

SALISBURY SCHOOL

FAMILY AND STUDENT HANDBOOK



2025-2026



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NON-DISCRIMINATION STATEMENT

Salisbury School does not discriminate against any person in admission, employment, or otherwise because of race, color, religion, ancestry, national origin, physical or mental disability, sex, sexual orientation, or age or other characteristic protected by law in violation of existing state or federal laws or regulations.



Salisbury School, comprised of just over 300 students, faculty and staff members, and their families, prides itself on our community. Together, we attend classes, dine family style, attend Chapel, participate in sports and cheer as spectators. Our school size is such that students, teachers, administrators, and staff come to know one another in a short period of time.

As with any community, certain guidelines are necessary for our school to operate in an effective manner. The rules, regulations, policies, and guidelines set forth in the 2025-2026 Salisbury School Student and Family Handbook are the result of years of use, study, discussion, practice and revision by both students and faculty. The handbook also includes important information about other aspects of life at Salisbury School: classes, dormitories, extracurricular activities, athletics, faculty members, committees, traditions, and history.

As a student at Salisbury School, whether you are new or returning, you have the responsibility to be familiar with all of the information in this Handbook — particularly the rules and regulations. Ignorance of a rule is not considered an excuse. Keep this Handbook handy and consult it frequently. If you have any questions or are unsure about any of its contents or implications, please check with a form dean, your faculty advisor, or any other faculty member.

In order to act as necessary to uphold our core values and promote the best interests of our students and our school community, the School reserves the right to change, modify or alter portions of this Handbook or other school policies as needed throughout the year at the discretion of the School.

MISSION STATEMENT

Salisbury School instills in boys a vibrant enthusiasm for learning and the self-confidence needed for intellectual, physical, moral and spiritual development. Built on essential core values, the School's unique culture promotes brotherhood, creativity, empathy, humility, integrity, leadership and respect. Salisbury graduates men of character and promise who are prepared to meet the challenges of college and adulthood and to make a difference in an entrepreneurial, technological and cosmopolitan world.



A HISTORY OF SALISBURY SCHOOL

The School's Founding Headmaster, The Reverend George E. Quaile established Salisbury School at the turn of the century, enrolling students for the first time in the fall of 1901. Having served as the Headmaster at St. Austin's Military School on Staten Island, NY, Dr. Quaile was a man of rare moral leadership and broad vision. He purchased the original tract of land amid the picturesque Taconic Mountain Range for the present site of Salisbury School, selecting property that was originally an apple farm, known as Frink Hill. The historic Main Building was the first structure erected under Dr. Quaile's direction and was the centerpiece of Salisbury School as an independent college preparatory school for boys. Main, with its iconic cupola, remains one of New England's most recognizable schoolhouses. During Dr. Quaile's tenure, the School was proprietary and owned by the Quaile family.

After his death in 1934, Dr. Quaile was succeeded by his son, Emerson B. Quaile, a Salisbury and Yale graduate, who was at that time serving as a Master of Latin at the neighboring Hotchkiss School. Mr. Quaile and his faculty colleagues bravely stewarded the School through the Depression years, which for a brief time stalled the growth and development of Salisbury. Mr. Quaile had the arduous task of maintaining traditional academic standards in a lean financial era when student enrollment sharply declined. His untimely death in 1942 during a routine surgery for "tennis elbow" ended the burgeoning career of a charismatic and dedicated school leader.

The Reverend George D. Langdon succeeded Mr. Quaile, having served on the faculty of Pomfret School, and with the blessing of the Board of Trustees, Mr. Langdon initiated an expansion program which resulted in a complex of new school buildings. A growing enrollment and a maturing of the academic program accompanied the development of the physical plant. Known as "The Chief," Mr. Langdon and his wife, Anne, were beloved for their care for the boys, and their 23 years of leadership were a celebrated and prosperous time in the School's history.

After Mr. Langdon's retirement in 1965, The Reverend Edwin M. Ward was appointed as the School's fourth Headmaster, coming from the faculty of St. Mark's School in Massachusetts. During the 15 years of Reverend Ward's stewardship, Salisbury stuck firmly to its established traditions and values through a period of turbulence in American education and emerged as one of the finest all-male schools in America. One of the key decisions made during those years was to remain an all-boys school when so many peer schools were transforming their campuses into coeducational institutions. In 1980, after a highly successful 15-year tenure, Reverend Ward and his wife, Allein, left the Hilltop to seek a new challenge in leading St. Stephen's School in Alexandria, VA.



Reverend Peter W. Sipple of Oregon Episcopal School was appointed Salisbury's fifth Headmaster, beginning in the fall of 1981. A 1962 graduate of Yale and a loyal member of the Whiffenpoofs, Reverend Sipple was an enthusiastic proponent of singing and musical performance, and the School's Arts program underwent noticeable development in his years of leadership. Aided by his wife, Margaret, Reverend Sipple nurtured Salisbury's fine reputation and saw a number of key campus projects to fruition, including collaborating with Wim Keur in publishing *A Light in the Cupola*, which chronicled the first 85 years of the School's history.

In 1988, Mr. Richard T. Flood, Jr. '03 (Hon.), Dean of the School at Noble and Greenough in Boston, MA, was appointed Salisbury's sixth Headmaster. During Mr. Flood's 15 years of leadership, Salisbury celebrated its Centennial (2001) and initiated an extensive campus facilities enhancement program in conjunction with that historic event. The most notable additions to the campus were the construction of the Wachtmeister-Bates Mathematics and Science Building and Centennial Humanities Building. Mr. Flood and the Board of Trustees prioritized the enhancement of the academic program, and as a result, every classroom in which the boys and their teachers studied was brand-new beginning in 2001. This was the result of the School's first comprehensive strategic planning process, a roadmap for the Centennial Celebration, which included a successful \$42,000,000 capital campaign, known as Forever Salisbury. Dick and his wife, Sally, remain legendary figures in Salisbury's rich history, as their collective generosity and spirit brought the School to new heights.

In November of 2002, Mr. Chisholm S. Chandler '11 (Hon.), P'17,'25 was appointed by the Board of Trustees to succeed Mr. Flood. Having served on the faculty as an administrator, coach, advisor, and dorm parent beginning in the fall of 1991, Mr. Chandler became the School's seventh Headmaster and first to be promoted internally from the faculty. Mr. Chandler had worked loyally at Mr. Flood's side, and as a result, the transition was a seamless and successful one. Mr. Chandler's partnership with the Board resulted in a continuation of campus facilities development. The signature project of this era was the 100,000 square foot, state-of-the-art Flood Athletic Center, which was dedicated in the winter of 2010. During this time, the School also reached new heights in fundraising, successfully completing a \$108,000,000 capital campaign known as For The Boys, which enhanced the endowment in a multitude of ways. Mr. Chandler and his wife, Tracy, led with a sincere passion for the boys and their faculty and staff colleagues that celebrated the uniquely close and friendly culture that is a hallmark of the Salisbury community.

In July of 2022, Mr. William V. Webb, his wife Sarah, and daughter Maggie arrived on the Hilltop and began his tenure as the School's eighth Head of School. Mr. Webb came to Salisbury after leading Fountain Valley School of Colorado with great acclaim from 2013-2022. A graduate of Groton School, Mr. Webb later served on the Groton faculty as well as other exceptional independent schools, as he prepared for his current position leading Salisbury toward its



125th anniversary and a place among America’s finest secondary schools. With Mr. Webb’s passion and vision, Salisbury has a very bright future ahead.

CAMPUS AND TRADITIONS

THE CAMPUS

Salisbury School is located in a pastoral countryside of approximately 700 acres of meadows, woodlands and lakefront. The original Main Building (1901) remains the core of the campus. The Hilltop contains dormitories, faculty apartments, administrative offices, the dining room and kitchen, and the school store. Students and faculty also reside in other houses or dormitories on campus.

MOTTO

The Salisbury motto is *Esse Quam Videri*, which originates in Sallust’s *Bellum Catalinarium*, 54. Sallust compared Cato to Caesar and wrote that Cato preferred to be virtuous rather than to appear to be so. Consequently, the less Cato sought recognition the more he found it. “To be rather than to seem to be” is an affirmation of personal honor at the heart of the Salisbury experience.

SCHOOL SEAL

The Salisbury School seal is colored red for bravery and gold for generosity. The shell is a symbol of spiritual journey or pilgrimage. The heart symbolizes charity and the arrow preparedness. The open book is for learning and the acorn and its branch for maturity.

CHAPEL

Founded in the Episcopalian tradition, Salisbury School has always valued the Chapel as a sacred place to nurture the spiritual lives of each member of the community. Today, as that community represents a variety of spiritual and religious backgrounds, the Chapel maintains the ancient Christian virtues of inclusion, hospitality, and humility as it works to welcome all people wherever they are on their own religious and spiritual journey. While the framework of the Chapel is Christian, the role of the Chapel is not to indoctrinate in a particular belief system, but rather to offer each member of this community a time and space to reflect and nurture their own spiritual life and to grow closer as individuals and a community.



Chapel services are held twice a week on Tuesday and Friday mornings at 8:30 a.m. and all students are required to attend. While not expected to confess in any religious doctrine or creed, students are expected to respect the space and its intent. Therefore, students are asked to be on time, show respect for others who gather, and to honor the space by entering quietly, removing their hats, turning their phones off, and refraining from bringing in food or drink.

VESTRY

The Vestry is a group of students who assist and support the mission of the Chapel. Members are welcomed to participate in a variety of roles, such as reading in the services, leading in prayer, or helping with special services throughout the academic year. The Vestry will also have opportunities to participate in community service work in and beyond the school community. Above all, the Vestry is expected to be “servant” leaders who model Salisbury’s moral and ethical values.

TRADITIONS

Salisbury School is proud of the enduring traditions that its students have maintained for more than 100 years, especially courtesy. For generations this custom has permeated all phases of school life in thoughtfulness toward visitors and guests, faculty, their spouses and families, school staff and fellow students. Such consideration also extends to local townspeople and merchants.

Another valued tradition is good sportsmanship toward opponents, coaches, referees and spectators who may be cheering for the other team. A Salisbury team is expected to be magnanimous in victory and gracious in defeat. A shining light in the cupola of the Main Building symbolizes a victory by a varsity team. A victory by a winning team or squad is often applauded at school meetings.

All sixth formers are entitled to wear a blue blazer with the Salisbury crest on the left jacket pocket. Graduates at commencement exercises traditionally wear a school blazer and white slacks. The “senior steps” are restricted to sixth form students.

SCHOOL MASCOT

In the spring of 1995, the Sixth Form adopted the Crimson Knight as the School’s mascot.

It symbolizes the history, character, and devotion of the Knights represented in the Sarum Hymn.

SCHOOL HYMN



The Sarum Hymn is the official Salisbury School song, sung on many occasions throughout the academic year. New students should learn the words as quickly as possible.

To be sung to Haydn's St. Anthony's Chorale; Words by E.W. Parmelee, master at Salisbury (1909-1927).

Loyalty and honor, Sarum

We, thy sons, now pledge thee: Service and devotion, Sarum,

That thy name be worthy.

REFRAIN

Hymn we so our purpose bold,

Devout as knights who fought of old;

Staunch as they to guard our honor,

True in act and motive.

Faith that never falters, brothers!

Hope and Charity

Round thee stand the mountains, steadfast, As God's help unfailing;

To our eyes in splendor hourly

All their strength unveiling.

More than all thy beauty, Sarum,

We, thy sons, will treasure, what thy spirit here has taught us,

Truth and love and service.

Father, for our School we pray thee, builded to thy glory;

That we, by thy help, may keep it

Strong and pure and lovely.



ACADEMIC POLICIES

The goals of the academic program are to challenge and support each student as he works to achieve his potential. The variety and the rigor of the curriculum engage teachers and students in this effort. Independent thought and critical thinking skills are honed through a balance of lecture, laboratory and discussion formats depending on the nature of the syllabus for each course. The average class size of twelve students provides a forum in each discipline for daily interaction between teacher and student.

ACADEMIC DEPARTMENT HEADS

Art: Ian Johnson P'26

Rudd Center: Kati Brandon

English: Trevor Rees

Mathematics: Scot Beattie

History: Anthony Mantegani

Science: Kurt Colling

World Languages: Julia Barbato

GRADUATION REQUIREMENTS

English: 4 years

Mathematics: 3 years

History: 3 years (one year U.S. History)

Science: 2 years (laboratory)

Foreign Language: Complete level 3 of one language or level 2 of two languages

Art: 3 trimesters

Students are expected to take a minimum of five classes (math, science, history, English, foreign language) each year. In addition, students must complete the Art requirement, raising his course load to six during those given trimesters. Any student interested in taking a full academic course load (seven classes) must get the approval of his advisor and the Academic Office.



Participation in graduation exercises and the award of a Salisbury diploma are honors granted only to those students who successfully complete all of their sixth form year requirements. These requirements include all academic obligations as well as specific nonacademic obligations such as compliance with the terms of our Student Handbook and proper attendance in class and at school functions through the end of the academic year.

GRADES and COMMENTS

The academic calendar operates on a trimester basis. Year grades are recorded on the transcript; mid-trimester and end of trimester grades are printed only on report cards. Advisors meet with advisees to review their progress whenever grades are distributed. Report cards are posted on the Veracross student database six times per year. Teacher comments are written at the end of Trimesters I and III. Advisors meet in person or remotely after Trimester I with advisees and their families. A comprehensive letter written by the advisor accompanies the grade report at the end of Trimester II and a comment accompanies the Trimester III grade report. Sixth formers do not receive teacher or advisor comments at the end of Trimester III.

GRADING SYSTEM

Letter grades are issued six times per year. The following guidelines indicate the numerical value of letter grades with a 4.0 GPA scale equivalent in parenthesis. When calculating the GPA, Honors and AP courses are weighted with a 0.33 and 0.66 GPA boost respectively.

A+ = 100-97 (4.3)	B+ = 89-87 (3.3)	C+ = 79-77 (2.3)	D+ = 69-67 (1.3)
A = 96-93 (4.0)	B = 86-83 (3.0)	C = 76-73 (2.0)	D = 66-63 (1.0)
A- = 92-90 (3.7)	B- = 82-80 (2.7)	C- = 72-70 (1.7)	D- = 62-60 (0.7)
			F = 59-0 (0.0)

Students who earn an overall trimester average of A (3.95) will be awarded High Honors. Those students who achieve an average of B+ (3.25) will earn Honors. In order to receive honors, a student may have no grades lower than a C-. Honors and High Honors students are listed outside the Head of School's office and receive certificates of recognition via email. Book prizes and departmental distinctions are announced at Fall Family Weekend and Graduation. Students with particularly outstanding overall records may be elected to the Cum Laude Society at the end of the fifth or sixth form year.

The average of the three trimester numeric grades determines whether a student passes or fails a year-long course.



PROMOTION POLICY and PROCEDURES

This policy, in effect as of September 2006, will regulate promotion of a student to the next form and to the next level of study in some specified courses as indicated below.

Form Promotion: If a student has an overall average of D+ or below for the year, he may not be promoted to the next form. This will be determined by the Head of School, in consultation with the Academic Office.

If not already implemented, a Student Support Plan (SSP) will be put into place at the end of any trimester when a student has an average of D+ or below as determined by a meeting with the student, his advisor and an administrator. That plan will set goals and parameters to establish benchmarks for the student by which to measure improvement toward attaining the promotion standard by the end of the year.

ADVANCED PLACEMENT COURSES

Students are carefully screened for our Advanced Placement offerings and are required to sit for the Advanced Placement examination at the completion of the course. To cover College Board fees and proctor compensation, students will be charged \$130.00 per examination. The College Board will charge an additional \$40.00 for exams ordered after November 10, 2025. This same late fee applies to exams that must be returned because a student dropped an AP class after November 10. The AP examination is considered an academic obligation. A student who either fails to take the May AP exam, is disruptive or disrespectful during his examination, or does not give the examination his best effort as determined by the proctor and the dean of academic life will not be issued credit for Advanced Placement on the final transcript.

GENERAL ACADEMIC SUPPORT

Teachers expect students who experience difficulty in a course to let them know when they require additional instruction outside of class, and to arrange for extra help at a mutually convenient time.

Third form students are assigned to supervised study hall in two groups on a rotating basis every other week. During alternating weeks, they study in their rooms under the supervision of their dormitory faculty. At the end of the first trimester, students with an A average and no grade lower than C- may be released to study in their rooms. At the middle of the second trimester, students with an A- average and no grade lower than a C- may be released. At the end of the second trimester, third formers with a B+ average and no grade below C- may be released. At the middle of the third trimester, students with a B average and no grade below as C- may be released. Release from supervised study hall at any point is contingent upon advisor permission, in consultation with a student and his parents/guardian(s). Students are expected to arrive promptly to study hall with all of the materials necessary to give full attention to their work.



Faculty advisors are a valuable resource for students. Advisors play a key role in helping advisees achieve their maximum academic potential. If a student in any form level is experiencing academic difficulty or is seen as not using his study time to his best advantage in the dormitory, an advisor may require that he attend supervised study hall.

THE RUDD LEARNING CENTER

Trained tutors and learning specialists in the Rudd Learning Center (RLC) provide additional one-on-one support to help students reach their full academic potential. At the core of learning center support is the development of organization, time management, and study skills. In addition, we provide prescriptive skills-based instruction tailored to meet each individual student's learning style. The learning center staff is comprised of a talented team of tutors and specialists with a wide range of abilities, background, and expertise. We provide a systematic and diagnostic approach of instruction in order to help students develop confidence, become independent learners, and achieve academic success at Salisbury School and beyond.

