



# Family Handbook

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

**This book, created in July 2023 for the 2023-2024 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 11-28-23**

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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. 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 '25, Chair  
Mr. Greg Shields '25, Vice-Chair  
Mrs. Whitney Wallace-Williams, '24, Secretary  
Mr. Cliff Sorel '24, Treasurer  
Dr. Ben Ott '24, Committee on Trustees Chair

## **Members**

Mr. Reid Acree, Jr., '26  
Mr. Tony Almeida, '26  
Mr. Madison Currin, '25  
Mr. James Davis, '26  
Dr. Delaine Fowler, '25  
Mrs. Hannah Jacobson, '26  
Mrs. Fran Misner, '25  
Dr. ChaMarra Saner-Childers, '25  
Mr Mark Petty, '25  
Dr. Ryan Rich, '24  
Dr. Kyle Yoder, '25

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 Thursday of the month, participate in activities, and take advantage of opportunities to help.

There are many different ways to get involved:

Attend monthly meetings

Volunteer for a PSA event

Become a grade parent

Volunteer for PSA events

Help with faculty/staff appreciation week

Organize the Uniform Closet

## **PSA Officers for 2023-24**

President	Amy Vestal
Vice President	Maegan Parnell
Secretary	Lynn Leonard
Treasurer	Diana Dandro
Staff Liaison	Brooke Baucom, <i><a href="mailto:bbaucom@salisburyacademy.org">bbaucom@salisburyacademy.org</a></i>

## 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 2022-2023 Corporate Partners:

### Gold

Armstrong Mechanical Services  
Carpe Vinum 121  
Cold Stone Creamery  
Crescent Construction Services  
Freirich Foods, Inc.

### Silver

Accelerate Therapy & Performance  
Busby & Webb Orthodontics  
Caniche  
Davis & Davis, Attorneys at Law  
Global Contact Services  
Novant Health Rowan Medical Center  
SIC, Inc.  
Wallace & Graham

### Bronze

Allergy Partners of Rowan-Salisbury  
Blandy Hardwoods, Inc.  
Carrol Fisher Construction Co.  
F&M Bank  
Godley's Garden Center  
Graham Roofing  
Griffin Marketing Group  
Moose Pharmacy  
Piedmont Plastic & Oral Surgery Center  
Reid Acree, Attorney at Law  
Rowan Diagnostic Clinic  
Salisbury Endodontics  
Snow Benefits Group  
The Lettered Lily Design Studio  
Thrivent Financial - Chris Fowler  
Wallace Realty – Sarah and Keith Knight  
Walser Technology Group, Inc.  
Wymbs Law

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:

**3K:** 8:30 a.m. – 2:30 p.m.

**Junior Kindergarten:** 8:30 a.m. – 2:45 p.m. (Friday dismissal: 1:10 p.m.)

**Kindergarten:** 8:05 a.m. – 3:00 p.m. (Friday dismissal: 1:10 p.m.)

**Lower School (Grades 1-4):** 8:05 a.m. – 3:00 p.m. (Friday dismissal 1:10 p.m.)

**Middle School (Grades 5-8):** 8:05 a.m. – 3:10 p.m. (Friday dismissal 1:20 p.m.)

**Upper School (Grades 9-11):** 8:00 a.m. – 3:00 p.m. (Friday dismissal 1:30 p.m.)

### Drop-Off and Pick-up for 3K/JK 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. 3K and JK students will go directly to their classrooms each morning.
4. During both morning and afternoon carpools, please stay in your car and go through the line to drop off and pick up your child.
5. 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.
6. Please be aware of traffic flow, so as to not block the drop-off/pick-up areas.
7. 3K students who have not been picked up by 2:30 p.m. (M-F) will go to after-school care.
8. JK students who have not been picked up by 3 (M-TH) or 1:20 p.m. (F) 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 Kindergarten, 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, kindergarten and lower school parents should plan to pick up your children by 3:05 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 by 3:25 p.m. (M-Th) or 1:35 p.m. (F) will go to after-school care. ASK charges will apply. 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.*

