



# Upper School Family Handbook

316 Depot Street  
Salisbury, NC 28144

**This book, created in August 2024 for the 2024-2025 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 8-5-24**

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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 student'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 student, 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

Dr. ChaMarra Saner-Childers '24, Committee on Trustees Chair

## ***Members***

Mr. Tony Almeida, '26

Mr. Madison Currin, '25

Mr. James Davis, '26

Dr. Delaine Fowler, '25

Mrs. Hannah Jacobson, '26

Ms. Vincia Miller, '27

Mrs. Fran Misner, '25

Mr. Mark Petty, '25

Ms. Lisa Pope, '27

Dr. Kyle Yoder, '25

**Ex Officio Member:** 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 student’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  
Help with faculty/staff appreciation week  
Organize the Uniform Closet

## **PSA Officers for 2024-25**

President	Amy Vestal
Vice President	Maegan Parnell
Secretary	Susan Muth
Treasurer	Diana Dandro
Staff Liaison	Shannon McCoy <a href="mailto:smccoy@salisburyacademy.org">smccoy@salisburyacademy.org</a>

## ***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 inspiring a love of learning and preparing passionate leaders. Thank you to Salisbury Academy's 2024-2025 Corporate Partners:

### Gold

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

### Silver

Accelerate Therapy & Performance  
Caniche  
Global Contact Services  
KMD Construction, LLC  
Novant Health Rowan Medical Center  
Value Driven Strategic Consulting  
Wallace & Graham, P.A.  
Walser Technology Group, Inc.

### Bronze

Baker's Mill Weddings and Events  
Blandy Hardwoods, Inc.  
Busby & Webb Orthodontics

Carrol Fisher Construction  
Central Carolina Insurance Agency  
Davis & Davis, Attorneys at Law, PC  
F&M Bank  
Graham Roofing  
Griffin Marketing Group  
Moose Pharmacy  
Piedmont Plastic & Oral Surgery Center  
Reid Acree, Jr., Attorney at Law  
Rowan Diagnostic Clinic  
Salisbury Endodontics  
Salisbury Eyecare & Eyewear and Visionary Esthetics  
Shoot 360 Charlotte  
Snow Benefits Group  
The Lettered Lily Design Studio  
Thermal Technology  
Thrivent Financial - Chris Fowler  
Wallace Realty – Sarah and Keith Knight  
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***

#### **Daily Schedule**

8:00 a.m. – 3:00 p.m. (Friday dismissal 1:30 p.m.)

#### **Drop-off and Pick-up**

- Students can arrive as early as 7:40 a.m.
- Drop off students on Depot Street.
- Dismissal begins at 3:00 p.m. (M-Th) and 1:30 p.m. on Fridays. The parking lot across the street from the school belongs to the Salisbury Historic Foundation. You may use this lot to wait momentarily for student pick up in the afternoon. But please refrain from using it for long-term parking.
- Some students may stay after school for extracurricular activities or personal study and academic support. The building will be closed at 4 p.m. each day, unless there is a school-sponsored activity.
- Students will only be permitted to ride with those listed on their open campus form or pick-up list in FACTs. Parents must provide written permission for students to ride with anyone not listed on these forms, including riding with a ride-share service such as Uber or Lyft.

#### **Parking**

Parking in front of the building on Depot Street is limited to 2 hours. Students and visitors can park in the public parking that surrounds our building seen here <https://tinyurl.com/saparking>.

#### **Main Campus 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.

### ***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 and open campus activity. The majority of our experiences are within walking distance of the school. For travel that requires transportation, school buses, private vehicles driven by approved volunteers, and charter buses may be utilized.
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 conversations.
8. Parents and students are required to uphold the Salisbury Academy Behavior Expectation Policy on all field trips. Electronics will be regulated during field trip experiences to ensure full student engagement and professional behavior.
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 student, 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***

Upper School students take the PSAT in their 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade years to benchmark their progress and preparation for the ACT/SAT.

Students take the SAT and ACT in grades 10 and 11. Seniors can elect to take the SAT or ACT or seek a testing waiver from this requirement from the Head of Upper School. Courses are ordered across the four years to assure students have the content knowledge and skills necessary to achieve at the personal best on these assessments by the spring of the 11<sup>th</sup> grade year.

The PSAT is traditionally given on-site in October, while the ACT and ACT are given in March and April respectively.

