



# Family Handbook

Salisbury Academy  
2210 Jake Alexander Blvd., N.  
Salisbury, NC 28147

**This book, created in July 2020 for the 2020-2021 school year, replaces all policies previously distributed to members of Salisbury Academy, including parents, students, and faculty.**

Salisbury Academy is a co-educational independent school that seeks diversity and inclusion in its student body. Salisbury Academy does not discriminate in its educational programs or activities on the basis of race, color, ethnicity, national origin, age, religion, disability or handicap, sex or gender, sexual orientation, military or veteran status, genetic information, or any other characteristic or status protected under applicable federal, state or local law. Retaliation is also prohibited. Salisbury Academy will comply with all applicable federal, state and local laws and is an equal employment opportunity independent school. Applicants for admission requiring special assistance, the modification of a policy, auxiliary aid or service, or other accommodation to the admissions or enrollment process should contact Salisbury Academy's Admissions Director to facilitate such requests.

Revised 8-10-20

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## **Introduction**

### **Salisbury Academy Mission**

Salisbury Academy inspires a love of learning and prepares passionate leaders through discovery, stewardship, community, and faith.

**Statement of Philosophy:** Salisbury Academy strives to prepare students to become well-rounded contributors in their communities.

Salisbury Academy is an independent school, governed by its own Board of Trustees. The school is financed mainly by tuition and charitable contributions and receives no government funding. Salisbury Academy is accredited by the Southern Association of Independent Schools and is a member of the North Carolina Association of Independent Schools. Our commitment to achieving excellence and inspiring innovation attracts high-quality teachers and promotes a supportive learning environment.

Salisbury Academy maintains a student-centered approach, so that teachers can learn about every student and attend to each child's individual skills and needs. Our teachers form close relationships with students and their parents and go above and beyond to ensure each student's success.

Salisbury Academy focuses on educating the whole child, offering learning experiences that reach beyond core academic areas such as math, science, history, and English. As an independent school, we have the freedom to promote creative thinking in hands-on ways that introduce students to exciting and challenging subjects including art, music, foreign languages, global and environmental education, and technology.

In addition to a rigorous high school and college preparatory curriculum, the Salisbury Academy experience has been crafted to offer experiences in athletics, community service, and leadership training for all. While the school is non-sectarian and welcomes families of all faiths, its tradition is rooted in Christianity. Our students come from diverse backgrounds to develop their interests and a love of learning.

## **SA Board of Trustees**

The Salisbury Academy Board of Trustees consists of elected members representing parents of students, parents of alumni and members of the community at large, as well as our Head of School. The board guides the school in growth in accordance with the mission and plans strategically for the future.

### **Executive Members**

Mrs. Traci Williams '22, Chair  
Mr. Reid Acree, Jr., '23, Vice-Chair  
Mrs. Andrea Davis '21, Secretary  
Mr. Cliff Sorel '21, Treasurer  
Dr. Ben Ott '21, Committee on Trustees Chair

### **Members**

Mr. Paul Bardinias, '21  
Dr. Ryan Rich, '21  
Mr. Bryan Wymbbs, '21  
Mr. Madison Currin, '22  
Mr. Mark Petty, '22  
Mr. Mark Robertson, '22  
Mr. Greg Shields, '22  
Dr. Maria Vandergriff-Avery, '22  
Mrs. LaSheka Walker, '22  
Mrs. Diane Fisher, '23  
Mr. Will Goodnight, '23  
Mr. George Kluttz, '23  
Mr. Jon Palmer, '23  
Dr. John Wear, '23  
Mrs. Cheryl van der Poel, '23

Ex Officio Member of the Board: Mrs. Beverly Fowler, Head of School

## **Parents of SA**

PSA means “Parents of Salisbury Academy,” and that means all of us! Every parent is a member, and everyone can be involved. This dedicated group is a necessary and invigorating support system for our faculty, staff and students. All activities and funds raised are used to enhance your child’s classroom, their school experience, and to fulfill special requests by our teachers.

Please attend meetings on the first Tuesday of the month, participate in activities, and take advantage of opportunities to help.

There are many different ways to get involved:

Attend monthly virtual meetings

Volunteer for a PSA event

Become a grade parent

Help with Box Tops

Volunteer for PSA events

Help with faculty/staff appreciation week

## **PSA Officers for 2020-21**

President	Nye Hartwick
Vice President	Sarah Knight
Secretary	Lynn Leonard
Treasurer	Diana Dandro

## **Administration and Staff**

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## Corporate Partners

Salisbury Academy's Corporate Partnership program provides businesses multiple ways to reach the Salisbury Academy family with their brand and messaging, while supporting our school's commitment to Engaging Minds and Building Futures. Thank you to Salisbury Academy's 2019-2020 Corporate Partners:

### Gold

Bryan Wymbs, Attorney at Law  
Caniche  
Crescent Construction Services  
Global Contact Services  
SIC, Inc.

### Silver

Busby & Webb Orthodontics  
Davis & Davis, Attorneys at Law  
Freirich Foods, Inc.  
Griffin Marketing Group  
Heart of Salisbury  
Novant Health  
The Lettered Lily Design Studio

### Bronze

Accelerate Therapy & Performance  
Allergy Partners of Rowan-Salisbury  
BB&T  
Carrol Fisher Construction Co.  
Central Carolina Insurance Agency  
Charlotte Eye Ear Nose & Throat Associates, P.A.  
Distinctive NatureScapes  
F&M Bank  
Fisher Realty, Inc.  
Godley's Garden Center  
JLT Fieldhouse  
Mid Carolina Electric  
Mecklenburg Radiology Associates  
Piedmont Plastic and Oral Surgery Center  
Salisbury Endodontics  
Snow Benefits Group  
Thrivent Financial – Chris Fowler  
Wallace Realty – Mr. and Mrs. Keith Knight  
Walser Technology Group, Inc.

Please contact Tracey Baird at [tbaird@salisburyacademy.org](mailto:tbaird@salisburyacademy.org) for more information on becoming a Corporate Partner.

# Instructional Program

## Daily Operations for Salisbury Academy Policies and Procedures

### Daily Schedule:

	<u>JrK</u>	<u>Kindergarten</u>	<u>Lower School</u>	<u>Middle School</u>
M-F arrival:	8:30 a.m.	8:05 a.m.	8:05 a.m.	8:05 a.m.
M-Th dismissal:	2:30 p.m.	2:45 p.m.	2:50 p.m.	3:10 p.m.
Friday dismissal:	1:05 p.m.	1:15 p.m.	1:05 p.m.	1:20 p.m.

### Drop-Off and Pick-up for JK/K Students

1. Early morning drop-off is available at 7:45 a.m.
2. In the morning, please drop off students at the student entrance at 1801 Bellevue Road and wait until they are either with an adult or inside the building.
3. JK and K students will go directly to their classrooms each morning.
4. Students arriving after start time will be considered tardy.
5. During both morning and afternoon carpools, please stay in your car and go through the line to drop off and pick up your child.
6. On the occasion when you need to come into the front office at the main building, please use the cross walk painted on the driveway so that drivers in the carpool line will be able to see you. If you enter the building, please do so through the main office rather than the student entrance.
7. Please be aware of traffic flow, so as to not block the drop-off/pick-up areas.
8. All students who have not been picked up at dismissal will go to after-school care. Students must be supervised at all times by an adult while on campus.

### Drop-off and Pick-up for Lower School and Middle School students

1. Early morning drop-off is available at 7:45 a.m.
2. Always enter and exit the school parking lot from Jake Alexander Boulevard.
3. In the morning, please drop off students at the student entrance and wait until they are either with an adult or inside the building.
4. Students arriving after the start time will be considered tardy and required to sign in through our front office.
5. During drop-off and pick-up carpool times, a **Right Turn** only will be allowed onto Jake Alexander Blvd. Traffic may also exit using the side road to access Bellevue Road to connect to Statesville Blvd.
6. At afternoon-pick up, lower school parents should plan to pick up your children by 3:00 p.m. This will allow the middle school carpool to begin as quickly as possible following their dismissal. **It is requested that middle school parents not get in the carpool line before 3:05 p.m. Staff may ask you to park or circle the carpool line to allow younger students to dismiss.**
7. During both morning and afternoon carpools, please stay in your car and go through the line to drop off and pick up your child. On the occasion when you need to come into the school, please use the cross walk painted on the driveway so that drivers in the carpool line will be able to see you. If you enter the building, please do so through the main office rather than the student entrance.
8. Please be aware of traffic flow, so as to not block the drop-off/pick-up areas.

