



3K-8 Family Handbook

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

This book, created in August 2026 for the 2026-2027 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 Director of Enrollment to facilitate such requests.

Revised 8-5-26

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Salisbury Academy Mission

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

The Jaguar Journey: The Jaguar Journey is our intentional framework for whole-child development, guiding students from 3K through 12th grade as they grow into engaged learners, compassionate community members, and confident leaders.

Rooted in our mission and values - discovery, stewardship, community, and faith - the Jaguar Journey ensures that every student is known, nurtured, and challenged along the way. Through experiential learning, strong relationships, and meaningful character formation, our students are building the skills, habits, and confidence they need for a purposeful life.

The Jaguar Journey isn't about a single moment or milestone — it's about the steady, thoughtful development of the traits that will serve our students for years to come.

Over the course of their time at Salisbury Academy, students grow into:

- **Creative Problem Solvers** who think critically and find joy in learning
- **Confident Communicators** who collaborate, present, and express themselves with poise
- **Compassionate Citizens** who care deeply and contribute meaningfully to their communities
- **Motivated Learners** who are curious, engaged, and eager for what's next
- **Resilient Individuals** who value wellness, balance, and their own unique path

These are not just outcomes. They are qualities we intentionally cultivate, celebrate, and build upon - day by day, year by year.

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

Greg Shields, Chair
ChaMarra Saner-Childers, Vice-Chair
Whitney Wallace, Secretary
Kyle Yoder, Treasurer
Delaine Fowler, Committee on Trustees Chair

Members

Robert Anderson
Paul Bardinias
James Davis
Hannah Jacobson
Aaron Kaklamanos
Vincia Miller
Fran Misner
Lisa Pope
Ryan Stowe
Traci Williams

Ex-officio Member of the Board: Mrs. Beverly Fowler, Head of School,
bfowler@salisburyacademy.org

Parents of SA

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

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

There are many different ways to get involved:

Attend monthly meetings
Volunteer for a PSA event
Become a grade parent
Help with faculty/staff appreciation week
Organize the Uniform Closet

PSA Officers for 2026-27

President	Maegan Parnell
Vice President	Amanda Bowen
Secretary	Susan Muth
Treasurer	Diana Dandro
Staff Liaison	Shannon McCoy, smccoy@salisburyacademy.org

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 2026-2027 Corporate Partners:

Gold

Armstrong Mechanical Services
Novant Health Rowan Medical Center

Silver

Accelerate Therapy & Performance
Country Law Shack - The Law Office of Paula J. Yost
Crescent Construction Services
Davis & Davis, Attorneys at Law, PC
Priority Background Solutions
Swing Transport, Inc.
Wallace & Graham, P.A.
Walser Technology Group, Inc.

Bronze

Baker's Mill Weddings and Events
Blandy Hardwoods, Inc.
Black's Hauling
Bradshaw Rogers Financial Partners
Central Carolina Insurance Agency
F&M Bank
Graham Roofing
Moose Pharmacy
Reid Acree, Jr., Attorney at Law
Reliable Home Resources
Rowan Diagnostic Clinic
Salisbury Endodontics
Salisbury Eyecare & Eyewear and Visionary Esthetics
Stout Heating and Air
Stowe Law Firm
Teri's Kidz Consignment Sale
The Forum Fitness Center
The Lettered Lily Design Studio
Thermal Technology
Thrivent Financial - Chris Fowler
Wallace Realty – Sarah and Keith Knight
Warrior Golf Club

Learn more about becoming a Corporate Partner at:

salisburyacademy.org/giving/corporate-partnership/



Corporate Partner Benefits		Gold \$7,500	Silver \$5,000	Bronze \$1,500
Digital	Logo on Corporate Partner webpage	✓	✓	✓
	Social media recognition	Single Ad	Single Ad	Group Ad
	Promotion in Jag Journal newsletter	✓	✓	✓
	Homepage website banner highlight	2 Weeks	1 Week	✓
Print	Business Directory	✓	✓	✓
	Banner in SA Gym	✓	✓	✓
	Logo on Corporate Partner Banner	✓	✓	✓
	Yearbook ad	full	half	logo
Event	T-shirt with company logo feature	✓	✓	✓
	Outdoor campus signage	✓	✓	✓
	Recognition in event programs (Talent Show, Grandpersons Day, theatre productions)	✓	✓	✓
	Recognition at Community Engagement Series	✓	✓	✓
Event	Announcement recognition at select events	✓	✓	✓
	Sports pass: Entry to every home game	✓	✓	✓
	Company logoed distribution (at Kidsbloom and to SA Admissions Prospects)	✓	✓	✓

Instructional Program

Daily Operations for Salisbury Academy Policies and Procedures

Daily Schedule:

3K: 8:30 a.m. – 2:30 p.m. (Friday dismissal: 1:05 p.m.)

Junior Kindergarten: 8:30 a.m. – 2:45 p.m. (Friday dismissal: 1:05 p.m.)

Kindergarten: 8:05 a.m. – 2:55 p.m. (Friday dismissal: 1:05 p.m.)

Lower School (Grades 1-4): 8:05 a.m. – 2:55 p.m. (Friday dismissal 1:05 p.m.)

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

Upper School (Grades 9-12): 8:00 a.m. – 3:00 p.m. (Friday dismissal 1:30 p.m.)

Drop-Off and Pick-up for 3K/JK Students

- Early morning drop-off is available at 7:45 a.m.
- In the morning, please drop off students at the student entrance at 1801 Bellevue Road and wait until they are either with an adult or inside the building.
- 3K and JK students will go directly to their classrooms each morning.
- During both morning and afternoon carpools, please stay in your car and go through the line to drop off and pick up your child.
- On the occasion when you need to come into the front office at the main building, please use the cross walk painted on the driveway so that drivers in the carpool line will be able to see you. If you enter the building, please do so through the main office rather than the student entrance.
- Please be aware of traffic flow, so as to not block the drop-off/pick-up areas.
- 3K students who have not been picked up by 2:45 p.m. (M-TH) or 1:20 p.m. (F) will go to after-school care.
- JK students who have not been picked up by 3 (M-TH) or 1:20 p.m. (F) will go to after-school care. Students must be supervised at all times by an adult while on campus.

Drop-off and Pick-up for Kindergarten, Lower School and Middle School Students

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

9. All students who have not been picked up by 3:25 p.m. (M-Th) or 1:35 p.m. (F) will go to after-school care. ASK charges will apply. Students must be supervised at all times by an adult while on campus.

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

Late Pick-Up Policy

All students who have not been picked up within 15 minutes of the start of carpool will be taken to after-school care where parents may pick them up. *After-school rates will apply.*

3K/JK ASK Phone: 704-314-6992 K-8 ASK Phone: 704-433-0613

Arriving by Bicycle

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

Homework Policy

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

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

Copying homework answers from another person's work or sharing answers verbally or electronically 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.

