# TABLE OF CONTENTS

**CALENDAR 2019-20.** ................................................................. 5
Rowan Elementary School/Seneca Valley District Calendar: 2019-20 ........................................... 5

**SENeca valley school district** ................................................................. 6
Seneca Valley School Board Members for 2019-20…………………………………….. 6
Seneca Valley School District Administrative Personnel ........................................................... 6
Seneca Valley Non-Discrimination Policy ........................................................................ 7
Rowan Elementary Staff Members....................................................................................... 7

**Arrival and Dismissal Procedures** ................................................................. 9
Student Drop Off and Pick Up Procedures.............................................................................. 9
Early Dismissals and Student Pick Up At the End of the Day: .............................................. 10

**Attendance** .................................................................................. 11
Absences .............................................................................................................. 11
Automated Attendance Notification Program: ..................................................................... 12
Homework Requests: ................................................................................................. 12
Pre-Planned Educational Trips: ....................................................................................... 12
Withdrawal From School: .............................................................................................. 13
Weather/Emergency School Closing or One/Two Hour Delays: ........................................ 13
Special Kindergarten Delay Schedules: ............................................................................. 13
Weather/Emergency Related Early Dismissals: ................................................................ 14
Emergency Make-Up Days (Calendar Changes): ............................................................. 14

**Behavior** ...................................................................................... 14
Behavior Expectations: ................................................................................................. 14
Bullying: ..................................................................................................................... 15
Bus and Bus Stop Citizenship: ........................................................................................ 15
Discipline: .................................................................................................................... 16
In-School Suspension or Office Detention: ....................................................................... 16
Out-of-School Suspension: ............................................................................................ 16
Dress and General Appearance: ..................................................................................... 16
Harassment Policy: ....................................................................................................... 17
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Substances:</td>
<td>17</td>
</tr>
<tr>
<td>Solicitation:</td>
<td>17</td>
</tr>
<tr>
<td>Technology and Internet Use:</td>
<td>18</td>
</tr>
<tr>
<td>Tobacco Usage:</td>
<td>18</td>
</tr>
<tr>
<td>Weapons Policy:</td>
<td>18</td>
</tr>
<tr>
<td><strong>Bring Your Own Technology</strong></td>
<td>18</td>
</tr>
<tr>
<td>Student Guidelines:</td>
<td>18</td>
</tr>
<tr>
<td><strong>Building Operations</strong></td>
<td>19</td>
</tr>
<tr>
<td>Assemblies:</td>
<td>19</td>
</tr>
<tr>
<td>Birthday Recognitions:</td>
<td>19</td>
</tr>
<tr>
<td>Classroom Parties:</td>
<td>20</td>
</tr>
<tr>
<td>Custody/Court Orders:</td>
<td>20</td>
</tr>
<tr>
<td>Damaged Textbooks:</td>
<td>21</td>
</tr>
<tr>
<td>Lost and Found:</td>
<td>21</td>
</tr>
<tr>
<td>Media - Pictures or Interviews with Students:</td>
<td>21</td>
</tr>
<tr>
<td>Parent-Teacher Conferences:</td>
<td>21</td>
</tr>
<tr>
<td>Parent/Teacher Organization (PTA):</td>
<td>21</td>
</tr>
<tr>
<td>Personal Belongings:</td>
<td>21</td>
</tr>
<tr>
<td>Report of Progress:</td>
<td>21</td>
</tr>
<tr>
<td>Safety Drills:</td>
<td>23</td>
</tr>
<tr>
<td>Seneca Valley Portal:</td>
<td>23</td>
</tr>
<tr>
<td>Visitor Procedure:</td>
<td>24</td>
</tr>
<tr>
<td>Visitation of Parents or Guardians:</td>
<td>24</td>
</tr>
<tr>
<td>Volunteers:</td>
<td>24</td>
</tr>
<tr>
<td><strong>District Wide Food Services</strong></td>
<td>26</td>
</tr>
<tr>
<td>Cafeteria POS Program Information:</td>
<td>26</td>
</tr>
<tr>
<td>Pay Student Meals Online:</td>
<td>26</td>
</tr>
<tr>
<td>Pricing:</td>
<td>27</td>
</tr>
<tr>
<td>Breakfast Program:</td>
<td>27</td>
</tr>
<tr>
<td>Lunch Program:</td>
<td>27</td>
</tr>
<tr>
<td>Snacks:</td>
<td>27</td>
</tr>
</tbody>
</table>
## Educational Programs

- Academic Achievement: ................................................................. 28
- Five-Day Schedule: ........................................................................ 28
- School Counseling Services: ......................................................... 28
- Specials: .......................................................................................... 29
- Homework: ...................................................................................... 30
- No Child Left Behind Act: .............................................................. 31
- Support Services: .......................................................................... 31
- Youth Education Support Services (Y.E.S.S.) ......................... 32
- Testing Schedule: ........................................................................... 32

## Health and Wellness

- Abuse (Physical, Emotional, Neglect, etc.): .................................. 33
- Communicable Diseases .............................................................. 33
- Comprehensive Allergy Management Plan: .............................. 33
- Food Brought from Home for Personal Consumption: ............. 34
- Daily Classroom Snacks ............................................................... 34
- Food Brought from Home for the Consumption of Others: ...... 34
- Special School Events ................................................................. 34
- Health Room: ............................................................................... 34
- Homebound Instruction: .............................................................. 34
- Immunization Policy: ................................................................. 34
- Medications: ................................................................................ 35
- Prescriptions: .............................................................................. 35
- Non-Prescription or Over-the-Counter Medications: ................. 35

## Transportation

- Bus Transportation: ....................................................................... 37
- Audio and Video Monitoring: ...................................................... 37
- Temporary Change for Student Transportation (Exceptions): ... 37
- Custody Agreements or Daycare (Alternate Stops): .................. 37
- Lost Items on the Bus: ................................................................. 38
- Expected Behavior: ................................................................. 38
Dear Parents and Students,

Welcome to Rowan Elementary School! We are glad that you are attending Rowan and hope you are ready to begin an exciting year of learning. Thank you for helping us make Rowan Elementary a special place to learn by being a respectful person, taking pride in your school, and finding joy in the various learning opportunities encountered each day. By demonstrating kindness and always putting forth your best effort, we will have a wonderful year of learning for all.

