

2025-2026 SALISBURY ELEMENTARY STUDENT/PARENT HANDBOOK



Salisbury Elementary School
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Allentown, PA 18103

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Absence Line (610) 791-2800 ext 4502

Principal: [Zachary P. Brem](#)
Assistant Principal: [Brian Muschlitz](#)



Welcome to Salisbury Elementary!

We'd like to welcome new and returning families to Salisbury Elementary School for the 2025-2026 school year! Beginning with the 2025-2026 academic year, SES will be implementing the Second Step program in grades kindergarten through 4th grade to help students establish and develop appropriate social-emotional skills. Second Step is a classroom-based social emotional curriculum for students in preschool through junior high (ages 4–14 years), with a distinct curriculum for each grade.

We believe that it takes staff, students, parents, and the community to guide our learners and empower them academically, socially, physically and emotionally. We are proud of our highly qualified and dedicated staff who work diligently to provide positive learning opportunities for our enthusiastic learners. Our parents are also a cornerstone of learning for our students. You are invited to be an active participant at SES. Volunteering in classrooms, joining our PTO, or participating in special events are all important ways that our families can continue to emphasize the importance of education and harbor positive attitudes in our students.

Salisbury Township School District uses an array of technology to support our students such as laptops, iPads, document cameras, Apple Tv's, as well as a wide variety of educational software which are integral to our programming. Throughout the school year our students participate in a number of extra curricular programs such as concerts, educational trips, curriculum celebrations, field day, and assemblies.

This handbook was prepared as a resource of information for parents, guardians, families and students. Additional information about SES can also be found on our website and our Live Feed, Twitter, and Facebook pages. Understanding the expectations and procedures of school life will help our students reach their academic potential and also help them become kind and responsible classmates who are integrally involved in our school community.

We look forward to working with you to make 2025-26 a fantastic school year. We truly believe that partnering with parents and guardians is the best way to help students achieve success in school and in life. Please feel free to contact us with any questions, comments or concerns you may have.

In partnership,

Mr. Zachary Brem, Principal

Mr. Brian Muschlitz, Assistant Principal



salisburysd.org



salisburysd.org/pinterest



salisburysd.org/facebook



salisburysd.org/vimeo



salisburysd.org/twitter



salisburysd.org/linkedin



YouTube

youtube.com/c/salisburyhighschool

salisburysd.org/salisburyboard



salisburysd.org/instagram

The Salisbury community is encouraged to engage using these tools in accordance with the district's Social Media Guidelines located at salisburysd.org/guidelines

We Lead By Being:
Responsible
Respectful
and
Safe

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SALISBURY TOWNSHIP SCHOOL DISTRICT

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Michael Vacaro, Special Education Supervisor

Building Administrators

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Jane Brennan, Assistant Principal, Salisbury High School

Kenneth Parlman, Principal, Salisbury Middle School

Robert Sawicki, Assistant Principal, Salisbury Middle School

Zachary Brem, Principal, Salisbury Elementary School

Brian Muschlitz, Assistant Principal, Salisbury Elementary School

SALISBURY TOWNSHIP SCHOOL DISTRICT

Mission, Vision, Beliefs, and Profile of a Graduate

Mission

Salisbury...Inspire, Think, Learn, Grow... Together!

Vision for Learning

Salisbury Township School District provides every student with access to high-quality education in a safe, inclusive environment. We foster creativity, collaboration, and critical thinking, inspiring lifelong learners who demonstrate kindness, respect, and adaptability. Together, we build a community where lifelong learning, belonging, and personal excellence drive every learner's journey toward future success and responsible citizenship.

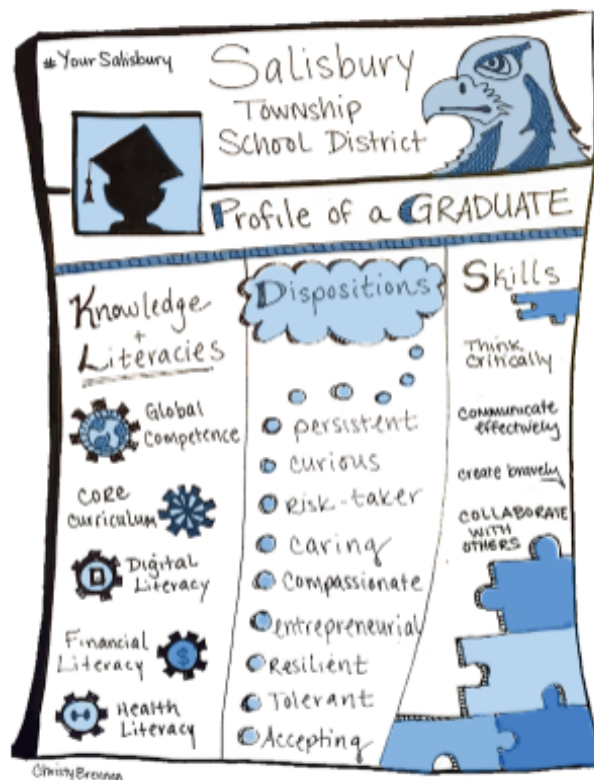
Profile of Graduate

The Profile of a Graduate guides our graduates to the knowledge, skills, and dispositions to be future-ready. Our learning beliefs guide instructional planning.

Learning Beliefs

Profile of a Graduate

During the 2024-25 school year, the district developed a 3-year comprehensive plan that goes into effect on July 1, 2025. The plan is available on the [district website](#) and includes specific action plans to achieve our goals.



STAFF INFORMATION

Position	Last Name	First Name	Phone Ext.	Room #	Email
Principal	Brem	Zachary	4501	Office	zbrem@salisburyusd.org
Assistant Principal	Muschlitz	Brian	4504	Office	bmuschlitz@salisburyusd.org
Admin Assistant	Rooney	Shannon	4500	Office	srooney@salisburyusd.org
Admin Assistant	Rothrock	Danielle	4502	Office	drothrock@salisburyusd.org
Kindergarten	Attar	Christina	4116	A-201	cattar@salisburyusd.org
	Amato	Emily	4121	A-202	eparamonte@salisburyusd.org
	Schey	Jean	4140	A-204	jschey@salisburyusd.org
	Unger	Melissa	4118	A-205	munger@salisburyusd.org
Grade One	Ackerman	Dara	4136	B-202	dackerman@salisburyusd.org
	Bedics	Mary Beth	4135	B-204	mbedics@salisburyusd.org
	Long	Cindy	4132	B-203	clong@salisburyusd.org
	Reinhard	Michaelleen	4131	B-201	mreinhard@salisburyusd.org
	Sugra	Dana	4133	B-205	dsugra@salisburyusd.org
Grade Two	Fortunato	Lori	4128	B-104	fortunato@salisburyusd.org
	Horne	Tina	4130	B-102	thorne@salisburyusd.org
	Shaffer	Angie	4127	B-105	ashaffer@salisburyusd.org
	Zellner	Kristen	4125	B-101	kzellner@salisburyusd.org
	Ziemba	Hollie	4126	B-103	hziemba@salisburyusd.org
Grade Three	Judd	Jennifer	4149	C-204	jiudd@salisburyusd.org
	McGinley	Lori	4148	C-206	lmcginley@salisburyusd.org
	Molitoris	Eric	4146	C203	emolitoris@salisburyusd.org
	Nimeh	April	4122	C-202	animeh@salisburyusd.org
	Somishka	Matt	4145	C-201	msomishka@salisburyusd.org
Grade Four	Hur	Jenny	4124	C-103	jhur@salisburyusd.org
	Stokes	Shannon	4142	C-106	sstokes@salisburyusd.org
	Wied	Kristy	4141	C-105	kwied@salisburyusd.org
	Young	Susan	4139	C-101	syoung@salisburyusd.org
Art	Amorim	Catherine	4153	Art Room	camorim@salisburyusd.org
Music/Instrumental Music	Griffis	Stan	4154	Music Room	sgriffis@salisburyusd.org
Physical Ed	Wood	Amy	4161	Gym	awood@salisburyusd.org
Library Media Specialist/gifted	Habenbuch	Angela	4540	Library	ahagenbuch@salisburyusd.org
STEM/gifted	Kolasensky	Kaitlyn	4133	STEM room	kkolasensky@salisburyusd.org
Computer Tech	Ritter	Matt	4601	Comp. Office	mritter@salisburyusd.org
Learning Support	Gage	Kressa	4129	B-106	kdowling@salisburyusd.org
	Kehm	Tracy	4115	A-102	tkehm@salisburyusd.org
	Kern	Katie	4119	A-206	kkern@salisburyusd.org
			4129	B-106	ckluska@salisburyusd.org
	Shermetta	Kathleen	4117	A-203	kkelleher@salisburyusd.org
Emotional Support	Kantzaridis	Elizabeth	4134	B-206	ekantzaridis@salisburyusd.org
Autistic Support (K-1)	Kelly	Devon	4122	C-202	dkelly@salisburyusd.org
Autistic Support (2-4)	Shiroff	Ashley	4143	C-104	ashiroff@salisburyusd.org
Autistic Support (1-2)	Woodward	Rebecca	4144	C-102	rwoodruff@salisburyusd.org
ESL	Hauser	Wendy	4117	A-104	whauser@salisburyusd.org
ESL	Cantilina	Tami	4114	A-104	tcantilina@salisburyusd.org
ES Behavior Interventionist	LaPlaca	Celynnann	4134	B-206	claplaca@salisburyusd.org
Behavior Interventionist	TBD	TBD	4555	Beh Office	@salisburyusd.org
Reading Specialist	Cumello	Heather	4112	A-101	hcumello@salisburyusd.org
Comprehensive Support	Kasaczun	Diane	4113	A-103	dkasaczun@salisburyusd.org
Speech & Language	Mackay	Lauren	4506	A-pod office	lmackay@salisburyusd.org
Speech & Language	Merkel	Ashley	4506	A-pod office	amerkel@salisburyusd.org
Psychologist	Kosman	Dana	4530	Psych Office	dkosman@salisburyusd.org

Counselor	Hill-Boddie	Cyndee	4549	B-pod office	chill@salisburyasd.org
Counselor	Bove	Alexis	4549	B-pod office	above@salisburyasd.org
Certified School Nurse	Peters	Michelle	4520	Health	mpeters@salisburyasd.org
Certified School Nurse	Walter	Danielle	4520	Health	dwalter@salisburyasd.org
Maintenance	Marshall	Scott	4560	Maintenance	smarshall@salisburyasd.org
Maintenance	Laub	Carl	4560	Maintenance	claub@salisburyasd.org
Kitchen	Sawchak	Adam	4550	Kitchen	asawchak@salisburyasd.org
LVCC			4159	LVCC	www.LVCCOnline.org

SALISBURY TOWNSHIP SCHOOL DISTRICT

Student/Teacher Calendar - 2025-2026 School Year

AUGUST '25						
S	M	T	W	Th	F	S
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						

19, 20, 21 - Teacher In-Service Days
 25 - Student Orientation Grades K, 5 & 9
 Early Dismissal
 SMS/SHS 12:15pm, SES 1:15pm
 26 - First Day - All Students Report
 29 - No School - Students & Teachers

SEPTEMBER '25						
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				

1 - No School

OCTOBER '25						
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	

13 - Teacher In-Service Day No School
 17 - Early Dismissal SMS/SHS 12:15pm
 SES 1:15pm

NOVEMBER '25						
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						

4 - Teacher In-Service Day No School
 24 - Early Dismissal SMS 12:15pm
 Early Dismissal SES 1:15pm
 25 - SES ONLY No Students
 SMS Early Dismissal 12:15pm
 26, 27, 28 - No School

DECEMBER '25						
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			

1 - No School
 22-31 - No School

JANUARY '26						
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

1-2 - No School
 9 - Early Dismissal SMS/SHS 12:15pm
 SES 1:15pm
 19 - No School

FEBRUARY '26						
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

13 - No School
 16 - No School
 17 - Teacher In-Service Day No School

MARCH '26						
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				

18 - Early Dismissal SES 1:15pm
 19 - SES ONLY No Students
 20 - Teacher In-Service Day No School

APRIL '26						
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		

2-3 - No School
 6 - No School

MAY '26						
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						

8 - Early Dismissal SMS/SHS 12:15pm
 SES 1:15pm
 22 - Teacher In-Service Day No School
 25 - No School

JUNE '26						
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	1	2	3	4

11-17 - Inclement Weather Makeup Days
 19 - District Closed
 July 3 - District Closed

Tentative End of Marking Period Dates

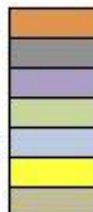
SES 1st Trimester - Nov. 14, 2025
 2nd Trimester - Feb. 20, 2026

SMS/SHS 1st Marking Period Oct. 29, 2025
 2nd Marking Period Jan. 22, 2026
 3rd Marking Period Apr. 1, 2026

Teacher Days	Student Days
Aug 7	4
Sept 21	21
Oct 23	22
Nov 17	16
Dec 14	14
Jan 19	19
Feb 18	17
Mar 22	21
Apr 19	19
May 20	19
Jun 8	8
188	180

Key

Orientation Grades K, 5 & 9
 First Day - All Students
 Teacher In-Service Days
 Early Dismissals
 Parent/Teacher Conferences
 No School
 Makeup Days



Tentative last day of school for students & teachers is June 17, 2026
 if all inclement weather days are used
 Additional emergency make-up days will be added to the end of the year

Act 80 Days

Aug. 20, 2025 Nov. 25, 2025
 Aug. 21, 2025 Mar. 19, 2026

Admission of Beginning Students

(Salisbury Township School Board Policy #2E.1)

Initial admission to kindergarten or first grade shall be on the basis of chronological age.