The Upper School also utilizes the Woodcock-Johnson as a tool for measuring academic progress when standardized data is needed. Other tests are administered by school personnel throughout the school year in an attempt to learn more about a student's learning style and as an aid to the teaching/learning process. All test results may be reviewed with parents.

## ***Progress Monitoring***

The Upper School conducts a process of progress monitoring and student feedback that seeks to clarify communication among school, home, and student support team members. We desire to communicate in a way that all members of a student's support team are aware of their student's current levels of mastery as well as opportunities for growth at any point in time.

Students receive daily and weekly feedback from their teachers on their skill development and knowledge mastery. Student progress, evidenced by their work, is communicated weekly to parents and support team members. Each learning objective will be assigned a level of the mastery scale, once enough evidence is collected, which parents and students can see in the parent portal.

**4** Exceeds mastery - *demonstration of mastery is above the level of the objective*

**3** Meets mastery - *consistent demonstration of mastery at the level of the objective*

**2** Partial Mastery - *some independent but not yet consistent mastery at level of the objective*

**1** Limited Mastery - *mastery at the level of objective requires help and is inconsistent*

**0** No Mastery - *even with help no mastery*

At the conclusion of each class, the mastery exhibited by the student will be converted into a letter grade. The conversion process is as follows:

<b>Average Scale Score Across Multiple Goals</b>	<b>Transcript Letter Grade</b>	<b>GPA credit</b>
3.00-4.00	A	4.0
2.50 - 2.99	B	3.0
2.00 - 2.49	C	2.0
1.5-1.99	D	1.0
Below 1.5	F	0.0

All courses at the SA Upper School are taught at the honors level of rigor resulting in a 0.5 credit addition to the GPA calculation. Courses taken through dual-enrollment at a college will receive an additional 1.0 credit for GPA calculation.

## ***Graduation Requirements and Course Load***

Most Upper School students carry a load of seven credits annually. Successful completion of the optional, but highly recommended, Compass summer component provides an additional 0.5 credit each year. Graduation requires a minimum of 25 credits in the following areas:

<b>Subject</b>	<b>Credits</b>
English	4
History	3
Math	4
Science	3
Foreign Language	2
Electives (includes 3 immersions)	9
<b>Total</b>	<b>25</b>

## ***Late/Missing Work Policy***

Motivated students maintain an awareness of assignments and due dates in order to stay on pace with the course instruction. All Upper School courses are taught at an honors pace and a syllabus is provided at the beginning of each course to help students and families plan ahead.

When a student fails to complete assignments in a timely manner they can quickly fall behind the pace of the class and the new/upcoming instruction becomes ineffective, as they have not mastered previous knowledge.

We find missed assignments are due to two main causes. Our interventions and policy for late and missing work seeks to address these two causes directly.

<b>Cause</b>	<b>Looks Like</b>	<b>Score</b>	<b>Revised Deadline</b>	<b>Required Intervention</b>
Student needs further instruction	The student attempted but did not complete the assignment  Evidence of attempted work  Has questions prepared for instructor	Appropriate score for shown work will be entered in the gradebook.  Score can be modified when final submission is made	Determined by the teacher based on the teacher-student plan for remediation	Office hours daily give the student and teacher time to review the questions and provide support instruction.
Student failure to attend to task	Student forgot about task  No evidence of work  No prepared questions	Zero is entered into the gradebook  Score can only be modified within 1 week of due date.	No work will be accepted beyond one week of the deadline	Students with any 0's from the week will be required to participate in Finish Up Friday study hall in lieu of Open Campus privileges.

Although office hours and "Finish Up Friday" provide school-based interventions, when students are chronically missing assignment deadlines a full team approach with parent support is necessary. A conference to develop a full team intervention plan will be required, if chronic deadline concerns develop for any student.

Parents can do the following to support good time management skills at home:

- Check the Parent Portal to see homework assignments and student scores.
- Ask students to show you their work or submitted work. Verbal confirmations alone usually aren't adequate.
- Provide structured homework time daily after school. During this time minimize distractions like cell phones.
- If your student says they are unable to complete an assignment, ask them to show you their attempted work and teacher questions.

- Help your student manage their out-of-school activities to prioritize their classroom work.

### ***Student Exhibition Nights and Student-Led Conferencing***

Student exhibition nights will occur each semester. Parents also will be invited to join in a student-led conference (SLC). During the SLC, the student will guide their support team through a reflection of their learning progress.