Middle School Late and Missing Work Policy

Motivated students maintain an awareness of assignments and due dates in order to stay on pace with the course instruction. Assignments and due dates are reviewed daily with students, who record details in student agendas.

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.

Cause	Looks Like	Required Intervention
Student needs further instruction	The student attempted but did not complete the assignment Evidence of attempted work Has questions prepared for instructor	Help sessions or lunch AW 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	Students may be required to attend a lunchtime work session to complete missing work. Students with any missing assignments from the week will be required to participate in Finish Up Friday study hall in lieu of recess.

*Revisions to deadlines and scores will be handled directly with each teacher.

Although teacher help sessions 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 student agendas for daily updates on assignments and assessments.
- Review teacher communication regarding upcoming units of study.
- 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.

Field Trips

- Upon admittance to Salisbury Academy, parents are requested to sign a general permission contract and waiver of liability in order for students to participate in all school trips. Travel is provided by school bus, by private vehicles driven by approved volunteers, and occasionally by charter bus.
- It is requested that parents planning to take students home from a field trip inform the teacher in writing, preferably in advance.
- All students have a completed Salisbury Academy Limited Release of Liability form on file as part of their admission paperwork.
- 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.

- 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.
- 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.
- 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.
- Parents and students are required to uphold the Salisbury Academy Behavior Expectation Policy on all field trips.
- There are to be no electronic devices, cell phones, etc. taken on field trips by students; this is to ensure the highest quality of educational time and positive social interaction during all field trips.
- 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.
- No refunds, regardless of the circumstances, will be given to students or parents for any field trip.
- Overnight chaperones must have a current background check authorization on file at Salisbury Academy.

Milestone Testing

Salisbury Academy currently administers the CTP-5 assessment in an online format each spring to all students in grades 3-8. These assessments are most widely used by independent schools and provide the most appropriate gauge for the effectiveness of our curricular and student expectations. The CTP (Comprehensive Testing Program) is ERB's summative assessment for students in grades 3-8 covering a variety of academic subject areas. The results give an indication of a student's performance individually and by grade level, both locally and nationally. Milestones are ERB's interim assessments for students in grades 3-8 covering reading comprehension and mathematics; these interim assessments are administered in the fall and winter to provide curriculum-driving data for the faculty.

Note: Please do not schedule medical appointments or vacation for your child during ERB week. Dates are noted in the school calendar.

Salisbury Academy Grading Scale 2026-2027

Junior Kindergarten/Kindergarten

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

Lower School Grades 1-4

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

Enhancement Scale

- S Satisfactory
- U Unsatisfactory

Middle School Grades 5-6

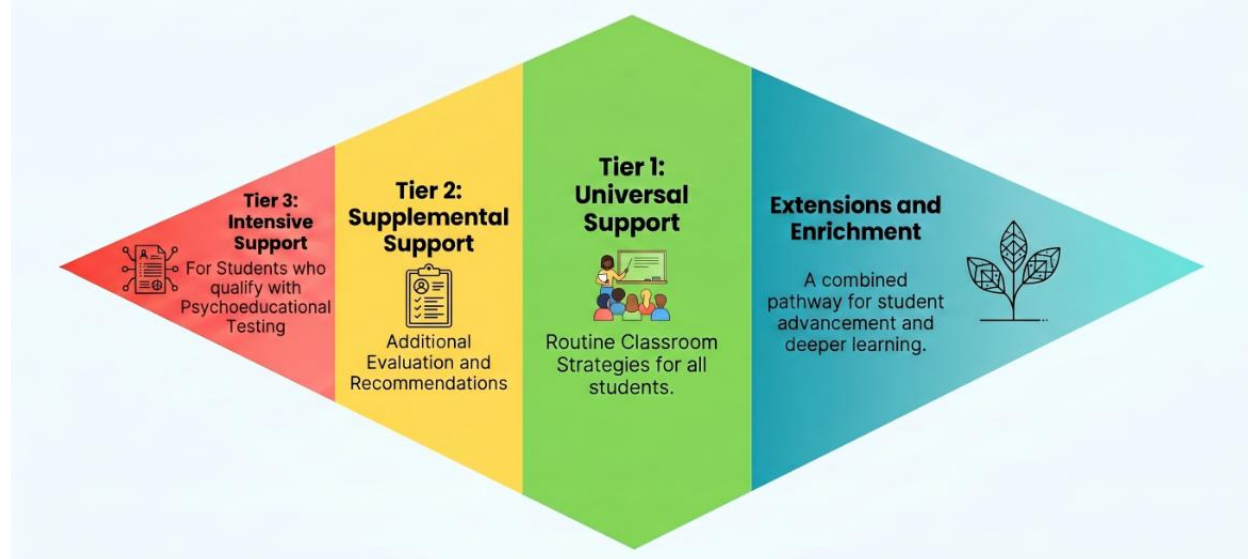
Competency Scale Descriptors
4 - Proficient with Distinction - Student extends key concepts, processes, and skills independently.
3 - Proficient - With limited errors, student grasps key concepts, processes, and skills and applies them effectively and consistently.
2 - Approaching Proficiency - Student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

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

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Student Learning Services

Salisbury Academy uses a tiered system of support for all students. This structure supports and enriches student development through purposeful pathways.



This system allows teachers and learning specialists to partner with parents to identify needs for student success. Using academic, observational, and intervention data, stakeholder teams defined at each level of support will determine the success of current support or the need for further intervention.

Tier One: Routine Classroom Strategies

This serves as the foundational tier of support, characterized by routine classroom differentiation services available for all students. This level focuses on universal strategies that can be implemented by the teacher within the regular classroom setting to support diverse

learners. These may include but are not limited to preferential seating, multi-modality instruction, small group support, hands-on learning, assistance with study and organizational strategies, redirection, visual instructions and schedules, audio support with text, a quiet environment during assessments, and the use of graphic organizers.

Tier Two: Additional Evaluation and Recommendations

Teacher or family concerns regarding student performance will be shared with the appropriate division director and grade-level team. Additional accommodations or recommendations will be considered, including:

- Further in-house evaluation
- Attendance at help sessions (middle school)
- Intensive, short-term interventions with the teacher for six weeks
- Additional strategies recommended by the teacher

A follow-up will be scheduled with the family and grade-level team on student progress or next step recommendations that could include outside tutoring or educational testing.

Tier Three: Students with Formal Testing

This level includes families of students who qualify for the Student Accommodations Program (SAP) following psychoeducational testing.

Student Accommodations Program

The mission of Salisbury Academy's Academic Support Program is to support students, teachers, and families through consultation, targeted intervention, classroom accommodations, and collaboration. The program is committed to helping students access and thrive within Salisbury Academy's challenging academic environment while recognizing and responding to individual learning needs.

Salisbury Academy recognizes that some students may require additional support to achieve success in the classroom. Students are considered eligible for the program following formal psycho-educational testing and a diagnosis of learning difference or DSM-V criteria. The evaluation must be completed by a licensed clinical psychology or certified school psychologist. The evaluation must be current, within the last four years.