9. All students who have not been picked up at dismissal will go to after-school care. Students must be supervised at all times by an adult while on campus

Please **DO NOT ENTER** the back access road from Bellevue Road. This is a one-way road from main building to Bellevue Rd and used for staff parking only.

### **Late Pick-Up Policy**

All students who have not been picked up at dismissal will be taken to after-school care where parents may pick them up. *After-school rates will apply.*

### **Students Who Walk Home**

With parental permission, students in seventh and eighth grades, who live in neighborhoods adjacent to the school grounds, may walk **DIRECTLY** home from school events. Any student doing so must check out through the office before walking home. The school will require that the parents, either on the standard release form or by separate note, give written and specific permission for the school to release a child on his or her own recognizance to walk home at the end of the school day or after another event. By doing so, parents release Salisbury Academy and its employees from any liability issues concerning said students.

### **Homework Policy**

Homework is a way to help students develop a sense of responsibility for their learning. The curriculum of Salisbury Academy is academically stimulating and requires effort outside of the school on the part of the student. Assignments may include practicing or reviewing concepts studied in school; gathering information or materials to be used in discussion, reports or special projects; studying for tests; and reading for pleasure. We ask parents to help by providing a quiet place and time for homework to be completed. It is also important for parents to stay involved in their child's academic life: to check and discuss the homework, keep up with the curriculum and their child's performance, and to demonstrate that the student's academic efforts are valued.

We do recognize that extracurricular activities and family life are important and integral parts of students' lives, and we encourage participation in athletics and enrichment opportunities.

**Copying homework answers from another person's work or sharing answers verbally is unacceptable, is considered cheating, and will result in the issuance of a Conduct Form and immediate consequence.** If a student is having difficulty with an assignment, he/she is encouraged to make arrangements with the teacher for extra help.

Consequences for unfinished homework assignments will be left to the discretion of each classroom teacher. Written notification will be sent home with the student for a parent/guardian signature. This notification must be returned the following school day (along with the missing assignment), to assure home-school communication regarding a child's missing assignments.

### ***"Notification of Unfinished Assignment" (Sample Form)***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assignments Owed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

**Field Trips** (*Note: Field Trips for 2020-2021 will resume and take place throughout the year as determined appropriate and safe by the SA Medical Task Force*)

1. Upon admittance to Salisbury Academy, parents are requested to sign a general permission contract and waiver of liability in order for students to participate in all school trips. Travel is provided by school bus, by private vehicles driven by approved volunteers, and occasionally by charter bus.
2. It is requested that parents planning to take students home from a field trip inform the teacher in writing, preferably in advance.
3. All children participating in a field trip must have appropriate Salisbury Academy Limited Release of Liability form from parents along with any additional documentation requested by field trip site.
4. Field trips are an integral part of the curriculum at the school. It is required that all students attend field trips unless there is an extenuating circumstance. Any extenuating circumstance must be discussed with the Head of School or designee prior to the field trip. In a case where this discussion does not take place, an unexcused absence will be documented in the attendance record unless there is a medical excuse/release.
5. Attendance of parents and siblings (including the number of chaperones requested and/or selected) on field trips will be left to the individual teacher's discretion.
6. Chaperones, please note that no consumption of alcoholic beverages or other illegal substances will be allowed. Additionally, chaperones must consistently maintain their role in the field trip as assistant to the teachers; unless otherwise noted, the teaching staff is responsible for direct contact with all travel representatives.
7. While chaperoning on a field trip, parents should consider themselves "on duty." Focus should be on the students rather than on side conversations or cell phone conversation.
8. Parents and students are required to uphold the Salisbury Academy Behavior Expectation Policy on all field trips. Also, there are to be no electronic games, CD or DVD players, etc. taken on field trips; this is to ensure the highest quality of educational time and positive social interaction during all field trips.
9. If a student's behavior and/or misconduct prohibit him from attending a field trip, parents will be responsible for the care of their children, and any money paid for the purpose of that field trip will not be refunded.
10. No refunds, regardless of the circumstances, will be given to students or parents for any field trip.
11. Overnight chaperones must have a current background check authorization on file at Salisbury Academy.

**Testing** (*\*Note: Decisions on testing dates and arrangements in 2020-21 will be determined during the school year*)

Salisbury Academy currently administers the CTP-5 assessment in an online format each spring to all students in grades 3-8. These assessments are most widely used by independent schools and provide the most appropriate gauge for the effectiveness of our curricular and student expectations. The results give an indication of a student's performance individually and by grade level, both locally and nationally. Please do not schedule medical appointments or vacation for your child during ERB week. Dates are noted in the school calendar.

These tests (like other tests) are only one measure of a child's ability, achievement and/or progress and must be viewed as a part of the whole. Your child's teacher or division director will be glad to review these tests with you. Other tests are administered by school personnel throughout the school year in an attempt to learn more about a child's learning style and as an aid to the teaching/learning process. All test results may be reviewed with parents.

# Salisbury Academy Grading Scale 2020-2021

## Junior Kindergarten/Kindergarten

- M Meeting Expectations
- G Good Progress
- N Needs More Time
- N/A Not Assessed

## Lower School (Grades 1-4) and Grade 5

- 3 Student independently demonstrates secure understanding and consistently applies his/her knowledge.
- 2 Student demonstrates partial understanding and inconsistently applies his/her knowledge.
- 1 Student demonstrates inadequate understanding; additional instruction and support are consistently needed.

## Middle School (Grades 6-8)

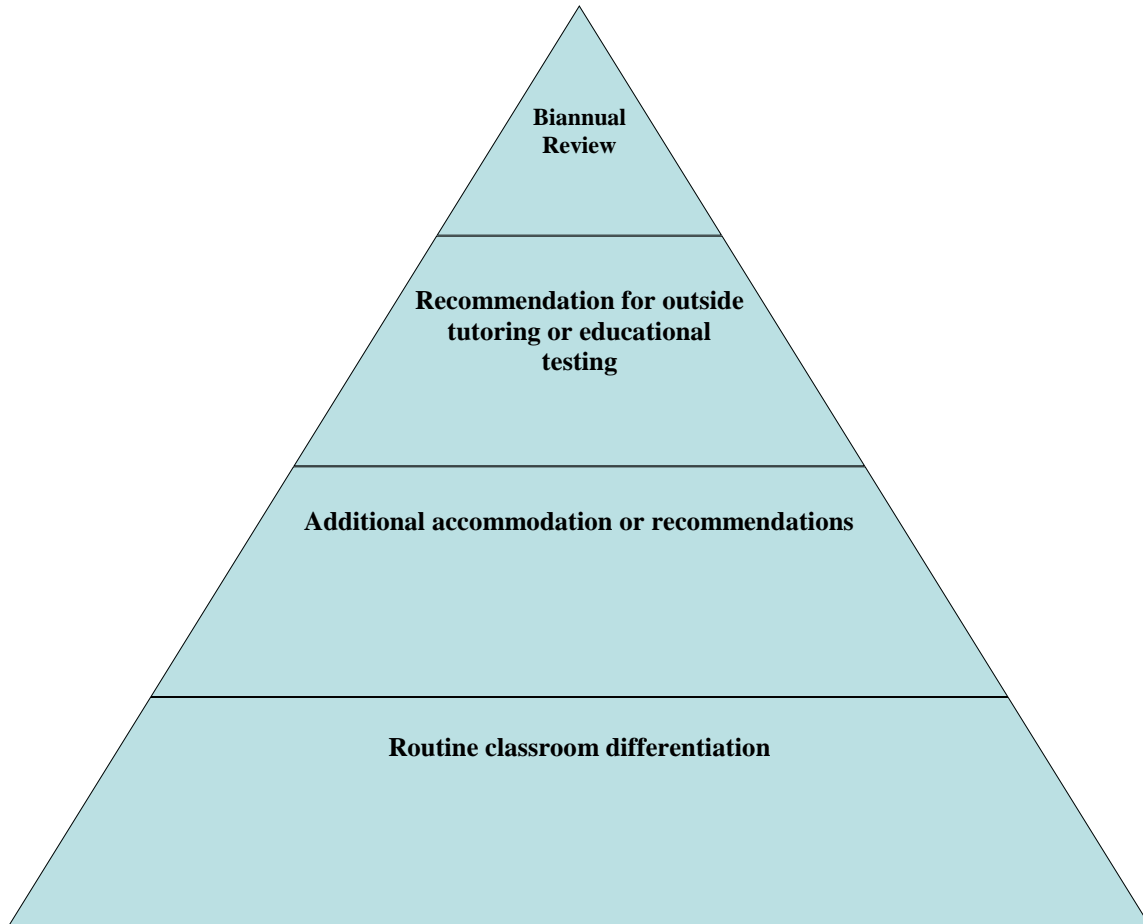
- A 100-93
- B 92-85
- C 84-77
- D 76-70
- F 69-0
- I Incomplete

## Enhancement Scale

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

**Student Accommodation Program Guidelines** (Note: Accommodations for 2020-21 will be provided within the safety parameters determined by the Medical Task Force.)

