

# Family Handbook

**This book, created in August 2015, for the 2015-2016 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 in its student body. It does not discriminate unlawfully on the basis of race, color, religion, age, sex, sexual orientation, veteran's status, national or ethnic origin, or disability in administration of its educational policies, admission policies, financial assistance programs, and athletic and other school-administered policies.**

**Revised 07-28-15**

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## **Introduction**

### **Salisbury Academy Mission**

Salisbury Academy, an independent, co-educational school for Grades JK-8, encourages students to be life-long learners, develop strong character, serve their community, and deepen their faith.

- The school community strives to create a challenging and enriching curriculum that celebrates imaginative and intellectual exploration.
- Our students learn to serve and become stewards of the community and the environment.
- Our program allows students to develop in character and live lives of respect, responsibility and compassion.
- Our school culture is based on the Christian virtues of love and acceptance.

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

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

Salisbury Academy maintains small class sizes, 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.

## **Value Narrative**

Adopted by the Board of Trustees in the fall of 2013, the value narrative serves to give our parents key talking points when sharing with friends what makes SA so special. It provides consistent language used in internal and external marketing. We continue to focus on better distinguishing our school's value from our competitor. The Strategic Planning process is addressing what we need to offer current and prospective families to help sell the value of a Salisbury Academy education.

Salisbury Academy, an independent school, provides an innovative learning environment that prepares students to enter their future world as leaders. We give our students the keys to success, not just by what we teach, but by the way the students learn.

- Student-centered academics that incorporate the arts, foreign language, and physical education in a model that engages young minds and creates opportunities for hands-on learning and discovery in and out of the classroom.
- Our community of learners is led by caring and professional faculty who partner with families to develop a lifelong love for learning. As well-rounded contributors to their community, students participate in service learning, clubs, and athletics.
- Learning is furthered through inquiry, collaboration, and discovery with respectful recognition of ideas and people in a global world.

## **SA Board of Trustees**

The Salisbury Academy Board of Trustees consists of up to seventeen 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**

Mr. Paul Bardinias '18, Chair  
Mr. Matt Barr '17, Vice-Chair  
Mrs. Laura Lewis '16, Secretary  
Mr. Clay Lindsay '16, Treasurer  
Mr. Robert Anderson '16, Committee on Trustees, Chair

### **Members**

Mr. Reid Acree, Jr. '17  
Mrs. Andrea Davis '18  
Mrs. Diane Fisher '17  
Mrs. Angela Hall '16  
Mrs. Melody Lee '16  
Dr. Ben Ott '18  
Dr. Ryan Rich '18  
Mr. Clint Robins '17  
Mr. Blaine Smith '17  
Mr. Cliff Sorel '18  
Mrs. Claudia Swicegood '17  
Dr. John Wear '17  
Ex Officio Member of the Board: Mrs. Beverly Fowler, Head of School

## **Parents of SA**

Our parents of Salisbury Academy organization is a large one because the members are you, every parent in the school. This dedicated group is a necessary and invigorating support system for our faculty, staff and students.

Remember, PSA means “Parent’s of Salisbury Academy,” and that means all of us! Every parent is a member. Everyone can be involved! All activities and funds raised are used to enhance your child’s classroom, their school experience, and to fulfill special requests by our teachers.

Please attend meetings on the first Tuesday of the month, participate in activities, and take advantage of opportunities to help. There are many different ways to get involved.

Ways to get involved:

Attend meetings on the first Tuesday of the month at 8:05 a.m.

Volunteer for a PSA event

Become a grade parent

Help with Box Tops

Help with the uniform closet

Help with faculty/staff appreciation week

Participate in the Scips program

Join us for campus spruce up day

Attend spirit nights

## **Administration and Staff**

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## Corporate Partners

Salisbury Academy's Corporate Partnership program provides businesses multiple ways to reach the Salisbury Academy family with their brand and messaging, while supporting our school's commitment to Engaging minds and Building futures. Salisbury Academy's Corporate Partners include:

