



SALISBURY TOWNSHIP SCHOOL DISTRICT

Administration Building

1140 Salisbury Road

Allentown, PA 18103

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

Office of the Superintendent

Randy M. Ziegenfuss, Ed.D.

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610-797-2062, ext. 1002

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August 15, 2016

Dear Parents and Guardians:

On occasion, the school district must consider closing our schools for emergency reasons. I urge you to review the following information so you are prepared in weather-related emergency situations.

METHODS OF NOTIFICATION FOR EMERGENCY CLOSING, DELAYS, CANCELLATIONS AND EARLY DISMISSALS

Salisbury Township School District uses an automated messaging system, *School Messenger*, to notify families of emergency closings as well as other important district/school information. If we need to close school or delay the opening of school, an automated message will be sent to all phone numbers you have provided to us. The messages will be delivered to your home at approximately 5:15 a.m. - 5:30 a.m. When school is already in session and we need to close schools early, *School Messenger* will send an automated message to all phone numbers you have provided to us.

All closings or delays will be listed on our district website, www.stsd.org and on the district *Facebook* site at <http://www.stsd.org/facebook/>. In addition, announcements will be made on radio and television stations in the Allentown and Bethlehem areas. The following radio stations will repeat the announcements several times in the morning, usually before bus time:

WLEV-FM (100.7)

WODE-FM (99.9)

WAEB-AM (790)/ B-104 FM (104)

WRFY-FM (Y102)

WRAW Oldies AM (1340)

WZZO 95.1

THE EXPRESS-TIMES WEBSITE: www.lehighvalleylive.com

TV CHANNEL 69 (STORM CENTER UPDATE) or at www.wfmz.com

THE READING EAGLE WEBSITE: www.readingeagle.com

WMGH-FM (Magic 105.5)

WBYN-FM (107.5 Alive)

WWYY-FM (107.1)

WCTO-FM (Cat County 96.1)

WBYN-AM (1160)

2 HOUR DELAYED OPENING OF SCHOOL

Under certain conditions, it may be necessary to have a 2-hour delay in the opening of school. In this event, *School Messenger* will send an automated message to your all phone numbers you have provided to us. Announcements will also be made on the radio and television stations identified above.

If a 2-hour delay occurs, students should report to their bus stops two hours later than the regularly scheduled time. Full day LCTI students must report to the high school by 11:25 a.m. and will be transported to LCTI. Please note radio and television announcements may not always indicate a modified kindergarten schedule or that full day LCTI students must report by 11:25 a.m. If full day LCTI students do not have transportation, they may ride the school bus to the high school and wait in the library until 11:25 a.m. In a 2-hour delay, full day LCTI students must report by 11:25 a.m.

(over)

EARLY DISMISSAL OF SCHOOL

At times, weather or emergency conditions require the early dismissal of students. Radio and television stations will announce the early closing of school, and the *School Messenger* system will be activated. The early dismissal will be posted on the district website and the STSD Facebook site. Buses will follow the usual dismissal procedures, and students will be taken home as soon as the buses arrive at the schools.

PARENTAL RESPONSIBILITY

Parents and guardians are urged to anticipate an early dismissal when weather conditions are bad. You may want to be at home to meet your child when he/she arrives. When this is not possible, provisions should be made to prepare your child with a plan. Your child should know where to go and what to do in case of emergency closings/dismissals.

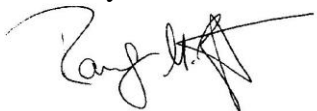
PLEASE MAKE SPECIAL NOTE OF THE FOLLOWING:

1. **DO NOT CALL THE SCHOOL** or the homes of school employees regarding the closing of schools. We need our phone lines open for outgoing calls.
2. If you have access to a computer, check the district website and/or Facebook page for the most up-to-date information on school closings and/or delays.
3. When schools are closed for emergency reasons, they will reopen the next day unless you receive notification through *School Messenger* or television and radio announcements that schools will remain closed.
4. Six emergency days are built into the school calendar:
 - Day #1 - Friday, February 17, 2017
Day #1 will be used if an emergency closing occurs before January 30, 2017
 - Day #2 – Thursday, April 13, 2017
Day #2 will be used if an emergency closing occurs before March 31, 2017
 - Day #3 – Thursday, June 8, 2017
 - Day #4 – Friday, June 9, 2017
 - Day #5 – Monday, June 12, 2017
 - Day #6 – Tuesday, June 13, 2017

Any additional emergency make-up days will be added to the end of the year. If any of these days are not used, we will adjust the school calendar in June. If a calendar adjustment is necessary, you will be notified in May.

If you have any questions pertaining to emergency closings, please contact your building principal or the administration building (610-797-2062). Thank you for your cooperation and support.

Sincerely,



Randy M. Ziegenfuss, Ed.D.
Superintendent of Schools
RMZ:jk