Salisbury Academy uses a process referred to as Student Accommodation Program Guidelines for students who present with academic gaps or learning differences. This process is a tiered system that allows teachers and learning specialists to partner with parents to identify the best academic accommodations needed for student success.



**Routine classroom differentiation:** Includes preferential seating, multi-modality instruction, extended time, quiet testing environment, small group instruction, hands-on learning, study strategies, use of audio support with text, and graphic organizers.

**Additional accommodations and recommendations:** Teacher or parent raised concern regarding student performance. Concern is shared with the appropriate division director and grade-level team, and a parent/teacher conference is scheduled to review student progress. Additional accommodations and recommendations including but not limited to further in-house evaluation, short-term, one-on-one tutoring with teacher, and additional study strategies recommended by the teacher. Follow-up 4-6 weeks with parent and grade-level team on student progress or next step recommendations.

**Recommendation for outside tutoring or educational testing:** Academic Leadership team refers the student for extended tutoring or outside educational/psychological testing. The results will be shared in a follow-up parent/teacher/division director meeting for implementation and evaluation of student's learning needs

**Student Accommodation Program review:** When a student has a full educational/psychological evaluation, a biannual parent/teacher/division director meeting will be offered to review student progress.

## **Progress Reports**

Students in grades 1-8 receive progress reports from classroom teachers for the first, second, and third trimester.

## **Report Cards**

Students in grades JK-8 receive a report card each trimester. Additionally, parent/teacher conferences are scheduled for all students in grades JK-8 during the first trimester. Please contact teachers if a conference is needed at any time.

## **Determination of Valedictorian/Salutatorian**

When a class of students completes the eighth grade, Salisbury Academy holds a graduation ceremony in celebration of the event; traditionally, two students (and occasionally more) are honored with the titles of either Valedictorian or Salutatorian. Determination of this status is based upon the Core class grades on the students' sixth through eighth grade report cards. If needed, previous Core grades, as well as enhancement classes, may be considered when making the final decision. Further, the possibility does exist that these titles may be shared among students; this will be determined as needed.

## **Tardy/Early Dismissal Policy (Grades 1-8)**

In an effort to create an environment conducive to learning at Salisbury Academy, we work diligently to make the most of each teaching moment during the day. To gain maximum benefit from the Salisbury Academy experience, it is important for our students to be at school consistently and for the entire school day. We want students to take full advantage of our learning environment, and to develop good personal and study habits such as being dependable, punctual, and well-prepared. Through this Tardy / Early Dismissal Policy, we hope to more fully realize our commitment to help each student develop said skills.

- Tardy = any arrival after the designated starting time (8:30 a.m. for JK and 8:05 a.m. for grades K-8)
- Early Dismissal = any dismissal before the designated dismissal time
- Excused Tardy / Early Dismissal = the student must present a note from a parent or guardian to the main office for any tardy or early dismissal caused by illness, family emergency, or doctor's appointment

Morning Greeters will enter the school at 8:05 a.m. After this time, K-8 tardy students should be escorted into the school office by the carpool driver and signed in. A staff member will remain to greet JK students until 8:30 a.m.

In the following cases, students will not be allowed to participate in that day's extracurricular activities (sports, dances, etc.): arrival to school after 10:00 a.m., early dismissal or absence due to health reasons, early dismissal prior to one hour before regular dismissal, or other unexcused reasons. Exceptions to this policy will be handled on an individual basis by the Athletic Director or Division Director.



## Absences from School

1. **If your child is unable to attend school, please call the school office by noon to make arrangements to have homework available for pickup at the end of the day. This will give your child's teacher(s) enough time to pull materials together. Homework assignments will be available for pick-up after 2:45 p.m., if the above protocol is followed.**
2. When returning from a school absence, the student must bring a note to the homeroom teacher stating the reason for the absence in order to be excused.
3. Students leaving school early for any reason should bring a note to the homeroom teacher and must be signed out in the school office by a parent.
4. The school feels strongly that the school calendar is oriented in such a way as to permit families to have ample time to vacation together; consequently, we ask that you not remove your children from school during the course of the academic year. If there is a need to be absent from school, please contact the homeroom teacher in advance (preferably two weeks). With sufficient time and proper notification, faculty will do their best to provide appropriate schoolwork; however, make-up work does not fully replace missed classroom instruction.
5. If a student misses more than 10 days or has excessive tardies, expect to receive a letter from the school requiring the parent to connect with the division director to ensure there is a solid plan in place to have the child attend school on time.

## Off-Campus Appointments

Please be mindful when scheduling off-campus appointments that will interrupt the school day. The dates of ERB testing, end-of-year field trips, and end-of-year Reflections should be avoided. In order to minimize classroom disruption, please check your child's schedule and plan so they can leave at a break between classes; or possibly have the appointment scheduled to take place first thing in the morning before arriving to school or at the end of the school day.

## Transcript Policy

All students who transfer to other schools must have their transcripts requested by the new school; transcripts will be sent after all financial obligations to Salisbury Academy are met. Families may not receive copies of the official permanent record from Salisbury Academy.

**Middle School Advisory Program** *(Note: Advisories will be led by homeroom teachers in 2020-2021 until it is determined appropriate by the SA Medical Task Force for students of multiple grades to join together.)*

This program provides students with additional teacher and school community support and gives parents a more direct line into their children's successes and struggles. The objectives include helping students set and measure specific goals, delving more deeply into Core Virtue connections, building strong relationships among students and across grade levels, serving the immediate and larger communities, and maintaining strong lines of communication between students and teachers and between school and home. Each Advisory Teacher leads a group of 7-9 students; groups meet twice weekly.

# **Students**

## **Behavior Expectation Policy**

The Behavior Expectation policy of Salisbury Academy is designed to support the school's goal to create the most positive learning environment for each child. These expectations apply to all school functions, such as athletic events and field trips, as well as to the regular school day. This policy requires a firm commitment on the part of all those involved in the life of our school: the Salisbury Academy staff, our students, and their parents or guardians.

## **School-Wide Student Expectations**

1. Students are expected to respect each student and teacher.
2. Students are expected to adhere to the "Hands-off" rule. (The "Hands-off Rule" means that students are expected to keep hands, feet, and other objects to themselves. "Play fighting" is not allowed.)
3. Students are expected to be honest in all situations.
4. Students are expected to respect all school property (this includes buildings, equipment, furniture, textbooks, and buses).
5. Students are expected to adhere to the school dress code.
6. Students are expected to attend school regularly, be prepared for the school day, on time and with the necessary materials.

## **We are a Love & Logic School:**

The faculty and staff at Salisbury Academy believe that a well-behaved student body is essential for academic success. To achieve this goal, we have adopted a common set of beliefs based on the Love & Logic Principles, regarding discipline. This set of core beliefs will be adhered to when dealing with issues and concerns.

1. We believe that students are responsible for solving their own problem with adult guidance and without causing a problem for anyone else.
2. We believe that students should face consequences instead of punishment whenever possible.
3. We believe that preserving and/or enhancing the relationship with Staff, Parents and Students is crucial to successful implementation of disciplinary action.
4. We believe that the adult's emphasis should be placed on helping students learn new behaviors instead of "paying" for past deeds.
5. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world.