Caniche  
Global Contact Services  
Busby & Webb Orthodontics  
Carolina Color Corporation  
Cloninger Ford of Salisbury  
Crescent Construction Services  
Davis & Davis, Attorneys at Law, PC  
Freirich Foods, Inc.  
Griffin Marketing Group  
Miller Davis Studios, Inc.  
The Lettered Lily Design Studio  
Andrea B. Davis, Attorney at Law  
Bank of North Carolina

Carrol Fisher Construction  
Elium Pest Management  
Fisher Realty  
McCoy & Hillard, CPAs, P.A.  
Novant Health Rowan Medical Center  
Tina S. Merhoff & Associates Pediatric Dentistry  
BB&T Insurance Services  
Calm Holdings, LLC  
Central Piedmont Builders, Inc.  
F&M Bank  
Morgan Stanley Smith Barney  
Snow Benefits Group  
Walser Technology Group

## Instructional Program

### Daily Operations for Salisbury Academy Policies and Procedures

#### Daily Schedule:

	<u>JrK</u>	<u>Kindergarten</u>	<u>Lower School</u>	<u>Middle School</u>
M-F classes begin:	8:30 a.m.	8:05 a.m.	8:05 a.m.	8:05 a.m.
M-Th classes end:	2:30 p.m.	2:40 p.m.	2:55 p.m.	3:05 p.m.
Friday dismissal:	1:20 p.m.	1:20 p.m.	1:20 p.m.	1:30 p.m.

- ✓ Drop-off will begin at 7:45 a.m. each morning. The first bell will ring (main campus) at 8:00 a.m. This bell will allow students to get belongings settled into the lockers or cubbies, and gather class materials before the 8:05 a.m. bell rings to signify the beginning of class.
- ✓ All students who have not been picked up by the designated pick-up time will be taken to after-school care where parents may pick them up. After-school rates will apply.

#### Drop-off and Pick-Up for Kindergarten Students

1. Early morning drop-off is available at 7:45 a.m.
2. In the morning and afternoon, please enter and exit the drop-off area using Bellevue Road. *Gloria Dei Church requests parents use the main roads to access Bellevue Road rather than use the Gloria Dei driveway.*
3. Drop off and pick up students at the main entrance where someone will assist them between the car and the building
4. Please be aware of traffic flow so as not block the drop-off/pick-up area.

#### Drop-off and Pick-Up for Lower School & Middle School Students

1. Early morning drop-off is available at 7:45 a.m.
2. Always enter 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. Once inside, teachers will be in the gym waiting for students.  
At 8:00 a.m. the students are allowed to go directly to their lockers and classrooms. This gives them time to prepare for their day. Although students will not be marked tardy until 8:05 a.m., if they arrive at 8:00 a.m., they have no time to prepare for the day and they will miss part of morning meetings which start promptly at 8:05 a.m.
4. Unless you have a child attending the Salisbury Academy JK/K program, **please exit using Jake Alexander Boulevard.** Only parents with children attending the JK/K program should exit using Bellevue Road; this is out of respect for our neighbors.
5. **DO NOT ENTER the back access road from Bellevue Rd. or the Kindergarten. This is a one way road from main building toward Bellevue Rd. and used for staff parking. Please note: the DO NOT ENTER sign is placed there for safety reasons!**
6. At afternoon pick-up, lower school parents should plan to pick up your child(ren) by 3:00 p.m. This will allow the middle school carpool to begin as quickly as possible following

their dismissal at 3:05 p.m. It is requested that middle school parents not get in the carpool line before 3:05 p.m. This will give the lower school students time to be picked up. During the afternoon carpool, if you get to the pick-up point before your child arrives, you must circle back around to the end of the line.

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. Please do not park, get out of your car and cross the line of traffic. This creates an unnecessary risk to both you and 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 not block the drop-off/pick-up area.
9. All students who have not been picked up by the designated pick-up times will go to after-school care. Please see ASK schedules for pickup. Students must be supervised by an adult at all time while on campus during after school hours.
10. Due to the Front Desk closing at 3:15 p.m. Monday through Thursday and at 1:40 p.m. on Fridays, please help your children realize that their sense of responsibility should be attuned to books, materials, homework assignments etc., in preparation for the following day. There might not be anyone available to unlock the door after hours for forgotten materials.