Accommodations are determined on a case-by-case basis and are based on recommendations within the psycho-educational evaluation on file.

At this time, Salisbury Academy does not provide one-on-one services for students who are experiencing acute learning challenges.

Student Learning Plans

Student Learning Plans (SLPs) are developed by Salisbury Academy's academic leadership for students with current psychoeducational evaluations (completed within the past four years) that document a diagnosed learning difference. Medical Student Learning Plans are provided for students with documented medical conditions that significantly impact learning or access to the educational environment. SLPs are shared with teachers, division directors, and academic support specialists to support instructional planning, classroom differentiation, and the implementation of appropriate accommodations. While SLPs are informed by evaluation data and professional recommendations, the determination and implementation of accommodations and support services at Salisbury Academy are made by the Head of School, Division Directors, or designee in collaboration with school personnel.

Accommodations provide students with equitable access to instruction and assessment while maintaining the integrity of Salisbury Academy's curriculum and academic standards. They are designed to support students in demonstrating their knowledge and skills without altering learning expectations or outcomes.

Academic Support Program Model

Families with students in the Student Accommodations Program are served by classroom teachers, the division director, and the academic support specialist. This team provides direct services through small-group programming, classroom differentiation, and support of each Student Learning Plan (SLP) based on data from a current professional assessment.

Some students may benefit from privately paid individualized services in addition to our program. Such services may include one-on-one reading, writing, or math support, tutoring, speech and language therapy, or occupational therapy with recommended providers.

Grades K-4

- Students are fully supported by teachers in the implementation of accommodations.
- Emphasizes a structured, supported environment with embedded supports.
- In grades 3 and 4, SAP families may elect to enroll in academic support sessions in lieu of foreign language classes. These sessions support the goals of the SLP as well as classroom instruction, modifications, and accommodations.
- Conferences to review the SLP will be offered at the beginning and end of each school year. Progress will be monitored and communicated on student progress reports and report cards.
- Testing accommodations provided in the student's formal testing are available during ERB test sessions.

Grades 5 - 8

- Students begin to take a more active role in understanding their learning profiles during the middle school years. This includes understanding their available accommodations, active engagement in classroom activities, and completion of assignments.
- Teachers continue to support implementation while students begin to practice self-advocacy skills.
- Students meet with the division director before accommodations go into effect.
- Students may enroll in academic support sessions in lieu of foreign language instruction. These sessions support the goals of the SLP as well as classroom instruction, modifications, and accommodations.
- Conferences to review the SLP will be offered at the beginning and end of each school year. Progress will be monitored and communicated on student progress reports and report cards.
- Testing accommodations provided in the student's formal testing are available during ERB test sessions.

Extensions and Enrichment

The Extensions and Enrichment section of the MTSS diamond represents a combined pathway for student advancement and deeper learning. This support is for students who demonstrate a consistent desire and need for a greater depth of learning, rather than merely advanced acceleration.

The primary objective for students in this pathway is to reach Webb's Depth of Knowledge (DOK) Level 4, which is categorized as Extended Thinking. Unlike lower levels that focus on recall and basic skills/concepts, enrichment opportunities encourage complex reasoning, planning, and developing ideas, over time.

Teachers identify specific academic or creative areas where a student demonstrates the potential for extension. Once these areas are identified, the teacher works closely with the student to establish personalized goals for deeper exploration and helps to develop opportunities for the student to apply their skills and knowledge in a variety of ways. In grades 5-8, this work is reflected in the grading scale. Students may attain a "4" on learning objectives where they "extend key concepts, processes, and skills independently and consistently."

Progress Reports

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

Report Cards

Students in grades JK-8 receive a report card each trimester. Additionally, parent/teacher conferences are scheduled for all students in grades JK-8 during the first trimester. Please contact teachers if a conference is needed at any time. 3K classes hold parent/teacher conferences in the fall and spring, and families will be provided a narrative report each trimester.

Attendance Policy

Regular attendance is essential to student success and to maintaining a strong partnership between the school and families. Students are expected to attend school each scheduled day, arrive on time, and participate fully in all academic activities. Families are responsible for notifying the school as soon as possible when a student will be absent.

Enrollment Attendance Requirement

Students are expected to begin attending school within the first ten (10) school days of the academic year. Any student who does not attend school within the first ten (10) school days of the school year may be withdrawn from the school's enrollment roster. Withdrawal from the roster does not release the family from any financial obligations under the enrollment agreement. Tuition and any applicable fees remain the responsibility of the family.

Excused Absences

An absence may be considered excused when approved by school administration for reasons including, but not limited to:

- Student illness or injury
- Medical, dental, or therapy appointments
- Serious illness or death in the immediate family
- Religious observances
- Court appearances or legal obligations
- School-sponsored activities
- Other circumstances approved by the Head of School or designee

Parents or guardians should notify the school before the absence whenever possible. The school may request documentation for extended or repeated absences.

Unexcused Absences

An absence may be considered unexcused when:

- The school is not notified of the student's absence.
- The reason for the absence does not meet the criteria for an excused absence.
- Required documentation is not provided when requested.
- The student leaves school without authorization.

Repeated unexcused absences may result in academic consequences, administrative intervention, or additional actions deemed appropriate by the school.

Tardiness

Students are expected to arrive before the official start of the school day.

A student is considered tardy when arriving after the designated start time.

Repeated tardiness disrupts learning for both the student and the classroom community.

Families may be contacted when a pattern of tardiness develops. Continued excessive tardiness may result in a conference with school administration to develop an improvement plan.

Early Dismissal

Whenever possible, appointments should be scheduled outside of school hours.

Students leaving before the end of the instructional day must:

- Be signed out by a parent, guardian, or authorized emergency contact.
- Have approval from the school office.
- Leave only through the school's established dismissal procedures.

Excessive early dismissals may be treated similarly to excessive tardiness due to lost instructional time.

Unexcused Absences Without Communication

The school is committed to ensuring the safety and well-being of every student. When a student is absent without communication from a parent or guardian, the following procedures will be followed:

- Two (2) consecutive unexcused absences without communication: School staff will make reasonable attempts to contact the student's parent or guardian to determine the reason for the absences and offer any needed support.
- Three (3) consecutive unexcused absences without communication: School administration will contact the student's parent or guardian to discuss the absences and determine appropriate next steps. If the school is unable to establish contact with the student's family and has concerns for the student's welfare, the school reserves the right to request a wellness check through the appropriate emergency services or local law enforcement agency.

Family Communication

Parents and guardians are encouraged to notify the school as early as possible when a student will be absent. Timely communication allows the school to appropriately document absences, support student learning, and ensure student safety.

The school reserves the right to review attendance patterns and address excessive absences, whether excused or unexcused, when they interfere with a student's educational progress or the school's ability to fulfill its educational mission.