### **Arriving by Bicycle**

Students arriving by bicycle should park at the bike rack and enter through the student carpool doors. The bike rack is located at the rear parking lot of the main building. Salisbury Academy is not responsible for theft if bikes are not locked up. After parking the bicycle, K-8 students are to walk around the school on the playground side to access the student carpool doors. Bicycles should not be ridden into one-way traffic on the road behind the main building of the school, or in any other carpool flow route. 3K-7<sup>th</sup> grade students must be accompanied by a parent, and the parent must escort them to the student carpool doors. Students in 8<sup>th</sup> grade may bike to school unaccompanied if permission has been granted by their parents and the school.

### **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**

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 students have a completed Salisbury Academy Limited Release of Liability form on file as part of their admission paperwork.
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 devices, 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**

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 2023-2024

### Junior Kindergarten/Kindergarten

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

### Lower School Grades 1-4

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.

### Grade 5

Competency Scale Descriptors
<b>4 - Proficient with Distinction</b> - Student extends key concepts, processes, and skills independently.
<b>3 - Proficient</b> - With limited errors, student grasps key concepts, processes, and skills and applies them effectively and consistently.
<b>2 - Approaching Proficiency</b> - Student is beginning to grasp key concepts, processes, and skills but demonstrates partial understanding and inconsistent application of concepts; more attention and practice is needed.
<b>1 - Limited Proficiency</b> - Student is yet to demonstrate understanding or demonstrates limited understanding of key concepts, processes, and skills; student requires additional time and targeted support and possible remediation.
<b>NYA - Not Yet Assessed</b> - Concept, process, or skill has not been introduced or covered.
<b>IE - Insufficient Evidence</b> - Student has not submitted sufficient work product(s) as evidence of skill, concept, process being evaluated.

## Middle School Grades 6-8

Competency Scale Descriptors	
<b>4 - Proficient with Distinction</b>	- Student extends key concepts, processes, and skills independently.
<b>3 - Proficient</b>	- With limited errors, student grasps key concepts, processes, and skills and applies them effectively and consistently.
<b>2 - Approaching Proficiency</b>	- Student is beginning to grasp key concepts, processes, and skills but demonstrates partial understanding and inconsistent application of concepts; more attention and practice is needed.
<b>1 - Limited Proficiency</b>	- Student is yet to demonstrate understanding or demonstrates limited understanding of key concepts, processes, and skills; student requires additional time and targeted support and possible remediation.
<b>NYA - Not Yet Assessed</b>	- Concept, process, or skill has not been introduced or covered.
<b>IE - Insufficient Evidence</b>	- Student has not submitted sufficient work product(s) as evidence of skill, concept, process being evaluated.

