

Salem Academy Student Handbook 2017-2018



MISSION

Now in its third century of sustaining a community in which girls learn best, Salem Academy remains dedicated to fostering the intellectual, spiritual, social, and physical growth of young women. Founded in 1772 by the Moravian church, Salem Academy flourishes today as an independent, college-preparatory school that celebrates its diversity and affirms each student's uniqueness. As advocates for women in leadership roles, we recognize our place in a global society and persist in our commitment to a lifetime of learning. We pledge ourselves to retain and nurture those values which encourage each student to take risks, show integrity, and discover her passion as she sets out on her own journey.

Nondiscrimination Statement

Salem Academy does not discriminate on the basis of race, color, national origin, *sex, *gender identity/expression, sexual orientation, age, religion, disability, or any other category protected by applicable law in the administration of its educational programs and student activities and services. *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: Erin Jones Adams, Title IX Coordinator and Assistant Vice President for Administration Inspector's House, 601 South Church Street, Winston-Salem, NC 27101 (336) 721-2702, erin.adams@salem.edu

THE HONOR PLEDGE

All students sign the Honor Pledge prior to coming to Salem. It is each student's intention to uphold the pledge 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.
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.

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Dear Salem Academy Student,

On behalf of the faculty and staff, I am pleased to welcome you to Salem Academy. For 245 years our school has been rooted in our founders' fundamental respect for women and belief in the value of education. As a Salem Academy student you are a member of a school community which has earned a reputation for academic excellence, honor, and personal responsibility.

Just as in any civilized society, Salem Academy has certain rules that spell out the expectations of our school community. At the heart of those expectations is the Salem Academy Honor System. Indeed, the honesty and trust with which we approach all of our relationships is strengthened by the way we safeguard our Honor Code.

This Handbook will provide you with information and guidance for daily life. You have the responsibility for knowing what is in this document so that your Academy journey will be both happy and successful. These are the rules that govern our community's daily life. These regulations give you a framework of mutual expectations that, ultimately, will enrich your Salem Experience. They will create a community that will assist you in finding multiple opportunities for intellectual, social, spiritual, and personal growth.

We are all excited about the upcoming new year at Salem and I look forward to seeing you at the opening of school. Together, I am convinced that we will have a wonderfully productive, and indeed memorable year.

My best to all of you for a fantastic year!

Mary Lorick Thompson
Interim Head of School

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THE HONOR TRADITION

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 her basis for citizenship at the Academy.

THE HONOR CABINET

The Honor Cabinet is the top branch of Student Government, coordinating all other branches of government within it. Matters relating to integrity in academic areas in classrooms, study halls, language labs, science labs, computer lab and the library, and in social areas in the dormitory, on school trips, and within school activities, are handled by the Honor Cabinet. 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.

It endeavors to recognize social problems that are surfacing and begins to try to correct the situation. The Honor Cabinet hears cases and 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.

THE HONOR PLEDGE

All students sign the Honor Pledge prior to coming to Salem. It is each student's intention to uphold the pledge 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 as designated by the Academy.
6. I will be honest and considerate in all of my actions.

HONOR CABINET PROCEEDINGS

1. A student who must appear before the Honor Cabinet first meets with a faculty advisor of the Honor Cabinet. The advisor explains the Honor Cabinet meeting procedure, states the allegation(s) made against the student, and informs the student that she has the opportunity to defend herself against the allegation(s) and to answer questions asked by the Honor Cabinet and/or the faculty advisors to the Honor Cabinet.
2. The student is responsible for notifying her parents at this point. (She 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 both student members and faculty advisors of the Honor Cabinet.
4. The meetings are tape-recorded and notes are taken.
5. The student cannot return to class, etc. 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 or Dean of Students, will contact parents.
8. Whenever a student is either suspended or dismissed, an announcement of the disciplinary action may be made to the student body. If such an announcement is made it will include the name of the student, the grade in which she is enrolled, the reason for the disciplinary action and the penalty imposed by the administration.

ADMINISTRATIVE ACTION

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, lockers, cars, and personal belongings at any time that the school has suspicion that a student is in possession of illegal, stolen, or dangerous materials.

The administration reserves the right to discipline 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.

MAJOR RULES

ACADEMY JURISDICTION

For the resident students, Academy jurisdiction is in effect at all times, including travel to and from the Academy, except: (1) during scheduled vacations off-campus, (2) when a student is in the presence of her parents or guardian off-campus.

For non-resident 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 non-residential 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.

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 or Dean of Students. Possession and/or consumption of illegal drugs will result in dismissal. 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 of drugs or alcohol to other students also results in disciplinary action, which may include dismissal.

ABSENT WITHOUT PERMISSION

Students must be accounted for at all times. Students may not leave the building or the campus without going through proper permission procedures. Leaving without permission falls into two categories:

1. Failure to comply with procedure: forgetting to sign-out or get parental permission. Handled by the dean with a demerit penalty.
2. Intent to leave without proper permission: leaving with the intent to break the rules of permission procedure. For example: "sneaking out" of the dorm at unauthorized times, "running away," and hiding from school or parents, going to an unauthorized destination, leaving and intentionally not signing out. Automatic disciplinary action will be taken.

SMOKING/VAPING

No student is allowed to smoke, vape, or use electronic cigarettes or hookah pipes or pens while under the jurisdiction of the Academy. Consequences for this infraction range from demerits to suspension.

BRINGING UNAUTHORIZED PERSONS ON CAMPUS

Automatic disciplinary action will be taken.

HARASSMENT

The Honor Pledge 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 will include 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 web-sites, sending inappropriate emails or text messages, or posting or forwarding inappropriate comments on social networking sites.

PLAGIARISM

According to the MLA Handbook, "To use another person's idea or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft" (30). 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" (34). At Salem Academy, plagiarism will be viewed as deliberate, not as a misunderstanding of citation requirements nor as the result of ignorance of the rules. Such a deliberate offense, therefore, can merit serious consequences. For a student's first plagiarism offence, she receives a "0" on the work and is charged with an Honor offense. A second offense results in dismissal.

* Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 5th ed. New York: Modern Language Association of America, 1999.

GENERAL BEHAVIOR

When students enroll in Salem Academy, they and their parents 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 Pledge. Parents delegate to the Academy the responsibility for the authority over students while enrolled. In return, the Academy agrees to do all in its power to care for the students' well being in a healthy, safe, and wholesome environment.

We expect students to display good manners, use proper language, be polite, and observe the most basic rules of common courtesy. This expectation includes everything from being attentive to speakers on our campus to sending thank you

notes when appropriate to not chewing gum, eating, or drinking at inappropriate times. Students greet each other 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.

A student's conduct, whether a day or boarding student, is subject to public scrutiny and as such 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. The only exceptions are the auditorium for assemblies, the computer lab, and an adult passing through one of the lounges. However, if an adult approaches a student in one of the lounges to engage in conversation, then the student must stand.
2. There are always limits to acceptable behavior. Excessive displays of affection often create unfavorable impressions about those involved, detract from the standards of the Academy, and make other students and faculty uncomfortable. Public displays of affection are deemed inappropriate and therefore are prohibited.
3. All members of the community must show respect for the property at all times. No abuse of furniture, walls, doors and no writing on furniture, walls, doors or any part of the building is acceptable and no litter will be tolerated

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. All text, email, and social media interactions by an Academy student must adhere to the following guidelines:

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. Do not post negative comments about other students or faculty members; even if the person's name is not mentioned (ie: "subtweeting").

7. Students may not use any form of social media during class unless authorized by the teacher
8. Note: The above guidelines apply for all forms of social media, including but not limited to Facebook, Twitter, Instagram, Snapchat, Vine, YouTube, Tumblr, blogs, dating applications/websites, and other related sites.

Consequences for violating these guidelines will range from demerits to expulsion, depending on 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. In certain cases, the head of school may refer the reported incident to the Honor Cabinet.

DISCIPLINARY ACTION

Some disciplinary actions are imposed by the Dean of Students, the house staff, faculty, Honor Cabinet, or prefects. Actions of a more serious nature are handled by the Head of School.

Levels of disciplinary action include:

1. Work detail, extra study halls, loss of privileges
2. Campusing — either to building or historic district
3. Suspension and probation (includes academic grade penalty — see Absence Policy-unexcused absences)
4. Expulsion — When a student has been expelled, she may not return to campus until after her graduation date.

CONSEQUENCES FOR INFRACTIONS OF MAJOR RULES

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. The final decision rests with the Head of School.

DRINKING — suspension or expulsion, depending on the circumstances. Bringing alcohol on campus carries a more severe penalty than consumption or possession off-campus.

DRUGS — possession or consumption of illegal substances – automatic expulsion. Abuse of medications – expulsion or suspension depending on circumstances.

SMOKING — 1st offense – work detail and notification of parents; 2nd offense – suspension.

LEAVING WITHOUT PERMISSION (Sneaking Out) — suspension or expulsion, depending on the circumstances.

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 – 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. However, students and teachers need to clearly understand what is appropriate and ethical in exchanging confidences.

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 nursing 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 the nursing staff 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 member should understand that appropriate school officials and parents 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. Students in this category should understand that any further violation of the major school rule would likely result in 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 disciplinary procedures.

REFERRING ANOTHER STUDENT

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

1. You need to bring your concern to the attention of one of the following adults: the chaplain, the school counselor, or a member of the nursing staff. 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 faculty members. If the student reveals first-hand or verifiable information to a faculty member about a potential dismissal offense that faculty member must intervene and investigate directly, and when appropriate, report the matter to the Dean of Students. When possible, teachers will protect the name of the student who reported the suspicion or offense. **Teachers are obligated to report and discuss such matters with the Dean of Students.**

ACADEMIC LIFE

Students of Salem Academy are expected to commit to a lifetime of learning by pursuing a mastery of the 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 be in class, on time, prepared, attentive and cooperative, willing to participate, and respectful of all the rules in the classroom and of the school.

