up with classwork and achieve their educational goals.

Absences

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 another emergency
- Pre-planned educational trips
- Death in immediate family
- Inclement weather or impassable roads

In order for an absence to be considered excused, the student's parent or guardian is required to submit an excuse that specifically states the reason for the absence. This should be uploaded to the SV Parent Portal. The date of the absence(s), child's full name, and detailed reason for the absence must be listed on the excuse. Attendance is monitored regularly. If your child is absent or tardy due to a medical appointment, please be sure to provide documentation from a medical provider so that the attendance can be recorded appropriately. Another option would be to send a written excuse 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 would miss school for any reason other than what is listed under excused absences or if an excuse is not submitted.

Students will be afforded the opportunity to complete assignments, classwork, and tests missed because of being absent from school. Please contact your child's teacher(s) for specific classroom procedures.

Once a student reaches the fourth absence, parents will be contacted by the school district to notify that any subsequent absences without a valid excuse will be marked as unexcused. Additional parent contact, from the school district, will take place once a student reaches eight (8) absences. Students who are absent for three (3)

unexcused absences will receive a letter of concern from the school district. Six (6) unexcused absences will result in a second letter and an attendance meeting with the parent/guardian at the school. An attendance improvement plan will be put into place at this time.
For more detailed information about Seneca Valley's Attendance Policies, please see School Board Policy #204.

Automated Attendance Notification Program

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

Pre-Planned Educational Trips

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

Upon receipt of an Educational Tour/Trip Request Form from the parents/guardians of pupils involved, pupils may be excused from school attendance to participate in educational tours and trips when such trips are evaluated by the school principal and determined to be of educational value. The student's current academic status is also a determining factor as to whether the request will be approved or not.

Absences for pre-planned educational trips are unexcused unless prior approval is received as described. Requests should be submitted at least two weeks prior to the scheduled trip. In addition, requests for absence during district-wide assessments cannot be approved if they fall on the PSSA testing dates for students in third and fourth grade.

Application forms are available from the school office and are also available on the school's website at Educational Trip Form.

Withdrawal From School

If you are moving to another area or attending another school, and must withdraw from school, please contact the office to request a withdrawal record form. Parents must complete and sign a withdrawal record form provided by the school office for transfer of all academic and health records upon request.

McKinney-Vento Homeless Assistance Act

Students Experiencing Homelessness, Foster Care and Other Educational Instability (as per SV Policy #251):
Any student who has experienced one or more changes in school enrollment during a school year due to: homelessness, dependency related to children youth and family involvement, or foster care is eligible for support services through the school.

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

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

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

The school will continue the youth's education in the school of origin while they are homelessness 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. For more detailed information about the District's Homelessness, Foster Care, and Other Educational Instability policy, please refer to School Board Policy #251.

General Informc tion

Seneca Valley Port: l

he SV Portal provides secure central access to all personalized re: ources available to SV parents/guardians and tudents. Available at this site for 24/7 viewing and/or updates ar: e grades, contact/emergency information, ealth information, classroom calendar, sports forms and more.

o access the portal information, please utilize the SV Portal walle t cards that were mailed to you (multiple hildren within one family can be viewed with one card – individu al cards are not needed for each child). If you eed a replacement wallet card, please contact the Central Office Front Desk at (724) 452-6040, ext. 1675, and ne will be provided for you via U.S. Mail. Passwords and usernam es cannot be supplied verbally over the phone. Ve apologize for the inconvenience; however, this procedure is n ecessary due to the sensitivity of the nformation involved.

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

K-6 Report of Student Progr ess (RoSP)

he district's RoSP is based on the PA Core standards, current rese arch, and effective instructional strategies. he RoSP includes information about student understanding and r eports how the student is progressing toward rade level goals, or essential standards. Essential standards are tl ne most important learning targets of the PA ore Standards and district curriculum.

hese select standards contain key concepts that will be used in n ultiple disciplines and content areas. The RoSP elps teachers and students to focus on student achievement and growth by collecting and analyzing evidence of udent learning to assess the student's learning specific to each s tandard.

ne RoSP measures student understanding over time and separat s academic performance from work habits nd behaviors. Therefore, student understanding is demonstrated through proficiency scales, which articulate arning progressions for each essential standard. Learning progre ssions are beneficial because they describe ow a student's understanding of a topic develops over time. The proficiency scales along with a consistent ading language for all subjects in all grades represent a student's progression on the learning continuum eginning, Progressing, Meeting, Exceeding). Therefore, student p rogress on each standard is specific and based n learning.

ne teacher will continuously assess each student based on his or her mastery of grade level essential standards. ne RoSP focuses on growth over time, understanding and master y of specific grade level skills. Teachers will mmunicate as necessary if they have concerns regarding studen t progress and proficiency of grade level sential standards. Please remember that students may not be at le to master the entire standard until the third imester, as some standards have multiple components. Our repc rting of student progress, as described above, ill occur on a trimester basis.