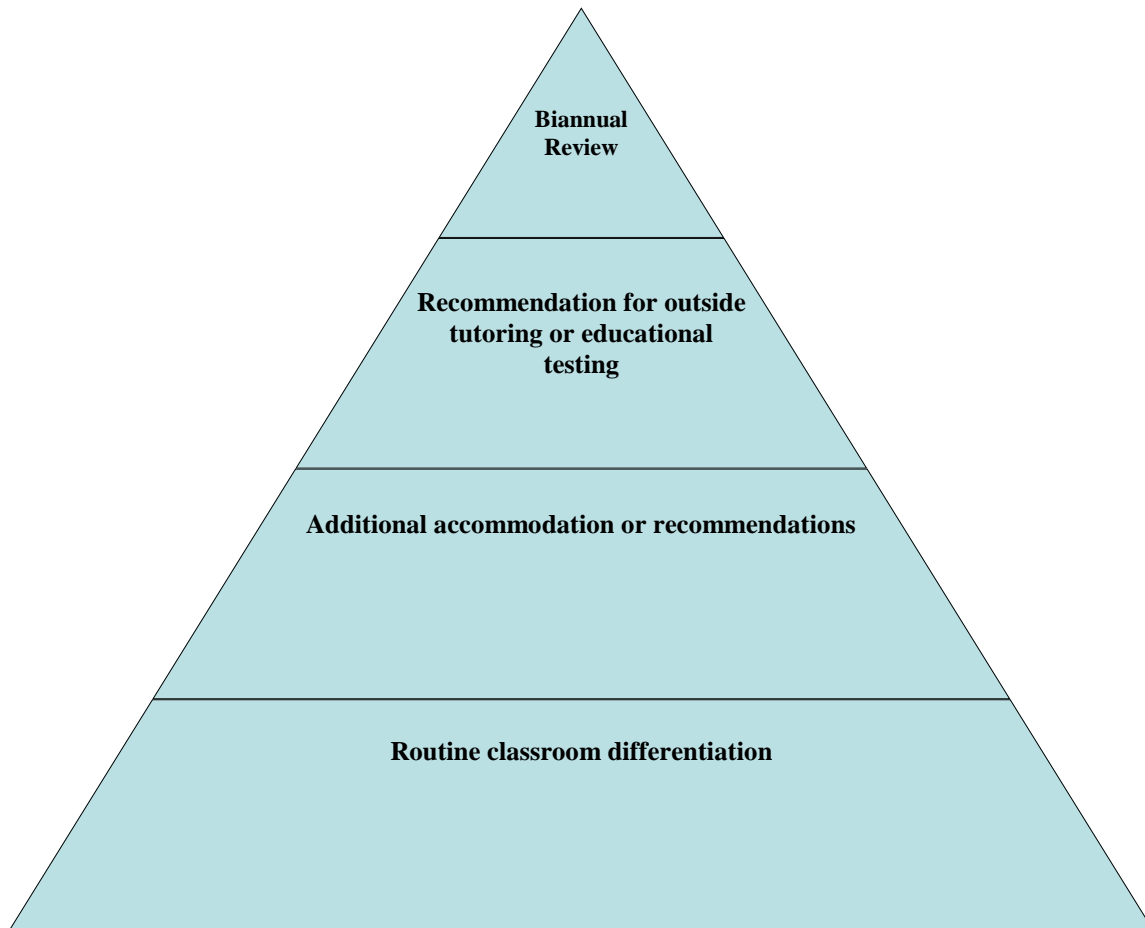
<b>A</b>	100-93
<b>B</b>	92-85
<b>C</b>	84-77
<b>D</b>	76-70
<b>F</b>	69-0
<b>I</b>	Incomplete

### Enhancement Scale

<b>M</b>	Meeting Expectations
<b>N</b>	Needs Improvement

## Student Accommodation Program Guidelines

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.

## **Tardy/Early Dismissal Policy (Grades K-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
- 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, grades 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 3K and JK students at the Early Ed. Building 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 and end-of-year field trips 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**

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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_____	_____	_____	_____
Student Signature	Date	Teacher Signature	Date
<hr/>			
_____	_____		
Parent/Guardian Signature	Date		

**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 daily uniforms for 3K/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 lunch area, 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 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. Students must leave cell phones on silent and in their bookbags throughout the day. Students with smart watches must have them set to “***school mode***” in order to limit distractions. Please reach out if you need help with this setting. Devices that are misused or become a distraction may be collected by the teacher and held until 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 Workspace for Education**

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

- Anytime, anywhere access - Google Workspace works in any browser on any computer/device, which means you can access your documents from school or at home.
- No flash drives are required with documents and files stored in Google Drive.
- 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.

3K and JK students will have after-school care at the Early Education Building. K-8 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 a snack (brought from home), study hall, and free play. All students must be picked up no later than 5:30 p.m., Monday-Friday. **A \$25 late pick-up fee will be charged for each day students are picked up after 5:30 p.m.** You may contact Dakota Raney with inquiries at: [ask@salisburyacademy.org](mailto:ask@salisburyacademy.org).

