



K - 5
School Handbook

2024-2025

3145 Hamilton Blvd Bypass
Allentown, PA 18103
610-841-3588 (O)
610-879-3772 (F)

Dear Parents, Guardians, and Students,

Welcome to the Salvaggio Academy! We are thrilled to have you join our vibrant community dedicated to fostering a nurturing and enriching learning environment for all our students. As we embark on this exciting journey together, we want to ensure that you have all the necessary information to make the most of your experience here.

Enclosed within this handbook, you will find a comprehensive guide to our school's policies, procedures, and expectations. Whether you are a returning family or new to our school, we encourage you to review this handbook carefully to familiarize yourselves with our school culture and practices.

At Salvaggio Academy, we believe in the importance of collaboration between home and school to support the holistic development of our students. As partners in your child's education, we are committed to providing a safe, inclusive, and supportive learning environment where every student can thrive academically, socially, and emotionally.

This handbook serves as a valuable resource to answer questions you may have regarding our curriculum, academic programs, extracurricular activities, discipline policies, and more. Additionally, it outlines important contact information, school hours, and procedures for various school-related matters.

We encourage open communication and invite you to reach out to us at 610-841-3588 with any questions, concerns, or feedback you may have. Together, we can ensure that your child's elementary school experience is fulfilling, enriching, and memorable.

Thank you for entrusting us with your child's education. We look forward to a successful partnership and a wonderful school year ahead!

Warm regards,

Jessica Devlin, M.Ed.
Director of Education

Jill Rothenberger, M.Ed.
Dean of Students

Important Dates to Remember

Date	Event	Reporting Status
Sep 9, 2024	First Day of School	All students & staff report
Oct 14, 2024	Columbus Day Holiday	No school for students & staff
Nov 1, 2024	Parent/Teacher Conferences	Early Dismissal (12pm)
Nov 11, 2024	Veteran's Day / In-Service Day	No school for students
Nov 27, 2024 - Dec 2, 2024	Fall Break	No school for students & staff
Dec 23, 2024 - Jan 3, 2025	Winter Break	No school for students & staff
Jan 20, 2025	Martin Luther King Holiday	No school for students & staff
Feb 17, 2025	Presidents' Day	No school for students & staff
Mar 21, 2025	Parent/Teacher Conferences	No school for students
Apr 16, 2025 - Apr 21, 2025	Spring Break	No school for students & staff
May 23, 2025 - May 26, 2025	Memorial Day	No school for students & staff
Jun 9, 2025	Kindergarten's Last Day	All students and staff report
Jun 12, 2025	Half Day for Students (Gr. 1-5)	Early Dismissal (12pm)
Jun 13, 2025	Last day of school(Gr. 1-5)	Early Dismissal (12pm)

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School Contact Information

School Phone	610-841-3588
School Fax	610-879-3772
Administrative Team Directory	
Director of Education Mrs. Jessica Devlin, M.Ed.	Jessica_Devlin@salvaggioacademy.org
Dean of Students Mrs. Jill Rothenberger, M.Ed.	Jill_Rothenberger@salvaggioacademy.org
Office Manager Mrs. Millie Rosario-Konrath	Mildred_Konrath@salvaggioacademy.org
Advancement Director Mrs. Holly Nonnemacher, M.Ed.	Holly_Nonnemacher@salvaggioacademy.org
United Way Community School Coordinator Mrs. Holly Nonnemacher, M.Ed.	csc@salvaggioacademy.org
School Nurse Ms. Paige Moody, R.N.	nurse@salvaggioacademy.org
Food Service Director Mrs. Joanne Ramsomair	lunch@salvaggioacademy.org

Mission & Vision Statement

Mission

At Salvaggio Academy, we create a nurturing environment that promotes academic excellence and character development. We aim to inspire a love for learning through rigorous academics and personalized attention. Our curriculum instills values of integrity, empathy, resilience, and responsibility. Partnering with families and the community, we strive to develop compassionate leaders ready to succeed in a changing world.

Vision

Salvaggio Academy envisions a future where every child receives a well-rounded education, support, and opportunities. By working together with educators, families, and community partners, we aim to create a nurturing environment that inspires academic success, personal growth, and social responsibility. Our goal is to build a community where every child is empowered to reach their full potential and create a brighter future.

Non-Discrimination Policy

Salvaggio Academy is committed to a community free from discrimination. We do not discriminate based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity, genetic information, political beliefs, age, socioeconomic status, physical characteristics, marital status, or parental status in any school programs or activities.

We provide equal admissions and employment opportunities to all and make decisions based on merit and qualifications. If you need accommodations during the application process or at any other time due to a disability, please let us know.

We will make reasonable accommodations for qualified individuals with disabilities unless it causes undue hardship. This policy covers all aspects of admissions and employment, including hiring, job assignments, compensation, discipline, termination, and training.

Anyone found engaging in unlawful discrimination will face disciplinary action, up to termination. For inquiries or complaints about discrimination, or for information on disability accommodations, contact our Human Resources Office at 1390 Ridgeview Dr, Allentown, PA 18104 or call (610) 841-3588.

Building Security

Visitation Procedures

Our building is equipped with a security camera system. Visitors are to enter the school through the main entrance. When arriving at the main entrance, please press the buzzer, and the office manager will unlock the door. All visitors will be required to sign in at the kiosk in the vestibule before being granted access to the building. This procedure is necessary to ensure the safety of the staff and students in our building. Once signed in at the kiosk, all visitors are to report to the front desk upon admittance.

Parents bringing books, lunches, etc., must drop these items off at the front desk. Parents are not permitted to go directly to their child's classroom. Students will be called to the front desk for these items. This safeguard is necessary for the safety of all staff and students.

Students from other schools or friends of Salvaggio Academy students are not permitted to visit classrooms during the school day.

Attendance Schedule

Arrival & Dismissal

8:00 a.m	School Doors Open
8:30 a.m.	School Day Begins
3:05 p.m.	School Day Ends

12:00 p.m. Early Dismissal Time (See calendar for scheduled early dismissal days)

Modified Schedule (Late Start Due to Inclement Weather)

One Hour Delay	9:30 a.m.	Start Time
Two Hour Delay	10:30 a.m.	Start Time

Attendance Policy

Attendance Policy Purpose

Pennsylvania School Code Section 1327 states that **regular school attendance is mandatory** and that it is the **responsibility of the parents to send their children to school on a regular basis**. Regular attendance is essential for students to achieve academic success. This policy outlines the expectations and procedures for student attendance in grades K-5 to ensure consistent and effective learning.

Attendance Expectations

- 1. Regular Attendance:** Doors open at 8:00 a.m. and students must be in their classroom no later than 8:30 a.m. Students are expected to attend school every day and arrive on time. Regular attendance is crucial for academic success and social development.
- 2. Tardiness:** Students are considered tardy if they are not in their classrooms by the start of the school day (8:30 a.m.). Tardiness disrupts the learning process for both the late student and their classmates.
- 3. Arrival Time:** Students should not arrive at school prior to 8:00 a.m. Salvaggio Academy will not open the doors early and assume the responsibility for the care of your child prior to 8:00 a.m.

Early Dismissal

During the year we have early dismissal at times for parent-teacher conferences and for staff professional development. Dismissal is at 12:00 p.m. Check the school calendar for the early dismissal dates pertaining to this school year.

Reporting Absences

- 1. Parent/Guardian Responsibility:** It is the responsibility of the parent/guardian to notify the school of a student's absence no later than 9:00 am the day of the absence. **This can be done by**

calling the school office at 610-841-3588 or sending an email to absent@salvaggioacademy.org.

- 2. Notification Details:** When reporting an absence, the parent/guardian should provide the student's name, grade, and reason for the absence.
- 3. Failure to Notify:** If the parent/guardian does not notify the school of the absence following the above stated guidelines your child will be marked as unexcused.