Proficiency Scale Descriptors:

Exceeding – In addition to meeting the standard, the student demonstrates in-depth inferences and application that go beyond what was explicitly taught.
Meeting – The student consistently and independently demonstrates an understanding of the standard.
Progressing – The student is progressing toward consistently and independently meeting the standard.
Beginning – With help, the student demonstrates partial understanding of the standard. The student requires extra time, assistance and/or intervention to progress toward the standard.

Continual access to student progress is available through the Seneca Valley Portal. If a parent/guardian does not have electronic access, a request can be made by the parent/guardian at the building level to provide a hard copy of the updated student progress. **For more information, please visit** *Elementary Report of Student Progress*

Testing Schedule

The following testing windows for the **Pennsylvania System of School Assessment (PSSA)** have been established for the 2026-27 school year:

- **Grades 3, 4** (PSSA-ELA): April 26-30, 2027
- **Grades 3, 4** (PSSA-Math): May 3-7, 2027

Please note that requests for educational trips **will not be approved** during these testing windows.

In addition, the following assessments will be administered:
Aims Web Assessments: Grades K-2
STAR Assessments: Grades 3-4

Homework Guidelines and Procedures

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

Homework is:

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

Homework should:

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

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

Parent-Teacher Conferences

Parents/guardians are encouraged to attend a conference with their child's teacher during pre-determined scheduled times. Parent-Teacher conferences afford the opportunity for parents and teachers to discuss student progress.

Custody/Court Orders

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

If you have shared custody, we are requesting the parent who submits the custody papers to provide a monthly calendar to the office indicating who has custody daily.

If one parent has sole legal custody, that parent will need to sign school papers and forms when a parent signature is required. Both parents have educational rights and have access to school records and work, unless a legally binding document has revoked these rights.

If parents are separated/divorced, they are both welcome to attend school events, unless there is a legally binding document indicating that they can't be present at the same time. In this case, parents need to decide how to share the time. Please be aware without verified written approval, students will be released during school hours only to the parent with sole legal custody or the "parent of record". If this person does not give permission or special instructions are not received by the office for dismissal, students must ride the bus.

No later than a week prior to the first day of school, please submit current custody papers to the school office. The office cannot enforce custody orders that we do not have on file.

Dress and General Appearance

The Seneca Valley School District recognizes that each student's choice in dress and grooming is a manifestation of personal style and individual preference. However, it is important to ensure that a student's choice does not adversely affect the educational program of the schools nor the health and safety of others.

The following policy describes the district's minimum dress code and grooming requirements. Additional or more stringent requirements may be present at the building level.
For more detailed information about the District's dress code, please refer to School Board Policy #221.

Damaged Textbooks

Parents are responsible for damaged or lost textbooks. 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

Rowan has a Lost & Found. If your student loses an item, please encourage them to look in the Lost & Found located near the school office.

Visitor Procedure

All parents/guardians and visitors to our school will obtain access to our building through the exterior door buzzer system. The district's Raptor Visitor Sign-In System requires that a valid driver's license be presented and scanned each time before entering our building. Everyone entering the building for any reason must sign in and wear a badge. This badge will indicate the destination in the school you have requested to visit. We ask that you please visit only the area designated on your visitor's badge. Visitors must be sure to exit through the office and return the badge to notify the school personnel of their departure. In the event of an emergency, the Raptor System would be utilized to locate any visitors in our building.
For more detailed information about the District's School Visitor's policy, please refer to School Board Policy #907.

Volunteers

Rowan Elementary values the unique contributions made by parents/guardians and community volunteers to the educational programs of the Seneca Valley School District. Accordingly, Rowan encourages the use of parent/guardian and community volunteers, subject to certain requirements and School Board policy as set forth below.

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. The school district reserves the right to terminate the services or status of any volunteer at its exclusive discretion. The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of the school district staff. Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the school district.

Casual volunteers are defined as a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator with students. A casual volunteer does not have direct contact with children and is not required to obtain criminal history reports or child abuse clearances. Examples include individuals who volunteer to assist in the planning or conducting of classroom celebrations; single-day field trip chaperones; guest speakers; and concert/performance ushers. Clearances are not needed for a casual volunteer or for chaperones of single day field trips; however, they are required to sign the following forms yearly. These forms are available at each school.