Students are enrolled in the RLC based on their learning profile, past academic experience, or a recommendation from their parents/guardian(s), teachers, or advisor. In addition, students may seek out the learning center at any time throughout the academic year if they are in need of more regular and individualized support than what their teachers can offer.

One of our goals is to transition students out of the learning center once they become more independent learners. The plan for scaffolding support is individualized, but the main focus is that the student understands his learning style, masters the study skills required to succeed in a rigorous academic setting, and feels confident in his learning. The student, his tutor, advisor, teachers, and parents/guardian(s) will discuss a plan to either decrease or discontinue support when appropriate.

ACADEMIC WARNING and ACADEMIC PROBATION

Academic Warning is usually the first step in a process that is intended to make a student fully aware of the need to improve his overall standing. In addition, when possible, a meeting is held between the student, his parents/guardian(s), and his teachers to discuss the measures that will be taken to help the student improve his overall standing.

A student is placed on Academic Probation by vote of the faculty as a means of providing the strongest possible statement of concern about his grades. Students who are on Academic Probation are reviewed at the end of each subsequent marking period. A student whose record improves and remains satisfactory for two consecutive trimesters is eligible to be removed from Academic Warning or Academic Probation by vote of the faculty.

When a student's record and/or efforts deteriorate or remain unsatisfactory over a period of time, the student may be asked to withdraw from school.



When a student is placed on Academic Warning or Academic Probation, a letter stating the specific concerns of the faculty is written by the dean of academic life and sent to the student, his parents/guardian(s), and his advisor.

A Student Support Plan (SSP) will be initiated for any student who is placed on Academic Warning or Academic Probation. The purpose of the individualized SSP is to address an area, or areas, of existing concern, and to monitor the student's progress. The SSP will outline a detailed, comprehensive and supportive plan for the student as a way to foster academic growth and achievement. With the support of the advisor, the SSP encourages the student to become an advocate for his own learning and to accept responsibility for his actions.

ADD/DROP POLICY

Students may change a year-long course during the first trimester on or before a designated date, approximately two weeks after classes begin. Before that date, a section may be changed or another course substituted through the director of studies.

THE ACADEMIC COMMITTEE

The Academic Committee reviews, evaluates and makes recommendations on almost all school matters that are curriculum related, including those involving courses, programs of study, and curriculum-related policy. The committee forwards its recommendations to the Administrative Team. The committee is chaired by the dean of academic life and is composed of the academic department chairs, the director of the Phinny Library, and key administrators.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Salisbury School is not equipped to provide individualized educational programs for students with certain physical, cognitive or mental disabilities. The School does, however, comply with the Americans with Disabilities Act (ADA) and will make reasonable accommodations to known disabilities of a student to assist the student in meeting the academic and behavioral performance standards of the School.

Students needing such accommodations should advise both the director of studies and the director of the Rudd Learning Center, and the School will then undertake an interactive process, involving the student's parents/guardian(s), health care providers and faculty to determine appropriate and reasonable accommodations. No accommodation shall fundamentally alter the School's educational program, and all students, regardless of disability, will be held to the School's standards for academic achievement and personal conduct.



Students are occasionally eligible for a waiver of the diploma requirement in World Languages on a case-by-case basis. In order to qualify for this exemption, a student must have the accommodation explicitly stated by a licensed clinical psychologist or equivalent professional that supports the need for a language waiver. This required documentation is typically part of a full neuropsychological or psychoeducational testing report. Decisions regarding waivers are made following careful review of documented testing by the Director of the Rudd Learning Center and Director of Studies, as well as careful consideration of a student's academic performance, effort, and demonstrated need for the accommodation. If a student is approved for a language waiver and chooses to exercise it, his World Language course must be replaced with another approved English, history, math, or science course.

Some students qualify for extended time on standardized tests as well as on classroom tests and examinations. In order to accommodate this need, the School must have on file a current testing report by a licensed clinical psychologist or equivalent professional stating that extra time is necessary due to a specific learning disability or other confirmed disability. This report should be provided to the director of studies no later than July 1 of each school year or upon diagnosis of a condition which gives rise to the need for the accommodation. Such accommodation is determined on a case-by-case basis by the director of studies and the director of the Rudd Learning Center in consultation with medical professionals, parents/guardian(s) and others as needed.

STUDENT EXPECTATIONS AND CODE OF CONDUCT

The trustees and faculty expect that Salisbury students will strictly observe and uphold all school rules and policies, including those included in the handbook and as outlined below. Any violation of school rules may result in disciplinary consequences ranging from detention, warning and probation up to suspension and dismissal from School. In addition to imposing traditional disciplinary consequences, the School believes strongly in providing students with other interventions and supports and reserves the right to respond in a non-disciplinary manner to misconduct where appropriate. Non-disciplinary response may include such things as required counseling, drug testing, and other restorative justice interventions.

Salisbury students are under school jurisdiction at all times while enrolled at Salisbury with heightened enforcement any time a student is considered to be on campus or engaged in any school-sponsored activities or events, regardless of location.

A student is considered to be on campus anytime he is in Salisbury, Lakeville, Canaan, or Sharon, CT, Millerton, NY, Sheffield, Egremont, and Great Barrington, MA when school is in session, even when accompanied by parents/guardian(s) or other relatives. Students are also considered to be on campus when they are traveling to and from school and they are considered such until they reach their final vacation destination or home.

In addition, Salisbury students are also under school jurisdiction and subject to school rules and discipline even if off campus when school is not in session, if a student engages in misconduct that



is contrary to the mission of the School, discredits the School, infringes on the rights of others, is illegal or is otherwise disruptive or harmful to the welfare of the School or our school community. Misconduct that involves other students, faculty, or members of the Salisbury School community will be considered under the jurisdiction of the School, regardless of whether it occurred on campus or as part of a school event.

In areas where specific rules or policies may not exist, a student is expected to act responsibly, using good judgment and common sense. Salisbury students are expected to act as gentlemen in all matters of daily school life. They should pursue their academic, athletic and extracurricular life with a dedication to learn, to grow and to excel according to their natural abilities.

The following general policies and school rules should be considered guidelines for student life at Salisbury School. The prohibited conduct listed below is not an exhaustive list but is merely representative of the type of behavior that may lead to disciplinary consequences.

HONOR CODE

Salisbury School operates on an honor code in support of our expectation that students will maintain personal integrity in all aspects of their lives. The Honor Code has been revised over the years by the members of the Student Government and reflects the core values of Salisbury School and our community. All students at Salisbury School are expected to abide by and uphold the Honor Code at all times, including when using network and communications systems or otherwise interacting with others. Honor Code violations may result in discipline or other consequences as determined by the Deans' Office.

The Honor Code expressly prohibits lying, stealing or cheating. Under this code, students are expected to tell the truth at all times. Intentional verbal or written falsification is considered a form of lying as is allowing a false assumption to be drawn by another.

A discussion regarding the Honor Code and all it includes is held during Orientation. At that time, each student is required to sign a copy of the Honor Code which simply states, "I will not cheat, lie or steal. My signature is my pledge."

Students are expected to bring honor offenses to the attention of the Assistant head of school for student and community life Student and Community Life, a form dean, the school president or a prefect in order to enforce the Honor Code. To the extent possible, such reports are kept confidential, and information is limited to those with a need to know. Violations and consequences will be determined by the Dean's Office and the assistant head of school for student and community life.

ACADEMIC INTEGRITY



Academic integrity is of the utmost importance to the culture of Salisbury School and is an essential principle in the life of our students. By affixing his name to a piece of work, a student pledges that, unless properly cited, the work is entirely his own. Academic dishonesty is a serious infraction and one that the School takes very seriously.

Plagiarism is a form of academic dishonesty. Plagiarism is the use of someone or something else's work that clearly does not originate from or belong to an individual student but is presented as his own. All students must present only their own work on homework, tests, research papers and lab reports, regardless of whether the assignment is graded or not.

All outside references, including information secured via the Internet, direct or indirect quotations, or use of specific ideas, must be properly credited in footnotes or endnotes and bibliography. A student must not use existing papers in courses from previous years (or from other schools) and must not contract for the writing of a research paper from an independent source. Unauthorized use of generative AI (including but not limited to, ChatGPT, Perplexity, Tome, etc.) in any part of the process of a student's work will be considered a violation of the Academic Integrity policy.

A student may, upon occasion, seek guidance or assistance on homework or other assignments from another student, unless his teacher explicitly states this is not allowed. The substance of the work, however, must still originate with the individual student.

Students are on their honor neither to give nor receive unauthorized information in any form of schoolwork. Faculty members determine, at their sole discretion, what constitutes authorized and unauthorized information.

Students must do their own work on quizzes and tests. They may not use or have in their possession textbooks, notes, smartphones, smartwatches, stored equations in calculators, or other assistance during assessments unless otherwise directed by the teacher. In the case of written assignments, a student should not use literature text aids, printed or online, without the express permission of his teacher.

In situations where a teacher believes a student may be in violation of the academic integrity rules and expectations, the incident will be directed to the dean of academic life who will conduct the investigation.



At the conclusion of the investigation, if it is determined that the student is in violation of academic integrity policies, the matter will be directed to the form dean for purposes of deciding upon a disciplinary response. The guidelines for determining the disciplinary response are outlined here:

1st Offense:

- Student is placed on General Warning for one calendar year
- Student meets with dean of academic life, advisor, and form dean
- Student receives a zero (0) on the assignment
- Written communication home to family

2nd Offense:

- Student is placed on General Probation for two calendar years
- Student meets with dean of academic life, advisor, form dean, and assistant head of school for student and community life
- Student receives a zero (0) on the assignment
- Written communication home to family

3rd Offense:

- If on General Probation, the student should expect to be dismissed from School
- If the student is not currently on General Probation, he will be placed on General Probation for two calendar years.

CONDUCT UNBECOMING

As an expectation of the School's commitment to honoring our Honor Code, all students are expected to conduct themselves as gentlemen at all times. Students who behave in a manner that does not demonstrate good judgment, common sense or acting responsibly; threatens others; or is otherwise harmful to the reputation of the School should expect to be subject to a disciplinary response.



MAJOR SCHOOL RULES

Though students may be disciplined for a violation of any school rule, there are certain categories of rules that Salisbury School deems to be of the utmost importance to the school community as they directly impact health and safety. These rules are referred to as Major School Rules and represent significant violations of the School's expectations. Students who violate a Major School Rule should expect to be placed on General Probation and/or suspended and are at risk of being dismissed from the School. All faculty who become aware of a violation of a major school rule will inform a form dean or assistant head of school for student and community life. As with other rules, and in keeping with the School's Honor Code, students are also encouraged to report any such offenses to a faculty member, a form dean or the assistant head of school for student and community life.

ALCOHOL and DRUGS

Students may not use, possess, transport, sell, be in the presence of, distribute or otherwise assist others in obtaining alcohol or drugs or related paraphernalia. Regardless of individual state laws regarding alcohol and drugs, possession or use of these substances by students is prohibited. This prohibition extends to all forms of drugs and alcohol, including steroids, synthetic drugs (including synthetic marijuana), and controlled substances as well as unauthorized prescription or over the counter drugs or medication and misuse of other chemical substances (e.g. inhalants). Any student who violates the School's rules regarding drugs and alcohol, is in the presence of drugs or alcohol, or assists others in obtaining, using or distributing any form of drug or alcohol, is subject to discipline, up to and including dismissal from School.

The School considers Juuls, and similar items relating to vaping or e-cigarettes to be drug paraphernalia and are prohibited by this policy. If a student is found in possession of such items, the student will be subject to testing to confirm whether they have been, or are being, used for purposes of, or related to the consumption of, drugs or illegal substances. Non-drug related possession, use or other violations will be treated as a violation of the School's tobacco/nicotine/smoking policy.

Students who are in the presence of drugs and alcohol, this includes being present in a dispensary or liquor store, are in violation of this policy, regardless of whether they are in actual possession, are using or have distributed or provided such substances to others. Such students will be subject to drug testing to the same extent as other violators of this policy. The results of any drug or alcohol testing, as well as information obtained through the disciplinary process, including the location of where the incident occurred, will be considered in determining a final disciplinary outcome for any student.



DRUG TESTING

In a situation where the School suspects that a student is in violation of the School's drug and alcohol policy/rules, the School will investigate. The investigation may include a search of the student's room, other belongings, and vehicle if present, and may also require the student to submit to drug or alcohol testing. Parent/guardian(s) consent is not required for testing, and any student who has a detectable level of any illegal substance(s), regardless of the concentration level, will be considered in violation of the drug and alcohol policy. Students who are found in violation of the drug and alcohol policy will be placed on General probation, required to sign a "No-Use" contract agreeing not to use, possess or distribute drugs or alcohol, and will be required to enroll in the "Random Drug Testing Program". Any fees associated with drug testing are the responsibility of the student/families. Students who are on General Probation who violate a "No-Use" contract should expect to be dismissed from School.

BULLYING

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at or referring to another student that: 1) causes physical or emotional harm to the targeted student or damage to the targeted student's property; 2) places the targeted student in reasonable fear of harm to himself or of damage to his property; 3) creates a hostile environment at school for the targeted student; 4) infringes on the rights of the targeted student at school; or 5) materially and substantially disrupts the educational process or the orderly operation of the School.

Bullying also includes cyber-bullying, which is the bullying of another student through the use of technology or electronic devices such as cell phones, social media or the internet. Behavior that might lead to cyber-bullying may include behaviors such as 1) taking a private e-mail, instant message or text message and forwarding it, or threatening to forward it to others or posting it where others can see it to embarrass or intimidate a person; 2) spreading hurtful rumors on-line about another person; 3) threatening or insulting through aggressive e-mails, instant messages or text messages; 4) posting, or threatening to post, embarrassing pictures of someone online without his or her permission; 5) creating a webpage or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.



HAZING

Hazing is defined as any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. Examples of hazing include, but are not limited to: requiring indecent exposure of the body; requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact; confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas; any assault upon the person; or requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual.

All student activities related to membership in a student group or team (such as new membership and elections) must comply with applicable school rules and community standards. Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen.

HARRASSMENT OR DISCRIMINATION

It is the policy of Salisbury School to maintain a learning environment that is free from harassment or discrimination of any kind, whether on the basis of a person's race, color, sex, national origin, religion, disability, sexual orientation, or other characteristic protected by law. Students may not engage in behavior that is harassing or otherwise discriminatory toward another individual and may not participate in any manner that tolerates discrimination or harassment. Such behavior creates a harmful school environment and may also be a violation of the law. The School also prohibits students from retaliating against anyone who makes a good faith report or complaint involving any form of harassment or discrimination. Harassment is a form of discrimination and can take many forms. It may be verbal, physical, written or non-verbal in nature and may occur in-person, or through electronic means such as social media. Examples of harassment may include, but are not limited to, use of derogatory or ethnic slurs, jokes, gestures, inappropriate touching or statements or pictures based on race, sex, national origin or other protected classifications that are subjectively and objectively offensive.

For more complete information about the School's antiharassment and discrimination policies, please refer to "Other Important School Policies," on page 58.

Any student who believes he is being or has been subjected to bullying, hazing, harassment, discrimination or any other form of threatening, insulting or humiliating behavior should report the behavior to a form dean, assistant head of school for student and community life or other faculty or staff member.



SCHOOL SARUMNET ACCEPTABLE USE POLICY

See page 62 for a complete understanding of the expectations surrounding network behavior. It is subject to review and revision at any time.

DISHONESTY

Dishonesty, in any form, as outlined in the Honor Code is considered a violation of a major school rule.

EXPLOSIVES and WEAPONS

The use or possession of weapons, dangerous instruments (including but not limited to guns, tasers, hunting knives or switchblades) and explosives (including but not limited to fireworks) is forbidden. Additionally, all toy or replica guns and accessories (including but not limited to paintball guns, splat guns, pellet guns, cap guns, and water guns) are prohibited.

FEMALES IN DORMITORY

Any female guest who is not a family member or relative is prohibited from being in the dormitory at any time.

FIRE and FIRE SYSTEMS

Tampering or playing with the fire alarm or fire extinguishing systems is an offense of a major school rule. The use of matches and lighters is also prohibited. Incense, candles and open flames of any type are strictly prohibited in the dormitory.

IDENTITY-BASED SLURS

Beyond prohibiting harassment or discrimination based on someone's actual or perceived ability, race, national origin, religion, sex, sexual orientation, gender identity and expression or any other protected characteristic ("protected class"), the School also prohibits conduct that could lead to harassment or discrimination or otherwise demeans or insults an individual based on their identity. For this reason, the School will not tolerate the use of identity-based slurs nor identity-based terms used as a pejorative by anyone in our school community. This includes the use of (1) objectively offensive racial, ethnic or religious epithets, or epithets commonly associated with any such



protected class (e.g. anti LGBTQ_ language); (2) other words, phrases or insults commonly considered demeaning or degrading on the basis of a protected class; or (3) gestures or displays of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a protected class (e.g. swastika, Nazi salute, Aryan Circle, Confederate flag) are offensive and harmful and erode the welfare of the Salisbury community.

Regardless of intent, such identity-based slurs violate our values and have a detrimental impact on our community member(s). It is never ok to use such slurs, epithets or gestures “as a joke,” even if not intended to create harm.