## **What is Love and Logic® ?**

Love and Logic® is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist Foster W. Cline, M.D. and Charles Fay, Ph.D. Love and Logic has many tools for educators and principals that promote healthy parent/teacher and teacher/student relationships and positive school-wide discipline. For more information go to [www.loveandlogic.com](http://www.loveandlogic.com)

Love and Logic helps to:

- Set limits in the classroom
- Provide hope and willingness when the going gets tough
- Build strong connections between home and school
- Manage disruptions
- Make teaching and learning more fun and productive
- Get and keep students' attention
- Build positive student-teacher relationships
- Help students own and solve their own problems
- Bully proof children, diffuse power struggles, and handle difficult people

It works because:

- When adults set clear expectations, they hand the problem back to the student who created it
- When students have to solve the problem, they have to think
- When students have to think, they learn that decisions have consequences
- When students have to deal with consequences, they learn to think
- When we allow the students to deal with the consequences, they learn to think before they cause a problem
- When the students learn to ask, "How is my behavior going to affect me?" they have learned self control

### **Discipline Process:**

**Category 1:** All minor offenses are handled on the spot in the class, halls, and other areas of the school and grounds. Staff will talk with the student and give a verbal reminder of expectations. Common minor offenses, which staff should handle in this manner, include:

- rude behavior to a classmate
- talking out of turn
- not following directions
- disruptive behavior
- minor non-compliance and disobedience
- not being prepared for class

Typical consequences beyond the verbal reminder might include:

- teacher/student conference
- providing choice
- completing the student reflection form (older children may write their reflection, younger children will discuss this with the teacher.) This is not sent home.
- parent phone call
- student apology

**Category 2:** A conduct form may be issued in the case of cumulative offenses; when none of the interventions used in Category 1 have changed the behavior. Before this form is issued, the teacher would have clarified the expectation and given the student a warning that continuing the behavior would result in receiving a conduct form.

The form may also be issued in the case of offenses involving safety issues and/or serious disruption to the learning environment. Students receiving a conduct form will speak with the division head about the continued misbehavior.

Common offenses for which a conduct form is issued include:

- pushing, fighting, roughhousing
- cursing or profanity
- cumulative violations of those listed in Category 1
- lying, cheating, taking someone else's property
- disrespect to a staff member
- destruction of school property
- harassment of another child

Logical consequences could include:

- conference with teacher and parent
- school service
- exclusion from school activities
- break detention or silent lunch
- time out in another classroom

When a conduct form is issued, the following is to be followed:

1. Teachers will allow the student to complete the form in a private manner that explains the misbehavior
2. Teachers will place a phone call to the parent to discuss the situation
3. Consequences from the teacher will be clearly stated on the form
4. Copy of the form will be submitted to the Division Director
5. Parent must sign the form and return it with the child the next school day
6. If the form is not returned, the teacher will follow-up with a phone call to the parents.

**Category 3:** After the above procedures have shown to be ineffective or an offense is viewed as more serious, the teacher, Division Director, and Head of School will arrange a parent conference to review the student's behavior and determine appropriate actions.

**Exceptional Misconduct:**

Some behaviors are serious enough that immediate action is required. Consequences for this could include suspension or expulsion from Salisbury Academy. Some examples of this include:

- fighting, assault, throwing objects at others
- verbal or physical harassment
- intimidation or bullying
- serious non-compliance, disobedience, insubordination
- theft, possession of stolen property
- creating an unsafe environment
- possession of drugs, alcohol, matches, or weapons

# Salisbury Academy Conduct Form

\_\_\_\_\_ has received a Conduct Form as part of Step 2 in the Salisbury Academy Discipline Process.

Common offenses for which a Conduct Form is issued include:

- \_\_\_\_\_ pushing, fighting, roughhousing
- \_\_\_\_\_ cursing or profanity
- \_\_\_\_\_ cumulative violations of Step 1 offenses
- \_\_\_\_\_ lying, cheating, taking someone else's property
- \_\_\_\_\_ disrespect to a staff member
- \_\_\_\_\_ destruction of school property
- \_\_\_\_\_ harassment of another child
- \_\_\_\_\_ other

**The following consequence has been issued:**

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<b>Student Signature</b>	<b>Date</b>	<b>Teacher Signature</b>	<b>Date</b>
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<b>Parent/Guardian Signature</b>	<b>Date</b>
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**Student MUST return this form with Parent/Guardian Signature the next school day.**

When a Conduct Form is issued, the following is to be followed:

1. Teachers will allow the student to complete the form in a private manner that explains the misbehavior.
2. Consequences from the teacher will be clearly stated on the form.
3. Copy of the form will be submitted to the LS or MS Division Head.
4. Parent must sign the form and return it with the child the next school day.
5. If the form is not returned, the teacher will follow-up with a phone call to the parents.

## **Recess:**

The school has ample space and facilities for recess during snack or lunch for all students. To maintain a high level of safety while the students play, we insist:

1. Students are responsible for their safety and the safety of others.
2. Students use the equipment and areas correctly.
3. Students use critical thinking and problem-solving skills to avoid fights and other forms of aggression.
4. Games and toys may not be brought from home for use at recess.
5. Electronic toys and cell phones are not allowed at school at any time.
6. Proper shoes with closed toes and gripping soles are useful for climbing.
7. Well-insulated clothing should be available during winter months.
8. No trading cards of any type are allowed at school. Students should do their trading at home rather than at school or on the bus.

## **Student Dress Code**

1. Students should dress comfortably and within the uniform guidelines (no uniforms for JK/K students).
2. Sneakers, tennis shoes, or other rubber-soled and comfortable shoes are recommended due to the students' active schedule.
3. Please refer to the Salisbury Academy Uniform Policy (uniforms for first grade through eighth grade students) on the school website for more information.
4. All students **must** wear tennis shoes to PE class.

## **Outdoor Activities**

1. Students will play outside every day unless the weather is wet, very cold, or very windy. Students should have appropriate outerwear, including gloves and hats.
2. Please send a note if your child should not participate in outdoor activities.

## **Giving Messages to Students During the School Day**

In order to minimize distractions in the classroom, please limit requests to send messages to the students during the school day to emergency needs only.

## **Bullying/Cyber-bullying**

It is the policy of Salisbury Academy to maintain a learning environment for students that is free from all forms of bullying, intimidation, or harassment. Bullying, intimidation, and harassment are disrespectful of the dignity of others, undermine a healthy school climate, and detract from learning. These forms of misbehavior create unnecessary anxiety that affects the ability or desire of a student to attend school, learn in school, travel on the school bus, feel safe in school areas such as the playground or dining hall, or participate in special or extracurricular activities. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals must be respected.

1. Intimidation is defined as forcing into or deterring from some action by inducing fear.
2. Harassment is defined as repeatedly disturbing, tormenting, pestering or bothering.
3. Bullying takes many forms, occurs in many settings, and may occur on a single occasion or repeatedly over time. It typically involves repeated acts by a student intended to harm or exert unwarranted control over another student. Placing another in reasonable fear of such harm is also classified as bullying.

A form of bullying that deserves special note is cyber-bullying. Cyber-bullying is being cruel by sending or posting harmful material using the Internet or other digital technologies. It includes direct harassment and indirect activities of social cruelty that are intended to damage the reputation or interfere with the relationships of the student targeted. Examples include posting harmful material, impersonating another student, disseminating personal information or images, and activities that result in exclusion.

## **Cell Phone Policy**

Cell phones are not to be used during school hours, between 7:45 a.m. – 3:10 p.m. Cell phones and smart watches are only to be used after school with staff permission. If a student brings a cell phone to school, it should be kept in a locker or a backpack for the entire day. Making calls, texting, or checking messages is not permitted. Cell phones seen by the faculty/staff/administration will be confiscated and may be picked up in the office at the end of the day. On a second or subsequent offense, consequences of cell phone use may include detention or other disciplinary action.

## **Technology Acceptable Use Policy**

Salisbury Academy offers students the opportunity to examine a broad range of opinions and ideas in the educational process, including the privilege to communicate and access information on the Internet and other electronic networks. This *Acceptable Use Policy* shall apply to all students of Salisbury Academy.

1. All users of technology will adhere to the Salisbury Academy *Acceptable Use Policy*.
2. Staff and students are responsible for the educational, ethical and legal use of the Internet and materials obtained through the Internet and other electronic networks.
3. Any student working on the computer must have adult supervision by a parent or Salisbury Academy faculty/staff member, or special permission.
4. Those who fail to adhere to this policy are subject to disciplinary action by the Head of School.