THE CLASS DAY

THE CLASSROOM

1. All students are expected to be on time to all classes. Demerits will be given for being late. Four tardies result in an unexcused absence, which carries a penalty of a 2-point deduction from the quarter grade.
2. If a teacher is not in her classroom after the time for the class to begin, the class is to have an honor study hall until she returns. Should the teacher not return, students remain in the classroom until dismissed by another faculty member or the end of the period.
3. Students stand when a teacher enters the room.
4. Girls may not chew gum or take food or drinks (except water) anywhere in the classroom building. Water is not allowed in the computer lab.
5. Cell phones must be turned off when in the classroom building.

ASSEMBLIES AND DEVOTIONS

1. Girls should be on time and sit in their assigned seats.
2. No books, papers, etc. are to be taken into the auditorium. Cell phones are to be turned off.
3. Girls may not chew gum or take food or drinks (including water) into the auditorium.

CLASS DAY STUDY PERIODS

1. New students are automatically assigned to library study hall during unscheduled periods until the end of first quarter. New boarders are additionally assigned to evening study hall until the end of first quarter. Returning students have free campus during unscheduled periods unless otherwise assigned.
2. 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, excessive demerits.
3. The director of studies or the Dean of Students may assign individual students to a particular place, such as the library or the Learning Center, for study periods. A student is not allowed to sign out of her designated location unless she submits a note signed by a faculty member who will assume

responsibility for her whereabouts. Students should arrive promptly and use her study time profitably.

4. "Free Campus" areas include: front and back yards of the Academy, Rec room, other student lounges, library, computer lab, and student rooms (boarders). Students may not "hang out" in offices, tag room, or hallways in any part of the building.
5. The study hall room, Learning Center, and library are always available for quiet study. Study rules are in effect at all times.
6. Students may not leave the immediate vicinity of the Academy. Should a need arise, special permission must be obtained from the Dean of Students or one of her staff.
7. A student will not be dismissed early from school because she has a free period at the end of the day.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Twenty course credits are required for graduation.

English:	4 credits
History:	3 credits (U.S. History required)
Math:	4 credits (Algebra I, Geometry, Algebra II required)
Science:	3 credits (Biology and Chemistry required)
Foreign Language:	2 credits
Fine Arts:	1/2 credit
P.E.:	1 credit and 1/2 credit for Health
Religion:	1/2 credit

CLASSES AT SALEM COLLEGE

Academy students are by no means guaranteed the opportunity to take classes at Salem College, and any request to take a Salem College class is considered on a "space available" basis. Students may not take a College course in lieu of the same offering at the Academy or one that is an Academy requirement for graduation.

Seniors may take introductory level college classes on a space-available basis, provided that they have an overall B average in their morning/academic classes at the Academy and the course is approved by the appropriate Academy department chair. The required average must have been obtained in the semester prior to their enrollment in the course.

The only college courses Juniors may take are upper-level language courses or courses in a language not offered at the Academy. Juniors also must have an overall B average in their morning/academic classes at the Academy in the semester prior to their enrollment in the course, and the course must be approved by the appropriate department chair.

Students are subject to Academy rules for attendance, tardiness, dress, and

behavior while they are taking college classes.

Any rare exceptions to these rules may be made with the approval of the student's advisor, the department chair, the Director of Studies, and the Head of School.

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.

VISNET (Virtual Independent School Network) ONLINE COURSE POLICY

1. Students and their parents must sign a contract agreement/ application and follow the code of behavior.
2. All virtual classes are subject to the Salem Academy Honor Code.
3. VISnet classes are open to all students who feel capable of independent learning.
 - a. A B overall average is required for students interested in taking an AP class
 - b. Students must have the approval of the department chair, their advisor, and the Director of Studies
4. Students may not take a virtual course that is already offered at Salem Academy.
5. Students may not fulfill a graduation requirement through a virtual course.
6. Students are required to meet on a regular basis with their Academy on-site facilitator.
7. Students will be limited either to one single full-year course or two single semester classes in a given school year.
8. Students may select classes only from the Academy list for 2016-2017 which is posted on the Academy website (Academics/Course of Study).
9. Grades for any online class will be averaged as 20% for progress and 80% for course work.
10. Courses will factor into the GPA and Advanced Placement classes will receive 2.0 quality points.
 - a. Courses will appear on the transcript as an online virtual class.
 - b. The *School Profile* will explain the VISNET Consortium and indicate which AP classes are taught online.
- 11. Salem Academy tuition does not include the cost of any online class.**
12. VISNET taught courses do not allow Salem Academy faculty to serve as tutors or teachers for virtual classes: students must use their online teacher and resources available to answer questions or seek assistance.

GRADING SCALE

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

GRADE POINT AVERAGE CALCULATION

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

Advanced Placement (AP) courses will receive 2.0 quality points added to the GPA, and honors courses will receive 1.0 quality point. Salem College courses and VISnet learning AP courses also receive 2.0 quality points. The five core academic classes, fine arts classes, and religion are calculated in the GPA. Only Salem Academy/College courses and VISnet courses are factored into the official cumulative GPA.

ADVANCED PLACEMENT (AP) EXAM POLICY

1. AP exams may be taken **only** by students enrolled in the official College Board approved AP course at Salem Academy for that subject.
2. Students enrolled in an AP course are not required to take the exam.

EXAM EXEMPTION POLICY

For seniors enrolled in a year-long course, exemption from the final exam is a privilege. The basic school policy is that seniors may exempt the final exam in any full-year course in which they have at least a 83 average first semester and at least an 83 average second semester and no unexcused absences or penalty absences during the second semester. In the event that a student reaches 5 excused absences during the second semester, she will be required to take the final exam. Absences due to school sponsored events are not counted in determining exam exemptions. Juniors enrolled in AP-level courses who meet the above requirements are eligible to exempt their spring exam if they have taken the AP exam. The final decision on exemptions from the spring exams belongs to the academic department. Exemption from an exam does not mean that any student may adjust her remaining exam schedule from the published dates and times of exams.

THE LIBRARY

1. The library is used primarily for research, word processing, studying, and reading.
2. In order to checkout library materials, all students must have a Salem barcode picture ID.
3. While students may check their school related email, there should be no talking, texting, instant messaging, or other forms of social media during library study hall.
4. Students are allowed to check email during breaks, free assembly time, and before and after school. Students observed using their phones or laptops for email or social media during regularly scheduled class time will receive demerits.
5. Reference materials, periodicals, and books should be left on the study tables, at the circulation desk, or in the book drop to be returned to their proper

location by the library staff. The library should be kept neat and clean at all times. **Periodicals, reference books, reserved items, and AV materials should never be removed from the library.**

6. No food, drink, or gum chewing is allowed in either the library or the computer area. **Cell phones must be turned off when in the library. No personal items may be left in the library.**
7. Computers, printers, and other equipment are for use by the faculty, staff and students at the Academy. Abuse of any equipment and/or furniture will result in the loss of privileges. If a student is unsure how to use any equipment in the library, the library staff should be asked for assistance.
8. All students must have current and up-to-date **Internet Use Agreement form** signed by a parent or guardian and on file with the librarian in order to access the Internet.
9. Library hours are: Monday-Thursday - 7:00 am-10:00 pm, Friday - 7:00 am-5:00 pm; Saturday - 1:00 pm-5:00 pm; and Sunday - 3:00 pm-10:00 pm.

ACCEPTANCE 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 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 in the dean's office and with student forms on the website. Use of internet materials without proper citations is considered plagiarism. (See Major Rules section).

GENERAL ACADEMIC POLICIES

1. Only courses previously failed at the Academy may be made up in summer school. Any summer school program must be approved by the Academy.
2. Salem does not give credit for courses completed under a tutor during the summer.
3. Every student must take five major courses for credit each semester.
4. If a student drops a course after ten weeks, her grade will be recorded as Withdrawn/Failing unless deemed otherwise by the head of school. This grade will not affect her class rank.
5. Specific policies for individual departments are on the website (Academics) and are communicated to students at the beginning of school.
6. Salem Academy does not offer a "semester away" program. 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 and electives taken during summer school in order to compensate for a deficit in graduation credits. In rare cases, a student may be approved to attend an accredited program in the first semester of her sophomore year. Such an approval is made by the Head of

School, the Dean of Students, and the Director of Studies.

7. 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.

ABSENCE POLICY

EXCUSED ABSENCES

An excused absence is one in which no academic penalty is imposed. Excused absences include:

Illness

Family emergency

Field trips, sports team events, school-sponsored trips

Scheduled absences – an absence where a student and her family have prior knowledge of the absence. A request form must be completed by both the student and her parents. A student takes the form to each of her teachers for a signature. **This procedure must be completed one week in advance of the absence.** Failure to do so results in a warning for the first offense, and the absence becomes a penalty absence for the second offense.

Examples: College days*

Medical appointment (an entire day of school)

Religious observances

Family obligations

*College Days – a pink form must be received from the Dean of Students and completed a week in advance of the absence. The completed form is returned to the Dean of Students. College days may not be taken during December or May. Students are required to provide evidence of each college visit.

PENALTY ABSENCES*

A penalty absence is one in which a penalty of Saturday morning study hall, loss of free campus, and/or work detail is imposed as a consequence of the absence.

Examples: Oversleeping – 1st offense (Saturday morning study hall)

Excused absences not cleared by the end of the quarter of the absence

Scheduled absences not cleared a week in advance

Missing of required events

*The school reserves the right to designate penalty absences.