### **Late Pick-up policy**

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

### **Students Who Walk Home**

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

### **Homework Policy**

Homework is a way to help students develop a sense of responsibility for their learning. The curriculum of Salisbury Academy is academically stimulating, and requires effort outside of the school on the part of the student. Assignments may include practicing or reviewing concepts studied in school; gathering information or materials to be used in discussion, reports or special projects; studying for tests; and reading for pleasure. Daily work not completed in school may be sent home. If this happens frequently, a parent-teacher-student conference should be arranged. We ask parents to help by providing a quiet place and time for homework to be completed. It is also important for parents to check and discuss the homework — to keep in touch with the curriculum and their child's performance and to demonstrate that the student's efforts are valued at home as well as at school.

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. Additionally, Salisbury Academy offers a once-a-month Family Night with no homework given. This night is designed to provide families with a night to enjoy time together.

**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 the school buses or by private vehicles driven by volunteers, and sometimes charter buses.
2. It is requested that parents planning to take students home from a field trip inform the teacher in writing, preferably in advance.
3. All children participating in a field trip must have appropriate Salisbury Academy Limited Release of Liability form from parents along with any additional documentation requested by field trip site.
4. Field trips are an integral part of the curriculum at the school. It is required that all students attend field trips unless there is an extenuating circumstance. Any extenuating circumstance must be discussed with the Head of School or designee prior to the field trip. In a case where this discussion does not take place, an unexcused absence will be documented in the attendance record unless there is a medical excuse/release.
5. Attendance of parents and siblings (including the number of chaperones requested and/or selected) on field trips will be left to the individual teacher's discretion.
6. Chaperones, please note that no consumption of alcoholic beverages or other illegal substances will be allowed. Additionally, chaperones must consistently maintain their role in the field trip as assistant to the teachers; unless otherwise noted, the teaching staff is responsible for direct contact with all travel representatives.
1. 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.
2. Parents and students are required to uphold the Salisbury Academy Behavior Expectation Policy on all field trips. Also, there are to be no electronic games, CD or DVD players, etc. taken on field trips; this is to ensure the highest quality of educational time and positive social interaction during all field trips.
3. 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.
4. No refunds, regardless of the circumstances, will be given to students or parents for any field trip.

## Testing

Salisbury Academy currently administers the CTP-4 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 2015-2016

