



**SALVAGGIO
ACADEMY**

School Handbook
2026-2027

Welcome to Salvaggio Academy

Dear Parents, Guardians, and Students,

Welcome to the 2026–2027 school year at Salvaggio Academy! Whether your family is joining us for the first time or returning for another year, we are excited to have you as part of our school community.

Our theme for the 2026–2027 school year is **School Belonging**. At Salvaggio Academy, we believe students learn and grow best when they feel safe, supported, challenged, valued, and connected to their school community. This commitment extends beyond academic achievement. We want every child to know that they have a place here, that their voice matters, and that they are an important part of our school community.

Throughout the year, our focus on belonging will be reflected in how we build relationships, create inclusive learning environments, support individual student needs, and help students develop confidence, leadership, responsibility, and respect for themselves and others.

A strong partnership between school and home is essential to that work. This handbook is designed to help families understand the policies, procedures, expectations, programs, and resources that guide our school community. We encourage you to review it carefully and discuss the student expectations with your child. While a handbook cannot anticipate every situation that may arise during a school year, it provides an important foundation for how we work together to support our students and maintain a safe, respectful, and productive learning environment.

Communication is an important part of our partnership with families. If you have a question, concern, or need support at any point during the school year, please reach out to your child's teacher or contact the school office at **610-841-3588**. We want families to feel comfortable asking questions, sharing concerns, and working alongside us to find solutions.

Thank you for choosing Salvaggio Academy and for trusting us to be part of your child's educational journey. We look forward to working together to make the 2026–2027 school year one filled with learning, growth, leadership, connection, and a strong sense of belonging.

Warm regards,

Mrs. Jessica Devlin, M.Ed.
Director of Education

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Important Dates to Remember

Date	Event	Reporting Status
August 31, 2026	First Day of School	All students & staff report
October 9, 2026	In-service Day	No school for students
October 12, 2026	Columbus Day Holiday	School Closed
November 20, 2026	End of 1st Trimester / In-service Day	Early Dismissal (12pm)
November 23 - 24, 2026	Parent/Teacher Conferences	Early Dismissal (12pm)
November 25 - 30, 2026	Thanksgiving Holiday	School Closed
December 21, 2026 - January 1, 2027	Winter Break	School Closed
January 15, 2027	In-service Day	Early Dismissal (12pm)
January 18, 2027	Martin Luther King Holiday	School Closed
February 12, 2027	In-service Day	Early Dismissal (12pm)
February 15, 2027	Presidents' Day	School Closed
March 19, 2027	End of 2nd Trimester	All students & staff report
March 22 - 23, 2027	Parent/Teacher Conferences	Early Dismissal (12pm)
March 24, 2027	In-service Day	Early Dismissal (12pm)
March 25 - 29, 2027	Spring Break	School Closed
April 23, 2027	In-service Day	Early Dismissal (12pm)
May 28 - 31, 2027	Memorial Day	School Closed
June 9, 2027	Kindergarten's Last Day	All students and staff report
June 10, 2027	In-service Day	Early Dismissal (12pm)
June 11, 2027	Last day of school (Gr. 1-5) / 5th Grade Graduation	Early Dismissal (12pm)

School Contact Information

Contact	Information
School Address	3145 Hamilton Blvd. Bypass, Allentown, PA 18103
Main Office	610-841-3588
Fax	610-879-3772
Website	www.salvaggioacademy.org
School Hours	8:30 a.m. - 3:05 p.m.
Main Office Hours	8:00 a.m. - 4:00 p.m.
Report an Absence	absent@salvaggioacademy.org
Report a Dismissal Change	dismissal@salvaggioacademy.org

Leadership & Administrative Team Directory

Role	Name	Email
Director of Education	Mrs. Jessica Devlin, M.Ed.	jessica_devlin@salvaggioacademy.org
Dean of Students	Mrs. Jill Rothenberger, M.Ed.	jill_rothenberger@salvaggioacademy.org
Business & Operations Manager	Mr. Sean Christiansen, MBA	sean_christiansen@salvaggioacademy.org
Manager, Technology & Innovation	Mrs. Tracy Sell, M.Ed.	tracy_sell@salvaggioacademy.org
Community School Manager	Ms. Noelia Uriarte, M.Ed.	noelia_uriarte@salvaggioacademy.org
Office Manager	Mrs. Millie Rosario-Konrath	mildred_konrath@salvaggioacademy.org
Receptionist	Mrs. Melinda Figueroa	melinda_figueroa@salvaggioacademy.org
School Nurse	Mrs. Daisy Nickisher, LPN	daisy_nickisher@salvaggioacademy.org

Mission & Vision Statement

Mission

At Salvaggio Academy, our mission is to provide an inclusive, student-centered learning environment where every child feels a strong sense of belonging and is challenged and supported to grow academically, socially, and personally.

Through rigorous, research-based instruction, personalized support, leadership development, and meaningful partnerships with families and the community, we inspire curiosity, creativity, responsibility, and a lifelong love of learning. We empower students to develop the knowledge, confidence, character, and habits they need to lead themselves, strengthen their communities, and succeed in a changing world.

Vision

Every student at Salvaggio Academy will grow into a **confident, capable learner and a leader in their own life**—one who feels known, valued, and connected; demonstrates strong academic skills; takes ownership of their choices and growth; treats others with empathy and respect; and contributes positively to their community.

We envision a school community where **belonging, academic achievement, leadership, and personal growth are inseparable**, and where educators, families, and community partners work together to ensure every student has equitable access to the opportunities, relationships, and support they need to reach their full potential.

Source: Board Policy 100 (Mission, Vision, & Goals). Revised.

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 program, service, activity, or opportunity — including admissions and employment.

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.

Anyone found engaging in unlawful discrimination will face disciplinary action, up to termination or dismissal. If you have a concern about discrimination involving your child, please contact your child's classroom teacher, the Dean of Students, or the Director of Education; you're also welcome to reach our Human Resources Office at 1390 Ridgeview Dr, Allentown, PA 18104, or (610) 841-3588. Every concern will be reviewed and addressed promptly, and our Parent Complaint & Resolution Process (see Parent/Guardian Responsibilities) outlines the next steps if you're not satisfied with how a concern is handled.

Source: Board Policy 101.

Title IX — Sex Discrimination & Harassment

Salvaggio Academy prohibits sex discrimination and sexual harassment in any form, including sexual harassment, sexual assault, dating violence, gender-based bullying, and retaliation against anyone who raises a concern. Any student, parent, or staff member may report a concern — verbally, in writing, or anonymously — to our Title IX Coordinator:

Kelly Butz, Executive Director, HCM Operations — 610-530-5057 | kelly.butz@cai.io

Reports are handled promptly, thoroughly, and confidentially, with supportive measures available to students as needed.

Source: Board Policy 101.b, 101.c.

Supporting Students With Disabilities

Salvaggio Academy is committed to providing an inclusive learning environment in which students with disabilities are supported in participating meaningfully in the school's academic and community life. **Salvaggio Academy is a private school and is not a licensed special education school or program.** As a result, SA does not provide the full range of specialized instruction, related services, staffing, or programming that may be available through a public school or specialized educational placement. Salvaggio Academy will work with families to support students whose educational, behavioral, health, accessibility, and other needs can be appropriately and safely met within the school's program, staffing, facilities, and available resources.

Families are responsible for providing the school with current and relevant information regarding their child's needs, including available evaluations, IEPs, Equitable Participation Services Plans, 504 Plans, medical documentation, or other educational records. Documentation should be provided to the Dean of Students so that the school can review the student's individual needs and determine what accommodations and supports SA is reasonably able to provide. When appropriate, Salvaggio Academy will develop a written accommodation or student support plan identifying the supports that will be provided within the school setting.

Eligible students may also receive certain **equitable services through the student's public school district and/or Intermediate Unit.** These services are provided by the applicable public agency and are separate from the educational program provided by Salvaggio Academy. SA will collaborate with families and outside service providers, when appropriate, to support coordination of services.

Because every student's needs are different, enrollment and continued enrollment are considered on an individual basis. If a student's needs require specialized instruction, services, staffing, supervision, facilities, or other resources that Salvaggio Academy is unable to reasonably provide, the school will communicate with the family regarding those concerns and may recommend that the family explore a setting with the resources necessary to appropriately support the student.

Information regarding a student's disability, medical needs, evaluations, accommodations, or services will be maintained confidentially and shared only with personnel who have a legitimate educational, safety, or support-related need for the information.

Source: Board Policy 101.a. Revised.

Building Security

Visitation Procedures

Salvaggio Academy maintains controlled building access and a security camera system to support the safety of students, staff, and visitors.

All visitors — including parents/guardians, family members, volunteers, community partners, vendors, and other guests — must:

- Enter through the designated main entrance and request access through the front office;
- Present a valid, government-issued photo ID when requested;
- Sign in using the visitor management system at the front desk;
- Wear the issued visitor badge visibly for the duration of the visit;
- Report to the front desk before proceeding to any other area of the building; and
- Sign out before leaving the building.

Visitors may not move throughout the building without authorization, enter classrooms or instructional areas without permission, photograph or record students without authorization, disrupt instruction, or bring prohibited items onto school property, including weapons, tobacco products, vaping devices, alcohol, or illegal substances.

Parents/guardians delivering lunches, books, clothing, medication, or other student items must leave them with the Main Office. Parents/guardians should not proceed directly to their child's classroom. School personnel will ensure that appropriate items are delivered to the student.

Students from other schools, friends of SA students, and other minors who are not enrolled at SA may not visit classrooms or accompany students during the school day without prior approval from school administration.

Building access outside of regular school hours is limited to **authorized personnel**, including employees, approved service providers, custodial personnel, contractors, and others authorized by school administration.

Emergency Situations

If a drill or actual emergency — including an evacuation, lockdown, shelter-in-place, or other emergency response — occurs while a visitor is on school property, the visitor must immediately follow the directions of **school personnel and emergency responders**.

Visitors should remain with the staff member or group to which they are directed and should not attempt to leave, retrieve a child, move to another area of the building, or otherwise interfere with emergency procedures unless instructed to do so by authorized personnel.

During an emergency or heightened safety concern, the Director of Education or designee may restrict or suspend visitor access, cancel or end visits, limit movement within the building, or require visitors to leave or remain in a designated location as circumstances warrant.

These procedures apply to all visitors and are intended to allow Salvaggio Academy to maintain established emergency protocols and account for everyone present in the building.

Source: Board Policy 402 (School Visitors), 605 (Building Security), 708 (Visitor Management).

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

Regular school attendance is essential to academic progress, social development, and a student's ability to fully participate in the Salvaggio Academy learning community. Pennsylvania's compulsory school attendance requirements apply to students of compulsory school age enrolled at Salvaggio Academy. Parents and guardians are responsible for ensuring that their children attend school regularly and arrive on time.

Salvaggio Academy monitors and maintains attendance records in accordance with Pennsylvania compulsory attendance requirements and works with families, community partners, and students' school districts of residence when attendance concerns arise.

Attendance Expectations

- **Regular Attendance:** Students are expected to attend school every scheduled school day unless an absence is excused under this policy.
- **Arrival:** School doors open at **8:00 a.m.** Students may not be dropped off or left unattended before 8:00 a.m., as Salvaggio Academy does not assume responsibility for student supervision prior to that time.
- **Tardiness:** Students must be in their classrooms and ready to begin the school day by **8:30 a.m.** Students arriving after 8:30 a.m. will be marked tardy.
- **Early Dismissal:** Students are expected to remain in school for the entire instructional day. Early dismissals should be limited to circumstances that cannot reasonably be scheduled outside of school hours.

Scheduled Early Dismissal

Salvaggio Academy may schedule early dismissal days throughout the school year for parent-teacher conferences, professional development, or other school purposes. Unless otherwise communicated, dismissal on scheduled early dismissal days is at **12:00 p.m.** Families should refer to the annual school calendar and school communications for scheduled dates. Families are responsible for arranging transportation and supervision on early dismissal days. Keeping a student home because transportation is unavailable on an early dismissal day is not considered an excused absence.

Reporting Absences

Parents or guardians must notify Salvaggio Academy when their child will be absent.

- Absences should be reported to the school office by **9:00 a.m. on the day of the absence** by calling **610-841-3588** or emailing **absent@salvaggioacademy.org**.
- The notification should include the student's name, grade, and reason for the absence.
- Parent notification on the morning of an absence allows the school to account for the student's safety but does not automatically determine whether the absence is excused.
- Written documentation supporting the reason for an absence must be provided within **three (3) school days of the student's return to school** when required under this policy.
- An absence for which required documentation is not received within the established timeframe may be recorded as unexcused.

Excused Absences

Absences may be considered excused for reasons including:

- Student illness or injury
- Medical, dental, therapy, or other professional healthcare appointments
- Family emergency
- Death or funeral of a family member
- Observance of a religious holiday
- Court appearances or other legally required proceedings
- School-approved educational travel or activities
- Take Your Child to Work Day, when approved
- Other exceptionally urgent circumstances approved by the Director of Education

Medical documentation may be required in accordance with the Medical Appointments and Excessive Absenteeism provisions of this handbook.

Source: Board Policy 205.

Unexcused Absences

An absence will generally be considered unexcused when it does not meet the criteria for an excused absence or when required documentation is not provided within the established timeframe.

Examples may include:

- Absences for which required parent/guardian notification or documentation is not provided
- Absences for reasons not approved under this policy
- Oversleeping or arriving too late to reasonably attend school
- Missing transportation or the school bus
- Staying home because of a late bedtime
- Skipping school or class
- Absences occurring after the family has been notified that medical documentation is required and the required documentation is not provided
- Leaving school against the recommendation of the school nurse or school administration without appropriate medical documentation when required

Attendance and truancy concerns are addressed through the school's **Attendance Support & Improvement Process** rather than as routine violations of the Student Discipline Policy.

Truancy

Under Pennsylvania compulsory attendance requirements, a student of compulsory school age is considered **truant after accumulating three (3) or more school days of unexcused absences during the current school year** and **habitually truant after accumulating six (6) or more school days of unexcused absences during the current school year**.

Salvaggio Academy will provide required notices to families when unexcused absences accumulate and will coordinate with the student's school district of residence as required by Pennsylvania law. When appropriate or required, the school will offer a **School Attendance Improvement Conference (SAIC)** to identify the causes of the student's absences and develop strategies and supports to improve attendance.

Because Salvaggio Academy is a nonpublic school, the student's **school district of residence retains responsibility for enforcement of Pennsylvania's compulsory attendance requirements**. Salvaggio Academy will cooperate with the resident school district and provide attendance records and other required information when truancy intervention or enforcement becomes necessary.

Excessive Absences

Regular attendance is essential to student success. When a student develops a pattern of excessive absences and/or tardiness, Salvaggio Academy will communicate with the family to identify barriers to attendance and determine appropriate interventions and supports. The family may also be referred to one of Salvaggio Academy's community partner organizations for participation in an attendance or truancy prevention and intervention program.

If attendance concerns continue despite communication, intervention, and support, the student's attendance record may affect eligibility for **Salvaggio Academy scholarship funding for the following school year**. Families will be notified when attendance concerns place continued scholarship eligibility at risk.

Extended & Planned Absences

- **Planned Absences:** Families requesting a planned absence of three (3) or more consecutive school days should submit the request in writing to the school at least two weeks in advance whenever possible. Planned absences are not automatically excused. The Director of Education will determine whether the absence qualifies as an approved educational trip or other excused absence under this policy. Teachers may provide appropriate assignments or learning activities when practicable.
- **Chronic or Ongoing Medical Needs:** When a student's medical or health needs result in frequent or extended absences, families should provide appropriate documentation from the student's healthcare provider. Salvaggio Academy will work with the family to determine appropriate attendance supports and, when applicable, coordinate with appropriate outside providers or agencies.

Source: Board Policy 205; 24 P.S. §§ 13-1326–1354.

Family Educational Trips

Salvaggio Academy believes that regular attendance is essential for students to receive the full benefit of the school's academic program. Family vacations and recreational travel during scheduled school days are strongly discouraged. When possible, families should schedule travel during holidays, school breaks, and other days when school is not in session.

Salvaggio Academy may approve up to **five (5) school days per academic year** for family educational travel, subject to the following requirements:

1. A completed **Family Educational Trip Form** must be submitted to the Dean of Students at least **ten (10) school days before** the first requested day of absence. Families may request the form from the school office.
2. Approval must be received before the trip for the absence to be considered excused.
3. A maximum of five (5) school days per academic year may be approved for family educational travel.
4. Additional days beyond the five-day annual limit will generally be recorded as unexcused unless another excused-absence provision applies.

5. Approval may be denied when the student's existing attendance record, academic needs, timing of the requested trip, or other circumstances make additional absence educationally concerning.
6. Students are responsible for completing required make-up work in accordance with the Make-Up Work provisions below.

Approval of an educational trip excuses the absence for attendance purposes; however, it does not eliminate the instructional time the student misses.

Why We Limit Educational Travel

1. Salvaggio Academy's school calendar provides approximately 180 days of instruction, and each school day includes planned academic instruction, intervention, enrichment, collaboration, and other learning experiences that cannot always be replicated through independent assignments.
2. Days immediately before and after scheduled school breaks can also include assessments, review, introduction of new material, special programs, and other important instructional activities. For these reasons, families should not assume that days surrounding a scheduled school vacation are less academically important.
3. Teachers will make reasonable efforts to help students address learning missed during an approved absence. However, teachers' primary instructional responsibility remains with students who are attending school, and families should understand that assignments completed independently cannot fully replace classroom instruction and interaction.

Medical Appointments

If a student needs to arrive late, leave early, or miss school because of the student's own medical, dental, therapy, or other healthcare appointment, the family should notify the school office in advance whenever possible.

Documentation from the healthcare provider verifying the appointment must be submitted to the school office within **three (3) school days** for the absence, late arrival, or early dismissal to be considered excused when medical documentation is required under this policy.

Whenever possible, families should schedule appointments outside of instructional hours. When this is not possible, students should attend school before a later appointment or return to school following an earlier appointment unless otherwise directed by the healthcare provider.

We recognize that there may be occasions when a parent or guardian needs to take a student to a sibling's or another family member's medical appointment. Because the student is not receiving medical care, however, the student's absence may not qualify as an excused medical absence. Families are strongly encouraged to make alternate arrangements whenever possible so that the student can remain in school.

Make-up Work

Students will be given a reasonable opportunity to complete assignments, assessments, and other required academic work missed because of an excused absence.

As a general guideline, students should complete missed work within **three (3) school days after returning to school**. When the length of the absence, amount of missed instruction, nature of the assignment, student's age,

or other circumstances make additional time appropriate, the classroom teacher and/or administration may establish an alternative completion timeline.

For planned educational travel, teachers are not required to prepare all assignments in advance of the student's departure. Missed assignments and instructional materials may be provided before the trip when practicable or upon the student's return.

When an absence occurs near the end of a trimester or grading period, the school will determine an appropriate timeline based on the circumstances of the absence and applicable grading deadlines.