Reports of incidents involving identity-based slurs or terms used as a pejorative may be made to any prefect, faculty member, or school administrator, who must inform the reporting student’s form dean. Any community member with knowledge that a student has been the target of an identity-based slur or term used as a pejorative is encouraged to immediately report the act to that student’s form dean. Reports (including instances occurring in the electronic world) will be investigated by the Deans’ Office and may consist of interviews with the reporting and responding students, as well as any witnesses to the incident(s), and also include the evaluation of any information that may be relevant to the case. All reports will be kept private to the greatest extent possible, but anyone who reports an incident of identity-based slurs must understand that to conduct an adequate investigation, any student reported of using an identity-based slur will be informed of the nature of the reported infraction as well as the identity of the reporting student.

Violations of this policy, particularly if repeated or egregious, may lead to a disciplinary response or other intervention from the School. In addition to appropriate disciplinary responses, the Deans' Office may require the responding student to participate in educative training, engage in a restorative practices curriculum, meet with a member of the Counseling Team, or other measures aimed at repairing fractures created by the responding student’s words and/or actions. Students who have experienced identity-based slurs or terms used as a pejorative may access various on and off campus resources including ongoing support from members of the Office of Integrity and Belonging or Health Services.

IMPROPER SEXUAL CONTACT

Sexual intimacy, while a normal and healthy aspect of adult life, is not permitted for students at Salisbury School even if consensual and may result in disciplinary consequences. If sexual activity or contact is non-consensual, including offenses such as sexual harassment and assault, such conduct constitutes a violation of major school rules. Students should also be aware that some sexual activity may also subject them to legal consequences, regardless of consent, particularly in instances where there is a significant disparity in age (more than 3 years) or an inability to effectively provide



consent. In some cases, the School may also be required by law to report instances of inappropriate sexual activity to Connecticut's Department of Children and Families. Any student who feels he has been subjected to improper sexual contact by anyone should immediately let his advisor, dorm parent, member of the Health Center or other trusted faculty member know so that the School may provide support and intervene as appropriate. Further information regarding the School's policies on harassment, assault and abuse can be found in the "Other Important School Policies" section of the Handbook on page 58.

INDECENT EXPOSURE

Salisbury students are expected to uphold standards of personal decency and respect for others at all times. Indecent exposure occurs if a student intentionally or recklessly exposes private body parts in any public or shared space, or in the presence of others, under circumstances where they know or reasonably should know that such behavior is likely to offend, alarm, or affront others. This policy applies to all areas of campus, including dormitories, bathrooms, common spaces, and outdoor areas. Violations will be addressed promptly and may result in disciplinary action, up to and including suspension or dismissal, in accordance with the School's code of conduct.

RIDING IN MOTOR VEHICLES

Student safety, in all aspects of student life, is Salisbury's top priority. The School believes strongly that ensuring student safety includes rules pertaining to vehicles and cars.

For this reason:

- No student may ride with any driver under the age of 21 without special permission of the assistant head of school for student and community life, or a form dean along with written parental/guardian(s) permission.
- Boarding students may not drive a car on campus at any time. To be granted an exception, the student may drive on campus only when accompanied by an adult over the age of 21.
- Under no circumstances may a day student drive a boarder anywhere (including on campus) without written permission from the assistant head of school for student and community life, or a form dean. Written permission must also be received from the parents/guardian(s) of both the day student driver and boarding school passenger.

STEALING

Stealing, or unauthorized borrowing, is strictly forbidden. Shoplifting, the charging of equipment or services to another student, unauthorized use of school equipment, and possession of an



unauthorized key, are examples of activities that will be considered stealing. The rule pertaining to stealing also includes the unauthorized use of a credit card, a debit card, a PIN number or any other such business transaction. Violation of this rule will result in disciplinary action, up to and including suspension and/or dismissal.

UNBECOMING FIGHTING OR INTIMIDATION

The intentional use of force, or the threat of force, to resolve any conflict is unacceptable. Fighting, intimidating, or threatening others, including abusive, threatening or harassing communications, acts, or gestures will not be tolerated and will result in serious disciplinary action.

VANDALISM

A student who intentionally and egregiously damages or defaces school property or another person's property is subject to disciplinary action; he will also be held financially responsible for all repairs and replacement. The School reserves the right to hold all academic records until this financial obligation is fulfilled. In residence halls, for unclaimed damages in common areas (i.e. common room, bathrooms, hallways, stairways, laundry rooms and storage areas, etc.), the financial responsibility will fall equally on all members of the residence.



DISCIPLINARY PROCESS AND RESPONSES

All instances of student misconduct are handled through the Deans' Office, comprising the four form deans, and the assistant head of school for student and community life who oversees the office. The Deans' Office will coordinate all investigations and determine whether a student has violated a school rule that warrants discipline. If the Deans' Office determines that a student has violated a school rule, the form dean will notify the student, his family, and the advisor that a rule has been broken. In making a recommendation, the Dean's Office will consider the student's previous disciplinary record, including whether the student has been or is currently on status. The assistant head of school for student and community life will communicate the recommendation of a disciplinary response to the head of school. If the consequence may involve suspension or dismissal, the assistant head of school for student and community life will also make his recommendation to the head of school prior to the final decision. In most cases, the head of school will accept the recommendation of the assistant head of school for student and community life unless there are extenuating circumstances or justifying reasons to deviate from the recommendation or if the recommendation is not consistent with School policy or procedures. The form dean will communicate the final disciplinary decision and consequence to the student, his parents/guardian(s), and his faculty advisor - both verbally and in writing. In instances when the head of school is unavailable, the associate head of school will serve in his place. In instances when the associate head of school is unavailable, the assistant head of school for student and community life will assume this role.

While looking into any potential or actual instance of student misconduct, the School expects all students involved in the investigative process to be truthful and cooperative with the Deans' Office. If a student fails to be honest and supportive of the investigative process, he will be considered in violation of the Honor Code.

Students who violate school rules are subject to varying degrees of formal discipline based on the nature of the offense, the impact on the community and the student's prior record. In addition to formal discipline, students who fail to meet the School's expectations may also be subject to non-disciplinary responses such as required counseling, drug testing or other restorative justice interventions. Prefects, peer leaders or class officers who violate major school rules may be asked to resign from the positions of leadership.

It is important that students know that the outcomes of disciplinary violations may be shared with the faculty.

GENERAL WARNING

Students may be placed on General Warning for a variety of infractions. General Warning status is a formal written warning for an infraction (or accumulation of infractions) that do not yet warrant the more serious General Probation status. General Warning serves as a notice to the student that



continued violations of school rules may result in more serious discipline. General Warning may also be used when a student is no longer on General Probation but continues to accumulate infractions for general school rules such as dress code, attendance or missed commitments. The decision to place a student on General Warning is at the sole discretion of the assistant head of school for student and community life, associate head of school or head of school. Behavior that might lead to General Warning may include, but is not limited to, first offense of Academic Integrity Policy, an accumulation of demerits, failure to leave a room where drugs or alcohol are present, repeated disruptive or inappropriate behavior in the dorm or classroom, noncompliance with a faculty member's instructions.

GENERAL PROBATION

General Probation is a disciplinary response issued to a student for an infraction of serious misconduct, such as a first-time violation of a major school rule. General Probation can also result from a student's violation of a school rule while on General Warning. The decision to place a student on General Probation is at the sole discretion of the assistant head of school for student and community life, associate head of school or head of school, and will be communicated to the student and his parents/guardian(s) in writing. General Probation typically lasts for a period of two years from the date of the disciplinary response.

In keeping with the School's belief that students should have an opportunity to learn from their mistakes, while also adhering to restorative practices, a student placed on General Probation may be eligible to have his status reduced to General Warning. As part of the student's restorative justice meeting, the disciplinary status review process will be explained and outlined for the student. To be eligible to have one's status reduced to General Warning after a designated period of time, it will be incumbent upon the student to outline and follow through on the designated steps intended to demonstrate genuine growth, learning, and restoration. The boy's advisor and form dean will play a role in the review process with the final decision resting with the assistant head of school for student and community life and head of school.

A student who violates a major school rule while on General Probation, or otherwise engages in serious misconduct during this time, should expect to be dismissed from the School.

SUSPENSION/RESTRICTION

For serious offenses or chronic repeated violations of school rules, the assistant head of school for student and community life, associate head of school, or head of school may place a student on restriction or suspension for a specified period of time. If a student is restricted or suspended, he and his parents/guardian(s) will be formally notified of the restriction or suspension in writing, and when appropriate, he will be expected to leave campus and not participate in any school events



during that time. Any student who is restricted or suspended can expect to be placed on General Probation.

During any period of suspension, the student will be responsible for completing his assignments and making up any work missed during his suspension. Upon his return to school or at the conclusion of his restriction, the student and his parents/guardian(s) may be required to meet with his form dean, assistant head of school for student and community life or advisor to discuss his return to school. Should a student commit another offense after being restricted or suspended, the School will consider his prior disciplinary record in making decisions about future disciplinary consequences.

At the discretion of the assistant head of school for student and community life or the head of school, a student who has been assigned an off-campus suspension during the academic period leading into the final assessments of a trimester, may be assessed a three day in-school restriction as a substitute for the off-campus suspension.

DISMISSAL

In the case of serious violations, such as a significant violation of a major school rule, or a violation of a major school rule while on General Probation, the head of school, may, at his sole discretion, dismiss a student from Salisbury School. In making such a decision, the head of school will typically uphold the recommendation of the assistant head of school for student and community life though reserves the right to deviate from such recommendation if there are exceptional circumstances.

There is never a guarantee that General Probation, rather than dismissal, will be the consequence for a violation of a major school rule or other serious offense, particularly if the offense is one that has a detrimental impact on others, violates the law, or demonstrates a continual and egregious disregard for school rules and policies. Thus, students are advised to consider that a first offense could well result in dismissal. A student who has been dismissed from the School may not return to campus without the specific permission of the head of school.

FAILURE TO THRIVE

At times, despite the very best efforts of families and the School, a student at Salisbury may fail to thrive. Circumstances may include students who are continually unhappy, upset or emotionally negative; who regularly miss or are late to school obligations; who persistently fail to complete work or meet the reasonable expectations of being a Salisbury student; or who generally do not make the effort to be a positive contributing member of our community. These students risk being required to leave the School. This is usually a disciplinary action but may be an educational one that conveys that the School and the student are not a good match.



DEAN'S LEAVE

There may be occasions when the School may require a student to be placed on Dean's Leave while a disciplinary or other investigation is ongoing, or for other reasons related to health, student well-being or the need to avoid disruption to the School. A Dean's Leave is considered to be a non-disciplinary leave and does not reflect any conclusion by the School that any misconduct has occurred. In the event a student is placed on Dean's Leave, the School will work with the student and his teachers and family to support the student's continued education to the extent possible.

REPORTING DISCIPLINARY VIOLATIONS

As a policy, Salisbury School does not generally affirmatively notify another educational institution, such as a college or other school to which a student may apply, if a student is disciplined by the School. However, as part of the college application process, post-secondary institutions typically ask students to report any misconduct which resulted in probation, suspension or dismissal from a current or prior school.

Additionally, most colleges also require students to report any discipline of this nature that occurs following the application process. Other educational institutions such as secondary schools may have similar requirements. Salisbury School expects that its students will provide each educational institution with truthful responses to any disciplinary questions in connection with an application. In order to support our students in truthful communication with colleges, our college counselors will work closely with the student during this process. Students must be aware that if the School receives an inquiry regarding discipline, the School will attest to the accuracy of the student's application responses and will truthfully disclose the nature of the incident and the disciplinary consequence.

If a student voluntarily withdraws from the School at any time, for any reason, the student's transcript will reflect that the student has withdrawn and will include the date of withdrawal. If a student is dismissed from the School for a disciplinary violation, the student's transcript will state "Mandatory Withdrawal" and will include the date.

A student will not be permitted to voluntarily withdraw from the School following a final decision from the head of school or his designee regarding any disciplinary violation. As a result, in a situation where a student is facing discipline which may result in dismissal from the School, the student will have 24 hours to voluntarily withdraw once he has been notified that the assistant head of school for student and community life has made a recommendation to the head of school (or designee).



COOPERATION IN THE DISCIPLINE PROCESS/COMPLAINTS PROCESS

The School expects all students involved in a disciplinary investigation, including witnesses or anyone being asked to share information, to be cooperative, honest and truthful. Failure to cooperate or providing false information is a serious offense and will result in discipline. In addition, because certain allegations, such as those involving allegations of discrimination, harassment, hazing, or bullying, are serious and can be damaging to an accused person's reputation, any person who knowingly, maliciously or recklessly makes a false complaint or retaliates against anyone making a good faith report of misconduct, will be subject to severe discipline.

ANONYMOUS INCIDENT REPORTING

Salisbury School is committed to providing a safe and secure environment for all members of our community. If any student is aware of behavior or conditions that may threaten themselves or others, or is aware of activities that he considers to be illegal or dishonest, these concerns should immediately be brought to the attention of the School's administration.

If a student feels that his voice has not been heard adequately or if one wishes to remain anonymous when reporting an issue, the School provides a mechanism to direct such concerns to the most senior administrators and to the Board of Trustees.

Should you wish to share your concerns anonymously, please use the Incident Reporting page in your student portal. All submissions are confidential and will be investigated thoroughly. However, the expectation is that all reports are submitted in good faith. No disciplinary action will be taken based solely on an anonymous report. Improper or irresponsible use of the portal may result in a disciplinary response.

INFORMAL AND OTHER NON -DISCIPLINARY RESPONSES: LOSS OF WEEKEND PRIVILEGES/RESTRICTED TO CAMPUS

The breaking of a school rule may warrant another sort of response, one which requires a student to remain on campus for a certain period of time. The rule at Salisbury School about losing weekend privileges or being restricted to the campus means that, unless a student is involved in a school - sponsored activity (e.g., a class field trip or an athletic contest) he would not be allowed to leave the campus.

RIGHT TO SEARCH

In a situation where the School has reason to believe that a student has violated a school rule, including reasonable suspicion that a student may be in possession of any stolen, illegal, suspicious or dangerous substance or item, the School reserves the right to search a student's dormitory room,



vehicle, or other belongings including electronic equipment and cell phones and take appropriate disciplinary action, up to and including suspension and/or dismissal from school. Any student who refuses to cooperate with a request to search, including refusing to provide a password or access to electronic devices, will be subject to discipline.



GENERAL POLICIES & SCHOOL RULES

BELIN LODGE

Belin Lodge is the student center, built in memory of Alan d'Andelot Belin '65. It houses the snack bar, large-screen televisions, billiard and ping-pong tables, and other recreational offerings. All snack bar purchases are made with the student's debit card.

CAMPING, USE OF THE WOODS AND FIRES

The woods constitute a large and important part of the Salisbury School campus. School rules apply to all activities that take place in these woods. While students are encouraged to utilize the woods during daylight hours, students are prohibited from building or constructing any fort, lean-to, shelter, etc. without direct permission from the Deans' Office. A particular reminder must be made about the rule that pertains to fire: the lighting of fires on school property— except when students are under the direct supervision of a faculty member—is strictly forbidden.

The woods are off-limits after dark.

Camping on-campus during the school year is not permitted unless students are accompanied by a Salisbury faculty member and all necessary permissions have been received and approved. Students who are interested in camping without supervision must submit a leave request and travel off-campus to camp.

COMMUNICATION WITH PARENTS/GUARDIAN(S)

The School believes in the importance of developing an effective partnership with families to support students during their academic tenure at the school. To help foster such collaboration, Salisbury routinely communicates with parents and/or guardian(s) regarding student progress and may, at times, require specific permission of a parent/guardian(s) in connection with certain school events (e.g. off campus trips, activities etc.). For this reason, even though a student may turn 18 while enrolled at Salisbury, the School will continue to maintain regular communication with his parents/guardian(s) and will expect the same degree of parent/guardian(s) involvement for all students, regardless of age, in all aspects of the School's program. By remaining at the School following his 18th birthday, a student agrees to abide by all school rules and understands that the School may continue to discuss or share school information with his parents/guardian(s) to the same extent as if he were a minor, including information related to academics, enrollment, attendance, discipline and health matters.



COMPUTER NETWORK BEHAVIOR and SALISBURY SCHOOL SARUMNET ACCEPTABLE USE POLICY

Students using the School's computer network or facilities are as responsible for their actions and behavior involving the computer as they are in a classroom or around campus.

The School's network is primarily intended to allow members of the community to conduct research and to communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Access will be denied to those who do not act appropriately.

Along with access to computers and people all over the world comes the possibility of accessing resources which are not appropriate to an academic setting. However, on a global network it is impossible to control all materials. Each user is expected to exercise considerable self-restraint; possession of materials which would be deemed offensive in print are equally offensive in electronic form and will be dealt with by the School as such.

Network storage belongs to the School, not to individual users. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system appropriately. Therefore, users should expect that files stored on School servers may be viewed by others. All e-mail messages are, by the nature of the Internet, public; therefore, they must be constructed in such a way that it does not matter who reads them.

Those found using the network in an improper or unacceptable manner, as deemed by the school community, may lose account privileges and are also subject to other school disciplinary responses.

Please see the Acceptable Use of Technology Policy on page 62 for a complete understanding of the expectations surrounding network behavior. It is subject to review and revision at any time.