Not all questions are answered in this book. However, it should help explain many of the procedures you will need to know during the year. Please feel free to reach out to your child's teacher if you have any questions or need additional information.

Sincerely,
Rowan Faculty and Staff

Rowan Mission Statement

Rowan Elementary exists to grow and inspire curious, empathetic solution finders who learn and innovate together.
Rowan Elementary School/Seneca Valley District Calendar: 2019-20

Friday, August 16  New Family Orientation  9:00 a.m.
Friday, August 16  Find Your Classroom Day  11:00 a.m.-1:00 p.m.
Monday, August 26  Kindergarten Orientation (parents only)  6:00 p.m.
Monday, August 26  Gr. 1 Orientation (parents only)  7:00 p.m.

**Tuesday, August 27**

**FIRST DAY OF SCHOOL**

September 2  HOLIDAY - NO SCHOOL FOR STUDENTS
Tuesday, September 3  Gr. 2 Orientation (parents only)  6:00 p.m.
Tuesday, September 3  Gr. 3 Orientation (parents only)  7:00 p.m.
Thursday, September 12  Gr. 4 Orientation (parents only)  6:00 p.m.

**Thursday, October 3**

Monday, October 14  Professional Development Day - NO SCHOOL FOR STUDENTS
 Monday, November 11  Professional Development Day - NO SCHOOL FOR STUDENTS
 Wednesday, November 27- Monday, December 2  Thanksgiving Holiday Break - NO SCHOOL FOR STUDENTS
 Saturday, December 23- Wednesday, January 1  Winter Holiday Break - NO SCHOOL FOR STUDENTS
 Friday, January 17  In Service Day - NO SCHOOL FOR STUDENTS
 Monday, January 20  Professional Development Day - NO SCHOOL FOR STUDENTS
 Friday, February 14  Snow Make Up Day #1
 Monday, February 17  Professional Development Day - NO SCHOOL FOR STUDENTS
 Monday, March 16  Professional Development Day - NO SCHOOL FOR STUDENTS
 Thursday, March 26  Open House/Celebration of the Arts: Grades K, 3  6:00 p.m. - 7:30 p.m.
 Thursday, April 2  Open House/Celebration of the Arts: Grades 1, 2, 4  6:00 p.m. - 7:30 p.m.
 Thursday, April 9- Monday, April 13  Holiday - No School For Students
 Tuesday, April 14  Snow Make Up Day #2
 Friday, May 15  Professional Development Day - NO SCHOOL FOR STUDENTS
 Monday, May 25  Holiday - NO SCHOOL FOR STUDENTS
 Friday, June 5  LAST DAY OF SCHOOL

**Order of Emergency Make-Up Days:**

1. February 14
2. April 14
3. FID
4. FID
5. FID

*Note: Snow Make-Up Day (this day becomes a holiday if no snow make-up days are needed).*
SENeca VALLEY SCHOOL DISTRICT

Seneca Valley School Board Members for 2019-20

James Nickel - President
Eric DiTullio - Vice President

Leslie Bredl
Susan Harrison
Timothy Hester
Rev. Reid Moon
Frederick Peterson
Kathy Whittle
Jeff Widdowson

Seneca Valley School District Administrative Personnel

Superintendent of Schools
Dr. Tracy Vitale, Ext. 1644

Assistant Superintendent 7 - 12
Dr. Matthew McKinley, Ext. 1636

Assistant Superintendent K - 6
Dr. Sean McCarty, Ext. 1623

Director of Human Resources/Pupil Personnel Services
Mrs. Kyra Bobak, Ext. 1646

Director of Financial Services
Ms. Lynn Burtner, Ext. 1615

Director of Special Education
Mr. Gerald Miller, Ext. 1633

Assistant Director of Special Education
Dr. Mallory Eyles, Ext. 1631

School Psychologist for Rowan Elementary
Ms. Latitia Lattanzio, Ext. 5084

Transportation Director
Mr. James Pearson, 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 Non-Discrimination Policy

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

Rowan Elementary Staff Members

**KINDERGARTEN**

Mrs. Meghan Costanza  Room 3
Mrs. Michelle Pirovano  Room 1
Miss Kristi Vandergrift  Room 4

**GRADE 1**

Mrs. Kimberly Ball  Room 38
Mrs. Tina Hilliard  Room 2
Mrs. Karen Kaiser  Room 6
Mrs. Chelsea Patricca  Room 32
Mrs. Laura Zewe  Room 35

**GRADE 2**

Miss Kathryn Bly  Room 7
Miss Angela Cardillo  Room 8
Mrs. Elizabeth Cavicchia  Room 9
Mrs. Michelle Cowell  Room 10
Mrs. Anita Hershberger  Room 12

**GRADE 3**

Mrs. Erin Andrekovich  Room 24
Mrs. Joyce Andreone  Room 28
Miss Gabriella DeSimone  Room 26
Miss Jenny Hage  Room 20
Miss Christina King  Room 30
**GRADE 4**

- Mrs. Jennifer Fiscus  
  Room 17
- Mrs. Cara Martin  
  Room 16
- Miss Candace McComb  
  Room 18
- Mrs. Taisia Papariella  
  Room 15

**SPECIAL STAFF**

- Mrs. Jennifer Ramey  
  Art
- Mrs. Wendy Carson  
  Music
- Mr. Michael Pelloni  
  Physical Education
- Mrs. Kelly Levere  
  Instrumental Music-Band
- Mrs. Marlina Hasara  
  Instrumental Music-Strings
- Mrs. Kelly McDonald  
  CIRC-Library
- Miss Bria Koch  
  CIRC-Technology
- Mrs. Nicole Joyce  
  Spanish
- Mrs. Rebecca Hester  
  Gifted
- Mrs. Erin Kerr  
  Reading
- Mrs. Maureen O’Dell  
  Learning Support
- Mrs. Rebecca Studds  
  Learning Support
- TBD  
  Emotional/Autistic Support
- Mrs. Corrin DoVidio  
  Nurse
- Mrs. Lauren O’Donnell  
  Guidance
- Mrs. Deborah Wunsch  
  Speech
- Miss Hannah Hamilton  
  Instruction & Intervention Specialist
- Mrs. Lauren McClain  
  Seneca Valley Cyber
- Mr. Matthew Pournaras  
  Seneca Valley Cyber
- Mrs. Dana Schubring  
  Occupational Therapist
- TBD  
  Physical Therapist
- Ms. Shannon Perry  
  ESL
- Ms. Latitia Lattanzio  
  Psychologist