Attendance Support & Improvement Process

Salvaggio Academy's goal is to address attendance concerns early and work collaboratively with families to identify and reduce barriers that prevent students from attending school regularly.

Attendance concerns are addressed through support, communication, and intervention rather than as routine student discipline.

Early Attendance Concerns

Salvaggio Academy monitors both excused and unexcused absences, as well as patterns of tardiness and early dismissal. When a student's attendance begins to interfere with consistent participation in school, the school may contact the family to discuss the concern, identify barriers, connect the family with available resources, and establish appropriate attendance goals or supports.

The school may begin these interventions **before a student reaches the legal definition of truancy**.

Three Unexcused Absences — Truant

Under Pennsylvania law, a student of compulsory school age is considered **truant after accumulating three (3) school days of unexcused absences during the current school year**.

Salvaggio Academy will provide the parent or guardian with the required written notice and report the student's unexcused absences to the student's school district of residence as required by Pennsylvania compulsory attendance requirements.

The school may also offer a **School Attendance Improvement Conference (SAIC)** at this stage to begin identifying barriers and developing solutions before additional absences occur.

Additional Unexcused Absences

If a student continues to accumulate unexcused absences after the required truancy notice, Salvaggio Academy will offer a School Attendance Improvement Conference if one has not already occurred.

The purpose of the conference is to identify the reasons for the student's absences and determine appropriate strategies, resources, responsibilities, and supports to improve attendance. The resulting plan will be documented in a **School Attendance Improvement Plan (SAIP)** or similar school attendance plan.

Families are strongly encouraged to participate in this process. If a parent or guardian does not participate after appropriate notice and attempts to communicate, the school may proceed with the conference and develop an attendance improvement plan based on the information available.

Six Unexcused Absences — Habitually Truant

A student of compulsory school age is considered **habitually truant after accumulating six (6) school days of unexcused absences during the current school year**.

At this point, Salvaggio Academy will continue implementation of the student's attendance improvement plan and coordinate with the student's **school district of residence** regarding the additional interventions, referrals, or compulsory attendance procedures required by Pennsylvania law.

Because Salvaggio Academy serves students in grades K–5, interventions for habitually truant students may include referral to an appropriate school-based or community-based attendance improvement program or coordination with the resident school district and other appropriate agencies.

Continued Attendance Concerns

Salvaggio Academy recognizes that attendance problems may result from transportation difficulties, family circumstances, health concerns, housing instability, behavioral or emotional needs, or other barriers. Whenever possible, our first response will be to understand the circumstances and connect families with appropriate school or community resources.

At the same time, families are expected to participate in reasonable efforts to improve their child's attendance. When significant attendance concerns continue despite notification, intervention, and support, the student's attendance record may affect eligibility for **Salvaggio Academy scholarship funding or re-enrollment for the following school year**, consistent with applicable school policies and agreements.

Salvaggio Academy will continue to fulfill its compulsory attendance responsibilities and coordinate with the student's school district of residence regardless of any school-based scholarship or re-enrollment decision.

Students Outside of Compulsory School Age

Salvaggio Academy's expectation of regular attendance applies to **all enrolled students**, regardless of whether a student has reached Pennsylvania's compulsory school attendance age.

Students who are not subject to Pennsylvania's compulsory attendance requirements will not be classified as truant or habitually truant under those requirements. However, Salvaggio Academy may still address patterns of excessive absence, tardiness, or early dismissal through family conferences, attendance improvement plans, community-based supports, and other school interventions.

Because regular attendance is an expectation of enrollment at Salvaggio Academy, significant or persistent attendance concerns may also affect a student's eligibility for **Salvaggio Academy scholarship funding and/or re-enrollment for the following school year**, even when the student is not yet subject to Pennsylvania's compulsory attendance requirements. Before making such a determination, the school will consider the student's overall attendance record, reasons for the absences, family participation in attendance interventions, documented medical or other circumstances, and efforts made to improve attendance.

Scholarship and re-enrollment decisions will be made in accordance with applicable Salvaggio Academy policies and scholarship or enrollment agreements.

Communication & Family Support

Regular attendance is a shared responsibility between families and the school. Salvaggio Academy will communicate attendance expectations through the School Handbook, family communications, conferences, and individual outreach when concerns arise.

Families experiencing circumstances that interfere with regular attendance are encouraged to contact the school as early as possible. Salvaggio Academy may assist families in identifying school-based resources, community organizations, transportation resources, health or social-service supports, or other interventions that may help improve attendance.

Asking for assistance will not, by itself, negatively affect a student's standing at Salvaggio Academy. Early communication gives the school and family the best opportunity to address barriers before absences become more significant.

Annual Review

Salvaggio Academy will review its attendance procedures annually and make revisions as necessary to remain consistent with Pennsylvania compulsory attendance requirements and the needs of the school community.

Source: Board Policies 205 and 205.a; 24 P.S. §§ 13-1326–1354.

Inclement Weather Policy & School Closings

Inclement Weather Policy

The safety of our students, families, and staff is the primary consideration when making decisions regarding weather-related delays, early dismissals, and school closings.

When inclement weather or hazardous conditions affect school operations, Salvaggio Academy will make every reasonable effort to announce a school closing or delayed opening by **6:00 a.m.**

Delayed Openings

When Salvaggio Academy operates on a delayed schedule:

- **One-Hour Delay:** Students should arrive by **9:30 a.m.** Breakfast will be served.
- **Two-Hour Delay:** Students should arrive by **10:30 a.m.** **Breakfast will not be served.**

Students should not be dropped off before the announced opening time, as staff supervision will not be available.

School Closing & Delayed Notifications

Information regarding weather-related closings, delays, early dismissals, or other changes to school operations will be communicated through:

- **Alma**, our student information system;
- **ClassDojo**; and
- **WFMZ-TV Channel 69** school closing information.

Families are responsible for monitoring these communication channels when inclement weather is expected and for ensuring that their contact information in Alma remains current.

Please do not call the school office for weather-related closing or delay information. During weather events, school personnel may be coordinating safety, transportation, staffing, and family communication. Families should refer to Alma, ClassDojo, and WFMZ for the most current information.

Weather-Related Early Dismissal

When worsening weather or other emergency conditions require Salvaggio Academy to dismiss students before the regularly scheduled dismissal time, families will be notified through the school's designated communication systems as soon as possible.

Salvaggio Academy will provide information regarding the dismissal time and any changes to normal transportation or pickup procedures. Families should follow the instructions provided in the school's emergency communication rather than assuming that regular dismissal procedures or times will apply.

Parents and guardians are responsible for having appropriate arrangements in place for their child in the event that school must dismiss early.

Flexible Instruction Days (FID)

When circumstances make in-person instruction unsafe or impractical, Salvaggio Academy may designate a school closure as a **Flexible Instruction Day (FID)**. FIDs may be used for severe weather, building or equipment emergencies, public health concerns, law enforcement emergencies, or other temporary circumstances that prevent the school from safely operating. Salvaggio Academy may utilize up to five (5) Flexible Instruction Days during the school year.

Families will be notified when a school closure has been designated as a Flexible Instruction Day. A FID is a **required instructional day**, and students are expected to participate and complete assigned work.

Instruction and Technology

The format of instruction may vary depending on the circumstances of the Flexible Instruction Day and students' access to school-issued technology.

When circumstances allow the school to plan for a potential FID, students may be sent home with their school-issued iPads. When students have a school-issued device at home, they will access instructional materials, assignments, and links for live instruction through **Google Classroom**.

When school-issued devices cannot be distributed in advance, Salvaggio Academy will provide families with alternative instructions for accessing and completing required learning activities. Specific directions will be communicated to families when the FID is announced.

Students are expected to use school-issued technology in accordance with Salvaggio Academy's technology and acceptable-use expectations. Technical difficulties should be reported to the student's teacher as soon as possible so appropriate assistance or adjustments can be provided. Technology difficulties should not be considered an excuse for a student to not participate in the Flexible Instruction Day when the school is able to provide reasonable assistance or an alternative means of access.

Student Expectations

Unless otherwise communicated by the school:

- Instructional materials and assignments will be posted by **8:30 a.m.**
- Students will participate in live instruction beginning at **9:00 a.m.** for approximately 30 minutes.
- Students will complete required independent/asynchronous assignments following the live instructional period.
- Teachers and instructional support staff will be available for student assistance from **9:30 a.m.–3:00 p.m.**
- Additional grade-level or classroom-specific instructions may be provided by the student's teacher.

Attendance

Attendance will be taken on Flexible Instruction Days. Students are expected to participate in required instructional activities and complete assigned work to demonstrate attendance and engagement.

If a student is unable to participate due to illness or another excusable reason, the parent/guardian should follow the school's regular absence-reporting procedures. Technology or connectivity difficulties must be reported promptly so that school staff can troubleshoot the issue and help the student gain access to instruction. A technology issue, by itself, does not excuse a student from participating in the Flexible Instruction Day.

Failure to participate or complete required work without an excused absence may result in the student being marked absent in accordance with the school's attendance policy.

Additional Information

The school building will be closed to students and families during a Flexible Instruction Day. Technical difficulties should be reported to the student's teacher so appropriate assistance or adjustments can be provided.

Tests, quizzes, and other assessments that require direct teacher supervision will generally be rescheduled for an in-person instructional day.

Additional instructions may be communicated to families when a Flexible Instruction Day is announced.

Source: Board Policy 103.f

Dismissal & Carline Safety

Keeping your child safe at pick-up time is one of our top priorities. Please help us keep dismissal calm, organized, and safe.

Who Can Pick Up Your Child

- Give the office a written, up-to-date list of everyone authorized to pick up your child.
- Let us know in writing right away if that list changes.
- Be ready to show ID at pick-up if asked.
- We cannot release your child to anyone not on your authorized pick-up list — no exceptions.

Carline Guidelines

- Follow the traffic pattern our staff sets up.
- Stay in your vehicle unless a staff member asks you to step out.
- Please avoid cell phone use while your car is moving through the carline — our team needs your full attention to keep everyone safe.
- Display your child's name sign (provided by the school) so we can call your child quickly.
- Pull forward promptly when staff wave you ahead.

Walkers & Bike Riders

For student safety, Salvaggio Academy students are not permitted to ride bicycles to or from school. Because the Academy serves students in kindergarten through fifth grade and is located near two major roadways, students may walk to or from school only when accompanied by a parent, guardian, or other authorized adult. Students may not walk to or from school independently.

Bicycles

Because of our location and the traffic patterns during arrival and dismissal, students may not ride bicycles to or from school at any time. Salvaggio Academy does not have space to store or supervise bicycles on campus. If your child arrives at school by bicycle, they'll be brought to the main office and we'll contact you to arrange another way home. Thank you for helping us keep arrival and dismissal safe for everyone.

Source: Board Policy 705.b.

Late Pick-Up

If you are running late, please call the school office to let us know. Your child will remain in a supervised area until you arrive.

We understand that unexpected circumstances, such as traffic or other delays, can occur. However, parents/guardians who are **repeatedly late for pick-up** will be charged a late fee of **\$5 for the first 10 minutes and \$1 for each additional minute thereafter**. Continued late pick-ups may also require a meeting with administration.

A Few Reminders

For everyone's safety, please don't cut in line, don't enter the building during dismissal without permission, and please keep interactions with staff calm and respectful — we know pick-up time can be hectic, and we appreciate your patience and partnership!

Source: Board Policy 221 (Dismissal & Carline Safety Procedures).

Admission & Withdrawal From Program

Admission Procedure

Families seeking enrollment at Salvaggio Academy must complete the school's application and admissions process and provide all required documentation. Required materials may include:

- Registration/application forms;
- Student health and medical information;
- Physical examination and immunization records;
- Dental examination records;
- Proof of age/birth;
- Proof of residency;
- Previous school and academic records, when applicable;
- Relevant educational evaluations, accommodation plans, IEPs, Equitable Participation Services Plans, or other student support documentation, when applicable; and
- A financial-aid application through Simple Tuition Solutions (STS), when scholarship or need-based assistance is requested.

Prospective students may participate in age- and grade-appropriate academic assessments as part of the admissions process. Assessment results will be considered together with other available information to help Salvaggio Academy understand the student's academic strengths and needs and determine whether the school's program and available supports can appropriately meet the student's educational needs.

Completion of an application, submission of required documentation, or participation in an admissions assessment does not guarantee admission.

Families will be notified in writing when an admission decision has been made. Enrollment is not considered complete until all required enrollment documents and agreements have been completed and any applicable enrollment requirements have been satisfied.

Class Size

To support strong teacher-student relationships, differentiated instruction, and individualized attention, Salvaggio Academy intentionally maintains small class sizes.

Enrollment is generally limited to **no more than 15 students per classroom**, even when the physical classroom space could accommodate additional students. Class-size limits may also be affected by available staffing, student needs, programming, and facility requirements.

Source: Board Policy 203.

Waiting List

When space is unavailable in a particular grade, an otherwise eligible applicant may be placed on a waiting list.

Placement on a waiting list does not guarantee future admission. If space becomes available, Salvaggio Academy will contact families in accordance with the school's admissions procedures and consider current enrollment capacity and other applicable admissions criteria.

Families are responsible for keeping their contact information current while their child remains on the waiting list.

Tuition and Scholarships

Salvaggio Academy's annual tuition rate is established for each school year and communicated to families through the school's enrollment and tuition materials.

Scholarship and financial assistance may be available to eligible families through Salvaggio Academy and outside funding sources. Eligibility requirements vary by funding source and may include financial need, residency, household income, and other program-specific requirements.

Families seeking scholarship assistance are responsible for completing the required financial-aid application and providing documentation necessary to establish eligibility for the applicable funding source.

Scholarship eligibility is separate from admission to Salvaggio Academy. A student who does not qualify for a particular scholarship or financial-aid program may still be eligible for admission but the family will be responsible for tuition and other applicable financial obligations not covered by scholarship assistance.

Complete information regarding scholarship sources, eligibility, application requirements, awards, and renewal is provided in the **K–5 Scholarship Program & Guidelines** section of this handbook.

Withdrawals / Transfers

A parent or legal guardian who intends to withdraw a student from Salvaggio Academy must notify the school office in writing as soon as possible and complete the school's withdrawal process.

Before the student's final day, families should:

- Provide the student's anticipated last day of attendance;
- Provide the name of the school or educational program the student will attend next;
- Complete any required withdrawal or transfer documentation;
- Return all Salvaggio Academy property, including technology, textbooks, library materials, equipment, and other school-owned items; and
- Address any outstanding financial obligations

For students subject to Pennsylvania's compulsory attendance requirements, Salvaggio Academy will report the student's withdrawal or transfer to the appropriate school district of residence as required and will cooperate with the receiving school or district to support continuity of enrollment.

When Salvaggio Academy receives an appropriate request from the student's new school, required student records will be transferred in accordance with applicable Pennsylvania requirements and school policy.

Student health records will not be withheld because of an outstanding financial obligation or other contractual dispute. Other academic records may be handled in accordance with applicable Pennsylvania law and SA's Board policy.

Upon withdrawal from Salvaggio Academy, parents/guardians are responsible for paying any **outstanding fees, charges, or other financial obligations** associated with the student's enrollment.

Student Records

Salvaggio Academy maintains student educational and health records in a secure and confidential manner and limits access to personnel with a legitimate educational, administrative, health, or safety-related need for the information.

Parents and legal guardians may request access to or copies of their child's records by submitting a written request to the school office. Salvaggio Academy will respond within a reasonable timeframe and in accordance with applicable school policy and legal requirements.

Student records may also be disclosed or transferred when authorized by the parent or guardian or when disclosure is otherwise permitted or required by applicable law. When a student transfers to another school, Salvaggio Academy will cooperate with appropriate requests for records necessary to support the student's transition.

Health records will be transferred as required by Pennsylvania law and will not be withheld because of unpaid tuition, fees, or other contractual disputes.

Source: Board Policy 206, 202.

Enrollment Documentation

Families are required to complete Salvaggio Academy's annual enrollment documents before a student's enrollment is finalized. These documents establish the financial and administrative terms applicable to the student's enrollment for that school year, including tuition, fees, payment arrangements, withdrawal and refund provisions, and other applicable enrollment conditions.

By enrolling a student at Salvaggio Academy, parents and guardians also agree to comply with the policies, procedures, and expectations contained in the current School Handbook and applicable Salvaggio Academy Board policies.

Scholarship recipients may be required to complete additional documentation identifying the amount, source, conditions, and renewal requirements associated with their scholarship or financial-aid award.

Families should review all enrollment and scholarship documents carefully and contact the school with any questions before signing.

Source: Board Policy 220.

Kindergarten and New Student Requirements

Kindergarten Entrance Age

Children entering Kindergarten must be **five (5) years old on or before September 1** of the school year for which they are enrolling.

Health & Immunization Requirements

Prior to admission, families must provide all health and immunization documentation required by Pennsylvania law and Salvaggio Academy's health policies. Student immunization records will be reviewed by the school nurse or other appropriately designated health-services personnel to verify compliance with applicable Pennsylvania requirements.

Families are responsible for providing complete and accurate health information and notifying the school of medical conditions, allergies, medications, or other health needs that may affect the student's participation in school.

Bathroom Independence

Students entering Salvaggio Academy are generally expected to be independently toilet trained and able to manage their routine bathroom needs without diapers, pull-ups, or regular assistance from school staff.

Bathroom independence includes the ability to recognize the need to use the restroom, use the toilet independently, manage clothing, and complete basic hygiene with developmentally appropriate independence. Staff understand that occasional accidents may occur, particularly with younger students, and an isolated accident will not be considered a failure to meet this expectation.

If, after enrollment, a student demonstrates ongoing toileting needs that require regular assistance beyond what Salvaggio Academy is staffed or equipped to provide, the school will meet with the family to discuss the concern and determine appropriate next steps.

When a student's toileting needs are related to a documented disability, developmental need, or medical condition, Salvaggio Academy will review the student's individual circumstances consistent with the **Supporting Students With Disabilities** provisions of this handbook and determine what reasonable supports the school is able to provide within its staffing, facilities, programming, and resources.

If the student's needs cannot be appropriately and safely supported within Salvaggio Academy's program, the school will work with the family to determine next steps, which may include discontinuation of enrollment and the opportunity to reapply when the student is able to participate successfully within the school's program.

New Student Admissions Assessments

As part of the admissions process, Salvaggio Academy may administer age- and grade-appropriate academic assessments to prospective students. These assessments provide the school with information about a student's current academic skills, strengths, and areas in which additional support may be needed.

Assessment results are considered together with other available information, which may include previous school records, report cards, evaluations, teacher information, family input, and other relevant educational documentation. **No single assessment score is intended to serve as the sole basis for an admissions decision.**

Information gathered through the admissions process helps Salvaggio Academy determine whether its academic program and available supports can appropriately meet the prospective student's educational needs.

Families are expected to provide complete and accurate educational records and disclose relevant information necessary for Salvaggio Academy to make an informed enrollment decision.