## **Google Apps for Education**

Salisbury Academy uses Google Apps for Education, a suite of free productivity tools. Our primary reasons for supplying these tools to students are:

- Anytime, anywhere access - Google Apps works in any browser on any computer, which means you can access your documents from school or at home.
- No flash drives are required with documents and files stored in Google Docs.
- Students can easily collaborate on group projects.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.

Please keep in mind that everyone must use these tools responsibly. Responsible use includes:

- Using Google accounts (as well as other Web 2.0 accounts) for school purposes.
- Using all Web 2.0 tools in ways that do not bully, harass, or make others feel uncomfortable.
- Using school-appropriate language and images in all communications and creations respecting the work and privacy of others using the tools.

## General

### **After-School Care/After-School Kids (ASK) Program**

Students who remain on campus after dismissal must be under the direct care of the ASK Director, a teacher, or a parent/guardian. Students participating in sports have the option to return to ASK from activities that end before 5:30 p.m. Students should always bring a snack, water bottle, weather-appropriate clothing, and a book to read.

JK/K students will have after-school care at the Spark Center. Pick-up time is 5:30 p.m. You may contact Mrs. Melody Lee for inquiries at: [mlee@salisburyacademy.org](mailto:mlee@salisburyacademy.org)

Lower and middle school students will have the opportunity to participate in an after-school program at Salisbury Academy's main building. Students will go to their respective sites after designated carpool pick-up time ends. Their afternoons include snack, study hall, and free play.

### **Extended Day ASK and Fees**

SA offers Extended Day ASK on Fridays. Friday Extended Day will offer various activities from early release until 3:15 p.m. each Friday that ASK is in session. There will be a \$5 fee for extended ASK in addition to the regular ASK rate of \$9.

### **ASK Contact Info and Payment:**

- **Contact ASK director Melody Lee** at [mlee@salisburyacademy.org](mailto:mlee@salisburyacademy.org)
- **JK/K ASK phone:** (704)314-6992
- **Grades 1-8 ASK phone:** (704)433-0613
  
- Families are required to register online and select the days that their child will participate in the ASK program for the month ahead to allow for adequate staffing.
- Families will be billed at the end of the month based on Extended Day and ASK attendance.
- Checks made payable to Salisbury Academy.
- If a child is picked up later than 5:30 p.m., the Director has permission to charge a late pick-up fee of \$25 in addition to the daily/monthly cost of ASK.
- ASK charges will be billed monthly. Any student whose account is two months past-due will not be permitted to stay in after-school care or participate in Extended Day unless the account is brought current. Additionally, late pick-ups can result in dismissal from the ASK program.

### **Carpool**

1. We ask that you fill out and return a "Carpool Permission Form," obtained from the Salisbury Academy website; this form will detail those typically responsible for picking up your child.
2. In order to ensure the safety of our students, at the end of each school day; Salisbury Academy will release children in Junior Kindergarten through eighth grade **ONLY** to adults specified on the standard release form.
3. Parents who carpool should coordinate schedules and provide the school with a copy of the schedule.
4. Please notify the staff about any changes in the regular carpool schedule by sending a note to the homeroom teacher or calling the school **before your child's scheduled lunchtime.**



**Drills** (Note: All drills for 20-21 will be reviewed by staff to ensure adherence to social distancing)

1. **Fire Drills** are held on a monthly basis within the guidelines of the Salisbury Fire Department. The Fire Marshall visits the school regularly.
2. **Tornado Drills** are held three times year.
3. **Critical Incident Drills** will be scheduled as appropriate.
4. **Lockdown Drills** are held at the discretion of administration and local law enforcement. Students, staff, and visitors are expected to comply with the safety measures implemented during these procedures.

### **Drivers for Field Trips/Sports Policy**

In keeping with the on-going legal requirements of the state of North Carolina, and our insurance policies, at the start of the school year all drivers of field trips, sports, etc. will be required to submit driving record information and have a current background check authorization. The following information will be held in strictest confidence.

- a. Copy of Driver's License
- b. Notification of any health issues or related problems which could impair your ability to drive safely
- c. Vehicle to be driven, make, model and year
- d. Confirmation that the vehicle has a current date inspection
- e. Confirmation of insurance coverage for the vehicle (copy of id card or policy page attached)
- f. Department of Motor Vehicle Driving Record. (Multiple speeding, DUI, major vehicle infractions, etc. will preclude volunteers from driving our children.) Please contact the DMV well in advance to satisfy this requirement. To obtain a copy of your North Carolina driving record please go to the following website: [ncdot.gov/dmv/online/records/](http://ncdot.gov/dmv/online/records/)  
The fee is \$14.00.
- g. Individual background check authorization (to be repeated every three years)
  - Possible reasons for denial or dismissal include: felony conviction, 1 or more DUI convictions, domestic violence convictions, reckless engenderment convictions, outstanding warrants, and any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety, or morals.
  - Reasons to dismiss a driver for approval: not adhering to rule and procedures, being under the influence of drugs or alcohol, acting in a manner incompatible with the protection of student health, welfare, safety, or morals, or abuse or mistreatment of students, staff, or volunteers.

\*Please contact the business manager to become a field trip/sports/events driver or to inquire about your status as a driver for Salisbury Academy.

### **Front Desk Office Hours**

7:45 a.m. to 3:30 p.m., Monday through Thursday

7:45 a.m. to 1:40 p.m., Friday

Office hours during the summer months are abbreviated. Please call ahead to inquire.

**Habits, Health and Illness** (*\*Please see COVID section of this topic below for more details specifically for the 2020-2021 school year*)

1. Parents will be called to pick up their child if the child has fever, is vomiting, has a bathroom accident, or demonstrates distress that preempts learning.
2. Students are expected to come to school rested and in good health. If a child becomes ill during the school day, parents will be contacted. The school is not equipped to handle extensive medical needs. Please be certain that we have updated phone numbers on file in case of an emergency.
3. The school will inform parents of any outbreaks of serious communicable diseases at the school.
4. When your child is feeling “under the weather” and stays home from school, please make sure that he/she is FEVER FREE for at least 72 HOURS WITHOUT THE USE OF A FEVER REDUCER for at least 72 HOURS before returning to school. We also ask that any childhood diseases (i.e. chicken pox) are diagnosed by a pediatrician. A doctor’s note specifying the diagnosis and any special considerations will need to be filed in the office when your child returns to school.
5. Medications, prescription or non-prescription, will not be administered without written instruction from the parent. Parents should sign appropriate permission forms, to be kept in the student’s permanent file. Medical alert documentation is emailed to parents anytime over-the-counter medicines are administered to your son/daughter.
6. When sending in medications from home, all items must be labeled as follows:
  - a. Name of student
  - b. Name of medicine
  - c. Purpose of medicine
  - d. Proper dosage of medicine
  - e. Directions for administering medicine
7. Prescription medications should be in a container labeled by a pharmacist which includes the:
  - a. Date
  - b. Name of prescribing doctor
  - c. Telephone number of pharmacist

**COVID-19** (*\*Also refer to the Salisbury Academy COVID-19 Handbook for further details*)

The safety and health of our faculty, staff, students, and families is always our top priority at Salisbury Academy We understand that we are in an unprecedented time with the potential spread of the coronavirus disease (COVID-19) and to that end, Salisbury Academy reviewed our health-related plans and procedures and adapted them to ensure health and safety for all:

- We have policies and standards in place to mitigate the spread of communicable diseases. We will continue to review and enforce these policies.
- We employ personal-protection behaviors, such as proper handwashing, to help reduce exposure impacts from COVID-19, just as we do for other illnesses.
- In general, we ask that parents do not bring their children to school who are ill. We also ask our staff not to come to school if they are ill.
- SA reserves the right not to admit people who pose a communicable disease risk to others.
- Our staff are trained in illness-reducing strategies, such as:

- Appropriate hand washing and/or hand-sanitizing.
- Cough/sneeze “into your sleeve.” Covering coughs/sneezes with one’s hands is no longer desired behavior.
- Keeping people’s hands away from their faces.
- Personal supplies should not be shared with others.
- Students who bring food and drink from home are not allowed to share with others.
- Staff check the temperature of all students daily upon arrival.
- Staff will isolate people with questionable symptoms until a communicable illness can be ruled out.
- Staff will wear a face covering at all times when inside working with students.
- Students in grades K-8 are asked to wear a face covering when inside per recommendations from the CDC.
- Staff trained specifically to spot the symptoms of COVID-19.
- Parents are encouraged not to get out of their vehicles. Car tags must be displayed.
- Faculty/Staff to disinfect all supplies to be used daily
- The facilities team cleans each classroom used, daily.
- Stronger disinfectants used in the afternoon.