**SUPPORT STAFF**

- Mrs. Joyce Babcock  
  Building Paraprofessional
- Mrs. Susan Brinker  
  Building Paraprofessional
- Mrs. Amy Wagner  
  Cyber Paraprofessional
- TBD  
  Special Ed. Paraprofessional
- Ms. Danielle Kuba  
  Special Ed. Paraprofessional
- Mrs. Linda Lipscak  
  Special Ed. Paraprofessional
- Mrs. Lisa Martin  
  Special Ed. Paraprofessional
- Mrs. Patti Ristey  
  Technology Paraprofessional
- Mrs. Mandy Squire  
  Special Ed. Paraprofessional
- Mr. Thomas McClelland  
  Maintenance
- Mrs. Pat Scherz  
  Custodian
- Mr. James Blontz  
  Custodian
- Mrs. Jean Cook  
  Cafeteria Manager
- Mrs. Audrey Goode  
  Secretary
- Mrs. Karen Scherzer  
  Secretary
- Mrs. Nikki Marnik  
  Acting Assistant Principal
- Mrs. Nannette Farmar  
  Principal
Arrival and Dismissal Procedures

The school opens at 8:40 a.m. when the first bus arrives. Please do not arrive before this time, because supervision is not provided. The drop-off door will only be unlocked from 8:40 a.m. - 8:55 a.m. School begins at 8:55 a.m. A student is considered tardy if he/she does not arrive by 8:55 a.m. (12:50 p.m. for afternoon kindergarten students). An excuse from the parent/guardian is required when a student is tardy. Parents must walk their child into the school and provide a written excuse for children who are tardy to school. Students arriving after 12:15 p.m. will be recorded as "Late Arrival/1/2 Day Absence."

- Morning Kindergarten is dismissed at 11:30 a.m.
- Afternoon Kindergarten arrival is 12:43 p.m.-12:50 p.m.
- Between 11:20 a.m. to 11:40 a.m. and 12:30 p.m. to 12:50 p.m., the traffic pattern in Diagram II exists for Kindergarten pick up and drops off. This double lane traffic pattern creates a one-way traffic pattern through the outer parking lot. Therefore, if you are visiting our school during these times, you will need to park in the lower parking lot next to Rowan Road.
- Students are dismissed from school beginning at 3:25 p.m.
- Any variation from the normal arrival and departure times requires a written note from the parent or guardian.

Student Drop Off and Pick Up Procedures

Drop Off:

Between 8:40 a.m. and 8:55 a.m.

Use Entrance #3 and proceed through the back bay of the parking lot. Drop your child off at the entrance marked with an arrow, then proceed out of Exit #2.

After 8:55 a.m.

You must park and accompany your student into the office to sign your child in late for the school day. No student is to be dropped off at the bus door when a staff member is not present.

Pick Up:

If you plan to pick up your child for an early dismissal or at dismissal time, park in a designated space in either of the front lots and come in the main entrance to the lobby. Do not double park or park along any of the sidewalk areas. You must sign your child out and provide a photo i.d. as proof of identification. Your child will then be called to the lobby.

-Bike Riders: All students who ride a bike to/from school must be accompanied by an adult. At dismissal, those students must be signed out in the school lobby at the 3:25 p.m. dismissal; however, bike riders will be called for dismissal at 3:30 p.m. to provide some extra time for the congestion of the parking lot to clear.
Early Dismissals and Student Pick Up At the End of the Day:
All early dismissal requests (prior to 3:25 p.m.) require a note sent to the child’s homeroom teacher in the morning. This permits the teacher to plan around the early dismissal and permits time to assign homework. Please come directly to the office, sign out your student, provide proof of identification, and your child will be called to the office.

At the end of the school day, each parent/guardian picking up a child must complete a Dismissal Pick Up Form (purple form). If you send this form in with your student in the morning, please complete the form, but do not sign it until you arrive in the lobby at the end of the day. You may bring this form to the lobby at dismissal time, or complete one upon your arrival (available in the lobby). If someone other than the legal guardian is picking up a child at the end of the school day (3:25 p.m.), you must complete the Dismissal Pick Up Form (purple form) and send it to your child’s homeroom teacher in the morning. A handwritten note stating the name of the person picking up your child is also acceptable; however, this note must be sent in with your child in the morning. The adult picking up your child will then sign the Dismissal Pick Up Form when they arrive in the lobby. This procedure
needs to be followed even if the person identified is listed as an emergency contact in the Parent Portal. Whether a parent or designated adult picks up a student at dismissal, photo identification is required. Students may never leave the building without adult permission.

Since school time is valuable learning time, parents are urged to schedule normal medical and dental appointments after school hours. Picking students up early for personal reasons that are not considered an emergency is discouraged.

All of the above precautions are for your child’s safety and protection. Your cooperation is greatly appreciated.

**Attendance**

**Absences:**

Each student’s attendance record at school is very important. To develop a responsible approach to work habits which carry over to adult life and to achieve one’s best in the classrooms, regular school attendance is necessary. School attendance and prompt arrival to school are the responsibilities of the students and their parents/guardians. In order to learn the expected skills, regular school attendance is required. A child cannot learn these skills when frequent absences occur. Students are expected to attend 180 days of school during the course of a school year.

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

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

In order for an absence to be considered excused, a written note must be turned into the school office. The student’s parent or guardian is required to submit a written statement that specifically states the reason for the absence. The date of the absence(s), child’s full name, and detailed reason for the absence must be listed on the written statement. The written statement should be sent to the school with the child and given to the child’s teacher upon his/her return to school. Parents/guardians may also submit excuses on the SV Parent Portal by using the attendance option. 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 considered to be unexcused if a child would miss school for any reason other than what is listed under excused absences or if a written statement regarding the excused absence is not submitted.
Students will be afforded the opportunity to complete assignments, classwork, and tests missed as a result of being absent from school. Please contact your child’s teacher(s) for specific classroom procedures.