- Volunteer Policy Acknowledgment
- Volunteer Affirmation
- Volunteer Confidentiality Statement

Casual volunteers must also sign in via the school's Raptor system. A valid driver's license must be presented and scanned each time before entering our building. No volunteer shall be permitted to access, review, disclose, or use confidential student information; or participate in conversations in which confidential student information is discussed.
For more detailed information about the District's School Volunteers policy, please refer to School Board Policy #916.

Media - Pictures or Interviews with Students

As part of an on-going process to generate positive public relations pertaining to our schools, the Seneca Valley School District occasionally invites the media inside our classrooms to learn about our outstanding academic programs and events. Please note that photographs may appear in the yearbook, local newspapers, and District/School related media sites such as the District/School's web page, District/PTA Facebook pages, and District/School Twitter accounts. ***Parents/Guardians who do not wish to have their child's name, photograph or other personal information to appear in any media or district publications, including but not limited to, the Internet, newspapers, magazines, etc., must submit written documentation to the appropriate building principal. This letter must be received no later than Friday, September 4, 2026.**

Parent/Teacher Association (PTA)

Rowan Elementary School has a very active PTA whose mission is focused upon supporting our students, staff and building in a variety of ways. Active membership in the Rowan PTA is encouraged.

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 the classroom is discouraged. The school cannot provide reimbursement for lost or stolen property.

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.

Pet Policy

Due to student allergies, pets of any kind are not permitted on school grounds, with the exception of school approved therapy dogs.

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 those which are school initiated. All school fundraising is done through the PTA.

Birthday and School Celebrations

2026-27 School-Wide Celebrations

Parties are held three times per year: Fall, Winter Holiday, and Valentine's Day. These parties are to be enjoyable, but parties remain simple. Parties include a maximum of three parent volunteers. The state of Pennsylvania legally requires all schools to meet nutritional guidelines. All foods for parties must be items listed

on the district's Approved Lists for Individual Student Snacks and Classroom Celebrations and pre-approved by the classroom teacher and building administration. Party coordinators must complete and submit a party form that is provided by the classroom teacher to the office at least two weeks prior to the scheduled party. To keep the focus on providing an enjoyable experience for the children in the class and for safety reasons, we ask that younger siblings not attend the parties. Costumes at the Fall Party should be sensible; facsimiles of weapons are prohibited. Please note Winter Holiday parties should not include visits from Santa Claus.

Event	Scheduled Date	Scheduled Time	AM Kindergarten Time
Fall Party	Friday, October 30. 2026	2:00 p.m. – 3:00 p.m.	10:15 a.m. – 11:15 a.m.
Winter Party	Tuesday, December 22, 2026	1:00 p.m. – 2:00 p.m.	9:45 a.m. – 10:45 a.m.
Valentine Party	Thursday, February 11, 2027	2:00 p.m. – 3:00 p.m.	10:15 a.m. – 11:15 a.m.

For more detailed information about the District's Wellness Policy, please refer to School Board Policy #246.

Assemblies

Rowan Elementary is recognized by visitors as a respectful audience. Assemblies will be scheduled throughout the school year. During assemblies, guests are invited to the school; therefore, we display our best behavior. Be seated quickly and talk quietly. When a person approaches the front center of the cafeteria to introduce the guest, your full attention should be given to the speaker. Common courtesy must be extended to the performer(s).

Birthday Recognitions

Teachers will ensure that the birthday student feels extra special on their big day.
If a parent chooses to provide the entire class with a birthday treat, **the treat must be non-edible**. Latex balloons are not permitted in the building. The list below provides examples of what could be used to celebrate a student's birthday. This is not meant to be an exhaustive list, rather a list to provide examples of ideas that can be used in the classroom:

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

Personal Party Invitations

In an effort to protect the feelings of all students and maintain a respectful school environment, we kindly ask that personal party invitations not be distributed at school. We encourage families to send invitations directly to students' homes via mail or email.

At the start of the school year, teachers will notify families that contact information for the class will be shared. If you prefer not to have your contact information shared, simply inform the teacher by September 4, 2026. Following the deadline, the teacher will provide a class list to all families within your child's homeroom.

For any student not on your child's homeroom list, the office will be happy to address and mail an invitation if the student's first and last name and a stamp are provided. Please note that there will not be a school-wide directory this year.

Lunch Visits

Parents/special persons (maximum of 2) may join their student for lunch in the cafeteria for one day each year on the child's birthday or half birthday, if the birthday falls during the summer, star student, or any other day of choice. Visitors have the option of going through the lunch line with the student to purchase a school lunch or bringing lunch with them. Parent lunches cannot be charged to student accounts. You must pay for the lunch in cash. If you plan to join your student for a birthday lunch, arrangements must be made with your child's teacher, in advance. When checking in for your lunch visit, please refer to the Visitor Procedures outlined on page 23. Also, we ask you to closely follow these guidelines:

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

Educational Programs

Academic Achievement

Student academic achievement is important because it acts as a bridge being built one step at a time. School and home partnerships are essential in achieving academic success. Each child's individuality is valued. Through collaboration with parents/guardians, we are able to build upon student strengths, encouraging passionate, curious and creative life-long learners.