### **Head Lice**

Head lice are non-discriminatory. To prevent the spread of head lice, any child found to have head lice will need to leave school for immediate treatment with the appropriate medicated shampoo. The student will be returned to class when found to be completely free of lice and nits either by our faculty and staff at Salisbury Academy or a health care professional outside the school. Such measures help prevent the spread of this nuisance in our school. Please check with your pediatrician for specific treatment instructions.

### **Immunization Records**

In compliance with the North Carolina State requirements for school-aged children, all students in grades kindergarten and 7th Salisbury Academy *must* have up-to-date immunization shots and parents *must* provide proof of the immunizations through official doctors’ records. Students who do not have these records on file **within 30 days** of the start of school for the calendar academic year will not be allowed to return to the school campus until such time as proof of immunization is provided.

See [www.immunize.nc.gov](http://www.immunize.nc.gov) for current vaccination requirements.

### **Safety Policy Statement of Salisbury Academy:**

We consider the safety and well-being of students, employees and the general public of prime importance in all school activities. Consequently, we must strive to provide a safe school environment by ensuring that:

1. All students and employees are provided all reasonable safeguards to ensure safe educational and working conditions.
2. All instructional material, equipment, tools, machines and vehicles are maintained in good working condition.
3. Any unsafe condition or practice noticed by an employee will be corrected by administration.
4. We continue to comply with federal, state and local laws regarding accident prevention.

Responsibility for developing, directing and coordinating all safety policies and activities rests with the Head of School.

## HIPAA Privacy Notice

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires, among other things, that individually identifiable health information be kept private and confidential. The school will make every reasonable effort to maintain the privacy of the personal health information of its students. The school will use and disclose health information only as allowed by federal law.

## Food Allergy Policy

In an effort to maintain a safe environment for all students, Salisbury Academy has developed the following guidelines for students with severe food allergies, recognizing that it is impossible for the school to ensure that the environment is completely risk-free at all times. Parents should work with their child to educate him or her as to what foods should be avoided and what to do in case of suspected or known ingestion of an allergen.

- Parents of children with severe food allergies must provide a Food Allergy Action Plan before the first day of school.
- Parents must provide an EpiPen for their child, where appropriate. EpiPens will be kept in front office and available for teachers to take on all field trips
- Student allergy profiles are posted in Renweb and made available to all faculty/staff/coaches
- An EpiPen and a copy of the student's Food Allergy Action Plan should accompany the student on all field trips and athletics events.
- Parents of students with severe food allergies should clearly inform faculty and staff of what foods their child may eat and what foods are to be avoided. Parents should provide an alternative snack or meal for the lunchroom, parties, trips, classroom activities, etc. if they are concerned about their child's consumption of an allergen. Barring specific parent directions, faculty and staff will withhold any food items that are questionable.

**Holidays and Birthdays** (*Note: During periods when visitors to campus are limited, class holiday parties will be led by teachers, and parents/siblings will not be in attendance*)

1. Students participate in parties during holidays throughout the school year. Homeroom teachers will give grade parents specific dates for these activities. Grade parents will notify parents of these dates well in advance of the party date. Attendance of parents and siblings to school sponsored parties will be left to the individual teacher's discretion.
2. Birthdays for all students are recognized during our weekly Chapel service.
3. Parents should coordinate with the teacher if they plan to provide special treats for birthdays. This is most appropriate during lunch or snack period.
4. Please do not distribute party invitations at school unless **all students** in the class are invited; the exchanging of gifts at school is inappropriate and not permitted. We are a close community and exclusion from a party for any child can be a very hurtful experience. Please keep this in mind as you plan parties during the year.
5. No school sponsored off-campus End of Year parties will be allowed.

## Inclement Weather

1. In the event of inclement weather, school delays or closings will be announced on Salisbury Academy's Facebook page.
2. Additionally, Salisbury Academy employs the use of a telephone communication system as a method of informing our parents quickly of changes to the schedule. Parents may receive a call and/or text message identified as "Salisbury Academy" with a message from our Head of School and/or Director of Marketing and Communications regarding cancellations and delays.
3. Please also refer to the **local weather reports**.
4. Most importantly, please use your own judgment should you feel the weather prevents you from safely traveling to school.

## Lost and Found

1. Parents are requested to label all belongings – face coverings, sweaters, coats, jackets, raincoats, hats, lunch bags, etc.
2. Students will be instructed where to store their outerwear and reminded to get them at the end of the day.
3. Lost and Found is located in the gym (and sometimes moved to the hallway for special events).
4. Periodically, all unclaimed articles are donated to the uniform closet or to charity.

**Lunch and Snacks** (*Note: During the 2020-2021 school year, lunch services will begin in September and will be adjusted to maximize sanitation and limit the spread of infection*)

1. Hot and cold lunches are available for purchase for grades 1-8 through Habeeb Catering. Parents will deal directly with this company. Please direct all questions and/or comments to Nancy Gokey at Habeeb Catering at [salunchlady@yahoo.com](mailto:salunchlady@yahoo.com).
2. Should SA cancel classes due to inclement weather, parents may receive a credit for lunches previously ordered from Habeeb Catering on the following month's lunch menu using the steps listed below:
  - Write a note on following month's lunch menu to indicate which dates a lunch order was affected by inclement weather.
  - Subtract the dollar amount owed from the total amount due and make the check payable to Habeeb Catering.
3. Students may bring a bag lunch. Nutritious snacks such as apples or other fruits, cheese crackers, cereal, carrots, etc. are encouraged. Students should have individual lunch boxes with his/her name clearly written on the outside.
4. **We are striving to be a peanut aware site**; please be sure to check with your teacher to ensure the safety of all of our students.
5. Lunches brought to the main building for grades 1-8 will be placed on the picnic tables outside the Main Office. Parents are asked to please call the front office at 704-636-3002 to notify the school that a lunch has been dropped off.
6. Please limit or avoid heatable lunch items for the 2020-21 school year due to students eating in classrooms and the delays this puts on the lunch process.

## NC Child Passenger Safety Law

Per Salisbury Police Department, NC law states that children must be properly restrained in an appropriate car seat or booster until they are 8 years old or 80lbs., whichever comes first.

For a child more than **40lbs., and up to 80lb:**

**Type of car seat-** Highback or backless booster

Car seat position-Forward-facing car seat position

Booster seat must be used with both lap and shoulder belts

Make sure lap belt fits low on the hips or upper thighs

Use shoulder belt-positioning clip to properly fit the shoulder belt if needed

Never use a booster seat with only a lap belt

**More than 80lbs and at least 4'9" tall:**

Lap/shoulder safety belt

Child sits all the way back against vehicle seat

Knees bend comfortably at the edge of the seat

Belt crosses shoulder between neck and arm

Lap belt is low, touching hips or upper thighs

No car seat.

## **Nondiscrimination/Sexual Harassment Policy**

Salisbury Academy is a co-educational independent school that seeks diversity and inclusion in its student body. Salisbury Academy does not discriminate in its educational programs or activities on the basis of race, color, ethnicity, national origin, age, religion, disability or handicap, sex or gender, sexual orientation, military or veteran status, genetic information, or any other characteristic or status protected under applicable federal, state or local law.

It is expected that all faculty, staff, students, parents, and volunteers will treat each other with the respect, courtesy, and supportiveness that the school's mission and philosophy statements imply. **Behavior which creates an intimidating, hostile, or offensive environment on the basis of race, color, religion, age, sex, sexual orientation, national origin, or disability is discrimination that will not be tolerated by the school. This includes any type of bullying.**

This policy extends to maintaining an environment free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be condoned or permitted. This prohibition extends to such harassment within the employment context as well as harassment of and between students. It also shall be deemed sexual misconduct for any adult at Salisbury Academy School to engage in any sexual behavior with any child at the school, without regard to whether or not that behavior is deemed welcome.