Off-Campus Appointments

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

Transcript Policy

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

Middle School Advisory Program

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

Honor Code

At Salisbury Academy, we uphold a culture of mutual trust, integrity, and intellectual honesty. These values form the foundation of meaningful learning and reflect the highest ideals of our school community.

As compassionate citizens and motivated students, we each share responsibility for creating an environment where honesty, respect, and fairness guide our actions. The principles below define our Honor Code and serve as daily guideposts for students, faculty, and staff:

- **Practice academic honesty** – Cite the work and ideas of others, complete your own assessments and assignments, offer and receive help only when permitted, and report research and achievements truthfully.
- **Demonstrate trust** – Act in ways that build and preserve trust among peers, staff, and the larger school community.
- **Take responsibility** – Approach each task with preparation, effort, and care. Honor your commitments and follow through.
- **Promote fairness and equity** – Ensure that all students experience an environment free from the harms of cheating or dishonesty.
- **Act with integrity** – Let your words and actions consistently reflect a commitment to learning, growth, and the common good.
- **Use AI ethically** – As artificial intelligence becomes more present in academic life, seek teacher guidance before using AI tools in any classwork or project to ensure its use supports learning and aligns with our academic values. Report all use of AI on any submitted work.

Violations of the Honor Code are taken seriously. The Salisbury Academy community—students and faculty alike—will not tolerate breaches of these standards.

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

Love and Logic helps to:

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

It works because:

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

Discipline Process:

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

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

Typical consequences beyond the verbal reminder might include:

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

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

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

Common offenses for which a conduct form is issued include:

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

Logical consequences could include:

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

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

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

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

Exceptional Misconduct:

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

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

Salisbury Academy Conduct Form

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

Common offenses for which a Conduct Form is issued include:

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

The following consequence has been issued:

Student Signature	Date	Teacher Signature	Date
Parent/Guardian Signature Date			

Student MUST return this form with Parent/Guardian Signature the next school day.

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

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

Recess

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

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

Student Dress Code

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

Outdoor Activities

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

Giving Messages to Students During the School Day

In order to minimize distractions in the classroom, please limit requests to send messages to the students during the school day to emergency needs only. Refrain from texting students directly as cell phones are not permitted during the school day.

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 and Wearable Technology Policy

Cell phones, smart watches, and meta glasses are not to be used during school hours, between 7:45 a.m. – 3:10 p.m. Cell phones and messaging devices are only to be used after school with staff permission. If a student brings a cell phone to school, it should be kept in a locker or a backpack for the entire day. Making calls, texting, or checking messages is not permitted. Students must leave cell phones on silent and in their bookbags throughout the day. Students with smart watches must have them set to ***“school mode”*** in order to limit distractions. Please reach out if you need help with this setting. Devices that are misused or become a distraction may be collected by the teacher and held until the end of the day. On a second or subsequent offense, consequences of cell phone use may include detention or other disciplinary action.

Technology Acceptable Use Policy

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

1. All users of technology will adhere to the Salisbury Academy *Acceptable Use Policy*.
2. Staff and students are responsible for the educational, ethical and legal use of the Internet and materials obtained through the Internet and other electronic networks.
3. Any student working on the computer must have adult supervision by a parent or Salisbury Academy faculty/staff member, or special permission.
4. Those who fail to adhere to this policy are subject to disciplinary action by the Head of School. "Artificial intelligence" or "AI" is intelligence demonstrated by virtual machine/computer technology not originating from intelligent human creativity. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning or other similar activities. Examples of AI technology include chatbots (ChatGPT, Google's Gemini, etc.), search engines, or image generators and other chatbots and large language models or any other similar type of technology.
 - a. AI is not a substitute for schoolwork that requires original thought, judgment, and creativity. Students may not claim AI generated or influenced or procured substantive content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
 - b. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).
 - c. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. Any information shared with AI technology could be attributed to the student or SA or go 'viral' and must be treated accordingly regardless of any program's settings or assurances. Students are fully and completely responsible for any and all actions related to AI utilization.
 - d. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software or other similar verification procedures.
 - e. Student & Family AI FAQ's/Guidelines:
 - i. Do not upload or input any confidential, proprietary, or sensitive information into any AI Programs. Examples include any personally identifying information about students, or their families, passwords and other credentials, protected health information, personnel material, information from documents marked confidential or proprietary, or any other non-public information that might be of use to competitors or harmful to you or your school or family if disclosed.
 - ii. Do not upload or input any personal information about any person into any AI Programs.
 - iii. Do not use any AI Programs to create responses or complete any homework assignments, quizzes, tests, exams, or other assignments on which students are graded or otherwise evaluated.
 - iv. Do not represent work generated by AI Programs in whole or in part as being your own original work.
 - v. Do not assume that any task can be correctly performed by AI Programs.
 - vi. Do not integrate any AI Programs with internal school software, tablets or computers, or any other equipment or devices or portals or systems without first receiving specific written permission from the Head of School and the IT Department.

5. Violations of this policy may lead to disciplinary action up to and including expulsion from Salisbury Academy.

Google Workspace for Education

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

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

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

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

School Counseling Services

The school recognizes that students' social, emotional, behavioral, and academic well-being are closely connected to their ability to learn and succeed. School counseling services are provided to support students in developing the skills necessary to thrive in the educational environment while promoting healthy social-emotional development, resilience, problem-solving, and positive relationships.

School counseling is an educational support service designed to remove barriers to learning and help students function successfully within the school community. Counseling services are provided within the ethical standards and professional scope of practice of the school counseling profession.

Purpose of School Counseling Services

The purpose of school counseling is to provide short-term, school-based support that promotes student success by helping students:

- Develop healthy coping and problem-solving skills.
- Improve emotional regulation.
- Strengthen peer relationships and social skills.
- Address school-related stressors.
- Navigate transitions and life changes affecting school performance.
- Improve classroom engagement and academic success.
- Enhance decision-making and self-advocacy skills.

School counseling services focus on supporting students' functioning within the educational setting rather than providing long-term mental health treatment or psychotherapy.

Scope of School Counseling Services

School counseling services are:

- Brief and solution-focused.
- Goal-oriented and centered on current school-related concerns.
- Designed to improve a student's educational, behavioral, social, or emotional functioning within the school environment.
- Collaborative with teachers, administrators, and families when appropriate and in the student's best educational interest.

School counseling is not intended to replace community-based mental health therapy, psychological treatment, or family counseling.

Referral Process

Students are referred to the school counselor through a collaborative process that begins with the classroom teacher.

The referral process is as follows:

1. The teacher consults with the student's parent or guardian, when appropriate, and implements reasonable classroom-based supports and interventions.
2. If concerns persist, the teacher consults with the school counselor regarding the student's needs.
3. The teacher submits the referral to the school counselor.
4. The school counselor reviews the referral and determines the most appropriate level of support.

Parents or guardians who have concerns regarding their child's social or emotional well-being are encouraged to contact their child's teacher first. The teacher and school counselor will work collaboratively to determine whether a counseling referral is appropriate.