Excused Absences

Excused absences may include, but are not limited to:

1. Student illness or injury
2. Student medical or dental appointments (Dr. note required)
3. Family emergencies (i.e., death in the immediate family)
4. Major religious holiday
5. Approved educational trips or activities
6. Take your child to work day
7. Scheduled court appearance (documentation from the court required)
8. Exceptionally urgent reasons

Unexcused Absences

Absences that do not fall into the excused categories will be considered unexcused. Unexcused absences may result in consequences as outlined in the school's discipline policy. **Students with 10 consecutive unexcused absences will be permanently dropped from the school's roster and will not be able to return.**

The following are considered Unexcused Absences:

1. Any absence for which a Parent/Guardian does not notify the school within 3 school days of student's return to school from an absence
2. Any absence with a Parent/Guardian excuse which is not approved by the Director of Education
3. Any Absence not excused by a Doctor, after Parent/Guardian has received an Excessive Absenteeism notification
4. Absences due to oversleeping, missing the school bus, getting to bed late the night before, or skipping school/class
5. Students whose parents elect to remove them from school against the advice of the school nurse will be required to submit an excuse from a Doctor or the absence will be considered Unexcused.

Excessive Absences

If a student accumulates an excessive number of absences and/or tardies, Salvaggio Academy may require the student to attend the school's four/five week summer program in order to remain enrolled and/or move on to the next grade level. Salvaggio Academy reserves the right to determine what is considered an excessive number of absences and tardies.

Extended Absences

1. **Planned Absences:** For planned absences of three or more days, parents/guardians must notify the school in writing at least two weeks in advance. The school may provide assignments to be completed during the absence.
2. **Chronic Illness:** For students with chronic illnesses resulting in frequent absences, parents/guardians should provide medical documentation. The school will work with the family to develop an appropriate attendance plan.

Family Educational Trips

Salvaggio Academy believes that regular attendance is essential for students to receive the full benefit of the educational programs offered. **Vacations during scheduled school days are discouraged.** SA will allow a student up to five consecutive days of excused absences for family vacations or trips, provided the following requirements are met:

1. A completed Family Educational Trip Form must be submitted to the Dean of Students at least ten school days before the first day of the absence. This form can be accessed via email from Mrs. Konrath.
2. A maximum of five school days per academic year will be permitted for family vacations or trips.
3. Any absences exceeding five days will be coded as unexcused.
4. Students will have three days to make up work for each day missed. Any work not completed within this time frame will be considered incomplete.

Family Educational Trip Limitation Rationale

1. The school calendar provides for roughly 180 days during which students are in actual session at school. Each one of these 180 days is carefully planned by the teachers and administrators to provide important learning experiences. Excuse from attendance can be authorized only for specific reasons of illness, death in the family, or some other unavoidable cause.
2. The school days immediately preceding and following vacation periods are particularly important in the teachers planning of classroom experiences. These days are often used for examinations, review of work covered, introduction of new material, and special enrichment experiences, which are correlated with the particular holidays.
3. The first responsibility of teachers and administrators is to provide for those students who are in attendance or who are absent for authorized reasons. While every attempt will be made to minimize the educational loss resulting from absence due to family vacations, the teachers and administrators must give first priority of time and attention to students in attendance.
4. Days lost from school cannot, in reality, be “made up.” There is no substitute for the uninterrupted personal contact between teacher and student in the classroom experiences, which are planned carefully by the teacher. Homework assignments or pages to be read cannot make up for this loss.

5. Students that are absent from school for 10 consecutive days without a doctor's note will be withdrawn from school.

Medical Appointments

If your child needs to arrive late, leave early, or miss school due to a medical appointment, please inform the school office in advance. To have the time out of school or absence excused, a doctor's note must be submitted to the main office within three (3) days of the appointment. When we are aware of scheduled appointments in advance, teachers can ensure that students are prepared, minimizing disruptions to their classes. Thank you for following these procedures, as they are important for maintaining school routines and consistency for our students.

Make-up Work

Students will be allowed to make up all missed homework, assignments, and tests due to an excused absence. Upon returning to school, they will have three days to complete all assignments. Additional time may be granted depending on the volume of work, at the discretion of the classroom teacher and/or the administration. If the trimester has ended and grades are due, no additional time will be approved unless the student's excused absence is due to illness.

Attendance Monitoring and Intervention

1. **Monitoring:** The school will monitor student attendance regularly. Parents/guardians will be notified of excessive absences or tardiness.
2. **Intervention:** If a student accumulates multiple unexcused absences or excessive tardiness, the school will initiate an intervention process. This may include meetings with parents/guardians, developing an attendance improvement plan, and involving school counselors or social workers.

Truancy

Truancy is defined as a student being absent without a valid reason or without the knowledge of a parent or guardian. Truancy will be addressed in accordance with state laws and school policies, which may include referrals to truancy officers or other legal actions.

Habitually Truant is defined as a student having six (6) or more unexcused absences during the current school year.

Communication

1. **Parent/Guardian Engagement:** The school will regularly communicate the importance of attendance to parents/guardians through newsletters, meetings, and other communication channels.
2. **Support Services:** Salvaggio Academy is committed to working with families and helping to improve students' attendance. Therefore, should you enter a period of hardship, please contact the school office immediately to discuss ways in which the school can support you and your family.

Review and Revision

This policy will be reviewed annually and revised as necessary to ensure its effectiveness in promoting regular attendance and academic success for all students.

Inclement Weather Policy & School Closings

Inclement Weather Policy

In the event of inclement weather, information regarding school closings and delays will be posted by 6:00 a.m.

- **One-Hour Delay:** The school day will begin at 9:30 a.m. Breakfast will be served.
- **Two-Hour Delay:** The school day will begin at 10:30 a.m. **NO BREAKFAST WILL BE SERVED.**

Salvaggio Academy will ensure that information regarding emergency closings or operations will be available through the following services:

- **WFMZ-TV Channel 69**
- **Gradelink**
- **Class Dojo**

Note: Please DO NOT call the school office. Refer to WFMZ-TV Channel 69, Gradelink, and/or Class Dojo for updates. Early dismissal procedures will remain the same as a regular school day.

Admission & Withdrawal From Program

Admission Procedure

Each parent who wishes to enroll their child at Salvaggio Academy must complete and submit an enrollment packet, which includes, but is not limited to, the following:

- Registration application,
- Medical history form,
- Completed physical with immunization dates,
- Completed dental form,
- Proof of birth,
- Proof of residency, and
- Scholarship application.

All student applicants will participate in admission assessments as part of the application process. Following the admissions assessments, you will receive a letter confirming your child's acceptance into Salvaggio Academy. All new students who receive acceptance are required to attend Salvaggio Academy's free summer program held during the months of July and August.

Waiting List

If space in our program is unavailable, your child will be placed on a waiting list and you will be notified in writing.

Tuition and Scholarships

The tuition at Salvaggio Academy is \$12,800.00 per year per child. Full and partial scholarships are available based upon financial need. If a child is granted a scholarship, student attendance and student/parent participation are required.

Full commitment to Salvaggio Academy's academic program is expected of all families. Any student/parent who does not abide by the student attendance/participation policy will risk the loss of scholarship and being permanently withdrawn from Salvaggio Academy's academic program.

Withdrawals / Transfers

When withdrawing a child from SA, the parent or guardian must notify the school office in advance. Students who transfer to another school must return all Salvaggio Academy property.

A withdrawal/transfer form must be completed prior to the student's last day to confirm that the student has been enrolled in another school. Student records will only be distributed to the child's new school upon request of the school or district. Per PA Public School Code, upon receiving the withdrawal/transfer form, the child's home district will be informed of his/her disenrollment from Salvaggio Academy.

Kindergarten and New Student Requirements

Entrance Age

Children entering Kindergarten must be five (5) years old by September 1st.

Health Requirements

The School Nurse shall ensure that every student, prior to their first admission to the school, has been immunized against the diseases mandated by the Pennsylvania Secretary of Health.

Children must be fully bathroom independent (potty trained and not requiring diapers or pull-ups) to attend SA. If it is discovered after enrollment that your child is not bathroom independent, they will be disenrolled from SA, with the recommendation to reapply the following school year once they are successfully potty trained.

Student Assessments

Assessments are valuable tools for administrators, teachers, and students, serving the purpose of measuring learning objectives and supporting student learning. SA utilizes various standardized assessments to gather relevant information about student performance and progress and to make informed judgments about students' learning processes.

The SA administrative team will administer standardized assessments as part of the admissions process. The results of these assessments will be used to determine a student's fit for our academic program.

The SA administrative team may administer standardized assessments to students at any time to gather important information and determine the best ways to support their learning needs.

Parents understand that all new applicants to SA, as well as current SA students, are subject to standardized assessments throughout the school year.