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

Once a student reaches the fourth absence/tardy, 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 will take place once a student reaches eight (8) absences. Students who are absent/tardy for three (3) unexcused absences will receive a letter of concern from the school district. Six (6) unexcused absences/tardies will result in a second letter and a parent meeting 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/guardians of a students’ 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!

Homework Requests:
Rowan Elementary utilizes a Homework Buddy System. Parents will complete a form at the beginning of each school year designating the name of a Rowan student who will be responsible for obtaining homework for the student who has missed school. This system will eliminate the need for a parent to call the school requesting homework. It will ensure that necessary school work, at teacher discretion, is provided to a student who is absent. In the event that a homework buddy cannot be designated, parents must request homework through the school office by 11:00 a.m. and can pick up any work at the office between 3:00 p.m. – 4:00 p.m. Please do not email teachers to request homework. If the teacher is not at school, the substitute would be unable to access the email.

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 (PSSA for students in grades three and four).

Application forms are available from the school office and are also available on the school’s website at http://www.svsd.net/Page/9586.

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

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 situation or in the event that 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, WTAU-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 regards 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.

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 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 to replace school days missed for any reason. Therefore, when school cancellations occur, any or all of these days may be utilized as school days although initially they are listed as non-school days.

**Behavior**

Rowan Elementary will utilize positive behavior support strategies to foster learning communities for our students that are safe, engaging, and enjoyable. Positive language is important in guiding academic progress as well as acceptable behavior.

**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.

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<th>Places</th>
<th>Safe</th>
<th>Kind</th>
<th>Responsible</th>
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| Hall   | • Walk on the right hand side.  
        • Keep hands and feet to yourself. | • Use inside voices. | • Go straight to your destination. |
| Restrooms | • Keep hands and feet to yourself.  
            • Use toilet, sink, and supplies appropriately. | • Respect other’s privacy. | • Tell an adult about any problems. |
| Cafeteria | • Keep hands and feet to yourself.  
            • Sit in your area.  
            • Wait patiently. | • Take turns.  
            • Assist your neighbor  
            • Use kind voice and words | • Go directly to your seat.  
            • Line up quietly.  
            • Keep your area clean. |
| **On the Bus** | Keep hands and feet to yourself.  
• Stay in seat/face forward.  
• Keep aisles clear.  
• Use a quiet voice. | Use a kind voice and words.  
• Assist others. | Listen to the bus driver.  
• Leave the bus area clean. |
| Playground | Use equipment properly.  
• Play safely. | Listen to adults on duty.  
• Include others. | Line up when directed.  
• If someone is being hurt, tell an adult.  
• Clean up after yourself. |
| Assembly | Sit appropriately.  
• Keep hands and feet to yourself. | Be a good listener.  
• Respond when appropriate. | Listen, enjoy and learn. |

**Bullying:**
The Seneca Valley School District is committed to providing all students and employees with a safe and civil educational environment, free from threat, harassment or bullying. Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts: directed at another student or students that occurs in or relates to a school setting; that is severe, persistent or pervasive. Any student that feels as though they have been bullied shall report the incident immediately to their teacher, guidance counselor or principal. We have fully implemented the Olweus Bully Prevention as a district wide positive behavior support program to promote a respectful school community.

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. To access these school policies, please visit www.svsd.net. These policies are viewable in the school board section.

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

**Bus and Bus Stop Citizenship:**
Proper behavior is expected both on the bus and at bus stops. The bus driver has the authority to enforce discipline on the school bus. All classroom rules apply to the school bus. When necessary,
bus drivers will submit behavior incident reports to the School Office. Administration will investigate and determine if further actions are required.

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

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

**Discipline:**
According to the Seneca Valley School District Policy Manual, policy number 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, building assistants and/or principal on a case-by-case basis in accordance with the behavior management plan. This may include classroom consequences, completion of a reflection sheet, or lunch and/or office detentions. More serious infractions may result in a form of suspension listed below.

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

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

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

**Dress and General Appearance:**
The Seneca Valley School District 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 Board Policy #221.

Harassment Policy:
It is the policy of the Seneca Valley School District that all students should enjoy a learning environment free from discrimination including racial and ethnic intimidation, and sexual harassment.

There is an established policy strictly prohibiting all forms of racial, sexual, and ethnic intimidation in any work area, district-sponsored activity or any other place under the control of the Seneca Valley School District by or toward any administrative or professional staff member, full or part time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the Seneca Valley School District.

All persons associated with the Seneca Valley School District including, but not necessarily limited to, the board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from intimidation. Any person who engages in intimidation while acting as a member of the school community will be in violation of this policy. The consequence for this type of misconduct is an out-of-school suspension. Copies of the various policies are available in the school office.

For more detailed information about the District’s Harassment Policy, please refer to Board Policy #248.

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

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

Solicitation:
Students may not sell items for profit to other students during the school day. Trading of items is also prohibited during school hours. There will be no solicitation of funds for outside charitable agencies among students other than school initiated. All school fundraising is done through the PTA.
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 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 Board Policy #222.

Weapons Policy:
Weapons and replicas of weapons are forbidden on all school premises and at school-sponsored events and activities. The definition of weapon includes but is not limited to any device, instrument, material or substance, animate or inanimate, capable of inflicting serious bodily injury. Laser pointers are considered weapons and are also forbidden on school property. Failure to adhere to the rules in the School Board’s Weapon Policy could result in suspension or expulsion from school.

Warning: A pocketknife is classified as a weapon and is forbidden on school property. Also, pocket chains are forbidden as wearing apparel. In addition, all forms of laser lights/pointers are forbidden on school property.

For more detailed information about the District’s Weapon’s Policy, please refer to Board Policy #218.1.

Bring Your Own Technology

BYOT encourages students to bring their own personal mobile technology, including smartphones, tablet devices and laptops, into the classroom to use for educational purposes. All K-2 students have one-to-one access to district Kindles and all 3-4 students have access to a district 2-1 device while at school.