UNEXCUSED ABSENCES*

An unexcused absence carries the maximum Academic Penalty of a 2-point grade reduction on the quarter grade in each class that a student misses. Although a student is allowed to make up work for such absences, a class participation grade of zero may be given on the day of the unexcused absence.

Examples:

Cutting of class

Oversleeping – 2 or more offenses

4 tardies accumulated in any one class (late for more than 1/2 class time means an unexcused absence)

Suspension – carries the Academic Penalty and probation for the remainder of the school year.

Leaving early or returning late from a vacation

*The school reserves the right to designate unexcused absences.

ABSENCE LIMITS

When a student misses the maximum class periods per semester in any given class, whether excused, unexcused, or penalty absences, she may lose credit for the course. She has the opportunity to have her case heard by the Council of Academic Affairs to plead her case for securing credit for the class and 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.

Limits: 1st and 2nd semesters – 9 absences per semester

Jan Term – 2 absences for Jan Term

Classes which meet twice a week – 3 absences per semester

Classes which meet four times a week – 6 absences per semester

Classes which meet once a week – 2 absences per semester

Excessive absences for long-term or chronic illness or injury that necessitate a student's missing more than 20 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.

GENERAL CLASS DAY ABSENCE PROCEDURES

1. **Day Students** should have their parents call the Dean of Students by 9:00 a.m. on mornings they do not attend school. If a student's parent does not call, the student must bring a note from her parent when she returns to school. All absences not excused by the end of the quarter will be marked as unexcused.
2. **Boarders** who are too ill to attend classes should report to the dean's office at 8:00 a.m., and they will be taken to the Student Health Center on the college campus.

3. A student who is absent from school may not participate in any co-curricular activities that day (theatre, sports, etc.). Exceptions to this may only be granted by the head of school or the Dean of Students.
4. If a student misses a class which was not previously excused, the student should report immediately to the Dean of Students and her teacher. The absence is unexcused and points may be deducted from the quarter grade or demerits (10) may be given.
5. If a student becomes ill during the day, she must receive permission from the dean's office before missing any classes. If she fails to obtain this permission it is an unexcused absence and points may be deducted or demerits given.
6. A partial day absence is when a student either arrives at school late or leaves early. These absences must be cleared (note or phone call from a parent) by the end of the quarter of the absence. Failure to do so will result in absences becoming unexcused. A reminder: students who do not attend classes on a particular day are not allowed to participate in extracurricular activities that same day.

ACCOMMODATIONS FOR STUDENTS WITH LEARNING DIFFERENCES

1. Although Salem Academy does not offer a special program or specialized instruction designed for students with learning differences, any student diagnosed as having a learning disability and/or attention deficit disorder at Salem Academy is eligible to receive reasonable accommodations if the school has a current psycho-educational assessment on file. This assessment (completed within the last three years) must be administered by a certified psychologist. This diagnosis should indicate a learning disability and/or attention deficit, and the psychologist must indicate a need for accommodations in the classroom.
2. As early as possible, but certainly before the first interim grading period, a student's diagnosis and assessment should be on file in the office of the Academy's Director of Studies. The Director of Studies will summarize and highlight test results, recommendations, and current needs and will work with Salem Academy teachers to determine what accommodations seem appropriate for each individual student.
3. The file of the student's assessment and diagnosis, as well as the list of accommodations, will be housed in the office of the Director of Studies.
4. In order to receive accommodations on standardized tests such as the SAT or ACT, the student must meet the guidelines specified by the College Board and ACT programs, and **apply separately to those organizations.**

Information and applications are available in the college counseling office.

5. At any time during the year, parents or outside tutors may schedule a meeting with the Director of Studies and the student's advisor to communicate the student's individual needs, but the final decision concerning any accommodations will be made by the teachers involved in collaboration with the Director of Studies.
6. Requests for changes in accommodation should be presented to the Director of Studies.
7. Salem Academy considers the following to be among possible "reasonable accommodations" for students with a learning difference:
 - Preferential seating in the classroom
 - Taped lectures by the student
 - Meetings with the teacher outside of the class
 - Syllabus of class content/requirements
 - Use of a word processor
 - Use of a calculator
 - Extended time on tests and exams as recommended by documentation
 - Tests and exams taken in a distraction-free environment
 - Oral test responses in modern foreign language
 - Test responses recorded on word processor
 - Interim parent/teacher reports

REQUIRED EVENTS

1. Weekends are closed to the members of a class that is sponsoring a major weekend project. All class members must attend. Class sponsors may make exceptions.
2. The following events are required for all students. Failure to attend will result in penalties.

Athletic Picnic	August 28, 2016, 4:15 p.m.
Senior Vespers	December 3, 2016, 5:00 p.m.
Christmas Concert	December 15, 2016, 11:00 a.m.
Founder's Day	April 27, 2017, 4:15 p.m.
Alumnae Day	April 28, 2017, 10:00 a.m.
Baccalaureate	May 25, 2017, 11:00 a.m.
Recognition	May 25, 2017, 4:30 p.m.
Graduation	May 26, 2017, 10:00 a.m.

3. All students are required to attend one performance of all Academy productions: theatre, music, and art: the Christmas and Spring concerts, the main-stage productions in the fall and spring, and the Spring Art Show.

CALENDAR AND SCHEDULES

“Wednesday Week” Schedule

For three weeks during the course of a semester, we will follow a “Wednesday Week” schedule during which classes will be longer to allow for special programs on Wednesday. The specific plans for each of these Wednesdays will be posted on the school website, in the newsletter, and discussed with students.

Daily Schedule 2017-2018

Monday, Tuesday, Thursday, Friday		
Period	Start Time	End Time
1st	8:00am	8:43am
2nd	8:45am	9:28am
3rd	9:30am	10:13am
Meeting and Break	10:15am	10:43am
4th	10:45am	11:28am
5th	11:30am	12:13pm
6th	12:15pm	12:58pm
Lunch	1:00pm	2:08pm
8th	2:10pm	2:53pm
9th	2:55pm	3:38pm

Wednesday		
Period	Start Time	End Time
1st	8:00am	8:35am
2nd	8:37am	9:12am
3rd	9:14am	9:49am
Meeting and Break	9:51am	10:11am
4th	10:13am	10:48am
5th	10:50am	11:25pm
6th	11:27pm	12:02pm
Lunch	12:04pm	12:39pm
Conference Period	12:41pm	2:08pm
8th	2:10pm	2:53pm
9th	2:55pm	3:38pm

“Wednesday Week” 2017-2018

Monday, Tuesday, Thursday, Friday		
Period	Start Time	End Time
1st	8:00am	8:50am
2nd	8:52am	9:42am
3rd	9:44am	10:34am
Meeting	10:36am	10:56am
4th	10:58am	11:48am
5th	11:50am	12:40pm
Lunch	12:42pm	1:16pm
6th	1:18pm	2:08pm
8th	2:10pm	2:53pm
9th	2:55pm	3:38pm

Wednesday		
Period	Start Time	End Time
Program TBA	8:00am	2:08pm
8th	2:10pm	2:53pm
9th	2:55pm	3:38pm

Late Afternoon & Evening Monday through Thursday

Dinner	5:30-6:30
Study Hall	7:00-9:00
Room Check	10:00

Friday

Buffet Supper	5:30-6:30
Check-In	10:00-11:00

Saturday

Breakfast	7:15-9:30
Lunch	12:00-1:00
Buffet Supper	5:30-6:30
Check-In	10:00-11:00

Sunday

Early Church	9:15
Breakfast	9:00-10:00
Town Church	10:30
Moravian Church	9:45
Lunch	12:30-1:30
Supper	5:30-6:30
Room Check	10:00

There will be a special “Speaker’s Schedule” for special events. Use of that schedule will be announced as needed.

EXAM SCHEDULE 2017-2018

1st Semester – December 2017

Saturday, December 9	2:45 p.m.	English exam
Sunday, December 10		Reading Day
Monday, December 11	12:45 p.m.	History exam
Tuesday, December 12	12:45 p.m.	Math exam
Wednesday, December 13	12:45 p.m.	World Language exam
Thursday, December 14	12:45 p.m.	Science exam

2nd Semester – May 2018

Saturday, May 19	12:45 p.m.	English exam
Sunday, May 20		Reading Day
Monday, May 21	12:45 p.m.	History exam
Tuesday, May 22	12:45 p.m.	Science exam
Wednesday, May 23	12:45 p.m.	Math exam
Thursday, May 24	12:45 p.m.	World Language exam

Students are expected to be on time for exams. Additional time will not be given to students who are tardy.

Students who have an unexcused absence from an exam may make up the exam at another time; however, a penalty point deduction will be charged.

