



SALISBURY TOWNSHIP SCHOOL DISTRICT

Western Salisbury Elementary School
Western Salisbury Elementary School
3201 Devonshire Road

Allentown, PA 18103

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

Principal

Grace H. Hartman
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610-797-1688
FAX 610-797-9641

August 12, 2016

Dear Western Families,

Although we have a few more weeks of summer left to enjoy, I would like to welcome you to a new school year at Western Salisbury Elementary. I hope you and your children had a chance to relax and refresh physically and mentally. Already, our Western staff is busy preparing for the children's return and looking forward to the 2016-17 school year.

You may notice that Western received a facelift this summer. On the exterior, our entry and exit lanes have been reconstructed and the playground has been resurfaced; on the inside all bathrooms have been renovated. And, as a result of your generosity, our PTA was able to purchase a swing set. We are very excited about these improvements.

As part of an ongoing effort to "go green," Salisbury Township School District's opening day documents have been posted on our webpage. In addition to this letter from me, please reference a *Welcome Letter* from Dr. Randy Ziegenfuss, our superintendent. Both letters contain important information in regard to:

Orientation Day (8/29) for Kindergarteners
School Opening (8/30) for all students, K-5
Bus Transportation
School Lunch
School Closings and Emergency
Parent Contact Information

Special Instructions for K-2 and new students. If your child is a WSE kindergartener, first grader, or second grader, you will receive in the postal mailing with your child's transportation card, a manila tag printed with your child's name and grade. We ask that you write the following information on the manila tag and attach it to your child's book bag:

**ON THE FRONT OF THE TAG, please fill in your child's Bus #. If your child does not ride the bus, simply cross out the bus number line.*

**ON THE BACK OF THE TAG, please write Bus Stop and Street Name.*

**If your child dismisses from school in another way, please write the appropriate procedure, i.e. "Parent Pick-Up," "Walker", or "WSE Day Care".*

Some young children find dismissal somewhat confusing on the first few days and these tags help teachers get children to the correct dismissal line. We ask that you leave the tags attached to the book bag for the first few weeks of school.

Grade 3-5 students who are new to our school will also receive a tag. They do not need to put the tag on their book bag, but may wish to keep the tag in an outer pocket of the book bag as a handy personal reference.

School Days and Hours. Except for early dismissal days and weather-related changes, regular school day hours for the elementary buildings are:

	<u>Gr. K-5</u>
Doors Open	8:30 AM
Class Begins	8:45 AM
Dismissal	3:15 PM

Please check the school calendar for school hours on planned early dismissal days, such as teacher in-service days.



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Schedule. School buses and parents may drop off students no earlier than 8:30 AM. Unfortunately, we have no staff on-site to supervise students before 8:30 AM or after 3:15 PM dismissal. Parent Drop-Off doors close at 8:45 AM. It is best if your child arrives a few minutes before that to ensure enough time to get to the classroom and unpack in an unhurried manner. Students who arrive after 8:45 AM must enter at the main doors *with a parent escort to sign-in as tardy*. We ask for your assistance in helping children arrive on time so that they begin their school day feeling organized and confident. If you need supervision for your child prior to 8:30 AM or after 3:15 PM, please make child care arrangements that suit your needs, or for on-site student supervision, please contact Lehigh Valley Child Care (LVCC) at: 610-797-9672. LVCC operates an on-site before and after school child care service.

Vehicle Entry/Exit.