DEBIT CARDS

The School uses a debit card system for all Armory, Belin snack bar, standardized testing, vacation transportation and incidental charges. It is the responsibility of the student and his parents/guardian(s) to ensure that adequate funds are available in his account to purchase any goods or services. Parents/guardian(s) receive a detailed monthly statement which itemizes student expenses and indicates the remaining balance in his account. The School does not loan funds to students under any circumstances. Please contact the Business Office for further details.



DORMITORY CURFEW

Students are prohibited from being out of the dorm without permission from the dormitory faculty after curfew. Leaving the dormitory between 10:15 p.m. on Sundays through Friday and 11:00 p.m. on Saturdays (11:15 p.m. the nights of home dances) and sunrise is forbidden. If there is a compelling need to leave the dormitory, permission must be received in person from the resident dormitory faculty.

FOOD DELIVERIES

- At no time are delivery people allowed to enter the dormitories.
- When the delivery driver arrives outside the student's dorm, the driver will call or text the student.
- AFTER the driver connects with the student, the driver will get out of the vehicle and place the food items on the designated table outside of the dorm and immediately return to the vehicle.
- The student will come outside of the dorm to retrieve his order.
- All payments must be made electronically (credit, debit, Venmo, etc.). No cash purchases are permitted.
- All deliveries must be made before 10:00 p.m., except on Saturday nights when the latest time is 11:00 p.m.
- Deliveries may not be made between 7:00-9:00 p.m., Sunday – Friday

THE FALLS

The Falls in Falls Village are off limits. Students are prohibited from visiting The Falls unless accompanied by a Salisbury School faculty member. Swimming and jumping into the water are always prohibited.

GAMBLING

Gambling is not consistent with our commitment to promoting a safe and healthy learning and social environment for our students. As a result, gambling or betting of any kind is strictly prohibited on school grounds and during any school-sponsored events or activities. This includes, but is not limited to, betting on sports, card games, fantasy sports, and online or virtual gambling platforms such as FanDuel, DraftKings, or similar services.



Students may not engage in gambling or betting for money or items of value. This policy applies to all forms of gambling, including the use of personal devices, school technology, or social media platforms.

GUESTS AND VISITORS

The guidelines for girls visiting the campus are as follows:

- The School allows students to host female guests in Belin Lodge, the main floor of the Main Building, the Dining Room, or the Flood Athletic Center during school-sponsored events.
- Students hosting an unaccompanied visitor to campus must introduce their guest to a faculty member once they arrive on campus.
- When a student is visited in his dorm by a female relative, he must first introduce her to the faculty member on duty.
- When a student wishes to bring his parents or guardian(s) into the dormitory, he is not required to introduce them to the resident dormitory faculty.

HITCHHIKING

Hitchhiking is forbidden.

LAKES, RIVERS, AND PONDS

Swimming at the lake, in rivers or neighboring ponds is prohibited. Boating, skating, sailing, kayaking or canoeing is permitted only under the direct supervision of an adult. Fishing is permitted on school property and public land. Proper licensing is required. Students are prohibited from walking, jogging, or cycling on Route 44 unless accompanied by a faculty member.

MEALS

The School encourages proper nutrition and has worked diligently with the food service to provide healthy, varied and balanced meals. Students are expected to conduct themselves in a respectful, courteous fashion at all times in the Dining Room; in addition, they are expected to clean up after themselves. The School also feels eating together formally and regularly contributes to a valuable sense of community.

Unless they have been excused by a form dean, the advisor or the nurse on duty in the Health Center, students are required to attend all formal, “sit-down” meals in the Dining Room. Students are assigned to tables at “sit-down” meals.



- When a faculty member is not present at the table, one of the sixth formers assigned to that table will preside at the meal. The faculty member (or the sixth former) will serve the meal, assign waiting duties, and request other students to make trips to the kitchen.
- Students are not to serve themselves at the soup bar, the salad bar, the sandwich bar or the beverage stations until after Grace has been said.
- Waiters are not to enter the kitchen until after Grace has been said. Waiters should present all food to the head of the table, who then serves the meal.
- No one should begin eating until everyone has been served and the head of the table starts the meal.

MOTOR VEHICLES

- Boarding students are not permitted to have cars on campus unless granted permission by the Deans' Office.
- The assistant head of school for student and community life may grant permission for a vehicle on campus under special circumstances. In such an instance, the student will coordinate with the form dean. All student vehicles on campus must be registered with the Deans' Office and with Campus Safety.
- Day students with permission to drive to and from school each day must stay on campus until their last commitment of the day.
- Day students may not leave and return on the same day without permission from the assistant head of school for student and community life or a form dean. Students who violate the rules will forfeit the privilege of driving to campus.
- A day student may ride with another day student if they both obtain permission in writing from their parents/guardian(s). This permission will be kept on file in the Deans' Office.
- Any student permitted to have a vehicle on campus must strictly adhere to the policies and expectations outlined by the School. This includes, and is not limited to, parking the vehicle in the proper location and immediately returning the car keys to the Deans' Office when arriving on campus.
- Should a student arrive on campus without the completion of all required paperwork and permissions, the student will forfeit the opportunity to have a car on campus.
- Student vehicles may only be used for the intended purpose of the initial request. Having permission to have a vehicle on campus does not allow a student to use it for anything other than the intended purpose.
- A written warning will be issued for the first violation of any policy or expectation. A second violation will result in the loss of vehicle privileges on campus.
- Salisbury School reserves the right to search the vehicle of any student, day or boarding, that is on the School's campus.



NONCOMPLIANCE

Salisbury students are expected to comply with any reasonable request or directive from a faculty or staff member. Such a request might include, but is not limited to, a student being asked to clean a common room or to leave a certain area immediately. If a student deems a request unreasonable, he should inform his advisor or form dean.

OFF-LIMITS AREAS

Students are expected to respect those areas on campus where they should not enter without specific permission—including faculty residences and offices, the Business Office, the Mailroom, the Development Office, the Kitchen, storerooms, and, obviously, all locked rooms. The woods are off-limits after dark.

PHYSICAL CONTACT/PERSONAL CONFLICT

Students should not use physical contact to resolve personal conflict. Intentional or egregious physical altercations may be considered a major school rule violation

PRANKS AND PRANKING

Salisbury does not tolerate pranks or pranking of any kind (physical, emotional, digital, virtual, etc.), in any location or at any time of day. Such behavior, whether intended or not, interferes with the living and learning environment of our students and has the potential to present danger to community members as well as school property. Students who are found to be engaging in such activities will face a disciplinary response, up to and including detention, disciplinary status, suspension, dismissal, or a combination of these consequences.

PROPERTY DAMAGE

A student who incidentally or accidentally damages or defaces school property or another person's property is subject to disciplinary action; he will also be held financially responsible for all repairs and replacement. The School reserves the right to hold all academic records until this financial obligation is fulfilled. Intentional or egregious damage to property may be considered a major school rule violation. In residence halls, for unclaimed damages in common areas (i.e. common room, bathrooms, hallways, stairways, laundry rooms and storage areas etc.), the financial responsibility will fall equally on all members of the residence.



RIDE SHARING

Salisbury School discourages the use of Uber and other similar ride sharing services. We advise parents/guardian(s) to check the terms of agreement for those services before arranging rides or permitting your child to use such services.

ROUTE 44

Students crossing Route 44 in order to gain access to the athletic facilities, or faculty homes must cross only at the designated crosswalk at the main entrance to the School. Students are prohibited from walking, jogging, or cycling on Route 44 unless accompanied by a faculty member.

SALES AND RAFFLES

Permission to schedule or sponsor any raffles, sales, (e.g., souvenirs, equipment, clothing, etc.) or other business ventures must be granted by the Assistant head of school for student and community life Student and Community Life or a form dean.

SCHOOL COMMITMENTS

Students are expected to meet all school commitments with punctuality and proper preparation. For responses to missed commitments, see the section on “Commitment Attendance Policy” on page 41.

SCHOOL MEETING

Unless otherwise noted, students are expected to attend the regularly scheduled school meetings on Wednesday and Saturday mornings, as well as special events. Weather and circumstances permitting, these meetings will be held on the Senior Steps in the Quad; otherwise, school meetings are held in the Miles P. Seifert Theater.

STUDY HOURS

Students are expected to work quietly in their rooms, or in a faculty-approved location, during Study Hours. Interdorm visits during Study Hours or Quiet Time require permission from dorm parents.

- Monday, Wednesday, Thursday and Sunday:

7:30 – 9:00 p.m. (Study Hours)



- Tuesday and Friday:
7:30 – 8:30 p.m. (Study Hours)
8:30 – 9:00 p.m. (Quiet Time in the dorms)

During study hours, students may sign out to the Library or other approved locations after speaking in person with their dorm parent and having followed the proper sign-out procedure.

TOBACCO, NICOTINE, AND SMOKING PRODUCTS

Recognizing that smoking and/or the use of electronic cigarettes, vaping devices and chewing tobacco is both a health and educational issue, Connecticut State law and Salisbury School policy prohibit the use of tobacco and/or nicotine products on campus. The use or possession of tobacco or nicotine products, including e-cigarettes and vaping devices, by students, regardless of their age, is prohibited at all times while under school jurisdiction.

Failure to comply with this rule will result in the following action:

1st Offense:

- Student will serve a Sunday detention.
- Student will be required to meet with the director of Health Services or medical director for further evaluation.
- Student will be required to complete a nicotine education course.
- Fees associated with the nicotine course and any nicotine-related evaluation or treatment are the responsibility of the student/family.

2nd Offense:

- Student will be restricted to campus for two (2) weekends and serve two (2) Sunday detentions.

3rd Offense:

- Student should expect to be suspended from school.
- Further violations of this rule may result in an additional response at the discretion of the Deans' Office.
- Students who are addicted to tobacco/nicotine and who wish to quit may seek assistance through the School's Health Services Center or a form dean.



VIDEO GAMES

Currently, video games are only permitted during nonacademic parts of the school day. We strongly encourage parents to refrain from sending video game consoles until after their son has firmly established himself academically, socially and emotionally.

The form dean, dorm parents, and advisor reserve the right to remove a student's gaming system from his room if they feel that the gaming system is being used at inappropriate times or if it is interfering with the student's, or his roommate's, academic and social well-being.

CELL PHONES AND ELECTRONIC DEVICES

As a school, we understand the importance of electronic devices as a means for people to connect and be social, in addition to recognizing that such devices can be valuable academic tools when used properly. At Salisbury, our goal is for community members to use electronic devices in a respectful, courteous, balanced, and appropriate manner. There are locations and situations in which the use of electronic devices (e.g. laptops, smart phones, tablets, earphones and headphones) undermines direct interpersonal communications, the sort that we strive to promote on the Hilltop. Additionally, there are situations where the presence or use of electronic devices is inappropriate, disrespectful, rude, and even dangerous. Above all, electronic devices are to be used in a courteous manner, which means that their use should not negatively affect people in the vicinity of the user. To maintain an appropriate academic atmosphere, to promote direct conversations and connection, as well as to foster courteous interactions and a sense of community, electronic devices, including earphones and headphones, are not to be visible and are not to be used in the following locations or situations:

- Chapel (except for scanning in for attendance through REACH)
- Dining Hall (unless granted permission from an advisor during sit-down meals)
- Miles P. Seifert Theatre (unless teacher permission is granted)
- In any academic setting (unless teacher permission is granted)
- When crossing Route 44
- During Tuesday or Sunday detention
- During Advisory (unless granted permission from the student's advisor)

A student can expect to have their phone confiscated if it is being used in a prohibited space as well as being issued a demerit if he violates this policy.

An exception is made for Community Safety Officers, the Dean on Duty, and the Nurse on Duty.

Electronic devices may be used in the following places:

- In or immediately next to dormitory buildings
- Belin student center
- FAC and other athletic facilities



- Outside with the exception of those areas previously noted
- Deans' Office (when students are making arrangements for weekend sign-outs, etc.)

In classrooms:

- Tablet computers and laptops may be used, with the teacher's permission, for notetaking, class-related research, and class-related assignments, but not for email, texting, or entertainment.
- Students are expected to place their mobile phones in the designated phone holder (phone sleeve, phone pocket, phone box, etc.).
- Mobile phones may not be used for phone calls, texting, or entertainment. Other uses of mobile phones require the teacher's permission.
- Earphones and headphones are not permitted in the classroom unless the teacher grants permission.

A student can expect to be issued a demerit if he violates the classroom policy. Repeat offenders may be required to hand their technology over to a faculty member or form dean.

In the Dining Hall:

Use of electronic devices in the Dining Hall can have a negative and inappropriate impact on the sense of community as well as the face-to-face conversations that occur when people gather for a meal. In order to foster and encourage community and interpersonal interaction, all electronic devices (cell phones, tablets, laptops, headphones, earbuds, etc.) are prohibited in the Dining Hall.

At no point are students permitted to use their mobile phones for phone calls while in the Dining Hall.

A student can expect to have their phone confiscated if he violates the Dining Hall policy as well as being issued a demerit.

An exception is made for Community Safety Officers, the Dean on Duty, and the Nurse on Duty.

In the Library:

The Phinney Library is a location where silent use of electronic devices is reasonable; therefore, electronic devices may be used, except for phone calls.

- Be sure that all sounds — including vibration buzzers— are off.

A student can expect to be issued a demerit if he violates this policy. Repeat offenders may be required to hand their technology over to a faculty member or form dean.

Cameras:

Cameras in mobile phones, tablets, and laptops may be used when and where other cameras are permitted, but they may not be used in areas where privacy may reasonably be expected such as



locker rooms, bathrooms, or dormitory rooms (in situations where camera use would be inappropriate). Cameras used in the context of an electronic meeting for academic classes or meetings are allowed within a dorm, classroom building, or other location. Cameras of any sort may only be used in classrooms with the teacher's permission.

DRESS CODE

Salisbury students are expected to be neat and clean in their appearance and to wear specified attire at all functions and meetings. The purpose of the dress code is to demonstrate respect for the School and encourage a commitment to the pursuit of learning in various environments and occasions. Dress code violations = 1 demerit.

School Dress: (for classes, sit-down meals, cafeteria lunches and Chapel services)

- Sport coat or blazer.
- Dress shirt and tie. Dress shirts must be tucked in.
- Turtlenecks are acceptable during the winter trimester.
- A second layer (ex: sweaters, quarter-zips) may be worn under a sport coat and over a button-down shirt and tie. A second layer should be free of all graphics and lettering, other than a small brand logo. A Salisbury-affiliated second layer is permitted.
- Hooded sweatshirts are not permitted
- Dress pants (no jeans, sweatpants, fatigues or sports pants).
- Bermuda length shorts may be worn in the spring trimester.
- All pants and Bermuda length shorts must be used with a belt or suspenders.
- Socks.
- Shoes that are clean and in good repair. Additionally, the shoes may not have any visible logos on either side. Shoes with a collapsable heel are not permitted.
- **Shoes with visible lining**, slippers, Crocs or open-toe footwear (sandals, slides, flip-flops, etc.) are not permitted. Also, athletic sneakers or running shoes are not permitted.
- Boots may be worn when the weather dictates.



Casual But Neat:

- Collared shirt. A second layer may be worn over a collared shirt.
- A second layer should be free of all graphics and lettering, other than a small brand logo. A Salisbury-affiliated second layer is permitted.
- Casual pants or Bermuda length shorts in good repair. (No athletic type attire: shorts, sweatpants or warm up pants).
- Footwear.

Casual: (for dinners and Sunday meals)

- A clean and neat appearance is expected
- Clean athletic attire is permitted - students are expected to shower and change after their athletic commitment prior to eating
- Footwear (no slippers)
- No sleeveless shirts
- No hats or head coverings
- No pajamas

Head gear and Hair:

- As part of good hygiene, a student's hair must be neat and clean.
- A student is expected to be clean-shaven every day. Facial hair is not permitted.
- Students are expected to remove their hats/head gear upon entering any academic building, Chapel, Theater, and the first level of Main, including all offices and the dining hall.

COMMITMENT AND ATTENDANCE POLICY

The quality of most activities at Salisbury School is largely dependent on full participation. Salisbury School uses a system of demerits in response to unexcused absences and when students fail to meet certain basic expectations or requirements. The Demerit values include but are not limited to the following:

Three (3) DEMERITS: Class Cut; Athletic Contest Cut; Chapel Cut; Detention Cut

Two (2) DEMERITS: Practice Cut; Assembly/All School Event Cut; Form Meeting Cut; SSH Cut; Tutoring Session Cut; School Meeting Cut; Sit-Down Meal Cut; Advisor Meeting Cut; Early Departure for Break/Vacation, SISO Violation (3rd offense)



One (1) DEMERIT: Class Late; Chapel Late; SSH Late; Athletic Commitment Late; Confiscated Cell Phone; Dress Code Violation; Technology Policy Violation, Room Cleanliness Violation, SISO Violation (1st & 2nd offense)

Failure to meet other obligations (e.g. turning in a required form, missing vacation shuttle, etc.) may also result in Demerits being assigned. The accumulation of Demerits through May 1 will be considered in determining a student's designation in the Rooming Lottery. Repeated or excessive accumulation of Demerits may be treated as a violation of a major school rule which may result in a disciplinary response.

Demerits are tallied each day. At the end of each trimester, Demerit totals are reset to zero. When appropriate, sanctions carry over to the next trimester. Demerit allocation for consecutive class cuts is at the discretion of the form dean.