### ***Transcripts and Portfolios***

The Salisbury Academy transcript allows students to clearly and accurately report their upper school achievements to colleges, scholarship committees, and employers. The transcript includes course titles, final letter grades, and credits received. SA does not publish class rank, as we encourage each student to maintain a course load representative of their highest level of personal rigor.

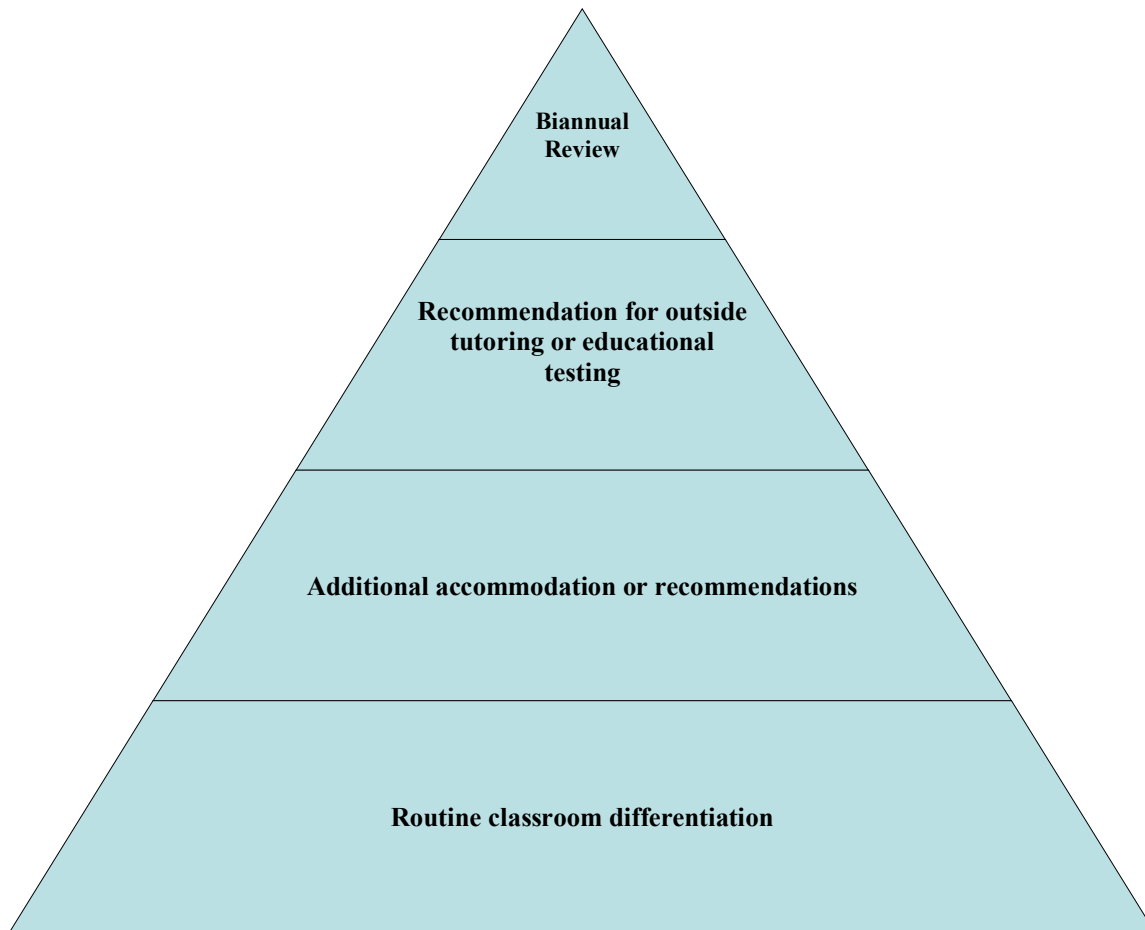
All students who transfer to other schools must have their transcripts requested by the new school; transcripts will be sent after all financial obligations to Salisbury Academy are met. Families may not receive copies of the official permanent record from Salisbury Academy.

Additionally, as confident communicators and creative problem solvers, SAHS students maintain a digital portfolio curating their evidence of mastery across their upper school experience. Digital portfolios are structured to show core competencies in the skills outlined in our portrait of a graduate. The digital portfolio illustrates their full development and achievement in the wide array of experiences and opportunities offered by Salisbury Academy.