2016-2017 SALEM ACADEMY CALENDAR

August	<p>1 All forms due</p> <p>14 Pre-season sports begins (must register with Coach Howard)</p> <p>16 International Student Orientation (required for <u>new</u> international students)</p> <p>17 Orientation committee arrives</p> <p>19 New students arrive</p> <p>20 Returning Boarding students arrive</p> <p>21 Returning Day students – First Day of School</p> <p>28 Athletic Picnic (required for all students)</p>		<p>19 Jan Term ends</p> <p>22 No classes – Boarders return by 9:00 p.m.</p> <p>23 2nd semester begins</p>
		February	<p>1 Jan Term Sharing Day</p> <p>16 February Long Weekend (begins after 6th period on the 16th)</p> <p>20 Classes resume</p>
		March 23- April 2	<p>Spring Break & Easter (begins after 6th period on March 23rd)</p>
		April	<p>3 Classes resume</p> <p>14 Junior-Senior Prom</p> <p>19-22 Spring Musical</p> <p>26-29 Spring Musical</p> <p>20-23 Spring Drama</p> <p>27 Founders Day (required for all students 4:00-5:30 p.m.)</p> <p>28 Alumnae Day (required for 11th and 12th graders – 9:30 a.m. - 11:00 a.m.)</p>
September	<p>9-101 Freshman Retreat (required for all ninth graders)</p> <p>12 Ring Banquet</p> <p>13 Senior Day</p> <p>29-30 Parents Weekend</p>		May
			<p>18 Last day of classes, Closing Chapel 12:30 p.m.</p> <p>19-24 Exams</p> <p>25 Baccalaureate, Recognition, etc. (required for all students)</p> <p>26 Graduation 10:00 a.m., May Dell (required for all students)</p>
October	<p>11 PSAT (required for all 9th, 10th, and 11th grade)</p> <p>13-17 Fall Break (begins after 13th period on the 13th,)</p> <p>18 Classes resume</p>		
November	<p>9-12 Fall Drama</p> <p>17-27 Thanksgiving vacation (begins after 9th period on the 17th)</p> <p>28 Classes resume</p>		
December	<p>3 Senior Vespers (required for all students)</p> <p>8 Last day of classes</p> <p>9-14 Exams</p> <p>15 Christmas Concert 11:00 a.m. (required for all students)</p> <p>Dec. 15–Jan. 2 Christmas vacation – begins after Christmas concert</p>		
January	<p>2 Boarders return (may not return earlier)</p> <p>3 Jan Term begins</p> <p>15 Martin Luther King, Jr. Day (no classes)</p>		

STUDENT LIFE

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 girl's own individual support of our honor tradition that we have a successful self-government.

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 and House Council Presidents, the 4 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 council is composed of the House Council President, the prefects from each hall, and the director of residence life.

THE PREFECT SYSTEM

Residence Hall prefects assist the Dean, the Director of Residence Life, and house counselors in promoting good student relations and addressing issues related to the individual residence halls. Students are invited to apply to be prefects. Final selection of prefects is made by the Dean of Students and the director of residence life.

QUALIFICATIONS FOR ELECTED OFFICERS

The criteria for elected office are:

- | | |
|-----------------------|---|
| Academic: | At least a "C" average with no failures. |
| Citizenship: | No major rule infractions during the school year of the election, no excessive demerits, not on social probation at the time of the election. |
| Willingness to serve: | Must be willing to hold the office. Must obey all rules and regulations at all times during her term of office. Any student holding an elected office who is suspended for infractions of rules must relinquish her office. |

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. Organizational responsibility is divided into these groups:

Group A

A student holding an office in Group A may hold no other positions. She may be a staff member for organizations in Group D.

- Honor Cabinet President
- Student Council President
- Senior Class President
- Junior Class President
- Fellowship Council President
- Quill Pen* Editor
- House Council President

Group C

If a student holds an office in Group C, she may hold others in Groups C and D not to total more than 4 positions all together. No student may hold more than one elected class office.

- National Honor Society President
- Academe* Editor
- Honor Cabinet Members
- Student Council Members
- Hall Representatives
- Fellowship Council Members
- Quill Pen* Section Heads
- Quill Pen* Photo Head
- Grassroots* Photo Head
- Class Presidents-Freshman & Sophomore
- Grassroots* Layout Head
- Glee Club Vice-President
- Gold & Purple Heads
- Glee Club Spirit Head
- Choral Class President
- Theatre Vice-President
- Thespian President
- Class Vice-Presidents
- Class Secretaries
- Ecology Club President
- Class Treasurers

Group B

If a student holds an office in Group B, she may hold another office in either Group C or D.

- Grassroots* Editor
- Glee Club President
- Theatre President
- Athletic Council President
- Key Club President

Group D

Any one student may not hold more than 3 positions in Group D. No student may hold more than one elected class office.

- Quill Pen* Staff
- Grassroots* Staff
- Spirit Stick Holder
- Saber
- Honor Guide Chiefs
- Choral Class Vice-President
- Glee Club Secretary
- Glee Club Librarian
- Thespian Vice-President
- Athletic Council Members
- Baby Saber
- Dance Committee Members
- NHS Officer (VP, Sec., Treas.)
- Food Committee Head
- Ecology Club Officers
- Mu Alpha Theta Officers
- Language Club Officers
- Art Exhibition Committee Members
- Model U.N. Officers

ORGANIZATIONS

ACADEME is open to all girls who wish to express themselves in some creative manner — through prose, poetry or visual art. The staff publishes annually the **Academe**, Salem's literary-art magazine.

THE ATHLETIC COUNCIL, an elected group of girls responsible for school spirit, Purple/Gold days, and special athletic events.

DEBATE CLUB trains students to participate in formal, persuasive debates using a pro/con argument structure.

DIVERSITY CLUB welcomes various perspectives and experiences in order to generate diverse conversations around difficult topics. The club aims to build an all-inclusive environment at Salem and in our community from the classrooms to the dorms, the sports fields, and beyond our walls.

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

ECOLOGY CLUB is an organization open to all students. The club is concerned with issues of conservation and the environment.

THE ELECTIONS COMMITTEE, composed of elected students and a faculty advisor, goes over the nominations for the major offices received through straw vote to determine the willingness of the student to serve and her eligibility. The Committee gives the resulting names back to the student body for a final vote. The Elections Committee monitors the Elections System.

THE FELLOWSHIP COUNCIL promotes an atmosphere of goodwill, friendship, service to one another and to the larger community by sponsoring campus activities, devotional services, parties and community services. The Fellowship Council also serves as the Student Activities Planning Council, working with the Director of Student Activities. Members are elected each spring, with two appointed in the fall.

FOOD COMMITTEE is an organization which works with the food service director to make the students' opinions known. The House Council President is the head.

GARDEN CLUB is open to all who enjoy or want to learn more about growing and arranging flowers and who also care about environmental sustainability. As such, they tend a small flower bed on campus, and create flower arrangements, on occasion, for the public areas of the building and for special events.

GRASSROOTS is Salem's newspaper. Students who can set and meet deadlines and who enjoy writing, photography and design may apply.

INTERNATIONAL CLUB aims to share global culture through various activities. The club organizes activities to utilize the advantages of diversity at Salem Academy.

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. There are dues for each member and membership is open to members of the student body by application.

MODEL U.N. CLUB promotes interest in the United Nations and international diplomacy among students by participating in Model UN conferences at sponsoring universities. Students are divided into teams and represent nations in various UN committee simulations, such as the World Health Organization or the UN Security Council. The club encourages students to study and learn about global problems and current events, as well as developing student skills in debating and public speaking.

THE QUILL PEN, Salem's yearbook, presents in pictures and words life as it is really lived at Salem. It is produced by a student staff with the guidance of faculty advisors.

ROBOTICS CLUB—Academy students from all classes build a robot and program it to complete specific tasks. Students will work in teams to prepare for competition.

SPECIAL EVENTS

FALL

New Student Party — a party held before school starts for old and new day students. An excellent way for new and old students to become acquainted.

Athletic Picnic — held during the first full week of classes. New students are chosen to be members of either the Purple or Gold team. It is required for all students.

Opening Banquet — celebrates the birthday of the Academy and opens the school year, fondly known as the “Smooosh Cake” banquet.

Freshmen Retreat — a retreat held during a weekend late in September. It is to promote fellowship and cohesion among the freshmen class and is required for all freshmen.

Senior Day — The seniors are entertained at a breakfast by the faculty, teach classes, and receive their rings at an all-school banquet, the **Ring Banquet**.

Parents’ Weekend — a series of activities for parents to enable them to meet the teachers and to provide a time for them to talk with their daughter’s advisor.

Halloween Party — sponsored by the Fellowship Council and the Theatre Department for foster children in Winston-Salem for foster children and the Diggs-Latham Elementary School in Winston-Salem.

Fall Dance — dance sponsored by the dance committee. A boys’ school is invited to come and girls may invite their own dates.

Fall Theatre Production — main-stage play presented by the drama department.

Fall Athletic Banquet — to give out athletic awards in the fall sports.

Dance Saturday — away from Salem. Girls travel to a boys’ school for an afternoon athletic event, dinner, and a dance.

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 Christmas concert.

CHRISTMAS

Candle Tea — is held in Old Salem at the Single Brothers’ House. 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.

Theatre Christmas Party — given by the theatre classes for the school. Santa Claus makes an appearance.

Glee Club Christmas Concert — is held the day the students leave for Christmas vacation. It is required for all students.

WINTER

Fabulous February — special events during the month to brighten the time before Spring Break.

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

Winter Athletic Banquet — to give out awards in the winter sports.

SPRING

Spring Musical or Theatre Production — a musical presented by the music

and theatre students or a play presented by the drama department on alternate years. The production is presented in late April or early May.

Dance Saturday — away from Salem. Girls travel to a boys' school for a spring festival.

Moravian Easter Service — All boarders attend the sunrise service when staying on campus over Easter.

International Day — a celebration of the customs and culture of the various countries represented in the current study body. There are usually outside speakers and student-led presentations.

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

Faculty-Senior Breakfast — The seniors entertain the faculty, administration, and joint Academy/College personnel at a formal breakfast.

Founder's Day — celebrated in April to recognize the founding of the Academy and College. Both schools participate in a convocation and picnic. Attendance is required for all students.

Spring Athletic Banquet — is held late in May to give out athletic awards for spring sports. Sponsored by the Athletic Council.

Publications Banquet — is held in May to give out the yearbook, newspaper, and literary magazine. The new editors and staff of the publications are announced, as well as the heads of the other literary organizations.