WARNING – Six (6) Demerits Per Trimester

When a student reaches six (6) demerits, parents/guardian(s) will be notified by written communication that their son has started to accumulate a concerning number of demerits. Continued missed commitments, expectations, or requirements will result in an escalated response.

TIER I – 12–18 Demerits Per Trimester:

Students who reach Tier I Demerit status are required to attend Saturday Detention (7:30 – 8:15 a.m.) for two consecutive weekends. The student will also be required to meet with his form dean. A Tier I Demerit Letter will be sent home to parents/guardian(s).

TIER II – 19-25 Demerits Per Trimester:

Students who reach Tier II Demerit status are required to attend two Sunday Detentions (10:00 a.m. – 12:00 p.m.) which will begin after the completion of the Tier I Demerit requirements. The student will also be required to attend a meeting with his advisor and form dean. A Tier II Demerit Letter will be sent home to the parents/guardian(s).

As a means of additional support, counseling may be recommended.

TIER III – 26+ Demerits Per Trimester:

Students who reach Tier III Demerit status are required to meet with their advisor, form dean, and parents/guardian(s) to examine the problem and formulate an action plan. Students who reach this level should expect to be placed on General Warning for one calendar year.



As a means of additional support, a conversation with our school counselor will be required. Students who fail to meet obligations after reaching Tier III Demerit status may face a disciplinary response, up to and including dismissal.

Upon reaching Tier III, a student's demerit total will be reset to zero; however, the student remains accountable for future infractions. Demerits may continue to accumulate for the remainder of the trimester, and the student may progress through the tier system again if behavior does not improve.

If a student reaches Tier III a second time within the same trimester, he will be placed on General Probation for one calendar year and will be required to serve a three-day in-school restriction. This level of concern indicates a significant and ongoing lack of commitment to school responsibilities and expectations.

Reaching Tier III in consecutive trimesters will result in the student being placed on General Probation (if not already) and will require the student to serve a three-day in-school restriction. The student may also be subject to an Enrollment Review to assess his ability to remain a successful and contributing member of the Salisbury community.

Should a student reach Tier III in three (3) consecutive trimesters, he should expect to lose his place at the School. Also, should a student reach Tier III while already on General Probation for missing commitments (demerits), his place at the school may be in jeopardy as the student will be subject to an Enrollment Review to assess his ability to remain a successful and contributing member of the Salisbury community.

REPEATED FAILURE TO MEET OBLIGATIONS AND EXPECTATIONS

Students who repeatedly miss school commitments or display behavior that is disrespectful or unbecoming may face disciplinary action up to and including dismissal. When a student's general citizenship and demeanor fail to meet Salisbury School's expectations, a faculty review may result in a recommendation to the head of school or assistant head of school for student and community life for a disciplinary response, up to and including suspension or dismissal.



VACATIONS, TRAVEL PLANS, WEEKENDS AND SIGNING OUT

VACATIONS and TRAVEL PLANS

All travel arrangements should be made based on the times and dates indicated below. A student should leave school no earlier than the departure time indicated and return no later than the return time indicated. The School does not grant requests for students to take vacation trips which require absence from class or other school activities. Students whose parents/guardian(s) take them out of classes for such trips could receive zeroes for any work missed during the absence.

All students interested in participating in a varsity sport should be aware that they may be asked to depart from and return to campus at dates different than those indicated below because of practices and tournaments.

Required Departure from Campus Dates - Students are required to vacate the campus during the breaks listed below.

Thanksgiving:

Departure on Wednesday, Nov. 19 at 11:45 a.m. or after last commitment.

Return: Monday, Dec. 1 by 7:30 p.m.

Winter Break:

Departure on Wednesday, Dec. 17 at 11:45 a.m. or after last commitment.

Return: Wednesday, Jan. 7, 2026 by 7:30 p.m.

Spring Vacation:

Departure on Wednesday, Mar. 4, 2026 at 11:45 a.m. or after last commitment.

Return: Monday, Mar. 23, 2026 by 7:30 p.m.

End-of-Year Departure Dates:

Sixth Form: Friday, May 22, 2026 after Graduation

Third, Fourth, and Fifth Forms: Wednesday, May 27, 2026



WEEKENDS

A student may take a weekend once he has fulfilled his last school commitment and after following the proper weekend sign-out procedure. While the School strongly encourages students to remain on campus and participate in the various weekend activities, students are granted unlimited weekends unless this privilege is revoked by the Deans' Office or the advisor. Students should expect that approval of a weekend request will be impacted if the student is expected to serve a Saturday or Sunday detention. A weekend begins after the student's last commitment on Saturday and ends upon his return by 7:15 p.m. on Sunday when he checks in with his dorm parent. Students/families are asked to schedule college visits and routine medical appointments during school breaks or designated days off.

OFF-CAMPUS REQUESTS

Students wishing to go off campus must submit a request through REACH. This request must be submitted by Thursday at 1:00 p.m., prior to the weekend of departure. Upon completing the "Off Campus Request," an email notification will automatically be sent requesting confirmation and parental/guardian(s) permission. Final approval will not be granted until parental/guardian(s) permission is received.

DEAN'S WEEKENDS/WEEKDAYS

Occasionally a situation [e.g., funeral, college visit, wedding, graduation, etc.] arises that warrants a student missing a Saturday class or weekday classes. In the case of missing a Saturday class, a student would need to get permission from his form dean and take a Dean's Weekend. In the case of missing school commitments during the week, a student would need to get permission from his form dean and complete a Dean's Card. The School discourages this whenever possible, and requires the advance notification of the form dean, student advisor, dorm faculty and classroom teachers.

The School encourages families to schedule college visits during summer vacation, mid-trimester breaks, weekends that coincide with a "Designated Monday Off" and major school vacations. Students or parents who have any questions regarding college weekends should call the college advisor or the form dean.

Routine, follow-ups, vision or dental appointments and other non-emergency medical care must be scheduled so that students do not miss class.



PARENTAL/GUARDIAN(S) PERMISSION

A student must have specific parental/guardian(s) permission in order to take a weekend away from campus. Any student leaving campus without parental/guardian(s) permission will be subject to disciplinary action.

WEEKEND RETURN

Parents/guardian(s) and students are responsible for making travel plans that comply with the dates and times on the school calendar and the “Vacation and Travel Plans” on this page.

- All students are required to attend their last commitment before leaving campus.
- All students are required to return to campus by 7:00 p.m. to check in with their dorm parent unless the calendar indicates otherwise.
- If a student or parent/guardian(s) sees that a late return is unavoidable, he must contact the D.O.D. or his form dean to inform the School.
- deansoffice@salisburyschool.org or x5865
- Failure to follow proper weekend protocol may result in the issuing of one demerit

CAMPUS DEPARTURE / SIGNING OUT

Except when a student is leaving campus on a School sponsored trip (athletics, field trips, or weekend activities), each student must follow the proscribed procedure carefully. Failure to follow the outlined procedure will result in a disciplinary response from the Deans’ Office.

PROCEDURE

- Students must not be missing a Salisbury School commitment.
- A student is required to obtain faculty permission and sign out (using REACH) if the destination is within the Salisbury School boundaries. A student is considered to be on campus anytime he is in Salisbury, Lakeville, Canaan, or Sharon, CT, Millerton, NY, Sheffield, Egremont, and Great Barrington, MA when school is in session, even when accompanied by parents /guardian(s) or other relatives. Students are also considered to be on campus when they are traveling to and from School for vacation, and they are considered such until they reach their final vacation destination or home.



- Permission to travel outside of these boundaries must be secured from the parent/guardian(s), advisor and form dean. Students must submit a leave request using REACH. The student must indicate his destination, departure time and estimated time of return.
- No student may ride with any driver under the age of 21 unless he receives permission from the head of school, assistant head of school for student and community life, or a form dean. Parental/guardian(s) permission is also required for a student to drive with a driver under the age of 21. A parent/guardian(s) must communicate with the Deans' Office their knowledge of the transportation arrangements.

CAMPUS RETURN / SCANNING IN

- On Saturday nights, students should return to campus by dorm check-in at 11:00 p.m.
- On Sunday nights, students must return to campus by 7:15 p.m.
- On Monday through Friday, students must return to campus in time for study hall at 7:15 p.m.

IMPROPER SIGN-OUT/SIGN-IN

Being able to account for a student's location and travel plans whenever he is off campus is essential to ensuring his safety and well-being. With that, it is incumbent upon the student to make sure that he properly scans out/scans in whenever he is departing or returning to campus. Failure to scan out/scan in will result in the following response from the School:

- First offense – 1 demerit
- Second offense – 1 demerit
- Third Offense – 2 demerits and a Tuesday detention
- Fourth Offense – Loss of weekend privileges for two consecutive weekends
- Fifth Offense – Loss of weekend privileges for remainder of trimester
- Reset at the end of the trimester

INACCURATE LEAVE REQUESTS

If it is determined that a student leaves campus with an inaccurate leave request (out of bounds/in-bounds, age of driver, etc.), he should expect that he will lose weekend privileges. If the leave request is determined to be willfully inaccurate, the student may be found in violation of the Honor Code.



LEAVE OF ABSENCE

A leave of absence is identified as being excused from school for reasons other than illnesses, emergencies, medical appointments, etc. Such absences may occur in connection with family situations or unchangeable plans. Because such absences may seriously affect a student's academic standing or may cause an unreasonable hardship on the faculty, the School insists on the following:

- Parents/guardian(s) must notify the Deans' Office in writing at least one week in advance that a leave of absence is desired and what the dates of the absence will be. Forms for this purpose are available in the Deans' Office. Under no circumstances should a student be absent without prior notice for any reason other than illness or an emergency.
- If permission is given for such a leave, students should notify their teachers and arrange to make up missed work.
- If permission is not given for a leave, no work missed during an absence may be made up. Following approved leaves of absence, the initiative and effort necessary to keep up with missed work are entirely the responsibility of the student and family, not of the School.
- In the case of lengthy unexcused absences, students are subject to disciplinary action up to and including expulsion.

For more information, contact the appropriate dean:

Andrew Will, Assistant Head of School for Student and Community Life

860-435-5729

awill@salisburyschool.org

Ukashah Shabazz, Dean for the Class of 2029

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Brent Barbato '02, Dean for the Class of 2028

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Chris Phelps P'15, Dean for the Class of 2026

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Donna Benham P'22, Assistant to the Deans' Office

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DORMITORY LIFE

The central unit in a student's life at Salisbury is the group of students with whom he lives. Each dorm is under the supervision of one or more members of the faculty and assisted by sixth form prefects. Life in the dormitory is one of the more challenging, and thus rewarding, aspects of the boarding school environment. Courtesy, thoughtfulness, and respect are the essential requirements of dormitory behavior.

ATHLETIC EQUIPMENT

All athletic equipment required for ongoing sports is to be kept in gymnasium lockers. After all practices, students are to return to the gymnasium to change and shower. Athletic equipment which is kept in dormitories for recreational purposes must be stored appropriately and must not be used within the dormitory.

ATTACHING OBJECTS TO SURFACES

The attaching of decorations to walls or other surfaces in dormitory rooms must be done so as not to cause permanent damage to that surface. Nothing (tacks, nails, tape or other adhesives) that will leave a hole or mark of any kind may be used. In most rooms, a wooden molding strip is provided for tacking purposes. Tacks and tape may be put on this strip only. Special removable, double-sided tape will be available in The Armory. Repairs for damage deemed by the School to be beyond normal use will be billed to the student's account.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles and scooters may not be chained or left in stairways, doorways, stairwells, banisters or other locations on campus that may cause damage, hinder the flow of traffic into or out of buildings, or violate the town fire code laws. The Maintenance Department will remove bicycles/scooters from these areas. All members of the school community must wear helmets at all times.

Students are not permitted to have electric scooters or ebikes on campus. Students are prohibited from having motorized/electronic personal vehicles at Salisbury.

CHANGING IN ROOMING ASSIGNMENTS

Living with a roommate is an important part of the Salisbury experience. Learning to share space, communicate effectively, and build a trusting relationship all help to foster a strong Brotherhood. Navigating conflict and differences is a normal and healthy part of developing social skills and relationships. At times, students may feel that the differences or conflicts become so significant that



a change of roommate is desired. In these circumstances, the students are expected to work with their advisors, dorm parents, and form deans to resolve conflicts. In rare cases, a change may occur if other avenues for addressing the difficulties have been exhausted and if determined to be in the best interested of everyone involved. It is not appropriate to request a change in roommate based on a particular element of a student's identity, whether real or perceived, including but not limited to race, ethnicity, sexual orientation, nationality, language, religion, or other similar characteristics.

CLEANLINESS

According to standards set by dormitory faculty and the form deans, students are expected to keep their rooms neat and clean — including making the bed, picking up clothing and possessions, and emptying trash cans. Students are also expected to assist in maintaining cleanliness within the dormitory (hallway, bathrooms, stairwells and common rooms). Weekly dorm cleans will be conducted by the dorm head.

COMPUTERS/DATA NETWORK

The School's WIFI network is available throughout the dorms, all academic areas, public spaces and some exterior locations on campus. All members of the Salisbury community are granted equal access to the Internet and the campus network but are expected to adhere to the rules and the Acceptable Use Policy. The firewall blocks certain types of web traffic that the School has deemed inappropriate while also restricting or limiting access to certain video gaming and streaming sites during the academic day, study hall, and after 11:30 p.m. All student traffic to the internet from our network is logged. The log may be reviewed at the request of the Deans' Office.

DORMITORY CURFEW

Students are prohibited from being out of the dorm without permission from the dormitory faculty after curfew. Leaving the dormitory between 10:15 p.m. on Sundays through Friday and 11:00 p.m. on Saturdays (11:15 p.m. the nights of home dances) and sunrise is forbidden. If there is a compelling need to leave the dormitory, permission must be received in person from the resident dormitory faculty.

DORMITORY MAINTENANCE

Each student's room will be inspected and inventoried at the start of the school year. At the end of the year, the process will be repeated to ensure reasonable maintenance of the room and its furnishings. In addition, students can expect regular inspections by dorm parents, form deans and the director of buildings, grounds and safety. Each student will be held responsible for any damage



done to his room and will be accountable for necessary repairs or replacements. Students will be charged for any damage to rooms or school-provided furniture. A student charged for specific damage who denies responsibility is expected to have the student or parties involved report the damage to the resident dormitory faculty. For unclaimed damages in common areas (i.e. common room, bathrooms, hallways, stairways, laundry rooms and storage areas etc.), the financial responsibility will fall equally on all members of the residence.

ELECTRICAL APPLIANCES

The primary concern governing the use of electricity in school buildings is the prevention of fire. No heat-creating electrical appliance (including, but not limited to, toaster ovens, microwaves, toasters, hot pots, noodle cookers, rice cookers, sandwich makers, electric grills, kettles, coffee makers, hair dryers, air conditioners, humidifiers, dehumidifiers, etc.) is permitted in a dormitory room. One small box refrigerator (4.3 cubic feet) is permitted per room. No conventional extension cords are allowed. All power/extension cords must have a surge protector. Heavy duty, grounded extension cords may be purchased from the school store. No wiring is to be run under carpeting or taped over carpeting. Dorm faculty and the form dean may ask students to remove some electrical appliances if they feel that there exists a danger of overload or if there are too many electrical distractions for the student. Due to the recent removal of approval from Underwriters Laboratories, Halogen-style lamps in the dormitory are forbidden.

FIRE ESCAPES

The fire escapes in Spencer Hall, Payson and Langdon are off-limits to students except during fire drills or actual fires. They should never be used as access to and from buildings.

FIRE and FIRE DRILLS

The lighting of fires is prohibited on campus. Procedures for fire drills are posted in all dormitories.

FOOD DELIVERIES

- At no time are delivery people allowed to enter the dormitories.
- When the delivery driver arrives outside the student's dorm, the driver will call or text the student.
- AFTER the driver connects with the student, the driver will get out of the vehicle and place the food items on the designated table outside of the dorm and immediately return to the vehicle.



- The student will come outside of the dorm to retrieve his order.
- All payments must be made electronically (credit, debit, Venmo, etc.). No cash purchases are permitted.
- All deliveries must be made before 10:00 p.m., except on Saturday nights when the latest time is 11:00 p.m.
- Deliveries may not be made between 7:00-9:00 p.m., Sunday – Friday

LOCKS ON DOORS

The presence of locks on all dormitory doors requires that the student act with a certain degree of responsibility and respect. Unless accompanied by the resident of the dorm room, students may not enter another student’s room. Students should close their own doors when their room is vacant.

MONITORS

In an effort to reduce our school’s environmental footprint, we are allowing each student to bring one personal computer/monitor. In addition to the personal computer, each room may have one additional monitor.

ON-DORM HOURS

All students must be on-dorm Sunday through Friday by 10:15 p.m. There is a 10:15 p.m. check-in with a dorm parent.

Third form students turn in their cell phone and laptop to the dorm parent at the 10:15 p.m. check-in and must be in their own rooms by 10:30 p.m. Lights out for third form students is at 10:45 p.m. Residents of all other dorms must be in their own rooms by 11:00 p.m.

On Saturday night, students must be on-dorm at 11:00 p.m. On Saturday nights when the School is hosting a social event, on-dorm time is 11:15 p.m. Students returning from off campus social events after 11:00 p.m. are required to go directly to their dormitories. Being out of the dorm after curfew without permission from the student’s dorm faculty is a violation of a school rule that may result in a disciplinary response. On Saturday nights, all students must be in their own room by midnight (12:00 a.m.).