Five- Day Schedule

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

The five-day special subject cycle will follow a Day 1- Day 5 schedule (not Monday-Friday).

Following a Day 1- Day 5 schedule allows our students to never miss a day of instruction. For example, if a school day is a Day 3 and the following day is a scheduled Act 80 Day where students do not attend school, when students return, it will be a Day 4.

Specials

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.

CIRC (Creativity, Innovation Research Center) – Library/Technology
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.

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 in first through fourth grade, and extended day kindergarten, will participate in Physical Education. Classes will include team, individual and challenge activities. Students are expected to come to class prepared and ready to participate. Dress for gym day is comfortable fitting play clothes and sneakers. If a student is unable to participate for medical reasons, a note from the parent, guardian or doctor can be given to the Physical Education teacher in class. The teacher will provide an alternative activity for the student that meets the doctor's recommendation. A follow-up note from the parent, guardian or doctor will be needed for the student to return to activity once the medical excuse has expired.

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 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

MTSS (Multi-Tiered System of Support)

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 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.

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

Gifted Education (PURPOSE)

Students in this program are identified as having outstanding intellectual ability, and 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.

Special Education

Effective education requires that children be exposed to an educational program that is in keeping with their instructional level. Our program in Special Education is geared to meet the needs of the child requiring an instructional program that is specially designed for him/her.

Speech and Language Therapist

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

School Counseling Services

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

- Delivering developmentally appropriate lessons in all classrooms (K-4) once a month.
- Working with children individually and in small groups (ranging from 3-6 students) building important skills that promote school success.
- Consulting with parents and school staff concerning individual children's issues.
- Assisting in making referrals for other services that a child might need.
- Supporting implementation of school-wide positive behavior programs.

Students may visit the counselor utilizing any of the following ways: Self-referral, Teacher referral, or a

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).

For additional information, please contact Lauren O'Donnell, School Counselor, at 724-776-1518, ext. 5035.

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 Lauren O'Donnell, School Counselor, at 724-776-1518, ext. 5035.

Emergency and Weather Procedures

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 safety drills throughout the school year. Students should move quietly under the direction of the teacher or staff member.

Weather/Emergency School Closing or One/Two Hour Delays

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

When Seneca Valley has a closing or delay, the district will first utilize SchoolMessenger, a parent notification system, which will be programmed to call the primary phone number as listed for each child. In an emergency or if the district goes from a two-hour delay to a closure, an emergency call will be sent to all provided numbers per student (this is the primary number and up to two additional numbers provided per child). This is completed so the information reaches all those affected by the emergency or change in status. To ensure calls are received, parents should immediately update all phone number changes during the year via the Parent Portal. Emergency or delay/closure/early dismissal information can also be found on KDKA Radio 1020 AM, KDKA-TV Channel 2, WTAE-TV Channel 4, WPXI-TV Channel 11, SVTV Channel 50 (Digital Channel 208, TV Channel 407 for Consolidated Communications customers). *Please note that news services report only the district's name (Seneca Valley School District). When the name Seneca Valley Schools is used in a broadcast, it means ALL schools within the district are affected unless otherwise noted. There will also be a recording regarding this information on our main campus phone line at (724) 452-6040. District status updates are also posted on the Seneca Valley Web site at http://www.svsd.net.

Please note the following in regard to a two-hour delay:

- Grades 1-4 and AM Kindergarten: School begins at 10:55 a.m.
- PM Kindergarten: Arrival is 1:30 p.m. – 1:37 p.m. PM Kindergarten session begins at 1:37 p.m.

Special Kindergarten Delay Schedules

School Delay (two hours): The morning Kindergarten class rides on the regular buses and begins school two hours later. Their dismissal time will be from **12:43 p.m.** The afternoon Kindergarten class will be delayed. The new start time will be **1:37 p.m.** Our doors will open at 1:30 p.m. Dismissal will occur at the regular time. ***When an early dismissal is called, all students are expected to board his/her regular bus (unless being picked up by a parent/guardian) and return to their home/daycare. Please make arrangements as a family for such an emergency ~ have a plan should this situation occur.**

Weather/Emergency Related Early Dismissals

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

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

Emergency Make-Up Days (Calendar Changes)

The school calendar lists emergency make-up days to be utilized in the event of an inclement weather closure. Seneca Valley may call for either a traditional "Snow Day," or a Remote Learning Day. If it is a traditional "Snow Day," the following are two makeup days that can be utilized:

#1 - February 12, 2027
#2 - March 5, 2027
#3 - April 16, 2027

Closure decisions will be made in real time based on current weather conditions, which could result in a Remote Learning Day. This means the first two closures may not be traditional snow days.