Prior to graduation, each SA senior will defend their senior portfolio in front of a panel of teachers, peers and community members. In their presentation, seniors will provide evidence of the ways in which they have demonstrated mastery of the 5 core components of the SA portrait of a graduate. This opportunity will be both a final opportunity for demonstration of mastery as well as a celebration of our seniors' achievement.

### ***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:** Some of the available strategies include 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 use of 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 may include but are not limited to further in-house evaluation, short-term, one-on-one tutoring with teacher, and additional study strategies recommended by the teacher. There will be follow-up communication 4-6 weeks after implementation with the parent and grade-level team on student progress or further 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.

### **Dual-enrollment and Accommodations**

Students who are dual-enrolled with Catawba must apply for their accommodations through the College's office of AccessAbility (<https://catawba.edu/accessability/>). Documentation from a health-care provider may be required. It is important that this is completed before the start of classes each semester. The SA faculty will assist students with this process when they begin the dual-enrollment application.

### **Driver's Education**

Driver's education is the process by which high school students can get a learner's permit, the first step to getting a license. Students must be 14 and half to participate in the DE course. SA students complete the classroom and driving portion of Driver's Education through schools in the Rowan-Salisbury System or a private company.

Students receive a completion document for the course through the course provider and request a certificate of eligibility from SA, both of which they take to the DMV to get their permit. Students have 30 days from the receipt of the certificate of eligibility to get a permit.

### **Attendance**

#### **Tardy/Early Dismissal Policy**

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, motivated students will 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 these traits.

- Tardy = any arrival after the designated starting time of 8:00 a.m. or individual class start 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

### **Absences from School**

1. If your student is unable to attend school, communication with your student's instructors at the Downtown campus can occur via email for make-up work. The student must communicate with their instructors on Catawba's campus regarding absences. Students taking Catawba classes will be held accountable for their attendance to the college's classes following Catawba's attendance protocols.
2. When returning from a school absence, the student must submit a note stating the reason for the absence in order to be excused.
3. Students leaving school early for any reason must be signed out by a parent or have submitted written confirmation from 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 student attend school regularly or be on time.

### ***Honor Code***

Salisbury Academy Upper School embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning and represents the highest possible expression of shared values among the members of the school community. As compassionate citizens, our core virtues underlying and reflected in the Honor Code are:

- Academic honesty is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately
- Respect for others and the learning process to demonstrate academic honesty
- Trust in others to act with academic honesty as a positive community-building force in the school
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.
- As the role of AI continues to grow in our society it is important to seek teacher guidance on the appropriateness of using AI for educational purposes in each situation.

The student body and faculty at Salisbury Academy Upper School will not tolerate any violation of the Honor Code.

## **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 student. 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 respect all school property (this includes buildings, equipment, furniture, textbooks, and buses).
3. Students are expected to adhere to the school dress code.
4. Students are expected to attend school regularly, be prepared for the school day, on time and with the necessary materials.
5. Students are expected to be honest in all situations. This includes academic honesty when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized

assistance to others; and students report their research or accomplishments accurately. See Honor Code above.

### **Open Campus**

Open Campus allows students to leave our campus and participate in classes, apprenticeships, projects, research, and internships as a part of their academic experience during the school day. The open campus allows the “world to be our classroom.”

However, an open campus requires that our students make safe and responsible choices as creative problem solvers and resilient individuals. At any time, if a student’s choices are not safe or responsible and in violation of any component of the Open Campus policy, the student will lose off-campus privileges for 5 school days. Students who violate the Open Campus policy more than once will be asked to meet with school administration in order to determine a best course of action for the student and the school.

Participation in the SA Upper School Open Campus policy is a privilege. To opt-in, all SA students:

1. Must complete this form providing consent from their parents
2. Must remain in “good” academic standing
- 3: Must adhere to the expectations of the policy.

### **Open Campus by Grade Level**

The SA faculty strives to teach safe and responsible decision-making strategies and allow students to practice such decision making in a gradual release process. Our grade level differentiation allows us to establish a foundation for success as students accrue privileges.

#### **Grade 9**

May leave campus only with their assigned teacher during the school day. Many classes and regular Friday lunch opportunities will require off-campus activity. However, students in the 9th grade are to travel to and from those activities with their assigned teacher. For school-based, after-school activities, permission to travel off campus will be granted based on parents’ requests in the “Open Campus Permission Form.”

#### **Grade 10**

Sophomore students will be permitted to lunch off campus without an adult during Friday lunches. Tenth grade students cannot drive off campus during the school day. Tenth graders must always practice the “buddy system” with another student and not travel alone.