Student Guidelines:
- Students are permitted to use personal technology resources during class time for educational use only and with teacher permission. Teachers will determine when the use of personal technology is appropriate for use in their classroom.
- Students without personal technology devices will not be excluded from educational activities. If personal technology is used as an aid to classroom instruction, the teacher will make use of the technology devices present, possibly pairing students or placing them into groups.
- Students may bring personal technology devices to school if they choose. Participation is completely voluntary. The school is not responsible for lost, stolen, or damaged devices.
- Personal technology includes, but is not limited to, smartphones, laptops, tablet devices, netbooks, notebooks, iPads, iPod Touches, Kindles, NOOKs, and PDAs.
• Students should keep their personal devices on mute. Personal communication is prohibited. Digital devices should not interrupt instruction.
• For accountability, students must register their personal technology devices at http://byot.svsd.net before connecting to the school's wireless system. After registration, it may take up to 24 hours before the personal device can connect to the SV-BYOT wireless network.
• Students and parents are responsible for supporting their own personal devices. Staff will not provide students with support for how to use their own devices.
• For Internet connectivity during the school day, students must connect their personal devices to the school's wireless connection. This Wi-Fi connection is separate from the school's network and allows for filtered Internet access only, which is provided at no cost and does not use cellular data plan minutes.
• Students are strictly prohibited from using a personal data plan to access the Internet throughout the school day. A student is solely responsible for all charges incurred by usage at any time.
• The use of social media is strictly prohibited (Facebook, Instagram, ask.fm, Twitter, Snap Chat, etc...).
• The school does not guarantee every device will be able to connect to its wireless system. Limited technical support when connecting devices to the school's wireless system will be provided.
• Students are expected to handle everyone's personal technology devices the same as school owned devices. The same rules apply.
• Students participating in BYOT will be provided an email account and capabilities included with Microsoft Office 365 for Education and will be used at the teacher's discretion.
• Student participation in BYOT is a privilege which can be lost for irresponsible use.

For more detailed information about the District's Responsible Use of Personal Technology Resources Policy, please refer to Board Policy #237 and for information on Acceptable Use of Internet Policy, please refer to Board Policy #815.

Building Operations

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:
Please do not distribute personal invitations to birthday parties, etc. during school hours. This type of personal communication should be mailed or emailed to the child's home. PTA in conjunction with the school office will be organizing and distributing a school directory with pertinent contact information for parents who choose to be included in this publication.

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:

- Lunch with a special person
- 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 flower pots, bubbles, coloring books, crayons, sidewalk chalk, etc.)

**Classroom Parties:**

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 five 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 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.

2019-20 Party Schedule:

- Fall: Thursday, October 31, 2019 10:15 a.m./2:15 p.m.
- Winter: Friday, December 20, 2019 *9:20 a.m./1:15 p.m. (*if one hour early dismissal is scheduled)
- Valentine: Thursday, February 13, 2020* 10:15 a.m./2:15 p.m.
  *(if snow make up day is used, Valentine’s Day party will be Friday, February 14, 2020)

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

**Custody/Court Orders:**

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.

With the beginning of each new school year, please submit current custody papers to the school office. The office cannot enforce custody orders that we do not have on file.

If you have shared custody, we are requiring the parent who submits the custody papers to provide a monthly calendar to the office indicating who has custody on a daily basis.
**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:**
Lost articles may be claimed at the school office.

**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 the first two (2) weeks of school.

**Parent-Teacher Conferences:**
Parents are urged to attend a conference with their child’s teacher during the scheduled conferences at the end of the first grading period. The Parent-Teacher conferences afford the opportunity for parents to discuss with the teacher information that may not become apparent to the teacher until much later in the year. Parents are also encouraged to arrange conferences with their child’s teacher more often should the need present itself.

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

**Parent/Teacher 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. To learn more about the Rowan PTA, visit [http://www.rowanpta.org/](http://www.rowanpta.org/).

**Personal Belongings:**
Students are responsible for all items brought to school. Nothing should be brought to school that disrupts the educational process. Due to the cost of electronic devices, the school cannot provide reimbursement for lost or stolen property.

**K-6 Report of Progress**
A new system for reporting student progress in kindergarten was introduced during the 2018-2019 school year. We are pleased to report there was an overwhelmingly positive response from parents in its initial implementation in SV kindergarten classrooms. As such, all report cards are being restructured to better communicate to parents what students should know and be able to do by the end of each school year. Since grading is the primary means of sharing feedback about a student’s level of learning, this new grading system will benefit students, teachers, and parents/guardians.
Q. What is the rationale for revising the report card?

A. The purpose was to improve communication and provide additional feedback for parents, students, and teachers. Standards-based grading includes more information about student learning and reports how the student is progressing toward grade level goals. The district’s new reporting method reflects PA Core standards, current research and effective instructional strategies.

Q. What was the process for updating the report card?

A. The district began this process during the 2017-2018 school year by forming a committee of teachers and administrators to review research around grading systems. The committee identified the most important learning targets aligned to the PA Core Standards and our district curriculum. Administrators, teachers and parents met periodically to provide feedback to the committee. The district technology department was also involved and incorporated the new format into our online portal system.

Q. What are Essential Standards?

A. Essential standards are the most important learning targets of the PA Core Standards and district curriculum. Essential standards represent what all students are expected to know and be able to do at the conclusion of the school year. These select standards contain important concepts that will be used in multiple disciplines and content areas.

Q. How does standards-based grading differ from traditional grading?

A. Standards-based grading measures student understanding in more detail. This system focuses on student achievement and growth by collecting and analyzing evidence to assess the student’s learning against a standard. Standards-based grading measures student understanding over time and separates academic performance from work habits and behaviors.

Q. What is a proficiency scale and how will they be used in reporting progress?

A. Proficiency scales articulate learning progressions for each essential standard. Learning progressions are beneficial because they describe how student understanding of a topic develops over time.

The proficiency scales along with a consistent grading language for all subjects in all grades represent a student’s progression in the learning continuum (Beginning, Progressing, Meets...
Standard, Exceeds Standard). Therefore, student progress on each standard is specific and based on learning.