PETS

Students are not permitted to have pets (including, but not limited to, dogs, cats, fish, turtles, snakes, lizards, spiders, etc.) on campus or in their dorm rooms.



ROOMING LOTTERY POLICY

Room selection for returning students is determined through a lottery system, organized by form (grade level). Each student is placed into one of six tiers based on a point system that reflects their demerits, academic achievement, and disciplinary status. Students in each tier are then assigned a random lottery number, which determines the order of room selection.

Point System and Tier Assignment

Points are accumulated from the start of the school year until May 1. Points earned after May 1 will carry over to the next year's lottery, but only for rising Fourth and Fifth Form students.

Demerit Points

Students start each trimester with **zero demerits**. As they reach certain thresholds, points are added:

- 6 demerits (Warning Threshold): +1 point
- 12 demerits (Tier One): +3 points
- 18 demerits (Tier Two): +4 points
- 26 demerits (Tier Three): +6 points

Demerit total and points awarded are finalized on the last school day of each trimester. Once the trimester has been completed, a student is no longer eligible to contest demerits received during that trimester.

Disciplinary Status Points

Additional points may be added based on disciplinary status:

- General Warning: +5 points
- General Probation: +10 points

These points apply only in the trimester in which the student is placed on status.

Academic Achievement Deductions

Students can reduce their point total per trimester based on academic performance:

- High Honors: -1 point



Tier Breakdown (As of May 1)

Students in each form are placed into one of six tiers based on total points:

- Tier A: (-3)-0 points
- Tier B: 1-3 points
- Tier C: 4-10 points
- Tier D: 11-17 points
- Tier E: 18-24 points
- Tier F: 25+ points

Each student within a tier is assigned a random lottery number. Room selection begins with Tier A and proceeds in order through Tier F.

Room Selection Timeline

- **Rising Sixth Form Students (Seniors):** Choose rooms before leaving for summer.
- **Rising Fourth and Fifth Form Students:** Submit dorm preferences before leaving for summer. Room assignments are finalized before the new school year begins.

SAFETY / SAFE EGRESS

There must at all times be a direct, open passage from any beds in the room to the exit from the room. The acceptability of any arrangement will be determined by the dorm faculty and a form dean. Faculty members and students have the right and obligation to ask that any furnishing which compromises the safety or health of any member of the community be removed.

TAPESTRIES AND OTHER WALL DECORATIONS

State fire safety code requires that tapestries, curtains and similar furnishings be flame resistant. No such items will be allowed in student rooms until and unless complete documentation of the application of flame-resistant treatment is provided. State fire code also mandates that tapestries, posters and other pictures and wall hangings cover not more than twenty percent of the wall area of dormitory rooms.

They may not be used as curtains or hung from ceilings, pipes or fire control systems and may not cover any openings, electrical outlets, light switches or steam pipes. There must be no tapestry hung within a foot of either side of an electrical outlet from the ceiling to the floor. All tapestries must be flush to the wall and must tightly follow the contours of any corner that they extend beyond. All tapestries and posters must accord with Salisbury's commitment to treating all people with dignity



and respect. Any tapestry or poster that dehumanizes another person or group of people, promotes or represents divisive symbols, alcohol, tobacco or illegal drugs and substances, is sexually explicit or objectifying, violates any other school policy, or are otherwise inappropriate will not be permitted (e.g. confederate flag, symbols that imply bias, drug or alcohol paraphernalia, nudity).



DAY STUDENTS

Day students keep the same schedule of daily appointments and commitments as boarding students. While on campus, day students are bound by all school rules and regulations.

DAY STUDENT ROOM

Students are encouraged to use “The Glassroom” in the Phinny Library as well as the Tremaine Gallery which has been converted to a day student room.

HOURS

Day students are expected to arrive at school by 8:30 a.m. They are expected to stay until they have met their last commitment (or no later than dormitory check-in). If a day student needs to leave campus and return, he must get permission from either the assistant head of school for student and community life, form dean, or the day student faculty advisor.

MOTOR VEHICLES See page 34.

SCHOOL ABSENCE

Parents/guardian(s) must contact the Deans’ Office (860- 435- 5722) to request permission for a day student to miss any school obligation.

If the absence is due to illness or injury, parents/guardian(s) are asked to notify the Health Center via phone (860- 435-5748) or email (healthcenter@salisburyschool.org). Notification should be made before the start of the academic day (8:30 a.m.). Depending on the nature of the illness or injury, families may be required to provide documentation prior to the student’s return to campus.



OTHER IMPORTANT SCHOOL POLICIES

ANTI-HARASSMENT POLICY

It is the policy of Salisbury School to maintain a learning environment that is free from harassment or discrimination of any kind, whether on the basis of a person's race, color, sex, national origin, religion, disability, sexual orientation, or other characteristic protected by law. It is a violation of this policy for any student, faculty, employee, or other members of our school community to discriminate against or harass another individual, or to participate in any manner that tolerates discrimination or harassment. Such behavior creates a harmful school environment and may also be a violation of law. This includes the use of any derogatory jokes or comments; pejorative epithets; ethnic slurs; insults; intimidation, or any other verbal, non-verbal or physical behavior based on an individual's protected class which has the effect of creating an intimidating, hostile or offensive school environment. Any student who engages in sexual or other forms of protected class harassment may be subject to disciplinary action, up to dismissal from School.

Any student who feels that he has been subjected to discrimination or harassment, or who witnesses such behavior, should immediately bring the matter to the attention of a form dean, faculty member or other staff members. All complaints will be investigated in a timely manner by the form dean or assistant head of school for student and community life and remedial or disciplinary action taken where appropriate. Any complaints will be handled in a confidential manner, to the extent possible, while allowing the School to take appropriate action as may be needed to remedy any harassment or discrimination.

Retaliation against any individual who reports violations of this policy, or who witnesses or provides information during an investigation of such behavior, is expressly prohibited. Retaliation includes any form of intimidation, reprisal, or harassment and can be directed against a student who reports or against someone else and is subject to discipline.

Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, will also be protected from retaliation under this policy.

MANDATED REPORTING

It should also be noted that in certain instances, the School may be required to report inappropriate sexual activity to the Connecticut Department of Children and Families and the police. Such activity includes non-consensual conduct or cases where a substantial difference in age suggests abuse, coercion or exploitation, regardless of consent.



PARENT COMPORTMENT

The School believes that a constructive and positive working relationship between the School, its students, and their parents/guardian(s) is essential to the fulfillment of the School's mission. Therefore, Salisbury reserves the right to discontinue enrollment or to refuse to re-enroll any student if the School concludes that the actions by a parent/guardian(s) or by a student, including communications and other interactions with faculty or staff, interfere with the constructive and positive relationship or with Salisbury's ability to accomplish its educational goals.

SEXTING

Salisbury prohibits students from using technology devices (whether owned by the student or the School, and whether through the Salisbury School network or outside of the School's network, and whether used on or off campus) to send or knowingly possess any written messages or images that contain explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as sexting). Connecticut law prohibits possessing or disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

SEXUAL ACTIVITY AND ASSAULT

Sexual intimacy, while a normal and healthy aspect of adult life, is not permitted for students at Salisbury School even if consensual and may result in disciplinary consequences. If sexual activity or contact is nonconsensual, including offenses such as sexual harassment and assault, such conduct constitutes a violation of major school rules. Students should also be aware that some sexual activity may also subject them to legal consequences, regardless of consent, particularly in instances where there is a significant disparity in age (more than 3 years) or an inability to effectively provide consent. In some cases, the School may also be required by law to report instances of inappropriate sexual activity to the Connecticut's Department of Children and Families. Any student who feels he has been subjected to improper sexual contact by anyone should immediately let his advisor, dorm parent/guardian(s), member of the Health Center or other trusted faculty member know so that the School may provide supports and intervene as appropriate.

Sexual contact by a school employee with a student is prohibited by law. The School expressly prohibits any adult from engaging in any sexual advances, contact or romantic relationship with a student, regardless of the student's age or whether it happens on or off campus. Any student who



feels he has been subjected to unwanted sexual attention, or behavior that is inappropriate or of a sexual nature, including sexual assault, should report such concerns to:

Will Webb, Head of School x5701

Beth Hammond '21 (Hon.), P'20, Director of Health Services x5747

SEXUAL HARASSMENT

As with other forms of discrimination or harassment, Salisbury expressly prohibits any conduct or behavior that constitutes sexual harassment, whether by students, faculty, or others under the control of the school. Any student who engages in behavior in violation of this policy is subject to disciplinary action.

Sexual harassment is an expansive term that covers a wide range of behaviors. In the school setting, “sexual harassment” is defined as unwelcome conduct that is sexual in nature and denies or limits a student’s ability to participate in or benefit from a school’s education program or creates an intimidating, hostile or offensive environment that interferes with a student’s performance. Sexual harassment is not social or courting behavior. It is uninvited and unwanted and is best seen as an assertion of power.

Sexual harassment can be verbal, non-verbal or physical and may include, but is not limited to the following:

- sexual assault
- sexual advances
- requests for sexual favors
- inappropriate personal questions of sexual nature
- sexual remarks about a person’s clothing, body, sexual activity, or sexual orientation
- suggestive or lewd remarks, verbal abuse of sexual nature
- spreading sexual rumors
- public display or distribution of sexually explicit, offensive or demeaning photographs, printed material, videos or audio tapes
- touching of a sexual nature; and/or unnecessary touching in any form.

Any student who believes that the actions of another student, faculty or staff member or any other individual constitute sexual harassment or who has been subjected to any inappropriate misconduct, including serious offenses such as sexual assault, should report the incident immediately to:

Will Webb, Head of School x5701

Beth Hammond '21 (Hon.), P'20, Director of Health Services x5747



If a student is uncomfortable about discussing the matter with one of the individuals listed above, he may also talk to any faculty member or other professional staff member with whom he/she is comfortable talking. All reports will be investigated thoroughly and appropriate action, including formal discipline, will be imposed where appropriate. Confidentiality will be maintained to the extent possible, and any retaliation against anyone making a good faith report of harassment will not be tolerated.



POLICIES GOVERNING THE ACCEPTABLE USE OF TECHNOLOGY AT SALISBURY SCHOOL

SUPERVISION AND PERSONAL RESPONSIBILITY

Access to information technologies is integral to the educational mission and purpose of Salisbury School. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of our institution.

This policy provides expectations for the use of technology as it affects Salisbury School as an educational and social community. Salisbury School's computer network is provided for limited educational purposes, not as a public access service.

Due to the evolutionary nature of technology, students must realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of Salisbury School technology and keep in mind that our policies related to technology are not meant to supersede our other school policies but, rather, to complement them. Although Salisbury School provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events. Our policies address the appropriate use of both technologies provided by the School and personally owned technological devices. Please read the policies below before using our network and computers, because by using our infrastructure you agree to be bound by the terms, conditions, and regulations below.

TECHNOLOGY AS A PRIVILEGE

The use of either Salisbury School's or personally owned technology on school property or at school events is a privilege, not a right. This privilege comes with personal responsibilities. If you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

Salisbury School provides sufficient information technology resources for each student for regular academic pursuits. If a particular research project requires additional resources, the Information Technology Department works with students on a case-by-case basis to provide additional resources.

At any time throughout the school year, a parent/guardian(s) can withdraw their permission for their child to use technology. This means that a parent/guardian(s) can revoke their child's access to school technologies for specific purposes. A parent/guardian(s) can also revoke their child's access to certain technology, including personally owned devices, while at school and school functions.



PRIVACY

Salisbury School reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. As such, students must understand that they should have no expectation of privacy in any electronic communications or behaviors in which they engage. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at Salisbury School.

All e-mails and messages sent through the School's network or accessed on a school computer can be inspected. Any files saved onto a Salisbury School computer can also be inspected. The School also has the right to take possession of and search any personally owned electronic equipment of a student when violations of school rules or policies are suspected or are being investigated. Students have a limited expectation of privacy when using their technology on school property or at school events, as long as a student's activity neither violates policy or law nor compromises the safety and well-being of the school community.

FILTERING

Salisbury School adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered. The School cannot monitor every activity but retains the right to monitor activities that utilize school-owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content, including pornography.

RIGHT TO UPDATE

Since technology is continually evolving, Salisbury School reserves the right to change, update and edit its technology policies at any time to continually protect the safety and wellbeing of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.

TERMINATION OF ACCOUNTS AND ACCESS

Upon graduation or other termination of your official status as a student at Salisbury School, you will no longer have access to the school network, files stored on the school network, or your school-provided e-mail account. Before graduation, we recommend saving all personal data stored on school technology to a removable hard drive and setting up an alternative e-mail account. Upon



graduation, we will leave your e-mail account active and available until July 1 of your graduation year.

DEFINITIONS AND TERMS

- Bandwidth is a measure of the amount of data that can be transmitted in a fixed amount of time.
- Cyberbullying is when someone sends derogatory or threatening messages and/or images through a technological medium to ridicule or demean another. Cyberbullying also takes place when someone purposefully excludes someone else online. For example, a group of students creates a group on Facebook that many would like to join, but the student creators purposefully exclude one individual or certain individuals and do not let them join their group. Cyberbullying also takes place when someone creates a fake account or Web site criticizing or making fun of another. Further discussion of cyberbullying takes place on page 18 of this handbook in conjunction with the Discrimination, Harassment, Hazing, and Bullying Policies.
- The Internet connects millions of computers globally, forming a network in which any computer can communicate with any other computer as long as they are both connected to the Internet.

Salisbury School's network is defined as our computers and electronic devices – such as printers, fax machines, scanners, etc. – that are connected for communication and data sharing.

Under this policy, technology is a comprehensive term including, but not limited to, all computers, projectors, televisions, DVD players, stereo or sound systems, digital media players, gaming consoles, gaming devices, cell phones, personal digital assistants, calculators, scanners, printers, cameras, external and/or portable hard drives, modems, Ethernet cables, servers, wireless cards, routers, and the Internet. School technology refers to all technology owned and/or operated by the School.

With regards to this policy, "user" is an inclusive term meaning anyone who utilizes or attempts to utilize, whether by hardware and/or software, technology owned by the School. This includes students, faculty members, staff members, parents,/guardian(s) and any visitors to the campus.

With regards to this policy, a personally owned device refers to anyone who utilizes their technology on property owned or controlled by the School or at a school-sponsored event.

PDA stands for "personal digital assistant," which is an electronic device that provides some of the functions of a computer, a cell phone, a music player, and a camera.



ACCEPTABLE USES

USER ORIENTATION

All students and faculty/staff members must take a class about acceptable and unacceptable behaviors related to technology at the start of every school year. This course is required before a student or faculty/staff member can utilize any school technology.

PURPOSES AND USE EXPECTATIONS FOR TECHNOLOGY

Students may utilize school technologies for some recreational uses, keeping in mind that school technology resources are both shared and finite. These resources include but are not limited to, disk space, bandwidth, CPU time and effort, printers, faxes, software, and workstations.

Allowable recreational uses of school technology include the following: playing appropriate and non-offensive games; conducting non-school-related research; communicating with friends and/or family members; using voice over Internet technologies; updating profiles or accounts on social networking Web sites; viewing pictures or video; and engaging in similar activities that do not otherwise violate school policy. If your recreational use interferes with another's educational use, you will be asked to refrain from your activity or engage in your activity during a specified time.

PERSONAL RESPONSIBILITY

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by Salisbury School to its students. When a student is unsure of the permissibility of a particular use of technology, he bears the burden of responsibility to inquire with the IT Department or other school administrators before engaging in that particular use.

SCHOOL-PROVIDED TECHNOLOGY RESOURCES

Network storage is a finite school resource, and we expect students to be respectful of other users and limit the amount of space and memory taken up on school computers and the school network. Students are given access to Microsoft OneDrive for saving and storing school-related work. The School highly encourages students to take advantage of this resource to prevent the loss of important school work.

All students are provided with a Salisbury School e-mail account. All e-mails sent from this account are representative of the School. Students must keep in mind school policies regarding appropriate



language use, bullying, stalking, and other policies and laws. Student e-mail accounts are subject to monitoring and have limited privacy. Students should not be sharing resources such as bandwidth and server space with others and must limit the downloading of large files, which utilize finite resources. Abusing these resources can result in the loss of this privilege. Please delete old e-mails, and save large attachments elsewhere to limit the amount of storage space your e-mail account is using. As previously noted, each student is provided with a finite amount of storage space.

Salisbury School has wireless Internet that is protected by a password. If you desire to connect your laptop or any electronic device to the Internet, you must contact a member of the IT Department. Unauthorized access is forbidden.

Salisbury School provides individual technology accounts for students to keep track of their technology use. Users must log off when they are finished using a school computer. Failing to log off may allow others to use your account, and students are responsible for any activity that occurs through their accounts.

UNACCEPTABLE USES OF TECHNOLOGY

CELL PHONES

Cell phones are permitted on campus, but they are only to be used following the rules as outlined in the Student Handbook.

RECORDING, VIDEO, AND PHOTOGRAPHY

Webcams are permitted on campus but should be used safely and appropriately. Unauthorized filming, recording, or taking pictures during any Salisbury School activity, whether live or recorded, is prohibited. Unauthorized filming, recording, or taking pictures of or during a class, in-person or via Zoom, is also prohibited. Additionally, no student is permitted to film, record or take pictures of a member of the school community without their consent. Unauthorized sharing or posting of video, pictures, or recordings, either from a student's computer or cell phone, on social media sites, or on the Internet is also prohibited.

