



SALEM

ACADEMY

Student and Family

Handbook

2023-2024

The Salem Academy Major Dates Calendar.....	3
Letter from the Head of School.....	5
INTRODUCTION.....	6
The Salem Academy Mission.....	6
The Salem Academy Vision.....	6
The School’s History.....	6
The Seal of Salem Academy and College.....	7
Nondiscrimination Statement.....	8
THE HONOR TRADITION.....	8
The Salem Academy and College Honor Code.....	8
The Honor Cabinet.....	9
STEAM FRAMEWORK.....	11
ACADEMIC LIFE.....	12
Academic Terms.....	12
Salem Academy Class Day Schedule.....	13
Graduation Requirements.....	14
Grading Scale.....	14
Assembly.....	19
The Advisory Program.....	19
Counseling Services.....	19
Use of Technology Policy.....	20
Use of Campus Buildings and Spaces.....	20
Salem College Courses.....	21
Dual Enrollment Courses.....	21
Online Course Policy.....	22
Office Hours.....	23
Innovation Days.....	23
Internships.....	24
Special Student Status.....	24
Summer Study.....	25
Accommodations for Students with Appropriate Diagnosis and Documentation.....	26
Hybrid Distance Learning Plans for the 2023-24 School Year.....	28
The Library.....	29
Humanities Division Policies.....	30
STEM Division Policies.....	30
Arts Division Policies.....	31
STUDENT LIFE AND COMMUNITY EXPECTATIONS.....	31
Absence Policy.....	32
Senior Privileges.....	34
Cell Phone Policy.....	35
Salem Academy Dress Code.....	36
Motor Vehicle Policies and Driving Privileges.....	38
Family Expectations.....	40
Social Media Guidelines.....	40
Social Media for Clubs and Organizations.....	41

STUDENT GOVERNMENT..... 42
 The Honor Cabinet.....42
 The Student Council.....42
 The House Council.....42

MAJOR RULES AND CONSEQUENCES..... 43
 Community Guidelines..... 43
 Harassment.....46
 Cheating and Plagiarism..... 46

ACADEMY ATHLETICS PROGRAM..... 50

DAY STUDENT REGULATIONS..... 51
 Parking..... 51
 Arrival At and Departure From School.....51
 Babcock Tags and Leaving Campus..... 51
 School Day Appointments or Leaving Early..... 51
 Guests.....51
 Hosting Boarders.....52
 Meals.....52
 Spending the Night at Babcock Residence Hall..... 52
 School Breaks..... 52

CAMPUS INFORMATION..... 52
 Health and Wellness Center..... 52
 Illness..... 53
 Medication..... 53

RESIDENTIAL LIFE..... 54
 Residential Life Philosophy..... 54
 Residence Rooms..... 55
 Room Inspections and Cleanliness..... 56
 Boarding Room Boundaries..... 57
 Check-ins and Curfews..... 57
 Quiet Hours.....59
 Evening Study Hall..... 60
 School Break Arrangements..... 60
 Boarding Student Transportation..... 61
 Permissions To Leave Campus..... 63
 Babcock Residence Hall Perimeter Alarm..... 63
 Guests/Visitors..... 64
 Additional Guidelines..... 65
 Religious Life..... 65
 General Safety Regulations..... 66

APPENDICES..... 67
 Description of Academy Major Events..... 67
 Student Organizations..... 68
 Honors and Awards..... 69
 The Alma Mater of Salem Academy and College..... 72
 The Morvian Blessing..... 73
 Faculty and Staff Directory..... 73

The Salem Academy Major Dates Calendar

FALL SEMESTER

August	1	All Forms Due. Student Services Staff return to campus
	7	New Faculty & Staff Orientation. Optional work day for returning staff
	9	Prefects Move In
	10	House Council/Orientation Committee Move In/Arrive
	11	International Students Move In
	12	New Boarding Move In (morning); New Day Student Check In (morning); 9th Parent Meeting
	13	Returning Boarding Move In (between 12:00 and 3:00 p.m.)
	14-15	All-School Orientation (required)
	16	First day of classes
	18	Opening Chapel, 4:00 p.m. (Required for all students. Families are welcome to attend.)
	19-20	Closed Campus Weekend for Residential Students
	20	Residential Students: Home Moravian Service and Luncheon; Religious Life Panel (evening)
	23	College classes begin
	25	All-School Bash/Saber Sorting
September	4	Labor Day Holiday (No Classes)
	16-17	Freshman Retreat (required for all 9th graders)
	19	Ring Banquet 5:00 p.m. (Required for all students. Families are welcome to attend.)
	20	Senior Day (required for all students; no regular classes)
	22-23	Senior Retreat
	29-30	Family Weekend
October	5	PSAT/College Counseling Workshop (required for all students; no regular classes)
	6	Fall Break begins at 4:00 p.m. (Transportation to the airport/bus/train 12:00 p.m.- 6:00 p.m.)
	7-10	Fall Break (Dorms open if needed)
	10	Boarding Student return from break begins at noon
	19-20	Innovation Days/Health Leadership Forum
November	9-11	Fall Theatre Production (students required to attend one performance)
	17	Thanksgiving Break begins at 4:00 p.m. (Transportation to the airport/bus/train 12:00 p.m.- 6:00 p.m.)
	18-26	Thanksgiving Break
	26	Boarding Student return from break beginning at noon
	27	Classes Resume
December	3	Senior Vespers at 5:00 p.m. (Required for all students. Families are welcome to attend.)
	8	Last Day of Fall Semester Classes

- 11-12 Semester Assessments
- 13 End of Semester/Holiday Celebration (Required for all students.)
Dismissal at 12:00 p.m. (Transportation to the airport/bus/train begins at noon.)

Winter Break: December 14 - January 2

- January 2** 9th/10th Boarding Students return (begins at noon)
11th/12th Boarding Students with local internships return (begins at noon)
- 3-12** Jan Term
- 15** Martin Luther King, Jr. Day (No Classes)
- 14 & 15** 11th/12th Boarding Students return from Jan Term (begins at noon each day)

SPRING SEMESTER

- January 16** Spring Semester Begins
- 26** Jan Term Sharing Day (Required for all students. No regular classes)

- February 19** No Academy Classes (College classes in session)

- March 8** Spring Break begins at 4:00 p.m.
(Transportation to the airport/bus/train 12:00 p.m. - 6:00 p.m.)
- 9-17** Spring Break
- 17** Boarding Students return from break (begins at noon)
- 18** Academy and College classes resume
- 28** ACT (required for 11th graders; regular school day for other grades)
Easter Weekend begins at 4:00 p.m.
(Transportation to the airport/bus/train 12:00 p.m.- 6:00 p.m.wv)
- 29-1** No Classes/Easter Weekend (Dorms will be closed.)

- April 1** No Academy Classes (College classes in session)
- 9** Senior Skip Day (No College classes due to College Academic Day of Excellence)
- 18-20** Spring Theatre Production (Students are required to attend one performance.)
- 19** Journey Walk & Founders Day at 4:00 p.m. (required for all students)
- 20** Alumnae Weekend (Students are required to attend Alumnae Panel. Time TBD.)
- 27** Prom
- 30** Senior/Staff Breakfast

- May 2** Last Day of Classes for Seniors; Smoosh Cake 4:00 p.m. (Required for Seniors)
- 3** Semester Assessments for 12th Grade
Athletics Banquet (Required for Student Athletes)
- 4-12** 12th Grade Activities or Trip
- 6** Last Day of Classes for 9th, 10th, and 11th Grades
- 6-17** A.P. Exams
- 7-8** Semester Assessments for 9th, 10th, and 11th Grades
- 9-15** Maymester activities
- 16** Maymester Share Day; Senior Fest (Required for all students)
- 17** Baccalaureate; Closing Chapel/Awards & Recognition Chapel
(Required for all students. Families are welcome to attend.)
- 18** Graduation (Required for all students.)
Transportation to the airport/bus/train begins at 1:00 p.m.

Letter from the Head of School

Dear Salem Academy Sabers and Families,

Each year the Salem Academy Student and Family Handbook is reviewed and edited to make certain that students and families are provided with the expectations of the Salem Academy Community. The revisions made each year are based on feedback from student leaders, families, faculty, and staff. It is everyone's responsibility to know what is included in these pages and to abide by these expectations every day.

The first part of the Handbook outlines three important aspects of Salem Academy: The Mission, The Honor Code, and the Nondiscrimination Statement. These guidelines, and more importantly, the spirit of integrity and respect intended in these community rules are the basis of everything that we do here. Knowing and living by these guidelines as a Salem Academy community member prepares students for their future.

Take the time to familiarize yourself with the contents of the Handbook. Not knowing an expectation is not a valid excuse for not meeting the expectation. These policies and procedures will be updated based on our continuing discussions with the Salem Academy Community. Any updates will be communicated through announcements and in the newsletters. The most recent version of the Handbook will always be accessible digitally to our students and families.

The Salem Academy Faculty and Staff welcome you to what promises to be an exciting year ahead! We are ready to teach you, advise you, support you, and help you in your classes and activities. Our faculty and staff will work with you to become your best self, a person ready and able to serve in our world with integrity and honesty.

Best to all,
Kris Porazzi Sorrells C'96
Head of School

INTRODUCTION

The Salem Academy Mission

Educating girls since 1772, Salem Academy fosters compassionate and creative leaders, prepared for college and life, who chart their paths with character, curiosity, and courage.

The Salem Academy Vision

Every student will be challenged, supported, and affirmed in becoming the best version of herself.

The School's History

Salem Academy began as a school for young girls in 1772 in the Moravian town of Salem, North Carolina which had been established just six years earlier by Moravian missionaries. From the beginning, the school has been dedicated to female education. At a time when public education did not exist in most areas of the country or the world, even for boys, the Moravians of Salem believed in the importance of educating all members of their community. Salem Academy and College is the oldest educational institution for both girls and women in the United States. Although no longer a part of the Moravian Church, the school has been an integral part of the town of Salem. Remarkably, the school has always remained in operation even during wars and pandemics. Today, the Academy and College share a 47-acre campus at its original location in the heart of Old Salem, part of the city of Winston-Salem.

The school catalogs of the 19th century clearly demonstrate common elements of the school's philosophy that have remained consistent throughout its history from its earliest days. Early administrators outlined the intention of the faculty to develop girls and young women according to their individual needs. This included an emphasis on physical wellness and exercise, the promotion of high standards for its students and faculty, and attention to the whole student for the development of her character as well as her mind. The school placed its chief emphasis upon the individual pupil. These were the concerns of the early Moravian teachers of the school in the 18th century, and they continue to be the focus of the institution in the 21st century.

Salem has been remarkably progressive in its education of girls and women throughout its history. Almost from its founding, Salem has educated women to work outside the home. Many of its teachers have been former pupils, and alumnae continue to return to Salem for employment. Although the school was initially opened only for local girls of the Moravian faith, its reputation drew girls from surrounding areas who boarded with Salem families. In 1802, the church decided to begin a boarding school for non-Moravians, and raised

funds to build a separate building now known as South Hall. By the late 1800s, the school offered both bachelor's and master's degrees to women.

Even in the late 19th century, the school recognized in its catalog "the fact that many pupils will need to earn their own living, and will prefer to do it in offices rather than in the school-room." Beginning in 1885, the school offered courses in bookkeeping, commercial law, telegraphy, shorthand, and typing. This was at a time when women made up less than 20% of the American labor force. Today's courses include subjects and co-curriculars that didn't exist in the school's first century such as the Academy's award-winning robotics teams and Fundamentals of Cybersecurity.

Throughout its history, Salem Academy has demonstrated a reverence for the past tempered by the realization that change must come. In each generation, the institution has strived for excellence both to serve its mission and to thrive. Salem has a long history of being at the forefront of education. Examples of its innovation include the opportunities for Academy students to take college courses years before the first early college programs in North Carolina, and most recently, the development of the STEAM program.

Across America and around the world, Academy alumnae are serving as teachers, physicians, researchers, artists, musicians, inventors, community volunteers, and business executives. Salem continues to innovate and thrive while educating the next generation of leaders in all fields. And the extraordinary education that Salem provides continues to be grounded in the Moravian tradition of high ideals and respect for all.

The Seal of Salem Academy and College

This explanation is adapted from "Decoding the Salem Seal" written by the Rev. Deborah L. Austin, C'78.

The Academy and College seal is the official symbol of Salem. It is reserved for important papers and occasions, such as diplomas, legal documents, and commencement. Designed in 1907 by a student named Dorothy Doe, it was drawn to include ribbons in 1948. The symbols on the seal include a scroll that represents learning and a wreath for peace. There is also a row of books that originally was a mountain peak which represented Pilot Mountain and designated strength. On the ribbons are three Greek letters, *Gamma Kappa Delta*, which stand for "*Gnosis Kai Dikaiosune*." This motto was devised for the Class of 1907 by Bishop Edward Rondthaler, who served as the President of Salem Academy and College from 1884 until 1888. In the 1907 *Sights and Insights*, the motto is translated as "Knowledge and Virtue."

Consider how these two ideas show themselves in various places around Salem. Salem's Honor Code points to learned truth, integrity, and the honoring of both self and the other person. Each student is being challenged to meet her full potential. In our time, Salem is working hard to be a community of diversity, inclusiveness, and social justice.

These Greek words offer depth to "Salem spirit," a spirit of history, beauty, tradition, and Moravian zeal. This term "Salem spirit" names the spirit of excellence at Salem. Salem is the oldest institution for girls and women in the United States, based on its founding date of 1772. This is quite a legacy, one that calls forth excellence from each person. The entire Salem student body, faculty and administration, in both Academy and College, are all being challenged to *dikaosune*, to integrity and honor and inclusiveness and character building. That kind of challenge is not met through the rote practice of learning facts from books. It is a deeper knowledge, a *gnosis* that comes from living life, from knowing God, from exercising leadership, from experiencing life's counterintuitive and creative truths, and from glimpsing wisdom.

Nondiscrimination Statement

Salem Academy does not discriminate on the basis of race, color, national origin, *sex, *gender identity/expression, sexual orientation, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, access to, or employment in Salem's programs and activities. *As an all-girls school, Salem Academy admits only female students as permitted by law.

The following person has been designated to handle inquiries regarding the nondiscrimination statement: Orielle Hope, Title IX Coordinator and Director of Human Resources, Strong Hall, 601 South Church Street, Winston-Salem, NC 27101 (336) 917-5450, orielle.hope@salem.edu.

THE HONOR TRADITION

The Salem Academy and College Honor Code

All students sign the Honor Code prior to coming to Salem. It is an expectation that each student uphold the code to the best of her ability.

1. I will accept responsibility for my actions and accept their consequences while at Salem Academy and in the community. This means that I will obey both the rules of the school and the laws of the land.
2. I will not lie or deliberately make a false statement with intent to deceive.
3. I will not cheat. Cheating is the giving or receiving of information that leads to an unfair advantage over others or using someone else's work as my own.
4. I will respect the property of others. I will not take another's property without her permission. I will not steal, damage, or destroy property that does not belong to me.
5. Salem Academy students have the privilege of self government. I must support and manage that system. Should a violation of Salem rules occur, it is my responsibility to uphold the system by either confronting the violator or by reporting the violator to the appropriate person through any of various means designated by the Academy.

6. I will be honest and considerate in all of my actions.

The Salem Academy community is based upon the Honor System, which is the backbone of our life together at Salem. It is a system that fosters trust, responsibility, and a sense of the value of each individual member. This trust permeates all facets of our life and is an integral part of our Salem family. Each individual member must recognize the importance of the Honor System and accept it as the basis for citizenship at the Academy.

The Honor Cabinet

The Honor Cabinet is the top branch of Student Government. Matters relating to integrity in academic areas (classrooms, study halls, science labs, the library, etc.) and in social areas (the dormitory, on school trips, during school activities, etc.) are handled by the Honor Cabinet. The Honor Cabinet works to be a resource for students as well as a bridge between the students and administration. The Honor Cabinet's chief function is to advise and guide students through constructive counsel and leadership. It is primarily concerned with the spirit behind the rules of the school, yet it does deal with actual rules when necessary. The Honor Cabinet endeavors to recognize social problems that are surfacing and to try to correct the situation. It hears cases and occasionally recommends disciplinary action to the Administration.

The Honor Cabinet is composed of the following members: the Honor Cabinet president, the Student Council and House Council presidents, 2 elected members (1 day and 1 boarder) from each class, and 2 faculty advisors.

Honor Cabinet Proceedings

1. A student who must appear before the Honor Cabinet first meets with a faculty or staff member who explains the Honor Cabinet meeting procedure, states the allegation(s) made against the student, and informs the student that she has the opportunity to explain her side of the story and to answer questions asked by the Honor Cabinet. All meetings before the Honor Cabinet are confidential and the student will be informed of that in the initial meeting.
2. The student is responsible for notifying her parents/guardians at this point and will be given the opportunity to do so.
3. Once the meeting starts, the student is reminded that she is under the Honor Code. She is questioned by student members of the Honor Cabinet.
4. The meetings are recorded and notes are taken. The student is not to bring any items, including a phone, to the meeting.
5. The student cannot return to class or other activities until all proceedings are completed. She may be asked to appear before the Honor Cabinet more than once.
6. The Honor Cabinet presents recommendations to the administration. The administration makes all final decisions on the case.
7. After a decision has been reached, the Head of School will contact the student's

parents/guardians.