Q. How will this new report card support student growth and understanding?

A. The clear communication of the new reporting system gives students, parents and educators useful feedback that can be used to improve performance and increase knowledge and skills. We are confident the revised report card will better inform students and parents/guardians of their child’s strengths and opportunities for growth.

Q. How will we know if the new report is effective?

A. We are committed to providing accurate and specific feedback for every student. To achieve the overall goal of improved communication, we will continue to collect feedback and make necessary changes.

Continual access to student progress is available through the Seneca Valley Portal at https://portal.svsd.net/parents/. However, our reporting of student progress as described above will occur each trimester. 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 www.svsd.net/K4ReportCards

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.

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

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

The parent portal can be found on the district homepage at www.svsd.net (icon tab can be found in top right hand corner) or by going to https://portal.svsd.net/.
**Visitor Procedure:**
All parents/guardians and visitors to our school will obtain access to our building through the exterior door buzzer system. Visitors are requested to provide advance notification to the teacher if planning to enter and remain in our school building. This allows our office staff to be aware of any anticipated visitors to our school each day. 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 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 Board Policy #907.*

**Visitation of Parents or Guardians:**
Classroom visitations shall be afforded to parents/guardians of enrolled students in accordance with this policy. Classroom observation and visitation privileges will not be extended to other family members. Observations/visitations must be approved by the building principal.

*For more detailed information about the District’s School Visitor’s Policy, please refer to 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.

School Board Policy #916 regarding school volunteers reflects the enacted state law requiring volunteer clearances. Because the law continues to change, we direct parents to our website at [www.svsd.net/ClearanceDirections](http://www.svsd.net/ClearanceDirections) for updates to the law and our policy as they are approved. In the meantime, we encourage you to carefully read over the policy. In the event you are serving as a school volunteer you will be asked to sign a School Volunteer Acknowledgement verifying that you have received, read and agree to follow the policy. To access School Board Policy #916, please visit the School Board page of our website at [www.svsd.net/SchoolBoard](http://www.svsd.net/SchoolBoard).

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.

Except as specifically authorized by the Board on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and
volunteers shall not be permitted to transport students by motor vehicle in support of any school program.

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 Board Policy #916.
District Wide Food Services

Cafeteria POS Program Information:
The Seneca Valley School District Food Service Department uses a point of sale system called eTrition POS. The POS system automates the purchase of all cafeteria items, monitors student allergies, creates a student history and maintains student balances. This is not a “credit card” program. Money can be placed on your child’s account during breakfast or lunch. Parents can apply any amount of money to their child’s account. Parents are asked to please send a separate check for each student. Make checks payable to your child’s school cafeteria (Rowan Cafeteria). A $20.00 fee will be applied to any returned check to the cafeteria.

After depositing money in the account, your child can purchase any item available in the cafeteria. Parents can limit purchases to breakfast and/or lunch only. Please put this request through to the cafeteria in an email. Students can continue to pay cash on a daily basis, but our goal is to have money on all accounts and help speed up the line at the terminal so students have more time to eat.

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. The www.MySchoolBucks.com website 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. 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, but no fee just to view your child’s account. Details can be found in the food service division of the web site.

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 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 school 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 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.
Pricing:
Elementary lunches are: $2.75
Adult lunches are: $4.25
Milk purchased for a packed lunch is: $.75
Breakfast is: $1.95

Breakfast Program:
A breakfast program is available at all schools within the Seneca Valley School District. Cost for breakfast is $1.95. Cold breakfast selections are available in the cafeteria from 8:40 a.m. to 9:05 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. Students may bring their packed lunch in the cafeteria. Cost for an elementary student is $2.50. Students who pack their lunches may purchase milk for $.75. Any drinks brought from home may not be in glass containers. Also, no carbonated beverages are to be brought to the cafeteria.

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.

Snacks:
All snacks are in regulation with the state guidelines for health and wellness. Parents can limit purchases on snacks and meal purchases. The process is simple: just place your request thru an email to the Cafeteria Manager. Classroom party information is available on the website.

One time during the school year, parents of elementary students are invited to eat lunch with their child on that child’s birthday or special day. An adult lunch for $4.25 may be purchased from the cafeteria, or a lunch may be brought from an area restaurant. We ask that you please don’t pay through your child’s account.

For more detailed information about the District’s Meal Accounts Policies, please refer to Board Policy #809 or the district Food Services Policy #808.
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 first through fourth grade will have one special class every day, receiving instruction in Music, Art, Physical Education, CIRC, and World Language. Kindergarten students will have one period per five-day schedule for CIRC.

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

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.
- Being a member of the Y.E.S.S. team.
- Supporting implementation of school-wide positive behavior programs.

Ways to see the counselor:
- Self-referral
- Teacher referral
- Parent referral
- Administrative referral
- Y.E.S.S. team referral

Groups that meet with the school counselor:
- Buddy program (new students)
- Friendship and Social Skills
- Grief
- Changing Families
- Organization
- Problem Solving
- Worry
- Self-Esteem

For additional information, please contact Lauren O’Donnell, School Counselor, at 724-776-1518 ext. 5035.
**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**
It is the function of the music teacher in the elementary schools to develop those potentialities for growth in the enjoyment of and participation in music that are inherent in every child.

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

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

**Instrumental Music**
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.
**Homework:**
Homework assignments should complement classroom instruction. Assignments should develop responsibility, good study habits, and organizational skills. All new material is covered in class and then used in home study assignments. Parent’s questions concerning methods used or values of assignments should be directed to the child’s teacher.

Students returning from an illness will have an equal number of days to make up homework as to the number of days they were absent with an excuse.

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

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

**Types of Homework**

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

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

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

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

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

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

*For more detailed information about the District’s Homework policy, please refer to Board Policy #130.*
No Child Left Behind Act:
On January 8, 2002, President Bush signed into law the "No Child Left Behind Act" (NCLB). Based on this legislation, parents/guardians have a right to know the professional qualifications of their child’s teacher(s). Federal law allows you to ask for certain information about your child’s teachers and requires the district to provide you this information should you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

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

If you would like to receive additional information about No Child Left Behind or specific information about your child’s teacher(s) or paraprofessional(s), please contact:

Dr. Sean McCarty, Assistant Superintendent
Seneca Valley School District
124 Seneca School Road
Harmony, PA 16037

Support Services:
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.