SOCIAL NETWORKING AND WEBSITE USAGE

Students may access their profiles or accounts on social networking websites through the school's technology, but only after the academic day. Students may be asked to give up their computer if they are accessing a social networking website from a school-owned computer and if another student needs this computer for academic purposes.



Students may access their pictures or view others' pictures on photography-sharing websites such as Photo Bucket, Webshots, or Flickr, but these students may be asked to give up their computer if they are accessing a photography-sharing website from a school-owned computer and if another student needs this computer for schoolwork.

Students are not permitted to access from Salisbury School's technology any rating or dating websites including, but not limited to, Match.com, eHarmony, JDate, Black Planet, Hot or Not, RateMyTeacher.com, RateMyCoach.com, or JuicyCampus.com.

Do not access material that is discriminatory, offensive, profane, or obscene, including pornography and hate literature. Hate literature is anything written to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation or appearance (such as height, weight, and hair color).

SOCIAL MEDIA ACCOUNT CREATION POLICY

Salisbury recognizes the increasing importance of social media in communication and the potential benefits it offers for fostering a positive online presence. While we encourage students, faculty, and staff to engage responsibly in social media activities, it is imperative to uphold the reputation and integrity of our school. This policy outlines guidelines for creating and using social media accounts that bear the name and likeness of Salisbury School. The creation and management of such accounts must be conducted with care and in accordance with the following principles:

- No individual or group may create a social media account that uses the name, logo, or any other identifying elements of Salisbury School without explicit authorization from the Deans' Office and the Office of Communications
- Authorization requests should be submitted to the Deans' Office and the Office of Communications, outlining the purpose, content, and goals of the proposed social media account
- Any unauthorized social media accounts that claim affiliation with Salisbury School will be considered in violation of this policy
- Individuals or groups found to be in violation of this policy will be required to cease operations of the unauthorized account
- Any accounts bearing the Salisbury School name or logo must be managed under the supervision of a faculty member, and content must adhere to the School's code of conduct



- Individuals may use their personal social media accounts to express personal opinions, but they must make it clear that their views do not represent the official stance of Salisbury. Personal accounts must not use Salisbury School logos, trademarks, or other proprietary materials without authorization. This does not apply to images showing branded clothing; it specifically pertains to the unauthorized use of Salisbury School's branding or name for the account profile, name, and biography.

This policy is in place to protect the reputation of our school and to ensure that all communication aligns with our values. We appreciate your cooperation in adhering to these guidelines. For authorization requests or any questions related to this policy, please contact the Deans' Office or the Director of Communications.

COMMUNICATION VIA

Instant Messaging, E-mail, Posting, Blogs

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes but is not limited to, the following: sexting; obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the Salisbury School community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (as defined on page 19) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.

Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying, on or off campus, that is determined to substantially disrupt the safety and/or well-being of the School is subject to disciplinary action.

Do not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through e-mails, instant messages, or text messages.



INTELLECTUAL PROPERTY, ACADEMY HONESTY, PERSONAL INTEGRITY AND PLAGIARISM

Do not claim or imply that someone else's work, images, text, music, or video is your own. This is plagiarism and will not be tolerated. Plagiarism is also when you incorporate a piece of someone else's work into your own without giving that person appropriate credit. All students are expected to maintain academic honesty. Do not pretend to be someone else online or use someone else's identity without expressed permission from that person and/or his/ her parent/guardian(s) if he/she is a minor. Do not use, post, or make accessible to others any intellectual property of someone other than yourself, including, but not limited to, text, photographs, and video. This includes intellectual property that you were permitted to use personally but not publicly. This behavior violates School policy as well as state and federal laws.

A work or item is copyrighted when, among other issues, one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is when you violate copyright law and use or reproduce something without the authority to do so. Make sure to appropriately cite all materials used in your work. Do not utilize someone else's work without proper permission.

DATA AND GAMING DEVICES

Students are allowed to bring onto campus their iPods, MP3 players, CD players, DVD players, or other similar data-accessing devices. Students are not, however, allowed to utilize these devices during academic hours or in academic buildings.

Students may bring personal video game systems onto campus, but these devices may only be turned on and played during non-academic hours. Additionally, gaming is not allowed during supervised study hall hours in the evenings.

Students may play video games using the School's technology. If a student has been identified as using a large amount of the School's bandwidth or network space to play a video game, the student may be asked to delay his game if someone else needs the bandwidth to complete schoolwork.

Students may not use school-owned computers to play computer games. More information on the School's Video Game policy can be found on page 38.



DOWNLOADS AND FILE SHARING

Students may never download, add or install new programs, software, or hardware onto Salisbury School-owned computers. Downloading sound and video files onto school-owned computers is also prohibited. This prohibition applies even if the download is saved to a removable hard drive.

RESPECT FOR THE PRIVACY OF OTHERS AND PERSONAL SAFETY

Salisbury School is a community; as such, community members must respect the privacy of others. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Do not misrepresent or assume the identity of others. Do not re-post information that was sent to you privately without the permission of the person who sent you the information.

Do not post private information about another person. Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.

Do not voluntarily post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.

Salisbury School prides itself on its reputation for excellence; therefore, you may not use the School's name, logo, mascot, or other likeness or representation on a non-school Web site without expressed permission from our institution. This includes pictures of anyone wearing clothes with the school's name, crest, emblem, or logo.

This also includes listing Salisbury School's name or our employees on a social networking profile, a dating website profile, or a rating website such as RateMyTeacher.com or RateMyCoach.com.

COMPUTER SETTINGS AND COMPUTER LABS

- Students are only allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers with the expressed prior permission of the Technology Department. This includes deleting cookies and history and re-setting the time and/or date on a computer.
- Students are not permitted to alter, change, modify, repair, or reconfigure settings on their computer or other technology devices with the intent to hide unacceptable or illegal use of their devices. This includes deleting cookies and history and re-setting the time and/or date on the computer and spoofing MAC Addresses and/or other methods of masking a computer's identity to the network.



- Purposefully spreading or facilitating the spread of a computer virus or other harmful computer programs is prohibited.
- Food and drink are prohibited from school computer labs. Students may not eat or drink while using any school-owned computers or other technologies.
- Students may not circumvent any system security measures. The use of websites to tunnel around firewalls and to filter software is expressly prohibited. The use of websites to give the user anonymity is also prohibited. The use of websites, both domestic and international, to circumvent any school policy is prohibited.
- Students may not alter the settings on a computer in such a way that the virus protection software would be disabled.
- Students are not to try to guess passwords.
- Students may not simultaneously log in to more than one computer with one account.
- Students are not to access any secured files, resources, or administrative areas of the school network without expressed permission or the proper authority.

RESPONSE SECTION

Salisbury School's network and other administrators shall have broad authority to interpret and apply these policies.

Violators of our technology policies will be provided with notice and opportunity to be heard in the manner outlined in the School Handbook unless an issue is so severe that notice is either not possible or not prudent in the determination of the school administrators. Restrictions may be placed on violators' use of school technologies, and privileges related to technology use may be revoked entirely, pending any hearing to protect the safety and well-being of our community. At the School's discretion, violations may also be subject to discipline of other kinds.

Our school cooperates fully with local, state, and federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally-owned technological devices that are in violation or that are used in violation of school policies.

Salisbury School retains the right to suspend service, accounts, and access to data – including student files and any other stored data – without notice to the student, if it is deemed that a threat exists to the integrity of the school network or if the School has any other safety concern.



SCHOOL LIABILITY

Salisbury School cannot and does not guarantee that the functions and services provided by and through our technology will be problem-free. The School is not responsible for any damages students may suffer, including, but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or the quality of the information obtained through school technologies. Although Salisbury School filters content, the School is not responsible for students' exposure to "unacceptable" information, nor is the School responsible for misinformation. The School is not responsible for financial obligations arising from the use of school technologies.

GENERAL SAFETY AND SECURITY TIPS FOR THE USE OF TECHNOLOGY

Posting Online and Social Networking: Never post personal information about yourself online. Personal information includes your phone number, address, full name, siblings' names, and parent's/guardian(s)'s names. When creating an account on a social networking website, make sure to set your privacy settings so only your friends can view your pictures and your profile. Avoid accepting a friend you do not already know. If possible, set up your account so that you are notified of any postings on your wall or page. If possible, set up your account so that you have to approve all postings to your wall or page. If possible, set up your account to notify you when someone else has posted and tagged you in a picture. If you have a public profile, be careful about posting anything identifiable, such as a sports team uniform number or the name/location of a local park where you spend your free time.

Communications: Think before you send all forms of communication, including e-mails, IMs, and text messages. Once you send the data, it is not retrievable, and those who receive it may make it public or send it along to others, whether that had been your intention or not.

Strangers: Do not feel bad about ignoring instant messages or e-mails from unknown people. Save all contacts from known or unknown people who are repeatedly contacting or harassing you. These saved messages will help authorities track, locate and prosecute cyber-stalkers and cyber-bullies. If you have been speaking with a stranger online and make plans to meet the stranger in person, notify your parents or guardian(s) first.

Passwords: Do not share your passwords with your friends. When creating a password, do not make it anything obvious, such as your pet's name or your favorite sports team. Also, if possible, remember to include both letters and numbers in your password.

Downloads and Attachments: Do not open or run files on your computer from unknown or suspicious senders and sources. Many viruses and other undesirable consequences can result from opening these items.



Stay Current: Do protect your computer and devices by keeping antivirus and antispyware up to date. Keep your operating system and application software up to date. Turn off file-sharing as an option on your computer.

This policy was created from a Campus Outreach Services policy resource. For information on utilizing any language in this policy, please contact COS directly.



HEALTH

Salisbury School Health Services is committed to the health, safety, and well-being of the Hilltop community. Our comprehensive, holistic approach seeks to support each student's mind, body, and spirit. Our team of health professionals is equipped to provide on-campus care for acute injuries and illnesses and support for mental health challenges, as well as refer to and collaborate with off-campus specialists as needed.

HEALTH SERVICES STAFF:

Medical Director: Mark Marshall, DO, MA, FACP

Director of Health Services: Beth Hammond '21 (Hon.), P'20, MS, APRN-BC

Associate Director of Health Services: Lauren Trotter, MS, APRN-BC

Staff Nurse: Kathy Pennella, BS, RN

Staff Nurse: Josie Heacox, BS, RN

Staff Nurse: Roxy Hurlburt, BS, RN

Administrative Office Manager: Kathryn Congleton, MS

Consulting Counselor: Ruth Trudeau, LMFT, LADC

Consulting Psychiatrist: Randall Dwenger, MD

Head Athletic Trainer: Jason Pennella, MA, ATC

Assistant Athletic Trainer: Grady Congleton, MS, ATC, LAT, CES



HOURS OF OPERATION:

Monday—Friday 7:30 a.m.—9:30 p.m.

Saturday 8:00 a.m.—1:00 p.m.

Sunday 10:00 a.m.—1:00 p.m.

An on-call provider is available during times when the Health Center is closed. Students seeking medical care during these times are encouraged to communicate their needs to a faculty member, who will then contact the provider on duty.

Students with acute illnesses are seen in the clinic on a walk-in and/or appointment basis. Students wishing to be seen are encouraged to present to the Health Center before classes or during a free period. If the student's illness warrants absence from class or sports, he will be excused. Students who present to the Health Center after missing a commitment will not be retroactively excused.

REFERRAL TO OUTSIDE PROVIDERS

When indicated, students will be referred to outside providers for further evaluation and treatment. Appointment times and transportation to such care are arranged by the Health Center and in such a manner to provide the least disruption to the student's on-campus commitments. Faculty are not responsible for transporting students to such appointments. Charges related to transportation to/from off-campus appointments are the responsibility of the student/family and will be assessed to the student's Sarum account. In the event that a student's parent/guardian(s) makes arrangements for medical care, it is required that the Health Center be informed and that the student depart from and return to the Health Center before and after the appointment.

SURGERY OR HOSPITALIZATION

Whenever possible, elective surgeries should be scheduled at home over breaks. Students undergoing surgery while at school should be accompanied by their parent/guardian(s) and remain under their care until the student is able to safely return to classes and independently care for



himself in the dorm. Students may return no sooner than 24 hours after surgery. In the event of emergency or hospitalization, a member of the school community will accompany the student until the parent/guardian(s) arrives. Before returning to campus, students must be cleared by the Health Center.

MENTAL HEALTH SUPPORT SERVICES

Salisbury School is committed to supporting the mental health and emotional well-being of its students. To that end, the School provides access to confidential, on-campus counseling and psychiatric services while school is in session. These services are coordinated through the Health Center and are delivered by a contracted counselor and psychiatrist.

Students may seek support for a range of concerns, including emotional, behavioral, or adjustment issues, as well as crisis intervention. Referrals to the School's consulting counselor may be made by the student, a parent/guardian, School personnel, or a member of the Health Services staff. While parental notification is encouraged, it is not required for a student to access these services.

The initial consultation with the counselor is provided at no cost to the student through the School's arrangement. If ongoing counseling is recommended, services are arranged directly between the student, family, and counselor. The cost of continued care is the responsibility of the student's family. Fees and payment options can be discussed directly with the counselor, and financial hardship should never be a barrier to accessing care.

The School's consulting psychiatrist is available for psychiatric evaluations, medication management, and crisis intervention. Referrals may be initiated by the student, parent/guardian, or Health Services staff. All appointments are coordinated through the Health Center. In urgent situations, the Director of Health Services reserves the right to refer a student for psychiatric evaluation without parental consent when immediate intervention is necessary.

The cost of psychiatric services is the responsibility of the student's family, and arrangements for payment must be made directly with the provider.

For more information or to inquire about services, students and families are encouraged to contact the Health Center.

EMERGENCY CONTACT

All students/families are required to designate a back-up emergency contact within driving distance of campus. This emergency contact agrees to pick up and assume care for the student in the event that the parent/guardian(s) cannot do so. The emergency contact may be utilized in the following situations: student isolation requirement due to a communicable disease (such as influenza or



COVID-19), school shutdown, medical or mental health issues requiring close supervision or hospitalization, or a disciplinary issue requiring the student leave campus.

Students who need to leave campus and do not have access to a parent or local guardian(s) will be referred to a paid guardian(s) service. Fees associated with this service are the responsibility of the student's family.

MEDICAL LEAVE OF ABSENCE

Occasionally, a student's medical or mental health needs cannot be adequately managed on-campus. In those cases, a "Medical Leave of Absence" (MLOA) is granted. The need for MLOA is determined by the School administration in consultation with the medical director and/or director of health services. In determining the need for MLOA, the student's medical and psychological needs, as well as his ability to effectively function at school, are taken into consideration. In addition to the safety and well-being of the student, the School community at large is considered in determining the need for such a leave of absence.

The request for medical leave may be initiated by the student/family or the School. The School retains the sole right to determine whether the MLOA will be granted, as well as if it is in the best interest of the student and/or the School community for the student to return to school. Once the decision has been made that a MLOA will be granted, the School will develop a plan to outline any conditions for the MLOA and the student's return. The School expects that a student's priority during a MLOA will be the evaluation, treatment, and recovery from the illness or condition that necessitated the leave. The director of health services shall have access to full disclosure of information regarding the student's diagnosis, treatment and prognosis and must be given permission to communicate freely with providers involved in the student's care. The director of health services will also remain in contact with the student's family throughout the leave. All medical details surrounding the medical leave, other than the medical leave itself, are confidential and shared only with appropriate school personnel on a need-to-know basis.

Before a student may be reinstated following a MLOA, the student must be thoroughly evaluated and treated to the satisfaction of the School. In making a decision as to the reinstatement, the School must be able to determine with confidence that the student has recovered sufficiently, has demonstrated a sustained period of wellness prior to his return, and that he is able to safely and effectively return to the School community without compromising his health or unduly disrupting the School. If it is determined that a return to school is not in the best interest of the student, or if he requires an extended period of treatment, the School may require that the student withdraw from school.

Please note, a student will not be granted more than one medical leave for the same issue.



MEDICATION POLICY

Salisbury School has a clear and firm policy regarding the handling and administration of prescription and nonprescription medications. The full medication policy is outlined in the Magnus Health SMR portal. Noncompliance with this medication policy is a violation of a major School rule and is subject to disciplinary action.

Students may not have any prescription medications in their dorm room unless granted permission by the Health Center. At the discretion of the Health Center, students may keep inhalers, topical creams/ointments, antibiotics, EpiPens, and certain over-the-counter medications in their room. Any student wishing to keep medication in his room must disclose to the Health Center the name of the medication and what it will be used for. In these cases, medications must be in their original containers and labeled with strength and dosing instructions. Students must be familiar with the instructions and possible side effects. Parental/guardian(s) permission will also be sought. All other medications must be maintained and dispensed by the Health Center in accordance with a prescriber's order.

All student prescription medications must be filled at Kent Station Pharmacy in Kent, CT. Medications are specially packaged and labeled so as to comply with the School's medication policy and State of Connecticut drug laws. Due to strict State regulations, the Health Center must receive medications directly from the pharmacy and will not dispense medications brought/sent from home.

If there are any questions about a medication, it is the responsibility of the student/parent/guardian/prescribing physician to inquire at the Health Center about the requirements for the handling of that medication.

