



Three Rivers Village School

Parent Handbook

2023-2024

Welcome!

Welcome to Three Rivers Village School! We are so pleased to have your family as part of our school community. Please read through this handbook carefully, and feel free to contact a staff member with any questions.



School Hours and Attendance Requirements

School hours are 8:30am until 4:00pm Monday through Friday.

Students must attend the school for at least the number of hours specified by PA school law:

Age	Required hours per day
5 and under	3.25
6-13	5.75
14-18	6.25

Excused Absences

Whenever possible, please notify the school prior to a planned absence or on the day of an unplanned absence. Students who are absent from school are expected to account for their absence to the Attendance Clerk in writing on the day of the student's return to school.

The Attendance Clerk may excuse no more than **five family-approved absences** per student per year. Unplanned absences beyond five are usually only excused for sickness and religious holidays.

In accordance with state law, the Attendance Clerk must notify the student's home school district if a student accumulates three unlawful absences during the school year, or if a student's hours reflect the equivalent of more than five family-excused absences during the school year.



Off-Campus Activities

TRVS allows students to pursue activities beyond the walls of the school such as a family trip, a class, a part time job, an apprenticeship, etc. These must be approved by the Attendance Clerk prior to the planned activity in order to count as school attendance, and must take place with adult supervision. Please ask if you would like the OCA form!



Covid and Attendance

- Students and staff are not permitted to attend school if they are exhibiting symptoms of COVID-19 or have tested positive.
- The Safety Clerk may send home any person exhibiting symptoms of COVID-19.
- Students and staff who have been absent from school because of their COVID-19 symptoms or positive test shall not return until **5 days** after the positive test or the start of symptoms. School Meeting must approve the student to return at that point based on their ability to mask for 5 days upon return.
- Students and staff awaiting the results of COVID-19 testing related to symptoms or exposure should stay home until they receive a negative test *and* remain symptom-free for 48 hours.
- The Safety Clerk may exclude from school any persons deemed to have had close contact with an active or suspected case of COVID-19.
- Like all absences due to sickness, Covid-related absences are always excused.



School Delays and Closings

TRVS follows Pittsburgh Public Schools for weather-related cancellations and delays. In the case of an unplanned school closing or delayed opening that affects only TRVS, the school will send a text via Remind to parents and post it to the Parents of TRVS facebook page.

Busing

Morning and afternoon busing is available to most students through their home school district. The district must be within 10 miles of TRVS and provide busing to its own students. Check your school district's website to find out more about busing options for your child. If students qualify through their home districts, TRVS staff will arrange bus transportation upon request of the parents.

If your child lives within the Pittsburgh Public School District and relies on busing for transportation, please read the PPS COVID-19 Transportation Code of Conduct with your child and ensure that they are familiar with it.

<https://www.pghschools.org/transportationCOVIDcode>

Parents are responsible for alerting their bus company if a student who receives transportation will not be riding the bus for any reason, including symptoms of COVID-19.

Evacuation

In the case of an emergency evacuation, TRVS students and staff will exit the building and cross the street to the playground. Staff will notify parents as soon as possible, and parents can arrange to pick up their child there.



Medication

If a student needs to bring medications to school, they must turn them over to the Safety Clerk immediately upon arrival at school. The Safety Clerk will secure the medication and supervise access.

Medications include:

- drugs and medicines both oral and topical
- vitamins and supplements whose original packaging identifies an active ingredient or warns “Keep out of reach of children” on the packaging

All medications should bear the original label and the name of the child receiving the medication.

Spare Clothing

Students may store seasonally appropriate extra clothes in their personal storage crate or in the coatroom. We strongly recommend that children under 10 keep extra clothes at school at all times.



Illness

IMPORTANT: Please do not send your child to school if they are showing any symptoms of illness.

Symptoms of COVID-19 include: cough, fever, chills, difficulty breathing, fatigue, sore throat, congestion, runny nose, vomiting, diarrhea, loss of taste or smell, and/or body aches.



If your child becomes ill at school, TRVS staff will contact you to come and pick them up. If you are unavailable, we will call those listed on the Emergency Contact form.