Students less than six (6) years of age entering school, for the first time, shall not be admitted to kindergarten or first grade after the first two (2) weeks of school. Kindergarten and first grade students who transfer into the District from another kindergarten or first grade class during the year shall be admitted beyond the first two (2) weeks of the school year.

The entrance age for kindergarten students shall be five (5) years or more on or before September 1 of the school year for which admission is being sought. This age requirement also applies to out-of-state, public, and private school transfer students. If a kindergarten student is enrolled in or has completed an accredited program, they may, with appropriate documentation, continue with the current sequence.

Students who will turn five after September 1, but before October 1 of the same school year may, at the discretion of the District, be admitted prior to turning five on a select, provisional basis. Requests for early admission to Kindergarten must be received by May 1. Potential Kindergarten applicants who have moved into the Salisbury Township School District after this deadline may request Early Admission to Kindergarten on or before August 1 of the year of intended enrollment.

Where a parent/guardian has submitted a timely written request, school personnel will determine if the student meets the social, intellectual, and emotional criteria for placement in Kindergarten. The administrative guidelines for this policy will articulate clearly established criteria for early-admission eligibility. Students who turn five on or after October 1 shall not be eligible for early admission consideration.

Students who are granted early admission to kindergarten through this process and successfully complete their kindergarten year shall be permitted to automatically proceed to first grade the following year.

The entrance age for first grade students shall be six (6) years or more on or before September 1 of the school year for which admission is being sought. This age requirement also applies to out-of-state, public, and private school transfer students. If a first grade student is enrolled in or has completed an accredited kindergarten program, they may, with appropriate documentation, continue with the current sequence.

ASSEMBLIES/SCHOOL PERFORMANCES

At various times throughout the year the children have the added advantage of some outstanding learning experiences through PTO and school sponsored assemblies, school programs, and classroom presentations.

Educational assemblies are held during the school day. The intended audiences for education assemblies are the currently enrolled students of the elementary school. Occasionally student performances are held during the school day. The invited audience will include parents, grandparents, pre-school children and friends of the family. Older or younger brothers or sisters, not involved in the program, must remain in the classroom as this would conflict with instruction and provide distraction. Every effort is made to distribute assemblies across days of the week and between morning and afternoons so that students do not always miss the same area of the curriculum.

ASSESSMENTS

[\(Salisbury Township School District Board Policy #3A.4\)](#)

The Elementary building recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards. In addition to curriculum based assessment provided on an ongoing basis, students receive the following adopted assessments:

Grades K-4	FastBridge Assessments
Grade 3	PSSA English Language Arts, and Mathematics
Grade 4	PSSA English Language Arts, Mathematics, and Science
ESL	WIDA Assessment and Placement Test (WA-PT) and WIDA ACCESS TESTS

The PSSA and WIDA tests will be published in the Salisbury Township District calendar. Please check this calendar every year for the week of Standardized Testing before scheduling any family trips so you can give your child the opportunity to take the assessment in an atmosphere most conducive for testing with his/her classmates.

ATTENDANCE

[\(Salisbury Township School Board Attendance Policy #2D.1\)](#)

Attendance Notice to Parents/Guardians

It is mandatory for all children of compulsory school age, having a legal residence in Pennsylvania, to attend school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught. Compulsory school age is defined as “the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age”.

What is an excused absence?

An absence is considered “excused” where the child has a written explanation from his/her parent or physician that provides an acceptable reason for the absence.

- Parents and students must submit the written explanation **within three calendar days of the absence.**
- An absence that should not be categorized as unlawful is one in which a student who is involved with the county children and youth agency or juvenile probation office is required to leave school for the purposes of attending court hearings related to their involvement with these agencies. A student will also be excused to obtain professional health care or therapy by a licensed healthcare professional. The following are not acceptable absences: employment, visiting away from home, shopping, or oversleeping.
- When the student is sent home during the school day by the school nurse, the student’s absence will be considered “excused” for the day that the student is sent home. Parents/guardians must follow the above process for any days after the day that the student is sent home by the nurse.

Failure to provide a written excuse within three days of the absence for an acceptable reason will result in the absence being declared unexcused/unlawful.

How many days of absence can be verified without a physician's excuse?

A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days will require an excuse from a physician. The excuse from the physician must be written out by the physician who treated the child or the physician who supervised the treatment of the child. Cumulative is defined as total absences per school year. Educational trip requests (college visits, etc.) are parent requests and will be counted toward the maximum of ten days of cumulative lawful absences per school year.

What is late or tardy?

Late is arriving to school for an approved reason and tardy is arriving at school for an unapproved reason. Students will be classified as late or tardy if they arrive at school within the first 90 minutes of the school day. After 90 minutes, students will be considered absent for one half (1/2) day. Students missing more than 1/3 of any school day will be considered absent for a full day.

What happens when a child has unexcused absences?

After a student has three (3) unexcused absences, by certified and regular mail, the school will send a Parent/Guardian Notice of Truancy letter to the parent/guardian who lives with the child. If the child is not living with a biological or adoptive parent, a copy of the notice will also be sent to the biological or adoptive parent, provided that the parent's mailing address is on file with the school and the parent is not restricted from receiving the information by a court order. At the high school, students may not make up schoolwork for the period of the unlawful absence.

If the child continues to have unexcused absences after the school has sent a Parent/Guardian Notice of Truancy letter, the building principal will coordinate a School Attendance Improvement Conference (SAIC) to discuss the child's absences and develop a School Attendance Improvement Plan to improve the child's attendance, with or without additional services. The child's parent/guardian will be invited and encouraged, although not legally required, to attend the SAIC.

What is habitual truancy?

Habitual truancy is when a child has six (6) or more unexcused absences and/or has accumulated excessive tardy minutes. Three hours and 15 minutes of accumulated tardy equals ½ day unexcused absence. Six hours and 30 minutes of accumulated tardy equals one full day unexcused absence.

What are the consequences for habitual truancy?

After a SAIC is held, there are additional consequences for habitual truancy. The consequences depend on the age of the child.

- For children under the age of 15, habitual truancy will result in a referral to Children and Youth Services (CYS). The school may also file a citation in the office of the District Magistrate against the child's parent/guardian.
- For children over the age of 15, habitual truancy will result in the filing of a citation in the office of the District Magistrate against the child or the parent/guardian who is living with the child.

What are the penalties for a citation from the District Magistrate for habitual truancy?

- A fine not to exceed \$300 together with court costs for the first offense. The maximum fines may increase with each subsequent offense.
- Community service.
- The completion of a course or program approved by the judge.
- Where the parent/guardian fails to follow through with the penalty imposed by the court, the parent/guardian may be sentenced to three (3) days in county jail.
- Where a child does not follow through with the penalty imposed by the court, the child may have his/her learner's permit or driver's license suspended.

Where can I get more information?

Salisbury Township School District School Board Policy 2.4.4 contains all of the policy and school code regulations for compulsory attendance.

Temporary Medical Excusals

(Salisbury Township School District Board Policy #2D.2)

Salisbury Township School District recognizes that students may need to be absent for an extended period of time due to unforeseen medical issues. In order to accommodate students with this need, the following must be met:

A student will be considered for a **temporary** medical excusal if the student suffers from a temporary medical and/or psychiatric condition considered medically urgent and so severe that: a) it is likely to persist for more than two (2) weeks, b) it prevents even partial attendance during the two (2) week timeframe and c) the excusal is recommended by a licensed physician, psychiatrist or psychologist.

The parent/guardian must submit a **complete** application for approval. These can be obtained from the school counselor, completed by both the parent/guardian and physician and submitted to the Principal.

Temporary medical excusals will be in effect for a period not to exceed 60 calendar days with only one renewal permitted based upon completion of a new application.

Students on a temporary medical excusal are not eligible to participate in any clubs, field trips, programs/performance and/or other extracurricular activities.

Tutoring during a temporary medical excusal may be provided at the discretion of the District. It will only be provided for excusals exceeding four (4) weeks and shall not exceed five (5) hours per week. It is the parent's/guardian's responsibility to obtain a student's work from the school and must be present during the temporary tutoring.

Absence Procedure

The Elementary building has a telephone answering service for parents to report the absence of a child from school. Please call 610-791-2800 ext 4502 before 9:00 AM and state your child's name, name of homeroom teacher, and the reason for absence. If we do not hear from you by 9:00 AM, parents/guardians will receive an automated email and/or text message & phone call to verify that your child is home ill, but safe.

In addition to calling in your child's absence from school, the state law requires that you send in a **written excuse** when your child returns. This excuse requires a parent signature and it needs to state the following: child's name, date of absence, and specific reason for absence. A written excuse is required each time a child is absent, late, or dismissed. If no excuse is returned **within three (3) days** after returning from an absence, the absence is recorded as unexcused.

Planned Absences for Vacation/Educational Trip

Requests for a planned absence must be made in writing at least **two weeks** prior to the absence. Planned Absence Request forms are available in the office and on Salisbury Elementary School's website. Administrator approval is required for planned absences. Requests must be submitted at least two weeks in advance so that the teacher can make necessary preparations to provide you with the academic material that will be covered while on vacation. A letter of permission will then be granted by the principal in writing, after careful consideration of student attendance and academic standing. If approved, the student will be responsible to complete work that will be missed during his/her absence. The number of planned absences will be determined by the administration. These pre-approved absences will be counted towards the ten (10) days as previously stated in the above Frequent Absences section.

Also, check the Salisbury Township School District Calendar every year for the week of Standardized Testing before scheduling any family trips so you can give your child the opportunity to take the assessment in an atmosphere most conducive for testing with his/her classmates.

BEFORE AND AFTER SCHOOL DAYCARE PROGRAMS

Lehigh Valley Children's Centers provides a before and after-school daycare program for students who attend our school. The program is run by an independent vendor and provides supervised play, activities, and help with homework. Parents pay a weekly fee for the program. For more information, please call Lehigh Valley Children's Centers, at 610-791-3906.

BIRTHDAY AND PARTY ITEM TREATS/PRIVATE PARTY INVITATIONS

Private Party Invitations: Invitations for private parties may not be given out during the school day unless the entire class is invited.

Due to our primary concern for student safety and the increase in food allergies among children, it is necessary for us to issue the following parameters for classroom celebrations.

Birthday Parties: Food treats for birthday celebrations are not permitted. If you would like to celebrate a child's birthday, we encourage you to consider non-edible items such as stickers, crayons, pencils, pencil toppers and bookmarks.

Classroom Parties (Book Character Costume Day, Winter Holiday, Valentine's Day): Due to allergy concerns, no snacks containing nuts or nut oils are permitted. Only fruit, vegetables and pre-packaged items in the original packaging with the ingredients clearly listed are permitted. Neither home baked nor baked goods made by a grocery

store are acceptable for classroom parties. The classroom teachers and school nurse will be responsible for monitoring ingredient labels of prepackaged food. Classroom teachers, in coordination with the school nurse and principal, will generate a list of acceptable pre-packaged items considerate of particular known allergies of students in the classroom.

Please view the [Party Item Treat/Snack List by clicking this link](#).

BOARD POLICIES

The Salisbury Township School District School Board regularly develops and updates policy that impacts students, parents, staff and the operations of the school district. Parents and students are encouraged to make themselves aware of the following Board policies that impact students, parents and programs.