K-5 Scholarship Program & Guidelines

K-5 Scholarship Purpose

The Salvaggio Academy Board of Trustees has established a scholarship fund to be awarded to a student currently enrolled at SA who: (1) demonstrates outstanding academic ability, achievement, growth, or potential, (2) regularly attends school (see school handbook for attendance policy); and (3) strives to be the best student possible.

K-5 Scholarship Criteria

In order to be considered for a scholarship, a student must be currently enrolled at SA and meet the following criteria:

1. **Be in good financial standing** with all tuition and fees, including late fees, from the previous school year paid in full by the beginning of the new school year.
2. **Be in good attendance standing** with no more than 3 unexcused absences and 5 late arrivals throughout the previous school year. (Violation of the attendance policy may result in loss of scholarship funds.)
3. **Demonstrate financial need** as determined by our tuition management program guidelines.
4. **Demonstrate academic excellence** by displaying consistent effort and active participation in class lessons and activities, working diligently, satisfactorily completing and submitting all class and homework assignments on time, and striving to be the best version of him/herself.

Award Amount

Scholarship awards include partial and full tuition coverage depending on the family income level and need.

Recipients

Recipients will be chosen based on financial need, academic achievement (Report card grades, IOWA assessment scores, and instructional technology scores that will be evaluated to determine a student's personal achievement and growth from quarter to quarter), and attendance. The number of awards varies annually. Receipt of the SA Scholarship in previous years does not guarantee receipt during the current academic year. Students must reapply yearly.

Submission

All scholarship applicants must apply directly through Simple Tuition Solutions. Scholarships are awarded on a first-come, first-served basis to families in financial need who have completed the application process by the deadline and meet the above requirements. Please note, a completed application includes the submission and verification of all required financial documentation, i.e., W-2's, 1040's, etc. by the deadline.

Selection Process

All applications are reviewed by a Scholarship Committee which consists of the Director of Education, Dean of Students, and the Admissions Director. Scholarship finalists may be required to meet with the Scholarship Committee for a personal interview. This interview would be conducted before final selections are made by the committee.

Notification

Scholarship recipients will be notified in writing after the tuition and financial aid application process closes. All scholarship money will be applied directly to the student's tuition.

Disclaimer

The receipt of scholarships from other organizations shall not render a student ineligible for the scholarship, except in the event that a full scholarship is awarded.

6-12 Graduate Support & Scholarship Program

Middle School Scholarship Program

Salvaggio Academy has established partnerships with local schools in the Diocese of Allentown, offering scholarships to SA graduates who wish to continue receiving SA support and services while attending 6th to 8th grade. SA's administrative team assists families in identifying the best middle school fit for each fifth-grade student as they prepare to transition. Once enrolled in one of SA's partner middle schools, families receive a scholarship contract, which they must adhere to in order to maintain the scholarship.

Current partner middle schools:

1. [St. Elizabeth Regional School](#) (Whitehall, PA)
2. [St. John Vianney Regional School](#) (Allentown, PA)
3. [St. Thomas More School](#) (Allentown, PA)

High School Scholarship Program

Salvaggio Academy has established partnerships with local schools in the Diocese of Allentown, offering scholarships to SA graduates who wish to continue receiving SA support and services while attending 9th to 12th grade. SA's administrative team assists families in identifying the best high school fit for each 8th grade student as they prepare to transition. Once enrolled in one of SA's partner high schools, families receive a scholarship contract, which they must adhere to in order to maintain the scholarship.

Current partner high schools:

1. [Allentown Central Catholic High School](#) (Allentown, PA)
2. [Notre Dame High School](#) (Easton, PA)

Student Responsibilities

At Salvaggio Academy, every student is expected to abide by all rules and responsibilities outlined in the school handbook or face permanent removal from the school's enrollment.

Given the nature of working with children, this list is not exhaustive. We have made every effort to create a comprehensive list of responsibilities and expectations; however, we reserve the right to modify our expectations as needed to maintain a safe and supportive learning environment.

Expectations of a SA student:

1. Be a Leader

- a. Demonstrate the Leader in Me Habits:
 - i. Be Proactive
 - ii. Begin with the End in Mind
 - iii. Put First Things First
 - iv. Think Win-Win
 - v. Seek First to Understand, Then to be Understood
 - vi. Synergize
 - vii. Sharpen the Saw

2. Be Respectful

- a. Keep hands, feet, objects, and/or physical actions to self
- b. Refrain from using explicit language, profanity, and abusive language or actions, both written and verbal
- c. Demonstrate respect for the rights of other students, teachers, administrators, volunteers, and guests

3. Be Responsible

- a. Attend school regularly and on time
- b. Conscious effort in classroom work
- c. Take appropriate care of all materials and equipment
- d. Respect the rights of classmates by not interfering with their education and learning
- e. Follow the school uniform policy
- f. Comply with all laws, rules, and regulations
- g. Complete all homework assignments as instructed by the teacher in a timely manner
- h. Make up all work when absent in a timely manner
- i. Promptly deliver all school communications to a parent / guardian

Lockers

A locker is provided to each student in grades 3 - 5. Lockers are the property of the Salvaggio Academy. **Students shall have no expectation of privacy in or regarding their locker.**

Lockers are used for storing coats and other outdoor clothing as well as books and classroom items that cannot be stored at the student's desk.

No student may use a locker to store a substance or object which is prohibited by law or school regulations or which threatens the health, safety, or welfare of the building and its occupants. Lockers should not be used to store valuables.

School administrators and law enforcement have the right to inspect a school locker when there is a reasonable suspicion that the locker is being used improperly.

Ipads /Textbooks / Library Books

iPads, textbooks and library books are the property of SA. Students are responsible for any damage to their iPads, textbooks or lost books. As a result, there may be a cost for repair or replacement of iPads/books.

Electronics/Games

Electronics, toys, games and other items not intended for use in the classroom should remain at home, or out of sight if brought to school to use during after school activities. Toys that are a distraction to school procedures may be confiscated. The school is not responsible for lost or stolen items.

Telephone Usage & Cell Phone Policy

Telephone use by students will be permitted only in cases of an emergency or if directed to do so by the classroom teacher or building administrator.

Cellular phones are not permitted in school during regular school hours. Cell phones that are brought to school will be treated as prohibited items if they are not turned into the classroom teacher upon the student's arrival at school. Students are expected to inform their classroom teacher that they have a cell phone upon arrival. The cell phone will be stored in the classroom for the day in a ziplock bag. At the end of the school day, the teacher will safely return the student cell phone in the ziplock bag. The school is not liable for any theft or damage of cell phones on school property that have not been turned into the classroom teacher.

Additionally, students are prohibited from bringing electronic devices such as, but not limited to, iPads, iPods, Kindles, Nooks, Apple watches Fitbits, and Beats, onto school property. These devices will be confiscated and returned only to a parent or guardian.

Academic Integrity

Academic dishonesty in any form will not be tolerated at Salvaggio Academy. Cheating, forgery of signatures, plagiarism, and the giving or receiving of homework answers is considered a serious offense and will be disciplined. Students found cheating will have their parents called by the teacher and will incur any academic consequences explained in the individual teacher's course policies and regulations.

Homework Policy

At Salvaggio Academy, we prioritize the holistic development and well-being of our students. After careful consideration and review of current educational research, **we have decided to implement a no-homework policy for students in grades K to 3rd.**

Research has consistently shown that there is no proven academic benefit to assigning homework at the elementary school level. Studies indicate that homework in these early grades does not significantly impact academic achievement. Instead, it often leads to unnecessary stress for students and families, reduces the time available for creative play and exploration, and can even diminish a child's love for learning.

Focus should be on in-school learning. We believe that the most effective learning happens during the school day, under the guidance of our dedicated teachers. Our curriculum is designed to maximize classroom time, ensuring that students have ample opportunities to engage with material, ask questions, and collaborate with their peers.

Salvaggio Academy does encourage a balanced lifestyle, meaning, we encourage our students to participate in after-school time that includes family interaction, physical activity, hobbies, and rest. These activities are essential for the healthy development of young children and contribute to their overall well-being.

We encourage parents to stay involved in their child's education by reading together, discussing the day's learning experiences, and engaging in fun, educational activities at home. However, these activities are intended to be enjoyable and stress-free, without the pressure of formal homework assignments.