### Junior Kindergarten/Kindergarten

M Meeting Expectations

G Good Progress

N Needs More Time

N/A Not Assessed

### Lower School (Grades 1-4)

4 Exceeds grade level expectations

3 Satisfies grade level expectations

2 Approaching grade level expectations

1 Not meeting grade level expectations

### Middle School (Grades 5-8)

A 100-93

B 92-85

C 84-77

D 76-70

F 69-0

I Incomplete

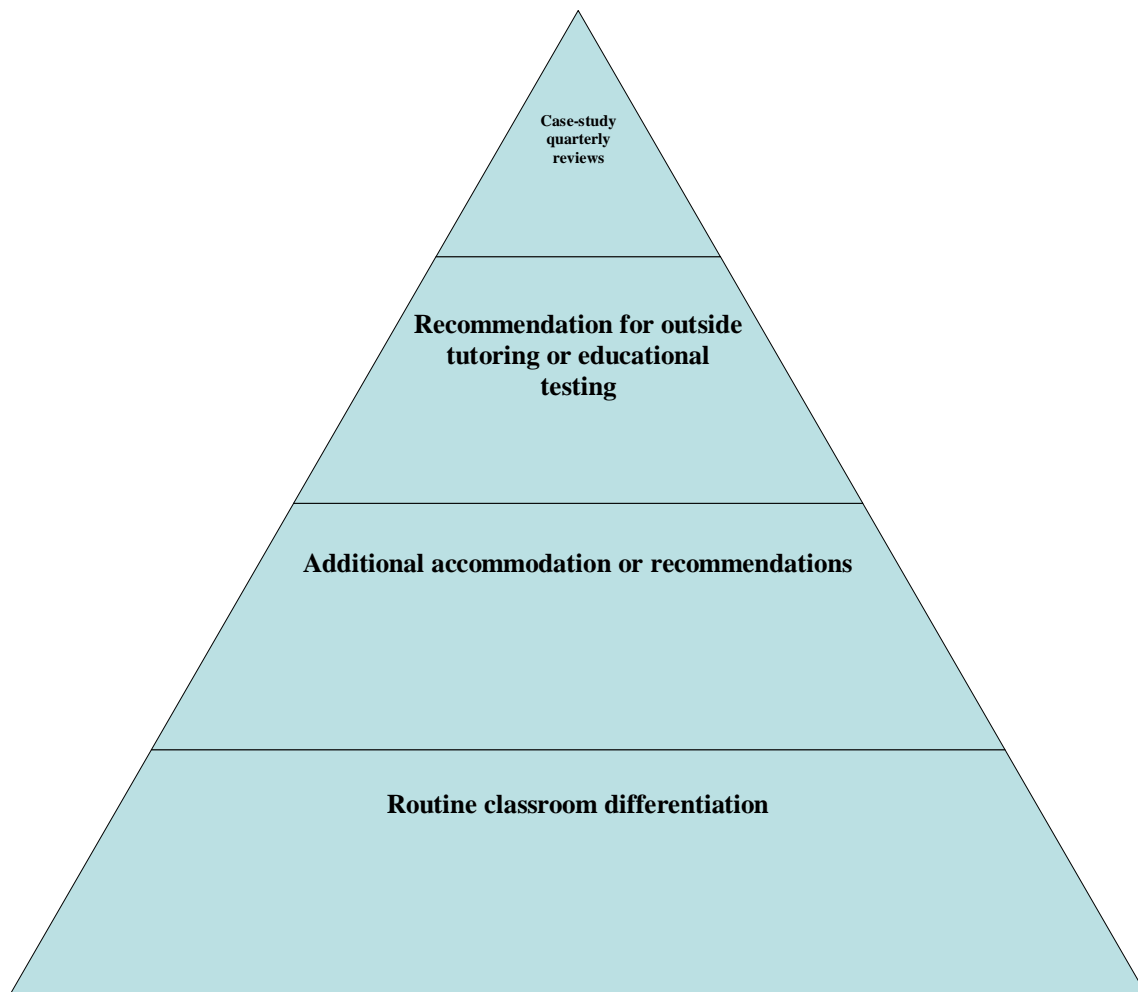
### Enhancement Scale

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## Case Study Guidelines



**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

**Case-study quarterly review:** When a student has a full educational/psychological evaluation, a quarterly parent/teacher/division director meeting will track case-study students.

## **Progress Reports**

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

## **Report Cards**

Students in grades JK-8 receive a quarterly report card. Additionally, parent/teacher conferences are scheduled for all students in grades JK-8 during the first quarter. JK and K hold additional end-of-year conferences. Please contact teachers if a conference is needed at any time.

## **Determination of Valedictorian/Salutatorian**

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

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

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

- Tardy = any arrival after the designated starting time
- 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

Parents: Morning Greeters will enter the school at 8:05 a.m. After this time, tardy students should be escorted into the school office by the carpool driver and signed in.

Five tardies in a nine-week period will result in one absence. Tardies will translate into an absence for the purposes of calculating perfect attendance.

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.



## **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.** Usually Lower School assignments may be picked up at the Main Office; however, Middle School assignments need to be picked up by a parent at the student mailbox located in their homeroom.
2. When returning from a school absence, the student must bring a note to the homeroom teacher stating the reason for the absence in order to be excused.
3. Students leaving school early for any reason should bring a note to the homeroom teacher and must be signed out in the school office by a parent.
4. The school feels strongly that the school calendar is oriented in such a way as to permit families to have ample time to vacation together; consequently, we ask that you not remove your children from school during the course of the academic year. If there is a need to be absent from school, please contact the homeroom teacher in advance (preferably two weeks). With sufficient time and proper notification, faculty will do their best to provide appropriate schoolwork; however, make-up work does not fully replace missed classroom instruction.
5. If a student misses more than 10 days or has excessive tardies, expect to receive a letter from the school requiring the parent to connect with the division director to ensure there is a solid plan in place to have the child attend school on time.