Spring Fling — an outdoor festival to celebrate the conclusion of the spring semester with music, food, and fun.

Baccalaureate — religious service held the Friday preceding graduation. The Seniors receive Bibles as a gift from the school. All students are required to attend.

Graduation Weekend — a program of events leading to the graduation exercises including a Recognition Program, the Head of School's Dinner, and the Spring Music program, Senior Art Show, and Senior Fest. Recognition and Graduation are required for all students.

HONORS AND AWARDS

HONOR GRADUATES are the two seniors who have maintained the highest academic average while students at Salem.

THE ELISABETH OESTERLEIN 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 Oesterlein Committee of the Academy.

COMMENCEMENT MARSHALS are the students who have the highest academic averages in their class. Four juniors, two sophomores, and two freshmen are chosen each year to serve. The Chief Marshal is the junior with the highest average.

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.

CITIZENSHIP HONOR is bestowed upon those girls whose fellow students feel they 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.

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. **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 BARBARA BARNES HAUPTFUHRER SCHOLAR-ATHLETE AWARD presented to a senior who has maintained at least a "B" average while participating in athletics while at the Academy.

SERVICE TO SALEM AWARD presented to one or more seniors, selected by the faculty. The award recognizes students' special service to the Academy.

MU ALPHA THETA 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.

HONOR ROLL is determined at the end of each grading period, semester, and end of the year. For a student to be named to the Honor Roll, she must have A's and B's in all of her subjects. To be named to the Headmaster's List she must have all A's in her subjects.

INTERNATIONAL THESPIAN SOCIETY is for theatre students who have completed 100 hours of service to the theatre department. This is a lifetime membership.

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.

DANCES

The following rules apply for dances held at the Academy.

- At Rec Room dances, girls may go out on the loggia, weather permitting; however, they may not leave the loggia or go out on the campus.
- Students may not be in cars or the parking lot during dances.

- At Bryant Hall dances, students may go out on the patio but not into the May Dell or elsewhere on campus. Once a student has left the Commons area, she may not return to the dance.

For dances held at other schools, all Salem rules apply and specific information for each occasion is given by the trip chaperones.

DRESS

Salem Academy does not have a rigid code of dress but each girl is asked to be neat, clean, and modest, and to dress in a fashion which complements her as an individual. Students are asked to dress neatly and look nice for classes. Following is a list of clothing that may **not** be worn during the class day:

1. Hats, including hoodies.
2. Short shorts (shorts must come to mid-thigh), cut-offs, jeans that are ragged, torn, or have holes.
3. Athletic clothing — sweat pants, athletic shorts, sports bras without a shirt. Exception: P.E. uniforms may be worn to classes and lunch after a morning P.E. class and the uniform may be worn to 8th and 9th periods on days a student has a P.E. class during one of those periods.
4. Any clothing with an alcohol, drug, or offensive motif.
5. Pajamas, or clothing that resembles pajamas.
6. Any clothing worn must completely cover underwear and appropriate underwear must be worn. No bare midriffs or strapless items of clothing may be worn to class or out in public.

The final decision on the appropriateness of clothing rests with the faculty, staff, and administration. A student may be asked to go and change clothes or be given demerits for inappropriate attire.

A student may never go to class, be in the Mary Patterson area of the building, or the dining room with bare feet.

Appropriate dress for school trips will be decided upon by the trip chaperones depending upon the nature of the trip.

CELL PHONES

Free time: Students are considered to have “free time” when they are not participating in Salem Academy activities. These include (but are not limited to) classes, advisor meetings, organized meetings, assigned study hall, assembly.

Locations: Students may use their phones on the Salem campus during free time (subject to specified restrictions), EXCEPT in the following locations, where student phones must be turned off at all times: auditorium, library, dining room, Critz Hall (except when teachers authorize their use for instructional purposes).

When the campus emergency notification system sounds an alarm, students may turn on their phones in these locations to facilitate emergency communications.

Monday-Friday students may not use their phones in the main office area between the hours of 7:45 a.m. and 3:45 p.m. Student phones must be turned off in all campus locations from 7:00-9:00 p.m., the evening study period. Boarders may not use cell phones to make or receive calls after her designated lights-out time. This includes texting.

Consequences for unauthorized phone use:

1st offense: confiscation of phone for at least 24 hours.

2nd offense: confiscation and assignment of work detail.

3rd offense: confiscation and loss of all cell phone privileges for X days.

The number of days of lost privilege will be based on the circumstances of the infraction. Demerits may also be assigned.

SENIOR RESPONSIBILITIES AND PRIVILEGES

Seniors must set a positive example for the student body in leadership, action, and words. The underclass students look to the seniors to set the tone of the school, and it is important that seniors view themselves as school leaders. Along with privilege comes responsibility.

1. Keep a car on campus. This privilege may be revoked at any time for academic reasons, disciplinary matters, or excessive demerits. Seniors must maintain a "C" average for use of the car.
2. Have unlimited overnights.
3. Use the Senior Lounge.
4. Break in line at meals when buffet is served.
5. Return at 11:30 p.m. on Friday and Saturday nights
6. Exempt final exams at the end of the year in accordance with the faculty policy.
7. Proctor study halls or take roll when necessary.
8. Special senior privileges after Spring Break each year. Sometime prior to Spring Break the status of seniors will be reviewed with regard to privileges. Grades and citizenship will be considered. No senior on probation will receive the privileges.

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 cancelled. Salem does not issue student refunds for cancelled trips. Salem maintains handbooks for student travelers and a separate handbook for program directors, and both include extensive information about travel guidelines and policies.

GENERAL INFORMATION

1. Girls may not chew gum in any class, on first floor of Mary Patterson, in front of the building, in the library, or in the auditorium.
2. No food may be eaten in any class, on first floor of Mary Patterson, in front of the building, in the library, in the auditorium or in the Tag Room.
3. Sunbathing is only permitted on the Sun Deck during early fall and spring. One enters the sun deck only through the 1CS bathroom. Students must clear up any litter. They must not leave their possessions on the deck, and they must never take glass articles on to the deck. Students may study on the front lawn but swimsuits may not be worn.
4. 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.
5. Bare feet are not permitted in the dining room at any time. This is a health department regulation.
6. Students are not permitted to bring televisions, air conditioners, toaster ovens, microwaves or other appliances. Only hot pots, fans, mini-fridges and coffee makers are allowed in dorm rooms.
7. Students may not watch any on-line entertainment during the school day or

- in the evening during study hall hours.
8. The Tag Room desk is off-limits to students. Students may not open drawers or use the telephone without permission. Students may not sit behind the desk.
 9. No boarding student may have an outside job unless it is cleared with her parents, advisor, and the dean.
 10. Students may not keep pets at school.
 11. No food or utensils may be taken from the Dining Room. Fresh fruit may be removed, but there is a limit of 2 pieces per person per meal.
 12. Change of student status from day to boarder or boarder to day must be cleared through the Dean of Students' office.
 13. Food may only be prepared in the boarder kitchen, never in dorm rooms.

BOARDER REGULATIONS

ROOM POLICIES

1. Weekly inspection of rooms is made. A check list of orderliness is posted on each closet door. Demerits are given for failure to comply. A room inspection form is placed in each room after inspection.
2. **No girl shall enter another's room without the explicit permission or the presence of the occupant.**
3. If a student wishes not to be disturbed, she may place a white flag on her door. Only the hall representative, a prefect, a house counselor, or the Dean of Students may break a "white flag." Demerits will be given to those breaking without permission. No loud music or noise is to come from a room using a white flag.
4. At 10:00 pm every girl goes to her own hall and checks in with her house counselor and hall representative. She must do this before going on a study cut. Friday and Saturday nights, boarders must check in at the switchboard between 10:00 and 11:00 p.m.
5. "Lights-Out" — Sunday-Thursday: freshmen, 11:00 p.m.; sophomores, 11:30 p.m.; juniors, 12:00 a.m.; seniors, 12:30 a.m.
6. Any girl leaving her hall after 10:00 p.m. must get permission from her house counselor or hall rep. and sign-out on the sheet.
7. 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 is listed on the Room Condition Form. Rooms must be left as they were found when the student checked in.
8. Male visitors are not allowed on dorm halls at anytime. Exceptions may be made for fathers and brothers with permission from the dean or counselor on duty.
9. No showers may be taken in the old building after 10:00 p.m.
10. No containers or posters of alcoholic beverages may be displayed in dorm rooms, or on the door of dorm rooms.
11. Boarders will be issued keys at the beginning of the school year at their request. The key is the responsibility of the student and there is a \$15.00 charge for lost keys. Keys will be turned in at the conclusion of the school year and failure to turn in the key will result in the \$15.00 charge.

MEALS

1. Lunch and supper are required Monday through Friday lunch. Meals are served buffet.
2. Weekend meals are served buffet and the serving line remains open for 1 hour from the beginning time. All students must leave the dining room at the end of the meal hour.
3. While breakfast is optional, it is strongly recommended that each student start the day with a nutritious meal.
4. Appropriate dress for meals is always required. Appropriate dress is the same as for classes. No pajamas are allowed in the dining room.
5. Students must arrive promptly and sign in on the roll.
6. No food except for fresh fruit (limit of 2 pieces) may be taken out of the dining room. This includes ice cream.

RISING REGULATIONS

1. Radios and stereos may be turned on at 7:00 a.m.; however, they must not disturb other people.
2. No students may leave the campus until the end of the class day without the permission of the Dean of Students.
3. Prefects will check rooms by 7:45 a.m.