Allegations of sex discrimination will be addressed in accordance with procedures in Salem Academy and College's Sex Discrimination, Harassment, and Related Sexual Misconduct Policy, available at [Non-Discrimination Statement](#).

Administrative Action

The Administration reserves the right to deviate from specific procedures outlined in the handbook depending on extenuating circumstances of a situation. The administration's discretion will be to protect the safety and privacy of students, faculty and staff.

The Administration reserves the right to explore allegations or charges made against students, to determine guilt or innocence, and to impose penalties without referral to the Honor Cabinet. This right is most likely to be exercised concerning charges that a student has broken state or federal law, but may be used for any infraction.

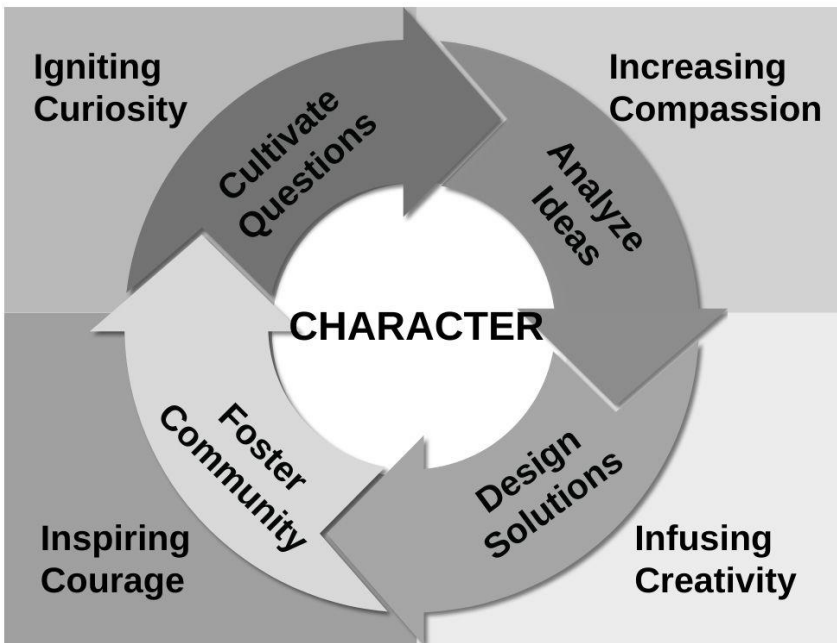
The Administration reserves the right to search student rooms, electronics and digital devices, lockers, cars, and personal belongings at any time the school has suspicion that a student is in possession of illegal, stolen, or dangerous materials.

The Administration reserves the right to discipline or impose interim measures up to and including removal from campus, as appropriate, for any student who engages in behavior which endangers her own life or who engages in behavior that is a direct threat to the health, safety, or lives of others. Such discipline may include suspension or dismissal, depending upon the circumstances.

STEAM FRAMEWORK

Within all aspects of Salem Academy life is a guiding interdisciplinary STEAM framework designed by the Salem Academy faculty and staff. The framework's questions guide all aspects of Academy life from planning events, solving complex academic problems, to interpersonal relationships within the community. Utilizing the framework from everyday tasks to large projects prepares students to think critically and intentionally building character in preparation for their future.

A core element of the Framework is the yearly thematic focus. This focus is reflected within the activities and classes designed for each grade level.



9th Grade: Igniting Curiosity

11th Grade: Infusing Creativity

10th Grade: Increasing Compassion

12th Grade: Inspiring Courage

Wellness Wheel and Heritage Months

Wellness, character, and leadership are three interwoven components of everyday life at the Academy. Each month focuses on specific aspects of Wellness, Character, and Heritage.

Month	Wellness Theme	Wellness Theme	Heritage Month
August	Social	Respect	
September	Environmental	Responsibility	Hispanic Heritage
October	Emotional	Integrity	Disability Heritage
November	Occupational	Honesty	Native American Heritage
December	Spiritual	Trustworthiness	
January	Financial	Caring	
February	Physical	Citizenship	Black History
March	Social	Fairness/Justice	Women's History
April	Emotional	Diligence	Deaf History
May	Intellectual	Courage	Asian/Pacific Islanders Older Americans Month

ACADEMIC LIFE

Salem Academy has a long history as an academic institution with a strong college preparatory curriculum. Students of Salem Academy are expected to commit to a lifetime of learning by pursuing a mastery of their subjects, by developing effective study habits and mature attitudes toward work, and by thinking critically and creatively. Salem expects students to look within as well as to look outward towards their place in a global society. Simply stated, Salem expects students to make a commitment to their coursework, attending class on time, being prepared, attentive and cooperative, willing to participate, and respecting all the rules of the classroom and of the school.

Academic Terms

The 2023-2024 academic year is divided into two halves: First Semester and January Term, and Second Semester and Maymester. January Term is a period of approximately two weeks following the Winter holidays which is set aside for learning and exploration that is not typically encompassed by the curriculum of regular classes. The entire program is divided into two main parts, on-campus and off campus. Essentially, the on-campus portion is for freshmen and sophomores; the off-campus portion is for juniors and seniors. For all students, the successful completion of Jan Term courses and internships is a graduation requirement. All Jan Term grades will be recorded on the school transcript. Maymester includes leadership training, school trips, and other experiential experiences.

Salem Academy Class Day Schedule

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
		Faculty Meeting (8:00 am - 9:00 am)				
A (8:30 am - 9:20 am)	B (8:30 am - 9:20 am)		D (8:30 am - 9:20 am)	E (8:30 am - 9:20 am)	F (8:30 am - 9:20 am)	G (8:30 am - 9:20 am)
XA (9:20 am - 10:05 am)	XB (9:20 am - 10:05 am)	C (9:05 am - 9:55 am)	XD (9:20 am - 10:05 am)	XE (9:20 am - 10:05 am)	XF (9:20 am - 10:05 am)	XG (9:20 am - 10:05 am)
Cookie Break Office Hours Clubs	Community Time Assembly	XC 45 min (9:55 am - 10:40 am)	Community Time Assembly	Cookie Break Office Hours Clubs	Community Time Assembly	Cookie Break Office Hours Clubs
C (10:45 am - 11:35 am)	D (10:45 am - 11:35 am)	E (10:45 am - 11:35 am)	F (10:45 am - 11:35 am)	G (10:45 am - 11:35 am)	A (10:45 am - 11:35 am)	B (10:45 am - 11:35 am)
XD (11:40 am - 12:25 pm)	XE (11:40 am - 12:25 pm)	XF (11:40 am - 12:25 pm)	XG (11:40 am - 12:25 pm)	XA (11:40 am - 12:25 pm)	XB (11:40 am - 12:25 pm)	XC (11:40 am - 12:25 pm)
Lunch/Clubs (12:25 pm - 1:05 pm)						
E (1:10 pm - 2:00 pm)	F (1:10 pm - 2:00 pm)	G (1:10 pm - 2:00 pm)	A (1:10 pm - 2:00 pm)	B (1:10 pm - 2:00 pm)	C (1:10 pm - 2:00 pm)	D (1:10 pm - 2:00 pm)
F (2:05 pm - 2:55 pm)	G (2:05 pm - 2:55 pm)	A (2:05 pm - 2:55 pm)	B (2:05 pm - 2:55 pm)	C (2:05 pm - 2:55 pm)	D (2:05 pm - 2:55 pm)	E (2:05 pm - 2:55 pm)
Elective #1 3:00 pm - 4:00 pm	Elective #2 3:00 pm - 4:00 pm	Class Meetings (3:00-4:00)	Elective #3 3:00 pm - 4:00 pm	Elective #1 3:00 pm - 4:00 pm	Elective #2 3:00 pm - 4:00 pm	Elective #3 3:00 pm - 4:00 pm

Graduation Requirements

Department	Credits Required	Other Information
English	4	An Academy English course must be taken each semester.
History	3	World History Seminar, Introduction to Civics & Economics, and United States History are required.
Math	4	Functions & Geometry, Algebra II, and one above Algebra II are required. A math course must be taken each year.
Science	3	Honors Biology and Honors Chemistry are required.
World Language	3	At least two years must be taken in a single language. Non-native English speakers may be placed in an ESL course in lieu of World Language.
STEAM Programming	4	Includes Health/Wellness, STEAM Framework courses, and semester STEAM courses. Students must also take at least 1 year long elective each year.

College-preparatory courses are standard for all students. Twenty-one course credits are required for graduation. Most students take five major academic subjects each year, and exceptionally qualified students may be allowed to take six major academic subjects. They must sign an overload request to take six subjects, and they must carry at least a B average. Such requests are reviewed by an Overload Committee made up of the Head of School, the Assistant Head of School, and the Registrar. A new senior must pass a minimum of four full-credit, academic courses at Salem in order to receive a Salem Academy diploma.

Specific requirements include four credits in English, three foreign language credits, four in mathematics, three in science, and three in history. Credits for graduation are required also in STEAM programming, the number determined by when a student enrolls. Designed to provide an education of breadth, requirements include, among others, prescribed courses in English, Math, Science, foreign language, and US History.

Students must take a total of four semesters of PE/Health and Wellness during freshman and sophomore year. This requirement will be fulfilled within the STEAM Block.

Grading Scale

97 - 100 A+	87 - 89 B+	77 - 79 C+	67 - 69 D+	59 - under F
93 - 96 A	83 - 86 B	73 - 76 C	63 - 66 D	
90 - 92 A-	80 - 82 B-	70 - 72 C-	60 - 62 D-	

Grade Point Average Calculation

4.3 A+	3.3 B+	2.3 C+	1.0 D+
4.0 A	3.0 B	2.0 C	1.0 D
3.7 A-	2.7 B-	1.7 C-	1.0 D-

Advanced Placement (A.P.), Dual Enrollment, and Salem College courses will receive 2.0 quality points added to the GPA, and honors courses will receive 1.0 quality point. The five core academic classes are calculated in the GPA. Only Salem Academy courses, College courses, and approved online partner courses taken while a student at the Academy are factored into the official cumulative GPA.

General policies regarding the semester average:

1. The semester assessment is weighted 20% of the semester average in the online gradebook. All other assignments are weighted 80%. *A faculty member may choose to alter this for their course but it will be noted in the syllabus.*
2. A failure is a grade below 60.
3. Partial credit for full credit classes is given only in the case of a student transferring into or out of Salem Academy. If a student drops a class, it will be recorded as W, or, in the case of extreme medical circumstances, WM (withdrawal with medical excuse). If a student fails one semester of a two-semester course, but passes for the year, full credit will be given. If a student passes one semester but fails for the year, no credit will be given.

Additional policy regarding end-of-year averages of seniors:

1. If a senior fails a course, her examination grade, semester average, and final average are indicated by an F.
2. In order to receive the Academy diploma, she will need to enroll in a program approved by the Academy to make up the credit. Upon successful completion of the work, and receipt of the official transcript from the school, her diploma will be sent to her.
3. At the discretion of the Head of School, a re-exam may be given at the end of second semester in the case of a senior who fails the final exam, if the exam grade is a determining factor in whether or not the senior graduates. It is up to the teacher's discretion whether the same or a different exam is re-administered in such a case. The higher of the two exam grades should be used to compute the semester and final averages.

Academic Probation

If the quality of a student's work declines during a grading period and jeopardizes the chances of her rising to the next grade level by year's end, she may be placed on academic

probation and her parents/guardians notified. Final evaluation of a student's status and recommendations for the following year will be made by the faculty at the end of the year.

Class Rank

Numerical ranks are not reported at the Academy. Instead, a grade distribution showing the range of GPAs for each class will be provided on the school profile sent with all college applications. The GPA distribution will only include grades earned at Salem Academy.

Grade point averages are calculated only at the end of each semester. Salem Academy does not calculate class rank. Approved online courses taken for a graduation requirement and Salem College courses are factored into the official GPA.

Course Appeals

During the spring semester, faculty make course recommendations for students in their classes. If a student is not recommended for a course they would like to take, they can appeal the decision according to the policies within the appropriate Academic Division. Students are only allowed to appeal one course per year. The appeal form has to be completed and submitted in the spring prior to the school year.

Assessments

Major assignments include long term projects, major essays, and tests. If a student has **more than 2** major assignments on a given day, she has the option of deferring 1 (or more if she has 4) of them to another day. *This does not include Salem College Classes.* She will work with individual teachers to request the change.

The Academy definitions of assessments:

- **Quick Check:** If you engaged in class and did your homework, you should be successful. Regular review is always essential to student success.
 - Skill review/ homework accountability/memorization
 - 15 minutes or less for students without an accommodation
 - Worth no more than 15% of a test grade
- **Quiz:** This reviews conceptual understanding and gives students a chance to practice the application. You may need to set aside additional time to prepare.
 - 25 minutes or less for students without an accommodation
 - Scheduled on the testing day calendar
 - Worth between 25% and 50% of a test grade

Semester Assessments

An individual student's semester assessment can only be rescheduled because of special circumstances. Any request for rescheduling should be made through the Assistant Head of School's office.

Students who are tardy for an exam will not be allowed additional time to complete their exam beyond the designated exam period; therefore, they will have less time to complete their exam, and the grade is likely to suffer as a result.

Certain absences from assessments may be designated *unexcused*, and although the student may make up the exam at another time, a penalty point deduction will be charged.

Final Exam Exemption Policy

For seniors enrolled in a year-long Academy course, exemption from the final exam is a privilege. Seniors may exempt the final exam in a year-long course if they have at least an 85 average for the year and have no unexcused absences or penalty absences during the second semester. Students enrolled in A.P. courses who meet the above requirements are eligible to be exempt from the spring exam if they take the national A.P. exam. The final decision on spring semester exam exemptions belongs to the academic department. Exemption from an exam does not mean that a student may adjust her remaining exam schedule from the published dates and times of assessments. *Exam exemptions do not apply to Salem College courses which follow Salem College policies.*

Advanced Placement (A.P.) Exam Policy

1. A.P. exams may be taken only by students enrolled in the official College Board approved A.P. course at Salem Academy for that subject.
2. Students enrolled in an A.P. course are not required to take the exam.
3. A student taking an outside A.P. course (through a Salem online Partner) may be granted permission to take the corresponding A.P. exam at Salem should scheduling allow.

Chapel Talk

An important graduation requirement at Salem Academy is the senior Chapel Talk which derives from the early 19th century when students would make a scholarly presentation as part of public exercises to display their academic accomplishments. Today, each senior presents on a topic based on a research paper before the entire Academy community and guests in the spring semester. Chapel Talks are normally held during Assembly. A student should be in professional attire for her Chapel Talk.

The Class Day

Students are expected to be on campus until the end of their commitments, both academic and cocurricular. They may not leave school early because they have a study period at the end of the day. Exceptions are made for students who have Senior Privileges.

1. While students may check their school related email, no talking, texting, instant messaging, or other forms of social media should be used during free study periods.

2. Boarding Students are not to return to their rooms during a free study period in order to avoid distractions and maintain a mental separation between their “home location” and their “school location.” A student may request to go to their room to retrieve an item, however, they need to return to an approved designated area immediately after retrieval. Study hall is meant to be a time to work ahead on academic and school related commitments.
3. Students may not wear earbuds, headphones or similar devices during the academic day (8:30 a.m. - 4:00 p.m.) or during after school practices (4:15 p.m. - 6:15 p.m.) unless permitted by an instructor. This includes between classes and at lunch. The class day is a time of engaged activity and building relationships. Technology of this type decreases personal connections and relationship building. The exception to this is during a study block when a student is working independently.

The Classroom

1. All students are expected to be on time to all classes.
2. If a teacher is not in the classroom after the time for the class to begin, students should treat the class as a study period and work quietly until the teacher returns. Should the teacher not return, students remain in the classroom until dismissed by another faculty member or at the end of the period.
3. Students may have food or drinks in the classroom only with teacher permission. No beverages are allowed in computer labs or science labs.
4. Cell phones and other technological devices should not be used in the classroom unless permitted by a teacher for a class activity.
5. Students should not access any websites other than those approved for class use.
6. Students are allowed to check email during breaks, free time, and before and after school.
7. All students should use Orah and Orah Tiles to indicate their campus location.

Class Day Study Periods

1. New students are automatically assigned to supervised Study Hall until the end of the fifth cycle. New boarding students are additionally assigned to evening study hall until that time. Returning students have free campus during unscheduled periods unless otherwise assigned.
2. Grades will be checked every two cycles. Any student with an average falling below the “C” range or who is regularly late completing assignments will be assigned to attend supervised Study Hall. Students may make up missed quizzes or tests during supervised Study Hall with instructor permission.
3. Students assigned to supervised Study Hall for low grades and/or working behind are initially assigned to 5 study periods in a 7-day cycle until grades are in the A-B range. Students will be assigned to fewer supervised Study Halls as their grades, time management skills, and work habits improve.

4. Students may lose their free campus status for abuse of the privilege. Abuses include: excessive noise, being in unauthorized areas, failure to use time effectively, being late to following classes, or excessive points.
5. “Free Campus” areas include: Clewell Patio, the Student Center Patio, Babcock Patio, Babcock Lobby, Babcock Lounge, Senior Lounge, Student Study Rooms on the third floor of the FAC, Gramley Library, and Student Center.