- [Section 2](#) - Students and Student Services (all except 2Es)
- [Section 3](#) - Academic Requirements, Curriculum and Programs (3As and 3Ds)
- [Section 7](#) - Technology (all)

BUS INFORMATION

Bus information may be found by logging into the Parent Portal. Please reference the communication from the school district that contains your login information and procedures to access this information for your student(s). Information on the parent portal will include bus number, bus stop location, and pick up time. All children should be at their designated bus stop at least five minutes prior to the pick up time. If there is a bus problem, please call Christopher Smith, Director of Transportation, at 610-797-2062, ext 1306 during office hours of 8:00 AM to 3:30 PM. For **bus related emergencies, during the hours of 7:00-8:00 AM and 3:30-4:30 PM**, please call Joanna Garcia, Operations Manager of Paragon Transit at 610-797-0432.

Bus Transportation Policy

When departing for school, children should be at the bus stop at least five minutes before the bus is scheduled to arrive. A child must go home on his/her assigned bus. In the event that a kindergarten or 1st grade parent/guardian is not at the bus stop at dismissal, the child will be returned to school at the end of the bus run.

Special Bus Transportation Arrangement

When a special transportation arrangement for students is necessary, (e.g. babysitter, daycare, friend to friend house, traveling home on a bus) the school office needs the request **in writing 3 days prior to date of need**. The purpose of this procedure is to ensure enough seating space on the bus for arrival and dismissal. If a child visits another child after school and it becomes necessary to travel home on a bus other than the regularly scheduled bus, a note from **each** child's parent is required.

- In the event that both notes are not received, office personnel will call to verify the arrangement. If the office is unable to verify, the visiting child will be sent home on his/her regularly scheduled bus.
- Please note that the above request will be denied when a bus is filled to capacity. Notes must be received in advance.

Bus Rider Rules and Regulations

For the children's safety and protection, there are certain rules to be followed when riding a school bus. Riding the bus is a privilege and not a right. Proper behavior is required for the safety and welfare of all individuals.

- Walk to and from the bus in an orderly manner.
- Cooperate with the driver and follow directions the first time they are given.
- Stay in your seat and keep your head, hands and feet inside the bus.
- Do not eat, drink, or smoke on the bus.
- Do not yell, fight, push, or shove.
- Do not tamper with or damage bus equipment.

- Do not bring pets on the bus.
- Do not bring flammable material on the bus.
- Keep the bus clean.
- Students may not change bus stops without a bus pass.
- Use of electronic devices is at the discretion of the bus driver but must conform to Salisbury Township School District's Acceptable Use Policy. Students MAY NOT use devices to make audio or video recordings of other students or take photos. Students are subject to Salisbury Township School District's Acceptable Use Policy when using devices on the bus.

Please note that a bus driver, building administrator, or teachers are all authorized to assign seats.

Bus Discipline Procedure

In most cases, minor bus infractions are corrected through a discussion of expectations between the bus driver and the respective student(s). If inappropriate behavior is significant or repetitive, the bus driver will fill out a Behavior Tracker form. The principal may follow up with the infraction notice by investigating the incident and conferencing with the involved students. Consequences for the behavior could result in a warning, an assigned seat, a parent/guardian conference with the principal, and/or loss of bus privileges for a specified amount of time. As per school board policy, all buses are monitored with audio and video recording. Recordings may be accessed for investigation of bus incidents.

CAFETERIA BEHAVIOR

Cafeteria service is provided for student convenience. A few simple rules of decorum will ensure that the cafeteria will function as intended. It is important for students to adhere to the following:

- Students must remain in the cafeteria for the entire lunch period unless excused by one of the staff in charge.
- Cards, toys, electronic devices, personal stereos, etc. are prohibited in the cafeteria.
- Students may not purchase food items and charge to another student's account.
- The following rules are posted in the cafeteria:
 - o Use quiet voices and bodies
 - o Stay in your seat
 - o Walk
 - o Clean up your area
 - o Keep hands/feet/and food to yourself
 - o Respect self, others, and the cafeteria

Failure to comply with any of the above will result in disciplinary action at the discretion of an administrator.

CARE OF SCHOOL PROPERTY

(Salisbury Township School District Board Policy #2B.8)

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. The Board charges each student in the schools of this District with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. It is the policy of the Board that students who willfully cause damage to school property, or whose violation of a school rule or rules resulted in damage to school property, shall be subject to disciplinary measures.

Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child and shall be required to make restitution for damages incurred by their child. The Board may report to the appropriate juvenile authorities any students whose damage of school property is serious or chronic in nature.

CHANGE OF STUDENT/CONTACT INFORMATION

Please let us know **in writing** when you have a change of information for any of the following: custody, address, telephone number, emergency phone number, email address.

COMMUNICATION BETWEEN SCHOOL AND HOME

We strongly believe in a two-way communication process. We encourage you to be involved in your child's academic program. We have an excellent staff, dedicated to providing a quality education for all children within their care. We look forward to working closely with you in a cooperative effort. The best time to speak to a teacher is between 8:15 AM and 8:45 AM daily. In addition, teachers may be reached via e-mail at the addresses listed in the front of this handbook. Because they often have before and after school meetings, please allow teachers the courtesy of a 48-hour turnaround time to respond to you. If you have a concern requiring immediate attention, please call the school office. **Always begin your dialogue about a child concern with the classroom teacher.**

School Website

Information about our school, including a calendar of events, is available on our [school website](#).

Community Web Portal

As the District becomes more technologically advanced, more services for families are available online. One of the services that has been online for over five years is our [Community Portal](#) where students and parents/guardians can access a whole host of student information. All BUS TRANSPORTATION ASSIGNMENTS will be shared with families via the Community Portal. All information will be accessible only through the Community Portal. [Visit this link to learn more!](#)

Social Media

Information about our school is frequently shared via our website and social media. The school posts information on the Live Feed, Twitter, and Facebook. Please visit these sites often for upcoming events, news, pictures, and information.

Open House

~~In September~~ At the Beginning of the School Year, we host formal Open House Nights for Grades K-4 so that parents/guardians can learn what wonderful things are happening in the classrooms at our school, as well as the overall philosophy, goals, procedures, and upcoming events for the school year. An opportunity is provided to meet your child's teacher and to find out more about our various curricula, procedures, and expectations. Meet your child's principal and hear an overview of the school's procedures, responsibilities, upcoming events, types of communication, and goals of the school. The actual dates and times for the respective Back to School Nights are listed on the school website calendar. This program is developed for adults only and child care is not available.

COMPUTER AND INTERNET GUIDELINES

The focus of technology use in Salisbury Township School District is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online and local network resources is essential to survive in the 21st century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over students who do not have regular access. With this in mind, efforts are being made to provide access to quality resources that will hopefully reshape how students learn. With the availability of laptop computers comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the laptops.

Students live in an on-demand, technology dependent world. They learn differently and approach school work differently than students did even a few years ago. This impacts learning. As we enter the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these 21st century students is the computer. The use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Establishing a new environment for such learning takes careful planning and consideration. We hope the information in this document provides useful advice, best practices and practical solutions. This document is not meant to be “all inclusive” and will remain a work in progress as we implement our district Technology & Learning Implementation Plan.

Technology and technology empowered students are here to stay. Salisbury Township School District wants to capitalize on young people’s affinity for technology and engage those students in learning in a more relevant way in a world that is becoming increasingly technology driven.

The policies, procedures, and information within this document apply to all laptops used in Salisbury Township School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

Taking Care of District Issued Electronic Devices

Students and teachers are responsible for the general care of the laptops they use. Laptops that are broken or fail to work properly must be taken to the building computer technician for immediate attention.

General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by the teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the district.
- Laptops must never be left unsupervised. When not in use, laptops should be locked in the appropriate storage cart. The security of laptops is ultimately the responsibility of the teacher. Notify the school computer technician as soon as you notice a laptop missing.
- Laptops must be signed out using the online schedule created and maintained by the computer technician. The requesting teacher is responsible for retrieving and returning laptops to the appropriate cart according to the online schedule.
- Laptops are to remain in the building and are not for home use by elementary students.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Dirty screens should be cleaned with a soft, dry cloth or anti-static cloth. Your computer technician can help you acquire these materials.

(Salisbury Township School District Board Policy [7A.1 - Acceptable Use of the Internet and the District's Network](#))

(Salisbury Township School District Board Policy [7A.2 - Acceptable Use of District-Owned Technology](#))

COPPA

What is COPPA?

The [Children's Online Privacy Protection Act \(COPPA\)](#), requires parental notification and consent for student use of district-approved online resources for instructional purposes. The law permits schools to act as the parent's agent and can consent to the collection of student information on the parent's behalf with parent permission. By signing the handbook, you are providing consent for your child to use educational programs on the [district approved list](#). Please remember to check the list regularly for updated content.

What web-based applications are we using?

A complete list of the educational programs used along with their privacy policies and terms of service can be found [here](#). Salisbury Township School District is committed to providing your student with the most effective web-based tools and applications for learning.

Any additional web-based educational programs and services which our schools may add during the academic year will be accompanied by a separate request for parent permission.

Contracted Services

For some contracted services, the contractor discloses it is "COPPA-Compliant." For these web tools, parent permission is not required. At this time, Salisbury Township School District creates student accounts for several contracted computer software applications and web-based services such as: Study Island, Reading Eggs, STAR, EnVisions, Discovery Streaming, Google Apps for Education, Scholastic, and Moodle. By contract, these vendors have agreed to protect student privacy and adhere to COPPA regulations.

How can I learn more? For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>.

DISTRICT ACTIVITY CALENDAR

The district provides an Online Activity Calendar which may be found at the district website <https://www.salisburysd.org>. The calendar lists all of the major events that occur in the various buildings across the year.

DRESS

[Salisbury Township School District Board Policy 2B.1](#)

Our school is a place of business. Receiving an education is one of the most important 'jobs' a person will ever have, and the way one dresses can affect the attitude, performance, and behavior of oneself and others. Students are expected to dress appropriately for school. Good judgment would indicate that certain types of clothing are inappropriate in the school setting. Any form of dress that is unsafe, disrupts school, or detracts from the learning process is prohibited. The school insists upon decency, cleanliness, and appropriateness of dress at all times.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately halfway in length on the upper thighs ([see image below](#)). All shirts must have straps. All shirts must contact the top of the waistline and not expose any portion of the torso. Rips or tears in clothing must be lower than the upper thigh area.
2. Shoes must be worn at all times and should be safe for the school environment—slippers shall not be worn, except for school activities approved by building administrators.
3. See-through or mesh garments may only be worn with appropriate coverage underneath that meets the minimum requirements of the dress code.

4. Headwear, including hats, hoods, caps, etc., is permitted only for documented religious, medical, or other reasons permitted by school administration.
 5. Sunglasses may only be worn if a student has a medical condition verified by medical documentation.
 6. Specialized courses such as physical education, or activities may require specialized attire or safety wear.
 7. Clothing containing sexual references, obscenities, suggestive remarks, or reference to alcohol or illegal substances is not permitted. Tattoos of this nature must be covered at all times and may not be visible.
 8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected individual classification. There will be absolutely no tolerance for any individual choosing to express hate speech in their dress.
- **When student dress presents a danger to his/her health and safety, the student will be required to change his/her clothing. Violation of the dress code will result in disciplinary action, including but not limited to a student being required to change his/her clothes and a phone call to parents/guardians.**
- **Building administrators reserve the right to determine what constitutes appropriate dress.**



DROPPING OFF FORGOTTEN ITEMS AND PICKING UP HOMEWORK

Our goal is to promote academic proficiency and student responsibility. The only items permitted to be dropped off after the start of the school day at 9:00 AM are: student lunches, eyeglasses, medical devices, medicine, school work, musical instruments, and food treats for special occasions. Once dismissed, students will not be admitted back into the building to retrieve forgotten books, papers, etc needed for homework. Please be sure your child is appropriately dressed for the day. You may choose to have your child leave a sweater, sweatshirt or jacket at school for unexpected circumstances.

ELECTRONIC DEVICES

The use of laser pointers, attachments, telephone paging devices/beepers, and personal gaming systems by students on school property, buses, and other district vehicles are prohibited. The Board prohibits use of cellular telephones during regularly scheduled school hours in district buildings. In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

[Policy 7A.1](#): All access to the Internet by students while on school grounds or at school-sponsored functions/trips must be through the District's network. Access to the Internet during school hours via 3G/4G-capable devices or other non-District connections is expressly prohibited.

Parents/Guardians are asked to call the main office during school hours to relay emergency messages or to speak to a student directly. Parents/Guardians are reminded that the use of electronic devices to make or receive calls is not permitted during the school day. Consequences will apply for those students who use personal devices beyond the times identified as acceptable.