Head lice will be treated like an illness; the parent or their designee must pick the child up immediately. They must be completely lice-free before returning to school.

Toileting Accidents

If a student is soiled or wet they will be expected to change into their clean clothes. Students will be expected to clean themselves up independently. If a student is soiled with feces, they will be given baby wipes to clean themselves up independently. TRVS will contact you or those listed on their emergency form for immediate pick up. Students must be bathed and completely clean before returning to school. All soiled clothes will be placed in a bag to be taken home that day.

Get Involved!

Parents can participate in the TRVS community in a variety of ways:

Enjoy a Lunch Hour With Your Child

Students may invite their parents and guardians for hour-long lunch visits up to twice a month. Students must accompany their guests for the duration of the visit. The Attendance Clerk must be informed of the visit no later than the day before.



Share a Resource

Parents who are interested in leading a class, workshop, activity, or other resource for TRVS students are invited to complete a Resource Form describing their idea. This form should be submitted to the school office, and will be stored in the Resource Binder for students to review. Students initiate all activities, and the student or Resource Clerk will contact you if a student would like to utilize your resource. Please contact the school for a Resource Form if you have not filled one out already.

Volunteer

We greatly appreciate help from volunteers for cleaning days and school improvements. We will announce these volunteer opportunities as needed.

Please help out with as much as you can. Our staff is small and we need your support to maintain and grow our school community. Staff will reach out directly for help with scheduled events or predictable needs, but please do not hesitate to offer assistance whenever you are available!



Fundraising

Tuition alone does not cover all of TRVS' expenses, and we are always interested in opportunities to raise funds. If you have an idea or would like to organize a fundraiser, please contact a staff member.

Please consider fundraising in any of the following ways:

- Monetary donations to TRVS are tax-deductible to the full extent of the law. If you or someone you know would like to donate, please make checks payable to Three Rivers Village School or visit our website at www.threeriversvillageschool.org and click on the "Donate" button.
- Supply items from the wish list on our website. If you have supplies or materials you think TRVS may be able to use, please contact Maggie at maggie@threeriversvillageschool.org.
- Crowdfund for TRVS on Facebook, PayPal, GoFundMe or another platform of your choice. For help launching your crowdfunding campaign, please contact Juliet Martinez at j.b.mtnz@gmail.com.



Share Your Thoughts

If you have any questions, concerns, or suggestions, please call or email. If there is information pertaining to your child that you feel we need to know, please don't hesitate to share it with us. Staff is always glad to hear feedback and answer questions about TRVS.



Board of Trustees

The Three Rivers Village School Board of Trustees meets quarterly, generally remotely. Meetings are open to all members of the school community. If you have questions or comments for the Board of Trustees, please email board@threeriversvillageschool.org.



Contacting Other Families

We're omitting the family directory that was previously part of this handbook because that information can change so much over the course of a year. A link to a current directory is generally included in our weekly email newsletter.

THREE RIVERS VILLAGE SCHOOL | 2023-2024 CALENDAR



AUGUST 2023

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

SEPTEMBER 2023

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

OCTOBER 2023

S	M	T	W	Th	F	S
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NOVEMBER 2023

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DECEMBER 2023

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24	25	26	27	28	29	30
31						

August

- 29 – New Student Orientation Day
- 30 – First Day of School

September

- 1 – Back to School Potluck 4:30-6:30
- 4 – Labor Day **No School**
- 15 – Rosh Hashanah **No School**
- 25 – Yom Kippur **No School**

October

- 9 – Indigenous Peoples’ Day **No School**

November

- 23-27 – Thanksgiving Break **No School**

December

- 20 – Winterfest
- 21-31 – Winter Break **No School**

January

- 1-2 – Winter Break continues **No School**
- 15 – Martin Luther King, Jr. Day **No School**

February

- 12 – TRVS Founders’ Day **No School**

March

- 25-29 – Spring Break **No School**

April

- 1 – Spring Break continues **No School**
- 19,22 – Family Conferences **No School**

May

- 27 – Memorial Day **No School**

June

- 13 – Last Day of School
- 13 – Last Day Potluck 4:30-6:30

JANUARY 2024

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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