Assembly

1. Students should be on time and sit in their assigned seats.
2. Students should be attentive during announcements and presentations.
3. Notes for announcement should be made on paper and not on a cell phone.
4. No bags, books, etc. are to be taken into Assembly.
5. No cell phones are allowed in Assembly.
6. Students may not chew gum or take food or drinks into Assembly.

The Advisory Program

The advisory program encourages and supports students at Salem Academy as they reflect on who they are, where their passions lie, and which goals they plan to pursue. The advisor will connect with, and also be the main point person for, the student’s family. An integral part of the program involves weekly lunches and special programs with the advisee group as well as individual meetings between student and advisor.

A strong advisory program is the backbone of Salem Academy’s student experience. For students, it provides: personal connections, academic monitoring and support, a positive school culture, career awareness, social-emotional development, personal growth, healthy living, self-awareness, self-advocacy, and team building opportunities. Beyond student growth and development, this program also serves as an avenue to promote dynamic and long-standing connections to campus life beyond academic and residential programming.

Counseling Services

Salem Academy employs both a College Counselor and a School Counselor. The College Counselor assists students with all aspects of the college search and application process. The College Counselor begins to meet individually with students in the junior year to discuss their educational goals and college plans. This type of counseling continues through the senior year. Parents are also encouraged to take part. Subsequent conferences with the College Counselor are scheduled as frequently as necessary until the student completes the college application process.

The School Counseling program is divided into three parts: education, group counseling, and individual counseling. Within each of these components, there is an array of topics which are covered in various settings. The counselor works with students, parents, faculty and staff to insure that all mental health needs are being addressed. The School Counselor is there for school related concerns. If there is an issue which requires the help of another

counselor, the School Counselor handles all referrals and works in conjunction with the outside counselor to help the student.

Use of Technology Policy

As in all aspects of life, a user of computing facilities should act in a manner consistent with ordinary interpersonal and ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done using technology in the context of computing as they are in all other aspects of conduct. Individuals should use only those computing facilities they have been authorized through ordinary channels to use. The complete usage policy of the school is on file with student forms on the website in the Magnus Portal. Use of internet materials without proper citations is considered plagiarism. (See Major Rules section).

Use of Campus Buildings and Spaces

Students may use the following spaces on campus during their free Study Halls:

Babcock Residence Hall — the main Academy building (residence hall, faculty offices, student lounges)

CDR (Club Dining Room) — the lower level of the Refectory used for Academy lunches from Monday through Thursday

FAC (Elberson Fine Arts Center) — location of most Academy English, History, Theatre, Music, and Art courses

Gramley Library — located on Church Street directly across from Babcock

Inspector's House — The Office of Equity, Diversity, and Inclusion is located in the Inspector's House located on Salem Square. It is a place for students to build community and explore differences.

May Dell — the amphitheatre which is used for several events including graduation

The Refectory — the dining facility of Salem Academy and College

Rondthaler Science Building — location of most Academy Math, Science, and Engineering classes

Strong Hall — location of the Office of the President and other administrative offices

Student Center — location of the Cafe and Huber Theater

The following Campus spaces are *off bounds*. Academy Students may not enter them at any time.

- Residential Life living spaces
- College residence halls

The following spaces may only be entered with permission of faculty or staff.

- Classrooms and labs
- Faculty work rooms
- Faculty offices
- Residential Life Office

Students may *not* be on the 2nd and 3rd floor of Babcock *during school day hours*. Outside the school day, Day Students may only be in the dorm in the company of a Boarding Student.

Salem College Courses

Juniors and Seniors have the opportunity to take college classes on a space-available basis, provided that they have an overall B average in their academic classes at the Academy and the course is approved by the appropriate Academy Division Chair. The required average must have been obtained in the semester prior to their enrollment in the course.

Academy courses take precedence over College courses when scheduling. College courses offered at 8:00 a.m., 1:30 p.m., and 3:00 p.m. are the most likely to fit into an Academy student's schedule.

In certain circumstances, well-qualified freshmen and sophomores may take a foreign language at the College as long as approval is obtained by the professor. Freshmen must have the approval of the Humanities Division Chair and either the Head of School or Assistant Head of School. Sophomores must meet the same requirements as juniors and seniors.

The Academy will not allow a student making a C- or below in a College course at the end of first semester to enroll in a College course in the second semester.

Students may not take more than two courses at the College in any one semester. A student may only take one College course during the 8:00 a.m. - 9:30 p.m. time frame and one College course during the 1:30 or 3:00 p.m. - 4:00 p.m. time frame to allow for greater continuity of Academy courses. They may not take a College course in lieu of the same offering at the Academy or one that is an Academy requirement for graduation. Any exception to this rule will be discussed among the Head of School, the Assistant Head of School, and the Division Chair.

Students are subject to Academy rules for attendance, tardiness, dress, and behavior while they are taking College classes.

Dual Enrollment Courses

Juniors and Seniors have the opportunity to take dual enrollment courses: college courses taught by Salem Academy faculty members for Salem College credit during the Salem Academy school schedule. Students enrolled in these courses will receive a progress report at the midpoint of the semester. Detailed grading information for each semester will be provided in the course syllabus. Students who take these courses may not exempt the semester exam and will be graded according to Salem College standards.

Digital Translators

International students are not allowed the use of translators for any test, quiz, in-class essay, or exam. Only dictionaries in book form are acceptable.

Online Course Policy

Some online classes are fee-based. Salem Academy tuition does not include the cost of any online class. Students must use their online teacher and resources available to answer questions or seek assistance when enrolled in an online course. Salem Academy teachers are not the facilitators for these courses.

Salem Academy allows for pre-approved online courses. Students and their parents/guardians must sign a contract agreement/application and follow the code of behavior. All virtual classes are subject to the Salem Academy Honor Code. Online classes are open to all students who feel capable of independent learning.

An overall B average is required for students interested in taking an A.P.class. Students must have the approval of the Division Chair, their advisor, and the Assistant Head of School to take an online course. Students may not take a virtual course if that course is already offered at Salem Academy. Students may not fulfill a graduation requirement through an outside virtual course. Students are required to meet on a regular basis with their Academy on-site facilitator. Students will be placed in a structured study block to work on the course. Students will be limited either to one single full-year course *or* two single semester classes in a given school year.

Pre-Approved online courses will factor into the GPA and Advanced Placement classes will receive 2.0 quality points. Courses from VHS and Educere will appear on the transcript as an online virtual class if they are preapproved and managed with Salem Academy. Any outside course aside from VHS and Educere (whether virtual or in person) will not be on the Salem Academy transcript.

Dropping Courses

A student may drop or switch a course in the same discipline (for example: an Honors English course with a college prep English course) within the first cycle of any semester. Schedule changes initiated by faculty may occur at other times. A student may not begin a new discipline after the first cycle of classes in any semester.

To drop a course, a student must communicate with her teacher, her advisor, the Registrar, and her parents. A drop/add form must be completed and signed by both the student and her advisor. This procedure ensures that a student does not drop a course without sufficient consideration by all parties involved.

The last drop date for a class is three cycles into each semester. The Registrar will notify both faculty and students of the precise dates at the beginning of each year. If the student drops before that date, there will be no record of that class on the transcript. If a student drops after that date, the grade will be recorded as W. Occasional exceptions due to extenuating circumstances may be made by the Administration.

Salem College courses follow the College drop/add specifications for the semester enrolled.

Homework Expectations

Salem Academy is a college preparatory school and students are expected to work outside the classroom in order to make satisfactory progress in their courses. Students should use their Study Periods and Office Hours to complete work and get help from teachers *during the school day*. More rigorous courses demand more time spent outside of the class period.

The expectations *in general* for homework time is the following:

- College-preparatory Courses: 150 minutes per cycle
- Honors and Advanced Courses: 225 minutes per cycle
- Advanced Placement (AP) and Dual Enrollment Courses: 270 minutes per cycle

Office Hours

Office Hours may be used for various purposes, but their primary use should be to serve the academic needs of students and faculty. *Nothing should take precedence over academic purposes*. The ways in which Office Hours can be used are listed below in their order of importance:

Academic functions

1. Seeing teachers for help, making up tests, etc.
2. Language and science lab make-up
3. Conferences with advisors

Faculty or Sponsor-Initiated Functions

1. Auditions or rehearsals
2. Preparation for special events

Meetings

1. Special class meetings
2. Club or organization meetings
3. Group or committee meetings

Innovation Days

Innovation Days are required curriculum days in the Fall Semester when all students have hands-on experiences with professionals in a field of expertise.

Internships

An internship will be designed by the student utilizing the STEAM Framework with the approval of the Interdisciplinary STEAM Committee. Internships must be *educational in nature* and should require the student to spend a minimum of six hours a day for at least eight days on task. Usually internships take the following form: Students live at home during Jan Term, but work during the day in an office, place of business, lab, etc., under the supervision of a field advisor. Planning time is set aside during the STEAM Block in the fall of junior and senior year. The student is required to find both the place of work and the field advisor, to establish goals and objectives for the field experience, to acquaint the field advisor with the Jan Term program, to keep a careful log of hours worked, and to write about the experience.

No project of a purely recreational nature will be accepted, nor will a student be allowed to repeat a project. Also, students are discouraged from undertaking a project which would require them to have a parent/guardian or close relative as a field advisor. Students doing an internship should receive no financial remuneration for their work.

Students who live locally or plan to stay in the dorm during Jan Term may have access to a list of local opportunities with firms, offices, and places of business in Winston-Salem that have hosted Salem Academy interns in the past. Boarding students who remain on campus during January Term will only have access to transportation during regular working hours and within a reasonable distance from the Academy.

All paperwork for off-campus internships (including internship application form, field advisor letter, signatures, etc.) will be due in October, on a date established by the Interdisciplinary STEAM Committee. For semester-long internships, paperwork will be due by the beginning of cycle 7 of the prior semester in order to make adjustments to schedules.

In 2024-2025 internships for juniors will take place during the Maymester and will be three weeks.

Special Student Status

Special student status are students in grades 9-12 who attend Salem Academy with the understanding that they do not anticipate meeting the requirements for graduation. Special student status must complete the prescribed admissions process.

Normally, special students are enrolled for only one year or less. Should a special student wish to return for additional study, her request must be approved by the Admission Committee. They must take at least four core academic courses. Normally, they take the

required courses for their appropriate grade level. However, their English courses may vary, depending upon their English language skills.

At the time of enrollment, the admissions office shall determine which courses, if any, will be taken for credit and which will not be taken for credit. In any course which is being taken for academic credit, the credit is either granted or denied based on the grades earned in that course. For activity purposes, special students are assigned to the class of their age peers.

Grades are not recorded on the grade/comment forms unless parents or students request them or unless the course is being taken for credit. If grades are not recorded, teachers should write “Special Student — no credit” on the grade/comment form for each quarterly grading period.

The Guidelines for Special Student Status should be given in writing to the parents of special students at the time of the students’ acceptance of enrollment. Parents shall be asked to return to the Admissions Office a form indicating their concurrence with the Guidelines for Special Student Status. Requests for a change of status or for a change in course credit shall be submitted by the special student to the Assistant Head of School.

Summer Study

In certain approved instances, students may attend an accredited summer session in order to make up for failing grades received in courses required for graduation. Also, in special instances (such as the need to earn credits for graduation), a student may take an elective in summer school for credit. The summer school course taken at secondary schools must be approved by the division, and the student must earn a grade of B or better. The summer school course taken at a college or university must also be approved by the division, and the student’s grade must be acceptable to the division.

Salem will not give credit for a required course taken at another institution in lieu of the offering here except in circumstances in which the student presents those credits on her transcript upon entering Salem. Any exception to this rule will be discussed by the Head of School, the Director of Admissions, the Assistant Head of School, and the Division Chair. Salem does not give credit for courses completed under a tutor.

Transfer Credits

Salem accepts and classifies transfer credits or grade placements from schools that are accredited by regional accrediting agencies that are a part of the Commission on International and Trans-Regional accreditation without further validation if they appear on the student’s official transcript. Any exception to this rule will be discussed among the Head of School, the Director of Admissions, Assistant Head of School, and the Division Chair. Transfer credits earned prior to enrollment count towards graduation requirements,

however, they will not be on the student's Salem Academy Transcript nor be counted in the student's GPA.

While a student is enrolled, she is required to take all courses for credit at Salem Academy and College. The only exceptions to this rule are summer school classes, when a student has failed a class or elective, and takes the class or elective during summer school to compensate for a deficit in graduation credits. If a student elects to participate in summer coursework or an exchange program during her time at the Academy those credits will not be placed on the Salem Academy transcript. Students will need to earn the minimum number of credits at the Academy in order to graduate.

Student Exchange

Students who choose to participate in an exchange program during the school year will have to have a detailed plan in place to ensure graduation requirements will be met upon return to Salem Academy. Courses taken in the exchange program will not count toward graduation requirements. Students may be required to take additional courses with an online provider at the family's expense to meet all graduation requirements. A Study Abroad fee will be assessed to maintain student status at Salem Academy.

Tutoring

All students are encouraged to seek extra help directly from their teacher; sometimes, however, it is both helpful and necessary to seek the aid of a tutor when all else fails. If a student is clearly working hard and responsibly, seeking help from the teacher outside of class time, but still failing to achieve understanding or control of the material - that is when a tutor is recommended.

To find a tutor the student should speak with her teacher and/or advisor or a parent may initiate the discussion. Lists of local tutors, many of whom are familiar with the Academy, may be obtained from the Assistant Head of School. Communication between the tutor and the teacher should be a priority to share information about the course and the student. This may need to be initiated by the Academy teacher or the student's advisor.

Accommodations for Students with Appropriate Diagnosis and Documentation

1. Although Salem Academy does not offer a special program or specialized instruction designed for students with learning differences, we do strive to support any student with a diagnosed disability. Students may be approved for reasonable accommodations on a case-by-case basis with proper documentation. The documentation must include:
 - A clear statement of the diagnosis as determined by a professional licensed in the area of the disability and should reference the Diagnostic and Statistical Manual

of Mental Disorders (DSM-5 or whichever edition was current at time of diagnosis). A psycho-educational evaluation is the typical requirement.

- All information must be current. Psycho-educational evaluations should be completed within 3 years of the request. Salem Academy reserves the right to request a new evaluation as part of the admission process. Medical and psychiatric evaluations must be within one year of the request.
 - A history must be presented. This should include: relevant educational, developmental, and medical history to support and diagnosis and functional limitations.
 - A medical note is not sufficient to support the need for accommodations.
 - Documentation should demonstrate that a comprehensive assessment was conducted, with a summary of assessment procedures as well as indicate what instruments were used to make the diagnosis, including:
 - A narrative summary of the evaluation results
 - Test results with subtest scores
 - Tests used to diagnose conditions such as ADHD or anxiety may differ, depending on the accommodations being requested. For example, requests for extended time should be supported with comprehensive cognitive and academic assessments that are:
 - Individually administered
 - Nationally normed
 - Administered under standardized conditions
 - Functional limitations must be described. The documentation should explain how the condition impacts the student's academic functioning and ability to participate in the classroom setting or assessments.
 - Recommended accommodations must be justified. A rationale for the accommodations should focus on the connection between the diagnosis and the requested accommodations.
 - The evaluator's credentials must be listed.
 - As always, documentation must be typed, signed and use the professional's professional letterhead.
2. Documentation should be submitted as part of the admission process to Salem Academy. If a student is evaluated after admission the documentation should be submitted to the office of the learning specialist as soon as possible.
 3. The learning specialist will summarize and highlight test results, recommendations, and current needs and will work with the student and teachers to determine appropriate reasonable accommodations for each individual student.
 4. All documentation, accommodation plans and related materials will be housed in the office of the learning specialist.
 5. To receive accommodations on standardized tests such as the PSAT, SAT and ACT a student must:

- Meet the guidelines of the College Board and ACT organization
 - Have a signed parent consent form
 - Work with the learning specialist to submit the request
 - Understand that Salem Academy is bound by the request submission deadlines of the College Board and ACT organization
6. Parents / guardians are encouraged to have an initial meeting with the learning specialist and / or Director of Curriculum and Instruction. Additional meetings as needed can be arranged.
 7. Requests for changes in accommodations should be directed to the Director of Curriculum and Instruction.
 8. The following accommodations are considered by Salem Academy to be the typical and reasonable accommodations. Other accommodations, including those listed here, are considered on a case-by-case basis with proper documentation.
 - Extended time on assessments
 - Small group and distraction free environment for assessments
 - Preferential seating in the classroom and for assessments
 - Copy of teacher or peer notes
 - Use of a computer for written work
 - Regular meetings with their advisor and / or the learning specialist

Hybrid Distance Learning Plans for the 2023-24 School Year

The purpose of the Hybrid learning plan at Salem Academy is to offer remote learning options for students who must remain off campus for extended periods due to long-term illness, or other family emergencies. Salem Academy will customize the program to each student who qualifies for a Hybrid Learning Plan. Two scenarios qualify students to participate in the Hybrid Distance Learning Plan:

I. Long-Term Absence for Five Days or More due to Illness or Family Emergency

1. Parents must notify the Dean of Students and provide a copy of the doctor's note. The note should include an estimate of the expected time that the student will be out of school.
2. The Dean of Students will notify the Assistant Head of School, the Learning Specialist, and the student's advisor and teachers.
3. Teachers will have one school day to develop a learning plan for the student. This plan may include a blended mix of synchronous and asynchronous activities.
 - a. The plan may involve viewing recorded lessons, participating synchronously with the class on Zoom, Google Meet, and/or individual remote teacher-student conferencing.
 - b. In all cases, the plan may vary depending on the content being taught at that time in the curriculum and the medical constraints of the student.