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

Current ASK rates are \$13/day or \$220 per month. 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 \$7 fee for extended ASK. Students remaining after 3:15 p.m. will also be charged the regular ASK rate of \$13.

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

- **Contact ASK director Dakota Raney** at [ask@salisburyacademy.org](mailto:ask@salisburyacademy.org)
- **3K/JK ASK phone:** (704)314-6992
- **Grades K-8 ASK phone:** (704)433-0613
- Families are asked to notify Dakota Raney ([ask@salisburyacademy.org](mailto:ask@salisburyacademy.org)) when their child will participate in the ASK program for the month ahead to allow for adequate staffing.
- 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.
- Payments can be made through Facts or by check payable to Salisbury Academy.

### **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 3K 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. This also applies to after-school programs with bus pick-up (ex: karate).
4. Please notify the staff about any changes in the regular carpool schedule by sending a note to the homeroom teacher or calling/emailing the school **before your child's scheduled lunchtime**. Email the front desk at [frontdesk@salisburyacademy.org](mailto:frontdesk@salisburyacademy.org).

## **Drills**

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
- f. Individual background check authorization (to be repeated at least every three years) including Motor Vehicle Driving Record (multiple speeding, DUI, major vehicle infractions, etc. will preclude volunteers from driving our children).
  - Possible reasons for denial or dismissal include: felony conviction, 1 or more DUI convictions, domestic violence convictions, reckless endangerment 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 Director of Finance and Operations 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**

1. Parents will be called to pick up their child if the child has a 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 for pick-up. 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 24 HOURS WITHOUT THE USE OF A FEVER REDUCER for at least 24 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**

Students who test positive for Covid will follow a 5-day isolation protocol. If your child has Covid, they are to isolate for at least 5 days. To calculate their 5-day isolation period, day 0 is their first day of symptoms or, for those without symptoms, the day of their Covid test. Your child can leave isolation after 5 full days and return to school on day 6. They must continue to wear a mask through day 10. If your child has Covid-19, please contact the Salisbury Academy front desk at [frontdesk@salisburyacademy.org](mailto:frontdesk@salisburyacademy.org) to discuss their return date.



## 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 materials, 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 for main campus and in classrooms for 3K and JK and available for teachers to take on all field trips

- Student allergy profiles are posted in Facts 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

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 – 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

1. Hot and cold lunches are available for purchase for grades 3K-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: Write a note on following month's lunch menu to indicate which dates a lunch order was affected by inclement weather.
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. **We do strive to be peanut free in 3K and 4K and ask that no peanut products are brought in or served to this group.**

6. Lunches brought to the main building for grades K-8 will be placed in the baskets outside the front office.
7. Please limit or avoid heatable lunch items due to delays this puts on the lunch process.
8. Eating utensils should be brought from home and will not be provided except when purchasing from Habeeb Catering.

### **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. Salisbury Academy faculty and staff are not permitted to buckle or unbuckle students.

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**

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, arriving via email at 9 a.m. on Sundays
- Monday folders
- Facts Parent Portal/ Facts App
- SA website/social media
- Email/Phone-two way communication
- Parent/teacher conferences
- Progress reports/report cards
- Parent Alert text updates-one-way communication tool

### **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 trimester, the student(s) may not be permitted to return for the following trimester 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 in to your family portal:

**<https://sa-nc.client.renweb.com/pwr/>**

### **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. Per the enrollment contract, if students are withdrawn after May 1, their families are responsible for the total amount of tuition for the following school year.