This policy will be regularly reviewed to ensure it continues to meet the needs of our students and aligns with best educational practices.

Prohibited Items

A student may not have in his or her possession any of the following items:

- Personal radios, mp3 players, iPods, or electronic handheld games,
- Toys or playing cards of any type,
- Fidget toys (unless proper documentation from a medical professional supports the use of such a device to reduce ADD/ADHD/Autistic behaviors),
- Items associated with gambling,
- Items symbolic or related to gang involvement,
- Pornographic or obscene material,
- Alcohol and drugs (including prescription, over-the-counter medicines, and illegal drugs),
- Tobacco and tobacco products,

- Weapons, and
- Other items that the administration may find disruptive to the learning environment.

These items will be confiscated and will only be returned to a parent or guardian at the end of the school day. Items must be picked up by a parent/guardian or they will be discarded. Items in violation of local, state, or federal laws will be relinquished to the appropriate authorities.

Parent / Guardian Responsibilities

Parent and Family Involvement

As a parent of a student at Salvaggio Academy, we ask that you become familiar with the following parental expectations listed below. We believe that these expectations will help establish a positive and productive learning environment throughout the school and community.

Parental Responsibilities and School Guidelines

1. Keep home, work, and emergency contact information up to date with the school.
2. Notify the school office of any changes to your child's dismissal procedures.
3. Familiarize yourself with the school, its staff, curriculum, and activities.
4. Check your child's folder daily for school communications and important forms that need to be signed and returned.
5. Refer to the school's monthly calendars for updates and schedule changes.
6. Attend parent-teacher conferences.
7. Understand the school's rules, policies, and the consequences of rule violations.
8. Refrain from using explicit language, profanity, or abusive language or actions, whether written or verbal.
9. Obey all traffic laws and regulations when on or around school property.
10. Follow all school guidelines for arrival and dismissal procedures.
11. Encourage your child to show respect for their classmates, school personnel, and school property.
12. Review the school handbook as a family, with special attention to the Attendance, School Uniform, and Discipline policies.
13. Support the school's safety practices and follow procedures designed to keep all students safe.
14. Interact appropriately with school staff; failure to do so may result in the loss of your child's scholarship and expulsion from the school.
15. Please DO NOT use your phone when visiting the school office or classrooms.

Attendance and Health Guidelines

1. Ensure your child attends school regularly, arrives on time, is well-rested, and is prepared to learn.
2. A child MUST attend school before and after an appointment, depending on its time, unless they are undergoing a procedure requiring local or general anesthesia.
3. Ensure that your child's attendance and participation during school hours are regular and punctual, and that all absences are excused.
4. Provide all required medical and dental documentation, ensuring it is up to date.
5. Submit appropriate information and documentation for any known medical conditions that might affect attendance.
6. If your child will be absent for more than three (3) days or is traveling, submit an extended absence request form to the office.

7. Inform school administration of any problem or condition that may affect your child or others in the school community, such as behavioral health conditions (e.g., ADHD, Autism, ODD) or medical conditions (e.g., allergies, asthma, diabetes, seizure disorders).
8. All medication to be administered at school **MUST** be brought in by an adult. **DO NOT SEND MEDICATION WITH YOUR CHILD.**

Parent-Teacher Conferences

Parent-teacher conferences are held throughout the year to review your child's progress. However, if you would like to schedule a meeting with your child's teacher at any time, please contact the teacher or the school office. Our teaching staff is always willing to meet with you, but we ask that appointments be made in advance.

Grade Promotion/Retention

It may be necessary to retain a student in a particular grade if academic standards are not achieved as outlined by the Salvaggio Academy. The ultimate decision in regards to retention is a joint decision between the Director, Dean, and classroom teacher after consulting with the student's parent or guardian. Parents will be officially informed in writing of possible non-promotion. If retention is deemed necessary, parents will receive an official notification that must be signed and returned to administration. No student will be retained for more than two years. Students will be promoted upon successfully completing all grade-level requirements.

Photo and Video Release

Salvaggio Academy requires written parent or guardian's permission to use any child's photograph or photographic image in official Salvaggio Academy publications. To withdraw permissions, a written request must be submitted from a parent or legal guardian to the main office.

Field Trips

Field trips will be designed to contribute to the educational, cultural, and social growth of the student. Field trips are scheduled at the discretion of the Salvaggio Academy teachers and approved by the Director of Education. Parents are required to sign a permission slip for each field trip. Students who fail to submit the proper permission forms will not be permitted to attend the trip and may be asked to stay home due to the unavailability of staff to oversee those students.

Telephone calls will not be accepted in lieu of proper forms. A faculty member, assisted by parent volunteers, will accompany the children on the field trip. Participation in any field trip is a privilege. Appropriate dress and conduct are always expected on any field trip. Misconduct can keep a child from attending these special events. Children with health issues, such as life threatening allergies or diabetes, etc., **MUST** have a parent as a chaperone in order to attend a field trip if our school nurse is unable to attend.

Health Services

School Nurse & Health Room Expectations

- The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in vision screening.
- Please call the nurse if your child is absent from school due to a communicable disease. Precautions must be taken to protect other children.
- If your child requires a special diet and/or has food allergies, please note this on the health form and provide the appropriate documentation from a medical doctor.
- The School Code of the Commonwealth of Pennsylvania requires that all students in grades K, 6, and 11 be given a physical examination and that all students in grades K, 3, and 7 be given a dental exam.
- Written authorization, signed by the physician, psychiatrist, or dentist (original or by fax), and the parent or legal guardian must be provided for each separate prescription or medication being administered to each student. Medication must be delivered to the school nurse by the parent, or legal guardian, in the original medication container. Students are not to have medication in their possession at any time.
- Please visit the [school website](#) and click on the Health Services page for up-to-date information and forms

Food Allergies

If your child has a diagnosed food allergy(s), please note it on the health form and provide the school with medical documentation.

Please contact the Dean of Students or school nurse to set up a meeting to discuss your child's needs. The Director of Food Services may be contacted to arrange for food substitutions if needed.

Mandated Health Screenings for Kindergarten

- Height, Weight, BMI (checked annually)
- Vision (checked annually)
- Hearing

Immunizations

Pennsylvania State Law requires that *ALL* children have basic immunizations in order to be allowed to enter school. These immunizations include:

- 4 doses of DTP (Diphtheria, Tetanus, Pertussis) Vaccine (including one dose administered on or after the fourth birthday)
- 4 doses of Polio (including 4th dose on or after the fourth birthday and at least 6 months after the previous dose is given)

- 2 doses of Measles, Mumps, Rubella (MMR)
- 3 doses of Hepatitis B Vaccine
- 2 doses of Varivax (Chickenpox)

The State of Pennsylvania does allow for a medical or religious exemption, if applicable.

Medications

If your child needs to take medicine in school, prescription or *over-the-counter, the procedure is as follows:

- As a provided service, medication including over-the-counter medication will be administered to students in the regular school setting and only in circumstances when the child's health may be jeopardized without it.
- Written authorization, signed by the physician, psychiatrist, or dentist (original or by fax) and the parent, legal guardian, or emancipated student must be provided for each separate prescription or medication being administered to each student.
- If dosage is changed, new written authorization is required.
- Authorization will terminate with the expiration date of the prescription or at the end of the school year, whichever occurs first.
- If the medication is discontinued, the parent or legal guardian must notify the school nurse in writing.
- Medication must be delivered to the school nurse by the parent, legal guardian, authorized adult designee or emancipated student in the original medication container.
- Students are not to have medication in their possession at any time per the school drug and alcohol policy except when a physician authorizes a self administered emergency medication.
- It will be the responsibility of the parent or legal guardian to make arrangements for administration of medication during activities away from school.
- Medication sent to school in violation of this policy will not be administered to a student.

***Over-the-counter medication:** Does not apply to cough drops, but does include aspirin, Tylenol, herbal supplements, Ibuprofen, and antacids, etc., in which case a one school year standing order from the child's personal physician will be accepted.

Illnesses During the Day

Students who become ill during the school day should first inform their classroom teacher. The student will be sent to the Health Room at which time the School Nurse will assess them further. If it is determined that they are too ill to attend class, parents will be notified and are to pick up the student within one (1) hour of the parent/guardian being called.