- c. Remote learning students may not participate in afterschool athletics or other extracurricular experiences.
4. The learning plan will be provided to the family by the Learning Specialist.

II. Hybrid Learning due to School Closure

If there is a mandated school closure due to a schoolwide emergency, Salem Academy will continue to follow the preset daily schedule utilizing Google Meet or Zoom as its remote platform. Faculty will adjust curriculum, as needed, to ensure enough breaks are available for students to have screen breaks.

Short-Term Absence for Five Days or Fewer-*does not qualify for hybrid learning.*

Students who are **off campus for five days or fewer** due to any excused reason (i.e., weather-related* conditions, short-term illness, and college visits) will either make up missed work upon their return or may reach out to their teachers in advance and get the work that will be missed. These students **will not** qualify for remote learning via a remote platform.

**In the case of multi-day school closure due to inclement weather, Salem Academy may cancel classes the first day of the weather event and then implement school-wide remote learning for the remainder of the weather event.*

The Library

Salem Academy shares a library with Salem College. Salem Library policies are found on the website at [Policies and Procedures - About - Home at Salem Academy and College](#). Other general information about the library can be found on the library homepage (Salem College Libraries) under "About Us" or one of the other navigational menus.

The library is equipped with wireless internet access, group study rooms, private study spaces, desktop computers, laptops for checkout, printer, and scanner. In order to check out library materials, all students must have a Salem barcoded picture ID. The library uses an online catalog for discovery of materials and which also provides access to electronic resources and journals. The library provides research services in person and online. Librarians work with classes across disciplines and one-on-one with students at all phases of the research process. Popular reading and a film collection are available in addition to the main collection.

All minor students must have current and up-to-date **Electronic and Computer Use Form** signed by a parent/guardian in FACTS to access the Internet.

Library hours for fall and spring semesters are (except for the first two weeks of fall semester):

- Monday –Thursday from 8:30 a.m. to midnight
- Friday from 8:30 a.m. to 5:00 p.m.

- Saturday – closed
- Sunday from 5:00 p.m. to midnight
- Additional hours will be available before and during the College exam weeks.
- Check the Library’s website for current hours and schedule changes during holidays, breaks, and exam periods.

A full description of the library’s resources, services, and policies is found at <https://library.salem.edu>.

Humanities Division Policies

The Humanities Division offers courses in English, History, and World Languages.

Humanities Division Policy for Student Placement:

Honors, Advanced, Advanced Placement, and College courses involve an in-depth analysis of more sophisticated concepts and texts, move at a rapid pace, and demand that students lead discussion. Student placement will be determined by faculty based on an assessment of student engagement, preparation, and writing skills. If a student wishes to appeal their course placement, they must complete the appeals form, compose a short assignment (prompt will be provided), and submit a letter detailing their rationale for placement within the higher-level course.

STEM Division Policies

The STEM Division offers courses in Science, Technology, Engineering, and Math.

STEM Division Policy for Student Placement:

Students may enroll in honors level math courses with department approval. Prerequisite courses are listed in the curriculum guide. Students wishing to enroll in a non-recommended course may follow the department’s appeal process. To appeal math courses students must meet with the Academy teachers of their current math class and requested math class. Then they must submit an appeal form signed by the student, Advisor, and parent/guardian and score a B+ or higher on a placement test. To appeal science courses students must meet with their science and math teachers, then submit appeal forms for the Academy and Science Department signed by the student, advisor, and parent/guardian.

Students may enroll in a College science course with department approval. For biology and chemistry courses, students should have a B+ or higher in Academy biology and chemistry classes. The College physics course is calculus based, therefore students must have a B+ or higher in calculus before enrolling. College courses may require the student to take a placement test. Students in online college courses will be assigned a supervised Study Hall which will be evaluated after College midterms.

Arts Division Policies

The ARTS Division offers courses in Music, Dance, Theatre, and the Visual Arts.

ARTS Division Policy for Student Placement:

First year students enroll in introductory level courses for fine arts, theatre, and a capella. Upon completion of the introductory course, students can select additional courses at the Academy or College level (once they are in the 11th grade)

Academy Theatre Program

In addition to the theatre courses taught at the Academy, two productions are presented per year. Students do not need to enroll in the theatre courses to participate in these productions, however, they are encouraged to do so.

College Theatre Program

With special permission of the Dean of Students, Director of Residential Life (for Boarding Students), and parent/guardian, Academy Juniors and Seniors may participate in the Salem College Pierrettes Theatre program, if the content is appropriate for minors. Students and parents/guardians will need to complete a form with the Dean of Students.

STUDENT LIFE AND COMMUNITY EXPECTATIONS

General Behavior

When students enroll in Salem Academy, they and their parents/guardians agree to support the spirit and the intent of all school rules and regulations. This understanding is part of the enrollment contract and the Honor Code. Students and families agree that the Academy will make judgments related to student well-being and discipline while they are enrolled. In doing so, the Academy strives to care for the students' well being in a healthy, safe, and wholesome environment.

Academy Students are expected to display good manners, be polite, and observe basic rules of common courtesy. This expectation includes everything from being attentive to speakers on our campus, to sending thank you notes when appropriate. Students greet each other, staff and faculty members when they meet on campus or in town. Students should offer assistance to visitors on campus. Appropriate behavior is expected at all times both on and off campus.

Whether she is a Day Student or Boarding Student, a student's conduct contributes significantly to how the Academy is perceived. As a guiding principle, students should keep in mind that they are never free to do anything that detracts from the good name of their families or that of Salem Academy. Students do not have license to compromise the spirit of the Academy's philosophy or the intent of its rules, their own personal safety and well being, or that of others. Students may not break federal, state, or local laws, or be an

active or passive participant while those laws or school rules are being broken.

1. All students stand for adults wherever they meet on the school grounds as an act of courtesy. The only exceptions are the auditorium for assemblies, the library, and an adult passing through one of the lounges or outside on campus.
2. All members of the community must show respect for the property at all times. This includes borrowed Chromebooks, laptops, textbooks, calculators, etc.

General Information

1. Students may not chew gum in any class, in the Drama Workshop, Hanes Auditorium, Huber Theater, or Gramley Library.
2. No food may be eaten in any class except with the permission of the teacher.
3. Money and valuables are not to be left lying around in obvious places, and any missing articles should be reported immediately to the Dean of Students.
4. Students may not watch any on-line entertainment during the school day or in the evening during study hall hours.
5. The Residence Life Desk is off-limits to students. Students may not open drawers or use the telephone without permission. Students may not sit behind the desk unless they are a prefect on duty.
6. Headphones, airpods, or any device that covers your ears are not to be worn or used when students are moving through the building or on stairs.
7. Students who observe a problem with the building, plumbing, heating/air conditioning or other installed system should report it to any faculty or staff member for correction by maintenance personnel.
8. In the interest of being good stewards of school resources, students are to use electricity and water responsibly. This includes turning off unused lights and appliances, hibernating computers, and closing windows when heating or air conditioning is operating.

Absence Policy

The nature of a college preparatory program is one where students are expected to be in attendance. For this reason, Salem Academy asks that medical, psychology and dental appointments be made outside the school day or during school breaks whenever possible. If a student leaves for an appointment during the school day, they must enter this information in FACTS. The student should also notify their teachers and coaches via email.

When a student and her family have prior knowledge of an absence, the information should be entered into FACTS. For a long term absence, an email should be sent to the Dean of Students. While we understand that family vacations are vital to family life, we kindly ask that vacations be scheduled during school breaks. Missing days from school

creates increased stress for students and additional work for faculty trying to assist students to catch up. If a trip is unavoidable due to family circumstances, the Dean of Students should be notified *at least* one month in advance. Upon notification of approval, it will be the student's responsibility to acquire all work ahead of time and to set up make up times for testing if necessary. Work will be due within 2 days of return to campus.

Salem Academy encourages co-curricular participation for all students. At times, students will miss a class due to participation in school-sponsored events, such as sports competitions, field trips, special workshops, etc. During these activities, students are not considered absent from school. However, they are still responsible for any work including quizzes or tests which are missed during this activity.

Excused absences will incur no academic penalty. Excused absences include:

- Illness, verified by a doctor when possible
- Family emergency
- College Visit Days (maximum of 3 over each year for 10th-12th grades)
- Religious observations
- Family obligation
- Bereavement for a family member

Unexcused absences will result in points, supervised Study Hall, loss of privileges, and/or work detail.

Excessive Absences

When a student misses the maximum class periods per semester in any given class, whether excused or unexcused she may lose credit for the course. When a student becomes in danger of reaching the absence limits, her advisor will reach out to the student's teacher to propose strategies and a calendar for making up missed work. She may either write a letter or appear in person. A warning letter will be sent to parents once a student's absences approach the limit of class periods. Absences will be recorded on student grade reports.

Excessive absences for long-term or chronic illness or injury that necessitate a student's missing more than 10 days consecutively or nearly consecutively require that a family arrange for home-bound tutoring. The student may not return to school without written approval from the physician and a parent conference with the school. Credit will be given only if the school determines that the requirements of the course have been met.

Day Student Absences

1. Parents/guardians of Day Students should submit absence information into FACTS by 8:15 a.m. to notify Academy personnel of a student absence.
2. If a student misses a class which was not previously excused, the student should immediately contact her teacher and the Dean of Students by email.

3. If a student becomes sick during the school day, she should immediately contact her remaining teacher(s) and the Dean of Students.
4. Students in College classes should contact their professors about their absence.

Boarding Student Absences

1. If a Boarding Student awakens ill, she should notify the Adult on Duty. The Adult on Duty will notify Health Services and escort the student to the Health Services Center at 8:00 a.m. The student will be assessed by the nursing staff.
2. The Adult on Duty will update FACTS so that faculty/staff are aware of the student's illness.
3. If a Boarding Student becomes ill during class, her teacher may send her to the Health Center for further evaluation.
4. At no point during the day should a student who is ill go to or stay in their dorm room without permission.

Babcock Lounges and FAC Student Work Rooms

- All lounges and student work spaces should be kept neat at all times.
- Day Student personal belongings may be kept in the cubicles in Room 2. Senior Day Students may keep their items in the Senior Lounge.
- Boarding Students' personal items should be kept in their rooms.
- Any trash or litter should be placed in the trash cans or recycle bins before leaving the room. The Senior Lounge door is expected to be unlocked at all times.
- Students found leaving a mess (dirty dishes, food remnants, etc.) in the lounge will receive a behavior note and may be assigned work detail.

Senior Privileges

Seniors must set a positive example for the student body in leadership, action, and words. Their roles, expectations, and responsibilities differ from those of the rest of the student body. The younger students look to the Seniors to set the tone of the school, and it is important that Seniors view themselves as school leaders and positive role models. Therefore, a senior's final year at Salem Academy has been marked for special privileges and responsibilities as they prepare for college. The earliest date that a student may qualify for Senior Privileges is October 15.

Seniors must meet all of the following requirements in order to qualify for privileges:

1. First college application must be submitted.
2. No other outstanding obligations (i.e. completed Yearbook requests as applicable, etc.).
3. Not in an Academic Day or Evening Study Hall. Grades are checked and study hall assignments are updated every 2 weeks.
4. No more than 2 tardies in any class. Absences and tardies will be checked every 2 weeks at the same times as grades.

Senior Privileges are as follows:

- Seniors may come to school after 8:30 a.m. as long as they arrive for their first scheduled class period.
- With parent/guardian permission, Seniors may leave campus for lunch. (Seniors must not miss Advisory Lunches or special speakers.)
- With parent/guardian permission, Seniors may leave campus during free class periods. Seniors must return in time to attend their next obligation. (Should a Senior return to campus late twice in a semester, this privilege will be removed.)
- Seniors may leave after their last class or scheduled obligation on campus. (If a Senior fails to sign in and out of Orah, she may lose this privilege.)

Residential Senior Privileges

- Seniors may leave the Academy on weeknights but must return no later than 9:30 p.m.
- Seniors may return to school on Sunday evenings no later than 9:30 p.m. When a Boarding Student is driving an underclassman back to school, she must have that underclassman back by 7:00 p.m.
- With parent/guardian permission, Seniors may stay out until 11:45 p.m. on Friday and Saturday nights.

Cell Phone Policy

Appropriate use of technology, including cell phones, supports learning and personal interaction at Salem Academy. The following technology guidelines are in effect to encourage full engagement in the Salem Academy community and balance digital device use. Full engagement in the Salem Academy community includes: acknowledging each other, greeting visitors, giving presenters and guest speakers full attention and respect, saying hello, eating together, and holding conversations throughout the day in public areas.

- Devices are permitted in the classroom only with faculty/staff permission.
- Devices (including headphones or earbuds) are not permitted in the
 - Club Dining Room
 - Drama Workshop
 - Huber Theater

During the academic day, including a students' study period and lunch, all students are expected to use their devices for schoolwork and not for recreational activities, such as watching movies or playing games. A student may forfeit the privilege of using her laptop or cell phone if she abuses that privilege by engaging in such activities. For a student's safety, a cell phone should never be used while walking on stairs.

Travel Policy

Salem reserves the right to evaluate the potential danger for Academy students on Salem-sponsored trips and to cancel the trip if deemed prudent. Salem will give as much advance warning as possible to travelers when a trip is canceled. Salem does not issue student refunds for canceled trips. Salem maintains handbooks for student travelers and a separate handbook for program directors, and both include extensive information about travel guidelines and policies.

Salem Academy Dress Code

The Academy Dress Code is based on common standards of appropriate dress within our society. A person's dress shows respect for the occasion. We do not wear swimsuits at religious services or pantsuits on the beach. The Dress Code is meant to help students learn a life skill on how to present themselves in a variety of settings. The goal of the policy for dress and grooming is to foster self-confidence and show respect for Salem Academy standards. While we prioritize knowing, educating, and nurturing each girl as an individual our dress code then becomes a daily reminder that each individual girl is a part of a community, something larger than herself.

At all times, students are asked to wear clothing that is neat, clean, and appropriate for the activity or occasion. *Compliance with the Academy Dress Code is mandatory.* Students will face disciplinary procedures for repeated offenses of noncompliance (also known as being "Out of Dress Code"). The following paragraphs are meant to supply guidelines for students.

Guidelines for Appropriate Dress for Regular Academic Days and Off Campus School Sponsored Events

These requirements are in place for the entirety of the academic day (8:30 a.m. - 4:00 p.m.) regardless of the student's individual schedule.

1. All clothing must completely cover undergarments and midsection (front and back).
2. All shorts/skirts/dresses must completely cover bottoms when bending over and sitting. This is roughly mid-thigh.
3. Clothing that needs to be adjusted to meet the expectations for dress is not in compliance.
4. No revealing tops or strapless items of clothing may be worn.
5. Clothing with an alcohol, drug, or offensive motif is not permitted at any time.
6. Shoes must be worn in all classroom and office areas as well as in the Refectory and Club Dining Room.
7. Clothing that *may not* be worn during the class day:
 - a. Hats, including hoodies, may not be worn inside. (Students may wear a head covering inside only if the head covering is part of their recognized religious

- attire).
- b. Cut-offs and jeans that are ragged, torn, or have large holes (larger than a fist).
 - c. Athletic clothing including sweatpants, athletic shorts, and sports bras without a shirt. (As part of team spirit, athletic team members may wear their uniforms to class on game days).
 - d. Pajamas or clothing that resembles pajamas. (An exception is made for Spirit Week PJ Day).

Guidelines for Appropriate Dress for Spirit Days

Salem Academy celebrates Salem Spirit every Friday, except for special occasions. Fridays are designated as Salem Spirit Days or Purple/Gold dress days when Students, Faculty, and Staff are encouraged to wear official Salem Academy gear (T-shirt, sweatshirt, jacket, etc). Some Spirit Days will be designated as Purple/Gold battles. On these days, students, faculty, and staff should wear their team's color. Points towards the Salem Cup will be earned by the Purple or Gold team with the largest percentage of team members participating. Athletic shorts or pants may be worn on Purple/Gold days.

Guidelines for Appropriate Dress for Presentations

(also known as “Presentation or Professional Dress”)

Professional Dress guidelines recognize that certain activities and occasions require more formal attire than the Academic Day Dress Code. Learning to dress professionally can empower students and encourage self confidence when taking on new challenges and meeting new people. Professional or Business Dress is an expectation on designated special occasions, for internships, and whenever a student is presenting at Assembly or in class. Professional dress days will happen several times throughout the school year and will be announced ahead of time.

Presentation or Professional attire guidelines include:

- Dress slacks, nice pants, skirt, or dress
- Appropriate top (blouse, sweater)
- *No* blue jeans, t-shirts, tank tops, sweatshirts, tennis shoes, ripped or torn clothing
- *No* clothing with images and graphics

If a student is in need of professional or business attire, she should see the Dean of Students or the Academy Director of Residential Life for assistance.

Guidelines for Appropriate Dress for Special Occasions

Students are expected to “dress up” for certain special occasions during the academic year. Students are *not* required to wear a dress or skirt, but they should wear dressy pants and tops. Notice of these occasions, such as Opening Chapel and Senior Ring Banquet, is given in the Weekly Newsletter and is announced via Assembly and Salem Sabers Spot.