#### **Grades 11 & 12**

Students have full open campus privileges. Students can drive or walk off campus during the school day for class-related activities, lunch, and non-instructional times.

### **School-Wide Expectations**

- All students, 9-12, must have a completed “Open Campus Permission Form” on file prior to participation in the Open Campus policy.
- **All students 9-12 leaving campus must sign out electronically and sign in upon their return. This includes students who utilize open campus privileges during the first period of the day.**
- All students must have a working cell phone with them and must be “reachable” within 1 minute via Remind.
- Unless given permission from Mrs. Williams or Mr. Ossorio, students may drive to the off-campus location only if it is more than a 10-minute walk from the school campus.
- All students must return to campus prior to their next school-sponsored activity (classes, clubs, meetings, etc).

- 10th graders may not leave campus alone.
- 9th grade students may not leave campus without a teacher.
- In order to ride a bike off-campus, students must first review bike safety video: [tinyurl.com/sabikesafety](http://tinyurl.com/sabikesafety). A signed form confirming the video has been seen will be required to have on file.
- No student may go to their homes without permission from Mrs. Williams or Mr. Ossorio.

### ***Student Dress Code***

Students should feel comfortable and confident in the clothes they are wearing, while acknowledging the SA Upper School as an educational setting. Dressing for place and for occasion demonstrates confidence and is a life-long skill we wish to instill in our students. As our studies will often take us to off-campus settings, specific clothing requirements for each experience will be communicated prior to each adventure. For general daily dress however, the following guidelines are provided to help direct students' appropriate clothing choices:

- Clothes should fit in a way that allows the student to walk, sit, stand, and move about without needing to tug, adjust, or cover up to avoid exposure of stomachs, backs, chests, and buttocks.
- Clothing should cover all undergarments such that undergarments (including straps) are not visible.
- Tops should have sleeves or straps.
- Shorts and skirts must extend to an appropriate length in relation to a student's individual height. Students should be able to move and participate actively without restriction or the likelihood of showing undergarments, excessive skin, or private body parts.
- All pants and shorts must be worn at the waist. Tops should meet bottoms whether arms are raised or by the sides.
- Clothing and accessories that contain offensive or distracting messages are not permitted. This expectation includes, but is not limited to, sexual innuendos, vulgar language, and the promotion of hate, discrimination, or any controlled substance.

If a student comes to school inappropriately dressed, the parent will be contacted to assist the student in becoming compliant with the dress code policy.

### ***Displays of Affection on Campus***

A school is not an appropriate place for most displays of affection. Kissing and prolonged or inappropriate bodily contact are distracting to others and are not allowed.

### ***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 student

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 student 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, tobacco products, vapes, or weapons
- inappropriate use of technology

### ***Alcohol, Drugs, and Other Substances***

Abuse of alcohol, drugs, and other intoxicants or substances is a societal problem of great concern to Salisbury Academy. Students confront issues of drug and alcohol use and chemical dependency at an early age, and students at Salisbury Academy are not immune to these challenges.

The first interest of Salisbury Academy in this area is one of prevention, education, and guidance. Students are systematically made aware of the dangers of alcohol, drugs, and other forms of drug use.

The use of alcohol under the age of 21 is illegal in the United States and illicit drugs are unlawful at any age. Furthermore, the use of illicit drugs, intoxicants, or alcohol interferes with the intellectual, social, and physical development of young people regardless of the criminal justice system's treatment of the substance. Salisbury Academy fully endorses all of the sanctions against the use of alcohol or illicit substances as minimum thresholds enforced by the criminal justice system.

A Salisbury Academy student who abuses substances, misuses legal drugs, or uses or possesses illegal drugs or alcohol on school property or at a school-sponsored event can expect to be suspended or expelled or face additional serious disciplinary action. A student who comes to school or to a school-sponsored event under the influence of alcohol, illegal drugs, or any abused substance may also expect suspension or expulsion or significant additional consequences.

Tobacco, e-cigarettes, and vaporizers are strictly prohibited on campus at all times. A Salisbury Academy student who uses or possesses tobacco, e-cigarettes, or vaporizers on school property or at a school-sponsored event can expect to be suspended or expelled or face significant additional consequences.