No student is sent home without the permission of a parent/guardian or responsible adult relative. If a parent or emergency contact person cannot be reached, the student will remain in the Health Room with the Nurse. If your child is sent home from school due to illness, no matter what the symptoms, please ring the school doorbell and wait for your child to be brought to you.

Students who are well enough to attend class will be asked to return to class after the Nurse has assessed them.

Medical Causes for Exclusions from School

When children enter school, their world expands. They come in contact with new and different things, including infections and contagious diseases. Your family doctor should be called promptly when symptoms of illness occur.

Students are excluded from school when the following symptoms occur:

1. COVID-19 symptoms/diagnosis,
2. Hand, Foot, and Mouth,
3. Skin eruption,
4. Chickenpox,
5. Whooping cough (Pertussis),
6. Fever of 100 degrees F or higher,
7. Severe sore throat,
8. Conjunctivitis (Pink Eye),
9. Vomiting, and/or
10. Diarrhea.

It is required that your child be free of these symptoms for 24 hours before returning to school.

Exclusion From Physical Education

Students can be excluded from physical education for medical reasons. The student must bring a note from a parent or physician stating the reason for the exclusion. In cases involving exclusion for an extended period of time, a doctor's statement with the reasons for exclusion and the length of exclusion must be provided. The child will be asked to attend physical education classes even though he/she will not be expected to participate.

Medical Emergency

1. Any student who is, in the opinion of a professional staff member, in need of personal medical attention will be immediately brought to the Health Room.
2. Any students requiring immediate emergency medical treatment will be transferred by ambulance, with the written consent of the parent, to the Hospital that is preferred by the parent on the student's Emergency Medical record Form. Parent(s) will be notified immediately.

Food Services

Water Bottle Policy

To support the health and well-being of our students, Salvaggio Academy encourages the use of water bottles throughout the school day. Students are permitted to bring a reusable water bottle to school each day. Water bottles should be filled with water only—no flavored drinks, juice, or soda are allowed. Please ensure that water bottles are clearly labeled with the student's name and are spill-proof to prevent accidents in the classroom. Water bottles can be refilled at designated stations during breaks.

National School Lunch Program

Salvaggio Academy is an approved CEP school through the national School Lunch Program. As a result, all students qualify for free breakfast and lunch during the regular school year.

In order to participate, breakfast and lunch must be pre-ordered through our food catering service. Monthly breakfast and lunch menus will be sent home in advance for the upcoming month's orders. Only students who have pre-ordered breakfast or lunch will receive these meals. Please note that once the school has placed the order for the month, no additional orders can be made. Be sure to adhere to the order deadline indicated on the menu.

Parents are advised not to order school lunches if they plan to pack a lunch for their child(ren), as it is wasteful to order a meal that won't be eaten.

Student Lunch Policy

Students not participating in the National School Lunch Program are expected to pack a non-perishable lunch each day. We encourage students to store their lunch in an insulated bag, which will be kept in the classroom. When packing lunches, please consider healthy portion sizes, food choices, and nutrition.

Candy, soda, caffeinated beverages, and glass bottles are not permitted. Fast food from places like McDonald's, Burger King, and Dunkin Donuts is also not allowed. Hoagies from Wawa or Subway are permitted, but please note that children in grades K–5 should have only a 6-inch sub. All lunches must be brought to school with the student in the morning. Please refer to the healthy snack/lunch suggestions provided.

If a student forgets their lunch, they will be sent to the front desk, and a parent will be contacted to bring lunch to school. If a parent is unable to bring lunch, the student will be provided with the day's hot lunch.

Due to the number of students in our school, we cannot warm up a child's lunch; therefore, please pack a lunch that does not require warming up. We highly recommend using a thermos to keep foods warm, such as soup, pasta, and chicken nuggets.

Healthy Snack Policy

A healthy snack policy has been created to align with the National School Lunch Program's wellness policy and promote healthy eating habits that contribute to the overall well-being and academic success of students.

Healthy Snack Policy Guidelines

1. Healthy Snack Guidelines:

- Snacks brought from home should align with the dietary guidelines of the National School Lunch Program, focusing on nutrient-dense options like fruits, vegetables, whole grains, and lean proteins.
- Minimize the inclusion of snacks high in added sugars, high fructose corn syrup, unhealthy fats, and sodium.
- Portion sizes should be appropriate for elementary school children to prevent overeating.

2. Approved Snack Options:

- Fruits & Vegetables: Fresh fruit (e.g., apples, oranges, berries), sliced vegetables (e.g., carrots, celery, bell peppers), dried fruits without added sugar.
- Whole Grains: Whole grain crackers, low-sugar granola bars, whole grain cereals, popcorn (unsalted, unbuttered).
- Proteins: Low-fat cheese sticks, unsweetened yogurt, hard-boiled eggs, hummus, and lean deli meats.

3. Prohibited Items:

- Snacks with high sugar content, such as candy, cookies, and sugary beverages.
- High-sodium snacks like chips.
- Any food containing nuts if there is a known allergy within the class.

4. Special Dietary Needs:

- Parents must inform the school of any dietary restrictions or allergies. The school will make accommodations to ensure all students can participate in snack time safely.

5. Implementation:

- Teachers and staff will monitor snack times to ensure adherence to this policy.
- Parents will be notified if a student's snack does not meet the guidelines, with alternative suggestions provided to align with the National School Lunch Program standards.

This policy, which will be reviewed yearly and revised as necessary, is designed to support the National School Lunch Program's commitment to improving student health, supporting academic achievement, and fostering lifelong healthy eating habits.

For more information on how to provide your child with a healthy school lunch, please contact the School Nurse.

Food Allergies Policy

If your child has a diagnosed food allergy(s), please note it on the health form and provide the school with medical documentation. Please contact the school nurse to set up a meeting to discuss your child's needs. Separate areas and tables in the cafeteria will be sectioned off to create a "Peanut-free" environment for those in need.

Birthday Celebration Policy

Salvaggio Academy has developed a wellness program based on state nutritional guidelines in order to promote better health for children. For the health and safety of all students, **birthday treats must be ordered through the SA food service department**. The contact number for the food service department is 610-841-3588 ext. 126. There will be no outside food or snacks permitted in classrooms for birthday celebrations as per our NSLP Wellness Policy.

SA shall provide a list of suggested non-food alternatives to parents/guardians and staff, which may be posted via the school website, school handbooks, newsletters, posted notices and/or other efficient communication methods.

Please do not send balloons, party favors, or gifts to school. Families who attempt to bring or deliver these items to the school will not be allowed entry. These items should be reserved for outside of school celebrations. We appreciate your adherence to this policy.

Birthday Invitation Policy

The purpose of this policy is to promote inclusivity and respect among students while managing the distribution of birthday invitations within the school setting.

Birthday Party Policy Guidelines

1. Inclusive Invitations:

- If a student wishes to distribute birthday invitations at school, they must invite all students in their class or all students of the same gender within their class. This ensures that no student feels excluded.
- If only a few students are being invited, invitations should be distributed outside of school to avoid any feelings of exclusion. This may not be done on school grounds or during a school sponsored event.

2. Alternative Methods:

- Parents are encouraged to use alternative methods for distributing invitations, such as mailing them directly to invitees or using electronic invitations, to avoid any potential issues at school.

3. Teacher Notification:

- Parents should notify the teacher in advance if they plan to distribute invitations at school. This allows the teacher to plan accordingly and ensure that the distribution is handled appropriately.

Student Services

Student Services Purpose

At Salvaggio Academy, we believe that every student has the potential to succeed when given the right support. To ensure this, a variety of services are available to assist students in reaching their goals. These services are designed to be as minimally restrictive as possible, allowing students to develop their skills within the general education program.

Student academic progress is regularly monitored throughout the school year. Additionally, annual vision screenings are conducted by school nurses for every child, and hearing screenings are performed each year for students in grades K, 1, 2, and 3. Teachers continually observe speech and language development in the classroom, and any concerns are promptly communicated to the Dean of Students.

Student Services Offerings

The range of services for students includes:

1. Counseling Services (I.U. 21)
2. Health Services
3. Response to Instruction & Intervention (RtII)
4. Multidisciplinary Evaluation
5. School Psychology Services (Valley Youth House)
6. Speech and Language Services (I.U. 21)
7. Special Education Services (I.U. 21)

Communication

Should any parental concerns arise, Salvaggio Academy encourages an open door communication policy. As a parent, if you are experiencing an administration concern, contact the Director of Education. If there is an educational or health concern, contact your child's classroom teacher and/or the Dean of Students. SA greatly encourages parent and family involvement. Please communicate regularly with your child's teacher as well as with administration as needed.