## **Off Campus Appointments**

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

## **Transcript Policy**

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

## **Middle School Advisory Program**

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 LS or MS Division Head
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 Head, 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

**The following consequence has been issued:**

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_____	_____	_____	_____
<b>Student Signature</b>	<b>Date</b>	<b>Teacher Signature</b>	<b>Date</b>

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_____	_____
<b>Parent/Guardian Signature</b>	<b>Date</b>

**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 lunch or snack for all students. To maintain a high level of safety while the students play, we insist:

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

## **Student Dress Code**

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

## **Outdoor Activities**

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

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

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

## **Bullying/Cyber-bullying**

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

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

A form of bullying that deserves special note is cyber-bullying. Cyber-bullying is being cruel by sending or posting harmful material using the Internet or other digital technologies. It includes

direct harassment and indirect activities of social cruelty that are intended to damage the reputation or interfere with the relationships of the student targeted. Examples include posting harmful material, impersonating another student, disseminating personal information or images, and activities that result in exclusion.

### **Cell Phone Policy**

Cell phones are not to be used during school hours, between 7:45 a.m. – 3:05 p.m. Cell phones are only to be used after school with staff permission. If a student brings a cell phone to school, it should be kept in a locker or a backpack for the entire day. Making calls, texting, or checking messages is not permitted. Cell phones seen by the faculty/staff/administration will be confiscated and may be picked up in the office at the end of the day. On a second or subsequent offense, consequences of cell phone use may include detention or other disciplinary action.

### **Technology Acceptable Use Policy**

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

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

### **Google Apps for Education**

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

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

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

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

## **General**

### **After-school Care Program**

JK/K students will have after-school care provided by Mrs. Penny Moss, our JK assistant. While the children remain at the kindergarten building, Mrs. Moss's program runs independent of Salisbury Academy and we appreciate her service for our families. You may contact Mrs. Moss for inquiries at: [pmoss@salisburyacademy.org](mailto:pmoss@salisburyacademy.org).

Lower and middle school students will have the opportunity to participate in an after-school program at Salisbury Academy. Students will go to their respective sites after designated pick-up time ends. Their afternoons include snack, study hall, and free play. Any student who participates in the lower school ASK (after-school kids) or middle school ASK must be picked up by a parent/guardian no later than 6pm, M-F. Subsequently, if a child is picked up later than 6pm, the LS/MS ASK Director has permission to charge a late pick-up fee of \$25 in addition to the daily/monthly cost of ASK. Please contact Elizabeth Bergsma ([ebergmsma@salisburyacademy.org](mailto:ebergmsma@salisburyacademy.org)) for Lower School ASK, and Amy Wimmer ([awimmer@salisburyacademy.org](mailto:awimmer@salisburyacademy.org)) for Middle School ASK.

ASK charges will be billed monthly, if not prepaid. Any student whose account is two months past-due will not be permitted to stay in after-school care or participate in a club unless the account is brought current. Additionally, late pick-ups can result in dismissal from the ASK program.

### **Clubs**

SA offers Clubs on Fridays. Clubs will offer various enrichment activities for both the lower school and middle school from early release until 3:15 pm each Friday that ASK is in session. Club offerings will rotate throughout the year giving students a chance to try something new each term if they like. There will be a \$5 fee for each day of Club attendance.



## ASK and Club Schedules and Fees:

### 2015-2016 Lower School ASK (After School Kids)

- Who: Open to all Lower School students (Grades 1-4)
- What: A supervised time for snack, homework, and recreation.
- When: Monday thru Thursday, 2:50 - 6 p.m.  
Friday, 3:15 - 6 p.m.  
(See Master Calendar for Exemptions)
- Where: **Monday-Thursday schedule**  
2:50 – 3:00 p.m. - Check-in and snack in gymnasium  
3:00 – 4:00 p.m. - Recreation time Outside or in the Gym  
4:00 - 4:30 p.m. – Homework/Reading time in ASK Pick-Up Room  
4:30 – 5:00 p.m. – Games/Puzzles in ASK Pick-Up Room  
5:00 – 6:00 p.m. – ASK Pick-Up Room
- Friday schedule**  
1:15 - 3:15 p.m. - CLUB (offerings change)  
3:15 - 4:15 p.m. - Recreation time Outside or in the Gym  
4:15 – 5:00 p.m. – Games/Puzzles in ASK Pick-Up Room  
5:00 – 6:00 p.m. – ASK Pick-Up Room
- Cost: Club: \$5 per day  
ASK: \$8.00 per day

Families will be billed at the end of the month based on CLUB and ASK attendance.  
Checks made payable to Salisbury Academy.