Students may also request to speak with the school counselor; however, referrals are coordinated through the student's teacher to ensure appropriate communication and support.

Counseling Sessions

School counseling sessions are intended to be brief and solution-focused.

Most student concerns can be effectively addressed through a limited number of sessions that focus on:

- Identifying the presenting concern.
- Developing practical coping strategies.
- Building problem-solving skills.
- Strengthening self-regulation.
- Identifying supportive adults and resources within the school.
- Creating action plans for success in the classroom.

The school counselor may also consult with teachers and parents or guardians regarding strategies that support the student's success at school.

Duration of Services

School counseling services are intended to provide short-term intervention.

Generally, a student will participate in no more than three (3) individual counseling sessions for the same presenting concern.

If a student's needs indicate that ongoing counseling or therapeutic intervention is necessary beyond three sessions, the school counselor will provide the family with referrals to vetted community mental health providers or agencies that offer services appropriate to the student's needs.

School-based counseling services may continue only as appropriate to support the student's educational functioning while outside services are arranged.

Parent Partnership

The school values strong partnerships with families and believes that student success is best supported through open communication.

Parents or guardians will be informed when their child is participating in ongoing counseling services, except in situations where immediate student safety or confidentiality considerations require a different response consistent with applicable laws and ethical standards.

The school counselor may recommend strategies and resources to support students at home and collaborate with parents and teachers to promote student success.

Confidentiality

The school counselor respects student privacy while recognizing that school counseling occurs within an educational setting.

Information shared during counseling sessions will be treated with appropriate professional discretion. However, confidentiality cannot be guaranteed in situations involving:

- Suspected abuse or neglect.
- Threats of harm to self or others.
- Court orders or other legal requirements.
- Situations requiring consultation with school personnel to support the student's educational needs.
- Other circumstances required by law or professional ethical standards.

When appropriate, the school counselor will involve parents, guardians, teachers, or administrators in order to best support the student's educational success and well-being.

Emergency and Crisis Situations

School counseling services are not intended to provide emergency mental health care or crisis stabilization.

Students experiencing significant mental health concerns, suicidal ideation, threats of violence, or other emergencies will be referred immediately to appropriate emergency services, crisis response resources, or qualified community mental health professionals in accordance with the school's safety procedures.

Professional Standards

School counseling services are provided in accordance with North Carolina state laws, professional ethical standards of the American School Counseling Association, and the mission of the school. The school reserves the right to determine the appropriateness of school counseling services and to make referrals for outside services whenever a student's needs extend beyond the scope of school-based counseling.

General

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

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

3K and JK students will have after-school care at the Early Education Building. K-8 students will have the opportunity to participate in an after-school program at Salisbury Academy's main building. Students will go to their respective sites after designated carpool pick-up time ends. Their afternoons include a snack (brought from home), study hall, and free play. All students must be picked up no later than 5:30 p.m., Monday-Friday. **A \$25 late pick-up fee will be charged for each day students are picked up after 5:30 p.m.** With questions contact: ask@salisburyacademy.org. Excessive late pick-up may result in dismissal from the ASK program.

Extended Day ASK and Fees

Current ASK rates are \$13/day. SA offers Extended Day ASK on Fridays. Friday Extended Day will offer various activities from early release until 3:30 p.m. each Friday that ASK is in session. There will be a \$7 fee for extended ASK. Students remaining after 3:30 p.m. will also be charged the regular ASK rate of \$13. Parents using ASK daily may register for the monthly ASK program at \$220/month. This provides an annual savings over the daily rate. Contact ask@salisburyacademy.org to learn more.

ASK Contact Info and Payment:

- **Contact ASK** at ask@salisburyacademy.org
- **3K/JK ASK phone:** (704) 314-6992
- **Grades K-8 ASK phone:** (704) 433-0613
- Families are asked to notify ASK (ask@salisburyacademy.org) when their child will participate in the ASK program for the month ahead to allow for adequate staffing.
- If a child is picked up later than 5:30 p.m., the Director has permission to charge a late pick-up fee of \$25 in addition to the daily/monthly cost of ASK.
- ASK charges will be billed monthly. Any student whose account is two months past-due will not be permitted to stay in after-school care or participate in Extended Day unless the account is brought current. Additionally, late pick-ups can result in dismissal from the ASK program.
- Payments can be made through Facts or by check payable to Salisbury Academy.

Carpool

1. We ask that you fill out and return a "Carpool Permission Form," obtained from the Salisbury Academy website; this form will detail those typically responsible for picking up your child.
2. In order to ensure the safety of our students, at the end of each school day; Salisbury Academy will release children in 3K through eighth grade **ONLY** to adults specified on the standard release form.
3. Parents who carpool should coordinate schedules and provide the school with a copy of the schedule. This also applies to after-school programs with bus pick-up.
4. Please notify the staff about any changes in the regular carpool schedule by sending a note to the homeroom teacher or calling/emailing the school **before your child's scheduled lunchtime**. Email the front desk at frontdesk@salisburyacademy.org. Please also email ASK (ask@salisburyacademy.org) if the change will occur during ASK.

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 a year.
3. **Critical Incident Drills** will be scheduled as appropriate.
4. **Lockdown Drills** are held at the discretion of administration and local law enforcement. Students, staff, and visitors are expected to comply with the safety measures implemented during these procedures.

Drivers for Field Trips/Sports Policy

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

- a. Copy of Driver's License
- b. Notification of any health issues or related problems which could impair your ability to drive safely
- c. Vehicle to be driven, make, model and year

- d. Confirmation that the vehicle has a current date inspection
- e. Confirmation of insurance coverage for the vehicle
- f. Individual background check authorization (to be repeated at least every three years) including Motor Vehicle Driving Record (multiple speeding, DUI, major vehicle infractions, etc. will preclude volunteers from driving our children).
 - Possible reasons for denial or dismissal include: felony conviction, 1 or more DUI convictions, domestic violence convictions, reckless endangerment convictions, outstanding warrants, and any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety, or morals.
 - Reasons to dismiss a driver for approval: not adhering to rule and procedures, being under the influence of drugs or alcohol, acting in a manner incompatible with the protection of student health, welfare, safety, or morals, or abuse or mistreatment of students, staff, or volunteers.

*Please contact the Director of Finance and Operations, Shannon McCoy, at smccoy@salisburyacademy.org to become a field trip/sports/events driver or to inquire about your status as a driver for Salisbury Academy.

Front Desk Office Hours

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

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

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

Habits, Health and Illness

1. Parents will be called to pick up their child if the child has a fever, is vomiting, has a bathroom accident, or demonstrates distress that preempts learning.
2. Students are expected to come to school rested and in good health. If a child becomes ill during the school day, parents will be contacted for pick-up. The school is not equipped to handle extensive medical needs. Please be certain that we have updated phone numbers on file in case of an emergency.
3. The school will inform parents of any outbreaks of serious communicable diseases at the school.
4. When your child is feeling "under the weather" and stays home from school, please make sure that he/she is FEVER 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

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 may 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, most every student in grades kindergarten, 7th, and 12th grades *must* have up-to-date immunization shots and parents *must* provide proof of the immunizations through official doctors' records under North Carolina law. Students who do not have these records on file **within 30 days** of the start of school for the calendar academic year will generally not be allowed to return to the school campus until such time as proof of immunization is provided.