Transportation

Transportation Information

Salvaggio Academy does not provide transportation services directly. However, under Pennsylvania law, students enrolled in non-public schools are entitled to transportation services from their home school district if certain conditions are met.

1. If a school district provides transportation for its resident public school students, it must also offer identical transportation services for resident non-public school students. In the Allentown School District, transportation is provided for elementary students (grades K-5) who live 1.5 miles or more from their school. Therefore, non-public elementary students (grades K-5) must reside at least 1.5 miles walking distance from home to school to qualify for transportation.
2. For those who qualify, transportation must be provided to and from the non-public school in which the student is enrolled, even if the school is outside the district, as long as it is within 10 miles beyond the district boundaries.
3. If you believe your child is eligible for transportation, please complete the necessary form provided by the school office and return it promptly.

Students who live less than 1.5 miles or more than 10 miles from the school must provide their own transportation or walk. For families who are able to do so, carpooling is also encouraged.

District Provided Bus Discipline Policy

Video/Audio Surveillance

1. The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing the violation of bus rules, school rules, regulations, district policies, and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.
2. Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time.
3. The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

Please see your child’s sending school district’s bus discipline policy for more details. This information can be found by calling your sending district's office or by going onto their website.

Technology Policies

Acceptable Use Policy

The 2024-2025 Student Apple iPad Use Agreement is made effective between Salvaggio Academy, the named student, and the student's parent or guardian.

Equipment Subject to Agreement

The equipment subject to this agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:

- One (1) Apple iPad
- One (1) AC/USB Adapter (with power cord)
- One (1) Carrying Case
- One (1) Apple Pencil
- One (1) Headphone

Ownership

The school shall be deemed to hold the title to the equipment at all times unless the school transfers the title. The student shall hold no security or ownership interest regarding the equipment. Likewise, the student shall hold no security or ownership interest in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the equipment used by the student.

Term Equipment Use

The student shall return all equipment itemized above in good operating condition to the classroom teacher at the end of the current school year (unless the school transfers the equipment's title). The school may require the student to return the equipment at any time and for any reason. Failure to return the equipment will be treated as an act of theft and the authorities will be notified. Failure to return the equipment in good operating condition will result in a fine up to the original purchase price of the device.

Equipment Storage and Use at School

The equipment will remain on the school's premises during each of the student's normal school days. During the school's normal business hours or after school, when the student is not in the immediate presence of the equipment, the equipment must be secured in a designated location as determined by the classroom teacher.

Use of Equipment

The primary use of the equipment by the student is for the student's educational programs. The student shall abide by the school's Acceptable Use Policies ("AUP"). Violation of the school's AUP will require

administrative correction/repair by the Salvaggio Academy teachers and will result in disciplinary action as determined by the Director of Education.

Web Browsers

- Students will not visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will not access social media sites at any time. Social media sites include, but are not limited to, Facebook, Facebook Messenger, Instagram, Twitter, TikTok, Snapchat, Tumblr, Pinterest, Kik, WhatsApp, Reddit, and Vsco
- Students may only use YouTube under the direction and guidance of the classroom teacher.
- Students will never disclose or publicize personal information.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- All SA students receive a school-issued email address. This email address is to be strictly used for school communication and assignments only. Below is a general summary of guidelines related to student email.
 - Student email is to be used for school related communication.
 - Students may not send harassing email messages or content.
 - Students may not send offensive email messages or content.
 - Students may not knowingly send spam email messages or content.
 - Students may not knowingly send email containing a virus or other malicious content.
 - Students should not send or read email at inappropriate times, such as during in-person or virtual class instruction.
 - Students should not send email to share test answers or promote cheating in any way.
 - Students should not use the account of another person.

Monitoring of Student Email

- Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content.
- Administration reserves the right to log into student email accounts at any time to monitor usage.
- Student email that is identified as inappropriate will result in an immediate discipline referral to administration.

Software Licenses Compliance

The student is responsible for compliance with the license terms of any licensed software, and the student agrees to hold the school harmless for any violations of such license terms.

Care of Equipment

The equipment may only be used in a careful and proper manner. The student shall keep the equipment in good operating condition, allowing for reasonable wear and tear. The student shall immediately notify the classroom teacher if the equipment is not in good operating condition or is in need of repair. The school maintains a service contract covering the equipment. The student shall be financially responsible for repairs due to negligence. No personal stickers or writing is allowed on the equipment.

Right of Inspection

The student shall make the equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the school's normal business hours.

Warranty

The school honors Apple's warranty on all equipment for two years as an extended Apple Care warranty has been purchased. The school is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The student assumes responsibility for the condition of the equipment.

Indemnity of School for Loss or Damage

If the equipment is damaged due to negligence, or any other reason not covered by the warranty, the school shall have the option of requiring the student to repair the equipment to a state of good working order or to reimburse the school for the full replacement cost of such equipment.

Device

This agreement shall apply to any model of iPad or laptop issued by Salvaggio Academy until a new Apple equipment use agreement is executed between the parties.

Waiver

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

Internet

The sole use of the internet within the classroom is educational. Students are not permitted to use the school internet for personal emails, social media, or web browsing of any sort. The classroom teacher will define acceptable internet use on a case-by-case basis.

Disclosures

I hereby release Salvaggio Academy, its personnel, its volunteers, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability

to use, the Salvaggio Academy network. I will instruct my child regarding the rules of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at Salvaggio Academy. I understand that it is impossible for Salvaggio Academy to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network. I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that Salvaggio Academy encourages parents and guardians to supervise and monitor any online activity.

By signing this AUP and School Handbook, the student and the student's parent or guardian, hereby agree to the terms of this agreement.

Dress Code

Dress Code Policy

All students are required to wear the school uniform daily. Parents and guardians are expected to ensure that students leave home properly dressed each morning. Students must remain in proper uniform throughout the entire school day, including during all school-related activities such as before and after school programs and field trips. Any exceptions to this rule, such as field trips that require different attire, will be communicated to parents and guardians in advance. By upholding a uniform dress code, we foster an educational environment focused on learning, minimizing distractions related to attire.

To maintain consistency in appearance, we require students to wear the French Toast brand uniform. However, we understand the financial burden that school clothing can impose on families. In addition to purchasing from the French Toast Schoolbox, French Toast uniform pants are also available at Burlington Coat Factory and Forman Mills. Any exceptions to the French Toast brand must receive prior approval from the Director of Education and the Dean of Students.

All students are required to wear the navy blue polo shirt with the SA logo. This MUST be purchased through the French Toast Schoolbox.

Regular Uniform Guidelines

Salvaggio Academy has a new uniform policy for the 2024-2025 school year. Students must adhere to the following guidelines:

- **Shirts:** Solid short or long sleeve French Toast navy blue polo with school logo
- **Pants:** Solid straight leg French Toast khaki dress pants
- **Shorts:** Solid straight leg French Toast khaki, knee length
- **Skort:** Blue/gold plaid, knee length or longer
- **Polo Dress:** Navy, knee length or longer with school logo
- **Outerwear:** Salvaggio Academy zip up jackets
- **Tights and Socks:** navy blue or white; navy blue or white knee socks or tights under skirts or dresses
- **Shoes:** Brown or black uniform shoes or solid black or white sneakers; Girls may wear brown or black riding boots or brown, black Ugg Boots during the winter months only
- **Belt:** Brown or black belt
- **Earrings:** Stud Earrings (No hoop earrings for the safety of the student)

All jewelry is worn at the risk of the student. SA will not be held responsible for any lost, damaged, or stolen jewelry nor will SA be held responsible for injury that results from wearing any type of jewelry.