\*If a child is picked up later than 6pm, the Director has permission to charge a late pick-up fee of \$25 in addition to the daily/monthly cost of ASK.

\*Students who remain on campus after 3:00 pm **must** be under the direct care of the ASK Director, a teacher, or a parent/guardian.

\*Students have the option to return to after-school care from activities that end before 6:00 p.m.

\*Students should always bring a snack, water bottle, weather-appropriate clothing, and a book to read.

## 2015-2016 Middle School ASK (After School Kids)

- Who: Open to all Middle School students (Grades 5-8)
- What: A supervised time for snack, homework, and recreation.
- When: Monday thru Thursday, 3:05 - 6 p.m.  
Friday, 3:15 - 6 p.m.  
(See Master Calendar for Exemptions)
- Where: **Monday-Thursday schedule**  
3:05 - 3:15 p.m. - Check-in and snack in art room  
3:15 - 4:15 p.m. - Supervised homework time in art room  
4:15 - 5:00 p.m. - Recreation  
5:00 - 6:00 p.m. - ASK Pick-Up Room
- Friday schedule**  
1:15 - 3:15 p.m. - CLUB (offerings change)  
3:15 - 4:15 p.m. - Recreation time Outside or in the Gym  
4:15 - 5:00 p.m. - Games/Puzzles in ASK Pick-Up Room  
5:00 - 6:00 p.m. - ASK Pick-Up Room
- Cost: Club: \$5 per day  
ASK: \$8.00 per day

### Carpool

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

### Drills

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. The following information will be held in strictest confidence.

- a. Copy of Driver's License
  - b. Notification of any health issues or related problems which could impair your ability to drive safely
  - c. Vehicle to be driven, make, model and year
  - d. Confirmation that the vehicle has a current date inspection
  - e. Confirmation of insurance coverage for the vehicle (copy of id card or policy page attached)
  - f. Department of Motor Vehicle Driving Record. (Multiple speeding, DUI, major vehicle infractions, etc. will preclude volunteers from driving our children.)
- Please contact the DMV well in advance to satisfy this requirement.  
To obtain a copy of your North Carolina driving record please go to the following website: <http://www.ncdot.gov/dmv/online/records/>  
The fee is \$11.00.

In order to be in compliance with our insurance company's requirements, if permission was granted to a volunteer during the 2014-2015 school year, and we currently have up-to-date driving record items on file, the volunteer has permission to drive students during the 2015-2016 school year without submitting additional paperwork. If permission was granted to volunteer during 2014-2015 school year but driving record items have since changed in any way, (new vehicle, new insurance cards, license renewal, or ticket) volunteer is responsible for submitting updated information to Salisbury Academy before driving students to any 2015-2016 school-sponsored activity or event. Of note, our insurance company requires that every three years a new MVR (motor vehicle report) be submitted to 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 fever, is vomiting, has a bathroom accident, or demonstrates distress that preempts learning.
2. Students are expected to come to school rested and in good health. If a child becomes ill during the school day, parents will be contacted. The school is not equipped to handle extensive medical needs. Please be certain that we have updated phone numbers on file in case of an emergency.
3. The school will inform parents of any outbreaks of serious communicable diseases at the school.
4. When your child is feeling "under the weather" and stays home from school, please make sure that he/she is FEVER FREE for at least 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

### **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 of 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 changes to vaccination requirements as of July 1, 2015.

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

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

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

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

### **HIPAA Privacy Notice**

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

## Food Allergy Policy

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

- Parents of children with severe food allergies must provide a Food Allergy Action Plan before the first day of school.

- Parents must provide an EpiPen for their child, where appropriate.