EVENING STUDY PERIODS

1. All students have room study from 7:00-9:00 p.m. and study rules are in effect. However, all new boarders are assigned to proctored study hall for the first quarter.
2. Study rules
 - Girls must be in their rooms ready to study at the beginning of study hall.
 - Girls may obtain materials or assignments from a girl studying in another room.
 - Showers may not be taken in the old building during evening study hall and not after 10:00 p.m
 - There should be no audible music on the halls.
 - Phones cannot be used during study hall.
 - If a student is going to study in a location other than her own room, she must sign her location on the sign-out sheet beside her door.
 - Laptops may only be used for the purpose of doing assigned schoolwork.
 - Girls may use the computer lab during study hall for homework. Students are prohibited from using the lab for social or recreational on-line activity.
 - If a student is found using her cell phone or computer for the purpose of watching movies, playing games or using the Internet for any reason other than academics; her laptop and or cell phone will be taken and returned at a later time.
 - The fitness center located off the new student lounge is off limits during evening study hall.
 - Laundry facilities are off limits during this time.
3. Library Use at Night
 - Students may use the library whenever they need during the evening. Study rules are always in effect.
 - Students wishing to go to the college library or the Wake Forest library must clear it with the dean before study hall begins.
4. At The Front Desk
 - a. All students may take study cuts from 10:00 p.m. to 12:30 a.m. **This period of time may only be used for study.**
 - b. Permission for a study cut must be obtained from the house counselor on night duty at the front desk by 10:30 p.m.
 - c. Underclassmen may only take two study cuts during a week.
 - d. A student taking a study cut out of her own room must sign her location on the study cut sign-out sheet, both on her own hall and on the list at the front desk. She may not go to another location.

- e. If a student is found abusing a study cut for any reason, it will be revoked and the student will be required to honor her lights-out time.
- f. If a student is found using her cell phone or computer for the purpose of watching movies, playing games, or using the internet for any reason other than academics; her laptop and or cell phone will be taken and returned at a later time.

TRANSPORTATION

1. Students may take a taxi to and from the bus station or airport. Students going to the Piedmont Triad International Airport in Greensboro may use the Airport Transportation Service.
2. Students, who have permission, may go around town unchaperoned in groups of two or more either by city bus, cab or on foot (during the daylight hours).
3. Students may ride in cars only with permission from their parents indicated at the beginning of the year on their permissions questionnaire form.
4. Academy transportation is provided to all medical appointments. Recreational transportation is provided when possible, such as mall trips on weekends.
5. The Academy does not provide transportation during inclement weather.

Boarding students may ride with a young driver in Winston-Salem only under the following conditions:

- Students with **filed written permission** from their parents may ride with a licensed Salem Academy day student when traveling to and from the day student's home to which she has been invited as a guest.
- Students with filed written permission may ride with a licensed Salem Academy student to activities or places in Winston-Salem or out-of-town with approval of the Dean of Students.
- Students may ride with young drivers who are not Academy students with **specific** filed written permission from a parent.

CARS ON CAMPUS

1. Senior students are allowed to keep a motor vehicle on campus provided parking space is available and the vehicle is checked in properly with the Dean of Students. Tickets will be issued for parking violations. Seniors must maintain a "C" average with no failures to use their cars at Salem.
2. **No students**, other than seniors, **may keep a car in the Winston-Salem area.**

PERMISSIONS TO LEAVE CAMPUS

1. Any time a boarding student leaves the campus she must sign out on Boardingware, as well as turn her tag. When signing out, a student must record not only the time of departure and her estimated time of return, but she must indicate what her destination is as well. Any false information given during signing out could be considered an honor code violation, as it is lying.

2. Overnights

- An overnight may begin at 4:00 p.m. on Friday and end at curfew on Saturday, or it may begin at 8:00 a.m. on Saturday and end at 9:00 p.m. on Sunday. Two overnights may be taken consecutively.
- A girl returning by public transportation must plan to arrive in Winston-Salem in time to return to the Academy by 9:00 p.m. on Sunday. Necessary exceptions can be made but must be cleared with the Dean of Students ahead of time. School transportation will be provided from 7:00 a.m. on the day of departure and 11:00 p.m. on the day of return. Students traveling at other times must make their own arrangements.
- No overnights may be taken by new students during September. Under unusual circumstances, new students may be granted permission upon petition to the Dean of Students.
- Boarders may take overnights in Winston-Salem with day student families. Parental permission is necessary, as well as a call or a written invitation from the adult hostess to the Dean of Students.
- Overnights may not be taken at motels (unless with parents) or school campuses within Winston-Salem.

3. Weekend Day Cuts

- Day cuts, a period of time spent outside the city limits of Winston-Salem, are unlimited.
- Girls taking day cuts may not leave the school earlier than 8:00 a.m. unless they have special permission.
- Girls must have written, fax, or telephone permission from their parents for day cuts.

4. Weekend Permissions

- It is necessary that a parent or guardian send a permission form through Boardingware before a student leaves for a day cut or overnight. These permissions should be completed by 9:00 p.m. Thursday evening.
- No person, other than a parent or guardian, may write permission for a girl unless the parent or guardian has sent to the Dean of Students written authorization for that person to do so.

5. Free Time

- Students, who have permission, must sign out for activities in town on weekday afternoons, Saturday, and Sunday.
- Freshmen and sophomores cannot sign out for a period of more than four hours. Should they wish to remain longer than four hours, prior permission and arrangements must be cleared with the Dean of Students or house counselor on duty.

6. Curfews

- Weekdays — 6:00 p.m.
- Friday and Saturday — freshmen and sophomores — 10:30 p.m.; juniors — 11:00 p.m.; seniors — 11:30 p.m.
- Sunday — 9:00 p.m. for everyone
- Late cuts — freshman, sophomores, and juniors may request 3 late cuts each semester to extend her curfew by 30 minutes on Friday or Saturday nights. No late cuts may be taken on Sunday nights.
- All boarders must check in on Saturday and Sunday with the person on duty in the Tag Room by 2:00 p.m. each day.

7. Students with permission may visit a home in Winston-Salem. Board-

ers may not date from the home of her friend. Girls have unlimited opportunities for such visits provided the adult hostess calls the Dean of Students' office in advance to issue the invitation and gives details as to transportation and chaperonage.

8. Students must obtain permission from the Dean of Students to be allowed to go out for meals during the week.

DATES

1. There are two kinds of weekend dates:
 - On Campus (for all classes) — dates may be entertained only in the Reception Room, the Recreation Room or the new lounge. The Commons Lounge is off limits to Academy students. In the spring and fall they may be entertained during the day in the area of the campus. Male visitors must be signed in at the switchboard when they arrive on campus and signed out upon leaving. Dates are welcome at the Academy during the following hours:
Friday — in the afternoon and evening from 4:00 — 10:00 p.m.
Saturday — between the hours of 10:00 a.m. — 10:00 p.m.
Sunday — from 10:00 a.m. — 5:30 p.m.
 - Off Campus — if junior and senior girls have **specific, filed written permission**, they may leave the campus with their date.
2. Girls are requested to inform their friends that dating is limited to the weekend. If, however, friends should drop by during the week, girls should notify the Dean of Students. They may visit briefly in the **Reception Room**.
3. Girls should introduce their dates to the Dean of Students or director of residence life.
4. Dates may not smoke on campus.
5. Freshmen and sophomores may not date off campus except with permission of their parents in special circumstances.
6. Male friends are never permitted in the residence hall area.
7. Students may not visit with male friends in cars in the parking lot.
8. Academy students are responsible for the behavior of their guests the entire time they are on campus.

GUESTS

Salem Academy is glad for boarders to have guests for either overnight or meals. They must let the Dean of Students or Director of Residence Life know that their guest is expected.

- There is a charge for any meals eaten at the Academy by guests.
- Salem College students are not allowed to spend the night in the residence hall at the Academy and Academy students are not allowed to spend the night at the College.
- Any student having a guest in the residence hall, either day or overnight, must receive permission from the Dean of Students or director of residence life. This applies to both Salem Academy or Salem College students and visitors, including members of a student's family.
- Any visitor must abide by all Salem rules. The student hostess entertaining the guest is responsible for her guest at all times.
- Overnight guests must be registered at the front desk.

VACATION ARRANGEMENTS

1. The school will be closed at 6:00 p.m. on the day a vacation begins. Any student leaving after 6:00 will have to make arrangements with the dean **prior** to the departure date. The Academy will open at 11:00 a.m. the morning that boarders are to return from a vacation. Exceptions must be cleared with the dean **prior** to the vacation.
2. When a student uses public transportation leaving and returning during a vacation period, her parents must provide the Dean of Students detailed information a week before the vacation departure date.
3. If a student is going to be late or is not going to return either on a week-night, weekend, or vacation, she must notify the dean or one of her staff in the Tag Room, before 9:00 p.m. of the night she is expected.
4. Transportation is provided to the Winston-Salem and Greensboro airports, the bus station, and the Amtrack Connector in Winston-Salem, from school dismissal time on the day of departure to 11:00 p.m. on the day of return.
5. Early returns from Thanksgiving, Christmas, and Spring Break cannot be accommodated.
6. Early leaves and late returns from a vacation are unexcused absences and carry a 2-point grade penalty from the quarter grade.
7. Boarding students may remain at school overnight on the day a vacation begins, to facilitate public transportation travel. The building closes at noon the following day.
8. For an additional cost and when drivers are available, transportation may be able to be arranged outside the hours that the Academy provides transportation. Transportation to the Charlotte and Raleigh airports may also be arranged for an additional cost. Both of these instances are dependent upon the availability of drivers and with prior arrangements made with the Dean of Students.