Assessments of Enrolled Students

Salvaggio Academy uses a variety of classroom, curriculum-based, diagnostic, benchmark, and standardized assessments throughout the school year to monitor student learning and academic growth.

Assessment results may be used to:

- Identify student strengths and areas for growth;
- Inform classroom instruction and differentiation;
- Determine appropriate intervention or enrichment;
- Monitor progress over time;
- Support academic planning and student goal-setting; and
- Evaluate the effectiveness of curriculum, instruction, and student supports.

Students enrolled at Salvaggio Academy are expected to participate in school-administered assessments appropriate to their grade level and educational program unless an exception is approved by the administration.

When assessment results indicate that a student may require supports beyond those routinely available within Salvaggio Academy's program, the school will communicate with the family and determine appropriate next steps.

Source: Applicable Salvaggio Academy Admissions, Health Services, Assessment, and Student Support Policies.

K-5 Scholarship Program & Guidelines

K-5 Scholarship Purpose

Salvaggio Academy is committed to making its educational program accessible to families from a range of economic backgrounds. To help reduce the cost of tuition, eligible students and families may receive scholarships or financial assistance through several funding sources.

Scholarship and financial-aid availability varies from year to year and is dependent upon available funding, eligibility requirements, and applicable program guidelines.

Sources of scholarship or financial assistance may include:

- **EITC/OSTC Scholarship Funding:** Need-based scholarship assistance supported through Pennsylvania's Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) programs. Eligibility and awards are subject to applicable Pennsylvania requirements, available funding, and the requirements of the scholarship organization administering the funds.
- **Economically Disadvantaged Schools (EDS) Funding:** Salvaggio Academy may receive additional need-based scholarship funding through Pennsylvania's Economically Disadvantaged Schools (EDS) Program, administered by **BLOCS (Business Leadership Organized for Catholic Schools)**. EDS funding is intended to expand tuition assistance for students attending qualifying schools with significant levels of financial need. Awards are subject to program requirements and available funding.
- **President's Scholarship:** A Salvaggio Academy award that may recognize students who demonstrate leadership, positive citizenship, academic effort, and commitment to the school community.
- **United Way or Community Partner Scholarships:** Scholarship assistance that may be available through United Way or other community partners and is awarded in accordance with the eligibility requirements established for the applicable funding source.
- **Salvaggio Academy Need-Based Assistance:** School-controlled financial assistance that may be awarded based on demonstrated financial need, available funding, and other applicable eligibility requirements.

Not every scholarship source is available every year, and eligibility for one form of assistance does not guarantee eligibility for another.

Source: Board Policy 204, 509.

General Scholarship Eligibility

Eligibility requirements vary depending on the source of scholarship funding. Families must satisfy the eligibility and documentation requirements established for the scholarship or financial-aid program from which assistance is awarded.

Requirements may include:

1. **Residency:** Pennsylvania residency may be required by certain scholarship or financial-aid programs. When residency is an eligibility requirement, families must provide documentation sufficient to establish Pennsylvania residency in accordance with the requirements of the applicable funding source.
2. **Financial Standing:** For SA-controlled assistance, the family's tuition account and other required school financial obligations from the previous school year must be in good standing or subject to an approved payment arrangement.
3. **Attendance:** Students receiving SA-controlled scholarship assistance are expected to demonstrate regular attendance and comply with Salvaggio Academy's Attendance Policy. Significant or persistent

attendance concerns may affect eligibility for SA-controlled scholarship funding for the following school year.

4. **Financial Need:** For need-based assistance, the family must demonstrate financial need through the school's designated tuition and financial-aid application process and submit all required documentation.
5. **Academic Engagement:** Students receiving SA-controlled scholarship assistance are expected to demonstrate consistent effort, participation, completion of assigned work, and appropriate engagement in their learning. Scholarship consideration is based on effort and engagement appropriate to the student's age and individual abilities and is not based solely on grades or standardized assessment performance.
6. **School Partnership:** Students and families receiving SA-controlled scholarship assistance are expected to comply with applicable school policies, enrollment requirements, and scholarship conditions and to work collaboratively with the school when concerns arise.

Newly admitted students may also be considered for scholarship or financial assistance when permitted by the applicable funding source and when all admissions and financial-aid requirements have been completed.

Residency & Required Documentation

Residency requirements are determined by the rules governing the applicable scholarship or financial-aid program. When Pennsylvania residency is required, families must provide documentation sufficient to demonstrate that the student or family meets the applicable residency requirement.

Residency for scholarship purposes is distinct from citizenship or immigration status. Salvaggio Academy does not treat the absence of U.S. citizenship or lawful permanent resident status, by itself, as proof that a family does not reside in Pennsylvania.

Families may be required to provide documentation of residency, household income, financial need, or other information necessary to establish eligibility. The specific forms of acceptable documentation may vary depending on the requirements of the funding source.

If a family cannot provide the documentation required by a particular scholarship program, the student may be ineligible for assistance through that funding source. This does not, by itself, make the student ineligible for admission to Salvaggio Academy or for another scholarship program for which the student meets the applicable requirements.

Families are responsible for providing complete and accurate information and for notifying Salvaggio Academy of changes in residence, household circumstances, or other information that may affect scholarship eligibility.

Scholarship Awards

Scholarship awards may provide partial or full tuition assistance depending on the funding source, family eligibility, demonstrated financial need, available scholarship funds, and applicable program requirements.

Unless expressly stated otherwise in writing, scholarship assistance applies to **tuition only**. Families remain responsible for applicable fees, charges, supplies, or other costs not specifically included in the scholarship award.

The total amount of scholarship assistance awarded to a student may not exceed the student's eligible tuition obligation.

Annual Eligibility & Renewal

Scholarship and financial-aid awards are made for **one academic year at a time**. Receipt of scholarship assistance in a previous year does not guarantee an award, the same award amount, or continued eligibility in a subsequent year.

Families must complete the required financial-aid and scholarship process each year by the established deadline.

Renewal decisions may consider:

- Continued eligibility under the applicable scholarship program;
- Demonstrated financial need;
- Availability of scholarship funds;
- Student attendance;
- Academic effort and engagement;
- Compliance with applicable scholarship requirements;
- Family financial standing with the school; and
- Other criteria established for the particular funding source.

When scholarship funding is provided by an outside organization or restricted funding source, that organization's eligibility and renewal requirements will govern the use of those funds.

Application Process

Families seeking need-based scholarship assistance must complete an application through **Simple Tuition Solutions (STS)** or another financial-aid platform designated by Salvaggio Academy.

An application is not considered complete until all information and documentation required for the applicable scholarship or financial-aid program have been submitted and verified.

Depending on the funding source and the family's circumstances, required documentation may include proof of Pennsylvania residency, federal income tax returns, W-2 forms, other proof of household income, or alternative financial documentation accepted by the applicable scholarship program.

Families are responsible for providing complete and accurate information by the published deadline. When a family cannot provide a particular form of documentation, the family should contact Salvaggio Academy to determine whether alternative documentation is permitted by the applicable scholarship or financial-aid program.

Because scholarship funding is limited, families are strongly encouraged to complete the application process as early as possible. Meeting eligibility requirements does not guarantee an award.

Review & Selection

Completed applications will be reviewed in accordance with the requirements of the applicable scholarship or financial-aid program.

For SA-controlled scholarship funding, applications may be reviewed by a Scholarship Committee consisting of the Director of Education, Dean of Students, and/or other designated members of the administrative team.

The committee may consider financial need, available funding, attendance, academic engagement, and other applicable scholarship criteria. When appropriate, a family may be asked to provide additional information before a final decision is made.

Scholarship and financial information will be treated as confidential and shared only with individuals who have a legitimate role in reviewing, administering, or accounting for scholarship assistance.

Notification & Application of Funds

Families will be notified of scholarship and financial-aid decisions in writing.

Salvaggio Academy's goal is to provide full scholarships to all families who demonstrate financial need, subject to available funding and the requirements of the applicable scholarship program. Scholarship awards will be applied directly to the student's eligible tuition account and will not be distributed as cash payments to students or families.

When full scholarship funding is not available or does not cover all eligible tuition and charges, families are responsible for any remaining balance and other costs not covered by the scholarship award and must comply with the payment requirements established by Salvaggio Academy.

Multiple Scholarships & Other Financial Assistance

Receiving financial assistance from another scholarship organization does not automatically make a student ineligible for Salvaggio Academy scholarship assistance.

Families must disclose other tuition assistance or scholarship awards when requested so that the school can appropriately coordinate funding.

When a combination of scholarships or financial assistance fully covers the student's eligible tuition obligation, additional scholarship funding may be reduced, reallocated, or otherwise administered in accordance with the requirements of the applicable funding source. Scholarship assistance may not result in a payment or financial credit to the family beyond the student's eligible educational expenses.

Scholarship Conditions

Scholarship assistance is intended to support continued enrollment and successful participation in Salvaggio Academy's educational program. Families receiving SA-controlled scholarship funding are responsible for complying with the terms of their scholarship award, enrollment agreement, and applicable school policies.

Significant concerns involving attendance, financial obligations, or other scholarship requirements may affect continued eligibility for **SA-controlled scholarship assistance**, including eligibility for renewal in a subsequent school year.

Whenever practicable, Salvaggio Academy will communicate concerns with families and provide an opportunity to address them before making a decision regarding future SA-controlled scholarship eligibility.

Scholarship decisions involving externally funded or restricted awards will be made in accordance with the requirements governing those funds.

6-12 Graduate Support & Scholarship Program

Middle School Scholarship Program

Salvaggio Academy has established partnerships with local schools in the Diocese of Allentown to support SA graduates as they transition into grades 6–8. For eligible SA graduates who enroll in an approved partner middle school, **Salvaggio Academy provides scholarship funding covering 100% of the school's tuition.** SA's administrative team works with families to identify the best middle school fit for each fifth-grade student and supports students and families throughout the transition. Once enrolled, families will receive a scholarship contract outlining the academic, attendance, behavioral, family participation, and other requirements that must be met to maintain scholarship eligibility and continued support through Salvaggio Academy.

Current partner middle schools:

1. St. Elizabeth Regional School (Whitehall, PA)
2. St. John Neumann Regional School (Palmerton, PA)
3. St. John Vianney Regional School (Allentown, PA)
4. St. Thomas More School (Allentown, PA)

High School Scholarship Program

Salvaggio Academy's Graduate Support & Scholarship Program continues through grades 9–12 at approved partner high schools within the Diocese of Allentown. For eligible SA graduates who enroll in an approved partner high school, **Salvaggio Academy provides scholarship funding covering 60% of the school's tuition.** Families are responsible for the remaining tuition balance, as well as any applicable fees or expenses not covered by the scholarship. The partner high school will work with families who qualify to identify additional financial aid or scholarship opportunities that may help offset the remaining tuition balance. SA's administrative team works with students and families to identify an appropriate high school as students prepare to transition from eighth grade and continues to provide support throughout high school. Once enrolled, families will receive a scholarship contract outlining the academic, attendance, behavioral, family participation, and other requirements that must be met to maintain scholarship eligibility and continued support through Salvaggio Academy.

Current partner high schools:

1. Allentown Central Catholic High School (Allentown, PA)
2. Bethlehem Catholic High School (Bethlehem, PA)
3. 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.

Your Child's Rights at SA

Just as we ask our students to meet certain responsibilities, we want every family to know what your child can expect from us. At Salvaggio Academy, every student has the right to:

- Learn in a safe, supportive environment
- Be treated with dignity and without discrimination
- Access our academic and extracurricular programs
- Receive reasonable accommodations for a documented disability
- Express themselves respectfully
- Report a concern to a teacher or administrator without fear of getting in trouble for speaking up

We take these seriously, and we want your child to feel safe coming to any adult in our building.

Source: Board Policy 211.

Expectations of a SA student

1. Be a Leader
 - Demonstrate the Leader in Me Habits: Be Proactive; Begin with the End in Mind; Put First Things First; Think Win-Win; Seek First to Understand, Then to be Understood; Synergize; Sharpen the Saw
2. Be Respectful
 - Keep hands, feet, objects, and/or physical actions to self
 - Refrain from using explicit language, profanity, and abusive language or actions, both written and verbal
 - Demonstrate respect for the rights of other students, teachers, administrators, volunteers, and guests
3. Be Responsible
 - Attend school regularly and on time
 - Conscious effort in classroom work
 - Take appropriate care of all materials and equipment
 - Respect the rights of classmates by not interfering with their education and learning
 - Follow the school uniform policy
 - Comply with all laws, rules, and regulations
 - Complete all homework assignments as instructed by the teacher in a timely manner
 - Make up all work when absent in a timely manner
 - Promptly deliver all school communications to a parent / 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.

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. See the full Search Policy under Student Discipline and Related Policies for how searches of lockers, backpacks, and other belongings are conducted.

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 & Personal Electronic Device Policy

Student use of school telephones is permitted only in an emergency or when authorized by a teacher or administrator.

To maintain a safe, focused, and distraction-free learning environment, **students may not access or use cell phones, smartwatches, or other personal electronic or communication devices during the school day.** This includes, but is not limited to, cell phones, Apple Watches, Fitbits or other smartwatches with communication or internet capabilities, tablets, e-readers, headphones/earbuds, personal gaming devices, and similar electronic or communication devices.

Families who choose to send a personal electronic device to school with their child do so voluntarily and at their own risk. Upon arrival at school, the device must be **completely powered off and stored out of sight in the student's backpack.** The device must remain powered off and inaccessible to the student until dismissal. Devices may not be worn, carried in a pocket, kept at a desk, or accessed during the school day.

Exceptions may be made when a personal electronic device is necessary for a documented medical, health, safety, or disability-related need, including devices used to monitor or manage a medical condition such as diabetes. When an exception is approved, the student's individualized health plan, accommodation plan, or other written school plan will identify how the device may be carried, accessed, and used during the school day. Use of the device must remain limited to the approved purpose. Students will not be required to power off, surrender, or store a device in a manner that interferes with its medically necessary or otherwise approved function.

Smartwatches may not be worn during the school day, even when placed in a limited-use, school, or watch-only mode, unless specifically authorized by the school as part of an approved medical, disability-related, health, safety, or other individualized student need.

Parents and guardians who need to communicate with their child during the school day should contact the school office. Students who need to contact a parent or guardian during the school day may do so through the school office with staff authorization.

If a student accesses, uses, wears, or otherwise possesses a device in violation of this policy, a staff member may temporarily confiscate the device. The device will be maintained in a designated location until it is returned to the student at dismissal or, when determined appropriate by school administration, released directly to a parent or guardian. Repeated violations may result in additional disciplinary action and/or a requirement that the student no longer bring the device onto school property.

Salvaggio Academy does not require students to bring personal electronic devices to school and assumes no responsibility for the loss, theft, damage, malfunction, or unauthorized use of personal devices brought onto school property, except to the extent otherwise required by applicable law. Families are strongly encouraged to leave valuable electronic devices at home unless the device is necessary for an approved medical, health, safety, or disability-related purpose.

Source: Board Policy 706.b.

Prohibited Items

To maintain a safe, focused, and appropriate learning environment, students should bring to school only those personal items necessary for the school day or specifically permitted by Salvaggio Academy.

Students may not bring, possess, use, distribute, or display items that are unsafe, inappropriate, illegal, or disruptive to the educational environment. Prohibited or restricted items include, but are not limited to:

- **Toys, collectibles, and recreational items**, including trading cards, playing cards, electronic games, novelty items, or similar objects, unless specifically permitted by a staff member for a school-sponsored activity.
- **Personal electronic or smart devices** when prohibited under Salvaggio Academy's *Telephone Usage & Personal Electronic Device Policy*. Students and families should refer to that policy for specific requirements regarding cell phones, smartwatches, earbuds/headphones, tablets, gaming devices, and other personal technology.
- **Fidget, sensory, or regulation items** that have not been approved for student use. Such items may be permitted when included as part of an IEP, 504 Plan, Student Support Plan, documented accommodation, or other school-approved intervention or support.
- **Gambling-related items or materials**, or items used to facilitate gambling, wagering, or the exchange of money or items of value between students.
- **Gang-related symbols, materials, or items** when their display or use is reasonably determined by the administration to create a safety concern, substantially disrupt the school environment, or constitute prohibited harassment, intimidation, or threatening behavior.
- **Pornographic, sexually explicit, obscene, or otherwise age-inappropriate materials.**
- **Alcohol, illegal drugs, controlled substances, tobacco products, nicotine products, vaping devices, or related paraphernalia.**
- **Prescription and over-the-counter medications** except when brought to and administered or maintained in accordance with Salvaggio Academy's medication and health procedures.

- **Weapons, look-alike weapons, or other dangerous items**, including any object brought to school or used with the intent to threaten, intimidate, or cause harm.
- **Other items determined by the administration to present a safety concern or materially disrupt the educational environment.**

Response to Prohibited or Restricted Items

When a student brings a prohibited or restricted item to school, staff will respond based on the nature of the item, the circumstances, and any applicable school policy.

For **non-dangerous personal items**, the following progressive response will generally apply:

1. **First Occurrence:** The student will be directed to secure the item in their backpack or locker for the remainder of the school day. The teacher will notify the parent/guardian and provide a reminder of the school's policy and expectation that the item not be brought to school again.
2. **Repeated Occurrence:** If the student continues to bring the prohibited or restricted item to school, the item may be secured by school administration for the remainder of the school day. The parent/guardian will be notified, and the school may require that the item be retrieved by a parent/guardian rather than returned directly to the student.
3. **Continued or Significant Violations:** Repeated failure to follow the policy may be addressed through the school's disciplinary procedures and may result in additional restrictions regarding the student's ability to bring personal items to school.

This progressive response does not apply when an item presents an immediate **health, safety, or security concern** or is suspected to violate the law. Such items may be immediately secured by administration and, when appropriate or required, turned over to law enforcement or another appropriate authority.

Salvaggio Academy is not responsible for the loss, theft, or damage of personal items that students bring to school.

Homework Policy

At Salvaggio Academy, we prioritize the academic growth, holistic development, and well-being of our students. Our approach to homework is designed to ensure that learning outside of the school day is purposeful, developmentally appropriate, and supportive of the skills students are building in the classroom.

Kindergarten–Grade 2

Students in Kindergarten through Grade 2 will not routinely receive traditional homework assignments. Research on homework in the early elementary grades has found limited evidence that traditional homework assignments significantly improve academic achievement. At this developmental stage, excessive or overly demanding homework can also create unnecessary stress for students and families, reduce time available for creative play, physical activity, exploration, and family interaction, and negatively affect a child's enthusiasm for learning.

For these reasons, Salvaggio Academy places the primary emphasis on high-quality instruction, guided practice, and meaningful learning experiences during the school day. We also recognize that **brief, purposeful practice at home can reinforce foundational skills** students are developing in the classroom.

Teachers may provide light at-home practice or reinforcement activities, such as practicing sight words or spelling words, reviewing math facts, reading independently or with an adult, or completing other brief skill-building activities. These activities are intended to reinforce previously taught skills rather than introduce new material and should remain limited and developmentally appropriate.