EpiPens will be kept in front office and available for teachers to take on all field trips

- Student allergy profiles are posted in Renweb and made available to all faculty/staff/coaches

- An EpiPen and a copy of the student's Food Allergy Action Plan should accompany the student on all field trips and athletics events.

- Parents of students with severe food allergies should clearly inform faculty and staff of what foods their child may eat and what foods are to be avoided. Parents should provide an alternative snack or meal for the lunchroom, parties, trips, classroom activities, etc. if they are concerned about their child's consumption of an allergen. Barring specific parent directions, faculty and staff will withhold any food items that are questionable.

## Holidays and Birthdays

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. Birthday children in Junior Kindergarten and Kindergarten will be grouped for a common birthday.
3. Birthdays for all students are recognized during our weekly Chapel service.
4. Parents should coordinate with the teacher if they plan to provide special treats for birthdays. This is most appropriate during lunch or snack period.
5. 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.
6. No school sponsored off-campus End of Year parties will be allowed.

## Inclement Weather

1. In the event of inclement weather, announcements are broadcast on local TV stations concerning school closing, late opening or early dismissal for each day. The television stations are **WSOC –TV Channel 9, Charlotte; WBTV Channel 3, Charlotte, and News 14 Carolina.**
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**, and the **Salisbury Academy website and Facebook page.**
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 in grades 1-8 through Mr. Gatti's and Jersey Mike's. Parents will deal directly with this company. Please direct all questions and/or comments to Valerie Habeeb at Mr. Gatti's at [mrgattis@carolina.rr.com](mailto:mrgattis@carolina.rr.com) or Jersey Mike's at 704-642-0111 in lieu of calling Salisbury Academy.
2. Should SA cancel classes due to inclement weather, parents may receive a credit for lunches previously ordered from Mr. Gatti's or Jersey Mike's on the following month's lunch menu using the steps listed below:
  - Write a note on following month's lunch menu to indicate which dates a lunch order was affected by inclement weather.
  - Subtract the dollar amount owed from the total amount due and make the check payable to Mr. Gatti's or Jersey Mike's.
3. JK/K Parents may sign up for a 3-day lunch plan via information sent home from school.
4. 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.
5. **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.
6. Lunches brought in to school will be placed in a basket outside the Main Office. The student will be responsible for picking up their lunch from the basket.

## NC Child Passenger Safety Law

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

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

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

Car seat position-Forward-facing car seat position

Booster seat must be used with both lap and shoulder belts

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

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

Never use a booster seat with only a lap belt

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

Lap/shoulder safety belt

Child sits all the way back against vehicle seat

Knees bend comfortably at the edge of the seat

Belt crosses shoulder between neck and arm

Lap belt is low, touching hips or upper thighs

No car seat.

## **Nondiscrimination/Sexual Harassment Policy**

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 Head, or Head of School
- to speak with Director of Marketing and Communications, Business Manager, and Director of Admissions.

## **Parents**

### **Communication**

- Monday folders – 2 way communication
- Parents Web
- SA website/Social Media
- Email
- Parent/teacher conferences
- Jaguar Weekly
- Progress reports/report cards

### **Financial Responsibilities**

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

A \$25 fee will be assessed on any and all returned checks received by Salisbury Academy. This fee also applies to tuition drafts that do not clear your bank.

The following procedures govern payments and collections efforts:

Students/Parents Who Leave the School: The accounts of families with outstanding balances who leave the school will 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 will be turned over to the credit bureau.

Current Students/Families: Families that fall behind in their payments will be subject to a graduated level of collection efforts.

1. Salisbury Academy will withhold student grades for families that have an outstanding overdue balance (tuition, after-school care, activity fees, etc.) at the end of any given quarter.
2. If a family has an overdue balance at the end of any semester, the student(s) will not be permitted to return for the following semester until the account is brought up to date. If an eighth grader has an overdue balance at the end of the second semester, he/she will not receive transcripts or a diploma until the balance is paid in full.
3. Re-enrollment contracts are contingent upon a zero balance for the previous school year. Families with a balance due at June 30 will forfeit their enrollment for the upcoming year.
4. All materials must be returned in good condition or a fee will be assessed.

Salisbury Academy appreciates 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.