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 a.m. or after 4:00 p.m., please contact Seneca Valley's transportation provider, First Student, at 724-248-1530.

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.

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, 2026, and families will be responsible for transportation until then.**

Requests can be made with this link: 26-27 Alternate Stop Location Request

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 no more than 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.

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 this link: Bus Transportation Opt Out/Opt In Requests

- Parents who have opted out of transportation at the beginning of the year may wish to opt back in. We have added an "Opt In" button onto the survey. Please fill out the survey and allow three to five business days to make the change.
- Additionally, this form can be completed to request busing during the PSSA and Keystone testing for those students learning remotely. To do so, please fill out the form, choose "Opt In", and next to the phone number, please type "PSSA" or "Keystone". This will allow us to know the busing is only needed during the testing timeline.
- Bus Transportation Opt Out / Opt In Request.

Video and Audio Recording Equipment on School Vehicles Board Policy 810.1

- 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 detailed information please see School Board Policy #810.1 Video and Audio Recording Equipment on School Vehicles.

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

School Wide Behavior Expectations

Rowan Elementary is committed to promoting students' social, emotional, and character development through regular classroom community-building experiences. Utilizing **CharacterStrong** resources, students engage in lessons and activities that foster positive relationships, empathy, kindness, respect, responsible decision-making, safe digital citizenship, appreciation of diversity, and exploration of future goals and career interests.
Modeling and practicing positive behaviors are essential components of our social-emotional learning approach. We strive to develop students who are career-ready, future-oriented, appreciative of others, resilient, productive, kind, respectful, accountable, and self-confident.

Rowan Elementary will continue to utilize **Positive Behavior Interventions and Supports (PBIS)** through a school-wide approach to create learning environments that are safe, engaging, supportive, and enjoyable. Through consistent expectations, positive reinforcement, and a shared commitment to respectful behavior, PBIS helps foster a strong sense of community and belonging for all students. Positive language and encouragement are important tools in supporting both academic achievement and personal growth.

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.

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

Behavior Expectations Teaching Matrix
Be a Leader

	1. Arrival Dismissal	2. Classroom Specials	3. Cafeteria	4. Playground	5. Hallway	6. Bus	7. Bathroom	8. Computer
Be Safe	-Walk -Carry your belongings appropriately	-Keep hands and feet to yourself	-Stay in your seat -Eat only your own food -Keep hands and feet to yourself	-Use equipment properly -Play safely	-Walk on the right side -Keep hands and feet to yourself	-Stay in your assigned seat - Maintain body control - Sit appropriately	-Keep hands and feet to yourself -Use toilet, sink, and supplies appropriately -Wash hands	-Use school appropriate websites/tools -Keep personal information private -Only talk/chat with people you know
Be Kind	-Speak kindly to others	-Use kind words -Treat others with respect	-Say, "Please" and "Thank You" -Include others -Use kind words	-Include others -Follow the rules of the game -Share equipment -Take turns	-Silent "hellos"	-Use kind words	-Respect others privacy -Use kind words	-Use kind words when talking/chatting.
Be Responsible	-Go straight to your classroom or pick-up - Keep technology silent and stored away	-Be prepared. -Complete your work -Use classroom supplies appropriately -Listen to the speaker -Control your voice volume	-Keep your area clean -Control your voice volume -Raise your hand if you need something -Line up quietly	-Walk to the line when called -Put equipment away	-Go directly to your destination.	-Control your voice volume -Listen to the bus driver -Leave the bus area clean	-Quiet voices -Use restroom in a timely manner -Tell an adult about any problems	-Care for your computer and charge it daily -Use your computer as a tool for learning
Universal Symbols and our School Motto								
School Motto: Rowan Elementary, we are leaders at SV! We are safe, we are kind, responsible, we use our mind. Rowan Elementary, we are one big family!			Quiet: Peace Sign Safe Circle Kind Heart Responsible Star					

Discipline

According to the Seneca Valley School District Policy Manual, Policy #218: If learning is to prevail, discipline is essential. It sets the stage for learning, and it seeks to educate toward self-discipline. Our schools must generate the means by which our students accept responsibility. They share with the administration and faculty responsibility to develop a climate within the school that is conducive to wholesome learning and living. The Board has the authority to make reasonable and necessary rules governing the conduct of students in school and at all school-related activities. Their goal is to develop positive, constructive, student behavior. Discipline is administered to modify unacceptable behavior, not merely to punish. Preventative and remedial help is sought when behavioral problems exist

Students have a great responsibility in being good citizens of their school building with the support of all school staff. Their responsibilities include being a contributing member of the school/classroom community, regular school attendance, and having a conscientious effort in classroom work, and conformance to school rules. Discipline for misconduct will be assigned by the teachers and/or principal on a case-by-case basis in accordance with the behavior management plan. This may include classroom consequences, completion of a reflection sheet, or lunch and/or office detentions. More serious infractions may result in a form of suspension listed below.