Physical Education Uniform Guidelines

- Students must adhere to the following guidelines:

- Navy Blue short sleeve dri-fit t-shirts (with school logo)
- Navy blue cotton sweatshirts (with school logo)
- Navy blue dri-fit shorts (with school logo)
- Navy cotton sweatpants (with school logo)
- Solid navy or white athletic socks; any color sneakers **for gym ONLY**

Uniform Restrictions

- Students are NOT permitted to wear the following:
 - T-shirts (except on gym day)
 - Any uniform pants that are not French Toast brand
 - Cargo style pants with patch pockets, pipe shorts, jeggings, denim or form-fitting pants, or bike shorts
 - Hooded sweatshirts or jerseys of any type (unless permitted for special events)
 - Hats, bandanas, sweatbands or scarves
 - Patterned tights or socks
 - Open-toe shoes, sandals, flip flops, crocs, bright colored shoes
 - Makeup (even on dress down or picture days)
 - Spiked and/or shaved hair designs will be permitted only at the discretion of the administration
 - Midriff shirts
 - Tank tops or shirts with spaghetti straps
 - Torn jeans (on dress down days)
 - Inappropriate writing on clothing

Uniform Compliance

Daily uniform checks will be conducted, and the following items will be reviewed:

- Shirts must be buttoned to the second button and tucked into pants.
- Pants must be worn at the waist.
- Clothing must be in good repair, clean, and free of writing or markings.

Consequences

Violations of the dress code are considered violations of the code of conduct and repeated violations will be treated as described in the section of serious or repetitive violations. Minor violations, such as a shirt not tucked in or unbuttoned, are easily remedied with the assistance of the staff at Salvaggio Academy.

Any violation that cannot be remedied on site will incur the following consequences:

- First Offense: Verbal warning.
- Second Offense: Written notice to parent/guardian.
- Third Offense: Phone call home to parent/guardian. The parent/guardian will be required to bring a change of clothing to the school and the student will be required to complete an in-school service assignment.

The 2024-2025 school year is a transition year for SA's new uniform policy. Because of this, students are permitted to wear last year's regular and gym uniforms only based on the previous policy.

It is the responsibility of parents and all SA staff to uphold the school uniform policy and ensure that it is enforced. If a uniform concern is addressed with your child or you are notified by a staff member about a uniform concern, please understand that this is simply to ensure that the uniform policy is followed by all SA students.

Student Discipline and Related Policies

Student Discipline Policy

- One of Salvaggio Academy’s defining principles is teaching students how to be responsible and accountable. We believe responsible students will develop good work habits and attitudes and will ultimately become successful students and be better prepared for success in the larger community. The goal of the Student Discipline Policy is to communicate to students how they will be held accountable for their behavior.
- Salvaggio Academy has placed violations of the Code of Conduct into three categories based on the seriousness of the offense. The Director of Education reserves the right to determine the seriousness of each offense and place it at the appropriate level.

Level I Violations: Classroom Disruption (Teacher-Enforced Consequences)

Level I Infractions		
<p>Level I infractions include behaviors that disrupt the learning environment within the classroom. (Not an exhaustive list, other violations at the discretion of the Director of Education)</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Chewing gum <input type="checkbox"/> Defiance / Disrespect <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Drinking or eating outside designated times/areas <input type="checkbox"/> Excessive talking 	<ul style="list-style-type: none"> <input type="checkbox"/> Goofing around / hitting / horseplay <input type="checkbox"/> Inappropriate displays of affection <input type="checkbox"/> Inappropriate touching / Not keeping hands to self <input type="checkbox"/> Lying <input type="checkbox"/> Non-permanent, minor vandalism 	<ul style="list-style-type: none"> <input type="checkbox"/> Not following directions <input type="checkbox"/> Running or shouting in the hallways <input type="checkbox"/> Stealing <input type="checkbox"/> Throwing objects <input type="checkbox"/> Truancy <input type="checkbox"/> Violation of Uniform Policy
Disciplinary Actions		
<p>Students who violate classroom rules and regulations will first be dealt with by the classroom teacher. All infractions will be documented by the classroom teacher using a behavior referral slip.</p> <p>First time offenses may result in the following:</p> <ul style="list-style-type: none"> ● Verbal or written reprimand, ● Written warning with a phone call to parent/guardian, ● Removal from class, ● Written apology, ● Loss of privileges, and/or ● Implementation of a student's behavior plan. <p>Students who continue to incur Level I infractions will be referred to the Dean of Students. Together with the classroom teacher and/or team of teachers they will develop a student behavior plan. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class and consequences for failing to adhere to the procedures.</p>		

Level II Violations: Minor Offenses (Administrator-Enforced Consequences)

Level II Infractions		
<p>Level II infractions include behaviors which disrupt the learning climate of the school and/or have consequences that endanger the health or safety of others in the school. (Not an exhaustive list, other violations at the discretion of the Director of Education)</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Cheating/plagiarism <input type="checkbox"/> Chronic tardiness <input type="checkbox"/> Defiance / Disrespect <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Drinking or eating outside designated times/areas <input type="checkbox"/> Excessive talking <input type="checkbox"/> Hitting / horseplay 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate, obscene or disrespectful language <input type="checkbox"/> Inappropriate touching / Not keeping hands to self <input type="checkbox"/> Leaving class without permission <input type="checkbox"/> Minor vandalism <input type="checkbox"/> Misconduct 	<ul style="list-style-type: none"> <input type="checkbox"/> Not following directions <input type="checkbox"/> Possession of banned material <input type="checkbox"/> Repeated occurrences of Level I infractions <input type="checkbox"/> The threat to other person or property <input type="checkbox"/> Chronic truancy <input type="checkbox"/> Chronic violation of Uniform Policy <input type="checkbox"/> Violation of Acceptable Use Policy
Disciplinary Actions		
<p>Misconduct which meets the criteria of a Level II infraction is referred to as an administrator, i.e., Dean of Students or Director of Education.</p> <p>First time offenses may result in the following:</p> <ul style="list-style-type: none"> ● Any Level in consequence ● A consequence at the Administrator’s discretion ● Assigning an “unsatisfactory” in leadership ● Assignment to secluded or restricted area during lunch/recess ● Conference with parent/guardian ● Confiscation of banned materials ● Positive practice (i.e., cleaning up the cafeteria or classroom) ● Restitution ● School-based time out ● Service assignment ● Student behavior plan ● Permanent removal from SA <p>Students who incur Level II infractions will be referred directly to the administration and consequences will be assigned depending on the age, mental health status, disciplinary history, and type of infraction. All consequences will be documented using a behavior referral slip.</p>		

Level III Violations: Major School Offenses (Administrative Team-Enforced Consequences)

Level III Infractions		
<p>Level III infractions have a seriousness or frequency that tends to disrupt the learning climate of the school. These acts also may be directed towards a person and/or property that pose a threat to the safety or welfare of others in the school. These violations may lead to administrative actions that could result in the removal of the student from school and possibly intervention from legal authorities. (Not an exhaustive list, other violations at the discretion of the Director of Education)</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Arson <input type="checkbox"/> Assault <input type="checkbox"/> Bullying <input type="checkbox"/> Defiance / Disrespect <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> False fire alarm/report <input type="checkbox"/> Fighting <input type="checkbox"/> Harassment / intimidation <input type="checkbox"/> Indecent exposure <input type="checkbox"/> Insubordination (Chronic Level II) 	<ul style="list-style-type: none"> <input type="checkbox"/> Intimidation <input type="checkbox"/> Leaving school without permission <input type="checkbox"/> Minor altercation <input type="checkbox"/> Possession, Consumption, Distribution of Tobacco Products, Alcohol, Drugs, Drug paraphernalia, or Weapons 	<ul style="list-style-type: none"> <input type="checkbox"/> Reckless endangerment <input type="checkbox"/> Repeated occurrences of Level I & II infractions <input type="checkbox"/> Sexual assault/harassment <input type="checkbox"/> Terroristic threat <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism
Disciplinary Actions		
<p>Misconduct which meets the criteria of a Level II infraction is referred to as an administrator, i.e., Dean of Students or Director of Education.</p> <p>First time offenses may result in the following:</p> <ul style="list-style-type: none"> ● Any Level I or II consequence and/or ● Permanent removal from SA <p>Students who incur Level III infractions will be referred directly to the administration and consequences will be assigned depending on the age, mental health status, disciplinary history, and type of infraction. All consequences will be documented using a behavior referral slip.</p>		

Alcohol and Drug Policy

Salvaggio Academy is committed to providing a safe and supportive environment for all students and staff. To uphold this commitment, our campus is alcohol and drug-free. This includes:

- **Alcohol:** Any type of alcoholic beverages, including beer, wine, and spirits.
- **Illegal Drugs:** Substances such as marijuana, cocaine, and heroin.
- **Drug Paraphernalia:** Items used to consume or distribute drugs, such as pipes or rolling papers.