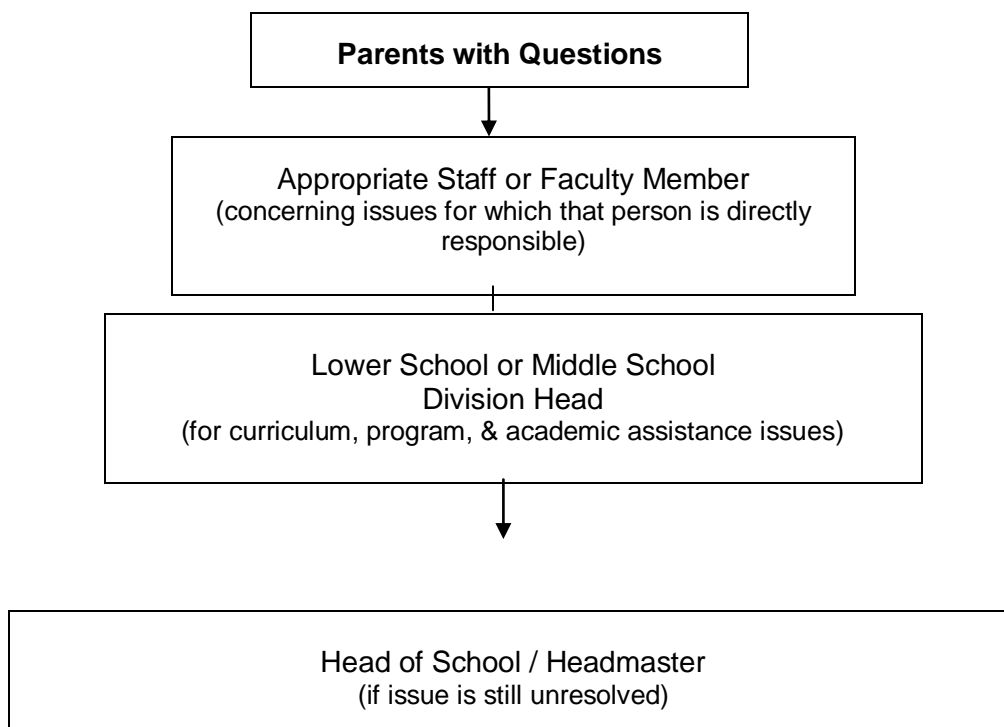
## Re-Enrollment

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<sup>th</sup> of the current school year.

## Reimbursements for Purchases

If a purchase is made by a parent expecting reimbursement for the expenditure, the reimbursement will not include sales tax, as the school cannot file a claim with the State for sales tax refund on reimbursements.

## Parents with Questions



## Admissions and Withdrawals

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

## **Giving Culture**

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

## **The Annual Fund**

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

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

## **Golf and Tennis Tournaments**

Our annual Golf and Tennis Tournaments have become events that you don't want to miss. Bring your team of four players to compete in the captain's choice tournament held every fall. Purchase a Mulligan Package to increase your chance at the trophy! Proceeds support our operations budget.

## **Spring Gala**

This annual auction has become the premier event for the Salisbury community and Salisbury Academy's largest fundraiser. Funds raised from event contributions and auction purchases provide the following to Salisbury Academy and the Salisbury community:

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

## **Kidsbloom and Salisbury Academy 5K and Fun Run**

Kidsbloom is an energetic, family-friendly festival hosted by Parents of Salisbury Academy (PSA) each spring. The day includes games, activities, food, a raffle, a silent auction featuring fantastic offers from local vendors and – most importantly – artistic creations from our very own students. In 2012 we added a 5k and Fun Run. Using proceeds from the raffle drawing, PSA presents the school with a gift from the “wish list.” Past gifts include purchase of a 42-passenger bus, sound system installation for our gymnasium, and a set of 120 folding chairs. The remaining proceeds are used to supplement our operating budget.

## **Other Opportunities**

Other fundraising and sponsorship opportunities that support Salisbury Academy include:

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

For more information about any of these opportunities, contact Beverly Fowler at 704.636.3002 or [bfowler@salisburyacademy.org](mailto:bfowler@salisburyacademy.org)

## Family Directory: Access via Parents Web

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

To set up your account follow these steps:

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