Electronic Entertainment Devices

Electronic entertainment devices and headsets may not be used in school. However, these devices may be used on the bus. If brought to school for bus use, these devices must be kept in the student's school bag during the day. These items are not the responsibility of the school. However, it would be wise to put your child's name on these items or keep them at home for enjoyment.

EMERGENCY CARDS/AUTHORIZATION RELEASE FORM

Emergency cards for Health Room use and School Reach/Emergency Release Information forms for teacher and office use will be sent home on the first day of school. It is important that you complete the Emergency Card and update the School Reach/Emergency Release Information form and return both documents to school as soon as possible.

EMERGENCY DRILLS

In compliance with state regulations, we will conduct fire, lockdown, and weather emergency drills at required intervals during the school year.

ENTERING AND EXITING THE BUILDING

Entry Procedure

Daily Morning Drop-Off

- Students who arrive before 8:45 AM for a special event may be dropped off at the main entrance, where they will be met by the teacher who has arranged the special event.
- Students who are dropped off between 8:45 AM and 9:00 AM must be dropped off using our drop off line in the main parking lot.
- Students who need adult assistance entering the building (ex. musical instruments, projects, etc.) should be escorted to the main entrance. Vehicles must be parked in the main parking lot. Parents must accompany the student to the main entrance.
- The Parent Drop-Off door is automatically locked at 8:45 AM. Students entering after 8:45 AM, must report with an adult to the main office.

Exit Procedure

Daily Dismissal

Maintaining the safety and security of our students, staff, and families is a continuous conversation. A SES Safety Committee (in addition to a district committee) continually reviews procedures and protocols to ensure necessary supervision of our students, while also being cognizant of our desire to have our schools be accessible to our families.

Please review the information below regarding our dismissal procedures. It is critical that parents and guardians understand these procedures to ensure smooth and safe operation of our practices. We appreciate your support in monitoring the safety of all Salisbury Elementary students.

The deadline for making dismissal changes in SDM for that day is 2:15PM

3:25PM

- **Walkers/Bikers dismiss through the main doors**
 - Daily, walkers and bikers are required to initial the sign out sheet before leaving the building
 - The names of the students who are Car Riders will be announced over the intercom.
- **Car Riders and Parent Walk Up students will dismiss directly from the classroom and exit through the main doors and walk to the parking lot crosswalk**
 - Any student that is a Car Rider or Parent Walk Up must be picked up by their parent/guardian utilizing the automated Car Rider process
 - Any family member arriving to pick up their child as a Car Rider will check in and proceed through the Car Rider line. Vehicles will be asked to occupy parking spaces with RED lines after the crosswalk. Parents or Guardians utilizing the Walk up QR code will wait on the far side of the parking lot crosswalk
 - After verification of identity, Parents/Guardians of Car Riders will remain in their vehicle and a staff member will escort the children to each vehicle.
 - Parents/Guardians will remain in vehicles. Should a parent need to enter the building, students and parents/guardians must continue to cross the driveway at the crosswalk(s) where a Crossing Guard is

present. Please do not cross the bus lane outside of the crosswalk(s). Cars are not permitted in the bus lane.

- After completing the sign out process, any student, parent, or guardian that needs to re-enter the building to use the restroom, pick up forgotten items, etc. must go to the main doors to buzz in. You will also be required to sign in at the main office.

- **3:30PM**

- **Bus Dismissal begins through main doors**
- Buses will depart daily at 3:45

If your child has a consistent dismissal plan and there is a change in that plan, please access the dismissal software (SDM) to make a dismissal exception. If this change involves going home with another student, a note is also required from the parent of the other student and the main office must be notified by a parent/guardian of each student. The deadline for notifying the school office of dismissal changes for that day is 2:15PM

Early Release (Leaving School Early)

If it is necessary for a child to be dismissed or to leave school early, ***an exception must be made in the School Dismissal Manager (SDM) app.*** If another parent/guardian will be picking up your child, please make this change in SDM. The adult picking up the child needs to follow the Car Rider Line or Parent Walk Up guidelines.

Dismissal on Early Release Days.

At various times during the school year, students are dismissed earlier than the normal 3:45 PM time. For most early release days, students in grades K-4 leave at 1:15 PM. Please see the school district calendar for specific dates and times.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

We act in accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure.

All policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is a federal law designed to protect the privacy of education records and to establish the right of students to inspect, review, amend and restrict access to their education records.

COMPLAINTS: If you believe that the school district is not complying with FERPA or not guaranteeing you your rights as previously outlined, you may file a letter of complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

In compliance with FERPA, the district will annually notify students of their rights and the institutional policies pertaining to the FERPA. A full copy of the district's Student Records Policy is available at www.salisburysd.org.

FAMILIES EXPERIENCING HOMELESSNESS:

If you and your family are currently experiencing homelessness, you may qualify for certain rights and protections under the federal McKinney-Vento Act. Please contact our district social worker, Jill Williams at jwilliams@salisburyysd.org or 797-4107 ext. 2507 for more information.

FIELD TRIPS/EDUCATIONAL TOURS

[\(See full policy @ Salisbury Township School District Board Policy #3D.1\)](#)

The Board recognizes that field trips - when used as a device for teaching and learning integral to the curriculum - are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips can:

- Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.
- Arouse new interests among students.
- Help students relate school experiences to the reality of the world outside of school.
- Afford students the opportunity to study real things and real processes in their actual environment.

Definitions

A **field trip** shall be defined as a school-sponsored trip planned by a teacher(s) for an entire class or grade and one in which the trip purpose and destination follow the curriculum and planned course for the class or grade. Field trips shall be for the purpose of enriching and supplementing instruction in the various areas of curriculum study. A field trip planned for a specific grade, class, or group shall be made available to all members of said grade, class, or group.

A **class trip** shall be defined as a school-sponsored trip planned by a teacher(s) for an entire class or grade. The trip is considered to be a culminating social/ recreational class event for no more than one (1) school day per class. A class trip is planned for a specific grade or class and shall be made available to all members of said grade or class. Class trips shall not include overnight travel or stays.

An **intradistrict trip** (within the school district) is not considered a field trip as defined in this policy.

Elementary Field Trips

Field trips must have the approval of the building principal before any announcement is made to the students. Elementary building principals are responsible for maintaining equity and fairness to all students in the district in approving field trips. Overnight trips require prior Board approval. Parental waivers are required.

Use of electronic devices is at the discretion of the staff but must conform to Salisbury Township School District's Acceptable Use Policy.

The district will use the **National Terrorism Advisory System (NTAS), The Center for Communicable Diseases and appropriate federal, state and local authorities** to determine if trips will be cancelled due to national security or health threats. In the event of any national emergencies, the trip will be canceled if a High or Severe Threat Level is declared at the time that the decision must be made regarding the need to cancel the trip. At the time that parents/guardians are advised of the details of the trip they must be advised of the possibility that deposited funds may be lost in the event that a trip is canceled.

Accommodations for Students with Disabilities

The District shall provide all necessary accommodations for students with disabilities to be able to participate in field trips, as required by law. The building principal shall be responsible for ensuring that students with disabilities shall be properly accommodated and that a nurse is in attendance on all field trips where required for a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities in Education Act (IDEA). It shall be the responsibility of the school principal to ensure that trip sponsors and adult chaperones receive appropriate and necessary information regarding students with disabilities to enable them to accommodate such students on the trip.

Field Trip Immunizations

No student shall be admitted to or permitted to attend the District, including field trips, unless the student has received the legally-required immunizations, as set forth in 28 Pa Code Chapter 23, Subchapter C (relating to immunization) or has qualified for and received a legally-valid exemption or provisional admission.

Students who do not go on field trips

Alternate programming will be provided for students whose parents prefer their child not to attend the field trip. Parents should not keep the child home in lieu of attending the field trip. Children who are absent without an excuse will be marked unexcused for that day.

Teachers will provide each chaperone with an itinerary for the day. The itinerary will list names of students assigned to the chaperone, schedule for the day, departure times, emergency phone numbers, relevant medical information, and curriculum expectations for the day. Parents may not leave areas designated by the teacher during the field trip.

- The PTO will fund educational trips at the discretion of building and district administrators.
 - School staff will designate the number of chaperones needed per field trip.
 - At the minimum, chaperones are required to have an approved Act 24 form on file. Chaperones may be required to have additional clearances on file based on their role for the trip. Please see the section on Volunteers for additional information regarding clearances.
 - Chaperones who accompany a PTO funded field trip must be members of the PTO or reimburse the PTO for the full cost of their travel and venue admission.
 - Homeroom parents (defined by the teacher) will be given the opportunity to chaperone one field trip per year as a thank you for their service.
 - Chaperones for field trips must be a parent or guardian of a student attending the trip.
 - Chaperones will be selected by a lottery system.
 - Once a parent has served as a chaperone his/her name will be removed from the lottery for that year.
 - Chaperones are responsible for a student group and may not drive separately. Their attention to the group is needed on the bus as well as at the event.
 - Prior to departure chaperones must consult with the classroom teacher to determine if any students may not be photographed.
 - No siblings are permitted to attend the field trip.
 - Smoking is not permitted on field trips.
 - Consumption of non-alcoholic beverages and snacks by chaperones on the bus is at the discretion of the teacher.
 - Trips to the gift shop are at the discretion of the teacher.
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FOOD ALLERGIES

[\(See full policy @ Salisbury Township School District Board Policy #2A.5 - Allergies/Food Substitutions\)](#)

No accommodations regarding allergy prone students will be made outside of a 504 or IEP.

FOOD SERVICE

Breakfast is offered to all students starting at 8:45am daily in our cafeteria. Hot and cold items vary and daily items include a variety of whole grain cereals, fruit, juice, and milk. Published menus can be found on [Nutrislice](#).

There is no charge for breakfast or lunch for all students.

STSD cafeteria uses a computerized breakfast/lunch system called [Payschools](#). Students use their student ID number when purchasing a la carte items, and to receive a free breakfast or lunch. Prepayments are encouraged and are taken each morning at the school or can be made on an easy and secure online payment system: [Payschools](#). This

site allows you to view transactions and be alerted to low balances even if you do not use it to make online payments. There is no charge for using this site unless you pay online.

Breakfast/Lunch Charges

Students are not permitted to charge ala carte items. If students have a balance owed from the previous year, parents are still responsible to pay those balances.

HEALTH INFORMATION

Nurse on Duty

All district health rooms are staffed by certified health professionals during school hours. The certified school nurse (CSN) is a RN who also has a BS degree in Nursing, and completed additional coursework required for Certification in School Nursing. Our district CSN's must cover more than one school building; therefore, a combination of CSN and nurse assistants cover our school on the days the CSN is assigned elsewhere. Please do not hesitate to call the Health Room at 610-791-2800 ext 4520.

Possession, Use and Administration of Medications

(Salisbury Township School District Board Policy #2A.3)

It is important that you do not send your child's medications to school unless absolutely necessary. If your child has recovered from an illness but is still on medication, the administration of medication(s) may be spaced around the school schedule (e.g. before school, after school, at bedtime). If your child has a chronic condition and routinely needs medication during school hours or on an "as needed" basis, **please contact the health office for the appropriate form. Please note that both the physician/legal prescriber portion and the parent portion of the form must be completed prior to school personnel dispensing any medication.**

It is your child's responsibility to come to the health room at the appropriate time to receive his/her medication; however, if your child fails to come to the health room, we will make all reasonable attempts to find him/her. The parent/guardian must be aware of the amount of medication in school and deliver a new supply as needed. The nurse will also try to notify you when refills are needed. **IF THE PRESCRIBED DOSAGE OF MEDICATION CHANGES AT ANY TIME, NEW FORMS MUST BE COMPLETED BY THE PARENT AND PHYSICIAN/PRESCRIBER.**

IMPORTANT: All medication - except EpiPens and asthma inhalers - **MUST** be delivered to the school nurse **by the parent**. The prescribed medication must be in a **labeled prescription bottle (or in an original container, if medication is OTC)**. The label must contain the CHILD'S NAME, the NAME of the PRESCRIBED DRUG, the TIME and DOSE to be given, the LEGAL PRESCRIBER'S NAME, and the PHARMACY name. The parent must retrieve any remaining medication at the end of the school year.

If you and your physician feel your child has the need and is capable of self-administering his/her inhaler or EpiPen, your physician must grant specific permission. Please contact the school health office for the appropriate form. Please refer to Salisbury Township School District Board Policy referenced above for any additional information. A doctor note/order is needed if a student is using crutches or a wheelchair in school.