Furthermore, the use of alcohol, drugs, or other substances is a problem of such magnitude in our society that families should expect the school to be concerned when a student at any time is abusing these substances. School staff will first be concerned with the safety of all involved and the full disclosure and discussion of the incident with all parents as the front line of defense to this epidemic. Depending on the nature of the incident, its legal disposition, the danger posed to others, and the impact on the school, the staff may require one or more of the following for the student as a condition for continued enrollment: a professional assessment of drug or alcohol dependence; counseling; removal of the student from all extracurricular participation for a significant period of time; forfeiture of any elected or appointed position of leadership; community service; or other prompt and appropriate remedial actions as determined in the sole and absolute discretion of Salisbury Academy.

### **Search Policy**

The Salisbury Academy administration reserves the right to search students, their property, lockers, or similar spaces when there is a reasonable basis or suspicion that a breach of the Student Life and Code of Conduct is or has occurred on school premises or at school-sanctioned events. The school reserves the right to administer a breathalyzer to students who may be suspected of drinking or being under the influence during the school day or at school-related functions on or off campus. The school also reserves the right to have any substance found in an electronic cigarette analyzed at the student's expense to determine the presence of drugs or other addictive or illicit substances. In addition, student bags and lockers may be inspected and searched by the school at any time based on this policy and standard without notice or further consent by the student or in other situations where permitted by policy and law.

## ***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***

Learning to manage cell phones and devices appropriately during the working day is a skill that underpins many competencies in our graduate profile such as problem solving and resiliency. Students are expected to practice appropriate and effective use of devices during the instructional day.

Cell phones can become highly addictive and thus distracting for students. Consequently, during class time, cell phones are to be completely put away and silenced. We advise that notifications on laptops be silenced during instructional periods as well.

Students are permitted to use phones and smart watches during lunches and community times. However, the faculty will guide students through learning the nuances of times like chapel and Monday meetings when cell phone use should be avoided.

If a phone is seen or becomes a distraction during class the following steps will be taken:

- 1<sup>st</sup> distraction – reminder to student to silence or put away
- 2<sup>nd</sup> distraction – student places phone in classroom cell phone box for return at end of period
- 3<sup>rd</sup> distraction - student places phone in classroom cell phone box for return at end of day and parent contacted by division head to create a plan for intervention

## ***Technology***

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.

Upper School teachers utilize Google Classroom to manage digital documents and student work. Scores on each assignment and overall standards-based scores can be viewed by parents in the Family Portal. Parents can also sign up for reports from Google Classroom.

Students may use the Google suite of applications as well as applications on their devices to complete work. Students will have access to a school-based email through their Google account. All acceptable use policies apply to email messaging as well.

Students are required to bring their own device to the upper school daily. Devices need to be fully charged. It is suggested that families purchase an additional charging cord for students to maintain at school. Having a cord at home and at school will ensure device battery life does not interfere with student productivity. Below are two suggested models that would meet the needs of a student at the SA Upper School.

[Dell Latitude 3520 Laptop 15" 3520 \(8 MB cache, 2,4 GHz\)](#)  
[Macbook Air M1 Chip \(8GM Memory, 256GB SSD Storage\).](#)

### ***Acceptable Use Policy***

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Salisbury Academy adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to SA networks. All users of technology will adhere to the Salisbury Academy *Acceptable Use Policy*.

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

- Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.
- Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the SA Bullying/Harassment policy as well as computer use policies.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.

- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Comply with all license agreements.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search, send, or share inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies. Good judgment is defined as anything that benefits a student’s education. \

Review this database of resources from the US Department of Justice for information and guidance on internet safety for parents and teens. [ojp.gov/feature/internet-safety/online-safety-youth](http://ojp.gov/feature/internet-safety/online-safety-youth)

## General

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

In order to minimize distractions in the classroom, please limit requests to send messages or items to the students during the school day to emergency needs only. Please minimize texting communication with your student during the day, as they should only have cell phones out during noninstructional periods.

### ***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 two 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 students).
  - 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.

### ***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 student is feeling "under the weather" and stays home from school, please make sure that he/she is FEVER AND VOMIT 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

### ***Immunization Records***

In compliance with the North Carolina State requirements for school-aged children, all students in 12<sup>th</sup> grade at 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. Of specific interest is that all students must have their second meningococcal dose before 12th grade.

### ***Safety Policy***

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. This includes surveillance cameras on the interior and exterior of the building.
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 student 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 students with severe food allergies must provide a Food Allergy Action Plan before the first day of school.
- Parents must provide an EpiPen for their student, where appropriate.
- 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 student's consumption of an

allergen. Barring specific parent directions, faculty and staff will withhold any food items that are questionable.