Families are encouraged to remain actively involved in their child's education by reading together, discussing the day's learning experiences, practicing foundational skills when appropriate, and finding natural opportunities for learning at home. Our goal is for these experiences to strengthen learning while maintaining children's curiosity, confidence, and positive relationship with school.

Grades 3–5

As students progress through Grades 3–5, Salvaggio Academy gradually introduces greater responsibility for learning outside of the school day. The purpose of homework at these grade levels is not simply to provide additional work, but to help students develop the **academic independence, organization, responsibility, and study habits** they will need as they prepare for middle school.

Homework and at-home learning activities should be purposeful, connected to classroom instruction, and appropriate for the student's grade level. Assignments may provide students with opportunities to:

- Read independently and build reading stamina;
- Practice and reinforce previously taught academic skills;
- Develop study habits and prepare for quizzes, tests, or other assessments;
- Complete appropriate portions of longer-term projects, writing assignments, or research;
- Practice organization, planning, time management, and meeting deadlines; and
- Take increasing ownership of their academic responsibilities.

As students approach Grade 5, expectations may gradually increase to help them become more comfortable managing assignments, preparing independently for assessments, organizing materials, monitoring deadlines, and seeking assistance when needed. This gradual release of responsibility is intended to support a successful transition to the increased academic independence expected in middle school.

A Balanced Approach

Across all grade levels, Salvaggio Academy recognizes that students need time outside of school for family, physical activity, extracurricular interests, creative pursuits, and rest. Homework should complement the educational experience rather than unnecessarily compete with these important aspects of childhood.

Salvaggio Academy will periodically review its homework practices to ensure they continue to meet the needs of our students and align with current educational research and developmentally appropriate practices.

Source: Board Policy 103.d

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. Sign up for and regularly check ClassDojo for class and whole school announcements.
7. Register for and regularly access the school's Student Information System (SIS) to monitor your child's grades, assignments, attendance, and overall academic progress. Parents/guardians are encouraged to contact their child's teacher when they have questions or concerns about their child's progress.
8. Attend parent-teacher conferences.
9. Understand the school's rules, policies, and the consequences of rule violations.
10. Refrain from using explicit language, profanity, or abusive language or actions, whether written or verbal.
11. Obey all traffic laws and regulations when on or around school property.
12. Follow all school guidelines for arrival and dismissal procedures.
13. Encourage your child to show respect for their classmates, school personnel, and school property.
14. Review the school handbook as a family, with special attention to the Attendance, School Uniform, and Discipline policies.
15. Support the school's safety practices and follow procedures designed to keep all students safe.
16. Interact appropriately with school staff — see the Parent/Guardian Code of Conduct below for how we respond if this doesn't happen.
17. Please DO NOT use your phone when visiting the school office or classrooms.

Parent / Guardian Code of Conduct

Salvaggio Academy is committed to a safe, respectful, and collaborative school community, and parents and guardians are essential partners in that community. To help us maintain a positive environment for everyone, we ask all parents and guardians to:

- Treat staff, students, and other families with respect

- Use appropriate language and a respectful tone in all communications
- Follow arrival, dismissal, and visitation procedures
- Respect classroom learning environments and staff expertise
- Support school leadership decisions
- Keep information about other students confidential
- Raise concerns through our established communication and complaint channels (see Parent Complaint & Resolution Process below)

The following conduct is not permitted on campus or at school events: harassment, intimidation, or threatening behavior; disruptive behavior during school events or in office areas; aggressive or inappropriate communication with staff; recording staff or students without permission; or entering unauthorized areas or otherwise violating safety protocols.

When you reach out with a concern, please use one of our designated channels (email, ClassDojo, or a scheduled meeting) and allow reasonable time for a response — typically 24 to 48 hours.

If a parent or guardian's conduct doesn't meet these expectations, we'll respond in a way that fits the situation — this may include a verbal or written reminder, a required meeting with administration, a temporary restriction on campus access, removal from a school event, or, in serious cases, loss of scholarship for the student or involvement of law enforcement.

Source: Board Policy 218.

Parent Complaint & Resolution Process

We value open communication and want every family to feel comfortable raising a concern. Most concerns are resolved quickly when addressed at the right level, so we ask parents to follow these steps:

- Start with the classroom or staff member involved. Most questions and concerns are best resolved by talking directly with your child's teacher or the staff member involved. Please allow reasonable time for a response.
- Still unresolved? Contact our Dean of Students. We'll typically schedule a meeting to talk it through.
- Still unresolved? Reach out to the Director of Education, who will review the situation, meet with you, and follow up with a written resolution.
- Concerns for the Board of Trustees. Because the Board oversees governance rather than day-to-day operations, concerns should go through the steps above first. The only exceptions are concerns about the Director of Education's own conduct, a possible violation of Board policy, or a school-wide systemic issue — these may be submitted in writing to the Board Chair, who will review the complaint and respond in writing or refer it back to administration.

We handle every concern respectfully and confidentially whenever possible, and we ask that families work through this process in good faith. Harassment or retaliation toward staff or students is not permitted.

Source: Board Policy 219.

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

Our goal is always for each student to succeed at grade level, and retention is considered only when it is determined to be in the student's educational best interest. If a student is significantly behind in foundational skills or grade-level expectations, the Student Support Team may implement targeted interventions and monitor the student's progress. If those supports are not sufficient to close the identified gaps, the school will meet with the parent/guardian to review the student's progress and discuss appropriate options.

For students currently enrolled at Salvaggio Academy, a retention recommendation is made only after a collaborative review of the student's academic performance, progress, interventions, and other relevant educational information. Retention will not be recommended solely because of a disability, behavioral concern, English-language learning needs, or temporary family hardship. These circumstances should be addressed through appropriate supports and services.

Placement of Newly Enrolling Students

Salvaggio Academy generally places newly enrolling students in the grade level consistent with their prior school placement and educational records. However, when the information available during the enrollment or transition process raises a reasonable concern that the requested grade placement may not be academically appropriate, the school may conduct an individualized placement review.

A placement review may include consideration of prior school records, report cards, assessment results, attendance records, the student's age and age at initial school enrollment, teacher observations, parent/guardian input, and, when appropriate, academic screening or other measures of the student's current skills and readiness. No single factor will determine placement. Based on all the information collected, Salvaggio Academy may recommend placement in a different grade level when the student's demonstrated academic readiness and educational needs indicate that such placement would be in the best interest of the student.

Final Determination

Retention and grade-placement decisions are made collaboratively whenever possible, with the final determination resting with the Director of Education. If retention or placement in a lower grade is recommended, the parent/guardian will receive written notification and will be asked to acknowledge the decision in writing.

No student currently enrolled at Salvaggio Academy will be retained for more than one academic year. If a student continues to demonstrate significant academic needs or insufficient progress despite appropriate, documented interventions, the student may be promoted to the next grade level with a plan for continued academic support and progress monitoring. When the student's response to intervention indicates that additional evaluation may be warranted, Salvaggio Academy will discuss appropriate next steps with the parent/guardian, which may include a referral for a formal evaluation to determine whether additional services or supports are needed.

Promotion to the next grade level does not indicate that a student has mastered all grade-level expectations or that previously identified academic needs have been resolved. Supports and interventions may continue into the following school year based on the student's individual needs.

Source: Board Policy 208.

Photo and Video Release

We love celebrating our students' accomplishments and we respect every family's preferences about photos and videos. At the time of a student's initial enrollment at Salvaggio Academy, parents and guardians are asked to select how they permit their child's image to be used: full permission, limited permission, or no permission at all. Your choice is kept on file and checked by staff before any photo, video, or name is used.

The permission selected at initial enrollment will **remain in effect for the duration of the student's enrollment at Salvaggio Academy** unless a parent or guardian requests a change. Parents/guardians may update their preference at any time by submitting a **written request to the main office**. The student's current preference will be maintained on file and should be reviewed by staff before a student's photo, video, or name is used.

With parent/guardian permission, a student's photo, video, name, or schoolwork may appear on the school's website or social media accounts, in newsletters, marketing or promotional materials, classroom or school publications, or in connection with special school events

Staff may only photograph or record students for legitimate school-related purposes using school-managed devices and may not share student photos, videos, or work on personal social media accounts or use them for personal projects.

Any outside news outlet, photographer, videographer, or media partner wishing to photograph, record, or interview students on campus must receive prior approval from the Director of Education. Approved visitors must follow the school's current photo/video permission records and remain appropriately supervised while on campus.

Source: Board Policy 405.

Field Trips

Field trips are designed to contribute to the educational, cultural, and social growth of students and extend learning beyond the classroom. Field trips are scheduled at the discretion of Salvaggio Academy teachers and must be approved by the Director of Education.

Parents/guardians are required to complete and sign all required permission forms for each field trip. Telephone calls, verbal permission, or other informal authorization will not be accepted in place of required forms.

Third-Party Waivers and Participation Requirements

Some field trips involve outside organizations, facilities, or program providers that require participants to complete **their own permission forms, waivers, releases, acknowledgments, or other participation documents in addition to Salvaggio Academy's field trip permission form**. When required by a third-party provider, completion and acceptance of the provider's required documentation is a condition of participation in that activity.

All required forms must be completed and submitted by the established deadline and must be acceptable to Salvaggio Academy and/or the third-party provider, as applicable. **Salvaggio Academy cannot waive, modify, or override the participation requirements established by an independent field trip provider.**

If a parent/guardian chooses not to complete a required form, or if a required form is not accepted by the third-party provider, the student will not be permitted to participate in that field trip or activity. When practicable, the student may remain at school under an alternative supervisory arrangement. Because the student's regularly scheduled class may be participating in the field trip, Salvaggio Academy cannot guarantee equivalent instruction, programming, or services during that time.

Student Expectations

Participation in field trips is a privilege. Appropriate dress and conduct are expected at all times. Students whose behavior presents a safety concern or who do not meet established behavioral expectations may be restricted from participating in a field trip in accordance with school policies.

A faculty member, assisted as appropriate by school staff and approved parent/guardian volunteers, will accompany students on field trips.

For students with significant health or medical needs, the school will review the supports necessary for safe participation prior to the trip. Depending on the student's individual needs, the nature of the activity, and the availability of appropriate school personnel, additional arrangements may be necessary to support participation.

Getting There Safely

Field trips are taken using school-approved buses, vans, or licensed transportation vendors, or on foot with proper supervision. Except in a genuine emergency — and only with the Director of Education's authorization — SA staff, volunteers, and contractors do not transport students in their own personal vehicles.

Every trip is planned with student safety in mind. Drivers must be properly licensed and, when applicable, cleared to work with children. Chaperones carry appropriate student rosters, emergency contact information, and necessary medical information, such as allergy or medication plans. Seat belts must be used whenever the vehicle is equipped with them. On walking trips, staff use crosswalks when available, maintain appropriate adult-to-student supervision, and have access to appropriate first-aid supplies.

If an accident or medical emergency occurs during a trip, staff will address immediate safety needs, contact emergency services when appropriate, notify school administration, and contact the student's parent/guardian as soon as practicable.

Source: Board Policy 109, 713.

Health Services

School Health Services

Salvaggio Academy is committed to supporting the health, safety, and well-being of students throughout the school day.

School health services may be provided by a Certified School Nurse (CSN), school nurse, licensed nurse, or other appropriately qualified or trained health personnel, depending on the service being provided and applicable Pennsylvania requirements.

School health services may include:

- Maintenance and review of student health records;
- Required health screenings and examinations;
- Assessment and care of illness or injury occurring during the school day;
- Administration of authorized medications;
- Support for students with chronic or significant health conditions;
- Development and implementation of appropriate health and emergency care plans;
- Communication with parents/guardians regarding student health concerns; and
- Coordination with healthcare providers and other appropriate professionals when necessary.

Families are responsible for providing complete and accurate health information and promptly notifying the school of changes in a student's medical condition, medications, allergies, healthcare needs, or emergency contact information.

Student health information is maintained confidentially and shared only with individuals who have a legitimate need for the information in order to support the student's health, safety, education, or as otherwise permitted or required by law.

Families should refer to the **Health Services** information provided by Salvaggio Academy for current forms, requirements, and school health information.

Source: Board Policies 215, 215.c, and 215.d.

Immunizations

Pennsylvania immunization requirements apply to students attending public, private, and nonpublic schools.

Families must provide documentation demonstrating that their child has received the immunizations required for the student's age and grade unless the student qualifies for an exemption recognized under Pennsylvania law.

Current Pennsylvania school immunization requirements include applicable doses of:

- Diphtheria, tetanus, and pertussis vaccine;
- Polio vaccine;
- Measles, mumps, and rubella (MMR) vaccine;
- Hepatitis B vaccine; and
- Varicella (chickenpox) vaccine or other acceptable evidence of immunity.

Because immunization requirements may be updated, families should refer to current Pennsylvania Department of Health requirements and information provided by Salvaggio Academy rather than relying solely on the vaccine schedule printed in this handbook.

Pennsylvania permits exemptions from immunization requirements for qualifying:

- Medical reasons;
- Religious beliefs; or
- Philosophical, strong moral, or ethical convictions.

Required exemption documentation must be submitted to the school. Students who are exempt from immunization may be temporarily excluded from school during an outbreak of a vaccine-preventable disease when required by public health authorities or applicable law.

Provisional Attendance & Missing Immunization Records

Students must satisfy Pennsylvania immunization requirements before attending school unless they qualify for an exemption or provisional attendance permitted under Pennsylvania requirements.

When a student has begun an appropriately spaced multidose vaccine series but additional doses are not yet medically appropriate, the family may be required to provide a medical certificate establishing the schedule for completion.

Students transferring into Salvaggio Academy who experience difficulty obtaining previous immunization records may be provided the period permitted by Pennsylvania regulations to obtain and submit those records.

Failure to provide required immunization documentation or remain compliant with an approved immunization schedule may result in exclusion from school until applicable requirements are satisfied.

Source: Board Policy 215.b.

Required Physical & Dental Examinations

Pennsylvania requires certain physical and dental examinations for school-age children, including students attending private and nonpublic schools.

For students attending Salvaggio Academy:

- Physical Examination: Required upon original entry into school. Additional examinations are required in later grades under Pennsylvania law.
- Dental Examination/Screening: Required upon original entry into school and in Grade 3. An additional examination is required in a later grade under Pennsylvania law.

Families may have required examinations completed by an appropriately licensed private healthcare or dental provider and submit the required documentation to Salvaggio Academy.

When permitted under Pennsylvania requirements, examinations or screenings may also be provided through the school health program by an appropriately qualified healthcare or dental professional.

Families will be notified of documentation deadlines and, when applicable, opportunities for required examinations or screenings to be completed through the school health program.

Student Health Conditions & Individual Health Planning

Families must notify Salvaggio Academy if a student has a medical or health condition that may affect the student's participation in school, require emergency intervention, or require support during the school day.

Examples may include:

- Asthma;
- Diabetes;
- Seizure disorders;
- Severe allergies or anaphylaxis;
- Cardiac conditions;
- Significant dietary or feeding needs;
- Medication requirements; or
- Other chronic or significant health conditions.

Families may be required to provide current medical documentation, healthcare-provider orders, emergency action plans, medication authorizations, or other information necessary to safely support the student.

When appropriate, Salvaggio Academy will work with the family, school health personnel, and other relevant professionals to establish an individualized health, emergency, or accommodation plan appropriate to the student's needs and the services available within the school program.

Health-related accommodations will also be considered in accordance with Salvaggio Academy's **Supporting Students With Disabilities** policy.

Allergies & Anaphylaxis

Families must notify Salvaggio Academy of any known serious allergy, including allergies to foods, medications, insects, latex, or other substances.

For students at risk of anaphylaxis, families should provide:

- Current medical documentation;
- An Allergy or Anaphylaxis Emergency Action Plan when appropriate;
- Required medication orders and parent/guardian authorizations; and
- Prescribed emergency medication, including epinephrine auto-injectors, when applicable.

Salvaggio Academy will work with families and appropriate health personnel to establish reasonable precautions and an emergency response plan based on the student's documented needs.

Families should understand that, while the school takes reasonable measures to reduce known risks, Salvaggio Academy cannot guarantee an allergen-free environment.

Diabetes Management

Families of students with diabetes must notify Salvaggio Academy and provide the medical documentation, medication orders, supplies, and individualized diabetes management information necessary to safely support the student during the school day.

Depending on the student's individual plan and applicable requirements, diabetes care may include:

- Blood glucose monitoring;
- Access to food, water, and restroom facilities;
- Insulin or other prescribed medication;
- Glucagon or other emergency treatment;
- Adjustments related to meals, physical activity, or school activities; and
- Student self-management when appropriately authorized.

Diabetes care will be provided in accordance with the student's healthcare-provider orders, parent/guardian authorization, applicable Pennsylvania requirements, and the availability of appropriately licensed or trained personnel.

Students who are authorized and capable of self-managing aspects of their diabetes may be permitted to possess and use necessary medication and monitoring equipment in accordance with applicable requirements and the student's individual health plan.

In an emergency, school personnel will follow the student's emergency plan, contact emergency medical services when necessary, and make reasonable efforts to notify the parent/guardian immediately.

Type 1 Diabetes Information for Families

In accordance with Pennsylvania requirements, Salvaggio Academy makes Pennsylvania Department of Health educational information regarding Type 1 Diabetes available to parents and guardians when a student first enrolls in elementary school.

This information is intended to help families recognize potential signs and symptoms of Type 1 Diabetes and understand when medical evaluation may be appropriate.

Medications

Whenever possible, medication should be administered at home. When medication is medically necessary during the school day, it will be administered in accordance with applicable Pennsylvania requirements and Salvaggio Academy policy.

For prescription and over-the-counter medications administered at school, families must provide required written authorization from the student's authorized healthcare provider and parent or legal guardian.

Medication must:

- Be provided in the original pharmacy or manufacturer-labeled container;
- Include the student's name and appropriate medication information;
- Be delivered to the school by a parent/guardian or other authorized adult rather than sent with the student, except when an approved self-carry authorization applies; and
- Be accompanied by all required medication orders and authorizations.

New authorization may be required when the medication, dosage, frequency, or administration instructions change.

Medication authorization generally expires at the end of the applicable school year or when the medication order expires or is discontinued.

Students may not share medications or keep medications in backpacks, desks, cubbies, or other personal belongings unless specifically authorized to self-carry medication under applicable law and school policy.

Medication received without the required authorization or in an inappropriate container will not be administered.

Medication During Field Trips & School Activities

Students with authorized medication needs will be supported during school-sponsored field trips and activities in accordance with their medical orders, school policy, applicable legal requirements, and available qualified personnel.

Families should communicate with school health personnel in advance when a student requires medication or specialized health support during a field trip or other activity away from the school building.

Source: Board Policy 215.c.

Asthma Inhalers & Epinephrine Auto-Injectors

Students may be permitted to possess and self-administer prescribed asthma inhalers or epinephrine auto-injectors when applicable requirements have been satisfied.