The STSD Health Room Standing Orders also allow for the administration of acetaminophen or ibuprofen during the school day. These medications can be used for complaints of headaches and minor pain, but can not be given within 24 hours of receiving a head injury. Acetaminophen and ibuprofen will only be given with the signed consent of the parent. Permission forms are handed out in the health room packet on the first day of school or can be obtained in the health room throughout the school year. The medications are provided by the school and are administered at the nurse's discretion.

STSD Health Room Standing Orders also allow for the administration of other over the counter medications, including but not limited to: hydrocortisone cream, antibiotic ointment, Tums, cough drops, orajel, Benadryl and naloxone (to treat an opioid emergency/overdose). Please contact the school nurse if you have any objections to the administration of these medications.

Possession/Use of Epinephrine Auto-injectors, Asthma Inhalers and Insulin

(Salisbury Township School District Board Policy #2A.4)

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent- and physician-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector is defined as a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat anaphylactic shock. Examples of epinephrine auto-injectors are EpiPens and Twinject.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

- Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the building principal and school nurse.
- Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
- Determine the student's ability to self-administer medication and the need for care and supervision.
- Maintain an individual medication log for all students possessing asthma inhalers.

Use of Standing Order Emergency Epinephrine

(Salisbury Township School District Board Policy #2A.6)

The STSD Health Room Standing Orders also allow for the emergency administration of epinephrine during the school day in the event a situation arises that warrants administration.

Emergency epinephrine is an emergency medication used to treat anaphylaxis in cases of severe life-threatening allergic reactions: commonly known by the brand name EpiPen. The emergency epinephrine is intended for use in students that do not have physician prescribed epinephrine available. Parents who do not wish to have standing order emergency epinephrine administered to their child in a life-threatening emergency may opt out by notifying the Superintendent in writing. Such parents will be required to indicate their opt out in writing and meet with the Superintendent or designee.

Concussions

The school nurse will require documentation from a health care provider regarding any diagnosis of a concussion. This will ensure your child will be given the necessary care during the school day.

Health Examinations/Screenings

(Salisbury Township School District Board Policy #2A.2)

Students in kindergarten through 12th grades are weighed and measured each year. Height and weight measurements shall be used to calculate the student's weight-for height ratio.

Vision screening is provided each year to children in kindergarten through 12th grades, special ungraded classes, and whenever there is a need.

Hearing screening is provided each year to children in kindergarten, 1st through 3rd, 7th, & 11th grades, and special ungraded classes. Screenings are also provided with teacher or parent requests.

Physical examinations are required in kindergarten, 6th and 11th grades.

Dental examinations are required in kindergarten, 3rd and 7th grades.

Communicable Diseases and Immunizations

(Salisbury Township School District Board Policy #2A.8)

The Pennsylvania School Immunization Law requires that all students be fully immunized. The parent/guardian will be notified that their child may not attend school if the school nurse has not received verification that the student is properly immunized.

Children in all grades (K-12) need the following **immunizations for attendance**:

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

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons. At all grade levels, no student shall be admitted to or permitted to attend the District unless the student has received the legally-required immunizations, as set forth in 28 Pa Code Chapter 23, Subchapter C (relating to immunization) or has qualified for and received a legally-valid exemption or provisional admission.. A student whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization shall be exempt from immunization requirements.

HIV Infection

(Salisbury Township School District Board Policy #2A.7)

The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual. This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.

Illness

If a child becomes ill while at school, it may be necessary that someone come for him/her. At the beginning of the year, an "Emergency Procedure" card is sent home asking for a home phone number, and the name and phone number of a friend or relative. If the parent cannot be reached, this friend or relative will be contacted in case of an emergency during the school day. The specified procedure will be followed: the nurse will try to contact the parent first, if there is no answer, the friend or relative designated will then be called.

Automatic External Defibrillator (AED)

The automatic external defibrillator will enable trained responders in the school setting to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes ambulance personnel to arrive. Upon arrival of the EMS providers, patient care will be transferred.

HOMEWORK POLICY

Our educational program is designed to provide your child with meaningful and interactive learning opportunities. An integral part of your child's learning is the time to apply and practice the new concepts and skills. This takes place both in the classroom and in the homework assignments that your child receives. Therefore, it is most important that homework assignments be completed on time and in a responsible manner.

All of the students at the Elementary School have been given homework assignment books or folders to assist them in copying down their assignments and organizing the materials they need for work at home. We are asking you to be partners with us by checking your child's assignment book or folder every night and ensuring that your child has completed the assignments.

Since we view homework/study time as a significant part of your child's education, we are concerned when assignments are incomplete. If your child is missing assignments, we will contact you to schedule a conference with the classroom teacher. The purpose of the conference will be to address the problem and work together to formulate a plan to improve the situation. It is important that we share consistency in our expectations for developing responsibility in our children.

Homework awards are at the discretion of the classroom teacher.

HOURS OF SCHOOL OPERATION

Parents are requested to have their children enter the school building independently upon morning arrival. Allow your child to follow through with the procedures explained to them by their teacher. Children should arrive at school between 8:45 AM and 9:00 AM. **THERE IS NO SUPERVISION PRIOR TO 8:45 AM.** If you need supervision before 8:45 AM, please call Lehigh Valley Children's Centers at 610-791-3906 for assistance.

School officially begins at 9:00 AM and children are considered late if they arrive after this time. If any student arrives after 9:00 AM, he/she will need to enter through the front door and report to the office with a note stating a reason for tardiness.

The Time for School is as Follows:

Arrival	8:45 AM
School begins	9:00 AM
School ends	3:45 PM

Late Start

In the event that we have inclement weather that delays the school opening time, access the media listed below for the most updated information. Sometimes, if the weather worsens, school is closed after an announced delay. When there is a two-hour late start, students in grades K-4 report to their bus stop two hours later and arrive at school between 10:45 AM and 11:00 AM.

Emergency Closing of School

In case of an emergency that necessitates the closing of our school, information will be updated on the school website, broadcast on our automated telephone system, posted on Facebook and broadcast on the local radio and TV stations listed below. In the event that the school closes due to an emergency, no child may walk home even if this is the usual method at dismissal.

Notification of Closing or Late Start

In case of a late start, cancellation, or early dismissal, the message will be posted on the STSD website, broadcast on our automated telephone system, posted on Facebook and delivered by email alert to parents who are registered on via the Community Portal.

Information will also be broadcast over the following media:

- Radio - WTKZ AM (1320), WAEB AM (790), WAEB B-104 FM (104.1), WLEV FM (100.7), WFMZ FM (99.9), WEEX AM (1230), WZZO FM (95.1) and WCTO FM (96.1)
- Television - Channel 69 (Storm Center Update)

It is important to discuss a plan with your children beforehand so they know what to expect and are comfortable with the necessary changes.

- Parents are requested to make arrangements for the supervision of their children in the event of any early dismissal, late start, or cancellation due to inclement weather conditions. It is important that students and parents listen to the media listed above for pertinent updated information.
 - **PLEASE DO NOT CALL THE SCHOOL.** School telephone lines must be kept open for emergency instructions and/or communications. A reminder - late starts can turn into cancellations, so parents and students are urged to follow initial instructions but keep abreast of changing situations.
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INSURANCE

An opportunity is provided for parents to obtain insurance for their children either for school time or around the clock coverage. Forms are sent home at the beginning of each school year. Parents who wish to purchase insurance for their child should fill in the proper information, enclose the payment, seal the envelope provided and return it directly to the insurance company.

KINDERGARTEN INFORMATION

Age Requirements

Please see Admission of Beginning Students
[\(Salisbury Township School District Board Policy #2E.1\)](#)

Immunization Verification

Verification of birthdate and all immunization records must be presented at the time of registration. Please see the Communicable Diseases and Immunizations section in this booklet for more information.

Registration

Each year in early spring, we have a special registration program planned for kindergarten parents and children. Parents are requested to arrive promptly and to attend the entire schedule of events. Registration is also ongoing across the year.

Information about the event will be advertised in The Salisbury Press, District Social Media, and the STSD website.

LOST AND FOUND

It is strongly recommended that all apparel and personal belongings including lunch boxes, be labeled with your child's name.

Unlabeled articles are placed in the Lost and Found cabinet located inside the locked doors adjacent to the lobby. Children are urged to check the lost and found area regularly.

At the end of the school year, if there are any identifiable belongings or materials left in the school, they will be sent home with your child. We will hold unidentified belongings through the end of June at which time they will be donated to a local charity.

NON-DISCRIMINATION IN DISTRICT PRACTICES

[\(Salisbury Township School District Board Policy #4A.1\)](#)

It is the policy of the District to provide all persons equal opportunity and access regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or disability. Students shall be provided with equal opportunity and access to all District programs and offerings regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or disability, including curricular programs and extracurricular offerings. The District shall provide necessary accommodations for students with disabilities pursuant to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities in Education Act, and other applicable federal and state laws.

The Board encourages students, employees and third parties who have been subject to discrimination in violation of this policy to promptly report such incidents to the principal of the building where the alleged discrimination occurred. Retaliation based on good-faith allegations of discrimination is prohibited by law and this policy. All complaints of discrimination in violation of this policy shall be investigated promptly pursuant to this policy, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

PARENT-TEACHER CONFERENCES

At the end of the first and second trimester there is an opportunity for parents and teachers to get together to talk about a child's progress in school. Sign Up Genius is utilized to schedule conferences and parents receive notification approximately two weeks prior to the conference.

Student dismissal during the parent-teacher conferences is 1:15 PM. One evening during the first and second trimesters is designated for conferences from 5:30 PM-8:00 PM.

PARENT-TEACHER ORGANIZATION (PTO)

We have an excellent Parent-Teacher Organization because we have wonderful parents and teachers that work together to make our great school an even better one. We encourage everyone to be an active part of our PTO and school process. Many positive activities are made possible, thanks to interested members. Please check the school website for specific dates. Also, please check the [Salisbury Elementary PTO web page](#) for additional information. Parents are welcomed and encouraged to participate in the meetings and the many activities of our fine association.

PARENTAL SUPPORT

[\(Salisbury Township School District Board Policy #6A.4\)](#)

The Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. The Board feels that it is the parents who have the ultimate responsibility for their children's in school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes, under parental authority. During school hours, the Board through its designated administrators, acts in loco parentis or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

- Parent-teacher conferences to permit two-way communication between home and school.
- Open houses in district schools provide parents with the opportunity to see the school facilities, meet the faculty and sample the program on a first hand basis. Each school in the district shall hold an open house at least annually.
- Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child school-home relationships.
- Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems.
- Special events of a cultural or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior.
 - Sending children to school with proper attention to their health, personal cleanliness and dress.
 - Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study.
 - Reading all communications from the school, and signing and returning them promptly when required.
 - Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school. Participating in in-school activities and special functions.
-

PERMISSION TO LEAVE BUILDING

To leave the school building, students must have written parental permission, must be released to an authorized adult, and have the permission of school administration. Any student who leaves the school building without permission may be assigned a consequence that is listed in the Student Conduct/Positive School Wide Behavior Program section of this handbook. A parental conference may be required for reinstatement to classes.

PHYSICAL EDUCATION - WELLNESS AND FITNESS

A written note from a parent is required to miss one physical education class due to illness or injury. A written notice from a doctor is necessary if a child is to be excused from more than one class due to illness or injury.

PICTURES AND SCHOOL YEARBOOK

In accordance with FERPA directory information regulations, Salisbury Township School District is allowed to publish student photos. If you do not want photos of your student to be published please complete and return the district [photo opt out form](#).

Individual pictures are taken at the beginning of the school year. Parents are offered the opportunity to purchase a variety of photo packages. We also have a school yearbook that is available for purchase at the end of the school year.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

[\(Salisbury Township School District Board Policy #6A.3\)](#)

The Board welcomes the public at athletic and other events held by the school district, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during such events. The Board has the authority to bar the attendance of any person at a school event whose conduct may constitute a disruption. The Board also prohibits alcoholic beverages, use of tobacco products, gambling, and the use of drugs on school premises.

RECESS

Each grade level has a recess break. A school decision is made to determine whether recess will be held indoors or outdoors, depending on the weather at the time of the recess block. Students are expected to dress appropriately for anticipated weather conditions.

RESIDENCY AND ELIGIBILITY OF NONRESIDENT STUDENTS

[\(Salisbury Township School District Board Policy #2E.7\)](#)

The Board shall operate District schools for the benefit of students residing in this District who are eligible for attendance. The Board may permit the admission of nonresident students only in accordance with this Board policy.