In-School Suspension or Office Detention

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

Out-of-School Suspension

Students can be suspended outside of school for disciplinary measures. Students who receive the consequence of out-of-school suspension are not permitted in school or on school property and are expected to reflect on their behavior and complete assigned work.
For more detailed information about Seneca Valley's Discipline Policy, please see Board Policy #218.

Recess

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

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 Director of Federal Programs and School Engagement:
Mr. Ashley Porter, 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.
For more detailed information, please see School Board Policy #103.

Bully Prevention

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

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

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

Roughhousing is among friends, the power between them is equal, and it is not meant to harm. Real fighting should not happen among friends and the power between them is usually equal, and it is meant to harm. Bullying is not among friends, the power between them is imbalanced, and it is meant to harm.
For more detailed information about Seneca Valley's Anti-Bullying Policies, please see School Board Policy #249.

Sprigeo

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

Harassment

Harassment Policy Discrimination/Title IX Sexual Harassment Affecting Students

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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 School 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/Abuse, please refer to School Board Policy #227.

For more detailed information about the District's Drug and Alcohol Awareness for Athletic Programs, Extracurricular Activities, and Student Drivers, please refer to School Board Policy #227.1.

Technology and Internet Use

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.
For more detailed information about the District's Acceptable Use of Internet Policy, please refer to School Board Policy #815.

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 School Board Policy #222.

Weapons

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 School Board Policy #218.1.

Electronic Devices

All K-4 students will have a Lenovo Think Pad device assigned to them for the school year. All learning platforms are easily accessible on the district's device. This device will be used by the student while at school and, if the need arises, while at home for remote instruction. Having a backpack that your child may place their device in to transport it between home and school will be helpful and is encouraged. If you are in need of a backpack, please contact our school counselor, Lauren O'Donnell at 724-776-1518, ext. 5035. Students choosing to bring their own personal electronic devices, for educational purposes, should do so only as directed by their teacher and must follow the

Personal Electronic Device Student Guidelines

Responsible Use of Technology Resources

All K–12 students will be required to store their cell phones and personal electronic devices away during the school day. This change will make our schools free of such devices for all students. Specifically, cell phones, headphones (AirPods) and smartwatches must be turned off and stored in book bags throughout the day. If a device is used in violation of this policy, it may be confiscated by a teacher or administrator for a specified period of time. We also strongly discourage students from bringing non-educational and expensive item, including electronic gaming devices, headphones (AirPods), etc., on buses or into classrooms. The school is not responsible for lost, stolen or damaged personal property.

Responsible Use of Technology Resources – Guidelines

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

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

Student smartphones or other personal electronic communication devices ("devices") may come to school but must be stored in a locker or backpack. The use of any electronic device is strictly prohibited in bathrooms and locker rooms. The following are building-level rules:
For extracurricular activities, device use is discouraged but will be left to the discretion of the coach or sponsor.

Consequences for violating the above expectations:

- First offense – Devices will be sent to the main office for student to pick up at the end of the school day. The parent/guardian will be notified.
- Second offense - Devices will be sent to the main office for student to pick up at the end of the school day. The parent/guardian will be notified. Additionally, students will be seen in the main office to review the policy and will lose their device for one school day.
- Third offense – Parent/Guardian will be required to pick up the device from the main office. Additional discipline may be assigned and can result in consequences which range from detention to in-school suspension at the secondary (grades 7-12) level, and lunch detention to in-school suspension at the elementary (grades K-6) level.

- Each subsequent offense or refusal to surrender personal device – This will result in parent pick up of the device and a review of the policy with the student. Progressive discipline will take place at this level and depend on the scope and number of policy violations.

The use of social media is strictly prohibited (Facebook, Instagram, ask.fm, Twitter, Snap Chat, TikTok, 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 Resource Policy, please refer to School Board Policy #237 and for more information on Acceptable Use of Internet Policy please refer to School Board Policy #815.