CHURCH ATTENDANCE

The Academy is a Moravian school and adheres to Moravian customs. All of the religious services at the Academy are celebrated in the Moravian tradition. There are three 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 the church or house of worship of their choice. Transportation is provided to all of the downtown churches, which covers the major denominations. This transportation is available for early services, Sunday School, and the late morning services.

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 Dean of Students about religious observance for their daughters should they wish to do so.

DAY STUDENT REGULATIONS

PARKING

Because of limited space on the Academy campus, day students who drive must park their cars in spaces designated by the Academy or in the Fine Arts parking area. **Students may not park around the circle at any time.** Parking stickers will be issued at the beginning of each year. Tickets will be issued for parking violations.

TAGS

Every day student must turn her tag on the board inside the Tag Room, white upon arrival at school and blue or green before leaving. Day students must also sign out on the Boardingware 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 or person in the Tag Room for such leaves. **Day students must also sign in on Boardingware if they arrive at school late.** She 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.

LEAVING EARLY OR MISSING CLASSES FOR APPOINTMENTS

In order to leave school early or miss class, a student must bring a note from home and **get permission from 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.

A day student may leave campus during the school day only with permission from the Dean of Students. She must sign out upon departure and sign back in on her return to school. Exact times must be noted on Boardingware.

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. Students will be charged for the meals eaten by their visitors.

ENTERTAINING BOARDERS

If a day student wishes to take a boarder out, one of the day student's parents must contact the Dean of Students 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 stay for dinner, and may also eat breakfast at the Academy. All additional meals must be signed for on the dining room clipboard. Bills will be sent to parents.

SPENDING THE NIGHT AT SCHOOL

Any time a day student spends the night at school her parents must call and she must have permission of the dean. A day student must inform the dean where she is staying in the dorm by signing on Boardingware. While at school, she follows all boarder rules and may participate in boarder activities.

There is no cost for students spending the night with friends. There is a charge of \$25 per night plus meal costs for students whose parents are going away and are leaving their daughter in the care of the school.

STUDENT LOUNGES

Lounges should be kept neat at all times. Personal belongings should be kept in lockers. Any trash or litter should be placed in the trash cans or recycle bins provided, before leaving the room each time. Lounge doors are expected to be open at all times.

The lockers are located in the new lounge and each day student is assigned a locker at the beginning of the school year. The use of the lock is recommended for lockers.

ARRIVAL AT SCHOOL

Day students may arrive at school as early as 6:45 a.m. They may use the library or the lounges. No noise may be made on the dormitory halls and this includes the senior lounge. Day students may remain until the dorm closes (10:00 p.m. Sunday-Thursday; 11:30 p.m. Friday and Saturday). Any day student being picked up after the dorm closes must notify the person on duty in the Tag Room and must remain in the area around the front door.

HEALTH AND SAFETY

MEDICAL INFORMATION

DAILY MEDICAL NEEDS

- Students who become ill are to report to the Dean of Students.
- All prescription medication used by students must be registered upon arrival with the Dean of Students. This record is kept at the Academy and at the Health Center.

HEALTH CENTER

- Students too ill to go to class and those requiring further treatment will be taken to the Salem Health Center at 8:30 a.m. each weekday. They are cared for by the schools' medical staff.
- Emergency situations are taken care of at any time, day or night.
- Ill students will see the school nurse as needed during clinic hours at the Health Center.
- Students taking allergy vaccine may receive their injections from the nurse at the Health Center.
- Special fees are charged for laboratory tests, prescription medication, and allergy injections. The student or her parents will be billed.

PRESCRIPTION MEDICATIONS

- All prescription medications that a student will use at school must be registered by parents prior to arrival at the Academy. The drug registration form will be kept on file in the dean's office and at the Health Center. Changes may be made at any time by parents.
- Any controlled substance medications must be in the possession of the Dean of Students and will be dispensed by her each day. No student may self-medicate a controlled substance (eg. Ritalin, Dexedrine, Prozac, Tylenol #3, etc.).
- Abuse of prescription or non-prescription medications results in disciplinary action.

GENERAL SAFETY REGULATIONS

1. Sun lamps are never to be used and are not to be kept at school.
2. Students are not to lock their doors at any time that they are in their rooms. This is a fire regulation.
3. All students must exit for fire drills.
4. Matches, candles, incense, and lighters are not to be used in the building at any time. Those items may not be kept at school.
5. Parents and guests may not smoke in any Academy building.
6. Bicycles and roller blades are allowed at school but helmets and protective padding must be worn when participating in these activities.
7. There is an alarm system on all outside doors at the Academy. These alarms are turned on at 7:00 p.m. in the evenings in the fall while Daylight Savings Time is in effect. They are turned on at 5:00 p.m. during the winter

and again at 7:00 p.m. after Spring Break. The alarms are removed at 6:45 a.m. each day.

8. Hoverboards are not allowed on campus.

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 or 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.

INCLEMENT WEATHER POLICY

Since the Academy is a boarding and day school, every effort is made to hold classes on time unless weather conditions are so severe that businesses and other residential schools (such as local colleges and universities) find that closing is necessary. This policy may mean that the Academy will remain in session when the public schools or other private day schools are closed. If classes at the Academy are canceled, notice will be given as early as possible to local television and radio stations. Also, you may call the tag room number (721-2775) where the attendant or recorded message will indicate any delay or cancellation. Cancellation information will also be given via text and email.

For students who commute to school from outside Winston-Salem, the school is willing to make provisions for students to spend the night at school, should the need arise.

Of course, no parent or student should take unnecessary risk to get to school on time. Your judgment will have to be the measure of the severity of weather conditions in any case, and the school will respect your judgment.

EMERGENCY PROCEDURES

Emergency procedures are in place for weather-related, fire, medial, active shooter, and other potential threats to the safety and well-being of the community. Students, faculty, and staff will receive training (example: fire drills) at the beginning of and throughout the school year.

DEMERIT SYSTEM

Salem Academy expects its students to conduct themselves with honor and integrity and to obey the rules to the best of their ability. Students assigned to Saturday morning study hall are not allowed to leave campus on Friday night. However, sometimes a student will fall short of the expectations and rule infractions will occur. When these infractions are of a minor nature, and not in violation of a major rule, then the infractions are handled with demerits. A few demerits during the period of a week or a grading period (quarter) is not a major problem. However, a pattern of demerit accumulation for the same infractions or numerous infractions indicates a more serious problem and carries more severe consequences.

Faculty and staff will notify students when demerits are being given and the demerits will be reported to the director of residence life. It is each student's responsibility to keep track of her demerits so that she knows her standing. Parents may inquire about their daughter's standing at any time. Parents will be sent written notification of demerits when their daughter's accumulation is excessive.

Demerits are assigned for minor infractions which are not automatic Saturday morning study hall offenses. The demerit week runs from Friday until the following Thursday. Detention study hall will be assigned for Saturday morning or loss of free campus for the following week. A Saturday morning study hall can be rescheduled only with the permission of the dean or director of residence life. It is the student's responsibility to petition for the change of date for the study hall.

DEMERIT LIMITS AND CONSEQUENCES

Students who accumulate 6 demerits in a week will have automatic Saturday morning study hall. Students assigned to Saturday morning study hall are not allowed to leave campus on Friday night.

Students who accumulate 10 demerits in a week will be campused, have Saturday morning study hall, and be assigned a work detail.

A pattern of demerit accumulation will result in notification of parents and the possibility of more severe penalties including suspension.

DEMERITS

AUTOMATIC SATURDAY MORNING STUDY HALL INFRACTIONS (6 demerits)

- More than 30 minutes late for: curfew, class, and study hall.
- Disrespect for faculty/staff or others.
- Rude or disruptive behavior.
- Unexcused class absence. (1st offense)
- Other clear and serious deviations from appropriate conduct.
- Leaving during the class day without permission and/or signout.
- Failure to attend morning assembly
- Failure to attend required meetings (teacher appointments, hall, class,

etc.)

5 DEMERIT INFRACTIONS

- No permission form/leaving without permission.
- More than 15 minutes late for curfew or study hall but less than 30 minutes.
- Out of room, visiting, or hosting after lights out.
- Parking violation (2nd or more times).
- Abuse of property.
- Inappropriate dress (2nd or more times).
- Failure to sign out/in.

3 DEMERIT INFRACTIONS

- 7-14 minutes late for curfew.
- Visiting or creating a disturbance during study hall.
- Failure to check in for any check-in.
- Food or drink in inappropriate places or taking from the dining room.
- Less than 15 minutes late to class or study hall.
- Parking violation (1st offense).
- Class or study hall violations (passing notes, talking, instant messaging, checking email).
- Inappropriate language.

2 DEMERIT INFRACTIONS

- Sign out errors.
- Up to 7 minutes late for curfew.
- Noise violation.
- Littering.
- Room inspection violations.
- Unauthorized meal cuts.
- Late to assembly/devotions.
- Inappropriate dress (1st offense).
- Chewing gum in inappropriate places.

AUTOMATIC PENALTIES FOR MORNING ASSEMBLY

- Demerits will be assigned for the first 2 tardies in a week. Demerits and Saturday morning study hall will be assigned for additional tardies in the same week.
- Failure to attend morning assembly results in automatic Saturday morning study hall.