Families seeking self-carry authorization must provide required documentation, which may include:

- Written authorization or an order from the student's healthcare provider;
- Written parent/guardian authorization;
- An appropriate Asthma Action Plan, Allergy Action Plan, or emergency plan; and
- Documentation that the student is capable of appropriately and responsibly using the medication.

Self-carry privileges may be restricted or discontinued when a student misuses the medication, shares medication, or otherwise creates a safety concern. The school will work with the family to ensure that medically necessary emergency medication remains appropriately accessible.

Source: Board Policy 215.d.

School Health Screenings

Pennsylvania requires routine health screenings for school-age students. Depending on the student's grade and applicable requirements, screenings at Salvaggio Academy may include:

- Height and weight/growth screening — annually;
- Vision screening — annually;
- Hearing screening — Kindergarten and Grades 1, 2, and 3; and
- Other screenings required based on the student's grade, enrollment status, health needs, or current Pennsylvania requirements.

Additional components of vision screening may be required for students in certain grades or for newly enrolled students.

Required health screenings may be conducted by a Certified School Nurse, school nurse, healthcare practitioner, Certified School Dental Hygienist, or other individual authorized to provide the applicable service.

School screenings are intended to identify potential concerns and are not a substitute for comprehensive evaluation, diagnosis, or treatment by the student's healthcare, vision, hearing, or dental provider.

When a screening identifies a possible concern requiring further evaluation, the school will notify the student's parent or guardian and may recommend appropriate follow-up.

Family Notification & School-Based Screenings

Salvaggio Academy will provide families with information regarding required school health screenings. When practicable, families will receive advance notice when an outside healthcare or dental professional will be on campus to conduct scheduled school-wide examinations or screenings.

Parents or guardians who have questions or concerns about a school health screening should contact the School Nurse or school administration.

A parent or guardian who does not want a child to participate in a particular school-based screening or examination should notify the school in writing. The school will advise the family whether the service is required under Pennsylvania school health requirements and whether the requirement may be satisfied through the student's private healthcare or dental provider.

Families remain responsible for satisfying applicable Pennsylvania school health requirements when a school-based examination or screening is declined.

Height, Weight & BMI

Pennsylvania requires growth screening for school-age students. Height and weight measurements will be collected in accordance with current Pennsylvania school health requirements by appropriately qualified health personnel.

Parents and guardians may request that their child be exempted from the collection of height and weight measurements by submitting a written request in accordance with Pennsylvania requirements.

Body Mass Index (BMI) calculations conducted through the school health program are used for purposes permitted by Pennsylvania law, including required state reporting. Personally identifiable student information is not included in BMI information reported to the Commonwealth.

Salvaggio Academy will not provide an individual student's BMI to the student or parent/guardian without written parent/guardian permission, consistent with Pennsylvania requirements.

Illness During the School Day

Students who become ill during the school day should notify their teacher or another staff member and will be referred to the Health Room or appropriate school personnel for assessment.

If the student is determined to be too ill to remain in school, the parent/guardian or designated emergency contact will be notified. Families are expected to arrange for the student to be picked up as promptly as possible and generally within **one hour** of notification.

Students will not ordinarily be sent home without communication with a parent/guardian or authorized emergency contact. If the school cannot reach an authorized adult, the student will remain supervised while additional contact attempts are made, unless emergency medical treatment is necessary.

If a student is well enough to return to instruction following assessment and appropriate care, the student will return to class.

When Students Should Stay Home

Students should remain home when illness prevents meaningful participation in school, requires a level of care that cannot reasonably be provided in the school setting, or presents a significant risk of spreading illness to others.

Examples of symptoms that may require exclusion include:

- Fever;
- Persistent vomiting;
- Persistent diarrhea;
- Worsening respiratory symptoms;
- A new rash accompanied by fever or other concerning symptoms;
- Draining sores that cannot be appropriately covered;
- Symptoms of a communicable disease requiring exclusion; or
- Other symptoms that school health personnel determine make school attendance inappropriate.

Families should notify the school when a student has been diagnosed with a communicable disease that may affect other members of the school community.

Returning to School After Illness

Return-to-school requirements depend on the student's symptoms, diagnosis, treatment, and current Pennsylvania Department of Health recommendations.

As a general rule, students with a fever should be fever-free for at least **24 hours without fever-reducing medication** before returning to school.

Vomiting should have resolved sufficiently for the student to tolerate food and liquids, and diarrhea should have resolved before the student returns.

Certain communicable diseases may have different exclusion and return requirements. Salvaggio Academy will follow current Pennsylvania Department of Health guidance and may require healthcare-provider documentation when necessary to determine whether a student can safely return to school.

Because public-health recommendations may change, current Pennsylvania Department of Health guidance will take precedence over general examples provided in this handbook.

Student Injuries & Medical Emergencies

Students who become ill, are injured, or otherwise require medical attention during the school day will receive appropriate first aid and assessment from school health personnel or another appropriately trained staff member.

Parents/guardians will be notified as soon as practicable when a student experiences:

- A head injury;
- An injury requiring medical evaluation beyond routine first aid;
- A significant illness or health event; or
- Another circumstance for which parent/guardian follow-up is appropriate.

When a student experiences a potentially serious or life-threatening medical emergency, Salvaggio Academy will contact **911 or emergency medical services immediately when warranted** and make reasonable efforts to contact the student's parent/guardian or emergency contact. **Emergency care will not be delayed while school personnel attempt to reach a parent/guardian.**

Emergency medical personnel will determine appropriate treatment and transportation based on the student's condition and applicable emergency medical protocols. Salvaggio Academy cannot guarantee transportation to a family's preferred hospital or healthcare facility.

School personnel will provide emergency responders with relevant student health and emergency information available to the school when appropriate. Significant injuries, illnesses, and emergency medical incidents occurring at school will be documented in accordance with school procedures.

Source: Board Policy 215.g.

Exclusion From Physical Education & School Activities

A student may be temporarily excused or restricted from physical education or other physical activities for medical reasons.

For a short-term restriction, the school may accept written notification from a parent/guardian when appropriate. For an extended restriction, significant injury, or ongoing medical condition, Salvaggio Academy may require documentation from the student's healthcare provider identifying:

- The nature of the restriction;
- Activities the student may or may not participate in;
- Any necessary accommodations; and
- The anticipated duration of the restriction.

Unless medically inappropriate, students excused from physical participation may still be expected to attend physical education class and participate in appropriate alternative learning activities.

Families should notify the school when a student's medical restrictions change or the student is cleared to resume normal activity.

Family Communication & Responsibility

Effective school health services depend on communication between families, school personnel, and healthcare providers.

Parents and guardians are responsible for:

- Providing accurate and current student health information;
- Providing required health, dental, and immunization documentation;
- Providing prescribed medication, supplies, action plans, and healthcare-provider orders when needed;
- Keeping emergency contact information current;
- Responding promptly when contacted regarding an ill or injured child;
- Informing the school of significant changes in the student's health; and
- Asking questions when they have concerns about a school health service, screening, or procedure.

Salvaggio Academy will make reasonable efforts to communicate significant student health concerns and provide families with information about required school health services and screenings.

Questions regarding a student's individual health needs should be directed to the School Nurse or school administration.

Source: Board Policies 215, 215.b, 215.c, 215.d, 215.f, and 215.g; Pennsylvania School Health requirements.

Food Services & School Wellness

School Wellness

Salvaggio Academy is committed to creating a school environment that supports student health, well-being, and readiness to learn.

As a school participating in the **National School Lunch Program (NSLP) and School Breakfast Program (SBP)**, Salvaggio Academy maintains a **Local School Wellness Policy** addressing nutrition promotion and education, physical activity, foods and beverages available to students during the school day, classroom celebrations, food used as rewards or incentives, and other school-based activities that support student wellness.

Salvaggio Academy's food and wellness practices are intended to encourage healthy habits while recognizing the important role families play in making nutritional choices for their children.

Food will not be withheld as punishment. Food and candy should not routinely be used as rewards or incentives for student behavior or academic performance. Staff should use non-food recognition and incentives whenever practicable.

When food or beverages will be provided to students as part of a **school-sponsored activity, classroom celebration, special event, or similar occasion**, parents/guardians will be notified in advance and **written permission will be requested before their child participates**. Families will be provided with information about the food being offered when practicable so they can make an informed decision based on their child's dietary needs, allergies, medical needs, religious or cultural practices, or family preferences.

Students who do not have permission to participate will not be penalized or excluded from the non-food portions of the activity or celebration. When appropriate, the school will work with families to identify a reasonable alternative.

Students should not share food or beverages with one another. This expectation supports student health, hygiene, and allergy safety.

Source: Board Policies 214, 703.

Water Bottles

Students are encouraged to bring a reusable water bottle to school each day.

Water bottles should:

- Contain water only;
- Be clearly labeled with the student's name;
- Be securely closed and spill-resistant; and
- Be used in a manner that does not interfere with instruction.

Students will have reasonable opportunities to access drinking water and refill water bottles during the school day.

Soda, energy drinks, caffeinated beverages, and other beverages prohibited by school wellness expectations should not be brought to school for routine student consumption.

National School Lunch & School Breakfast Programs

Salvaggio Academy participates in the **National School Lunch Program (NSLP)** and **School Breakfast Program (SBP)** and operates under the **Community Eligibility Provision (CEP)**.

CEP allows Salvaggio Academy to provide eligible reimbursable school breakfast and lunch meals to **all enrolled students at no charge**, regardless of individual household income.

Participation in school meals is optional. Families may choose for their child to receive school meals or may provide a packed lunch from home.

Ordering School Meals

To assist the school and its food-service provider with accurate meal counts and reduce unnecessary food waste, families are required to follow Salvaggio Academy's established meal-ordering procedures.

Monthly menus and ordering information will be provided to families in advance. Families should:

- Submit meal selections by the communicated deadline;
- Order meals only for days their child is expected to participate;
- Review menu information for their child; and
- Notify the school of documented food allergies or medically necessary dietary needs.

Ordering procedures and deadlines may vary based on food-service operations and will be communicated to families.

Families are encouraged to avoid ordering a school meal on days when they intend to send a packed meal for their child in order to help reduce food waste.

Packed Lunches

Families who choose not to participate in the school meal program should provide their child with an appropriate lunch each day.

Packed lunches should:

- Include enough food to support the student through the school day;
- Be stored in an appropriate lunch container or insulated bag when necessary;
- Not require refrigeration or reheating by school staff; and
- Follow applicable school safety and wellness expectations.

Salvaggio Academy is unable to routinely refrigerate or heat individual student lunches. Families may use insulated containers or thermoses when sending foods that need to remain warm or cold.

Families are encouraged to provide balanced meals that include nutrient-dense foods such as fruits, vegetables, whole grains, proteins, and other age-appropriate food choices.

Candy, soda, energy drinks, and highly caffeinated beverages should not be included as routine components of a student's school lunch.

Forgotten Lunches

Salvaggio Academy will ensure that a student is not left without access to a meal during the school day because a lunch was forgotten or a family experiences difficulty providing one.

When a student does not pack a lunch, school staff will make reasonable arrangements for the student to receive an available school meal.

Snacks

When classroom schedules include snack time, families may send an age-appropriate snack for their child.

Families are encouraged to select nutrient-dense options such as:

- Fresh or dried fruit;
- Vegetables;
- Whole-grain crackers or cereals;
- Low-sugar granola or snack bars;
- Cheese or yogurt;
- Hummus or other appropriate protein sources; and
- Other similar age-appropriate foods.

Candy, soda, energy drinks, and caffeinated beverages are not permitted for classroom snacks.

Teachers and staff will support the school's wellness expectations in a reasonable and age-appropriate manner. Students will not be denied food or required to go without a snack because a food brought from home does not align with the school's preferred nutritional guidelines.

When a pattern of concern arises, school staff may communicate privately with the parent/guardian and provide suggestions consistent with the school's wellness goals.

Food Allergies & Special Dietary Needs

Families must notify Salvaggio Academy of diagnosed food allergies, medically necessary dietary restrictions, or other health conditions affecting a student's food intake.

Families may be required to provide:

- Medical documentation;
- A Food Allergy or Anaphylaxis Emergency Action Plan;
- Dietary accommodation documentation required by the school meal program; and
- Prescribed emergency medication when applicable.

Salvaggio Academy will work with families, school health personnel, and food-service personnel to implement appropriate precautions and medically necessary meal accommodations consistent with applicable requirements.

The school will take reasonable steps to reduce known allergy risks and cross-contact. However, Salvaggio Academy cannot guarantee an allergen-free environment.

Food brought for individual students should not be shared with classmates.

Additional requirements regarding allergies, anaphylaxis, epinephrine, and emergency response are addressed in the **Health Services** section of this handbook.

Source: Board Policies 215.e, 703.

Classroom Celebrations & Food

Classroom celebrations should support Salvaggio Academy's Local School Wellness Policy and its commitment to student health, inclusion, and allergy safety.

Outside food or treats may not be brought into classrooms for birthday celebrations unless specifically authorized by the school.

When food is offered as part of a school-approved classroom celebration, it must be provided or approved through Salvaggio Academy's established food-service procedures so that the school can appropriately manage nutrition, food-safety, and allergy considerations.

Families are encouraged to consider **non-food ways to recognize birthdays**, such as:

- Donating a book to the classroom;
- Providing pencils, bookmarks, or another small classroom item;
- Participating in a teacher-approved classroom activity; or
- Other non-food celebrations approved by the classroom teacher.

Food should not routinely be used by staff as a reward for academic performance, behavior, or classroom compliance. Non-food recognition and incentives are preferred.

Birthday Celebrations

Salvaggio Academy is happy to recognize student birthdays while maintaining an instructional environment that is inclusive, safe, and consistent with the school's wellness expectations.

Families wishing to provide a food item for a classroom birthday celebration must follow the school's established food-service procedures. **Outside birthday food, homemade treats, restaurant deliveries, and other outside snacks may not be brought into classrooms for birthday celebrations.**

Please do not send balloons, large decorations, party favors, gifts, or other items that disrupt the instructional day. These items should be reserved for celebrations outside of school.

Teachers may recognize birthdays through simple, age-appropriate classroom traditions consistent with instructional schedules and school expectations.

Birthday Invitations

To protect instructional time and avoid unnecessary exclusion among students, birthday invitations may be distributed at school only when invitations are being provided to the **entire class**.

Families inviting only selected students should distribute invitations privately outside of school rather than using students, teachers, school mailboxes, or classroom time for distribution.

Parents/guardians should notify the classroom teacher in advance when they intend to send whole-class invitations to school.

Salvaggio Academy does not provide family contact information to other families for the purpose of distributing private invitations.

Local School Wellness Policy

Salvaggio Academy maintains a Local School Wellness Policy in accordance with requirements associated with participation in the National School Lunch and School Breakfast Programs.

The policy addresses areas including:

- Nutrition education and promotion;
- School meal standards;
- Foods and beverages available during the school day;
- Classroom celebrations and food-based incentives;
- Physical education and physical activity;
- Student access to drinking water;
- Food and beverage marketing;
- Family and community involvement; and
- Implementation, monitoring, and assessment of school wellness practices.

The Local School Wellness Policy is reviewed and assessed in accordance with applicable requirements. Parents/guardians, students, school staff, health and food-service professionals, administrators, and other members of the school community may be provided opportunities to participate in the development, implementation, review, and update of the policy.

Information regarding Salvaggio Academy's Local School Wellness Policy and its implementation is available from school administration.

Source: Board Policy 703.

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:

- Counseling Services (I.U. 21)
- Health Services
- Response to Instruction & Intervention (RtII)
- Multidisciplinary Evaluation (only available through a student's sending school district)
- Behavioral Support Services (including behavior support plans and social skills groups)
- Speech and Language Services (I.U. 21)
- Special Education Services (I.U. 21)

These services are designed to be as minimally restrictive as possible, so students can build skills within the general education program whenever possible. You're always welcome to pursue an outside evaluation for your child independently — we're happy to share a list of local providers if that's helpful.

Source: Board Policy 104, 104.b, 104.c, 105, 105.b, 105.c, 106, 107.

Communication

Salvaggio Academy uses several official channels to stay connected with families: email, our school newsletter, ClassDojo, the school website, printed notices, and our emergency notification system for urgent updates. We ask that all communication about your child go through these channels rather than a staff member's personal phone, email, or social media.

We greatly encourage parent and family involvement, and our staff aim to respond to messages within 24 to 48 hours. For an educational or health concern, please start with your child's classroom teacher and/or the school nurse; for an administrative concern, contact the Dean of Students and/or the Director of Education. If a concern isn't resolved, our Parent Complaint & Resolution Process (see Parent/Guardian Responsibilities) outlines the next steps. During an emergency, the Director of Education (or designee) serves as the school's primary spokesperson, and updates will come through our emergency notification system to keep information timely and accurate.

Source: Board Policy 406, 219.

Student Data Privacy

We take the privacy of your child's information seriously. While Salvaggio Academy isn't legally required to follow the federal Family Educational Rights and Privacy Act (FERPA) unless we receive certain federal funding, we've voluntarily chosen to follow FERPA-style protections because we believe families deserve that level of care.

As a parent or guardian, you have the right to:

- Inspect your child's educational records
- Request a correction if you believe something is inaccurate
- Restrict what "directory information" (such as your child's name or photo in a yearbook) is shared, and
- Receive a copy of your child's records if your family withdraws or transfers

Only staff with a legitimate educational need — such as your child's teachers, administrators, and service providers bound by confidentiality — have access to student records, and records are stored securely and destroyed on a set schedule. Any app or online platform we use with students is reviewed and placed under a written data privacy agreement before it's introduced to your child's classroom, and we never allow a vendor to use student data for advertising or its own purposes. If a data breach were ever to occur, we would notify affected families promptly and take corrective action.

If you have questions about your child's records or would like to review them, please contact the main office.

Source: Board Policy 217.

Community Partnerships & Enrichment Programs

College & University Partnerships

Salvaggio Academy is proud to partner with **Cedar Crest College (CCC)** and **DeSales University** to expand educational opportunities for our students and support the preparation of future educators.

Our partnership with Cedar Crest College provides SA students with literacy, arts, movement, and other enrichment experiences both at Salvaggio Academy and on the Cedar Crest College campus. CCC Education majors also complete field experiences within our classrooms as part of their educator preparation programs.

Salvaggio Academy also serves as a student-teaching placement site for **DeSales University Education majors**, providing teacher candidates with opportunities to develop their professional practice alongside experienced SA educators.

Partnership activities and placements may vary from year to year based on programming, course requirements, student needs, and availability.

WeRead360 Library Program

As part of our ongoing literacy partnership with the **Cedar Crest College Education Department**, Salvaggio Academy students participate in regular library experiences at the WeRead360 library located within the Education Department on the Cedar Crest College campus.