1. The driveway loop at the main entrance is reserved for buses between 8:30 and 8:45 AM and again between 3:00 and 3:30 PM. If you need to access the building during these times, please park in the Visitor lot on the cafeteria side of the building and walk to the main entrance.
2. **There have been changes to the entry and exit access on the middle school side of the building. Please pay special attention to the new signage.**
3. We will continue to use the valet system for parent drop-off and pick-up on the middle school side of the building. Please pull up 4 cars at a time and have your child exit the vehicle as quickly as possible. Staff will be there to assist. **To keep children safe, please do not pull around the cars ahead of you.**
4. Please do not park in the lot on the middle school side of the building and walk your child through traffic to/from that entrance. The police consider that behavior a safety hazard.
5. At any time you may park in the Visitor Lot on the cafeteria side of the building and walk your child to the main entrance or through the playground to the parent-drop off/pick-up door on the middle school side of the building. If you use the Visitor lot by the cafeteria, please make a left hand turn as you exit the lot and proceed to the nearest stop sign, rather than traveling through the bus loop.
6. Parents dropping off students at Lehigh Valley Child Care should use the Visitor Parking Lot closest to the cafeteria, enter thru the cafeteria doors, and follow LVCC drop-off/pick-up procedures.
7. Please be aware that if you are at the head of the Parent Pick-Up line and your child dawdles at dismissal, the teacher on valet duty may ask that you give other parents the courtesy of moving your vehicle.
8. Parents who wish to greet their child at the building exit at the end of the day or use the playground for younger siblings while waiting for dismissal are asked to please park in the Visitor Lot (closest to the cafeteria), walk across the playground and wait at the end of the sidewalk by that parent pick-up exit.
9. **Drivers are asked to observe all traffic postings, including speed limits; these are enforced by our Salisbury Township Police.**

Neighborhood Safety.

1. If your child is a "Walker", please make sure your youngster has a walking buddy and remind your child of good citizenship behavior such as respecting neighbors' property and being courteous to other walkers.
2. Walkers in grades K-3 are not permitted to leave school grounds without an adult. If you wish your K-3 child to walk in the company of a 4th or 5th grader, please send a note to the school office to let us know the name of the older student.
3. All parents should tell their children to go directly home or to the child care provider after school and check-in with an adult before returning to play on the school playground or visit a friend. This will keep your child safe and alleviate your anxiety.

Release of Students.

Please note that at dismissal your child will be released only to the individuals you authorize in writing. On the first day of school you will receive a Parent Pick-Up Form. We ask that you return this completed form the very next day. If there is any change across the year, you will need to send a note on the day of the change (or prior)



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indicating the name of the individual you authorize. Please advise that person to bring proof of identification (ex. his/her driver's license). If you need to make a spontaneous change in your child's dismissal procedure, please call the main office before **3:00 PM** so we can get the information to the classroom before the dismissal process begins.

Bus Transportation.

1. You will receive a mailing from the transportation department with all busing information.
2. The transportation department asks us to remind you that students are assigned to bus stops closest to their home. Due to limited bus capacity and safety issues, any change in busing (including boarding or disembarking stops) must be approved by the transportation office. Please direct all transportation questions to Mr. Mark Donelli, Salisbury School District Transportation Director, at 610- 797-2062 ext. 1306.
3. If your child has a play date or a change in childcare that requires alternate bus transportation, the bus company must be notified 3 days in advance, and reserves the right to deny service. To request a change in bus transportation, please send a note to the school office; we will forward it to the transportation department for approval.
4. In the event of a transportation change due to a play date, **both sending and receiving parents** must make the request in writing. If the request is not received from both sets of parents, the request cannot be granted and your child will go home in his/her regularly assigned bus or car.

Emergency Information.

Sapphire. Sapphire is the name of the district's student database system. In the first week of school you will be asked to verify the information that has been entered into the student database. This information includes emergency contacts and custodial information. If your family has custody restrictions regarding release of your child, our school office must have a copy of the court custody order so that we can comply. A verbal or written note is not sufficient.

School Messenger. School Messenger is our district's automated call/email/text system. The district gives you access to School Messenger to allow you to enter, prioritize and make changes to your contact information.

Student/Staff Assignments. On the bus card you receive from the Transportation Office you will find your child(ren)'s room assignment. Below is a current list of teacher's and their room numbers. Please cross reference the room number on the bus card with the teacher name and room number below to identify your child(ren)'s teacher(s) for the 2016-17 school year. Special education students are assigned to a homeroom and will receive services from the learning support teachers as per their IEP's.