For some occasions (Vespers, Baccalaureate, and Graduation), the Academy tradition is that Seniors wear white. All other students are asked *not* to wear white.

Motor Vehicle Policies and Driving Privileges

Salem Academy views vehicle usage as a privilege, not a right. At any time or for any reason, Salem Academy can revoke this privilege and request that a student's car be removed from campus.

Day Students may not have Boarding Students ride with them at any time without filling out the transportation form. Student drivers should never loan their vehicle to another student.

Students under the age of 18 are not permitted to use Uber, Lyft, taxi, or limo services unless arrangements and permission are provided by a parent/guardian at least 48 hours in advance.

Students violating vehicle policies may lose driving privileges.

Boarding students may ride with a student driver in Winston-Salem only if they have submitted an appropriate request in Magnus. Permissions are up to the student's parent/guardian and must be submitted to Magnus.

International students are not allowed to apply for driver's licenses while enrolled at Salem Academy.

Motor Vehicles On Campus

1. Electric scooters, bikes and motorcycles are not permitted on campus.
2. Students and parents must complete the Academy's Driving Permission form.
3. Students are expected to follow all NC driving rules regardless of their home state.
4. The following violations will result in a loss of driving privileges for two weeks (14 consecutive days):
 - a. Not registering a vehicle within one week of arriving to campus.
 - b. Not properly displaying a Salem Vehicle Parking Hanging Tag/sticker when parked on campus.
 - c. Receiving three tickets for a parking or driving violation from Public Safety.
 - d. Parking in a location other than the Pit Area near the tennis courts or the FAC parking area. Students *may not park in any part of Old Salem at any time.*

Driving Privileges for Boarding Students

1. Sophomore, Junior, and Senior Boarding Students with a valid driver's license and parent/guardian permission may keep a motor vehicle on campus.

2. In order to maintain use of their car, boarding students must meet the following academic and social requirements, and be free of Honor Code violations.
 - a. Academic requirements are based on a grade check every two weeks:
 - Student must have a C average.
 - Student may not have a failing grade in a course.
 - Student may not have any missing assignments.
 - Student must have no unexcused absences, excessive tardiness, or excessively missed check-ins.
 - b. Social requirements:
 - Student must have maintained good standing in the residence hall by adhering to all curfews/check-in times without incident and by passing all room checks.
 - c. All students must follow all check-in/check-out procedures via Orah. In the event of bad weather, the Adult on Duty may deny requests to drive for safety reasons.
 - d. Seniors
 - Seniors may not leave campus during the academic day (8:30 a.m. - 4:00 p.m.) except for medical appointments or internship hours.
 - If a senior leaves campus after school, she must return in time for evening check in.
 - When Senior Privileges are in place, seniors must be on campus for family dinner night.
 - Seniors may keep their keys unless driving privileges are revoked.
 - e. Juniors and Sophomores
 - Except for medical or approved off-campus appointments, sophomores and juniors may not leave campus Monday morning (6:00 a.m.) to Friday afternoon (4:00 p.m.). Times may be adjusted based on the academic calendar. Special requests to leave campus for legitimate reasons will be considered as they arise.
 - Personal shopping or grocery trips will be permitted on weekends only.
 - Keys must be turned in to the Residential Life Office from Sunday night check in until the end of all school obligations Friday afternoon.
 - Students found keeping a duplicate set of keys will lose driving privileges for two weeks (14 days).
3. Salem Academy reserves the right to revoke a student's driving privilege if deemed necessary
4. Students transporting an underclassman must follow guidelines for underclassmen.

Family Expectations

Parents/guardians are Salem Academy’s biggest advocates! We desire to have a mutually supportive community sharing in Salem’s mission, requirements, and expectations. We look to have families involved in the parent association to provide meaningful connections with faculty and staff.

In such rare cases as parents, guardians, or grandparents are found by the School to be unsupportive of the School’s mission and policies or are otherwise uncooperative with the School, students may be suspended or withdrawn. Parental behavior that could lead to a student being suspended or withdrawn includes, but is not limited to, the following: failure to pay/habitual lateness in tuition payments, failure to complete required forms including the child’s immunization records, and any threatening, verbally abusive, or continued inappropriate behavior directed towards administration, faculty, coaches, or staff.

Social Media Guidelines

By signing the Honor Code, students accept the responsibility of representing Salem Academy in the community and serving as ambassadors for our school. This includes the online community. In all text, email, and social media interactions, an Academy student must:

1. Show respect for the diverse culture of our student body and for that of the greater community. Absolutely no slurs against any race, color, religion, gender, ethnicity, financial status, sexual orientation, or disability will be tolerated.
2. Express personal opinions confidently, but respectfully.
3. Wear appropriate clothing.
4. Use appropriate language at all times.
5. Refrain from posting content related directly or indirectly to alcohol, smoking, or illegal drug use.
6. Encouraging, participating in, contributing to negative comments about any member of the Salem Academy community (students, faculty, staff, or their families) violates social media guidelines. This includes “subtweeting” or implying someone or as part of a negative social media trend.
7. Refrain from using any form of social media during class unless authorized by the teacher.

Note: The above guidelines apply to all forms of social media, including but not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, TikTok, SnapChat, BeReal, Discord, Tumblr, blogs, dating applications/ websites, and other related sites.

Consequences for violating these guidelines will depend upon the severity of the violation. If a member of the school community witnesses any misuse of social media, she should report it to faculty, staff, or school administrators. At a minimum, students violating social media policies will appear before the Honor Cabinet.

Social Media for Clubs and Organizations:

1. All uses of social media must follow the same guidelines as Salem Academy's Honor Code as well as any code of ethics associated with your organization.
2. All account information (i.e. logins and passwords) for any social media platform(s) used by the club must be given to the faculty/staff sponsor(s). Faculty need to review all social media posts prior to making them public.
3. Establish a social media manager to serve as the point person for your organization and any social media content that is posted.
4. Follow the guidelines established by the social media platform, i.e. Terms and Conditions for FaceBook, Instagram, TikTok, BeReal, etc..
5. Check for accuracy before posting. Make sure you have proper permission to post written content, images, and videos. Be careful not to post confidential information.
6. Be polite, constructive, and respectful; don't speak poorly of other students, clubs/organizations, or institutions.
7. Be thoughtful about controversial or sensitive topics. Any such posts and/or post response must first be approved by the club advisor.
8. Use of personal accounts for official organization business should be limited to promotions of events or honors.
9. If the content of your message would not be acceptable for face-to-face conversation, over the phone or in another medium, it is likely not suitable for social networking sites. Ask yourself: would you want the comment or content published in the newspaper or posted on a billboard in the future?
10. Remember your audience: Be aware that a presence in the social media world can easily be made public, including current and future students, staff, faculty, alumni, and the general community. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.
11. Since nothing truly disappears in the digital world, *do not upload anything you may regret later*. This includes photos, content, comments or tags.
12. Think before you post. There is no such thing as "private" social media sites. Search engines can turn up posts and pictures years after publication date.

Violations of these social media guidelines may be subject to disciplinary action. This may result in loss of recognition for the organization in question and reporting the violation to the Honor Cabinet if needed.

STUDENT GOVERNMENT

Student government assumes that each girl will respect and uphold the rules and regulations as best she can and assume responsibility for her own actions. In the atmosphere of mutual trust fostered by the honor tradition, allowing students to enjoy a great degree of freedom and privilege, each girl feels a sense of responsibility for her fellow students as well. It is absolutely necessary that all girls understand and comply with this aspect of the honor tradition.

The purpose of student government is to develop responsibility and democratic self-government among the students for the good of the community. Our government is one of mutual trust and respect, based on the honor tradition. We assume that Salem students are truthful at all times, respect the property of others, and are honest in tests, examinations, term papers, and all other academic assignments.

All students are members of student government, and it is through each student's own individual support of our honor tradition that we have a successful self-government.

The Honor Cabinet

The Honor Cabinet is the top branch of Student Government, coordinating all other branches of government within it. Its chief function is to advise and guide through constructive counsel and leadership. It is concerned primarily, not with the rules themselves, but with the spirit behind the rules. It does deal with actual rules when necessary. The Honor Cabinet is composed of the following members: Honor Cabinet President, Student Council President, House Council President, two elected members (one Day Student and one Boarding Student) from each class, and two faculty advisors (one Academy faculty member and one Residential Life Staff member).

The Student Council

The Student Council deals with student relations, activities, and concerns. The Student Council is also involved in service projects both in school and in the community. It is composed of the Student Council President, the Honor Cabinet President, House Council President, the four class presidents, one elected representative from each class, and one faculty member.

The House Council

The House Council is responsible for all aspects of life in the dormitory. The House Council is composed of House Council President, Senior Prefects, and two representatives from each grade. Freshman representatives are elected in January and sit on the council for the spring semester. The Academy Director of Residential Life and Assistant Director

of Residential Life to serve as advisors. Members of the House Council promote good student relations and address issues related to Residence Life.

Elections System

There are many opportunities for students to become involved and to participate in activities and organizations at Salem. Students who take advantage of these activities and organizations learn to accept responsibility as well as make their years at Salem more enjoyable.

A student holding a major office may not hold any other leadership position. The major officers include:

- Honor Cabinet President
- Student Council President
- Senior Class President
- House Council President
- Athletic Council President

No student in a major office position may hold more than one elected class office.

MAJOR RULES AND CONSEQUENCES

Community Guidelines

The Honor Code of Salem Academy and College creates expectations of living and learning together based primarily on the values of honesty, integrity, and respect. The Honor Code is not simply a list of rules. Adhering to the Honor Code allows everyone to work together at Salem in a safe and supportive environment. Kindness is an essential value for living well in a community. Students who consistently demonstrate that they abide by the Honor Code are eligible for the Citizenship Award.

When a student does not live up to the expectations of our Honor Code, she violates the trust that is the foundation of our community. The guidelines and processes outlined below are designed to restore relationships and rebuild trust when an infraction is committed. Students will be given a chance to discuss their mistakes and change their behavior. If necessary, students will be required to meet with their advisor and parents/guardians. If infractions continue, a student may be brought before the Honor Cabinet.

1-Point Infraction	Consequence
<ul style="list-style-type: none">● Late to Assembly, class, performances/rehearsals, games/practices, or required meetings● Out of dress code● Putting in an Orah pass after leaving campus● Inappropriate language● Campus parking violation	1 point

2-Point Infraction	
<ul style="list-style-type: none"> ● Failure to sign in or out of Orah ● Unauthorized use of technology (phone, headphones, watches, laptop, etc.) during Assembly, class, meals, or passing times from 8:30-4 PM. ● Disruptive behavior ● Disrespectful behavior towards others ● Being in an unauthorized space on campus 	2 points
3-Point Infraction	
<ul style="list-style-type: none"> ● Egregious disrespect towards others ● Unexcused absence from Assembly, class, required meetings, practices/rehearsals, games/performances, or required lunches 	3 points
Violation of Major Rules including, but not limited to: <ul style="list-style-type: none"> ● In a College Residence Hall ● Leaving campus without permission during the school day ● Riding in another student's car without permission 	Honor Cabinet

- At 3 points the student will meet with the Advisor to discuss behavior and community expectations.
- At 6 points the Advisor, the student, and the parent/guardian will meet to develop a plan of action.
- At 8 points the Dean of Students and the Advisor will meet with the student and the parent/guardian.
- At 10 points the student appears before the Honor Cabinet which will determine the course of action regarding the offenses. This may include a probationary period, mentorship, work detail, and/or loss of privileges.

Academy Jurisdiction

All members of the school community representing the Academy are accountable to the rules and regulations as outlined in this handbook. For Boarding Students, Academy jurisdiction is in effect at all times, including travel to and from the Academy, except during scheduled vacations off-campus and when a student is in the presence of her parents or guardian off-campus.

For Day Students, Academy jurisdiction is in effect while a student is on campus, while she is participating in Academy-sponsored activities, and when she is in the company of resident students. It should be noted, however, that day students will be held accountable for behaviors that the Honor Cabinet and Head of School deem to be detrimental to the reputation of the school. This includes inappropriate use of social media. (see social media guidelines section)

Enrollment in the Academy presumes acceptance by parents/guardians and students of the Academy's rules, process, procedures, and ultimate judgment about appropriate disciplinary responses.

Alcohol and Drugs

While under the jurisdiction of the Academy, no student shall possess or consume alcohol or other intoxicants. No student shall possess or consume drugs except by a doctor's prescription and under the supervision of the school nurse, Dean of Students, Residential Life Staff member, Adult on Duty. Possession and/or consumption of illegal drugs on-campus or in a student's vehicle will result in dismissal. Off campus possession and/or consumption will at a minimum be a suspension but may be a dismissal based on circumstances. Further, substances that appear to be illegal or controlled (by virtue of sight, smell and other contextual factors) will be treated as such and are prohibited under this policy. The abuse of any legally obtained drug or controlled substance is prohibited and will result in disciplinary action, which may include dismissal. Possession of drug paraphernalia and the action of giving or selling drugs or alcohol to other students also results in disciplinary action, which may include dismissal.

Smoking/Vaping

No student is allowed to smoke, vape, juul, or use any type of electronic cigarettes, hookah pipes, or smoking apparatus while under the jurisdiction of the Academy for their health and well being. Students found violating this rule when on-campus or in a student's vehicle will appear before the Honor Cabinet. Depending on circumstances, consequences could include counseling and/or suspension.

Dating and Romantic Relationships

Students involved in a romantic relationship must always be respectful of members of the community. Students are to refrain from acts of romantic affection that may make others uncomfortable and are inappropriate for a residential school setting. Personal restraint and respect for others are highly valued hence students are asked to refrain from public displays of intimate affection (such as kissing and beyond).

Sexual Behavior

Salem Academy recognizes that sexuality is a normal part of human behavior, but believes that secondary school students are not prepared to deal with the possible physical and mental consequences of intimate sexual activity. Differences in maturity and health and safety issues are important considerations. Sexual activity, in any form, is not permitted on campus.

Harassment

The Honor Code includes the promise to be honest and “considerate in all my actions.” Mutual respect and consideration are essential to a positive sense of community within the school. Therefore, no harassment in any form, one student to another, will be tolerated. Harassment includes any action which deliberately attempts to create an intimidating, hostile, or offensive environment for another student. Examples of harassment include but are not limited to sexual harassment, use of racial or ethnic slurs, physical assault, written notes or letters intended to embarrass or offend another student, the creation of inappropriate websites, social media posts or accounts, and/or shared documents, etc., sending inappropriate emails or text messages, or posting or forwarding inappropriate comments on social networking sites. Additional information about prohibitions on sex-based harassment and discrimination is available in the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy, available at [Non-Discrimination Statement](#).

Cheating and Plagiarism

As stated in the Honor Code, cheating is the giving or receiving of information that leads to an unfair advantage over others. These policies apply to homework assignments, in class assignments, and assessments. The policies include, but are not limited to:

- Storing information for a quiz or test in a calculator.
- Using your phone to access notes during a quiz or test.
- Telling another student about questions on a quiz or test.
- Looking at another student’s work during assignments or assessments.

Plagiarism is the practice of taking someone else’s work or ideas and passing them off as one’s own. These policies apply to homework assignments, in class assignments, and assessments. The policies include, but are not limited to:

- Copying information from a source or another person without permission and without attribution.
- Having someone else write all or any part of your work.
- Use of a computer program, including artificial intelligence programs, to write all or any part of your work.
- Requesting to see, or have pictures sent, of someone else’s work.

Salem Academy strives to protect academic integrity and honesty. Teachers require original thought and work from students. Internet sites that produce work for students do not help to develop critical thinking and problem solving skills. While plagiarism is a moral and ethical offense, it may also be a legal one. As the Handbook of the Modern Language Association indicates, "Because of the omnipresence of the Internet and the ease with which it is possible to download and duplicate Internet publications, many people think online materials are free to be reproduced and distributed at will. The truth is that

most materials on the Internet, like most printed works, are protected by copyright law" (Joseph Gibaldi. *MLA Handbook for Writers of Research Papers*. 5th ed. New York, 1999, 34.).

At Salem Academy, plagiarism will be viewed as deliberate, not as a misunderstanding of citation requirements or as the result of ignorance of the rules. For a student's first plagiarism offense, she receives a "0" on the work and is charged with an Honor offense. A second offense results in an honor offense, a zero on the assignment, and suspension. The third offense results in dismissal.

Weapons

No student is allowed to bring or possess on campus a weapon of any kind or to possess a weapon while under the jurisdiction of the school or in the course of school related events.

Trespassing

The campus of Salem Academy and College is private property. The facilities of Salem Academy and College exist for the benefit and use of its students, faculty, staff and guests. Accordingly, Salem Academy has the right to require individuals who do not have permission to be on campus to leave the campus and, if necessary and appropriate for the best interest of the institution and its students, faculty, and staff, to charge such individuals with trespassing. On occasion, individuals have been charged with trespassing.