Any employee who believes that he or she has been subjected to unlawful harassment or who witnesses or learns of such conduct in violation of the law or Salisbury Academy School's policies should immediately contact the Head of School, any Lead Teacher, or if more comfortable, the chair of the Board of Trustees. Any student who believes that he or she has been subjected to such behavior should contact any adult employed by or affiliated with the school with whom he or she feels comfortable. If notification is made to a person other than the Head of School, that person should notify the Head of School immediately. If, however, the Head of School is the subject of the complaint, notification should be made to the Chair of the Board. Those who perceive that they have been or are being subjected to harassment also are encouraged to advise the offender immediately that such conduct is offensive and unwelcome. No person will be retaliated against for making a complaint of harassment, and all complaints will be promptly investigated with appropriate confidentiality in the manner prescribed by the school's policies and procedures. The Board of Trustees has been provided with a copy of this statement and copies of any and all school policies relating to filing or notification of a complaint, investigation of complaints pursuant to this statement, and potential disciplinary actions.

Violations of this policy will be grounds for appropriate disciplinary action, including, but not limited to, suspension or termination of employment, or suspension or expulsion from school.

Students should be advised that the above policy applies to all Salisbury Academy students and will be strictly enforced through the school's Behavior Expectation Policy. Please refer to that policy and know that all disciplinary measures will be documented and placed in the student's permanent file.

**Visitors** (*\*Note: Campus visitors will be limited in the 2020-2021 school year in the interest of the health and safety of the school community*)

Regardless of the time of day, all parents and visitors ***MUST*** enter through the Main Office, sign in, and receive a “Visitor’s Badge” before entering the school hallways and classrooms. All visitors must sign out and exit through the Main Office. This procedure will ensure the safety of our children; total adherence is required of **all** visitors to our school.

### **When do I need an Appointment with Faculty or Staff?**

- to visit a classroom
- to speak with a teacher, Athletic Director, Division Director, or Head of School
- to speak with Director of Marketing and Communications, Business Manager, and Director of Admissions.

### **Zero Waste Recycling Pledge**

Staff, students, and volunteers at Salisbury Academy will comply with the Zero Waste Recycling Policy which requires that all cardboard, paper, glass, plastic, and aluminum be placed in recycling bins. This policy is to be followed during regular school hours as well as at after-school programming and at any school-sponsored event. Teachers and staff are to make recycling collection bins accessible for students, visitors, and volunteers.

## **Parents**

### **Communication**

- Jag Weekly e-newsletter
- Monday folders – 2-way communication
- Parents Web
- SA website/social media
- Email
- Parent/teacher conferences
- Progress reports/report cards

### **Financial Responsibilities**

All financial obligations to Salisbury Academy must be met in a timely fashion by parents or the party financially responsible. Should a financial concern arise, please contact the Business Manager as soon as possible.

The following procedures govern payments and collections efforts:

1. If a family has an overdue balance of more than 30 days at the end of any semester, the student(s) may not be permitted to return for the following semester until the account is brought up to date.
2. Re-enrollment is contingent upon a zero balance for the previous school year. Families with a balance due at June 30 may forfeit their enrollment for the upcoming year.
3. The accounts of current and/or withdrawn families with outstanding balances who leave the school may be sent to a collection agency. The agency will send the individuals a Demand Letter allowing the recipient either to settle the account or to make reasonable arrangements for payment. If the firm does not hear from the individual after thirty days, the account may be turned over to the credit bureau.
4. All materials must be returned in good condition or a fee will be assessed.
5. A \$25 fee will be assessed on any and all returned checks received by Salisbury Academy.

Salisbury Academy understands that a family's financial situation may change from time to time and is willing to consider mutually beneficial alternatives. Communication between parents and the school is the key.

### **Tuition and Fees Payments:**

All tuition and fee payments should be made using FACTS unless special arrangements have been made with the business office. Your online account will show the balances due for tuition and fees plus any incidentals billed throughout the year for your student(s). Payment options include ACH bank draft or Credit Card. Please call the Business Office at (704) 636-3002 if you have any questions about your FACTS account.

Should you need to contact FACTS directly, please call FACTS Customer Service at (866) 441-4637.

You may use the direct link to FACTS to sign-in or create your account.

<https://online.factsmgt.com/signin/4KDYG>



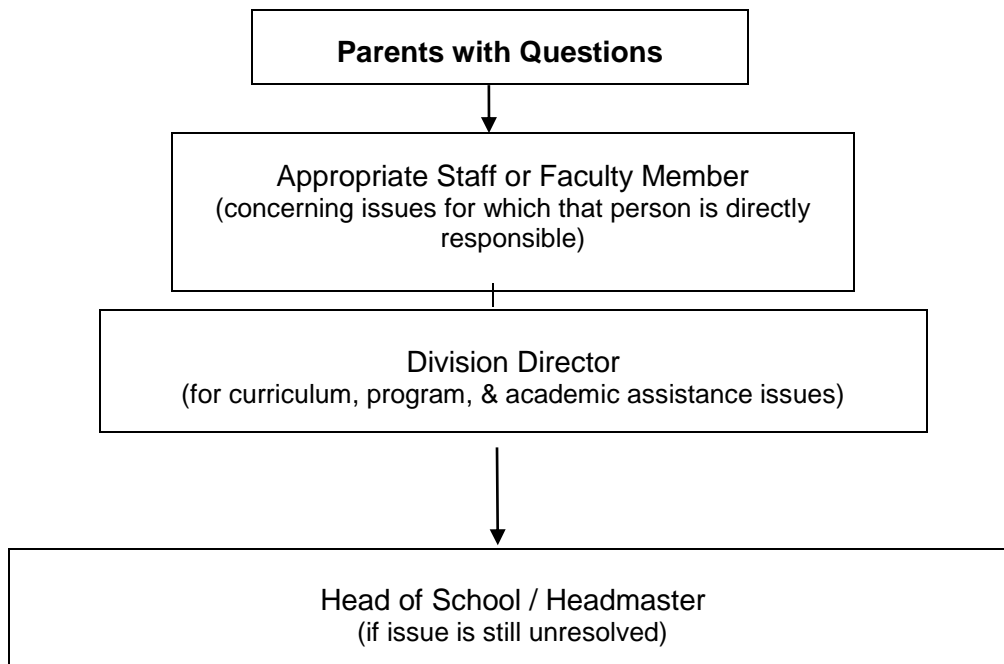
### **Re-Enrollment: Non-Refundable Enrollment Deposit**

Salisbury Academy's Continuous Enrollment Contracts provide our families with the convenience of *once enrolled, always enrolled* at SA. Rather than signing a new contract each year, a continuous enrollment contract means you are automatically re-enrolled unless you notify the admissions office otherwise. Each new year we will mail you a letter about the upcoming year with instructions on how to update your profile if there are any changes. If a student will not be returning the following year, parents must notify the Salisbury Academy admissions office and Head of School in writing by February 14 of the current school year. Following the date noted on your child's enrollment contract of May 1 or June 1 as determined by the admissions year, families are responsible for the total amount of tuition for the following school year.

### **Reimbursements for Purchases**

Purchases made by a parent expecting reimbursement for the expenditure must be approved by the business office. Reimbursement request forms are available in the business office. The reimbursement will not include sales tax, as the school cannot file a claim with the State for sales tax refund on reimbursements.

### **Parents with Questions**



### **Admissions and Withdrawals**

The school retains the right to suspend or dismiss any student whose progress or conduct is deemed unsatisfactory or whose influence does not serve the best interest of the school; or if the school concludes that the actions of a parent make a positive relationship with the school impossible. Those students whose account payments are not kept current also will be withdrawn from the school.

## **Giving Culture**

As an independent School, Salisbury Academy relies on tuition and fees to financially support the costs of our exemplary learning environment. Tuition and fees at Salisbury Academy account for approximately 80% of our annual operating budget. The remaining 20% is funded by generous support from corporate and individual friends of Salisbury Academy. The following corporate and individual sponsorship opportunities are available:

## **The Annual Fund**

The mark of any great independent school is a strong Annual Fund, both in dollars raised and in parent participation. Unrestricted, tax-deductible gifts to the Annual Fund help the school meet its budgetary goals and empower Salisbury Academy in:

- Engaging Minds - Building Futures
  - Encouraging and supporting innovation in the classroom
  - Providing professional development opportunities for our faculty
  - Enriching the arts, athletics, and co-curricular programs
- Gifts to the Annual Fund allow us to offer our students an exceptional educational experience that will prepare them to adapt and innovate. We ask every family to support the Annual Fund each year with a tax-deductible gift.