Students are escorted by their Salvaggio Academy teachers and staff from the school to the designated library location. Library experiences generally include:

- An age-appropriate read-aloud or literacy lesson;
- A related discussion, activity, or learning experience;
- Time to explore and browse the library collection; and
- An opportunity to select and check out a book.

The program is supported by Cedar Crest College Education Department faculty and staff as well as Education majors who participate as part of their preparation and training in literacy instruction.

These experiences provide SA students with regular access to books, literacy enrichment, and a college-campus learning environment while also creating opportunities for future educators to develop their skills working with elementary-age students.

Dance, Movement & Arts Integration

Salvaggio Academy may also partner with the **Cedar Crest College Dance Department** and other academic departments to provide students with enrichment experiences that connect movement, creativity, academics, and the arts.

Depending on the opportunities available during a particular school year, these experiences may include:

- Dance and creative-movement workshops;
- Short-term dance or movement residencies;
- Movement-based lessons connected to academic content;
- Arts-integrated learning experiences; and

- Lessons or activities designed and facilitated by Cedar Crest College students under the supervision of CCC faculty and Salvaggio Academy staff.

For example, CCC Dance and Education majors may work with SA students to explore how movement can be used to reinforce concepts from literacy, mathematics, science, social studies, or other areas of the elementary curriculum.

Specific programs, participating grade levels, schedules, and formats may change from year to year based on student needs and opportunities available through Cedar Crest College.

Partnership & Student Supervision

Cedar Crest College partnership activities are considered part of Salvaggio Academy's broader educational and enrichment program. When students participate in activities on the Cedar Crest College campus during the school day, they remain under the supervision of Salvaggio Academy staff unless families are specifically informed otherwise.

SA will communicate with families when a partnership activity requires special preparation, transportation, permission, attire, scheduling, or other arrangements beyond routine school-day participation.

Through our partnership with Cedar Crest College, we are able to extend learning beyond the traditional classroom, provide our students with additional literacy, arts, and enrichment opportunities, and contribute to the preparation of future educators.

Educator Preparation, Field Placements & Student Teaching

Salvaggio Academy is proud to support the preparation of future educators through partnerships with **Cedar Crest College and DeSales University**. Throughout the school year, college and university students enrolled in educator preparation programs may complete required field experiences, observations, clinical experiences, or student-teaching placements within Salvaggio Academy classrooms.

Cedar Crest College Field Experiences

As part of their educator preparation programs, Cedar Crest College Education majors are required to complete classroom observation and field-experience hours. CCC students may spend time in Salvaggio Academy classrooms throughout the school year observing instruction, interacting with students under appropriate supervision, and learning effective instructional and classroom practices from SA teachers.

Field experiences may occur at various times throughout the school year and may differ in length and frequency depending on the requirements of the college student's course or educator preparation program.

DeSales University Student Teaching

Salvaggio Academy also serves as a **student-teaching placement site for DeSales University Education majors**. Student teaching is a more extensive clinical experience in which a teacher candidate is paired with an experienced Salvaggio Academy cooperating teacher for an extended period of time.

Under the guidance and supervision of the cooperating teacher and the teacher candidate's university program, student teachers may gradually assume increasing responsibility for lesson planning, instruction, assessment, classroom routines, and other aspects of teaching as appropriate to their placement.

Student teaching provides future educators with authentic classroom experience while also giving Salvaggio Academy students opportunities to learn from an additional educator who is developing their professional practice under the guidance of an experienced teacher.

Supervision & Responsibility

College and university students participating in field experiences or student-teaching placements are not substitutes for Salvaggio Academy employees. An appropriately assigned Salvaggio Academy teacher or staff member retains responsibility for the classroom, student supervision, and the educational program.

Placement activities are coordinated between Salvaggio Academy and the applicable college or university and are conducted in accordance with school expectations and applicable educator-preparation requirements.

Community Partnerships

Valley Youth House / Camp Fowler

Salvaggio Academy partners with **Valley Youth House and Camp Fowler** to provide students with monthly field-trip experiences designed to extend learning beyond the traditional classroom environment.

Through hands-on and experiential activities at Camp Fowler, students have opportunities to strengthen **teamwork, communication, problem-solving, perseverance, relationship-building, and leadership skills**. These experiences complement Salvaggio Academy's commitment to student leadership and belonging by providing students with opportunities to work collaboratively, take appropriate risks, build confidence, and apply leadership habits in new settings.

Participation in Camp Fowler experiences is subject to applicable field-trip requirements, including required parent/guardian permission and any forms or waivers required by Camp Fowler for participation.*

Push The Rock / In The Zone

Salvaggio Academy also partners with **In The Zone and Push The Rock** to provide students with **three field-day experiences throughout the school year**.

Hosted at In The Zone and facilitated in partnership with Push The Rock staff, these experiences provide students with structured opportunities for **physical activity, recreation, teamwork, sportsmanship, relationship-building, and leadership development**.

The field days are designed to promote healthy movement and positive peer interaction while giving students opportunities to practice cooperation, encouragement, perseverance, and responsible participation outside of the traditional classroom setting.

Participation in In The Zone experiences is subject to applicable field-trip requirements, including required parent/guardian permission and any forms or waivers required by In The Zone for participation.*

**Families will receive information and required permission materials in advance of each experience in accordance with Salvaggio Academy's field-trip procedures.*

Leader in Me — Our Leadership & Character Education Framework

Salvaggio Academy is proud to be a **Leader in Me** school. Leader in Me is a schoolwide leadership and character education framework based on Stephen Covey's *7 Habits of Highly Effective People*. The framework provides students, staff, and families with a shared language for developing responsibility, leadership, positive relationships, goal-setting, and personal accountability.

Leader in Me is integrated throughout the school day rather than taught only as a separate program. Students participate in age-appropriate opportunities to set goals, reflect on their academic and personal growth, track progress, make responsible choices, and practice the 7 Habits. Students are also given meaningful opportunities to lead through classroom responsibilities, schoolwide leadership roles, student-led activities, and other experiences appropriate to their age and grade level.

Our staff receive training in Leader in Me and intentionally model and reinforce the habits throughout the school environment. Families are introduced to the Leader in Me framework and are invited to participate in family engagement and leadership opportunities throughout the school year.

As students learn to **Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to Be Understood, Synergize, and Sharpen the Saw**, our goal is for them to see leadership not as a title or position, but as taking ownership of their choices, their learning, their relationships, and the positive contributions they can make to their community.

Source: Board Policy 112.

Transportation

Transportation Information

Salvaggio Academy does not provide transportation services directly. Transportation for eligible students attending Salvaggio Academy is provided by the student's **sending/home school district** in accordance with Pennsylvania law and the transportation policies and procedures established by that district.

Because Salvaggio Academy serves students from **multiple school districts**, transportation eligibility, mileage requirements, bus routes, schedules, transportation forms, bus assignments, and other procedures may vary by district.

Parents and guardians are responsible for reviewing their child's sending school district's transportation policies and procedures. Families should refer to the transportation section of their sending district's website or contact the district's transportation office directly for the most current information regarding eligibility and transportation requirements.

Generally, when a Pennsylvania school district provides transportation to its resident public-school students, transportation must also be provided to eligible resident students attending qualifying nonpublic schools in accordance with applicable Pennsylvania requirements. Transportation to a nonpublic school outside the student's resident district may be available when the school is located within the distance permitted by Pennsylvania law.

Families who believe their child is eligible for district-provided transportation should complete and return any transportation documentation requested by Salvaggio Academy and/or the student's sending district by the established deadline.

Salvaggio Academy will assist families with school-specific transportation information when possible; however, **the sending school district determines transportation eligibility, routes, bus stops, schedules, and district transportation requirements.**

Students who are not eligible for district-provided transportation must have transportation arranged by their parent/guardian. Students may walk to or from Salvaggio Academy only when accompanied by an adult, consistent with the school's **Walkers & Bike Riders Policy**.

Source: Board Policy 704.

District-Provided Bus Discipline Policy

Students using district-provided transportation are subject to the transportation and bus-conduct requirements established by their sending school district and/or its contracted transportation provider. **Because these requirements may differ among districts, parents and guardians should review their child's sending school district website for the district's current transportation, bus safety, and student conduct policies.**

Salvaggio Academy students are also expected to follow SA's behavioral expectations while using district-provided transportation. Conduct occurring on a school bus or in connection with transportation that affects student safety or the school environment may also be addressed under Salvaggio Academy's Student Discipline Policy.

While transportation is arranged and operated through the student's sending school district or its transportation provider, Salvaggio Academy coordinates with districts and transportation providers as appropriate. SA staff

supervise students during school arrival and dismissal and will respond to transportation-related safety or behavioral concerns that are reported to the school.

Serious or repeated transportation-related misconduct may result in school-based consequences and may be referred to the sending district or transportation provider for action under its policies, including possible suspension or loss of transportation privileges when authorized by the district.

Technology Policies

Acceptable Use of Technology

Salvaggio Academy provides students with access to school-issued devices, digital accounts, educational applications, internet resources, and other technology to support teaching and learning.

Access to school technology is a privilege and carries responsibilities. Students are expected to use technology safely, responsibly, respectfully, and only for authorized educational purposes.

These expectations apply to the use of:

- School-issued iPads, laptops, and other devices;
- School internet and network resources;
- School-issued email and digital accounts;
- Educational applications and online platforms;
- Shared technology and equipment; and
- Other digital resources provided or authorized by Salvaggio Academy.

Students must follow staff directions regarding when, where, and how technology may be used.

Source: Board Policies 706, 706.a, 706.c.

School-Issued Devices

Salvaggio Academy may issue students an iPad, laptop, or other technology equipment for educational use. Depending on the device and instructional program, students may also receive accessories such as a charger, protective case, Apple Pencil, headphones, or similar equipment.

All school-issued devices, accessories, software, and associated licenses remain the property of Salvaggio Academy unless the school expressly transfers ownership.

School-issued technology is intended primarily for educational use and may be collected, inspected, restricted, repaired, replaced, or reassigned by the school as necessary.

Unless specifically authorized by Salvaggio Academy, school-issued devices are expected to remain on school property.

Care of School-Issued Technology

Students are expected to handle school technology responsibly and take reasonable precautions to protect equipment from loss or damage.

Students must:

- Keep devices in their assigned protective cases when applicable;
- Carry and store devices appropriately;
- Keep food and liquids away from technology when directed;
- Avoid writing, drawing, placing personal stickers on, or otherwise altering school equipment;
- Immediately report damage, malfunction, loss, or theft to a teacher or other school personnel;
- Never intentionally damage or interfere with school technology; and

- Never attempt unauthorized repairs, modifications, software installations, or changes to device settings.

Normal wear and tear associated with appropriate school use will not result in a charge to the family.

Lost, Damaged, or Unreturned Equipment

Families may be financially responsible when school-issued technology or accessories are lost, intentionally damaged, damaged through negligence or misuse, or not returned when requested.

Any repair or replacement charge will be determined by Salvaggio Academy based on the circumstances, the condition and age of the equipment, available warranty or coverage, and the reasonable repair or replacement cost.

Families will not automatically be charged the original purchase price of an older device when a lower repair or replacement value is appropriate.

School-owned equipment must be returned when requested by Salvaggio Academy, upon withdrawal from the school, or at another time established by the school.

Internet & Digital Resources

Student access to the internet and digital resources at Salvaggio Academy is provided for educational purposes.

Students may access websites, applications, videos, and other online resources only when authorized for educational use and consistent with teacher directions.

Students may not:

- Access obscene, sexually explicit, violent, hateful, illegal, or otherwise inappropriate material;
- Use school technology for unauthorized personal web browsing;
- Access social media unless specifically authorized for an educational purpose;
- Attempt to bypass internet filters, security settings, device restrictions, or network controls;
- Use proxy sites, virtual private networks (VPNs), or other methods to circumvent school protections;
- Download or install unauthorized applications, extensions, files, or software;
- Access another person's account, files, or digital work without permission;
- Engage in cyberbullying, harassment, threats, impersonation, or other harmful conduct;
- Use technology to cheat or facilitate academic dishonesty; or
- Use school technology for commercial, political campaign, illegal, or other unauthorized purposes.

Streaming and video services, including YouTube, may be used only when authorized by school personnel for an educational purpose.

Salvaggio Academy uses reasonable technology safeguards, filtering, supervision, and monitoring practices to support student safety. However, no filtering or monitoring system can guarantee that inappropriate or unintended online content will never be encountered.

Digital Citizenship & Student Privacy

Students are expected to demonstrate responsible digital citizenship whenever using school technology.

Students should never share or publicly post personal or confidential information about themselves or others, including:

- Home addresses;
- Personal telephone numbers;
- Passwords or login credentials;
- Private family information;
- Student records or school-protected information; or
- Photographs, videos, or recordings of others when sharing them has not been authorized.

Students may not photograph, video record, or audio record another student, employee, visitor, or school activity using school technology unless specifically authorized by school personnel.

Students should immediately notify a trusted adult at school if they encounter inappropriate content, receive a concerning communication, or believe their account or device has been compromised.

Student Accounts & Email

Salvaggio Academy may provide students with school-managed email accounts and other digital accounts necessary for educational activities.

School-issued accounts are to be used for **school-related communication and educational purposes only**.

Students may not:

- Send harassing, threatening, discriminatory, obscene, or otherwise inappropriate communications;
- Send spam or intentionally distribute malicious files, links, or software;
- Use school accounts to access unauthorized services;
- Share passwords or allow another person to use their account;
- Access another person's account;
- Use email or messaging to cheat, share assessment answers, or otherwise engage in academic dishonesty; or
- Use school communication systems at times or in ways prohibited by a teacher or other school personnel.

Student email accounts are generally intended for communication within the Salvaggio Academy educational environment. Communication outside of the school community may be restricted or require staff authorization.

Monitoring, Filtering & Privacy

Students should not expect personal privacy when using **school-owned devices, school-managed accounts, school networks, or school-provided digital resources**.

Salvaggio Academy may use filtering, monitoring, device-management, and security tools to protect students, maintain network and device security, investigate potential violations, and support appropriate educational use.

When reasonably necessary, authorized school personnel may:

- Review browsing and internet activity associated with school technology;
- Review activity within school-managed accounts;
- Inspect school-issued devices;
- Restrict access to websites, applications, accounts, or network resources;
- Remotely lock or temporarily disable a school-issued device;
- Remove unauthorized applications, files, or content; and

- Review relevant digital information when investigating a safety, security, academic integrity, or policy concern.

Monitoring will be conducted for legitimate educational, safety, security, administrative, or policy-enforcement purposes.

Artificial Intelligence (AI) Use

At this time, students are not permitted to independently access or use generative artificial intelligence (AI) tools as part of schoolwork, classroom activities, assessments, research, communication, or other school-related activities unless specifically authorized and directly supervised by a Salvaggio Academy staff member for an approved instructional purpose.

Examples of generative AI tools may include, but are not limited to, ChatGPT, Google Gemini, Microsoft Copilot, image-generation tools, AI writing assistants, AI chatbots, and other platforms that generate or substantially modify text, images, audio, video, code, or other content in response to user prompts.

Students may not use AI to:

- Complete or substantially complete assignments;
- Generate answers to classwork, homework, quizzes, tests, or assessments;
- Rewrite work in a manner that misrepresents the student's own knowledge or skill;
- Circumvent teacher directions or academic expectations;
- Create or distribute inappropriate, harmful, misleading, or impersonating content; or
- Enter personally identifiable, confidential, or school-protected information into an AI platform.

Use of AI in violation of these expectations may be addressed as a technology-use violation and, when applicable, as academic dishonesty.

Source: Board Policy 706.c.

Software, Applications & Digital Platforms

Students may use only software, applications, websites, extensions, and digital platforms authorized by Salvaggio Academy.

Students may not purchase, install, download, remove, or modify software or applications on school-managed devices unless specifically authorized.

The school may add, remove, update, restrict, or discontinue applications and digital services as necessary for instructional, privacy, security, licensing, or operational purposes.

Technology Violations

Technology-use concerns will be addressed in a manner consistent with the student's age, the nature and severity of the conduct, its impact on others, and Salvaggio Academy's Student Discipline Policy.

Responses may include:

- Teacher redirection or reteaching;
- Restorative or instructional interventions;

- Parent/guardian communication;
- Temporary restrictions on particular applications or resources;
- Temporary suspension or modification of technology privileges;
- Increased supervision;
- Restitution or financial responsibility for intentional or negligent damage when appropriate; and/or
- Additional disciplinary action for serious or repeated violations.

Technology access necessary for a student's education will not be restricted longer than reasonably necessary without consideration of appropriate alternatives for completing required schoolwork.

Family Responsibilities

Parents/guardians are expected to review Salvaggio Academy's technology expectations with their child and reinforce safe, respectful, and responsible technology use.

Families should promptly notify the school of concerns involving:

- Lost or damaged school equipment;
- Suspected unauthorized access to a student's school account;
- Online conduct involving SA students that may affect student safety or the school environment; or
- Other concerns involving school-issued technology or school-managed accounts.

When school-issued technology is permitted to be used outside of school, families are encouraged to provide age-appropriate supervision and reinforce the school's technology expectations.

Salvaggio Academy's rules governing school-issued devices and school-managed accounts continue to apply when those resources are accessed outside of school.

Policy Review

Salvaggio Academy recognizes that artificial intelligence and educational technology continue to develop rapidly. The school is currently reviewing its Acceptable Use Policy and instructional technology practices to determine how AI tools may appropriately support teaching and learning in the future.

Until a revised policy is formally adopted and communicated to students and families, the restrictions stated above remain in effect.

Any future changes will consider student age and developmental appropriateness, privacy and data security, academic integrity, instructional value, digital citizenship, and appropriate staff supervision.

Source: Board Policies 706, 706.a, 706.c.

Dress Code

Dress Code Policy

All students are required to wear the Salvaggio Academy school uniform each day. Parents and guardians are responsible for ensuring that students arrive at school in the appropriate uniform, and students are expected to remain in proper uniform throughout the school day, including during before- and after-school programs and school-sponsored activities. Any exceptions, such as designated dress-down days, spirit days, or field trips requiring alternate attire, will be communicated to families in advance.

To maintain a consistent and professional appearance, students are expected to wear the approved **Flynn O'Hara uniform**. All students are required to wear the **navy blue polo shirt with the Salvaggio Academy logo, which must be purchased through Flynn O'Hara**. Additional uniform requirements are outlined below.

Salvaggio Academy recognizes that purchasing school uniforms can create a financial burden for some families. Families are encouraged to donate clean, gently used uniforms as students outgrow them, and SA maintains a uniform closet to make these items available to families throughout the school year. Families who need assistance obtaining required uniform items should contact the Community School Coordinator.

Uniform Accommodations

Salvaggio Academy will work with families when a student has a religious, cultural, disability-related, or other documented need that affects their ability to meet a uniform requirement. Parents or guardians should contact the Director of Education to request an accommodation. Reasonable accommodations will be considered on an individual basis while maintaining student safety and the overall purpose and integrity of the school uniform.

Source: Board Policy 210.