Remedial Reading (Title I Like Program)
Rowan Elementary’s Title I Like Program is specifically geared for students experiencing difficulty in reading. The program is available to students in kindergarten through third grade. Rowan’s Reading Specialist provides instruction in a small group setting in addition to the regular classroom instruction. Our Reading Specialist works with students in need of additional reading support. It is the goal of the school to identify problems early and remediate them as quickly as possible. Parents are notified if their child qualifies for additional reading support after screening is completed. Upon receipt of parent permission, students are scheduled to receive the additional services.

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.

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

The Elementary Y.E.S.S. Team is comprised of a building administrator, referring teacher, parents, Instruction and Intervention Specialist, School Counselor, Reading Specialist, Speech Therapist, and the School Psychologist. Other school staff may attend as appropriate.

The Y.E.S.S. Team members are trained in skills used to assess a student’s instructional level, involve parents in their child’s education, collaborate to solve problems, and develop instructional strategies that facilitate student achievement.

Parents or teachers may refer students to the Y.E.S.S. Team by contacting the Assistant Principal or Instruction and Intervention Specialist, Mrs. Elizabeth Allen-Boyle at 724-776-1518, extension 5086.

Testing Schedule:
The following testing dates for the Pennsylvania System of School Assessment (PSSA) have been established for the 2019-20 school year:

- **Grades 3, 4 (PSSA-ELA):** April 20-24, 2020
- **Grades 3, 4 (PSSA-Math):** April 27, 2020-May 1, 2020
- **Grade 4 (PSSA-Science):** April 27, 2020-May 1, 2020

Please note that requests for educational trips will not be approved during these testing windows.
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 **immediately** report suspected abuse to Childline.

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

- **Chicken Pox:** Six (6) days from the outbreak of the last crop of blisters with all pox marks dried.
- **Impetigo Contagiosa:** Twenty-four hours after the initiation of appropriate treatment.
- **Infectious conjunctivitis (pink eye):** Twenty-four hours after the initiation of antibiotics.
- **Pediculosis Capitis (lice):** May return to school after the first treatment. There should be no live lice and a reduction in the number of nits. The student will be reexamined for infestation by the School Nurse seven (7) days post-treatment. For more detailed information about Seneca Valley's lice procedures, please visit [https://www.svsd.net/Page/12781](https://www.svsd.net/Page/12781).
- **Ringworm:** Children with ringworm of the **scalp** must remain out of school from the end of the day until they have begun treatment with a **prescription oral antifungal**. Children with ringworm of the **body** must remain out of school from the end of the day until they have begun treatment with a **topical antifungal medication**.
- **Scabies:** Twenty-four hours after treatment has been initiated.
- **Strep Throat:** Twenty-four hours after the institution of appropriate treatment.

Parents can assist in the control of communicable disease by recognizing symptoms and seeking medical care as indicated.

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

Daily Classroom Snacks: It is recognized that some young children may need a snack during the school day. The provision for daily snacks, including the decision on whether or not a daily snack is needed, will be determined by the classroom teacher. If a teacher decides that a daily snack is appropriate for his/her students, the teacher will organize the snack through parent contribution (monetary or product), as will best fit the needs of the classroom. Snacks distributed by the classroom teacher to be consumed in the classroom must adhere to the list of allergen-protected approved items. **Students are not permitted to bring snacks from home to be consumed in the classroom.** Please see the Suggested Food For School Classroom Celebrations List (available under Food Services on the district website) for a complete list of approved food choices that may be provided for daily classroom snacks.

Food Brought from Home for the Consumption of Others:

Special School Events: If a special school event includes the use of food, it is the classroom teacher’s responsibility to work with the building administration, school nurse, parents, and activity organizer to provide for any appropriate allergy-related restrictions. Effectively meeting the needs of students with food allergies requires advance planning for special events such as classroom parties, field trips, and school-sponsored extracurricular activities held before or after school. With proper planning, students with food allergies can participate fully in all school-related activities without the presence of a parent/guardian. A listing of suggested food choices for classroom celebrations and special events is included in the Suggested Food For School Classroom Celebrations List (available under Food Services on the district website). Parents/guardians of students with food allergies should be given advance notice of parties and events so they can decide whether their student should be given the same food as other students or food the parent will provide. Schools are encouraged to provide for parties which include non-food prizes.

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. Parents must update all changes regarding emergency contact information, phone numbers or work numbers via the Parent Portal as soon as they occur.

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

Immunization Policy:
Any child entering school in the District must have documented immunizations or a valid exemption.

1. Proof of immunization, rather than a parent's recall, is required. Required immunizations must be completed before the child may enter the school.
2. Any child excluded from school shall be re-entered only after satisfactory proof of action is presented to the school.
3. There must be a physician's certificate or statement that the student is medically contraindicated to receive a specified vaccine or a parent's/guardian's written statement that immunization is against their religious beliefs.

4. Children entering school, Kindergarten through fourth grade, must meet the following immunization requirements:
   - Four (4) doses of diphtheria, tetanus, and pertussis (DTAP or DTaP) vaccine; the fourth dose must be given on or after the 4th birthday.
   - Four (4) doses of polio vaccine; the fourth dose must be given on or after the 4th birthday and at least six (6) months after the previous dose given.
   - Two (2) doses of measles, mumps, rubella (MMR) vaccine.
   - Three (3) doses of hepatitis B vaccine.
   - Two (2) doses of varicella vaccine, laboratory evidence of immunity, or written statement from a parent or healthcare provider.

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

**Butler County - Immunization Clinics**

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

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

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

**Prescriptions:**
- The student’s physician must complete the District’s approved prescription medication form for medication.
- The student’s parents or guardian must sign the District’s consent form for prescription medications.
- Any medication to be given during school hours must be brought to school in the original pharmaceutically dispensed and properly labeled container by the parent.

**Non-Prescription or Over-the-Counter Medications:**
- Students are not permitted to carry non-prescription medications to or from school.
- Our school nurses may administer over-the-counter pain medications, acetaminophen (e.g. Tylenol) and ibuprofen (e.g. Motrin, Advil) to students who have their parent's written permission. The school physician has written orders for these two medications to be given as needed to students to treat mild pain and discomfort - such as minor headaches, orthodontic pain, or menstrual cramps. Students **WILL NOT** be given pain medication to reduce a fever.
Dosage for these medications will be determined by the student’s weight, and dosages that exceed the recommended dose will NOT be given without a special order from the student’s personal physician.