School Issued Devices

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

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

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 (LINK). They should ensure their device is fully charged and ready for use each school day. If a student's device **is missing**, they should report it to the office. If the device is damaged (cracked screen, missing keys, etc.) they should take it to the school's designated technology area and explain to an adult what is wrong. At the end of the school year, students are expected to return their device, charger, and stylus (if provided) to the school.

****Parents/guardians are encouraged to purchase accidental insurance laptop protection, otherwise the replacement cost, if damaged, is $300 per laptop, $25 per power adaptor.**

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

For additional information on expectations and frequently asked questions, please refer to the one-to-one link

found on the school website under the academics tab. https://www.svsd.net/Page/23411

For more detailed information about the District's Responsible Use of Personal Technology Resources Policy please refer to School Board Policy #237.

For more detailed information on Acceptable Use of Internet Policy; please refer to School Board Policy #815.

Health and Wellness

Abuse (Physical, Emotional, Neglect, etc.)

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

Illness and Return to School

General Illness Protocols

- **Fever**: Students with a temperature over 100.4°F should remain home until they are fever-free for 24 hours without the use of fever-reducing medications (e.g., acetaminophen, ibuprofen), symptoms are improved, and they are well enough to participate in class.
- **Frequent or Uncontrollable Cough/ Congestion:** Remain at home until symptoms are improving for 24 hours.
- **Vomiting/ Diarrhea**: Students should stay home until they can tolerate a regular diet, are free of vomiting/ diarrhea for 24 hours and are well enough to participate in class.
- **Rash with Current/ Recent Fever**: Exclude until illness is determined not to be contagious by physician

Communicable Conditions and Return Criteria

Parents frequently have questions about whether students should attend school when experiencing symptoms of communicable diseases/ conditions. The following criteria are based on current guidance from the Pennsylvania Department of Health (PA DOH) regarding exclusion from school due to specific infectious conditions.

Please note that these guidelines are subject to change as public health recommendations evolve. Our school district will follow the most up-to-date guidance provided by the PA DOH to ensure the health and safety of all students and staff.

- **Pediculosis (Head Lice)**:
  - May return after the first treatment if no live lice are present, there is a reduction in nits, and no nits remain within ¼ inch of the scalp.
  - The student will be re-examined by the school nurse 7 days post-treatment or as necessary.
  - Refer to the district's Health Services page for additional guidance on lice management.
- **Conjunctivitis (Pink Eye):** When an antibiotic is initiated as directed by a physician, the student should be on the antibiotic for a full 24 hours before returning to school and discharge should be nearly resolved.

- **Strep Throat/ Scarlet Fever:** Should be on the antibiotic for a full 24 hours before returning to school and symptoms should be improved. (Follow fever guidelines if present.)
- **Impetigo:** Should be on antibiotics for 24 hours with sores no longer draining; keep lesions covered when possible.
- **Hand, Foot and Mouth:** Fever free for 24 hours, well enough to participate in school, no uncontrolled drooling with mouth sores, rash need not be gone to return to school but lesions should be drying/ crusting over and not worsening.
- **Ringworm:** May return to school immediately after first treatment. Body lesions that are not dried must be covered.

***If your student has been diagnosed with an infectious disease (Ex: Whooping Cough, Chickenpox, Measles, etc), please keep them home and follow the guidance of your physician. Please contact your student's school nurse promptly so that the Department of Health recommendations can be followed and return to school guidelines can be provided.**

Health Room

School health services are provided through the cooperative efforts of the school, the school physician, school dentist, school nurse, and the Pennsylvania Department of Health. These services are provided for the purpose of taking care of emergencies, preventing the spread of communicable diseases, discovering and correcting physical defects, and giving pupils and their parents guidance they need in solving their own health problems. The health room is an important part of our school. The nurse is not to treat injuries which occurred outside of school hours, or diagnose rashes, etc. These are the responsibility of the parents.
If your child experiences any changes in their health status or medication regimen, please contact the building nurse directly by phone or email. Updates entered in the parent portal are not automatically communicated to the nursing staff throughout the school year.

Comprehensive Allergy Management Plan

The Seneca Valley School District has implemented a Comprehensive Allergy Management Plan to support students with severe allergies. This plan outlines procedures for managing allergies in school settings and provides guidance for all stakeholders. As part of these procedures, food brought into classrooms for snacks or special events must be supervised by the classroom teacher, and birthday celebrations may not include food. Alternative activity-based celebration ideas are available.
If you have any questions, please contact your child's teacher, school nurse, or building principal.

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 Marie Palano (724) 452-6040.