### ***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.

### ***Lunch and Snacks***

The Open Campus policy outlines the opportunities 11<sup>th</sup> and 12<sup>th</sup> graders have to eat lunch off campus as they choose. Students are also always allowed to bring their lunch.

Additionally, all 9-12 grade students will have the option to purchase a lunch from Chef Brown's catering service Monday through Thursday. Students and parents can view and select the day they would like to purchase lunch using our fully online system. Ordering for the upcoming month will close two weeks before the month's start. Meals will be delivered to the school. We will be unable to offer a credit for missed lunches other than when school is closed for inclement weather.

On Fridays, all students will have the option to eat off campus in the Downtown area, traveling with a buddy or teacher as outlined in the Open Campus expectations.

### ***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.

## **Parents**

### ***Communication***

- Jag Weekly e-newsletter, arriving via email at 9 a.m. on Sundays
- Weekly updates of gradebooks in the Family Portal.
- FACTS Parent Portal
- SA website/social media
- Email/Phone two-way communication
- Student-led 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 on 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.

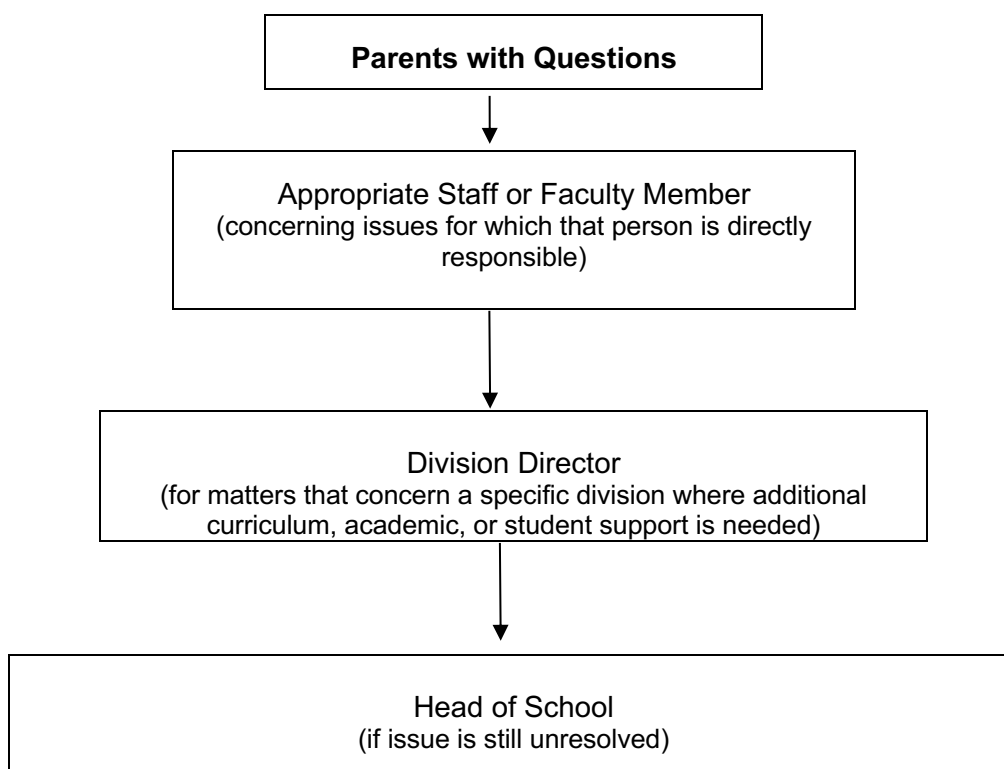
### ***Admissions and Withdrawals***

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 is responsible for its own funding. Tuition serves as our primary source of revenue, but it does not cover the total cost of a Salisbury Academy education. Therefore, we rely on charitable gifts to both balance the yearly budget and provide long-term financial sustainability for the school. The following corporate and individual support opportunities are available:

### **The Salisbury Academy Fund**

The Salisbury Academy Fund is a yearly campaign that supports areas of excellence in our program not covered by the cost of annual tuition. The fund provides an opportunity for those who support our mission to express gratitude. Participation is encouraged from all stakeholders including current and former parents, grandparents, trustees, faculty, staff, alumni, and friends. Donations of any amount are welcome, and every gift counts.

### **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.

### ***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

### ***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 36 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.