All residents must complete the District's required residency forms prior to the admission of a student to the District. The Superintendent and/or designee may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education. The Superintendent and/or designee shall be responsible for ensuring that all students are residents of the district, or, if nonresidents, that they fully comply with this policy. The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

RESOURCE PHONE LIST

24 hour general information number	610-435-7111
Alcoholics Anonymous	610-882-0558
Center for Humanistic Change	(610) 443-1595
Child Line (report child abuse)	800-932-0313
Concern Counseling	(610) 691-8401
Crime Victims Council	610-437-6610/6611
KidsPeace	800-257-3223
Lehigh County Drug and Alcohol Intake	619-783-3555

Narcotics Anonymous	610-439-1998
Salisbury Township Police Department	610-797-1447
Safe 2 Say	Safe 2 Say 1-844-723-2729
Suicide Prevention/Crisis Intervention	610-782-3127
Turning Point (family violence)	(610) 437-3369
Valley Youth House (runaways)	610-691-1200

SCHOOL DISTRICT NOTIFICATION SYSTEM

Salisbury Township School District Telephone Broadcast Service:

To enhance communications between parents and school, Salisbury Township School District instituted a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start as well as to notify parents/guardians in the event a student is absent and the school was not notified of the absence. The service also may be used from time to time to communicate general announcements or reminders.

SPECIAL EVENTS

A few times a year, as it relates to the curriculum or because the students have earned a school wide or classroom reward (ex. completion of PSSA testing), we will show a movie as a special reward. Most often the movies are rated “G” for General Audience. However, on occasion, the children request a very popular children’s movie that is rated “PG” for Parental Guidance (ex. *Frozen*, *Shrek*, *The Muppets*, all of the *Ice Age* movies, *The Incredibles*, *Minions*, *The Lego Movie*, etc.). We occasionally grant these requests.

Please be assured, a notification will go home to alert you to the “PG” movie title before it is shown. If you prefer that your child not watch, please notify the classroom teacher in writing or via email with a copy to Ms. Rooney, our school secretary (srooney@salisburysd.org) and arrangements will be made for your child to enjoy a different reward or curricular experience while the movie is being shown.

TELEPHONE GUIDELINES

We are providing the following guidelines to ensure consistent telephone communication:

- Salisbury Elementary’s phone number is 610-791-2800.
- If you wish to speak to the office, press 0 upon hearing the automated greeting. This will give you immediate access to the school office.
- If you wish to contact a specific staff member (other than office personnel), please refer to the extension numbers listed on the school website or in the front of this handbook. Please understand that classroom teachers will not be available to answer calls between 8:45 AM and 3:45 PM due to their student commitments.

If you call a specific teacher during the above time period, you will be forwarded to that person’s voice mail.

You may leave a message, however, please note that the teacher may not be available to check his/her voice mail until the following day. In the event that you need immediate assistance, please press 0.

- Any phone calls related to: attendance; changes in student transportation to or from school; early dismissal requests or urgent matters should always be directed to the office. Please do not leave messages pertaining to these matters on a teacher’s voice mail.
- Student use of the school telephone line is limited and at the discretion of the professional staff.

- Please continue to call the school's absentee phone number 610-791-2800 ext 4502 to report your child's absence before 9:15 AM. Please leave a message with your child's name, grade, and reason for absence.
- If there is a bus-related emergency, please do the following:

Between 8:15 AM – 3:45 PM: Call Mr. Chris Smith, Director of Transportation, at 610-797-2062 ext 1602.

Between 3:45 PM and 4:45 PM: Call Joanna Garcia, Operations Manager of Paragon Transit, at 610-797-0432.

USE OF SCHOOL FACILITIES

[\(Salisbury Township School District Board Policy #6B.3\)](#)

Requests for community use of school facilities can be made by completing a "Facilities Use Form." Please follow the procedures listed in the above named policy.

VISITING SCHOOL

Parents and visitors are welcome at any time during the school year. However arrangements must be made with the building administrator in advance. For safety reasons, all visitors are required to sign in at the office and to wear a security pass while in the building. For safety and security reasons please do not hold the door open for other visitors when entering or exiting the building. We appreciate your cooperation in making this a secure environment for our children.

Please abide by the following:

- Visitors must have a valid photo identification
 - Enter classrooms as unobtrusively as possible
 - Do not obstruct the students' view of the teacher or visual aides
 - Interact with students when invited by the teacher
 - Refrain from photographing, videotaping, or tape recording
 - Silence your cell phone
 - Confidentiality in regards to student and teacher must be maintained at all times
-

VISITORS

[\(Salisbury Township School District Board Policy #6A.5\)](#)

Teachers must not be interrupted by anyone during the school session for any prolonged interview, even on matters relating to school, nor shall they allow any suspension of any of their duties in consequence of the visit of personal friends or salesmen. Teachers will be summoned to the office to answer emergency telephone calls. In all other telephone messages, the teacher will be informed as to the name of the caller, his/her telephone number and the time the call was received, so that he/she may return the call within 48 hours.

Authors, agents or canvassers shall not be permitted to visit schools or classes for the purpose of recommending or exhibiting any books, maps, or other apparatus of any kind, and no person shall be allowed to deliver any address or lecture unless authorized by the elementary, middle, or high school principal and the Superintendent.

All visitors to the building shall enter through the main entrance, using the buzzer to announce their arrival and stating their name and purpose for the visit using the intercom system. Once admitted to the breezeway visitors must sign in using the digital sign-in system before proceeding immediately to the main office. Visitors will be required to scan their driver's license or state ID and print and wear the visitor badge while in the building. Visitors must sign out and return the badge when leaving the building.

VOLUNTEERS

(Salisbury Township School District Board Policy #6A.1)

Salisbury Elementary School is fortunate to have many parents who offer their time and talents to work with students and staff during the school year.

As a result of recent state legislation expanding background checks and clearances for adults in schools and other facilities where children are housed, Salisbury Township School District has changed its requirements regarding clearances for school volunteers. All STSD volunteers who will be with students out of the visual scope of the teacher for any period of time, no matter how briefly, must present to the school three (3) clearances before serving as a volunteer:

- a current PA State Police Criminal Records Check
- a current PA Child Abuse History Clearance
- a FBI Fingerprint Check

The PA State Police Criminal Records Check and the PA Child Abuse History Clearance are both provided by the state at no cost; you simply need to apply. The FBI Fingerprint Check currently costs \$27.50. Volunteers will need to absorb this cost, as no reimbursement is available.

There is a special note in regard to the FBI Fingerprint Check. If clearance was obtained at any time since becoming a PA resident, there is no need to re-apply for a new FBI Fingerprint Check, just supply the school with a copy of your original clearance.

When applying for clearances, please [use this link](#) on our district web page. There you will find the appropriate links to obtain all three (3) volunteer clearances. Please use Salisbury's link as there are a variety of links on the Internet and not all are appropriate for our school volunteers.

In addition to the above, every person volunteering in Salisbury's schools, regardless of the extent of their direct contact with our students, must complete and return an Act 24 form. The form can also be found at the link above.

WALKING TO SCHOOL

Students who walk to school are subject to the Salisbury Township School District discipline code during the time they leave home and arrive at school and the time they leave school and arrive at their home.

If crossing guards are assigned to major intersections to protect students as they walk to and from school, students are to cross the street at these intersections only when the guard indicates that it is safe to do so. Students who walk to school should not arrive at the school building before 8:45 AM to ensure proper supervision. All students will remain outside until doors open at 8:45 AM.

Escort by an adult or a walking buddy is the safest way for students to traverse from home to school and school to home. Second through Fourth Grade students will be dismissed to walk home alone if a written permission is on file in the school office. Kindergarten and First grade students will not be permitted to go with a walking buddy, regardless of age, unless a written permission is on file in the school office.

WITHDRAWAL FROM SCHOOL

(Salisbury Township School District Board Policy #2E.6)

If you are planning to relocate and will be leaving our school, please stop by the office to let us know about the change and to sign the appropriate paperwork. We will make all of the necessary preparations to help make your transition to a new school a smooth one.

STUDENT CONDUCT

BULLYING

[\(Salisbury Township School District Board Policy 2C.4\)](#)

BOARD RECOGNIZES THAT BULLYING INTERFERES WITH THE LEARNING PROCESS and may present an obstacle to the academic, vocational, and social/emotional development of students.

Definitions

Bullying shall mean an intentional electronic, written, verbal, or physical act or series of acts:

1. Directed at another student or other students;
2. Which occurs in a school setting;
3. That is severe, persistent, or pervasive; and
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education;
 - b. Creating a threatening environment; or
 - c. Substantially disrupting the orderly operation of the school.

Cyber-bullying – for the purposes of this Policy, the term “bullying” shall include “cyber” bullying, which is bullying that occurs electronically, including online bullying and/or bullying via electronic devices, such as cell phones, including bullying via text message.

School Setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

Off-Campus Conduct – Bullying that originates or is conducted off of school property or outside of what has been defined, above, as a “school setting,” but that enters the school setting by being received electronically by another student who is in a “school setting” or by creating a threatening or substantially disruptive environment, shall be deemed bullying under this Policy.

Restrictions on **bullying** and **cyber-bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Authority

It shall be a violation of this policy for any student to bully another student. The District shall not tolerate any acts of bullying on school grounds or at school-sponsored events.

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to increase the awareness of the problems of bullying, and train teachers to effectively intervene if bullying is witnessed in their presence or brought to their attention. Teachers and other staff (including, but not limited to, secretaries, custodians, bus drivers, hall monitors, etc.) who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a staff member's safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying, and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber-bullying. Students are required to report instances of bullying, including cyber-bullying, that occurs on school grounds and/or at school-sponsored events. Such reports should be made directly to the student's teacher, a building administrator, a counselor, or via the Safe2Say anonymous report program.

All employees who receive a bullying or cyber-bullying complaint shall review the allegations to determine if bullying or cyber-bullying, as defined in this Policy, is being alleged. If the alleged behavior is found to meet the definition of bullying or cyber-bullying, written documentation of the complaint/incident must be submitted to the building principal for further investigation.

This anti-bullying policy will be reviewed with students every school year.

Bullying Prevention Procedures/Program

Bullying Complaint Procedures

1. A student shall report all instances of bullying, including cyber-bullying, orally or in writing, to a teacher, a building administrator, a counselor, or via the Safe2Say anonymous report program. All reports should include the name(s) of the alleged victim(s) and the alleged aggressor(s).
2. Teachers, counselors and other faculty/staff that receive reports of bullying shall inform the building principal, in writing, of the allegation. When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.
3. The building principal or his/her designee will investigate the alleged conduct that occurred.
4. After the investigation, the building principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases. Where the alleged bullying occurred off campus and not at a school-sponsored function, the building principal may refer to the School Resource Officer.

Consequences/Intervention

Consequences for students who bully others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension, or other consequences as provided in the Code of Student Conduct.

Confidentiality

The District recognizes that both the complaining student and the alleged bully/extorter have a strong interest in maintaining the confidentiality of the allegations and relation information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. The District shall fully comply with FERPA privacy requirements and protections. To the greatest extent possible, consistent with FERPA, the principal or his/her designee may inform the complaining student/ parents/guardians of the outcome of the investigation.

Posting / Availability

This Policy shall be posted in a prominent location within each school building and on the School's website. This policy shall be available in every classroom.

Training

Faculty shall receive training on this Policy at least once every school year.

Reprisal

Any student who retaliates against another student for reporting bullying or for assisting or testifying in the investigation or hearing shall be subject to disciplinary action.

Policy Review

The District shall review this policy every three (3) years and shall annually provide the Office for Safe Schools a copy of this policy, including information related to the development and implementation of any bullying prevention, intervention, and education programs via the annual Safe Schools report.

The Pennsylvania Department of Education maintains a Bullying Consultation Line for individuals to discuss effective strategies to deal with bullying. That number is 1-866-716-0424. Additional resources for parents are available at <https://bptoolkit.safeschools.info>.

DRUGS/CONTROLLED SUBSTANCES POLICY

(Salisbury Township School District Board Policy #2B.4)

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, schools strive to prevent abuse of controlled substances. The Board recognizes that all students have a right to be educated in a safe and orderly environment with due consideration for their legal rights and responsibilities. The District's Comprehensive Substance Abuse Prevention program shall consist of a four-faceted approach, including prevention, intervention, referral and support.

HARASSMENT

(Salisbury Township School District Board Policy #2C.3)

It is the policy of the District to provide all persons equal opportunity and access regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or disability. Students shall be provided with equal opportunity and access to all District programs and offerings including curricular programs and extracurricular offerings regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or disability.