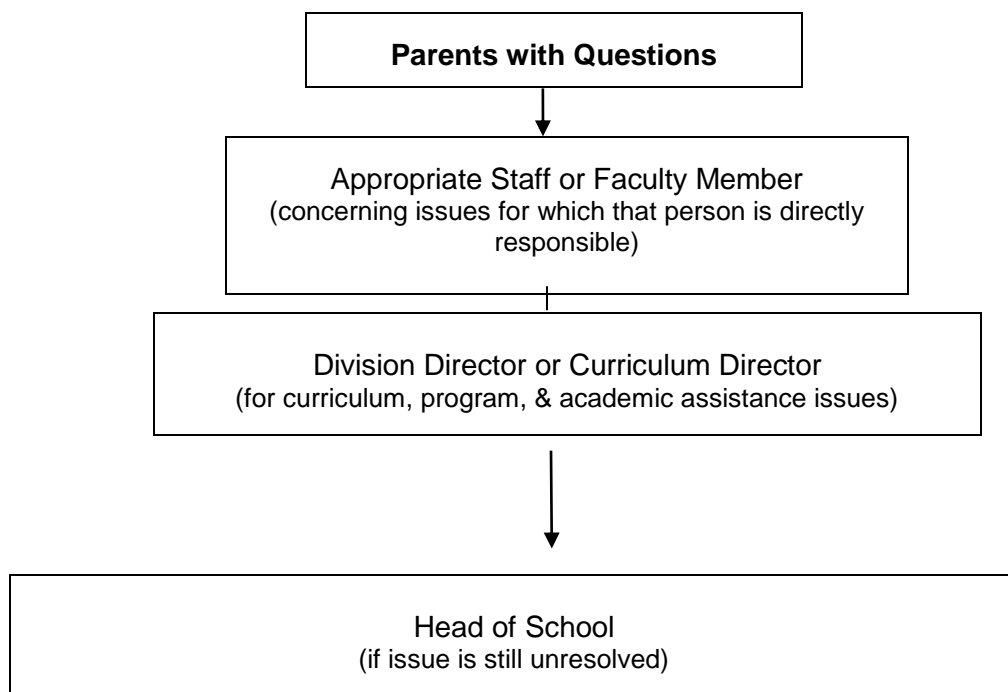
### **Admissions and Withdrawals**

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.

### **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**



## **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 do not cover the entirety of our annual operating budget. The remaining portion 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.

## **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
- Planned giving
- PSA events and fundraisers

For more information about any of these opportunities, contact Tracey Baird at 704.636.3002 ext. 1270 or [tbaird@salisburyacademy.org](mailto:tbaird@salisburyacademy.org)

## Family Portal

Each parent or guardian will have his or her own log-in information for the Family Portal. The Family Portal includes family and school information such as the directory, calendar, class notes, attendance, and finance. Please visit our website at [www.salisburyacademy.org](http://www.salisburyacademy.org) and click on the **Family Portal** 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 Family Portal 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 Facts 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 the Family Portal 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.

Communicating with our families regarding questions or concerns as it relates to students is important to us and our school follows a policy to return all communication within 24 hours. If you need something more immediate, a phone call directly to the school is the best method to communicate. If you ever have a question or concern about your child, it is our policy to take questions or concerns directly to the faculty member involved, who will be in the best position to help sort things out. It is also our policy not to discuss any significant question or concern by email or text, as there is too much chance of unintentional miscommunication. To serve your child/children well, we need to understand one another clearly. If you send us such a message,



you can expect a reply inviting you to set up a time to talk directly. Additionally, we ask that families not text any staff member to their personal phones regarding school matter.

## **Student Information and Access for Custodial and Noncustodial Parents**

The school asks the cooperation of separated or divorced parents in supporting this policy on sharing school/student performance information and on releasing students from the school campuses:

Salisbury Academy school welcomes appropriate involvement by custodial, noncustodial, and step-parents in the education of their children. We recognize that the student's welfare is our mutual concern. Communications generated by the school (e.g. grade reports, teacher comments, standardized test scores, general mailings) will be distributed to the custodial parent. Furthermore, the school will also distribute the aforementioned communications to step-parents and the noncustodial parent alike, unless an order of the court or other legally binding document prohibits this sharing of information.