Kindergarten

Room 111 – Mrs. Nester

Room 108 – Mrs. Kelly Weiner

Grade 1

Room 110 – Mrs. Viscuso

Room 107 - Mrs. Reinhard

Grade 2

Room 204 – Mr. Molitoris

Room 206 – Mrs. Knight

Grade 3

Room 207 – Mr. Somishka

Room 208 – Mrs. Moyer

Grade 4

Room 209 – Mrs. Horne

Room 205 – Ms. Anderson

Grade 5

Room 116 – Mr. Adams

Room 118 - Mrs. DeBona

In addition, Western is fortunate to have these specialist teachers to support our programs:

Specials Teachers

Room 113 – Mrs. Kunkle (art)

Room 117 – Mrs. Gaston (vocal music)

Room 117 - Mr. Griffis (instrumental music)

Library – Mrs. Jandl (library media specialist)

Library – Mrs. Brennan (library media specialist)

Gymnasium – Mr. Ludwig (physical education)

Library Annex – Mr. Ritter (Computer Technician)

Room 112 – IU Speech & Occupational Therapists

Support Staff

Room 109 – Mrs. Merrill (Learning Support Teacher)

Room 203 - Mrs. Murray (ESL Teacher)

Room 202 – Mr. Amato (Learning Support Teacher)

Room 103 – Mrs. Wied (Teacher of Gifted)

Room 115 – Mrs. Hippauf (Reading Specialist)

Room 114 – Mrs. Nocerino (Instructional Support Teacher)

Room 211 – Mrs. Green (School Psychologist)

Room 101 – Mrs. Shannon Stokes (Guidance Counselor)



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School Supplies. The school supply list for each grade has been posted on our school website. Our staff appreciates the realities of family budgets and certainly understands if students do not have the items until the second week of school. If you need financial assistance in purchasing school supplies, please contact our guidance counselor or myself.

Cafeteria. Lunch service is available beginning the first day of school (August 29th for kindergarten and August 30th for all grades and daycare students). The price for a school lunch is \$2.60. The price for milk is \$.65. Information about cafeteria services, including the online pre-payment system called “My School Bucks” is available on our district website. The lunch menu and information about the Free and Reduced Lunch Program are also available on the district website. For students who received Free/Reduced lunch last year, we will continue service through the first weeks of September until your new application has been processed. Blank Free/Reduced Lunch applications will be sent home in the first week of school. If you qualify for this service, please do not hesitate to use it.

Student Dress. Please be aware that temperatures within the building vary from classroom to classroom and across the day. We suggest that students layer their clothing (or bring a sweater) so that they can make themselves comfortable.

Communication. To foster consistent delivery of print information, we use a WSE communication folder, known as the *Lighthouse* Folder. It will be sent home on Thursdays and contain district level, building level, and PTA information. The folder will be sent home with only the OLDEST child in your family at WSE, unless you specify otherwise. Please look for the Thursday *Lighthouse* folder across the year. Also, please develop a habit of checking our school and district websites for News Item postings. Important information is frequently posted there. In addition, Western provides its families the option of receiving a Weekly E-Alert email, which lists upcoming WSE events and news. If you wish to receive this weekly reminder, please log onto our website and sign up. This E-Alert is launched on the weekend and contains information for the upcoming week.

Mark your Calendars.

Thursday, August 25th

New Family Welcome, 2:00-3:15 PM @ Western School Gym. Optional opportunity for families new to Western to visit, learn about Western and meet other new students and their families.

Monday, August 29st

Orientation Day for Kindergarten, 6th and 9th grades. **Kdg start time 8:45 AM; Kdg Dismissal: 1PM.**

Tuesday, August 30th

Full Day for All Students

Wednesday, August 31st

Full Day for All Students

Thursday, September 1st

Full Day for All Students

Friday, September 2nd

School is closed for the Labor Day Holiday.

Monday, September 5th

School is closed for the Labor Day Holiday.

Tuesday, September 13th

*Gr. K-2 Back to School Night, 7PM

Friday, September 16th

Early Dismissal @ 1PM for Teacher In-Service

Tuesday, September 20th

*Gr. 3-5 Back to School Night, 7PM

**Back to School Night offers an opportunity for you to meet your child's teacher. We hope you will join us. Unfortunately, no childcare is available on site and teachers cannot accommodate students or younger siblings in the classroom. Your assistance in making off-site child care arrangements is appreciated.*

Student-Parent Handbook. Please note that the Student-Parent Handbook is posted online rather than sent home in hard copy. However, if you prefer a hard copy, please contact our main office and we will be glad to provide one.

Please enjoy the remainder of your summer vacation. I look forward to seeing you soon. If you have any questions, please feel free to contact me.

Sincerely,

Mrs. Grace Hartman

Grace Hartman, Principal