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

Bus Transportation:
Riding a school bus is a privilege and not a right. Proper behavior is an absolute necessity while riding on the bus. Don’t compromise your safety or the welfare of others. Be considerate. Be responsible. Eating food, drinking beverages or using tobacco products on the bus is forbidden. Student seating assignments will be made at the discretion of the bus driver. Students who are involved in any bus misconduct may lose their riding privileges. Those who are suspended from the bus are still mandated to attend school. Students should be at their bus stop five (5) minutes prior to the scheduled arrival of their bus in the morning.

Audio and Video Monitoring:
The School Board has adopted a policy that authorizes audio and/or visual recording on school buses or school vehicles for disciplinary or security purposes. The audio/video recordings on school vehicles would be exempt from disclosure under the Public Right to Know Law because such recordings constitute an educational record protected from disclosure by FERPA. Principals, their designees, bus garage managers, and transportation department personnel are the only people allowed to view the recordings. Law enforcement may also view the recordings if school officials deem necessary. Each school bus or school vehicle with audio and/or visual recording devices, will post a notification in clear sight so driver and passengers understand their actions and communication may be recorded. The audio and or video recording will not be operating if the vehicle is used for other purposes not school related.


Temporary Change for Student Transportation (Exceptions):
Per School Board Policy 810 no transportation is provided for work, music lessons, dance classes, gymnastics, to visit a friend, or go to a friend’s house so a parent can drive to an after school event. Examples of requests that will be approved are: A death in the family, the hospitalization of an immediate family member, or when a temporary guardian is needed due to a parent(s)/guardian(s) being absent from home. Requests for “Exceptions” to transportation can be made by accessing “Transportation Requests” on the Transportation Department website www.svsd.net Click on departments and from the drop down menu, click on Transportation. The links to transportation requests will be on the left of the web page. Each written request will be evaluated on an individual basis by the Transportation Director. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus. Unless a request arises from an emergency situation, requests for changes in transportation assignments must be made in advance and will not be granted on the date of the request. Processing requests may take three to five business days to complete. During the school day, contact the Transportation Department at 724-452-6040 ext. 1758. For bus emergencies, before 8:00 a.m. and after 4:00 p.m., contact ABC Transit (724-473-4500) or Roenigk (724) 538-4002. The company name is on the side of the vehicle.

Custody Agreements or Daycare (Alternate Stops):
Parents sharing equal custody of a child or parents needing daycare before and/or after school may need an alternative stop location. However, only one alternative stop location can be requested. An alternative stop is only set up in case of a custody agreement or daycare. Parents and/or guardians
need to alert the Transportation Department of an alternate address if needed. Requests for "Alternate Stops" to transportation can be made by accessing "Transportation Requests" on the Transportation Department website www.svsn.net. Click on departments and from the drop down menu, click on Transportation. The links to transportation requests will be on the left of the web page. The days for an alternative stop need to be consistent and a regular schedule. A regular schedule consists of specific days and is consistent each week of the school year. No alternating Fridays will be accepted. All alternative stops will be deleted at the end of the school year and parents will need to submit a request for an alternative stop before the beginning of the following school year. (Processing requests may take three to five business days. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus.

Alternate Stop Requests:
The deadline to provide the Transportation Department of an alternative stop for the 2019-20 school year is August 9, 2019. No requests for alternative stops will be taken during the first few weeks of school. Parents missing the deadline will be responsible for transportation. The district will begin taking requests again on September 16, 2019.

Parents sharing equal custody of a child or parents needing daycare before and/or after school may need an alternative stop location. However, only one alternative stop location can be requested. An alternative stop is only set up in the case of a custody agreement or daycare. Parents and/or guardians need to alert the Transportation Department of an alternate address if needed. The days for an alternative stop need to be consistent each week. No alternating Fridays are accepted. All alternative stops will be deleted at the end of the school year and parents will need to submit a request for an alternative stop before the beginning of the following school year.

Lost Items on the Bus:
It is best to contact the bus garage immediately when an item is missing. The garage managers are able to call the driver to confirm if the lost item is on the bus. Please have the bus number available before calling the garage. Please call: ABC Transit (724-473-4500) or Roenigk (724) 538-4002. The company name is on the side of the vehicle.

Expected Behavior:
Proper behavior is an absolute necessity while riding on the school bus. The bus driver has the authority to enforce discipline on the school bus as the teacher has in the classroom. Student behavior on the bus should be an extension of their classroom behavior. Student responsibilities are as follows:
* Report to your bus stop no earlier than five minutes before the bus is scheduled to arrive.
* While waiting for the bus, stay in a safe distance from the roadway. Shoving, tripping or fighting is strictly prohibited. Bus stops are not play areas!
* Board the bus in an orderly, safe manner and go directly to the seat assigned to you by the driver. Remain seated until the bus comes to a complete stop at the school or at your bus stop.
* Do not distract the driver's attention from driving. Any talking must be done quietly, so the driver may concentrate and hear warning sounds inside and outside the bus. Please use indoor voices only.
* Ask the driver for permission to open windows. You must keep arms and head inside the bus at all times.
*A cell phone is a personal device; it is not a community device. Please use your cell phone responsibly. It is illegal to take photos and videos without consent and without the person knowing they are being captured on a cell phone.
* Eating or drinking on the bus is not permitted.
* Throwing objects inside or out of the bus is prohibited.
* When the bus arrives at school, exit in an orderly fashion and go directly to your assigned room.

The primary reason for bus rules is student safety. Therefore, all requests from a bus driver to change your behavior must be obeyed. Drivers will document inappropriate bus behavior using bus conduct forms which will be sent to building administrators.

If an incident occurs on the bus between students, please contact the school your child attends. The school administrator will investigate the concern. If you have a concern regarding the vehicle your child is riding or the bus driver, please call ABC Transit at (724) 473-4500 or the Transportation Department at (724) 452-6040, ext. 1758.