## **Annual Auction**

Funds raised from this event provide the following to Salisbury Academy and the Salisbury community:

- Need-based scholarships to attend Salisbury Academy
- Funding for Rowan-Salisbury high school students to participate in Broyhill Leadership Conference
- Financial support for Salisbury Academy's service learning program

## **Kidsbloom**

Kidsbloom is an energetic, family-friendly festival. The event includes games, activities, food, and a silent auction featuring fantastic offers from local vendors. Past proceeds from the event have provided the school with a 42-passenger bus, sound system installation for our gymnasium, a set of 120 folding chairs, and a campus security system for the main building and JK/K. The remaining proceeds are used to supplement our operating budget.

## **Other Opportunities**

Other fundraising and sponsorship opportunities that support Salisbury Academy include:

- Corporate Sponsorships
- Booster Club
- Yearbook Ads
- Restricted and unrestricted giving opportunities
- Naming opportunities available for major gifts

For more information about any of these opportunities, contact Tracey Baird at 704.636.3002 ext. 127 or [tbaird@salisburyacademy.org](mailto:tbaird@salisburyacademy.org)

## Family Directory: Access via ParentsWeb

Each parent or guardian will have his or her own log-in information for ParentsWeb. Please visit our website at [www.salisburyacademy.org](http://www.salisburyacademy.org) and click on the **ParentsWeb** button located in the top right-hand corner. This will take you to a screen that will ask you to set up your account. During this process you will need to use the school's district code (SA-NC) and your primary e-mail address on file with Salisbury Academy. If you have questions about which e-mail address is primary, please e-mail Lizzy Roy at [lroy@salisburyacademy.org](mailto:lroy@salisburyacademy.org).

To set up your account follow these steps:

1. Type the Salisbury Academy District Code (SA-NC)
2. Click "Create New ParentsWeb Account"
3. Type your email address and an email is sent to you
4. Once you receive the email, click the **click to change password link**. This link is only valid for 30 minutes. A web browser displays your Name and RenWeb ID.
5. Type a User Name, Password and confirm the password
6. Click "Save Password"
7. A message displays at the top of the browser, "User Name/Password successfully updated." You can now log into ParentsWeb using your new User Name and Password.

## What Does the School Expect from Parents?

The mission of Salisbury Academy is evident in all facets of school life. Fulfilling the mission will require a firm commitment on the part of all those involved in the life of our school. For admission to and continued enrollment in the school, the following is expected of parents:

1. Treat each member of the community with respect
2. Support the school's commitment to a diverse, inclusive community
3. Follow all policies and procedures stated in the Family Handbook
4. Support the school's Behavior Expectation Policy
5. Communicate classroom concerns first to your son/daughter's teacher in an appropriate, respectful manner
6. Foster good study habits and student responsibility for homework
7. Follow the school's attendance policy
8. Send children to school each day properly attired in dress code clothing
9. Contribute volunteer time and financial donations to the Annual and Capital Funds at a level that is individually appropriate.
10. Attend and/or support the special events of the school.

## **Title IX**

**Title IX** requires that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...” As such, Title IX of the Education Amendments of 1972 prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance. Salisbury Academy (“THE SCHOOL”) is governed by Title IX, to the extent expressly required or provided by law.

### **TITLE IX COORDINATOR FOR THE SCHOOL**

**The Title IX Coordinator** at THE SCHOOL is: Allison Doby

ADDRESS:

2210 Jake Alexander Blvd, N  
Salisbury, NC 28147

PHONE: 704-636-3002

EMAIL: [adoby@salisburyacademy.org](mailto:adoby@salisburyacademy.org)

### **WHO IS COVERED BY TITLE IX?**

All educational institutions that receive federal financial assistance are affirmatively required to adhere to Title IX regulations. Even if only one of the institution’s programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations.

### **FACTS ABOUT TITLE IX**

Athletic departments are not the only component of THE SCHOOL governed by Title IX. The regulations prohibit sex discrimination in regard to all programs, including:

- Course offerings, classroom access, grading, and other academics
- Student counseling and academic support
- Hiring and retention of employees (staff, faculty, and administration)
- Job related benefits and leave
- Pregnancy

In addition to sex discrimination, Title IX also prohibits sexual misconduct (which includes sexual harassment, gender harassment, and sexual violence). Additional information regarding what behaviors may constitute sexual harassment and other forms of sexual misconduct is available in THE SCHOOL’S Title IX Policy located on its website and in its student, faculty, and employee handbooks.

Title IX serves to protect the rights of men and women. Title IX requires that males and females receive fair and equal treatment in all educational and employment areas.

Title IX also protects individuals who report sex discrimination and sexual misconduct from retaliation by individuals or by institutions. The reporting of incidents of discrimination is integral to the effective enforcement of Title IX law. Therefore, the protection of complainants, as well as the accused, is important. *Retaliation against any individual who reports or makes a complaint about a Title IX violation will not be tolerated at THE SCHOOL. The SCHOOL will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation.*

## COMPLIANCE WITH TITLE IX – WHO IS RESPONSIBLE?

**Certain employees of the SCHOOL are required to report instances of alleged violations of Title IX. Without exception, if an employee is not sure if a situation warrants reporting, he/she must seek guidance from the Title IX Coordinator.** It is essential that institutions receiving federal financial assistance operate in a nondiscriminatory manner. To ensure the SCHOOL's compliance with the law, adherence to Title IX regulations is everyone's responsibility. The penalty for failure to comply with Title IX, in the most extreme circumstances, can include the termination of all or part of an institution's federal funding including grants and student loans. It can also result in the termination of a SCHOOL employee or the dismissal of a student.

## REPORTING COMPLAINTS UNDER TITLE IX

**Any member of the SCHOOL community** who believes he/she has been the victim of sex discrimination, sexual misconduct, or who has witnessed such conduct, should report such misconduct or file an informal or formal complaint with the SCHOOL's Title IX Coordinator. While there is no required format for making a report, forms for this purpose are available on THE SCHOOL's website or from the Title IX Coordinator. Any victim of sexual misconduct who would prefer to speak with someone and have them complete a form on their behalf should contact the Title IX Coordinator.

**Students** who believe they have been or, are victims of sex discrimination or sexual harassment, including sexual assault or sexual violence on or off campus, whether by SCHOOL employees, contracted services employees, other students or non-community members, are encouraged to request immediate personal support and assistance from any member of the Office of Student Services or the Title IX Coordinator. Student complaints against other students concerning sexual assault, sexual violence or other sexual misconduct may be made on an informal or formal basis with the SCHOOL's Title IX Coordinator or THE SCHOOL's Police Authority. All complaints filed with or received by the Police Authority will be forwarded to the Title IX Coordinator, who will direct that an appropriate investigation be conducted.

**Employees** who believe they are being harassed or discriminated against on account of their gender should promptly make a report to the Title IX Coordinator, to his/her supervisor, to Human Resources, the Head of School, or to an administrator with whom the individual feels comfortable. Employees should also following the School's harassment and discrimination policy.

## IMPORTANT FACTS

1. THE SCHOOL will utilize its best efforts to protect all SCHOOL community members from sex discrimination, gender-based harassment, sexual harassment, sexual assault, and sexual violence.
2. THE SCHOOL will take affirmative and corrective action whenever it becomes aware of possible sex discrimination, sexual assault, sexual violence or other sexual misconduct within the SCHOOL community, whether or not a complaint has been made.

3. In order to meet its Title IX obligations and to the extent possible, every effort will be made to keep the details of complaints confidential if requested to do so by a victim of sexual misconduct and to follow the SCHOOL's procedures for conducting an investigation and recommendations. However, the SCHOOL's ability to strictly observe confidentiality may be compromised where the safety of members of the community is judged to be at risk.

4. The safety and security of all members of the SCHOOL community is a priority matter.

5. The internal investigation of a complaint will be conducted, and a decision rendered, no matter the timeline or outcome of case adjudication by external authorities.

Expanded information concerning sex discrimination, sexual harassment, sexual assault/violence, and THE SCHOOL's *Title IX Policy and Procedures Governing the Reports and Investigation of Title IX Complaints*, can be found in THE SCHOOL's student, faculty and employee handbooks, as well as on the SCHOOL's website.

#### **WHAT FEDERAL AGENCY ENFORCES TITLE IX?**

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)