Regular Uniform Guidelines

Salvaggio Academy students are expected to follow the approved uniform guidelines throughout the 2026–2027 school year. Required uniform items should be purchased through **Flynn O'Hara**, unless otherwise noted below.

- **Shirts:** Flynn O'Hara navy blue short- or long-sleeve polo with the Salvaggio Academy logo
- **Pants:** Flynn O'Hara khaki uniform pants
- **Shorts:** Flynn O'Hara khaki uniform shorts; must be an appropriate length
- **Skort:** Flynn O'Hara approved blue and gold plaid skort; must be knee length or an appropriate school length
- **Polo Dress:** Navy blue polo dress with the Salvaggio Academy logo; must be knee length or an appropriate school length
- **Outerwear:** Salvaggio Academy-approved zip-up jacket or other approved SA uniform outerwear
- **Socks & Tights:** Solid navy blue or white socks, knee socks, or tights
- **Shoes:** Brown or black uniform-style shoes or black or white sneakers. Brown or black riding-style boots and brown or black UGG-style boots may be worn during the winter months.
- **Belts:** Solid brown or black belt, when worn
- **Earrings:** Stud earrings only. Hoop or dangling earrings are not permitted due to student safety.

Jewelry should be limited and appropriate for the school environment. All jewelry is worn at the student's own risk. Salvaggio Academy is not responsible for jewelry or personal accessories that are lost, stolen, or damaged

while at school. For safety reasons, students may be asked to remove jewelry or accessories that present a potential risk during physical education, recess, or other school activities.

Physical Education Uniform Guidelines

Students are required to wear the approved Salvaggio Academy physical education uniform on designated PE days. PE uniform items should be purchased through **Flynn O'Hara** and include:

- **T-Shirt:** Navy blue short-sleeve performance/dri-fit T-shirt with the Salvaggio Academy logo
- **Sweatshirt:** Navy blue sweatshirt with the Salvaggio Academy logo
- **Shorts:** Navy blue performance/dri-fit shorts with the Salvaggio Academy logo. Shorts may be worn **August through September and May through June only.**
- **Sweatpants:** Navy blue sweatpants with the Salvaggio Academy logo
- **Socks:** Solid navy blue or white athletic socks
- **Shoes:** Athletic sneakers suitable for physical activity. Sneakers of any color may be worn on PE days.

Students should arrive at school wearing their PE uniform on designated PE days unless otherwise directed by the school.

Uniform Restrictions

To maintain a consistent, safe, and school-appropriate appearance, students may **not** wear the following as part of the regular or PE uniform:

- Non-uniform T-shirts, sweatshirts, pants, shorts, skirts, skorts, or other clothing
- Cargo-style pants, leggings or jeggings worn as pants, bike shorts, denim, or other form-fitting pants
- Hooded sweatshirts, jerseys, or non-SA outerwear during the school day unless specifically permitted for a special event
- Patterned or brightly colored socks or tights
- Open-toe shoes, sandals, flip-flops, Crocs, or other footwear that does not meet the regular uniform requirements
- Hats, bandanas, sweatbands, or non-uniform head coverings. **Religious and cultural head coverings are permitted and may be addressed through the school's Uniform Accommodations policy when necessary.**
- Midriff or cropped shirts, tank tops, or shirts with spaghetti straps
- Excessively torn or ripped clothing, including on dress-down days
- Clothing displaying inappropriate, offensive, or otherwise school-inappropriate words, images, or messages

Makeup: Makeup is not permitted during the regular school day. On picture days, dress-down days, or other designated special occasions, light and age-appropriate makeup may be permitted.

Hair & Hairstyles: Salvaggio Academy recognizes that students' hair and hairstyles may reflect their individual, family, cultural, and religious identities. Hairstyles are not restricted unless they create a specific health or safety concern during activities such as physical education, recess, science, or other hands-on activities. When a safety concern arises, school staff will work with the student and family to identify an appropriate solution.

Source: Board Policy 210.

Uniform Compliance

Salvaggio Academy staff will monitor uniform compliance daily to ensure that the dress code is applied consistently across all grade levels. Students are expected to arrive in the complete, approved uniform and maintain appropriate uniform standards throughout the school day.

Staff will ensure that:

- Shirts are appropriately buttoned and tucked in.
- Pants and shorts are worn appropriately at the waist.
- Students are wearing the approved regular or PE uniform for that day.
- Clothing is clean, in good repair, and free from unauthorized writing, markings, alterations, or accessories.

Addressing Uniform Concerns

Minor uniform concerns, such as an untucked shirt or improperly buttoned polo, will typically be corrected by staff with a simple reminder. When a student arrives in an incorrect or missing uniform item, staff will address the concern privately and respectfully and, when available, may provide an appropriate item from the school's uniform closet so the student can remain in class.

When uniform concerns become repeated or ongoing, the school will use the following progressive approach:

- **Initial Concern:** The student will receive a reminder, and the family may be notified of the uniform concern.
- **Repeated Concerns:** A parent or guardian will be contacted to discuss the pattern, identify any barriers to uniform compliance, and determine how the school and family can resolve the concern.
- **Continued Noncompliance:** If uniform violations continue after communication and support have been provided, the parent or guardian may be required to bring an appropriate uniform change to school. Continued or intentional noncompliance may be addressed through the Student Code of Conduct.

Salvaggio Academy recognizes that uniform concerns can sometimes result from financial hardship, access to clothing, growth spurts, or other family circumstances. Families who need assistance obtaining required uniform items are encouraged to contact the Community School Coordinator for support.

Maintaining the school uniform is a shared responsibility among students, families, and SA staff. Families should expect staff members to address uniform concerns when they occur. These conversations are intended to ensure that the uniform policy is applied fairly and consistently to all students, not to embarrass or single out a child.

Source: Board Policy 210.

Student Discipline and Related Policies

Student Discipline Policy

One of Salvaggio Academy's core principles is teaching students to take responsibility for their choices and accountability for their actions. Developing these skills helps students build positive habits, strengthen relationships, engage successfully in learning, and become responsible members of their school and broader community.

At Salvaggio Academy, **discipline is intended to teach, restore, and support growth—not simply to punish**. The school uses a restorative, tiered approach grounded in the Leader in Me framework and Multi-Tiered Systems of Support (MTSS). Whenever appropriate, behavioral concerns are addressed through strategies such as redirection, coaching, reflection, restorative conversations, relationship repair, skill-building, and individualized supports. Consequences may also be assigned when appropriate based on the nature, severity, frequency, and impact of the behavior.

To protect the safety and dignity of every student, Salvaggio Academy does not use corporal punishment, public shaming or humiliation, or the withholding of food, water, or restroom access as disciplinary consequences. Restrictive physical intervention may only be used when necessary to address an immediate safety risk and in accordance with the school's established safety and crisis procedures.

Violations of the Student Code of Conduct are organized into three levels based on the nature and seriousness of the behavior. Responses are considered on an individual basis and may take into account factors such as the student's age and developmental level, frequency or pattern of behavior, impact on others, previous interventions, and relevant circumstances. **The Director of Education or designee reserves the right to determine the appropriate classification and response to student conduct, including when a behavior warrants a higher level of intervention due to safety, severity, or repeated occurrence.**

Source: Board Policy 212.

Level I Violations: Classroom-Managed Behaviors

Level I behaviors are generally minor or first-time behaviors that interfere with learning, classroom routines, or the school environment. These behaviors are typically addressed by the classroom teacher using developmentally appropriate, restorative responses. The examples below are not exhaustive.

Examples may include:

- Defiance, disrespect, or failure to follow reasonable directions
- Disruptive or excessive talking
- Eating, drinking, or chewing gum outside designated times or areas
- Horseplay or other unsafe play
- Inappropriate physical contact or failure to keep hands to self
- Inappropriate displays of affection
- Lying or dishonesty
- Minor, non-permanent damage to school or another person's property
- Running, shouting, or other inappropriate behavior in hallways or common areas
- Throwing objects
- Minor or first-time uniform violations
- Other comparable classroom or school behavior concerns

Responses to Level I Behaviors

The classroom teacher will address Level I behaviors using appropriate classroom management and restorative practices. Depending on the behavior and circumstances, responses may include:

- Verbal redirection or reminder
- Student reflection or restorative conversation
- Reteaching and practicing the expected behavior
- Written reflection or appropriate apology
- Temporary loss of a related privilege
- Restitution or repair of harm
- Parent/guardian communication
- Implementation of existing classroom or individual behavior supports
- Documentation of the incident when appropriate

When Level I behaviors become frequent, persistent, or do not improve with classroom interventions, the student may be referred to the Dean of Students for additional support. The Dean of Students may collaborate with the teacher, family, and other appropriate staff to develop an individualized behavior support plan identifying expected behaviors, interventions, supports, and appropriate responses.

Level II Violations: Administrator-Managed Behaviors

Level II behaviors are more serious behaviors that significantly disrupt the learning environment, affect the rights or well-being of others, create a potential safety concern, or represent a repeated pattern of Level I behaviors despite intervention. The examples below are not exhaustive.

Examples may include:

- Cheating or plagiarism
- Significant or repeated defiance, disrespect, or insubordination
- Significant classroom or school disruption
- Repeated inappropriate physical contact
- Hitting or aggressive horseplay
- Inappropriate, obscene, threatening, or disrespectful language or gestures
- Leaving the classroom or assigned area without permission
- Minor theft
- Vandalism or intentional property damage
- Possession of prohibited or banned materials
- Threatening behavior toward another person or property
- Repeated violations of the Acceptable Use Policy
- Repeated Level I behaviors after documented intervention and support
- Other comparable behaviors requiring administrative intervention

Responses to Level II Behaviors

Level II behaviors will be referred to the Dean of Students and/or Director of Education. Administrative responses will be individualized based on the nature and severity of the behavior, the student's age and developmental level, the impact on others, previous incidents and interventions, and any applicable accommodation or support plan.

Responses may include:

- Any appropriate Level I response
- Restorative conference or facilitated problem-solving
- Parent/guardian conference
- Structured reflection time with staff supervision
- Temporary loss of a related privilege
- Confiscation of prohibited materials
- Restitution or repair of harm
- Positive practice or a restorative service assignment related to the behavior
- School-based time-out or temporary removal from an activity or setting
- Development or revision of an individualized behavior support plan
- Other developmentally appropriate administrative action

When a pattern of Level II behavior continues despite documented intervention and support, or when an individual incident presents a significant safety or school-community concern, the administration may elevate the matter to Level III and/or initiate the suspension or expulsion procedures outlined in this handbook.

Level III Violations: Major School Offenses

Level III violations involve conduct that presents a significant threat to the safety, rights, or welfare of students or staff; substantially disrupts the school environment; involves serious misconduct; or represents a persistent pattern of behavior that has not improved following intervention. The examples below are not exhaustive.

Examples may include:

- Arson or attempted arson
- Assault or serious physical aggression
- Fighting
- False fire alarm or emergency report
- Harassment or intimidation
- Indecent exposure or other serious sexual misconduct
- Leaving school property without permission
- Serious or repeated theft
- Serious or repeated vandalism
- Reckless endangerment
- Possession, use, distribution, or attempted distribution of tobacco or nicotine products, alcohol, controlled substances, drug paraphernalia, or other prohibited substances
- Possession of a weapon or weapon-like object
- Sexual harassment or sexual assault
- Terroristic threats or acts
- Serious threats of violence toward a person or property
- Repeated Level I or Level II behaviors when documented interventions have been unsuccessful
- Other conduct determined by the administration to constitute a serious threat to the safety, welfare, or orderly operation of the school

Responses to Level III Violations

Level III violations are referred directly to the Dean of Students and Director of Education for investigation and administrative response. Depending on the circumstances, responses may include:

- Any appropriate Level I or Level II response
- Immediate parent/guardian conference

- Safety or threat assessment when warranted
- Restorative intervention when appropriate and safe
- Suspension
- Referral to appropriate outside agencies or law enforcement when required or warranted
- Expulsion or permanent removal from Salvaggio Academy following the school's established Suspension and Expulsion procedures

Administrative decisions will consider the seriousness and circumstances of the incident, student age and developmental level, impact on the school community, disciplinary history, previous interventions, and any applicable accommodation or support plan. All Level III incidents and administrative responses will be documented.

Behaviors Governed by Separate Policies

Certain behaviors require specific reporting, investigation, safety, or response procedures and are therefore addressed under the applicable Salvaggio Academy policy in addition to, or instead of, the standard Level I–III discipline process. These include reports or allegations involving **bullying or cyberbullying, weapons, terroristic threats or acts, student-to-student abuse, sexual harassment or assault, and other conduct that may require a formal safety or threat assessment**. When appropriate, disciplinary consequences may still be assigned based on the findings of the investigation and in accordance with the applicable policy.

Attendance, tardiness, and truancy concerns are addressed through Salvaggio Academy's **Attendance and Truancy Policy**, which emphasizes family communication, early intervention, community-based supports, and improved school attendance rather than treating absenteeism as a routine student disciplinary matter.

Source: Board Policies 212, 213, 705.i, and other applicable student safety and conduct policies.

Alcohol and Drug Policy

Salvaggio Academy is committed to maintaining a safe, healthy, alcohol- and drug-free environment for all students and staff. Students may not possess, use, consume, share, distribute, sell, or be under the influence of alcohol, illegal or unauthorized drugs, controlled substances, or related paraphernalia on school property, in school vehicles, or during any school-sponsored activity or event.

Prohibited items and substances include:

- **Alcohol:** Beer, wine, spirits, and other alcoholic beverages or products containing alcohol when intended for consumption.
- **Illegal or Unauthorized Drugs:** Marijuana/cannabis, cocaine, heroin, and other illegal, controlled, or unauthorized substances.
- **Drug Paraphernalia:** Items used or intended for the consumption, preparation, storage, or distribution of prohibited substances, including pipes, rolling papers, drug-related vaping devices, scales, baggies, and look-alike drug products.
- **Prescription Medication:** Possessing, taking, sharing, or distributing prescription medication in violation of the school's medication procedures, including taking medication prescribed to another person.
- **Over-the-Counter Medication:** Possessing, sharing, distributing, or using non-prescription medication outside of the school's established medication procedures.

Medication that is medically necessary and properly provided to and administered through the school in accordance with Salvaggio Academy's medication and health procedures is **not** prohibited under this policy.

Any suspected violation will be referred immediately to school administration and handled in accordance with the Student Discipline Policy and other applicable safety procedures. Depending on the circumstances, the school may contact the student's parent or guardian, appropriate medical or emergency personnel, or law enforcement when required or necessary to protect student safety.

When a substance-related concern occurs, Salvaggio Academy's response will address both **student accountability and student well-being**. In addition to any appropriate disciplinary response, the school may connect the student and family with appropriate supports, including MTSS interventions, school or community-based mental health services, substance-use prevention or intervention resources, or crisis services when warranted.

Source: Board Policy 705.f, 705.g.

Bullying and Cyberbullying Policy

Salvaggio Academy is committed to providing a safe, respectful, and supportive learning environment for every student. **Bullying** generally involves unwanted behavior that is repeated or severe and involves a real or perceived imbalance of power. Bullying is different from ordinary peer conflict, disagreements, or isolated incidents of inappropriate behavior; however, those behaviors will still be addressed through the school's Student Discipline Policy and restorative practices.

Bullying may include, but is not limited to:

- **Physical Bullying:** Hitting, pushing, shoving, threatening physical harm, or other forms of physical aggression.
- **Verbal Bullying:** Repeated or severe name-calling, teasing, taunting, threatening, or degrading comments.
- **Social/Relational Bullying:** Intentionally excluding or isolating another student, spreading rumors, manipulating relationships, or encouraging others to reject or target another student.
- **Cyberbullying:** Using electronic communication, social media, messaging, online platforms, images, videos, or other digital means to harass, threaten, humiliate, intimidate, or target another student.

School Response

Salvaggio Academy will take appropriate steps to stop confirmed bullying, protect students from further harm, and address the needs of the students involved. Responses may include increased supervision, counseling or student support services, restorative practices when appropriate and safe, parent/guardian conferences, changes to student support or behavior plans, and disciplinary consequences.

Consequences will be determined based on the nature, severity, frequency, and impact of the behavior and may include consequences available under the Student Discipline Policy, including suspension or expulsion when warranted. Severe or repeated violations may also affect eligibility for scholarship funding or re-enrollment.

Source: Board Policy 705.i.

When Harm Between Students Is Serious

Some incidents between students require a more immediate safety response than the school's ordinary behavioral or restorative process. This may include conduct involving significant physical aggression or injury, sexual behavior or misconduct, serious threats or intimidation, coercion, a significant power imbalance, or other circumstances that raise concerns about a student's immediate safety or well-being.

When serious student-to-student harm is reported or observed, staff will first take reasonable steps to ensure the immediate safety of the students involved and promptly notify school administration. Administration will assess the situation, communicate with the families of the students involved as appropriate, and determine what additional safety measures, investigation, supports, or disciplinary procedures are necessary.

All Salvaggio Academy employees who are mandated reporters must comply with Pennsylvania's Child Protective Services Law. When a mandated reporter has reasonable cause to suspect that a child is a victim of child abuse, the employee must make an immediate report in accordance with Pennsylvania law and school policy. School personnel do not conduct their own investigation to determine whether abuse occurred before making a legally required report.

Depending on the circumstances, the school's response may also include a safety or threat assessment, increased supervision, separation or safety planning, mental health or community-based supports, restorative intervention when appropriate and safe, disciplinary action, and contact with law enforcement or other authorities when required or warranted.

Families who have concerns regarding the school's response to a serious student-to-student incident may request a review with the Director of Education.

Source: Board Policy 212.a and applicable mandated reporting and student safety policies.

Gang Policy

Salvaggio Academy is committed to maintaining a safe, welcoming, and positive school environment. Gang-related activity, recruitment, intimidation, promotion, or conduct that threatens the safety or well-being of students or staff is prohibited on school property, during school-sponsored activities, in school vehicles, and when otherwise connected to the school environment.

Prohibited gang-related conduct may include, but is not limited to:

- Displaying or using symbols, signs, gestures, clothing, or other items **for the purpose of communicating or promoting gang affiliation or activity**
- Recruiting, encouraging, or pressuring another student to participate in a gang or gang-related activity
- Threatening, intimidating, harassing, or targeting another person in connection with gang activity
- Promoting, encouraging, or participating in violence or other illegal activity associated with a gang
- Creating or displaying gang-related graffiti, messages, images, or other communications on school property or through school-related technology
- Possessing or distributing materials intended to promote gang membership or activity

The presence of a particular color, style of clothing, symbol, drawing, or gesture alone will not automatically establish that a student has engaged in gang-related activity. School administration will consider the context, student's age and developmental level, surrounding circumstances, and available information when evaluating a concern.

Suspected gang-related activity will be referred to the Director of Education or designee for review. When a concern presents a potential safety threat, the school may initiate appropriate safety or threat-assessment procedures and contact parents/guardians, community partners, or law enforcement when warranted. Disciplinary consequences will be determined in accordance with the Student Discipline Policy and may include suspension or expulsion for serious or repeated violations.