Immunizations

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

- Proof of immunization, rather than a parent's recall, is required. Immunizations must be completed before the child enters school.
- Any child excluded from school shall be re-entered only after satisfactory proof of action is presented to the school.
- 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.
- Children entering school, Kindergarten through fourth grade, must meet the following immunization requirements:

    - 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
    - 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose)
    - 3 doses Hepatitis B properly spaced
    - 2 doses of measles, mumps, rubella
    - 2 doses of varicella (chickenpox) or evidence of immunity

Students needing immunized can do so at a local health care provider. The Butler County Immunization Clinic is also available to children without insurance or under insured.

Butler County-Immunization Clinics
Butler County State Health Center
Monarch Building
100 Burgh Avenue, Suite 201
Butler, PA 16001
724-287-1769 (Call to make an appointment)

Medications At School

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

Prescription Medications

1. The student's physician and parent must compete and sign the district's approved prescription medication form.
2. Any medication to be given during school hours must be brought to school in the original pharmaceutically dispensed and properly labeled container.
3. All efforts should be made for parents or guardians to deliver the medication to the school. If medications must be sent in with a student, the student must report directly to the nurse's office from home to deliver the

medication. Parents must notify the nurse that the medication is being sent with the student, and, if necessary, how many pills have been sent.

Non-Prescription or Over-the-Counter Medications

1. Under the guidance of the school physician, school nurses are permitted to administer over the counter medications for mild pain and discomfort including Acetaminophen (e.g. Tylenol) or Ibuprofen (e.g. Motrin, Advil) and antacids (e.g. TUMS) provided the parent/ guardian has given permission on the parent portal or on the district medication form.
    - Dosage is determined by the student's weight; any dose exceeding the recommended dose will NOT be given without a special order from the student's personal physician.
    - Students will NOT be given pain medication to reduce a fever.
    - Analgesics will only be given every 6 hours to align with the most recent dosing recommendations per the district physician.
    - If a dose is requested and given on 5 consecutive days, or more than 6 days in one month, a parent will be required to provide an order from the student's personal physician.
2. Over the counter medications will not be administered without a doctor's order and written parent permission.
3. Students are not permitted to carry non-prescription or over-the-counter medications to, during, or from school.

NOTE: All medications, prescription, non-prescription, and over the counter, must be picked up by the parent/ guardian at the end of the school year. If not, they will be discarded.

District Wide Food Services

Free and reduced lunch applications may be picked up in the school office, printed from the Seneca Valley School District website or applied for online by going to the COMPASS website www.compass.state.pa.us. COMPASS allows Pennsylvanian's to apply for social service programs online. If 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) to their accounts if they don't have enough money to pay for that day's meal. However, students are not permitted to charge a la carte items to their accounts – chips, cookies, extra meals, etc. Emails are distributed weekly to the parent/guardian email(s) to notify them of low/negative lunch account balances. For more information, contact Ms. Tanya Rubright, Cafeteria Manager at 724-776-1518 ext. 5055. **Thank you for the opportunity to feed your student each day!**

Breakfast Program

Breakfast continues to be provided to students free of charge and is available at all schools within the Seneca Valley School District each morning. Breakfast selections are available in the cafeteria from 8:40 a.m. to 9:00 a.m. Breakfast is not available on days with a two- hour delay. Please refer to the web site for menus.

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. We are not able to refrigerate or heat meals from home.

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

Cafeteria POS Program Information

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

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

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

Pay Student Meals Online

Seneca Valley accepts payments for school meals through the *www.MySchoolBucks.com* online payment service. You can also use this free service to monitor your child's food purchases. *www.MySchoolBucks.com* offers a secure transaction gateway that accepts VISA® or MasterCard® as a means of adding money to your child's meal account. Credit or debit cards can be used. There is no fee to use the MySchoolBucks service. You may establish an account and view your child's meal purchases, balances, and setup up automated email notices when your child's meal account falls below a dollar amount you specify. There is a fee if you are using MySchoolBucks service to make an online payment.

Details can be found in the food service division of the website. If using the Service to pay for meals, the Service automatically deposits the money into the student's meal account at school within one-to-two business days. Refunds will be handled by email through the food service main office.

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

ext. 1759.

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

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

Tanya Rubright, Rowan Cafeteria Manager	(724) 776-1518, ext. 5055 or rubrighttl@svsd.net
Faye Nelson, Food Service Coordinator	(724) 452-6040, ext. 1655 or nelsonfd@svsd.net
Nolen Fetchko, Director	(724) 452-6040, ext. 1759 or fetchkona@svsd.net

Snacks

All snacks are in regulation with the state guidelines for health and wellness. Parents can limit purchases on snacks and meal purchases by emailing the Cafeteria Manager, Mrs. Tanya Rubright, at rubrighttl@svsd.net.

Pricing

Breakfast: No Charge
Student Lunch: $2.75
Adult Lunch: $5,25
Milk purchased for a packed lunch is: $.75

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