Medical exemptions in North Carolina permit a physician to certify that any immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the North Carolina Commission for Public Health or other contraindications if approved. Such person is not required to receive the specified immunizations as long as the contraindication persists pursuant to N.C. Gen. Stat. §130A-156.

Parents, guardians, or persons *in loco parentis* of a child with religious beliefs contrary to the immunization requirements of North Carolina law may be exempt from such requirements upon the submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements under North Carolina law. Such person may attend school without presentation of the otherwise requisite certification of immunization pursuant to N.C. Gen. Stat. § 130A-157.

See www.immunize.nc.gov for current vaccination requirements.

Safety Policy Statement of Salisbury Academy:

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

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

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

HIPAA Privacy Notice

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

Food Allergy Policy

In an effort to maintain a safe environment for all students, Salisbury Academy has developed the following guidelines for students with severe food allergies, recognizing that it is impossible

for the school to ensure that the environment is completely risk-free at all times. Parents should work with their child to educate him or her as to what foods should be avoided and what to do in case of suspected or known ingestion of an allergen.

- Parents of children with severe food allergies must provide a Food Allergy Action Plan before the first day of school.
- Parents must provide an EpiPen for their child, where appropriate.
- EpiPens will be kept in front office for main campus and in classrooms for 3K and JK and available for teachers to take on all field trips.
- Student allergy profiles are posted in Facts and made available to all faculty/staff/coaches.
- An EpiPen and a copy of the student's Food Allergy Action Plan should accompany the student on all field trips and athletics events.
- Parents of students with severe food allergies should clearly inform faculty and staff of what foods their child may eat and what foods are to be avoided. Parents should provide an alternative snack or meal for the lunchroom, parties, trips, classroom activities, etc. if they are concerned about their child's consumption of an allergen. Barring specific parent directions, faculty and staff will withhold any food items that are questionable.
- The Cub Cottage is a peanut-free building.

Holidays and Birthdays

- 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.
- Birthdays for all students are recognized during our weekly Chapel service.
- Parents should coordinate with the teacher if they plan to provide special treats for birthdays. This is most appropriate during lunch or snack period.
- 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.
- No school sponsored off-campus End of Year parties will be allowed.

Inclement Weather

- In the event of inclement weather, school delays or closings will be announced on Salisbury Academy's Facebook page.
- 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.
- Please also refer to the **local weather reports**.
- Most importantly, please use your own judgment should you feel the weather prevents you from safely traveling to school.

Lost and Found

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

Lunch and Snacks

- Hot and cold lunches are available for purchase for grades 3K-8.
- 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.

- **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.
- **We do strive to be peanut free in 3K and 4K and ask that no peanut products are brought in or served to this group.**
- Lunches brought to the main building for grades K-8 will be placed in the baskets outside the front office and should be labeled by the parent with the child's name.
- Please limit or avoid heatable lunch items due to delays this puts on the lunch process.
- Eating utensils should be brought from home and will not be provided except when purchasing from school.
- Please do not have lunches delivered by outside restaurants or Door Dash, etc.

NC Child Passenger Safety Law

Per Salisbury Police Department, NC law states that children must be properly restrained in an appropriate car seat or booster until they are 8 years old or 80lbs., whichever comes first. Salisbury Academy faculty and staff are not permitted to buckle or unbuckle students.

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

Type of car seat- Highback or backless booster

Car seat position-Forward-facing car seat position

Booster seat must be used with both lap and shoulder belts

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

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

Never use a booster seat with only a lap belt

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

Lap/shoulder safety belt

Child sits all the way back against vehicle seat

Knees bend comfortably at the edge of the seat

Belt crosses shoulder between neck and arm

Lap belt is low, touching hips or upper thighs

No car seat.

Nondiscrimination/Sexual Harassment Policy

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

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

This policy extends to maintaining an environment free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be condoned or permitted. This prohibition extends to such harassment within the

employment context as well as harassment of and between students. It also shall be deemed sexual misconduct for any adult at Salisbury Academy School to engage in any sexual behavior with any child at the school, without regard to whether or not that behavior is deemed welcome.

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

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

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

Visitors

Regardless of the time of day, all parents and visitors **MUST** enter through the main office, sign in, and receive a visitor's badge before entering the school hallways and classrooms. All visitors must sign out and exit through the main office. This procedure will ensure the safety of our children; total adherence is required of **all** visitors to our school.

When do I need an Appointment with Faculty or Staff?

- to visit a classroom
- to speak with a teacher, Athletic Director, Division Director, or Head of School
- to speak with Director of Marketing and Communications, Director of Finance and Operations, and Director of Enrollment.

Zero Waste Recycling Pledge

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

Parents

Communication

- Jag Weekly e-newsletter, arriving via email at 9 a.m. on Sundays
- Monday folders
- Facts Parent Portal
- SA website/social media

- Email/Phone- two-way communication
- Parent/teacher conferences
- Progress reports/report cards
- Parent Alert text updates - one-way communication tool

Financial Responsibilities

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

The following procedures govern payments and collections efforts:

- 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.
- Re-enrollment is contingent upon a zero balance for the previous school year. Families with a balance due at June 30 may forfeit their enrollment for the upcoming year.
- 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.
- All materials must be returned in good condition or a fee will be assessed.
- A \$25 fee will be assessed on any and all returned checks received by Salisbury Academy.
- Report cards, school records, transcripts, and/or diplomas will be withheld until all fees are current.

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.

Requests for changes to a payment schedule should be made at least three business days prior to the scheduled payment date. Changes cannot be guaranteed and are limited to three changes per plan year. Additional change requests will be charged a \$25 fee.

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/>

North Carolina Opportunity Scholarship & ESA+ Programs

Salisbury Academy proudly participates in North Carolina's Opportunity Scholarship and Education Student Accounts (ESA+) programs administered by the North Carolina State Education Assistance Authority (NCSEAA). These state-funded scholarships help eligible families offset the cost of private school tuition.

Families are responsible for applying directly through NCSEAA during the state's application window, meeting all eligibility requirements, and endorsing their student's scholarship awards promptly each time action is required. Failure to endorse an award by the NCSEAA deadline may result in delayed or forfeited scholarship funding.

Salisbury Academy encourages all eligible families to explore these valuable funding opportunities. For the most current information regarding eligibility, application deadlines, award amounts, and endorsement requirements, please visit www.ncseaa.edu or contact the Salisbury Academy Business Office with any questions.

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.