The District shall provide necessary accommodations for students with disabilities pursuant to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities in Education Act, and other applicable federal and state laws.

A student or third party who believes he or she or a third party has been subject to conduct that constitutes a violation of this policy shall immediately report such conduct to the principal of the building where the conduct occurred.

HAZING

(Salisbury Township School District Board Policy #2C.2)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any formally administered or informally practiced activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

CODE OF CONDUCT/SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

PHILOSOPHY OF STUDENT CONDUCT

The basic precept of "Respect for All" serves to promote a positive school environment. It is every student's responsibility to demonstrate respect by following five basic guidelines:

1. Respect others by using kind words and actions.
2. Respect school and personal property.
3. Listen and follow directions.
4. Cooperate by taking turns, helping others and sharing.
5. Work and play safely.

STRUCTURES TO SUPPORT STUDENT BEHAVIOR

Our Elementary School uses structures to build positive student conduct: Responsive Classroom, The Second Step Program, a schoolwide behavior support plan containing tiered rewards and consequences, and classroom guidance lessons.

The Responsive Classroom: philosophy encourages teachers and students to build a supportive classroom and school community through open communication, shared expectations, and responsible decision-making. Teachers hold daily class meetings to promote a culture of ongoing dialogue to celebrate successes, address concerns and problem solve difficulties.

The Second Step Program:

The Second Step® Elementary digital program is a universal, core curriculum that's web-based, provides the structure to allow for consistent delivery. Its digital format enables continuous improvement based on up-to-date research and feedback, and a variety of media, activities, and interactive components provide opportunities for culturally relevant teaching. The program evolves along with our students during their elementary years to set them up for success later on in school and throughout their lives. The program helps kids grow and develop into well-rounded individuals by equipping them with the human skills they need to navigate their lives successfully.

Classroom guidance lessons: are conducted periodically across the year and cover a variety of developmentally appropriate topics in the personal/social, academic, and career domains.

Schoolwide Positive Behavioral Interventions and Supports

Positive Behavioral Interventions and Supports (PBIS) when applied at the Schoolwide level is known as SWPBIS (Schoolwide Positive Behavioral Interventions and Supports). The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject. The focus is on three behavioral expectations that are positively stated and easy to remember.

- **Be Responsible**
- **Be Respectful**
- **Be Safe**

These behavioral expectations are detailed in a matrix of what the behavioral expectations look like, sound like, and feel like in the classroom and all the non-classroom areas.

STUDENTS AND LAW ENFORCEMENT AGENCIES

(Salisbury Township School District Board Policy #2C.5)

The Board recognizes that compulsory attendance laws impose on the Board the custodianship of the public school children of the district while they are present in the schools. When police request permission to interrogate a student at school, the principal shall determine why such interrogation could not occur at the student's home and attempt to inform the student's parents/guardians. Where the parents/guardians wish to be present for the interrogation and are able to arrive in a timely manner, the principal shall request that the police officer(s) wait until the parent/guardian can be present. Whenever the Superintendent or delegate has determined that the police have a legitimate purpose in interrogating a child within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings but shall not be considered the responsible person for the purpose of the Juvenile Act. When the police request permission to arrest a student at school, the principal shall inform the Superintendent, to the degree possible, determine why such arrest could not be made at the student's home, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant. No child shall be released to police authorities without proper warrant, appropriate evidence or written parental/guardian permission, except in the event of emergency or for the protection of life or property as determined by the principal.

SCHOOL DISTRICT CONDUCT POLICIES

Corporal Punishment

(Salisbury Township School District Board Policy #2B.2)

Every teacher, assistant principal, principal, and other persons employed or engaged by the Salisbury Township School District shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them, subject to the limitations outlined in the Policy Requirements. No teacher, assistant principal, principal, or other person employed or engaged by the Salisbury Township School District shall inflict or cause to be inflicted corporal punishment upon a pupil attending any school within the district; provided, however, that any such person may, within the scope of his/her employment, use and apply such amounts of physical restraint as may be reasonable and necessary:

- To protect himself/herself, the pupil, or others from physical injury.
- To obtain possession of a weapon or other dangerous object from the pupil.
- To protect property from serious harm.

Corporal punishment: the willful infliction of physical pain on a pupil as a penalty of disapproved behavior, including, but not limited to, paddling, spanking, rapping knuckles, slapping, punching, pushing, jerking, hair-pulling, pinching, or kicking.

Discipline of Students with Disabilities

(Salisbury Township School Board Policy #2B.9)

Whenever behavior interferes with the learning of a child with disabilities or with the learning of others, the IEP team of that child shall consider and shall include in the IEP of the child as needed, appropriate positive behavioral interventions, strategies, and supports to address the behavior. Students with disabilities who engage in conduct that violates district policy or school rules and regulations in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program (IEP), behavior support plan, and Board policy.

The Board directs that the district shall comply with provisions of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations.

A student with a disability other than an intellectual disability may be suspended for ten (10) consecutive and no more than fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.

A student with a disability whose behavior is not a manifestation of his/her disability may be expelled pursuant to district policy and procedures. No student with a disability shall be expelled if the student's behavior and/or misconduct is determined to be a manifestation of his/her disability.

In instances where disciplinary removals resulted in a change in placement or pattern of behavior, as described below, the school will conduct a manifestation determination to determine whether the student's conduct was a manifestation of his/her disability. Any removal from school is a change of placement for a student identified with an intellectual disability.

The following constitutes a change in educational placement for students with disabilities other than an intellectual disability:

- The removal is for more than ten (10) consecutive school days.
- Removals/suspensions which, over the course of the school year, accumulate to more than fifteen (15) total days in a school year;
- The student is subjected to a series of removals that constitute a pattern and exceed (10) school days in a school year. In determining whether a pattern exists, the District will examine such factors as:
 - The type of behavior leading to the removals;
 - The length of each removal;
 - The total amount of time the child is removed;
 - The proximity of the removals to one another;
 - Any other relevant factors that may indicate that there was a pattern regarding the behavior that led to the disciplinary incidents or the disciplinary removals.

No student with a disability shall be excluded from school if the student's behavior and/or misconduct is determined to be a manifestation of his/her disability. In such cases, the IEP Team shall be reconvened to determine whether modification of the current placement/program is necessary/appropriate.

Students who have not already been identified as disabled at the time they commit the misconduct or behavior may be subject to the same disciplinary measures applied to students without disabilities if the District did not have knowledge of the a disability.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

Student Expression

(Salisbury Township School District Board Policy #2F.3)

The Salisbury Township School Board respects the rights of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as part of that expression. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board also recognizes that exercise of that right must be limited by the school's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. This policy addresses student expression, in general, and distribution and posting of materials that are not part of school-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the District's educational program.

The following types of student expression are not protected:

- Libel or defamation of any specific person or persons.
- Expression that advocates the use of or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
- Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
- Expression that incites or could reasonably be believed to incite violence; advocates for the use of force; or encourages violation of federal, state or municipal law, Board policy or district rules or regulations.
- Expression that is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
- Materials posted and/or distributed in violation of this Policy and/or school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Student Rights

(Salisbury Township School District Board Policy #2F) The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and department of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Suspension and Expulsion

(Salisbury Township School District Board Policy #2B.3)

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time as it deems necessary or may permanently expel him/her.

Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Annex X Title 22, Education, Sec. 12.8 Hearings (b). Examples of offenses for which expulsion may result are:

- Trafficking in illegal controlled substances.
- Inflicting or attempting to inflict physical harm to a student or a school district employee.
- Carrying concealed weapons.
- Second offense for which out-of-school suspension could be imposed.

STUDENTS MAY BE SUSPENDED OR EXCLUDED FROM SCHOOL WHERE HIS/HER PRESENCE IN SCHOOL WOULD CONSTITUTE A THREAT TO THE HEALTH, MORALS, OR WELFARE OF OTHERS.

IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF ALL RULES AND REGULATIONS FOR STUDENT BEHAVIOR AND TO CONDUCT HIMSELF/HERSELF IN ACCORD WITH THE RULES AND REGULATIONS. IT SHOULD BE ASSUMED THAT UNTIL A RULE IS WAIVED, ALTERED OR REPEALED, THE RULE IS IN FULL EFFECT.

STSD Tip Line

Salisbury Township School District maintains an anonymous tip line where students, parents and community members who have knowledge of drugs, weapons, violence, or other behaviors which may be harmful to others or to the school environment may report such information to school authorities. To report such information go to [Safe 2 Say](#), contact the school principal.

TERRORISTIC THREATS/ACTS

(Salisbury Township School District Board Policy #2B.6)

Terroristic threat: a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act: an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building principal may immediately suspend the student.
- The building principal shall promptly report the incident to the Superintendent.
- Based on further investigation, the Superintendent may report the student to law enforcement officials.

- The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. The Superintendent or designee will determine whether provided evidence is competent and credible.

In the case of exceptional students, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act.

TOBACCO/VAPING POLICY

(Salisbury Township School District Board Policy #2B.7)

The Board recognizes that tobacco/vaping use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

The Board prohibits possession, use or sale of tobacco/vaping products at any time in a school building and on any property, buses, vans or vehicles that are owned, leased, or controlled by the District. Additionally, the possession or use of any “look-alike” tobacco products by any student in a school building, school bus, or on school property owned by, leased by, or under the control of the District is prohibited.

In order to protect students and staff from an environment that may be harmful to them, the Board prohibits smoking/vaping by employees, volunteers, and all non-employees in school buildings, on school property, at athletic fields, and on field trips, etc.

WEAPONS

(Salisbury Township School District Board Policy #2B.5)

The following Weapons and Anti-Violence Policy of the Salisbury Township School District has been adopted by the Board. This Policy applies to all STSD students on school grounds, during the school day, at school events, and while utilizing District transportation.

Weapon: Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. In addition, the term includes a firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon. The term weapon, as used in this section, shall also include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle, bomb, grenade, machine gun, sawed-off shotgun, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button or spring mechanism, and any other tool, instrument or implement capable of inflicting serious bodily injury. In addition, tear gas, smoke bombs, or any explosive device, including firecrackers and other pyrotechnic devices, are further construed as a weapon.

- The Board recognizes that all students have a right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has a right to expect a safe school environment.
- Weapons offenses shall be reported to the principal and/or designee and, where appropriate, shall also be reported to the Salisbury Township Police Department.
- Any student discovering or suspecting possession, transmission, handling or use of a weapon, facsimile or look-alike, or a threat to use a weapon is required to immediately notify the building principal or, in the absence of the building principal, other school administrators of the apparent or suspected violation.
- Violations of this policy involving possession, transmission, handling or use of a weapon, will result in immediate suspension pending expulsion proceedings. Pursuant to its statutory requirements, the District shall expel, for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity. Such weapons violations may result in a

recommendation for permanent expulsion from school by the Board. Consistent with applicable law, the Superintendent may make recommendations to the Board for modification to the expulsion requirement. Counseling may be required as a condition for readmittance to school.

- Violations of this policy, involving possession, transmission, handling or use of a facsimile or look alike may result in immediate suspension at the discretion of the building administrator(s), and may result in a recommendation for expulsion from school by the Board. Counseling may be required as a condition for readmittance to school.
 - This policy will be implemented through the cooperative efforts of the school staff, parents/guardians, students, Salisbury Township Police Department, and community of the Salisbury Township School District.
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ACADEMIC INFORMATION

CURRICULUM

[\(Salisbury Township School District Board Policy #3B.1\)](#)

The Board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis. For purposes of this policy, **curriculum** shall be defined as all planned learning activities of the schools.

Mathematics

The Salisbury Township School District mathematics program in grades K-4 supports and promotes the Math Common Core Standards as provided by the Pennsylvania Department of Education.

- The Eureka/Zearn Mathematics program as well as supplemental texts, online resources, and hands-on manipulatives provide the basis for comprehensive instruction in mathematics.
- Embedded in each mission and across all grade levels are the 8 Standards of Mathematical Practice: (1) Make sense of problems and persevere in solving them, (2) Reason abstractly and quantitatively, (3) Construct viable arguments and critique the reasoning of others, (4) Model with mathematics, (5) Use appropriate tools strategically, (6) Attend to precision, (7) Look for and make use of structure, and (8) Look for and express regularity in repeated reasoning.

Reading / Language Arts Programs

The Salisbury Township School District reading and language arts program in grades K-4 supports and promotes the English Language Arts' Common Core Standards as provided by the Pennsylvania Department of Education.