The Salem community or certain members of that community may from time to time be informed about trespassing incidents when that is considered necessary or appropriate. All members of the Salem community are required to cooperate with and adhere to the policy on trespassing. Accordingly, members of the community are required to inform the Public Safety Office promptly should they learn of individuals on campus who have been required to leave or charged with trespassing. Community members should act responsibly in such a case. No community member should engage in any dispute or argument with such individuals or try to force them to leave; rather, community members should contact the Public Safety Office immediately. Likewise, no member of the Salem community should offer any assistance to an individual who has been required to leave the property owned or controlled by the Academy and College or charged with trespassing. Accordingly, conduct by any community member contrary to this policy will not be tolerated by the Salem administration and will be subject to administrative review and action.

Consequences and Disciplinary Action for Violations of Major Rules

At all times, Salem Academy seeks to educate and encourage students to make better choices moving forward. Academy faculty and staff may post comments in FACTS noting both positive and negative student behavior with their parents/guardians. The goal of all disciplinary actions is to help the student understand the root of a decision made or action taken which resulted in an unexpected or negative consequence.

Each case heard by the Honor Cabinet is reviewed individually and recommendations made based on the circumstances of that case. The following consequences are a *guide* to be used; however, consequences are not limited to those listed, and each case will be considered on its own merits. Some disciplinary actions are imposed by the Dean of Students, the Residence Life Staff, faculty, or Honor Cabinet. The committee makes a recommendation of consequences to the Head of School for a final decision. Violations will be recorded into FACTS.

Examples of Consequences for Violations of Major Rules

Drinking — counseling, suspension or dismissal, depending on the circumstances. Bringing alcohol on campus or in a vehicle carries a more severe penalty than consumption or possession off-campus.

Drugs — Possession and/or consumption of illegal drugs on-campus will result in dismissal. Off campus possession and/or consumption will at a minimum be counseling and a suspension but may be a dismissal based on circumstances. Abuse of medications — at a minimum counseling and a suspension but may be a dismissal based on circumstances

Serious Threats and/or Acts of Violence — Students who threaten a member of the Salem Academy community will be dismissed. Threats include verbal, physical, and those done via social media or other electronic means.

Smoking, Vaping, and/or Electronic Cigarettes

1st offense — counseling, work detail and/or loss of privileges and notification of parents/guardians

2nd offense — suspension

Stealing/Shoplifting — automatic dismissal

Harassment — handled administratively by the Honor Cabinet, and consequences determined depending on the circumstances of the case.

Cheating and/or Plagiarism —

1st offense — appearance before the Honor Cabinet and a “0” on the work

2nd offense — suspension

3rd offense — dismissal

The administration reserves the right to discipline any student who engages in inappropriate behavior, including behavior which endangers her own life or is a direct threat to the health, safety, or lives of others. Such discipline may include suspension or dismissal, depending upon the circumstances. In the event that a college or university asks, suspensions and dismissals will be reported.

Confidentiality

The term confidentiality implies that information will not be shared with others. However, students and faculty/staff need to clearly understand when information can or must be shared with others if disclosed by a student.

Self-Referral

Students with personal problems of any kind may seek counseling and advice from either the School Counselor, the chaplain, a member of the Health Services staff, or another faculty or staff member. It is important that the student understand there are differences in the way that each of these persons handles information of a confidential nature.

1. We want to encourage students to self-refer and not punish them for voluntarily seeking help. Students who discuss personal problems of any nature with the chaplain, the School Counselor, a member of Health Services or a licensed mental health provider outside of the school are guaranteed strict confidentiality, as prescribed by law, between them and the adult whose counsel they have sought.
2. Students who reveal a problem to a faculty/staff member should understand that appropriate school officials and parents/guardians will be notified of the problem on a need to know basis. Students should understand that although they will not be dealt with according to the letter of the disciplinary code (as if they had been caught), they will be expected to show serious commitment to overcoming the problem by engaging in appropriate strategies as prescribed by school officials and parents/guardians. Students in this category should understand that any further violation of the major school rule would likely result in suspension or dismissal.
3. No student **discovered** violating any school rule has any claim on the principle of confidentiality. All such incidents must be handled through established procedures and may be shared with other faculty/staff and/or parents, as appropriate.
4. All faculty and staff are required to alert administration immediately of any harm or threat disclosed.

Referring Another Student

If a student is concerned about the behaviors, decisions, or habits of a roommate or friend, then she may be able to help the friend without triggering a disciplinary response. The procedure is as follows:

1. Bring your concern to the attention of one of the following adults: the Chaplain, the School Counselor, or a member of Health Services to avoid an immediate disciplinary response for your friend. It is important that you speak **only to one of the above-mentioned adults** and **NOT** to another member of the faculty or staff (see “Important Note” below). If you speak to one of the above-mentioned adults, then your conversation will remain confidential, as prescribed by law.
2. The adult that you confided in will talk with your friend and encourage her to begin seeking help. Your name will not be brought up as the source of information without your prior consent.
3. If your friend is ready to seek help, then she may enter into a confidentiality agreement as prescribed in #2 of the Self-Referral section above.
4. If your friend is not interested or willing to seek help, then no further action will be

taken. Still, your friend will know that someone was concerned enough to speak to an adult and that her behaviors, decisions, or habits are being noticed.

Important Note: In some cases, students will reveal confidential matters about other students to members of the faculty or staff. If the student reveals first-hand or verifiable information to a faculty/staff member about a potential dismissal offense, that adult must intervene and investigate directly, and when appropriate, report the matter to the Dean of Students and Head of School. When possible, faculty/staff will protect the name of the student who reported the suspicion or offense. **Faculty/staff are obligated to report and discuss such matters with the Dean of Students and Head of School.**

ACADEMY ATHLETICS PROGRAM

Student Athletes at Salem Academy have the privilege and the responsibility of representing the Academy community both at home and away competitions. They are expected to abide by the standards and rules of conduct set by Academy coaches and the administration. In general, Student Athletes should always strive to represent their team and the school with respect.

Student athletes are expected to meet the commitments of home, school, and sports. Being a high school athlete requires an ability to budget time wisely. Students should put academics first and seek help from teachers when needed. They may not use practice as an excuse for not completing assignments.

Student Athletes are required to sign a contract when they join a team to represent the Academy. Failure to abide by the contract may result in loss of gameplay time or dismissal from the team. The primary responsibilities include the following:

1. Being on time for all practices and games: Cutting a practice will result in a loss of gameplay. Students with an unexcused absence from school or under suspension may not attend a practice or a game on the same day. Practices start at 4:30 p.m. unless otherwise noted. (On Day 3, practices start at 4:15 p.m.)
2. Committing to taking care of oneself: Athletes must devote enough time to sleeping, eating healthy food, and drinking enough water each day. The use of illicit substances will result in immediate dismissal from the team.
3. Being a team player: Athletes must respect teammates, managers, and coaching staff. Also, I will be mentally and physically engaged during practices and games. Regardless of my level of play,
4. Demonstrating good sportsmanship: Athletes will support and encourage teammates.
5. Acting responsibly: Athletes will return all equipment and team uniforms in good condition at the end of the season.

DAY STUDENT REGULATIONS

Parking

Day Students must park in the Pit Area near the tennis courts or in the FAC parking area. Day Students may not park in front of Babcock Residence Hall or in Old Salem. Should students need to drop off items at Babcock, they may park on South Church Street to unload, and then must immediately move their vehicle.

Arrival At and Departure From School

- Day Students may arrive at school as early as 6:30 a.m. Before classes begin, they may use Babcock Lobby, Babcock Lounge, or Student Center. If in Babcock, the day student must turn her tag.
- Day Students may remain until Babcock Hall is alarmed (10:00 p.m. Sunday-Thursday; 11:00 p.m. Friday and Saturday). Any Day Student being picked up after the dorm closes must notify the Adult on Duty at the Residential Life Desk and must remain in the area around the front door.

Babcock Tags and Leaving Campus

- When entering or leaving Babcock Residence Hall, each student should turn her tag on her box. **Purple/Gold** indicates off-campus; **White** indicates on-campus.
- Day students must also sign out via Orah if they leave the Academy during the school day or at times that they are staying at the Academy. They must have permission from the Dean of Students for such leaves.
- Day students must also sign in via Orah if they arrive at school late. They must inform the Dean of Students of the reason for being late. These tardies must be cleared with a note or call from the parent, or they will be marked unexcused.

School Day Appointments or Leaving Early

- In order to leave school early or miss class, a parent must notify the Dean of Students. Missing classes is discouraged, as it disrupts classroom activity.
- If a student becomes ill during the school day, she should report to the Dean of Students. She will be allowed to go home in accordance with her permission form.
- Only students with Senior Privileges may come and go during the school day.
- Students must sign out upon departure and sign back in upon her return to school. Exact times must be noted in Orah.

Guests

Day Students may invite guests to school for special programs or to have lunch with them in the dining room. Permission must be obtained from the Dean of Students for such visits, *prior* to the time of the visit. All guests must leave at the end of the lunch period or the program, with the exception of parents. Guests will be responsible for any meal charges.

Hosting Boarders

If a Day Student wishes to take a Boarder out, one of the Day Student's parents must contact the Director of Residential Life about the plans. The parents of the day student are responsible for the boarder's safety and well being while she is under their care.

Meals

Lunch is required for all students every day. Day Students are welcome to eat breakfast or dinner in the Refectory with payment. As part of the Salem Academy meal plan, each semester day students will have \$50 worth of Spirit Bucks to use at the Cafe. Day students may add additional Spirit Bucks to their ID cards. Day Students may *not* eat the food in the Boarder Kitchen unless invited by a Boarding Student.

Spending the Night at Babcock Residence Hall

Day students are welcome in the Babcock Lounge on the lower level and are encouraged to participate as much as possible in residential life and weekend activities. Day Students and Boarding Students are not allowed in any dorm room during the academic day without permission from a ResLife Team member. Day students are welcome to spend the night in the residence hall with advanced notice. Those who do must contact the Academy Director of Residential Life via email at denise.dalton@saalem.edu with start and end dates of desired nights and the student host they will be residing with at least one week in advance. The business office will then send a digital Extended Day Form to parents for permission and payment.

There is a \$50 per night charge to cover Adult Supervision and additional meals.

As a reminder, Babcock is the home for all Boarding Students. Day students should not be on the 2nd or 3rd floor (including floor lounges) unless staying overnight or in the presence of a boarding student.

School Breaks

Day Students are not allowed on campus during school breaks. Instead, they are encouraged to invite Boarders to their home while school is on break.

CAMPUS INFORMATION

Health and Wellness Center

The Salem Academy and College Student Health Services is located on the ground floor of Clewell. The main entrance is across the green space from Babcock's front door.

The goal of Student Health Services is to promote the physical and emotional wellbeing of students. This includes the promotion of healthy living through a balance of rest and physical activities, emotional wellness, and good nutrition. Academy faculty and staff and

the student's family are integral parts of the team approach in promoting a healthy lifestyle. Parents are encouraged to maintain open communication with Student Health Services regarding their child's health needs.

Up-to-date information regarding health policies may be found at: [Communicable Diseases Campus Policies and FAQ :: Salem Academy](#).

Illness

Boarding Students

- If a Boarding Student awakens ill, she should notify the Adult on Duty. The Adult on Duty will notify Health Services and escort the student to the Health Services Center at 8:00 a.m. The student will be assessed by the nursing staff.
- If a Boarding Student becomes ill during class, her teacher may send her to the Health Center for further evaluation.
- At no point during the day should a student who is ill go to or stay in their dorm room without permission.
- If a student becomes ill during the night or should an emergency situation occur during the night, the Adult on Duty should be called/awoken.
- If an Urgent Care, Emergency Room or medical visit is deemed necessary, parents will be notified prior to appointment when possible.

Day Students

- Day students should not come to school sick. They should record their absence due to illness in Orah.
- If a day student becomes ill during class, her teacher may send her to Health Services for further evaluation. Parents/Guardians will be called to pick up the student or provide permission for the student to drive themselves home.

Medication

Abuse of prescription or non-prescription medications and failure to follow the medication policies outlined will result in disciplinary action.

Boarding Students

- All prescription medications that a student will use at school must be registered in Magnus by parents/guardians prior to arrival at the Academy.
 - This includes, but is not limited to, vitamins, sleep aids, CBD products, cessation products, allergy medication, insulin/Glucagon, rescue inhalers, Epi-pens, and prescription face creams/washes..
- All prescription medication and controlled substance medications must be in the possession of the Residential Life Staff.
- The Adult on Duty may administer routine prescription medications and over the

counter medications when a student is off campus, in the evening or when a nurse is unavailable.

- No student may self-medicate a controlled substance (eg. Ritalin, Dexedrine, Prozac, Tylenol #3, etc.).
- Only insulin/Glucagon, rescue inhalers, Epi-pens, and prescription face creams/washes are allowed in students' rooms.
- All prescription medications must be in pharmacy labeled containers and MUST have the student's name and administration directions on the label.
- With parent/guardian approval as noted on form in Magnus, over the counter, as-needed medications will be administered by Health Center personnel, the Adult on Duty, and occasionally, by athletic trainers for a sports injury.
 - Over-the-counter medications, vitamins, or supplements will only be given per label instructions.

Day Students

- Only insulin/Glucagon, rescue inhalers, Epi-pens, and prescription face creams/washes are allowed in students' backpacks or lockers.
- With parent/guardian approval over-the-counter, as-needed medications will be administered by Health Center personnel, the Adult on Duty, and occasionally, by athletic trainers for a sports injury.
 - Over-the-counter medications, vitamins, or supplements will only be given per label instructions.
- When a Day student stays overnight in Babcock Residence Hall, she must follow medication policies for Boarding Students.

RESIDENTIAL LIFE

Residential Life Philosophy

Babcock Residence Hall on the campus of Salem Academy and College is the home to our Academy students. Salem Academy's residential program is an area where special programming, extraordinary relationships and friendships, and family style living allow for learning opportunities beyond the classroom. This period of growth will be rewarding, but not without its challenges. Boarders will find themselves growing personally, academically, and socially.

During this period, the Salem Academy Residential Life Team serves as mentors, role models, teachers, and advisors and along with the prefects and student house council leaders, work closely to create an environment that is safe, healthy, fair and productive. Babcock Hall is an intentional community, and no community can function if its members do not know and meet the expectations of that community. The rules are for the

community’s collective benefit and all boarders and visiting day students are expected to willingly accept and abide by them.

That said, good rules evolve for the better, and students are always encouraged to discuss suggestions or concerns with the Director of Residential Life

Residence Rooms

Each student is provided with a twin bed (mattress and frame), dresser, desk, and desk chair. Each room has a sink and a large walk-in closet. School furniture may not be removed from the room or exchanged between rooms. Students may bring their own items in order to personalize their space. These items could include:

<ul style="list-style-type: none">● lamps● papasan or other comfy chair● rugs● curtains● clocks● waste baskets● white board● laptop and/or monitor● Plants	<ul style="list-style-type: none">● utensils, cups, bowls, etc.● 1 power strip with surge protection● pictures and/or posters or other decorations (ONLY command strips or adhesive putty to hang)● electric kettle or coffee maker with auto shut off and UL certified.● mini-fridge (a limited number of mini-fridges are available for boarders to borrow)● air purifiers
--	---

Students should only use adhesive putty or command strips when placing decorations onto a wall or other school surfaces. Nails, screws, tape, or other fasteners which may leave a mark are prohibited. All decorations should be respectful. No decorations referring to alcohol, tobacco, drugs, or explicit material are permitted. Any items placed on the students closet or room door should follow the same guidelines.

The following items are *not* permitted:

<ul style="list-style-type: none">● television● space heater● toaster or hotplate● microwave● Crock Pot, Instant Pot, or other type of appliance	<ul style="list-style-type: none">● candles or other scent-warming devices, lighters, matches or incense● halogen lamps, salt lamps, spider lamps● extension cords● LED strip lights or lights with adhesive backing● dehumidifiers
--	---

Salem Academy reserves the right to amend this list as new items, types of technology, appliances, or gadgets are developed.

Each student's room will be evaluated when the student arrives on campus and a second evaluation will be made when the student leaves. A fee schedule for damages and contract is listed on the [Room Condition Report Form 2023-2024](#). Rooms must be left as they were found when the student checked in. Students must notify the Director of Residential Life when they move into their room of pre-existing damage. Students will be held responsible for any unreported damages. Boarders will be issued keys to their room at the beginning of the school year. The key is the responsibility of the student. Keys will be turned in at the conclusion of the school year and failure to turn in the key will result in a \$100.00 charge. See [Key Contract 2023-2024](#).

Room Inspections and Cleanliness

Students are expected to keep their rooms and the hall spaces outside their rooms presentable, clean, and clutter-free at all times. This expectation encourages good habits and helps assure that the dorm is welcoming, sanitary and safe for all residents and visitors.

Room inspections occur every Tuesday between 9:00 a.m. and 12:00 noon. To pass inspection a room must comply with the following requirements:

- The floor must be swept clean and be free of clutter. Floors should be mopped as needed.
- Personal items must be stored in appropriate places – books on shelves or desks, clothes in dressers, towels on racks, food in storage containers, etc.
- Dirty clothes must be in a laundry hamper or bag.
- Closets, dressers and desks must be neat, organized and clutter free.
- The bed must be made and areas under the bed must be neat and organized.
- The sink and mirror area must be clean and organized.
- Food must be stored in sealed, pest and rodent proof containers. Food waste must be discarded appropriately at the first opportunity.
- Personal dishes, cups, etc., must be clean and there may be no food waste in the room.
- Trash Cans must be empty. Room trash, trash bags, recycling or larger trash items must be placed in the appropriate bins on the hallway.