Whenever appropriate, Salvaggio Academy will also work with the student and family to identify supportive interventions intended to address underlying concerns, strengthen positive connections, and maintain the student's successful participation in the school community.

Source: Board Policy 705.

Smoke-free Policy

Salvaggio Academy is committed to maintaining a healthy, safe, and substance-free environment for all students and staff. The possession, use, distribution, or sale of tobacco, nicotine, vaping, marijuana/cannabis, and related products by students is prohibited on school property, in school vehicles, and at all school-sponsored activities and events.

Prohibited products include, but are not limited to:

- **Tobacco Products:** Cigarettes, cigars, chewing tobacco, snuff, and other tobacco-containing products
- **Electronic Cigarettes and Vaping Devices:** Vapes, vape pens, electronic cigarettes, cartridges, pods, and similar devices or components, regardless of whether they contain nicotine or another substance
- **Nicotine Products:** Nicotine pouches and other nicotine-containing products not authorized for legitimate medical purposes
- **Marijuana/Cannabis Products:** Marijuana or cannabis in any form, including smokable products, vaping products, gummies and other edibles, oils, concentrates, or similar products containing THC or other intoxicating cannabinoids
- **Smoking or Vaping Paraphernalia:** Pipes, hookahs, rolling papers, and other devices or materials intended for smoking, vaping, or consuming a prohibited substance

Students may not possess these items for themselves or another person, even if the item is not being used at the time it is discovered. Suspected student violations will be referred immediately to school administration and addressed in accordance with the Student Discipline Policy and applicable alcohol and drug policies. When appropriate, Salvaggio Academy may also provide prevention education and connect the student and family with school- or community-based supports.

Salvaggio Academy's campus is smoke-, tobacco-, marijuana-, and vape-free for **all employees, families, visitors, volunteers, contractors, and other adults**. These products may not be used anywhere on school property, in school vehicles, or while supervising or participating in school-sponsored activities.

Source: Board Policy 705.e.

Terroristic Threat and Acts

Salvaggio Academy takes all threats of violence and other behaviors that may present a danger to the school community seriously. Students are prohibited from making, communicating, or participating in threats or acts of violence against another person, the school, or the broader school community. This applies whether the conduct occurs verbally, in writing, through drawings or gestures, electronically, or through social media or other digital platforms.

Prohibited conduct may include, but is not limited to:

- **Threats of Violence:** Statements, communications, gestures, or actions threatening serious physical harm to another person or the school community
- **Bomb or Explosive Threats:** Statements, communications, drawings, gestures, or other actions suggesting the presence or intended use of a bomb, explosive, or similar dangerous device

- **Threatening Acts:** Conduct intended to cause or reasonably likely to create fear of serious harm, violence, or significant danger to others
- **Cyber or Electronic Threats:** Threats communicated through text messages, email, social media, online platforms, school technology, or other electronic means

Any reported or observed threat or concerning behavior will be referred **immediately** to the Director of Education or designee. Salvaggio Academy will first take appropriate steps to protect the immediate safety of students and staff and will activate its established threat assessment and safety procedures when warranted.

The school will evaluate the circumstances of each incident, including the student's age and developmental level, the nature and specificity of the statement or behavior, context, credibility, access or ability to carry out the threat, and other relevant information. **A concerning statement does not automatically mean that a student has made a credible terroristic threat; however, all threats and concerning behaviors will be taken seriously and assessed appropriately.**

Parents or guardians will be contacted as appropriate during the safety and assessment process. Law enforcement, emergency services, mental health professionals, or other agencies may also be contacted when required by law or when necessary to protect the safety of the student or school community.

Following the assessment, the school may implement safety measures, behavioral or mental health supports, increased supervision, a student support or safety plan, disciplinary consequences, suspension, or expulsion, as appropriate to the circumstances. Threat assessment is a **safety and prevention process** and does not, by itself, constitute disciplinary action.

Source: Board Policy 705.d.

Weapons Policy

For purposes of this policy, a weapon includes, but is not limited to:

- **Firearms:** Guns, pistols, rifles, shotguns, or other firearms or devices capable of discharging a projectile
- **Knives and Cutting Instruments:** Knives, blades, razors, cutting instruments, or cutting tools
- **Dangerous Weapons:** Nunchaku, brass or metal knuckles, explosives, incendiary devices, or other instruments designed or intended to cause serious injury
- **Other Dangerous Objects:** Any tool, instrument, or object capable of inflicting serious bodily injury when possessed or used as a weapon
- **Look-Alike Weapons:** Realistic replicas, imitation firearms, or other objects represented or used in a manner intended to cause another person to reasonably believe that the object is a weapon

Ordinary school supplies, athletic equipment, tools, or instructional materials used for their intended purpose and under appropriate staff supervision are not considered weapons under this policy. However, **any object used or threatened to be used to cause serious bodily injury or create a credible threat to the safety of another person may be treated as a weapon for disciplinary and safety purposes.**

Any suspected weapon will be immediately secured by an appropriate staff member or law enforcement when it is safe to do so, and the Director of Education or designee will be notified immediately. The school will take appropriate steps to protect students and staff and will activate its established safety and threat-assessment procedures when warranted. Parents or guardians of the student involved will be notified, and law enforcement or emergency services will be contacted when required by law or necessary to protect the school community.

Student disciplinary consequences will be determined in accordance with the Student Discipline Policy and applicable law and may include suspension or expulsion. In determining the appropriate school response,

administration may consider the student's age and developmental level, the nature of the item, how and why it came to school, the student's actions and intent, the potential or actual danger presented, and other relevant circumstances. These considerations do not prevent the school from completing any notification, reporting, or safety response required by law.

In accordance with **Pennsylvania Act 44 of 2025 and Section 1303.2-A of the Pennsylvania School Code**, Salvaggio Academy will provide required notification to parents/guardians and school employees following a qualifying incident involving possession of a weapon on school property, at a school-sponsored activity, or on applicable school transportation. Unless the circumstances necessitate otherwise, required notification will be provided within 24 hours of the incident and will protect student privacy as required by law.

Source: Board Policy 705.c; 24 P.S. § 13-1303.2-A; applicable Pennsylvania weapons and school-safety laws.

Search Policy

To maintain a safe and orderly school environment, Salvaggio Academy reserves the right to conduct reasonable searches when school administration has a reasonable basis to believe that a student possesses an item or substance that is prohibited by school policy, presents a safety concern, or may constitute evidence of a serious violation of the Student Code of Conduct.

Searches may include a student's backpack, lunchbox, outerwear, personal belongings, desk, cubby, locker, or other school-assigned storage area. Desks, cubbies, lockers, and other storage spaces provided by Salvaggio Academy remain school property and may be inspected by school administration when necessary for safety, security, or school operations.

Student searches will be conducted as privately and respectfully as circumstances permit and will be reasonably related in scope to the concern that prompted the search. Whenever practicable, two staff members will be present. Students may be asked to empty pockets, open a backpack or other container, or voluntarily provide an item believed to be prohibited.

Salvaggio Academy staff will not conduct strip searches or searches involving the removal of clothing or physical examination of a student's body. When circumstances create an immediate or significant safety concern that cannot appropriately be addressed through a school-based search, the school may contact the student's parent or guardian, law enforcement, emergency personnel, or other appropriate authorities.

Any prohibited or unsafe item discovered during a search may be secured by school administration and handled in accordance with applicable school policy. Parents or guardians will be notified when a search results in the discovery of a prohibited or unsafe item or when otherwise appropriate based on the circumstances.

Source: Board Policy 705.h.

Suspension Policy

Suspension may be used when a student's behavior significantly disrupts the school environment, presents a health or safety concern, involves a serious violation of the Student Code of Conduct, or when repeated behavioral concerns have not improved following appropriate intervention and support. Suspension is intended to provide an immediate response to serious behavior while allowing the school, student, and family to determine appropriate steps for a safe and successful return to school.

Before a suspension is imposed, the student will be informed of the reason for the proposed suspension and provided an age-appropriate opportunity to explain what occurred. When an immediate health or safety concern requires the student to be removed from the school environment, these steps may occur as soon as reasonably possible following the student's removal.

Short-Term Suspension (1–3 school days)

For a suspension of one to three school days, a parent or guardian will be notified as soon as reasonably possible. Written notice will also be provided identifying the reason for the suspension, the length of the suspension, and the student's anticipated return date. Students will be provided an opportunity to complete appropriate academic work missed during the suspension. Before or upon the student's return, the school may meet with the student and family to review expectations, identify necessary supports, and establish a re-entry plan when appropriate.

Extended Suspension (4–10 school days)

A suspension of four to ten school days may be imposed for serious misconduct, significant or repeated safety concerns, or a pattern of behavior that has continued despite intervention and support. The parent or guardian will receive written notice of the reason for and proposed length of the suspension and will be offered an opportunity for an informal conference with school administration. The conference provides the student and family an opportunity to discuss the circumstances surrounding the incident, share relevant information, and discuss steps necessary for the student's successful return to school.

Students will be provided an opportunity to complete appropriate academic work during the suspension. Before the student returns, Salvaggio Academy will develop or update a re-entry, behavior, safety, or student support plan when appropriate.

Additional Considerations

The length and conditions of a suspension will be determined by the Director of Education or designee based on the nature and severity of the conduct, student age and developmental level, impact on others, safety considerations, disciplinary history, previous interventions, and any applicable accommodation or student support plan.

A suspension exceeding **10 consecutive school days** will not be imposed under this policy. When the school determines that a student's conduct may warrant removal beyond 10 school days or permanent removal from Salvaggio Academy, the matter will proceed under the school's **Expulsion Policy and applicable procedural requirements**.

Suspension will not be used as a consequence for truancy or excessive absenteeism. Attendance concerns will be addressed through Salvaggio Academy's Attendance and Truancy Policy.

Source: Board Policy 213.

Expulsion Policy

Salvaggio Academy is committed to maintaining a safe, supportive, and productive learning environment for all students. Expulsion is the school's most serious disciplinary action and results in a student's permanent removal from Salvaggio Academy. Expulsion may be considered when a student's conduct presents a significant safety concern, involves a serious violation of school policy, or reflects a persistent pattern of serious misconduct that has continued despite appropriate intervention and support. Depending on the nature and severity of an incident, expulsion may be considered even when a student has no prior disciplinary history.

Reasons for Expulsion

Conduct that may result in consideration of expulsion includes, but is not limited to:

1. **Serious Acts of Violence or Aggression:** Conduct that causes or presents a significant risk of physical harm to another person.
2. **Weapons Violations:** Possession, use, distribution, or transfer of a weapon or dangerous item in violation of the school's Weapons Policy.
3. **Alcohol, Drugs, or Prohibited Substances:** Serious violations involving the possession, use, distribution, or sale of alcohol, drugs, controlled substances, or related prohibited products.
4. **Terroristic Threats or Acts:** Serious threats or acts of violence or other conduct determined through the school's safety and threat-assessment procedures to present a significant risk to the school community.
5. **Severe Bullying, Harassment, Sexual Misconduct, or Student-to-Student Harm:** Serious or repeated conduct that substantially threatens the safety, rights, or well-being of another student.
6. **Persistent Serious Misconduct:** Repeated serious violations of the Student Code of Conduct when previous interventions, supports, and disciplinary responses have not resulted in sufficient improvement.
7. **Other Serious Conduct:** Other behavior determined by school administration to present a significant threat to the safety, welfare, or orderly operation of the school.

Expulsion Procedures

When expulsion is being considered, Salvaggio Academy will use the following process:

1. **Investigation:** School administration will review the incident and relevant information, including available statements, documentation, evidence, disciplinary history, previous interventions, and other relevant circumstances.
2. **Written Notice:** The parent or guardian will receive written notice that expulsion is being considered and the reason for the proposed action.
3. **Family Meeting:** The student and parent or guardian will be provided an opportunity to meet with school administration, respond to the concerns, provide relevant information, and discuss circumstances that should be considered before a recommendation is finalized. The family may bring an advocate or support person to the meeting.
4. **Recommendation and Decision:** Following the investigation and family meeting, the Director of Education will determine whether to recommend expulsion. If expulsion is recommended, the

recommendation and supporting information will be submitted to the Board President or other individual designated by the Board of Trustees for final review and decision.

5. **Written Decision:** The parent or guardian will receive written notification of the final decision and, when applicable, the effective date of the student's expulsion.
6. **Reconsideration:** A parent or guardian may submit a written request for reconsideration to the Board of Trustees within ten (10) school days of receiving the final decision. A request for reconsideration does not automatically delay implementation of the expulsion.

When necessary to protect students, staff, or the orderly operation of the school, a student may remain suspended or otherwise excluded from campus while an expulsion decision is pending.

Individual Student Considerations

Expulsion decisions will be made on an individual basis. In determining whether expulsion is appropriate, Salvaggio Academy may consider the student's age and developmental level, the nature and severity of the conduct, impact on others, safety concerns, disciplinary history, previous interventions and supports, and other relevant circumstances.

When a student has a documented disability, Equitable Participation Services Plan, accommodation plan, or other individualized support plan, Salvaggio Academy will consider relevant information regarding the student's documented needs, accommodations, and supports as part of the decision-making process. The school may also consult with the student's family, service providers, Allentown School District, Intermediate Unit, or other appropriate professionals when additional information would assist in determining an appropriate response.

The existence of a disability, accommodation, or support plan does not prevent Salvaggio Academy from imposing disciplinary consequences, including suspension or expulsion, when warranted. Salvaggio Academy will comply with all legal requirements applicable to the school and the individual student.

Following Expulsion

Following an expulsion, Salvaggio Academy will cooperate with the parent or guardian in providing appropriate student educational records necessary to assist with transition to another educational setting. The parent or guardian remains responsible for securing an appropriate educational placement and complying with Pennsylvania compulsory school attendance requirements.

Unless otherwise authorized by the Board of Trustees or its designee, expulsion constitutes permanent removal from Salvaggio Academy and does not carry an automatic right to re-enrollment.

Source: Board Policy 213 and applicable federal and Pennsylvania requirements.

Emergency Response Procedures

All-Hazards Emergency Planning

Salvaggio Academy maintains an All-Hazards Emergency Plan to prepare for, respond to, and recover from emergencies that may affect the school community. The plan addresses a range of potential situations, including severe weather, fire, evacuation, shelter-in-place, lockdown, medical emergencies, and other safety concerns.

Throughout the school year, students and staff participate in developmentally appropriate emergency drills and safety exercises so they are familiar with procedures to follow during an emergency. Salvaggio Academy also maintains procedures for emergency communication, student accountability, evacuation, and reunification of students with their families. Designated staff members receive training in CPR, First Aid, and AED use.

In an actual emergency, Salvaggio Academy will communicate with families through the school's designated emergency notification system as soon as it is safe and appropriate to do so. Families should follow instructions provided by the school and should not come to the school or an emergency reunification location unless directed, as doing so may interfere with emergency response operations.

For safety and security reasons, Salvaggio Academy does not publicly distribute detailed emergency response procedures, building-specific security information, evacuation locations, or other information that could compromise the effectiveness of the school's emergency plans. General information about the school's emergency preparedness procedures is available from the school administration.

Source: Board Policy 707.

Threat Assessment Team

As part of Salvaggio Academy's commitment to school safety and violence prevention, the school maintains a multidisciplinary Threat Assessment Team to identify, assess, and respond to behaviors or circumstances that may indicate a potential risk of harm to a student, another person, or the school community.

Concerns may include threatening statements or communications, concerning online activity, significant changes in behavior, threats of self-harm or harm to others, access to weapons, or other behaviors or circumstances that raise a legitimate safety concern. **The purpose of threat assessment is prevention and intervention, not punishment.** A concerning statement or behavior does not automatically mean that a student poses a threat.

The Threat Assessment Team gathers and evaluates relevant information, assesses the nature and level of concern, and determines appropriate safety measures, interventions, supports, or referrals. Depending on the circumstances, the school may involve parents or guardians, school-based or community mental health professionals, law enforcement, emergency services, or other appropriate agencies.

Students, families, and staff are encouraged to report safety concerns promptly to a teacher, administrator, or the school office. Reports may also be made anonymously. Information related to a threat assessment will be handled as confidentially as reasonably possible and shared only with individuals who need the information for legitimate safety, educational, legal, or support purposes.

Threat assessment is a safety and prevention process separate from student discipline. When the underlying conduct also violates the Student Code of Conduct or another school policy, appropriate disciplinary action may be taken following the applicable school procedures.

Source: Board Policy 711.



Parent/Guardian Acknowledgment of the School Handbook

2026-2027 School Year

Salvaggio Academy's School Handbook provides families with important information about the policies, procedures, expectations, and practices that support a safe, respectful, and productive learning environment. Parents and guardians are responsible for reviewing the handbook and discussing applicable expectations with their child.

The handbook includes information regarding:

- **Academic Expectations:** Curriculum, grading, assessment, academic support, and student progress
- **Student Conduct:** Behavioral expectations, restorative practices, discipline procedures, and policies related to bullying, weapons, threats, substances, and other prohibited conduct
- **Health and Safety:** Student health procedures, medication, emergency preparedness, and school safety practices
- **Attendance and Punctuality:** Attendance requirements, absences, tardiness, early dismissal, and truancy procedures
- **School and Family Responsibilities:** Communication, school procedures, family participation, student records, technology, uniforms, and other expectations of the school community

By signing below, the parent/guardian acknowledges receipt of and access to the **Salvaggio Academy School Handbook for the 2026–2027 school year** and acknowledges responsibility for reviewing the policies, procedures, and expectations contained within it. Parents/guardians agree to support their child in following school expectations and understand that continued enrollment at Salvaggio Academy is subject to compliance with applicable school policies and the terms of the family's enrollment and scholarship agreements.

Questions regarding any handbook policy or procedure should be directed to the school administration.

Parent/Guardian Acknowledgment

I acknowledge that I have received or been provided access to the Salvaggio Academy School Handbook for the 2026–2027 school year and have had the opportunity to review its contents. I understand that I may contact Salvaggio Academy with questions regarding any policy, procedure, or expectation contained in the handbook.

I agree to support my child(ren) in complying with Salvaggio Academy's policies, procedures, behavioral expectations, attendance requirements, and other applicable school standards.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Handbook Updates

Salvaggio Academy reserves the right to amend, revise, replace, or discontinue policies, procedures, and expectations when necessary. When a material change affects students or families during the school year, Salvaggio Academy will communicate the change through an appropriate school communication method. The most current version of the School Handbook and Student Code of Conduct will be maintained on the Salvaggio Academy website.

The School Handbook is intended to communicate school policies, procedures, and expectations and does not replace or supersede the terms of an applicable enrollment agreement, scholarship agreement, or other binding agreement between Salvaggio Academy and a student's parent or guardian.

Please note, the most up-to-date version of the school handbook can be viewed by visiting www.salvaggioacademy.org.