The use of medical marijuana and THC is prohibited, even with a valid prescription.

Students are strictly prohibited from possessing or using any medication or substance that is considered a masking agent, used purposefully to impair or conceal the use of drugs or alcohol.

MEDICATION COMPLIANCE

Salisbury School students are expected to be responsible for their medication compliance. The Health Center staff and faculty will not hand-deliver medications, nor will they routinely locate students when they have missed their medications. However, the Health Center staff maintains a strong interest in students' success and well-being and will work closely with the student to address medication-related issues.



The Health Center will inform the prescribing provider, the student's parent/guardian(s), and appropriate members of the School community if the student's medication compliance is cause for concern.

In the event that the student is non-compliant with the prescriber's orders, and in collaboration with the prescribing provider, the Health Center and the School reserve the right to determine the safety of continuing the medication in question or to discontinue the medication if there are concerns for the student's well-being.

COMMUNICABLE DISEASE MANAGEMENT AND EXCLUSION POLICY

In order to protect the health, well-being, and safety of our residential community and reduce the spread of highly contagious illnesses, the School reserves the right to temporarily exclude any student who has a communicable illness, has been exposed to an infected person, or is susceptible on account of a non-immunization, in the event of a vaccine-preventable or other communicable disease incident. In the event of an outbreak, the School will coordinate with local health officials and the School's medical team regarding the need to exclude any member of the School community from campus or School programs. Communicable illnesses include, but are not limited to, influenza, COVID-19, meningitis, norovirus, varicella, pertussis. In the event of a communicable illness not otherwise specified, the Health Center will follow the guidance of the local health department and the School's medical director to determine when and if it is appropriate for the student to return.

Any student who has been excluded from school for health-related reasons must receive clearance from the Health Center prior to returning to campus. The Health Center reserves the right to delay a student's return to campus and/or request additional documentation or information before approving a student's return. The final decision regarding the student's return is at the discretion of the Health Center.

IMMUNIZATIONS

Salisbury School requires that every student be protected by adequate immunization pursuant to Connecticut General Statutes. Students who are not adequately immunized may not be permitted to attend School. However, any student who (1) presents a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Public Health; or (2) presents a certificate from a physician stating that, in the opinion of such physician, such immunization is medically contraindicated because of the physical condition of such child; or (3) presents a statement filed in the State of Connecticut prior to April 28, 2021 from the



parents/guardian(s) of such child that such immunization would be contrary to the religious beliefs of such child; or (4) presents a certificate from a physician stating that the child has had a confirmed case of such disease shall be exempt from additional vaccinations.

In the event of a vaccine-preventable disease, unvaccinated students may be excluded from school and school programs until (1) the danger of the outbreak has passed, (2) the student becomes ill with the disease and completely recovers, and/or (3) the student is immunized.

In the interest of the health and safety of the entire community, Salisbury School strongly recommends that all students be immunized against influenza and COVID-19.

REPRODUCTIVE HEALTH POLICY

Students may seek, without parental consent, confidential medical advice, testing, or treatment regarding sexually transmitted infections. Any fees associated with such testing or treatment that are not covered by insurance remain the responsibility of the student/family.

ATHLETIC TRAINING

Salisbury School's Athletic Training Staff works in collaboration with both the Athletic Department and Health Services. The athletic trainers evaluate athletic injuries and determine the student's athletic status in consultation with the Health Center staff as necessary. Decisions regarding return-to-play, follow-up care, ongoing athletic training, physical therapy, and orthopedic consultation are also made in collaboration between the athletic trainers, the Health Center, and any specialist involved in the student's injury-specific care.

The athletic status of a student is communicated to coaches and relevant faculty. It is the responsibility of the student and coach to be aware of the athletic status and any restrictions placed on the athlete. Failure to comply with restrictions and recommendations is a risk to the student and the School and is considered a violation of School policy. The ultimate decision regarding sports participation lies with the medical director and/or director of health services.

When an injury is sustained during an athletic event, decisions regarding provision of care, transport of the student, use of emergency medical services, and notification of the on-call provider are at the discretion of the athletic trainer or his/her designee.

SUBSTANCE USE

Salisbury School has strict policies regarding drugs, alcohol, and nicotine. Salisbury School Health Services supports these policies while also working to provide assistance to students with substance-



related concerns. Referral for substance-related concerns can be initiated by the student or parent/guardian(s), separate from the disciplinary system. While strict confidentiality is sought, the safety and well-being of the student and School community are tantamount and must be considered in determining whether information is shared with parents/guardian(s) and/or appropriate School officials.

Students may also be referred for substance-related services in response to a violation of the Drug and Alcohol Policy. In those cases, a substance use evaluation is required. The director of health services will communicate with the student's parent/guardian(s) to outline this requirement and facilitate the process as needed. Findings and recommendations must be communicated to the director of health services. The student's family is responsible for any costs associated with the evaluation.

In addition to the substance use assessment, the School's response for violation of the School's Drug and Alcohol Policy also includes participation in the "Random Drug Testing Program." Random drug testing is at the discretion of the Deans' Office and is performed under the supervision of the Health Center. Any fees associated with drug testing are the responsibility of the student/parents/guardian(s). Drug test results are shared with the Deans' Office and appropriate School officials. Any disciplinary responses are directed through the Dean's Office.

CBD USE

CBD (cannabidiol) is a widely used product derived directly from the hemp plant, which is a cousin of the marijuana plant. A significant safety concern with CBD is that it is primarily marketed and sold as a supplement, not a medication. Currently, the FDA does not regulate the safety and purity of dietary supplements. As such, it is difficult to determine if the product has active ingredients at the dose listed on the label. In addition, the product may contain other unknown elements (including, but not limited to THC). Therefore, Salisbury School discourages the use of CBD, as well as other unregulated vitamins and supplements. If a student uses CBD products, he does so at his own risk. While CBD does not directly violate the School's substance use policy, some products do contain THC, and cannot be used as a reason for a failed drug test.

SAFE HAVEN

Salisbury School's "Safe Haven Program" provides an avenue by which students may seek medical attention for substance-related matters without threat or fruition of disciplinary action. In addition, Salisbury School believes its students are obligated to offer aid to other students who may be engaging in substance use, misuse, or abuse. As a result, a student may enter into the "Safe Haven Program" by his own request or upon the request of another student. The student must seek help prior to being discovered in violation of the substance use policy. It is important to understand that, if a student is first confronted by any member of school personnel about alcohol or substance use,



he may not utilize the “Safe Haven Program.” Once in the “Safe Haven Program”, provision of medical care will be at the discretion of and provided by a member of the health center clinical staff. First priority will be given to securing the safety of the student(s). The provider will consider the immediate risks and will proceed with medical care accordingly.

Every effort is made to maintain confidentiality for students participating in the “Safe Haven Program.” However, the medical providers must adhere to both legal and school-based policies, rules, and regulations that require notification of the student’s parents/guardian(s) and relevant school administrators.

Students utilizing the “Safe Haven Program” are required to undergo a substance use evaluation, as outlined under “Substance Use.” Once a student utilizes a “Safe Haven,” he is also entered into the “Random Drug Testing Program” and will be subject to disciplinary action if subsequent testing reveals ongoing substance use. Additionally, the “Safe Haven Program” does not protect against future substance-related disciplinary action.

CONFIDENTIALITY AND LIMITED INFORMATION SHARING POLICY

Salisbury School (“the School”) believes that the relationship among students, parents/guardian(s), and healthcare providers is strengthened by a mutual understanding of the basic rights and responsibilities of each of the parties. Salisbury School strongly encourages students to develop relationships of trust with their healthcare providers and counselors and to be candid about their health histories and risk behaviors. We also encourage students to communicate with parents on such matters. In this effort to promote candor and trust, Salisbury School asks that parents respect the privacy of students who may not wish to share certain information. While it is the obligation of every employee and agent of Salisbury School to maintain the privacy and confidentiality of patient medical information, the School must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community.

Therefore, as a condition of enrollment, parents/guardian(s) and students are required to provide written consent to release any medical or mental health information (including information related to drug/alcohol evaluation and random drug testing) to/from the following (1) any health care professional employed by or contracting with the School, including mental health professionals;(2) employees or agents of the School as determined by Health Services, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School; and (3) any persons necessary to process insurance claims. Salisbury School will disclose only the minimum information necessary to achieve the purpose for which it is released. In addition, students must provide written consent for release of all health-related information to their parents.

Salisbury School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody.



Students and parents/guardian(s) who have questions with regard to confidentiality and its limits should direct those questions to the director of health services. In the event of a disclosure to authorities required by law, every effort will be made to notify the student and/or parents.



GENERAL INFORMATION

THE PHINNY LIBRARY

The Phinny Library, located on the first floor of the Centennial Humanities Building, is a place for quiet study and research, and school-endorsed meetings. The librarian and staff assist in teaching research techniques and in locating materials both within and outside Salisbury School's Phinny Library.

Library Hours:

Monday through Friday 8:00 a.m. - 9:30 p.m.

Saturday 8:00 a.m. - 12:30 p.m.

Sunday 1:00 p.m. - 9:30 p.m.

During exams and on "Designated Mondays Off" hours for the library will be posted.

All books must be signed out at the circulation desk and may be kept for one month. Books may be signed out for a longer period if needed for term papers. Reference books do not circulate but may be signed out for overnight use with permission from the librarian.

Reserve materials are available at the circulation desk. These may not be taken from the library during the day. Reserve materials may be signed out for overnight use but must be returned by 8:00 a.m. the following morning.

Current magazines and newspapers are stored on the periodical shelves in the main reading area and do not circulate. Back issues of magazines and newspapers may be signed out for a week.

No food or drink is permitted inside the library.

Decorum in the library is expected to support an appropriate atmosphere; any such comportment that does not meet these expectations may result in the removal of library privileges.

Meetings in the four conference rooms (the Woodruff Room, the Corbin Room, the Junod Room and the Class of 2013 Global Classroom) should be scheduled through the librarian's staff, as should the use of the four, small study rooms.

LAUNDRY and DRY CLEANING

The School has engaged E&R Laundry to provide laundry and dry cleaning services. There are different levels of service and pricing for this service. Laundry and dry cleaning are picked up at posted times. Students must put their clothing in a provided laundry bag and indicate the contents



on a slip. Laundry machines (washers and dryers) are located in the basements of Payson and Ward dormitories.

SCHOOL STORE

Located in the basement of the Main Building, The Armory sells school supplies, apparel and many other items. All purchases are processed through the student debit card.

POST OFFICE

The school post office is located across from the Business Office. Each student is assigned a mailbox with a combination. Mail is distributed Monday - Friday.

Post Office Hours:

Monday through Friday: 9:00 a.m. - 11:00 a.m.

Saturday: 12:30 p.m. - 4:00 p.m.

TRANSPORTATION

The School, with an appropriate amount of advance notice, contracts buses, vans and taxis for holiday, weekend and medical transportation. The Deans' Office (860-435- 5722) is responsible for holiday transportation. Students must make every effort to schedule transportation well in advance. Charges for transportation are processed through a student's debit card and require the student to have an adequate balance in his account. If students make their own travel arrangements, this cannot be billed through the School. Preceding and following vacations, the Deans' Office schedules group transportation for the students. It is important that students pay attention to the sign-up deadline so that the office can make appropriate accommodations. Please note, reservations are not refundable or transferable.



ATHLETICS and STUDENT ACTIVITIES

Athletics play an integral part in school life at Salisbury School. All students are required to participate in athletics either interscholastic or intramural, in the fall, winter, and spring. Practice sessions generally occur in the afternoon, after classes and before dinner, and usually last one to two hours. Matches and games are generally scheduled on Wednesdays and Saturdays.

Fall:

Cross Country (V), Football (V, JV), Soccer (V, JV, Thirds), Mountain Biking (V), Live Stream (Rec), Rec Soccer, Rock Climbing (Rec), Strength and Conditioning (5th & 6th Form Only), Crew (Rec)

Winter:

Basketball (V, JV, Thirds, Rec), Hockey (V, JV, Thirds), Skiing (V, Rec), Squash (V, JV, 3rds), Wrestling (V), Live Stream (Rec), Strength and Conditioning (Rec-5th & 6th Form only), Paddle Tennis (Rec)

Spring:

Baseball (V, JV), Crew (V), Golf (V, JV, Rec), Lacrosse (V, JV, Thirds), Tennis (V, JV, Thirds), Sailing (V), Strength and Conditioning (5th & 6th Form Only), Cycling (Rec), Sport "X" (Rec)

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular activities can be pursued during free time. These include, but are not limited to, Student Council, Vestry, Dramatic Society, music lessons, The Cupola (newspaper), The Pillar (yearbook), The Quill (literary magazine), Debating Club, Jazz and Classical Ensemble, International Club, Key Society, Student Activities Committee and Drivers' Education.

KEY SOCIETY

The Key Society is comprised of students interested in helping the Admissions Office with visiting families who wish to learn about Salisbury.



PREFECTS

Each spring, members of the fifth form are appointed as dormitory prefects for the following year, their sixth form year. Although they are not agents of the School, the prefects' role is to assist the dormitory faculty in the leadership of the dorms and the day students. The candidates for these prefect positions go through an extensive application process, during which they submit written forms, seek recommendations from peers and adults in the community, participate in an interview and are voted upon by students and faculty. In addition, the dormitory faculty and the current prefects provide detailed analysis and recommendations.

WEEKEND ACTIVITIES COMMITTEE

The Weekend Activities Committee is selected by the director of campus life. The Committee has responsibility for planning all entertainment and social functions, including movies, dances and other events in coordination with and supervised by the director of student activities.

PRIZES

Salisbury School is pleased to recognize individual achievements in academics, athletics and the arts.

The School is a member of the Cum Laude Society, a national scholastic honor society whose Salisbury chapter inducts qualified fifth and sixth formers into its ranks each year. The Cum Laude citation appears on their diplomas to symbolize distinguished work.

Students may also graduate "with distinction" recorded on their diplomas for excellence in one or more academic disciplines. The School also bestows a series of course prizes and honor certificates for athletic achievement and prizes for distinction in the arts. Most awards are presented during graduation exercises, though some are awarded during Fall Family Weekend.



SCHOOL CONTACT INFORMATION

TELEPHONE NUMBERS

Main Switchboard 860-435-5700
Main FAX 860-435-5750

Office Department Extensions

Admissions Office 5732
Alumni/Development 5728
Art Department 5887
Athletic Director 5898
Athletic Equipment Room 5720
Athletic Trainers 5891
Belin Snack Bar 5894
Bookstore 5715
Business Office 5713
College Advising 5781
Dean of Faculty 5721
Dean on Duty 5865
Dean of Academic Life 5726
Director of Studies 5828
Deans' Office 5722
Director of Student Activities 5779
English Department 5899
Head of School 5701
Health Center 5748
Health Center FAX 860-435-5749
History Department 5884
Kitchen 5741
Laundry Service 800-243-7789
Learning Center 5767
Library 5745
Mailroom 5714
Maintenance 5853
Mathematics Department 5886
SECURITY 5759
Science Department 5888
Telephones & Network 5710/5777
Weekends & Travel 5722
Website 5809
World Languages Department 5880

WHO TO CALL WITH QUESTIONS

Academic Policies: Ms. Mulrooney
Admissions/Key Society: Mr. Warder
Financial Aid: Mr. Spinella
Advisor Matters: Mr. Will
Alumni and Development: Mr. Gilbert P'18, '20
Athletics: Mr. Sinclair '91
Student Debit Cards: Mrs. Miller
Calendar: Mrs. Siff
Chapel: Rev. Johnson
College Advising: Mr. Wynne '22 (Hon.), P'19, Mr. Phelps P'15, Mr. Kiley, Mrs. Gomez P'10, Mrs. Spinella, Mrs. Colling
Computer Services: Mrs. Cunningham, Mr. Raifstanger
Counseling: Mrs. Trudeau, Ms. Hammond '21 (Hon.), P'20
Courses: Mr. Weinstein '11
Curriculum: Ms. Mulrooney
Day Students: Mr. Shabazz
Dining Room: Mr. Fraenkel
Dormitories/Rooming: Mr. Barbato '02
Dress Code: Form Deans
Drivers' Education: Mrs. Benham P'22
Student Entertainment/Special Events: Mrs. Siff
Finances/Billing: Business Office
Graduation: Mrs. Keenan
Health Matters/Medicine: Ms. Hammond'21 (Hon.), P'20, Form Deans
Honor Code Violations: Form Deans, Mr. Will
Incidental Bills: Business Office
Laundry Service: Mrs. Siff/Mrs. Benham P'22
Leadership Council: Mrs. Siff
Library: Mr. King
Lost and Found: Mrs. Benham P'22
Mail/Stamps: Mailroom Attendant
Permissions: Form Deans
Prefects: Mrs. Siff
Rudd Center: Mrs. Brandon
Standardized Testing: Mrs. Larson
Student Government: Mrs. Siff
Study Hall: Ms. Mulrooney
Summer Storage: Mrs. Benham P'22
Taxis/Travel: Mrs. Benham P'22
Telephone Services: Mr. Raifstanger
Transcripts: Mrs. Gomez P'10
Website: Mrs. Cunningham
Weekends Forms/Permissions: Form Deans, Mrs. Benham P'22
Yearbook: Mrs. Sorrentino



SALISBURY SCHOOL



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