If a room does not pass Tuesday inspection, its occupant(s) will be put on daily room checks. To earn their way off dailies, a student must pass three consecutive daily inspections. If a student does not pass three consecutive daily inspections they will receive a 'room failure' and continue to have daily inspections until they pass three consecutive daily room inspections.

As additional motivation or elimination of distraction, students may be required to surrender their electronics until they pass their three checks.

- After 3 room failures, students will complete a “Super Clean” on Friday night. Meaning, everything in the room comes out and the room is “Super Cleaned.” The ResLife Team member on duty inspects and signs off on the room and then items are replaced, dusted off, laundered, folded, and put back in a neat and organized fashion.
- Students are expected to inform the Director of Residential Life or the ResLife Team member on duty if something in their room is not working properly or has been accidentally damaged.
- The ResLife Team and prefects will make regular rounds through the residence halls to monitor cleanliness of shared spaces such as lounges, study areas, and bathrooms.

Boarding Room Boundaries

During a boarding student’s time at Salem Academy, their room is their home and personal space. The following guidelines are in place to assist in their privacy.

- Students will only enter another student’s room in the presence of the occupant or with explicit permission from the occupant and for an explicit purpose. Day students are not allowed on the 2nd or 3rd floors of Babcock during the school day. Day Students are also not allowed in the residential area without accompaniment and invitation from a boarding student.
- White Flag Status
 - A White Flag placed on the hall door indicates that a student wishes not to be disturbed.
 - White Flags indicate that a student wishes to have quiet, focused time in their room, therefore no loud music or noise should come from a room using a White Flag.
 - Only the house council president, prefects or ResLife Team may break a White Flag. If another student breaks a White Flag, a consequence may occur.
 - After notifying a ResLife member on duty at sign-in, a white flag may be used to signal a student has gone to bed early as well. As long as lights are out, ResLife Team members/ prefects will not disturb for lights out.

Check-ins and Curfews

Boarding Students may not leave Babcock before 6:00 a.m. without permission from the director of residential life.

Students may not leave campus until the end of the Class Day without permission from the director of residential life, dean of students or head of school.

During Move-In, Orientation, and through the first full weekend of school, curfew for all students is 10:00 p.m. This early curfew is in place for all students and ResLife Staff to learn the Salem system and get to know each other.

School nights (Sunday—Thursday)

- Sign-in: Between 7:00 p.m. - 9:45 p.m. All boarders are required to sign in and be seen each night at the reslife duty desk by the ResLife Team member or designated prefect on duty.
- 10:00 p.m. In-room check. Students must be in room and getting ready for bed.

Lights Out — As part of our health and wellness focus we recognize that adolescents need more sleep. Research shows getting 8-9 hours of sleep is imperative for building healthy brains, bodies, and social/emotional health.

- 10:30 p.m. — freshmen & sophomores
- 10:45 p.m. — juniors
- 11:00 p.m. — seniors

Seniors with “Senior Privileges” status will have an 11:30 p.m. lights out.

The first two weeks will be checked by the ResLife Team. After the two week trial period, prefects may do the lights out check-in. If it is discovered a student has abused the lights out policy, they will receive ‘early lights’ which means they must be in bed with lights out at the 10:00 p.m., in-room check.

Curfew adjustments may be made for special events and activities.

Late lights are a privilege and intended only for urgent academic work. Students, with a legitimate need for additional work/study time, may ask for “late lights” from the ResLife Team member on duty *when they sign in at the duty desk* between 7:00-9:45 p.m.

- Students who have used their Study Hall and post-Study Hall free time productively – homework, tutorial, studying, showers, laundry etc. – may request late lights.
- 9th and 10th graders can have late lights until 11:00 p.m.
- 11th and 12th graders can have late lights until 11.30 p.m.
- 12th graders with senior privileges have self-determined late lights.

If students do not use this time productively, they will not be granted late lights. Late lights is a tool that must be used responsibly and should never be an every night expectation. If a student appears to be using late lights too often and suffering sleep deprivation as a result, the ResLife Team reserves the right to deny late lights and require the student to go to bed on time instead.

Weekends

On Saturday and Sundays, all boarders are required to sign in and be seen at the ResLife Duty Desk by the ResLife Team member on duty during the following times:

- 11:00 a.m. and 1:00 p.m. (day time check)
- 7:00 p.m. and curfew (evening check)

When off campus on Fridays & Saturdays, return curfews are as follows:

- Freshmen — 10:30 p.m.
- Sophomores — 10:45 p.m.
- Juniors — 11:00 p.m.
- Seniors — 11:15 p.m. (Senior curfew may be extended until 11:45 p.m. based on meeting senior privilege requirements.)

Curfew adjustments may be made for special events and activities.

Any time an underclassmen is in the presence of an upperclassmen, the underclassmen curfew must be observed.

Quiet Hours

During designated Quiet Hours, residents should be quiet enough that individuals choosing to study or sleep can do so undisturbed. This means residents should be particularly quiet in public spaces and should not make any noise that can be heard outside their own rooms. It is important for students to remember that Babcock Hall is old and therefore not well-insulated against sound. Accordingly, students should remember to walk softly and keep their voices and electronics low during Quiet Hours.

- Quiet Hours are in effect from:
 - 7:30 p.m. to 9:00 p.m. Sunday - Thursday.
 - 10:00 p.m. until 7:00 a.m. Sunday - Thursday.
 - 11:00 p.m. until 9:00 a.m. Friday and Saturday.
- Quiet Hours locations during the 7:30 p.m. - 9:00 p.m. time:
 - Students may study in their room, Hall Lounges, Babcock Lobby, Babcock Lounge, or Babcock Beach and Patio. Seniors may use the Senior Lounge. Students working on group assignments should meet in the Babcock Lobby or Babcock Lounge.
 - Fitness Center may be used if academic responsibilities are completed and with permission of the ResLife member on duty.
 - Students not in Babcock Hall should update their location via Orah.
- Use of Quiet Hours (in order of importance):
 - Complete or work ahead on any academic work
 - Work on planning for a club activity
 - Read for an academic class or for relaxation

- Work on a hobby project or quiet activity
- Exercise
- Finish laundry
- Students may work together on group projects during this time as long as every member of the group is abiding by Quiet Hours rules.
- Students should NOT use this time to be on their technology for non-academic reasons, including but not limited to:
 - social media
 - streaming or watching shows
 - playing any type of video games
 - playing music loud enough to be heard outside of their room

If Residence Life staff determine that a student's technology has become a distraction, a parent/guardian will be notified and the student will be required to turn in her technology at the start of Evening Study Hall. The student will need to plan ways to complete work during this time without access to her technology.

As a member of a residential community, residents should be mindful that others may maintain a schedule of study and sleep different from their own. Therefore, the 2nd and 3rd floors of Babcock Hall, should be a place of considerate community living at all times.

Evening Study Hall

Every two class cycles, a student's academic performance is reviewed. Those in need of additional support or structure will be assigned to Evening Study Hall. To assist students with acclimating to boarding life, all new boarding students will be required to attend Evening Study Hall for the initial four cycles of the semester. *Quiet Hour expectations are in effect for those in Evening Study Hall.*

Students assigned to Evening Study Hall will meet in Babcock Lobby at 7:20 p.m. and go to Gramley Library. Any student is welcome to join Evening Study Hall. All students participating in Evening Study Hall must update their Orah location to Gramley Library. If a student in Evening Study Hall has a group project, all members of the group must meet in Gramley Library to work together on the project.

School Break Arrangements

1. Breaks are designated as
 - a. Fully closed — no boarders on campus
 - b. Open if needed — limited staffing, limited number of boarders may stay, dining hall is closed hence food supplies will be located in the Boarder Kitchen

- Boarders are strongly encouraged to go home or spend the break with a day student family.
 - The Academy can assist with pairing a Boarding Student with a Day Student host family.
2. Break Designation- Again, Transportation will be provided, at no additional cost, only on the designated leave/ return day between 12 p.m. and 6:00 p.m *after the student's last commitment.*

Students are not allowed to depart for break until after their last commitment of the day.

- a. Fall Break — open if needed
 - b. Thanksgiving — fully closed
 - c. Winter Break — fully closed
 - d. Spring Break — fully closed
 - e. Easter Break — fully closed
3. Early returns from Fall Break, Thanksgiving, Winter Break, Spring Break, and Easter Break cannot be accommodated.
 4. Early leaves and late returns from a vacation may be considered an unexcused absence. Transportation for those requesting an early departure or late return is not guaranteed. A charge will occur for any early/late departure transportation.
 5. The Academy will be closed at 6:00 p.m. on the day a vacation begins. Students may begin leaving campus for breaks at the end of the school day, 4 p.m. Any student leaving after 6:00 p.m. must make their own travel arrangements. The Academy will open at 12:00 p.m. on the day that boarders return from a break or vacation. Return flights should arrive between 12 p.m. and 6:00 p.m.
 6. When a student uses public transportation leaving and returning during a vacation period, their parents must provide the Director of Residential Life detailed information at least two (2) weeks before the vacation departure date.
 7. If a student is going to be late or is not returning on a scheduled return either on a weeknight, weekend, or vacation, she must notify Residential Life as soon as possible of the day or night of the expected return.

Boarding Student Transportation

School Break

Salem Academy will provide a transportation option to and from Piedmont Triad International Airport (GSO) in Greensboro, Amtrak Train Connector in Winston-Salem, and the Winston-Salem Downtown Bus Station for all listed school breaks AFTER the students' last commitment of the day. The ResLife Team members will not provide transportation to students who are missing school obligations due to early departures or late returns. Transportation will be provided, at no additional cost, only on the designated leave/ return day between 12 p.m. and 6:00 p.m.

- Parents/Guardians must submit transportation information into FACTS at least two weeks in advance. The number of trips to Greensboro Airport will be limited.
- With parent/guardian permission, students may take a taxi to and from the bus station, train connector, or airport.
- Students going to the Piedmont Triad International Airport (GSO) in Greensboro may use the Airport Transportation Service.
- The Academy does not provide transportation during inclement weather.
- ResLife members are generally unable to meet/drop off students at airport gates unless required to by airline procedures, so families are asked not to book students on flights as unaccompanied minors.

Non-Break Transportation Needs

- Transportation needed to the Piedmont Triad International Airport in Greensboro for trips not related to breaks (college visit, traveling home for a family event, etc) OR outside the designated break times will incur a fee of \$50 per student each way. Transportation will be provided only between 12:00 p.m. and 6:00 p.m.

Standardized Testing Transportation

- Academy students desiring transportation to standardized testing sites for the SAT and the ACT should list Salem Baptist School as the first choice testing location and Parkland High School as the second choice testing location. Students that choose to test at other sites, must provide their own transportation.
- Boarding students taking the ACT/SAT need to notify Residence Life at least two weeks in advance so that transportation and breakfast can be arranged for them.

Recreation Activity Transportation

- Students who have approved permission may go around town unchaperoned in groups of two or more either by city bus, cab, or on foot (during the daylight hours). Students must be with a buddy and never go alone. This includes during shopping trips and food runs.
- Students may ride in cars of other Salem Academy students only with permission from their parents indicated at the beginning of the year on their permissions questionnaire form.
- Recreational transportation is provided when possible, such as Wednesday Food Runs, Shopping Shuttle trips and other weekend activities.

Doctor/Medical Appointment Transportation

- Salem Academy will assist with transportation within the Winston-Salem area for students that have medical, dental, orthodontic, eye, therapy appointments only if necessary and always in an emergency situation. We encourage parents and students to make every effort to schedule appointments around their breaks and

vacation periods. All medical appointments requiring school transportation should be scheduled between 2:00 p.m. and 5:00 p.m.

- Should appointments be scheduled outside of the Winston-Salem area, a transportation charge of \$50.00 will be billed to the family.

Permissions To Leave Campus

1. Any time a Boarding Student leaves the campus they must sign out on the Facts system, as well as turn their tag. Purple/Gold indicates off-campus and White indicates on-campus.
2. No student can sign out for a period of more than four hours. Should they wish to remain out longer than four hours, permission and arrangements must be cleared with the ResLife member.
3. Students who wish to spend more than four hours off campus must have parental permission to take a day cut.
 - a. Students who have permission must sign out in Facts for activities in town on weekday afternoons, Saturday, and Sunday.
 - b. When signing out, a student must record the time of departure and their estimated time of return, give specific details of their destination, and provide a contact or cell phone number. Any false information given during signing out could be considered an Honor Code violation.
4. Overnights
 - a. Any boarding student that plans to spend the night away from campus needs to receive permission from her parent/guardian. Permission can be provided in Orah.
 - b. Overnights should be limited to Friday and Saturday nights if possible.
5. Weekend Day Cuts
 - a. Weekend day cuts, a period of time spent outside the city limits of Winston-Salem, are unlimited with parental permission.
 - b. Permission must also be provided in Orah and/or a phone call to the ResLife Team member on duty.

Babcock Residence Hall Perimeter Alarm

1. Perimeter doors (the side door on S. Church Street and the back door on Babcock Beach) are alarmed at 7:00 p.m. each evening. Students may only use the front door after 7:00 p.m.
2. The front door is alarmed at 10:00 p.m. on weekdays and armed until 6:00 a.m. Sunday-Saturday. The front door alarm is set when the last student is in for the night on Friday and Saturday.
 - a. Any time an underclassman is in the presence of an upperclassman, the underclassman curfew must be observed.

3. The East Salem Avenue parking gate by the athletics fields is locked between 9:00 p.m.- 9:30 p.m. Students will need to park in the FAC lot or contact Public Safety to have the back gate opened.
4. Students arriving anytime after sunset may contact Public Safety who will escort students from the Pit parking lot (or FAC if the gate is locked) to Babcock.
5. Should a student accidentally set off the alarm, they need to let the ResLife Team member on duty know. It is vital that false alarms are made known immediately otherwise Public Safety and the local police will show up.

Guests/Visitors

All visitors must check-in with the ResLife Team member on duty. The visitor's name and estimated time of leave will be recorded. The visitor will need to sign out when leaving. Any visitor must abide by all Salem Academy rules. Academy students are responsible for the behavior of their guests the entire time they are on campus. Guests may not smoke on campus.

Dates or significant others of the same gender are not allowed on the second or third floors of Babcock at any time. Students are only allowed to visit with dates or significant others in the Babcock Lobby or the basement lounge of Babcock. Exceptions may be made for fathers and brothers with permission from the Adult on Duty.

There are two kinds of weekend guests/visitors:

- **Daytime Guests (for all grades)**
 - In Babcock, guests may be entertained only in the lobby, and the downstairs lounge.
 - On Campus, guests may be entertained on Clewell Partio, the Lily Pond and the Student Center.
 - In the spring and fall they may be entertained during the day (not during class hours) in the areas of the campus.
- **Overnight Guests**
 - Day students are welcome to spend the night in the residence hall with advanced notice. Those who do must contact the Academy Director of Residential Life via email at denise.dalton@saalem.edu with start and end dates of desired nights and the student host they will be residing with at least one week in advance. The business office will then send a digital Extended Day Form to parents for permission and payment.
 - Day students receive two meal vouchers per day included in the payment for overnight stays.
 - No dates may stay overnight.

Guests are welcome at the Academy during the following hours:

- Friday — in the afternoon and evening from 4:00 to 10:00 p.m.
- Saturday — from 11:00 a.m. to 10:00 p.m.
- Sunday — from 11:00 a.m. to 6:00 p.m.

Dating

- Dating is limited to the weekend.
- If, however, dates should drop by during the week, students should notify the ResLife Team member on duty. They may visit briefly in the front lobby of Babcock.
- Freshmen and sophomores may not date off campus except with permission from their parents in special circumstances.
- Dates are never permitted in the residence hall area.
- Students may not visit with dates in cars in the parking lot.

Additional Guidelines

1. Salem College students are not allowed in the residence hall at the Academy, and Academy students are not allowed in the College residence halls.
2. Visiting a Day Student's home or other friend's home:
 - a. Students with permission may visit a home in Winston-Salem.
 - b. Students have unlimited opportunities for such visits provided the Parent/Guardian hostess calls the Residential Life Office in advance to issue the invitation and gives details as to transportation and chaperonage. This information must also be registered on FACTS.
 - c. A Boarding Student may not use this visit as a way to violate Salem Academy dating expectations.
3. Boarders may not have an outside job unless it is cleared with their parents, their advisor, the Dean of Students, and the Academy Director. The student must attend Evening Study Hall if assigned.
4. Students may not keep any animals at school, including fish.
5. Food may only be prepared in the boarder kitchen and in student lounges, never in residence hall rooms.

Religious Life

The Academy was founded as a Moravian school and adheres to Moravian customs. There are three Moravian services each year that are required for all students, regardless of religion. We feel that each of our students should experience the tradition on which the Academy was founded. All students are encouraged to attend services of their choice. Although it has a Christian heritage, Salem Academy is non-proselytizing and is respectful

of students' religious freedom. Parents may give specific instructions to the Director of Residential Life about religious observance for their daughters should they wish to do so.