CAMPUS INFORMATION

GLOSSARY OF TERMS

1. **Across-Campus** — area in Old Salem generally including Gramley library and book store.
2. **Assembly Period** — period of time after 3rd period used for announcements and meetings of clubs and organizations. Required for all.
3. **Break** — between 3rd & 4th periods.
4. **Bulletin Board** — All students should check the bulletin boards daily for any announcements which may appear. (Tag Room, Dining Room, Dean of Students' door).
5. **Conference period** — assembly time on Wednesday when students are free to obtain extra help from teachers or to study. Conference is free time for students who do not have appointments with teachers. **Students may not leave campus during this period.** Field trips may be scheduled during this time. Students may not use their cars during this period.
6. **Critz** — the wing of the new building designated for classroom use.
7. **C.S.** — the Carrie Shaffner dormitory wing.
8. **Grade conference** — after each grading period, students report to their faculty advisor to discuss grades and comments from teachers.
9. **E.B.** — The Emma Bahnson dormitory wing.
10. **Hodges** — The Mary McCoy Hodges residence hall.
11. **Lockers** — Each day student has an assigned locker in the new lounge in which to keep her books, gym clothes, etc. Use of the lock is recommended.
12. **Loggia** — back porch behind the Rec room.
13. **Faculty Advisor** — Each student has a faculty advisor with whom she will meet at specified periods throughout the year. This advisor serves primarily as an academic counselor. The role of the advisor varies depending on the needs and desires of the student.
14. **Devotions** — Special program once a week during morning assembly.
15. **Mary Patterson** — the area of the building including the Dean of Students' office, Admissions Office, reception rooms, and front foyer.
16. **McMichael Hall** — 2nd and 3rd floors of the Mary Patterson building used as residential space.
17. **Morning Assembly** — Students and faculty meet together weekdays for announcements after 3rd period. It is required for all.
18. **Off-Campus** — any area of Winston-Salem except Old Salem.
19. **On-Campus** — the area around the Academy, the College, and Old Salem.
20. **Overnight** — any night spent away from the Academy.
21. **Permission Slips** — necessary for all day cuts and overnights, signed by parents and sent to the Dean of Students.
22. **Student Body Meetings** — meetings held by Student Government officials or the Dean of Students in the auditorium — students sit in assigned seats.

23. **Study Cut** — a period of time for extra study to be taken in a classroom, between 10:00 p.m. and 12:30 a.m. Permission must be obtained from the on duty person in the Tag Room and signed out for in the book. Study cuts may only be taken twice in one week, Monday through Thursday nights and they may only be used for study.
24. **Tags** — If a student is out of the building at any other time than that indicated on her schedule card, her tag must show blue or green in the Tag Room. When she is in the building, her tag must show white.
25. **Tower Bell** — outside bell which rings when students must return to the building. Used on Sundays and on snow days.
26. **Moravian Blessing** — This blessing is prayed before every sit-down meal. "Come Lord Jesus, our Guest to be, and bless these gifts bestowed by Thee. Amen."
27. **Sun Porch** — room located behind the new lounge used for study, meetings, and student activities. Personal belongings may not be left in the area.

TELEPHONE NUMBERS — Area Code 336

Head's Office	721-2646	Security	917-5555
	721-2647	New Student Lounge	721-2781
Tag Room	721-2775	MP Phone Booth	917-5751
Dean of Students		Salem Academy	
Room & Office	721-2776	and College	721-2600
Health Center	721-2713		
Bookstore	917-5390		
Fax	917-5297		



ALMA MATER

(Academy and College)

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

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

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

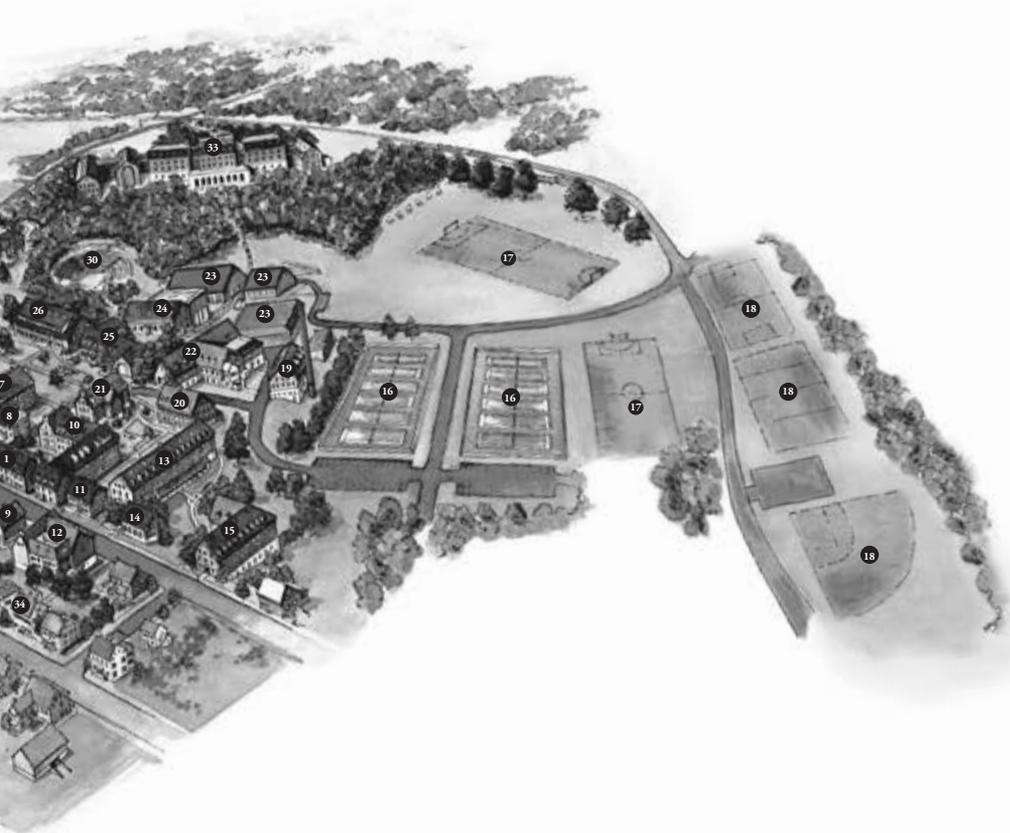
Chorus:

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.



The Salem Campus

- 1 SINGLE SISTERS HOUSE* (1785) The oldest building on campus. Extensive renovation of the house was completed in 2007, and it now serves as a Welcome Center and Museum for Salem Academy and College. Also located in the building is the Office of Admissions, the Office of Communications and Public Relations, the Center for Teaching Excellence and Innovation, and seminar and lecture rooms.
- 2 SALEM SQUARE
- 3 INSPECTOR'S HOUSE (1810) Houses administration and the Office of the President.
- 4 HOME MORAVIAN CHURCH (1800)
- 5 MAIN HALL (1854) Houses the Office of the Dean of the College; the Martha H. Flier Center for Adult Education; the Graduate School Admissions Office; and classrooms for humanities, social sciences, education, and business.
- 6 SOUTH RESIDENCE HALL (1805) Built for the first Salem boarders, South has housed students for over 200 years.
- 7 CENTER FOR LEARNING ENHANCEMENT (1856) Includes classrooms, the Center for Academic Support, and the Writing Center.
- 8 ANNIE SPENCER PENN ALUMNAE HOUSE (Before 1817) Houses the Alumnae Relations Office.
- 9 SHOBER HOUSE* (1795) Houses the offices of the Dean of Students, Residence Life, Career Development, and International Student Services.
- 10 ALICE CLEWELL RESIDENCE HALL* (1922)
- 11 LEHMAN HALL (1892) Houses the Registrar, Business, and Financial Aid Offices.
- 12 DALE H. GRAMLEY LIBRARY* (1937, expanded 1972)
- 13 MARY REYNOLDS BABCOCK RESIDENCE HALL (1957)
- 14 BAHNSON HOUSE RESIDENCE HALL (1925)
- 15 GRAMLEY RESIDENCE HALL* (1965)
- 16 TENNIS COURTS*
- 17 ATHLETIC FIELDS*
- 18 BLIXT FIELDS* (2005)
- 19
- 20
- 21
- 22
- 23
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- 26



- 19 PHYSICAL PLANT BUILDING (1956)
- 20 HATTIE STRONG RESIDENCE HALL (1942)
- 21 LOUISA WILSON BITTING RESIDENCE HALL* (1930)
- 22 CORRIN REFECTORY* (1941) The College dining hall that also includes the Club Dining Room and the exercise science lab on the first level.
- 23 ATHLETICS COMPLEX* (1982) Includes the gymnasium, an indoor pool, and the athletic department offices.
- 24 FITNESS CENTER* (1992) Houses fitness area, dance studio, and Bryant Hall.
- 25 STUDENT CENTER* (2014) A hub for student activities that includes the Café with convenience store and performance space, the Huber Theater, student lounges, meeting rooms, student mailboxes, the campus bookstore, and the Office of Student Activities.
- 26 RONDTHALER SCIENCE BUILDING* (1951, expanded 1960, 1993) Houses mathematics, psychology, and science departments and includes laboratories and computer facilities.
- 27 RONDTHALER-GRAMLEY HOUSE (1888) A beautifully restored home used for social events, meetings, and overnight guests.
- 28 LIZORA FORTUNE HANES HOUSE* (1930) Houses the Office of Institutional Advancement.
- 29 ELBERSON FINE ARTS CENTER* (1964) Houses the School of Music and the department of art; includes Hanes Auditorium, Shirley Recital Hall, the Drama Workshop, practice rooms, studios, and a video conference center.
- 30 MAY DELL* An outdoor amphitheatre used for commencement, convocations, and performances.
- 31 FOGLE FLATS Apartments for upperclassmen in early twentieth century rowhouses.
- 32 MCHUGH SISTERS FLATS* (2015) A four-story apartment-style college residence for approximately 90 students.
- 33 SALEM ACADEMY* (1930) Founded in 1772, a four-year college preparatory school for girls.
- 34 JOSHUA BONER HOUSE (1844) Home of the President of Salem Academy and College.

** Handicapped Accessible*