- **Prescription Medications:** Misuse of prescription drugs, such as taking medication not prescribed to you, using prescription drugs in a manner not intended by the prescribing doctor, or sharing medications with others.
- **Over-the-Counter Medications:** Misuse of non-prescription medications, including using them in a manner not directed on the label.

The use, possession, or distribution of alcohol and drugs on school property, in school vehicles, or at school-sponsored events is strictly prohibited. Violations of this policy will result in disciplinary action. Our aim is to create a safe and nurturing environment where every student can learn and grow.

Bullying and Cyberbullying Policy

At Salvaggio Academy, we are dedicated to fostering a safe and respectful environment for all students. Bullying of any kind is not tolerated and goes against our values of kindness, respect, and inclusivity. Bullying-related activities may include, but are not limited to:

- **Physical bullying:** Hitting, pushing, shoving, or other forms of physical aggression.
- **Verbal bullying:** Name-calling, teasing, taunting, or making threats.
- **Social bullying:** Excluding someone from a group, spreading rumors, or encouraging others to ignore or isolate someone.
- **Cyberbullying:** Sending hurtful messages, images, or comments through electronic devices, including social media.

Any student found engaging in bullying will face appropriate consequences, which may include counseling, suspension, or other disciplinary actions outlined under Level I, II, or III Violations. Our goal is to ensure that every student feels safe, valued, and supported at Salvaggio Academy. We encourage all students to speak up if they witness or experience bullying.

Gang Policy

At Salvaggio Academy, we are committed to creating a safe and positive environment for all our students. Gang-related activities or behaviors have no place in our school and are strictly prohibited. Gang-related activities may include, but are not limited to:

- Wearing, displaying, or possessing clothing, symbols, or colors associated with gangs.
- Using hand signs or gestures that represent gang affiliation.
- Engaging in or promoting acts of intimidation, bullying, or threats related to gang activities.
- Recruiting others to join a gang.
- Writing or drawing gang-related symbols or graffiti on school property.

Any student found participating in gang-related activities will face disciplinary action, which may include suspension or expulsion. Our goal is to ensure that every student feels safe and respected, allowing them to focus on learning and growing in a positive environment.

Smoke-free Policy

Salvaggio Academy is dedicated to maintaining a healthy and safe environment for all students and staff. Our campus is entirely smoke-free, which includes all forms of smoking and vaporizing, as well as marijuana. Examples of prohibited items and substances include:

- **Tobacco products:** Cigarettes, cigars, chewing tobacco, and snuff.
- **E-cigarettes and vapes:** Devices used to inhale vaporized nicotine, marijuana, or other substances.
- **Marijuana:** Any form, including smokable products, edibles, or oils.
- **Smoking devices:** Pipes, hookahs, and any other tools used for smoking.

Smoking or using any tobacco, marijuana, or vapor products on school property, in school vehicles, or at school-sponsored events is prohibited. Violations of this policy will result in disciplinary action. Our goal is to ensure that Salvaggio Academy remains a healthy and supportive environment for all.

Terroristic Threat/Act

Salvaggio Academy is committed to ensuring a safe and secure environment for all students and staff. Any form of terroristic threats or acts is strictly prohibited. This includes, but is not limited to:

- **Threats of Violence:** Any statements or actions that threaten harm or violence towards individuals or the school community.
- **Bomb Threats:** Any communication or gesture suggesting the presence of an explosive device or intent to cause harm using explosives.
- **Physical Acts:** Actions intended to cause significant harm or disruption, including but not limited to vandalism or attacks on individuals.
- **Cyber Threats:** Threats or harmful actions carried out through digital platforms, including emails, messages, or social media.

Any student found making terroristic threats or engaging in terroristic acts will face serious disciplinary action, which may include suspension, expulsion, and notification of law enforcement. Our goal is to maintain a safe and welcoming environment where all students can learn without fear.

Weapons Policy

At Salvaggio Academy, the safety of our students and staff is our highest priority. To ensure a secure learning environment, the possession or use of weapons of any kind on school property is strictly prohibited. Weapons include, but are not limited to:

- **Firearms:** Guns, pistols, or any device that can launch a projectile.
- **Knives:** Pocket knives, switchblades, or any sharp instrument.
- **Blunt objects:** Bats, clubs, or any object that can cause harm if used as a weapon.

- **Other dangerous items:** Items like nunchaku, brass knuckles, or any tool designed to inflict injury.

Any student found in possession of a weapon will face serious disciplinary action, which may include suspension, expulsion, and notification of law enforcement. Additionally, any object used in a threatening manner will be considered a weapon, regardless of its typical use. Our goal is to maintain a safe and welcoming environment where every student can focus on learning without fear.

Expulsion Policy

At Salvaggio Academy, our primary goal is to provide a safe and supportive learning environment for all students. Expulsion is a serious disciplinary action and is considered only after other interventions have been exhausted. The following outlines the circumstances and procedures for expulsion:

Reasons for Expulsion:

1. **Severe Violations of School Rules:** Includes, but is not limited to, acts of violence, severe bullying, or repeated severe misbehavior.
2. **Possession of Weapons:** Bringing or using weapons on school property or at school events.
3. **Substance Abuse:** Use, possession, or distribution of alcohol, drugs, or other controlled substances.
4. **Terroristic Threats or Acts:** Making threats or engaging in actions intended to cause significant harm or disruption.
5. **Continued Disregard for School Policies:** Persistent refusal to adhere to school rules despite previous disciplinary actions.

Expulsion Procedures:

1. **Investigation:** The school will conduct a thorough investigation of the incident.
2. **Notification:** Parents or guardians will be notified of the incident and the potential for expulsion.
3. **Meeting:** A meeting will be held with the student, their parents or guardians, and school officials to discuss the situation and any possible alternatives to expulsion.
4. **Decision:** The decision to expel a student will be made based on the findings of the investigation and the meeting.
5. **Appeal:** The student and their parents or guardians have the right to appeal the expulsion decision to the designated committee.

Post-Expulsion:

- **Educational Continuity:** The school will provide information on alternative educational options for the expelled student.
- **Reentry:** Conditions for reentry, if applicable, will be determined on a case-by-case basis.

Our goal is to address serious issues with the intent to maintain a safe and supportive environment while considering the best interests of all students involved.

Emergency Response Procedures

All Hazards Plan

A comprehensive All Hazards Plan has been established for the daily operation of Salvaggio Academy. For those interested in reviewing this plan and becoming familiar with our All Hazards Plan policies and procedures, please contact the school office.

Salvaggio Academy

Parent Acknowledgment of the School Handbook 2024/25 School Year

To ensure that we provide a safe, supportive, and productive learning environment, it is important that you review and understand the policies and procedures outlined in our school handbook.

The school handbook contains essential information regarding our policies on:

- Academic Expectations: Our curriculum, grading, and support services.
- Behavioral Guidelines: Expectations for student conduct, including our anti-bullying, anti-weapons, and anti-substance policies.
- Health and Safety: Procedures for managing health issues, emergencies, and maintaining a safe school environment.
- Attendance and Punctuality: Requirements and procedures for student attendance and lateness.
- Parent and School Communication: How we engage with parents and handle communication regarding student progress and school events.

By signing below, you acknowledge that you have received, read, and understood the Salvaggio Academy School Handbook for the 2024/25 school year. You agree to adhere to the policies and procedures outlined in the handbook and to support your child in complying with these standards.

Please keep this handbook for your records and return the signed form to the school office by Monday, September 9, 2024.

If you have any questions or need further clarification regarding the handbook, please do not hesitate to contact the school office. Thank you for your cooperation and support. We look forward to a successful and enjoyable school year with your child.

Parent/Guardian Acknowledgment

I have received, read, and understood the Salvaggio Academy School Handbook for the 2024/25 school year. I agree to adhere to the policies and procedures outlined and support my child in following these standards.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Please note that Salvaggio Academy (SA) reserves the right to amend, rescind, or modify any policy at any time. The most up-to-date version of the school handbook and Code of Conduct can be viewed by visiting www.salvaggioacademy.org.