Similarly, both natural parents (as well as step-parents) will be granted permission to visit the student on school grounds. However, the school may make exceptions to this policy in order to comply with legal documents. In particular, the school just receive specific authorization signed by the custodial parent or from a court of law regarding the removal of a student from the school campus by anyone other than the custodial parent. The school will assume that a child may leave the school campus with either the custodial or noncustodial parent, unless otherwise directed by a signed written agreement or order of the court.

Any written authorizations or documentation regarding access and visitation should be presented to the appropriate Division Head. This information is requested and the above policy is formulated to protect the rights of both the student and the parent.

In order to assure that all parents are receiving the same information from classroom teachers, families are offered one conference time per child per grading period.

## **Salisbury Academy Schools Security Camera System Policy**

### **I. PURPOSE**

Salisbury Academy supports the use of limited video cameras for purposes of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to promote public safety for community members who visit or use our school property, and to mitigate the potential for personal and district loss or destruction of property in our facilities.

Security camera recordings will be viewable in each building only by law enforcement or authorized designees of the Head of School for limited, internal purposes only, including but not limited to extraordinary student investigations; staff investigations; safety or security investigations; or reviews, audits, or any other similar business purpose of Salisbury Academy as determined in the sole discretion of the Head of School. Such review may include in-camera review of footage in the sole and absolute discretion of the Head of School.

It is important to note that there is no promise, expectation, or guarantee regarding the existence or coverage of any particular video camera security footage or storage/maintenance of any such footage outside of Salisbury Academy's normal processes and procedures. Security systems are not provided or available to community members, parents, staff, students, or other third parties or staff members for routine student, educational, or administrative matters; rather, security cameras and video footage are only intended for the limited purposes outlined in this Agreement.

Video footage is the property of Salisbury Academy that will be only shared or viewable outside of the Head of School and/or his or her designee pursuant to law enforcement purposes or legal process.

## **II. GENERAL STATEMENT OF POLICY**

### **A. Signage and Notification:**

1. Appropriate signage will be posted at major entrances to school buildings that notify students, staff and the general public of the SA's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include but not be limited to employee handbooks and parent/student handbooks. Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read similarly as follows: Surveillance Cameras in Use for Security Purposes.

### **B. Camera Placement:**

1. The security camera system is installed in public areas only. These areas may include school grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeterias, auditoriums, lobby and main entries and main office areas.

2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.

3. Video recording or security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

### **C. Use of Video Recordings**

1. The Head of School or his/her expressly authorized designee shall oversee video surveillance.

2. The Salisbury Academy video security system will be in operation and may be monitored by school personnel and or law enforcement personnel throughout the year.

3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials and/or law enforcement personnel.

4. Salisbury Academy may enter into a Memorandum of Understanding or other similar arrangement under this Policy with appropriate law enforcement agencies to permit the access or live viewing of security camera systems for narrow, limited emergency security purposes only that constitutes an imminent threat to safety or security of students or personnel.

### **D. Data Storage:**

1. All video recordings are stored in the Business Director's office in a secure place to avoid tampering and ensure confidentiality to the maximum extent possible. Recordings will be saved for no less than 30 days.

2. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes and is not to be used, shared, viewed, or released to third parties, students, parents, or other individuals outside of the Head of School process unless required by legal process.

3. Absent legal notification or legal requirements to retain video documentation within the 30 day retention period from the date it is recorded, video recordings are routinely deleted and overwritten following \_\_\_ days from the date of recording under this policy. Any video security system footage shall be preserved pursuant to all applicable legal requirements once Salisbury Academy is notified of security incidences reasonably likely to lead to criminal or civil proceedings or as otherwise required by law to be preserved prior to this routine preservation and overwrite procedure.