Refer to the current Salisbury Academy Enrollment Contract for details:



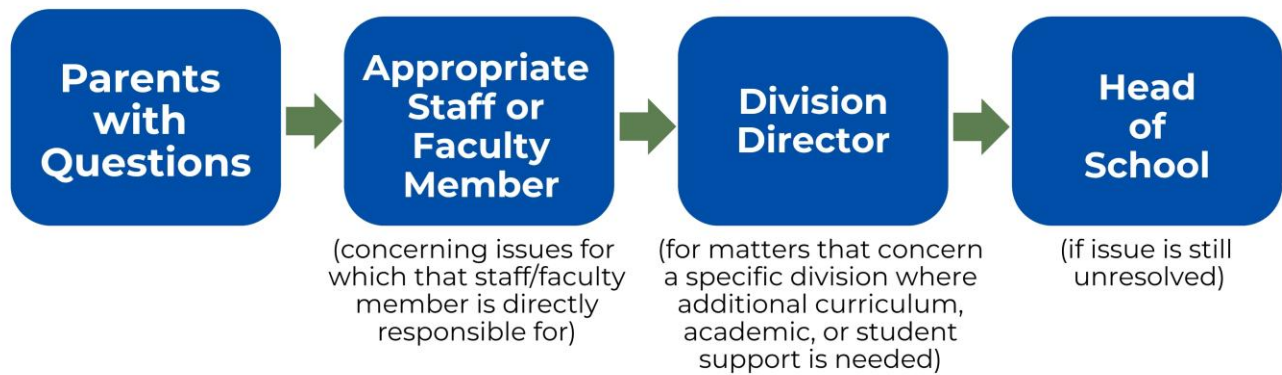
Admissions and Withdrawals

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.

In April of each year, the Salisbury Academy community will come together for **Giving Day** to celebrate our mission and invest in the future of our students. Families, alumni, grandparents, faculty, staff, friends, and community partners are invited to join together to make a meaningful impact through gifts supporting the **Annual Fund**. Every dollar raised helps provide exceptional educational experiences, enrich academic and extracurricular programs, support our dedicated teachers, and meet the school's greatest needs. Giving Day is a wonderful reminder of the generosity and commitment of the Salisbury Academy community.

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

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 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 Shannon McCoy at smccoy@salisburyacademy.org.

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:

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

Policies

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 must receive specific authorization signed

by the custodial parent or from a court of law regarding the removal of a student from the school campus by anyone other than the custodial parent. The school will assume that a child may leave the school campus with either the custodial or noncustodial parent, unless otherwise directed by a signed written agreement or order of the court.

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

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

Salisbury Academy Schools Security Camera System Policy

I. PURPOSE

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

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

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

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

II. GENERAL STATEMENT OF POLICY

A. Signage and Notification:

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

B. Camera Placement:

1. The security camera system is installed in public areas only. These areas may include school grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeterias, auditoriums, lobby and main entries and main office areas.
2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.

3. Video recording or security camera usage is prohibited in any space where there is a reasonable expectation for privacy.
- C. Use of Video Recordings
1. The Head of School or his/her expressly authorized designee shall oversee video surveillance.
 2. The Salisbury Academy video security system will be in operation and may be monitored by school personnel and or law enforcement personnel throughout the year.
 3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials and/or law enforcement personnel.
 4. Salisbury Academy may enter into a Memorandum of Understanding or other similar arrangement under this Policy with appropriate law enforcement agencies to permit the access or live viewing of security camera systems for narrow, limited emergency security purposes only that constitutes an imminent threat to safety or security of students or personnel.
- D. Data Storage:
1. All video recordings are stored on a secure server in a secure place to avoid tampering and ensure confidentiality to the maximum extent possible. Recordings will be saved for no less than 30 days.
 2. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes and is not to be used, shared, viewed, or released to third parties, students, parents, or other individuals outside of the Head of School process unless required by legal process.
 3. Absent legal notification or legal requirements to retain video documentation within the 30 day retention period from the date it is recorded, video recordings are routinely deleted and overwritten following __ days from the date of recording under this policy. Any video security system footage shall be preserved pursuant to all applicable legal requirements once Salisbury Academy is notified of security incidences reasonably likely to lead to criminal or civil proceedings or as otherwise required by law to be preserved prior to this routine preservation and overwrite procedure.
- Any question regarding this policy should be directed to the Head of School.

Medical Leave Policy

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

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

Requirements:

1. It is necessary for the family to obtain a written request for medical leave from a licensed healthcare provider in the respective field applicable to the student. The request must indicate when the student is expected to be able to return to a full-time schedule and be “temporary” in nature. (We understand that this is not a guaranteed return date.) A copy of this request must be sent to the Head of School.
2. When the student is ready to return to school, the family must obtain a written statement to that effect from the licensed healthcare provider in the respective field. If the student requires

accommodations upon return to school, these must be identified and requested in the return to school document.

3. When the school receives the return to school document, the school will make efforts to evaluate the request and respond to the family within one week of the request. (The return date may be affected by the academic calendar, see limitations below.)

Expectations:

1. Confidentiality - We will protect information about a student's medical leave to the maximum extent possible, and we will make efforts to work with the family to agree on the content and amount of information that may be shared. Typically, in addition to the Head of School, the Head of Lower or the Head of Middle and Upper School, the Counselor, and those who work directly with the student (including learning specialists who may advise about specific student needs) will be aware of the situation.

2. Communication - Managing medical leave and a return to learning plan will require sincere collaboration among the student's family, the school, and the professional treatment team. Salisbury Academy requests that families grant permission for our staff to speak directly with treatment team members (typically a HIPAA release is required to the healthcare provider) so that we can establish and maintain communication about treatment progress. This is essential as we formulate a plan for supporting the student's return to learning.

3. Extracurricular Activities - Students on medical leave generally may not participate in extracurricular, athletic, or social school activities without permission.

Limitations:

1. Under North Carolina's compulsory attendance law, an extended absence will not be considered "excused" unless the student has been granted medical leave.

2. We will do our utmost to meet the unique needs of each student while also working within the structure of an accredited academic program.

3. The essential services we provide - the academic program here at Salisbury Academy – is fundamentally designed for in-person collaborative learning; we do not have the facility, program, or services for students to attend remotely without fundamentally altering the nature of services provided.

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

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

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

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

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

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

Illegal 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.

Salisbury Academy Potty Training Policy Agreement

Purpose

This Potty-Training Policy outlines our expectations for families and ensures consistency between home and school, based on American Academy of Pediatrics (AAP) guidelines. To maintain a healthy, safe, and developmentally appropriate learning environment, all enrolled children at Salisbury Academy must be fully potty trained **before entering the classroom**.

If we recognize that your child is frequently having accidents and/or not communicating the need to use the bathroom to urinate or have a bowel movement, **the preschool will not consider your child to be fully potty trained**.

Each child will be guided to use the bathroom at least **twice during the school day**. Your child is expected to communicate with a teacher about the need to eliminate between guided toileting times.