- The Great Minds "Wit & Wisdom" literacy and writing program, appropriate supplemental texts and online resources provide the basis for comprehensive instruction in reading, writing, grammar, vocabulary, listening, and speaking.
- Phonemic awareness, phonics, vocabulary, and comprehension form the foundation for beginning readers. UFLI (University of Florida Literacy Institute) is an explicit and systematic program that teaches students the foundational skills necessary for proficient reading. It follows a carefully developed [scope and sequence](#) designed to ensure that students systematically acquire each skill needed and learn to apply each skill with automaticity and confidence. The program is designed to be used for core instruction in the primary grades or for intervention with struggling students in any grade.
- The Heggerty Phonemic Awareness Curriculum is used grades K-2 to develop language awareness, letter sound recognition, and phonemic awareness skills.
- Instruction is organized to meet small group and individual needs through differentiation in content, pacing, and delivery.
- Students engage with a variety of texts, classic literature, non-fiction material, learning stations, and online resources.

Science

Beginning with the 2025-2026 school year all Pennsylvania students will begin using the [Next Generation Science Standards \(NGSS\)](#) for science instruction. These K-12 science standards are designed to improve science education for all students, with a focus on:

- Integrating scientific and engineering practices, which are the core activities scientists and engineers engage in to investigate the natural world and design solutions.
- Disciplinary core ideas, which are the foundational, broad concepts within each science discipline.
- Crosscutting concepts, which are overarching ideas that connect various scientific disciplines and help students understand the natural world .

These standards aim to prepare students for college, careers, and 21st-century challenges.

- All Pennsylvania students must demonstrate proficiency in these Science Standards. You can review these standards on the PDE website at <http://www.pdesas.org/standards/view#>.

Social Studies

The K-4 program is comprehensive and includes numerous lessons related to: history, geography, citizenship, economics, and culture. Hands-on activities and challenge based learning make program content relevant and interesting.

Art

The art curriculum develops artistic literacy in the areas of art production, art history, art criticism, and aesthetics. Student work is collected and shared via an art portfolio. Students also display a sample of their work at the annual district art show. Field trip opportunities are provided. Art is integrated across the curriculum with a special emphasis on critical thinking and assessment.

Kindergarten Instructional Program

The kindergarten program is designed to develop and promote the following: a positive self-concept, a positive attitude toward school, appropriate social interactions skills, and reading and math readiness skills.

In addition to large and small group instruction involving listening skills, reading and math readiness, social studies, science, and fine motor skills, students participate in centers on a daily basis. Learning center rotations consist of Reading, Writing, Language Arts, Math, and Social Skills activities. Kindergarten students also participate in library, art, music, physical education, and STEM. The kindergarten schedule includes breaks for a snack and two recess breaks across the day.

Library Media Center

The mission of the Library Media Program is to facilitate the development of students as effective users of ideas and information and to foster a lifelong habit of reading and learning. The program provides students with a wide range of educational materials on various levels of difficulty and in a variety of formats. Opportunities will offer a diversity of appeal and allow for the presentation of many different points of view. Students will become familiar with quality authors, illustrators, and award winning books.

The library circulation procedures follow standard library practices. Books are normally checked out for one week. Children may renew them for an additional week. If they have a book that is overdue, they may not take others from the library until the overdue books are returned. Should some damage occur to the book while it is in a student's possession, he/she must report this to the librarian so that repairs can be made. If a book is lost, the student is responsible for the cost of the replacement. If lost books are found/returned, the monies will be refunded.

Music

The music curriculum introduces students in grades K-4 to the musical elements of melody, rhythm, harmony, form, tone color, and expression. Planned activities include singing songs alone and with others, playing rhythm band instruments, and responding to live and recorded music. Students in grades K-4 are invited to participate in a grade level musical performance each year. Students in 4th grade have an opportunity to take instrumental lessons and join the elementary school band, which they can choose to continue throughout middle school and high school.

Wellness and Fitness

Wellness and fitness classes are planned with a definite goal to improve motor skills and fitness. Classes for students in grades K-4 are designed to be developmentally appropriate and have maximum participation with no elimination. Students are encouraged to do their best in each activity, regardless of whether they are working alone, in pairs, in groups, or in teams. Emphasis is on cooperation and teamwork.

CURRICULUM REVIEW

[\(Salisbury Township School District Board Policy #3B.1\)](#)

The Board adopts this policy to ensure that parents/guardians have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials, and assessment strategies.

The rights granted by this policy are granted to parents of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

- No more than one (1) request per semester shall be honored for any parent/guardian or eligible student, for each enrolled child.
- To assist the school district in providing the correct records to meet the needs of the requesting party, the request must meet the following requirements:
 - Must be in writing
 - Must be directed to the building principal
 - Must provide details regarding the specific material being sought for review.

Requests that do not meet all of the above criteria will not be honored.

- The district will respond to the parent/guardian or eligible student within ten (10) school days by designating the time and location for the review.
- A designated employee shall be assigned to monitor the review of the materials. No parent/guardian or eligible student shall be permitted to remove the material provided for review or photocopy/photograph the contents of such file. The taking of notes by parents and students is permitted.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

[\(Salisbury Township School District Policy #3C.6\)](#)

Limited English Proficiency Program

English Language Development students in grades kindergarten through twelve shall be provided an appropriately planned instructional program. ELD students are provided services that support them through the process of second language acquisition and the development of cognitive academic language skills. ELD and regular education teachers teach English language skills including speaking, understanding, reading and writing through content-based ESL instruction, curriculum integration, cooperative learning and other effective teaching strategies.

In the ELD class, English is presented as the language of instruction in a language intensive setting. Basic Interpersonal Communication Skills (BICS), as well as Cognitive Academic Language Proficiency (CALP) is developed. Students receive quality instruction in: Listening, Speaking, Reading, Writing and Critical Thinking and Social Communication. ELD students receive pull-out and push-in service. With push-in service, ELD students participate in regular education content classes where the mainstream teacher and the ELD teacher develop and implement adaptations and modifications for the ELD student.

GUIDANCE/PSYCHOLOGICAL SERVICES

GUIDANCE

All students in grades K-4 participate in periodic guidance lessons delivered by the school counselor in the academic, career, and personal/social domains. Students will complete activities that demonstrate their growth towards the state Academic Standards for Career Education and Work. The CEW standards address four areas of knowledge:

- Career Awareness and Preparation (Section 13.1);
- Career Acquisition (Getting a Job) (Section 13.2);
- Career Retention and Advancement (Section 13.3); and
- Entrepreneurship (Section 13.4).

Examples of those artifacts may include job applications, interest inventories, letters, and personal reflection about career goals. The artifacts will be maintained in the school counseling office, and will continue to be maintained in the counseling office at SMS and SHS as the students transition through the grades.

PSYCHOLOGICAL SERVICES

Salisbury Township School District provides the services of a licensed school psychologist to support the needs of students.

READING SPECIALIST

SES has a reading specialist who facilitates the reading and language arts program as well as interventions for struggling and at-risk readers. This staff member also supports classroom teachers in differentiating literacy instruction and content area instruction for all students. The reading specialist is an active member of our teams that monitor student progress.

REPORT CARDS/ PUPIL PROGRESS

Student progress is formally reported to parents/guardians three times during the school year. The purposes of the report card are to: Share information about your child's progress as a learner; Indicate your child's growth as a citizen of our school community; and Promote open communication to strengthen the home-school partnership. The elementary report card is an important part of the Salisbury Township School District's commitment to fostering effective communication between home and school. After the first and second trimester report card is sent home, parents have the opportunity to conference with their child's teacher.

SCHOOL CLUBS AND ACTIVITIES

Extracurricular/Co-curricular Activities

(Salisbury Township School District Board Policy #3D.2)

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school. All learning experiences offered by the schools of this district - curricular, co-curricular, and extracurricular - should be planned and integrated toward the attainment of the district's objectives.

For purposes of this policy, **extracurricular activities** shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall ordinarily be:

- Conducted wholly or partly outside the regular school day.
- Marked by student participation in the processes of initiation, planning and organizing and execution.
- Equally available to all students who voluntarily elect to participate except that where eligibility requirements are necessary or desirable, the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable and shall ordinarily include: intramural sports, band, chorus and clubs.

For purposes of this policy, **co-curricular activities** shall be those programs that are approved by the board and conducted within the regular school day.

After and during school clubs and activities are offered to students during the school week. Teachers and special guests facilitate clubs and members generally meet from 3:15 PM-4:00 PM, while others provide lunch/recess meetings.

SOCIAL WORKER

A school district social worker is available to work with students and families. The social worker is available to assist families in securing community services. Contact the school office to access the services of the school district social worker.

SPEECH AND LANGUAGE THERAPY

Salisbury Township School district provides Speech and Language Therapy to eligible students. A Speech and Language Therapist evaluates students thought to have speech and/or language difficulties. Instruction through an individual educational plan is provided for students who demonstrate need and eligibility for this service.

SUPPORT SERVICES/SECTION 504 ACCOMMODATION PLAN

PROTECTED STUDENTS WITH DISABILITIES

Salisbury Township School District provides each protected student with disabilities with related aids, services, or accommodations, which are needed to afford the student equal opportunity to participate in school programs and extracurricular activities without discrimination. These services are distinct from those applicable to exceptional students enrolled in special education programs.

To qualify as a protected student with disabilities, your child must be of school age with a physical or mental disability that limits or prohibits participation in or access to any aspect of your child's school program. Concerns should be addressed to your child's school counselor.

GIFTED

Salisbury Township School District maintains ongoing procedures to locate, identify, and evaluate students who are thought to be gifted and in need of specially designed instruction. As part of this child-find process, the child's teacher confers with the principal and guidance counselor when: a) high potential is demonstrated; and b) when the child's classroom performance level exceeds the other regular education students in the classroom.

The principal will facilitate the screening and evaluation process by setting up a student support committee meeting to review the gathered information and to determine whether a formal evaluation is in order.

A parent may also request an evaluation as part of the child-find process. This request must be in writing and should state the reason(s) why the parent feels the student is gifted and in need of special education services. Parent requests should be addressed to the building principal. An evaluation may not occur without the written consent of the parent. An evaluation will be conducted within 60 calendar days of the received Permission to Evaluate form.

When a child is identified as eligible for gifted support services, a Gifted Individualized Education Plan (GIEP) is developed. Parents are an integral part of this team.

STUDENTS WITH A DISABILITY

Salisbury Township School District maintains an ongoing system to locate, identify, and evaluate students who are thought to be eligible and in need of special education services. Typically students who are experiencing academic or behavioral difficulties are first referred to the appropriate pre-referral support program such as the Child Study Team or Response to Intervention or SAP program. Following the timelines developed through the team, the student's progress will be monitored. If difficulty persists, the principal will schedule a Student Support Committee Meeting to determine whether a formal evaluation is in order. An evaluation may not occur without the written consent of the parent. A multi-disciplinary evaluation will be conducted within 60 calendar days of the received Permission to Evaluate form.

A parent may also request an evaluation as part of the child-find process. This request must be in writing and should state the reason(s) why the parent feels the student may be in need of special education services. Parent requests should be addressed to the building principal.

When a student is identified as both eligible and in need of specially designed instruction, an individualized educational program (IEP) is developed with parents as part of the educational team. Placement options are based on the student's educational needs, location of program, other students with similar needs, age-appropriate grouping and least restrictive environment.

TITLE I/Multi-Tiered System of Supports (MTSS)

[Multi-Tiered System of Supports \(MTSS\)](#), is a framework to provide targeted support to students of all abilities in the areas of academics, behavior, or social-emotional areas. Through this process we are able to identify needs early and intervene quickly, focusing on the whole child. MTSS is a data-driven process that uses a tiered approach to provide support, with increasing intensity as needed.

- Emphasis on supporting students in reading/language arts and math.
- All students are assessed in reading and math several times per year. Using this data, students are referred for assistance through our Title I Program. Meetings are held on a monthly basis to monitor student progress. Recommendations for supporting students are determined collaboratively by the team.

- Students receive various forms of small group instruction and support in reading and math. The support activities are determined by each student's areas of need. The progress of each student is monitored and parents are informed of the progress at parent-teacher conferences.
- We welcome your [feedback on our Title I goals](#). We would also like volunteers for our School Wide Plan planning team.

[Title I Right to Know Letter](#)

[Pol. 6A.4 Title I Parent and Family Engagement Policy](#)

[SES Parent and Family Engagement Plan](#)

Thank you for reading our Handbook. We invite you to provide any feedback that will help us to make this reference tool more user friendly.