Any question regarding this policy should be directed to the Head of School.

## **Medical Leave Policy**

When a student is unable to attend classes for an extended period of time in order to take care of physical, psychological, emotional, or other similar concerns outside of their control, Salisbury Academy understands that a “temporary” medical leave may be necessary. We support families taking the measures necessary to restore a student’s health and encourage the student, family, and our staff to prioritize a student’s health before focusing on academic advancement. While extensive medical leave may place the student’s course credit in jeopardy and compromise matriculation to the next grade level, our highest priority is always the health and wellness of the student.

We endeavor to address each situation with kindness and compassion and have found that clearly presenting the guidelines for managing a medical leave is helpful in ensuring that students, families, and SA staff have a shared understanding of the requirements, expectations, and limits of this process.

### **Requirements:**

1. It is necessary for the family to obtain a written request for medical leave from a licensed healthcare provider in the respective field applicable to the student. The request must indicate when the student is expected to be able to return to a full-time schedule and be “temporary” in nature. (We understand that this is not a guaranteed return date.) A copy of this request must be sent to the Head of School.
2. When the student is ready to return to school, the family must obtain a written statement to that effect from the licensed healthcare provider in the respective field. If the student requires accommodations upon return to school, these must be identified and requested in the return to school document.
3. When the school receives the return to school document, the school will make efforts to evaluate the request and respond to the family within one week of the request. (The return date may be affected by the academic calendar, see limitations below.)

### **Expectations:**

1. Confidentiality - We will protect information about a student's medical leave to the maximum extent possible, and we will make efforts to work with the family to agree on the content and amount of information that may be shared. Typically, in addition to the Head of School, the Head of Lower or the Head of Middle and Upper School, the Counselor, and those who work directly with the student (including learning specialists who may advise about specific student needs) will be aware of the situation.
2. Communication - Managing medical leave and a return to learning plan will require sincere collaboration among the student's family, the school, and the professional treatment team. Salisbury Academy requests that families grant permission for our staff to speak directly with treatment team members (typically a HIPAA release is required to the healthcare provider) so that we can establish and maintain communication about treatment progress. This is essential as we formulate a plan for supporting the student's return to learning.
3. Extracurricular Activities - Students on medical leave generally may not participate in extracurricular, athletic, or social school activities without permission.

### **Limitations:**

1. Under North Carolina's compulsory attendance law, an extended absence will not be considered “excused” unless the student has been granted medical leave.
2. We will do our utmost to meet the unique needs of each student while also working within the structure of an accredited academic program.
3. The essential services we provide - the academic program here at Salisbury Academy – is fundamentally designed for in-person collaborative learning; we do not have the

facility, program, or services for students to attend remotely without fundamentally altering the nature of services provided.

4. The timing of the academic calendar or other similar circumstances may affect when a student is permitted to return from a medical leave.

5. Extensive medical leave may place the student's course credit in jeopardy and compromise matriculation to the next grade.

6. As per the terms of the enrollment contract, the obligation to pay the full tuition due is unconditional and is not affected by medical leave or extended absence.

7. If an Upper School student is participating in our dual enrollment program at the time they are pursuing a medical leave from SA classes and the family also wishes to pursue a medical leave from the student's college courses, the family will need to apply for medical leave in accordance with that college/university's policies. SA cannot grant a medical leave on behalf of its partner institutions.

8. Salisbury Academy will analyze each student's situation on a case by case basis, and the circumstances of each individual's situation may require a modification, alteration, or departure from these general guidelines to the extent required or permitted by law.

**Note:** If a student is unable to return to school or, in the case of an Upper School student, a specific class, withdrawal may be necessary. In such cases, we will work with the family so that there is a clear understanding of the student's academic record. In the case of an Upper School student, the student's transcript/records will indicate a medical withdrawal and the effective date, but it will not include the circumstances of the withdrawal.