This policy is designed to:

- Maximize instructional learning time and classroom routine.
- Minimize disruption caused by toileting assistance.
- Maintain safe and sanitary classroom conditions.
- Support the potty training accomplishments previously achieved at home.

Definition of "Fully Potty Trained"

A fully potty-trained child can:

- Recognize the need to use the toilet and communicate it to an adult.
- Use the toilet independently, including wiping and flushing.
- Wear regular underwear (no diapers or pull-ups during school hours).
- Remain accident-free during the school day.
- Handle bathroom routines with minimal reminders or assistance.

Preschool Requirement

Children **must be fully potty trained** before starting preschool at Salisbury Academy.

Transitional Period

A **5-day transitional period** will be given to all students to adjust to their new environment, teachers, and routines. After this period, the following criteria will be used to assess potty training readiness:

Indicators a Child is Not Fully Potty Trained:

- More than **one accident in a single school day**.
- Accidents occurring on **more than one consecutive day**.
- Inability to **undress, dress, or wipe independently**.

If a Child is Not Potty Trained

1. Immediate Observation and Documentation

- Staff will observe and document accidents and signs of potty-training delay.

2. Parent Communication

- Parents will be notified **immediately** if their child cannot use the toilet independently or is having **frequent accidents** (as defined above).

3. Potty Training Hold

- The child will be **temporarily withdrawn** from preschool and placed on a **Potty-Training Hold**.
- A written notice will be provided explaining the reason for withdrawal and offering potty-training resources.

4. Reassessment and Re-Entry

- Parents may request re-entry once the child has been using the toilet independently at home for **at least two full weeks**.
- An **in-person readiness meeting** with parents and staff will be scheduled.
- Upon re-entry, if the child is still not fully potty trained, a conference with school administration will be held to assess continued readiness for the program.

Parent Responsibilities

By enrolling your child at Salisbury Academy, you agree to:

- Ensure your child is fully potty trained before the first day of school.
- Not send your child in diapers, pull-ups, or with ongoing toileting issues.
- Provide extra clothing for the occasional accidents.
- Maintain consistent potty routines at home.
- Communicate any medical or developmental concerns regarding toileting.

Preschool Responsibilities

Preschool staff will:

- Supervise and support children in their independent toileting routines.
- Use age-appropriate language and positive encouragement.
- Notify families of any accidents or toileting concerns.
- Respectfully enforce this policy for the benefit and safety of all students.

Parent Acknowledgement and Agreement

By signing below, I acknowledge that I have read, understood, and agree to comply with the Potty-Training Policy at Salisbury Academy. I understand that my child must be fully potty trained to attend school and that failure to meet this requirement may result in temporary withdrawal until required potty training is demonstrated.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Salisbury Academy Policy: Flag Protocol

Effective Date: September 2025

I. Purpose

This policy establishes clear guidelines for the display and handling of the United States flag and the North Carolina state flag at all school facilities and events. The policy is intended to ensure respectful and consistent adherence to the U.S. Flag Code (Title 4 of the United States Code) and the relevant North Carolina General Statutes.

II. Authority

This policy is adopted in accordance with the U.S. Flag Code and North Carolina General Statutes § 115C-218.80 (for charter schools) and § 144-5.

III. General Flag Display

1. The United States flag and the North Carolina state flag shall be displayed on school grounds, and where available, in each classroom.
2. The flags shall be displayed daily during school hours from sunrise to sunset. If the flags are displayed at night, they must be properly illuminated.
3. The flags shall not be displayed during inclement weather unless they are all-weather flags.
4. When displayed together on the same staff, the North Carolina flag shall be placed below the United States flag. When displayed on adjacent staffs, the United States flag shall be hoisted first and lowered last. The United States flag must always be to the observer's left.

IV. Protocol for Lowering Flags to Half-Staff

1. Flags shall be lowered to half-staff upon the order from Governor of North Carolina.

2. The school administration will monitor official communications from the President and the Governor to determine when flags are to be lowered. Official directives will be communicated to all relevant staff promptly.
3. The school will follow all specific instructions contained within the official proclamation, including the date, time, and duration for which the flags are to be flown at half-staff.
4. When raising the flag to the half-staff position, it shall first be hoisted to the peak for an instant and then slowly lowered to the half-staff position.
5. Before being lowered for the day, the flag shall again be raised to the peak and then lowered ceremoniously.
6. The North Carolina flag shall be displayed at half-staff for the same period and under the same conditions as the United States flag.
7. Flags will be flown at half-staff on the following observances as specified by federal and state law:
 - **Memorial Day:** From sunrise until noon only, then raised to the peak until sunset.
 - **Patriot Day (September 11):** From sunrise to sunset.
 - **Peace Officers Memorial Day (May 15):** From sunrise to sunset.
 - **National Firefighters Memorial Day (First Sunday in May):** From sunrise to sunset.
 - **Pearl Harbor Remembrance Day (December 7):** From sunrise to sunset.

V. Flag Condition and Disposal

1. Flags that are no longer a fitting emblem for display (e.g., worn, tattered, or faded) shall be retired and disposed of in a dignified manner, preferably by burning.
2. The school may partner with local veterans' organizations, scouting groups, or other community entities to facilitate the proper disposal of retired flags.

VI. Responsibility

The responsibility for the implementation and adherence to this policy shall fall to the school's head administrator or their designated representative. The administration is responsible for ensuring that all staff and students are aware of and respect these protocols.

Spirit Rock Policy

The Salisbury Academy Spirit Rock is a wonderful tradition designed to celebrate our students, highlight campus spirit, and spread joy throughout our community! To ensure the Spirit Rock remains a positive experience for everyone, please review the following guidelines before planning your design.

Ownership & Reservation

- **Kidsbloom Exclusive:** The Spirit Rock is an exclusive Salisbury Academy Kidsbloom Auction item. Reservation rights are secured solely through the annual auction.
- **Prior Approval Required:** To ensure scheduling and content alignment, all design concepts must be submitted to and approved by the Salisbury Academy Administration at least two weeks (14 days) prior to painting.

Acceptable Themes & Inspiration

We encourage designs that uplift our students and celebrate our school culture! Excellent topics for the Spirit Rock include:

- Birthdays & Milestones: Celebrating a student's or staff member's birthday, graduation, or special achievement.
- Virtue of the Month: Highlighting Salisbury Academy's current virtue of the month to encourage character development.
- School Spirit: Cheering on SA sports teams, clubs, arts programs, or general school pride.

Restricted Content

The Spirit Rock is a dedicated space for student celebration and community positivity.

- No Politics or Controversial Topics: The rock may not be used to promote political candidates, political parties, social movements, or any controversial/divisive topics.
- Appropriate Language & Imagery: No profanity, obscure references, or inappropriate imagery will be tolerated.
- Final Discretion: Salisbury Academy administration reserves the right to review, deny, or paint over any design that does not align with the school's mission, values, or these guidelines.

Please submit your design sketch or description to the main office two weeks before your reserved date.