Below is a short list of places of worship located in the Winston-Salem area. Most of these options are within walking distance. The Academy can assist students with finding a place of worship, finding transportation for services or to participate in youth activities. (See [Map of Downtown Winston-Salem Churches](#))

Ardmore Baptist Church	First Presbyterian Church
Ardmore United Methodist Church	Home Moravian Church
Augsburg Lutheran Church	Our Lady of Mercy Catholic Church
Centenary United Methodist Church	Redeemer Presbyterian Church
Community Mosque of Winston-Salem	St. Leo Catholic Church
Temple Emanuel	St. Timothy's Episcopal Church
Elevation Church	St. Paul's Episcopal Church
First Baptist Church	Two Cities Church

General Safety Regulations

1. Students should walk in pairs and/or groups in well-lit areas at night.
2. Public Safety provides security escorts from anywhere on campus. Escorts may be completed by golf cart or foot patrol.
3. Contact Campus Public Safety at extension 5555 or 336-917-5555 for assistance.
4. Ensure vehicles and exterior doors and windows are locked.
5. All students must exit for fire drills.
6. Matches, candles, incense, and lighters are not to be used in the building at any time. Those items may not be kept at school.
7. Parents and guests may not smoke in any Academy building.
8. Bicycles and roller blades are allowed at school, but helmets and protective padding must be worn when participating in these activities. Hoverboards are *not* allowed on campus.
9. Reminder: There is an alarm system on all outside doors at the Academy.

The alarms are turned on at 7:00 p.m. in the evenings

The alarms are turned off at 6:00 a.m. each day.

APPENDICES

Description of Academy Major Events

FALL

Pre-Season (beginning Fall 2024) — held a few days prior to orientation, fall athletics will participate in athletic activities in preparation for the fall sports of tennis and volleyball.

Honor Code Assembly — takes place during Orientation. All Academy Students, Faculty, and Staff sign the Honor Pledge. Required for every member of the Academy Community.

Opening Chapel — held at the end of the first week of school to mark the beginning of the academic year. Required for all students.

New Student Party (beginning Fall 2024) — a party held before school starts for returning and new students. An excellent way for new and returning students to become acquainted.

Saber Sorting — held during the first full week of classes. New students are sorted into either the Purple or Gold team. Required for all students.

Freshmen Retreat — a retreat held during a weekend in September to promote fellowship and cohesion among the freshman class. Required for all freshmen.

Senior Day — The seniors are entertained at a breakfast by the faculty, teach classes to other grades, and receive their rings at an evening all-school banquet, the Ring Banquet. Required for all students.

Family Weekend — a series of activities for families to enable them to meet the teachers, to provide a time for them to talk with their daughter's advisor, and to fellowship with other Academy families.

Halloween Party — sponsored by the Student Council and the Theatre Department for foster children in Winston-Salem.

Innovation Days — area professionals in STEAM professions share their expertise in hands-on experiential learning. Activities may occur on or off campus.

Health Leadership Forum — features a selection of women in health leadership roles who are widely recognized as experts and innovators in their fields.

Fall Theatre Production — All students are required to attend at least one performance.

Fall Art Show — Academy students' art work is on display in the North Gallery of the Fine Arts Center from the beginning of November through the end of term.

WINTER

Candle Tea — is held in Old Salem at the Single Brothers' House. Candle Tea marks the official beginning of the Advent and Christmas seasons. New students are given free tickets to attend.

Senior Vespers — the Moravian Lovefeast and Candle Service carried out by the senior class. All students are required to attend and family and friends are invited to come.

Holiday Party — special advisory party celebrating the end of the semester and the upcoming holiday. Friendly competition is the center of this time!

Fabulous February — special events such as spirit activities as determined by the student council and held during February to brighten the time before Spring Break.

Cupids and Mortals — held immediately before Valentine's Day and sponsored by the Student Council. For several days cupids do secret little things for their mortals. The cupid is revealed on the last day.

SPRING

Theatre Production — All students are required to attend at least one performance.

International Day — a celebration of the cultures represented within and beyond our student body.

Journey to Salem Walk — Students participate in a walk from Bethabara to Salem that recreates the final portion of the 500 mile journey made by the original girls who walked from Pennsylvania.

Founders Day — celebrated in April to recognize the founding of the Academy and College. Required for all students.

Junior-Senior Prom — a formal dance sponsored by the junior class and given for the seniors.

“Smooosh Cake” — Seniors are given a cupcake which contains charms indicating their future after graduation. Required for all seniors.

Faculty-Senior Breakfast — The seniors entertain the faculty and staff at a formal breakfast. Required for all seniors.

Athletic Banquet — held late in May to give out athletic awards. Required for all students.

Closing Chapel — held in May to celebrate the closing of the academic year. Includes the inductions of incoming major officers. Required for all students.

Senior Fest — an outdoor festival to celebrate the conclusion of the spring semester with music, food, and fun. Includes the senior slideshow. Required for all students.

Baccalaureate — religious service held the Friday preceding graduation. The Seniors receive Moravian Stars as a gift from the school. Required for all students.

Recognition Program — a ceremony celebrating the accomplishments of students and faculty during the school year. Required for all students.

Graduation — the final official day of school, held on a Saturday in May. Required for all students.

Student Organizations

Academe is open to all girls who wish to express themselves in some creative manner — through prose, poetry, or visual art. Academe is published annually in digital format.

ASIA (Asian Student Involvement Association) is an organization that educates students about the Asian community.

Athletic Council, an elected group of girls responsible for school spirit, Purple/Gold days, and special athletic events.

Bible Study is a club where young women of all faiths can get together, fellowship, and study God’s word.

Black & Latinx Achievers is a club for Black & Latino students in association with the YMCA.

Black Student Union is an organization that educates students (including those who are not black) about the African-American community, debates topics, and works to find solutions. This group creates a safe space for students to feel welcome to discuss their issues.

Drama Club is open to all theatre students. This organization promotes activities for all Salem girls such as the Christmas and Halloween parties, and some specialized events for theatre students.

Ecology & Outdoor Club strives to build a community of like-minded individuals who are interested in protecting the environment, to increase awareness of ecological issues, and to work to improve our own environment at Salem Academy.

Girl Up seeks to empower girls and bring more awareness to girls’ education in our community and developing countries.

Key Club is a service organization for high school students, which operates under school regulations and draws its membership from the student body. Key Club is unique because it is sponsored by a local Kiwanis Club, composed of the leading business and professional people of

the community. Key Club's objective is the development of initiative, leadership ability, and good citizenship practices. Each girl pays dues, and membership is open to members of the student body by application.

Mu Alpha Theta encourages an interest in math, develops sound scholarship, and promotes enjoyment of math among high school students.

Queer Straight Alliance (QSA) supports and welcomes LGBTQ+ students and their allies.

Spanish Club promotes student engagement with the Spanish language, Hispanic and Latino cultures, along with celebrations and political awareness

STEM Club promotes student engagement with activities around STEM topics. Students participate in learning and service projects together.

Honors and Awards

Arts Council Purchase Award is selected from student pieces completed during the current year by a committee of jurors. The chosen piece is framed and displayed in Salem Academy's permanent collection and the artist receives a monetary gift.

The Barbara Barnes Hauptfuhrer Scholar-Athlete Award is presented to a senior who has maintained at least a "B" average while participating in athletics while at the Academy.

Citizenship Award is bestowed upon students who have lived up to all the characteristics of a good citizen in the Salem community. In order to receive this honor, a girl must be elected by at least 1/3 of her boarder or day group, at least 1/2 of her class, and at least 1/4 of the student body.

Commencement Marshals are the students who have the highest cumulative academic averages in their class. Two freshmen, two sophomores, and four juniors who have been enrolled since the start of sophomore year are chosen each year to serve. The Chief Marshal is the junior with the highest cumulative average. The cumulative average is based on Salem Academy and College courses.

Faculty Award is given at graduation to the senior whose qualities of character, personality, and service most nearly exemplify those of the ideal Salem student. The recipient is selected by the faculty. The student winning the Oak Award is not eligible for the Faculty award.

Honor Graduates are the two seniors, enrolled continuously since the start of sophomore year, who have maintained the highest cumulative academic average in their class. The academic average is based on Salem Academy and College courses.

International Thespian Society is for theatre students who have completed 100 hours of service to the theatre department. This is a lifetime membership.

Mu Alpha Theta is the national high school and junior college mathematics club. This club's purpose is the promotion of scholarship, enjoyment, and understanding of math. Requirements for membership are completion of five semesters of college preparatory math and an overall B average in those courses.

National Honor Society membership is based upon outstanding scholarship, leadership, service and character. Selection is an honor accorded by the faculty to qualified juniors and seniors who have been enrolled at Salem Academy for at least one semester and carry a full academic load of five classes. To be considered for membership, a student must first meet the scholastic eligibility requirement. A senior must attain an overall cumulative unweighted average of 3.40 or above for both the junior and senior years, and a junior must attain an overall cumulative unweighted average of 3.40 or above for the junior year. If the scholastic eligibility requirements are met, the student may then be considered for membership on the basis of her outstanding leadership, service and character.

National Latin Honor Society is for students in their fourth semester of Latin at the Academy who have maintained a B average in Latin for three semesters and an A- average in the fourth semester.

Students must have a B average overall in all other courses with no failures in any course. Following induction, each member of the Latin Honor Society is to tutor an Academy student in Latin 8 hours per academic year.

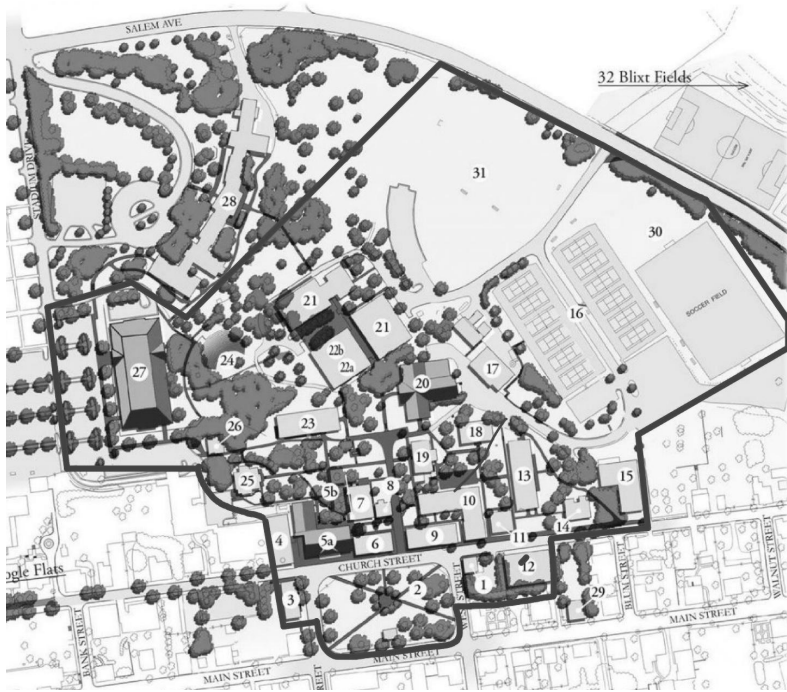
National Spanish Honor Society is for students in their fourth semester of Spanish at the Academy who have maintained a B average in Spanish for three semesters and an A- average in the fourth semester. Students must have a B average overall in all other courses with no failures in any course. Following induction, each member of the Spanish Honor Society is to tutor an Academy student in Spanish 8 hours per academic year.

The Oak Award is Salem's highest award presented each year at the Founder's Day Convocation to a four-year senior who has exemplified quality leadership and has made a notable contribution to the quality of life at the Academy. Nominations are made by faculty, staff and students; and the final selection is made by the Academy Oak Award Committee.

Service To Salem Award is presented to no more than 10% of the senior class up to a max of three, selected by the faculty. The award recognizes students' special service to the Academy.

Zanne Meads Award is presented to the student whose fellow athletes feel has exemplified good sportsmanship on and off the field. The award is given in memory of a former Salem student known for her sportsmanship in all phases of life. The award is voted by the members of all of the athletic teams of the year.

Campus Map



- 1 Shober House*
- 2 Salem Square
- 3 Inspector's House
- 4 Home Moravian Church
- 5a Main Hall
- 5b Public Safety
- 6 South Residence Hall
- 7 History Wing
- 8 Penn Alumnae House
- 9 Single Sisters House
- 10 Clewell Residence Hall*
- 11 Lehman Hall

- 12 Gramley Library*
- 13 Salem Academy/Babcock
Residence Hall**
- 14 Bahnson House Residence Hall
- 15 Gramley Residence Hall
- 16 Tennis Courts*
- 17 Physical Plant Building
- 18 Strong Residence Hall
- 19 Bitting Residence Hall
- 20 Corrin Refectory*
- 21 Athletic Facilities*
- 22a Fitness Center/Salem Commons*

- 22b Bryant Hall
- 23 Rondthaler Science Building*
- 24 May Dell
- 25 Rondthaler-Gramley House
- 26 Hanes House
- 27 Elberson Fine Arts Center*
- 29 Boner House
- 30 Field 5*
- 31 Field 4*
- 32 Blixt Fields*

*Handicap Accessible

The Alma Mater of Salem Academy and College



Strong are thy walls, O Salem,
Thy virgin trees stand tall,
And far athwart the sunlit hills
Their stately shadows fall.

Chorus:

*Then sing we of Salem ever,
As proudly her name we bear,
Long may our praise re-echo,
Far may our song ring clear.
Long may our praise re-echo,
Far may our song ring clear.*

Firm is thy faith, O Salem,
Thy future service sure,
The Beauty of thy heritage
Forever shall endure.

Chorus

True is our love, O Salem,
Thy name we proudly own,
The joy of comradeship is here,
Thy spirit makes us one.

Chorus

The Morvian Blessing

The Moravian Blessing dates from the 18th century. It is traditionally recited before meals during special Academy and College occasions:

Come, Lord Jesus, our guest to be, and bless these gifts bestowed by Thee. Amen.

Faculty and Staff Directory

Name	Position	Email (@salem.edu)	Office
Alarcon, Tatiana	Spanish Teacher; 10th Grade Class Sponsor	tatiana.alarcon	Babcock 111
Antoine, JJ (Jacquelyn)	Athletic Director for Salem Academy and College	jacquelyn.antoine	Fitness Center
Bass, Laura	Latin Teacher	laura.bass	Babcock 113
Boyd, Karen	Chief of Public Safety	karen.boyd	Main Hall
Caliguiri, Joann	Learning Specialist	joann.caliguiri	Babcock 123
Clary, Christopher	English Teacher; 10th Grade Class Sponsor	christopher.clary	Babcock 117
Dalton, Denise	Director of Residential Life	denise.dalton	Babcock 107
Gaymon, Tahja	Academy Alumnae Director	tahja.gaymon	Alumnae House
Gilliam, Anna	Art Teacher; Administrative Assistant	anna.gilliam	Shober 1st Floor
Harrington, Amber	School Counselor; Wellness & Leadership Coordinator; 9th Grade Class Sponsor	amber.harrington	Babcock 125
Havill, Nick	Math Teacher	nick.havill	Babcock 119
Humphrey, Leigh	History Teacher; Youth & Government Mentor; 11th Grade Class Sponsor	leigh.humphrey	Babcock 115
Juran, Jeanette	Physics & Math Teacher; Robotics Instructor	jeanette.juran	Babcock 122
Lawrence, Michelle Hopkins	History Teacher; Model U.N. & Debate Mentor; Honor Cabinet Advisor	michelle.lawrence	Babcock 115
MacDonald, Katie Nelson	College Counselor; Student Engagement Coordinator; 12th Grade Class Sponsor	katie.macdonald	Babcock 121

Maddrey, Emma	Assistant Residential Director; 2nd Floor Babcock Residential Student Mentor	emma.maddrey	Babcock 122
Miller, Allan	STEAM Coordinator; Math, Engineering & Robotics Teacher	allan.miller	Babcock 119
Moulton, Taylor	Admissions Counselor	taylor.moulton	Shober House 2nd Floor
Rogers, Jessica	Director of Enrollment Management	jessica.rogers	Shober House 2nd Floor
Pearson, Ashley	Theatre Teacher; 12th Grade Class Sponsor	ashley.pearson	Babcock 118
Penn, Felecia	Academy Communications Specialist & Athletic Coordinator 9th Grade Class Sponsor;	felecia.penn	Babcock 111
Shellhammer, Jessica	English Teacher; Humanities Division Chair; Yearbook Mentor; 11th Grade Class Sponsor	jessica.shellhammer	Babcock 117
Sorrells, Kris Porazzi	Head of School; Robotics Teacher	kristina.sorrells	Shober House 1st Floor
Spencer, Sharon	Biology & Chemistry Teacher; STEM Division CoChair	sharon.spencer	SCI 210
Spong, Sara	Assistant Head of School; Interim Dean of Students	sara.spong	Shober House 2nd Floor
Vance, Anna	Math Teacher; Robotics Mentor	anna.vance	Babcock 120
Weimer, Kara	Registrar; Math & Technology Teacher; STEM Division CoChair	kara.weimer	Babcock 120

Student/Family Handbook Disclaimer

The Student/Family Handbook is published to acquaint you with the history and community expectations of Salem Academy. Rules, regulations, procedures, courses, and programs referenced or stated on the date of the Handbook's publication are subject to change as needs and reason may dictate. Information contained in the Student/Family Handbook is intended to be the most accurate available at the time of publication, but changes may become effective before the next handbook is published. Changes to regulations, procedures, courses and programs will be communicated with students and families and updated in the digital version as they become available.