

FAYETTEVILLE ACADEMY
STUDENT-PARENT HANDBOOK
MIDDLE AND UPPER SCHOOLS
2021-2022



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MISSION STATEMENT

FAYETTEVILLE ACADEMY IS AN INDEPENDENT, COLLEGE PREPARATORY SCHOOL THAT ENCOURAGES STUDENTS TO ACHIEVE THEIR FULL POTENTIAL BY OFFERING EXCEPTIONAL OPPORTUNITIES IN ACADEMICS, FINE ARTS, AND ATHLETICS. THE ACADEMY EMPHASIZES SCHOLARSHIP, HONOR, LEADERSHIP AND CITIZENSHIP.



FAYETTEVILLE ACADEMY ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN, GENDER IDENTITY, OR SEXUAL ORIENTATION TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS, AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN, GENDER IDENTITY, OR SEXUAL ORIENTATION IN ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSIONS, FINANCIAL AID, AND ATHLETIC AND OTHER SCHOOL-ADMINISTERED PROGRAMS.

THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK ARE EFFECTIVE FOR THE 2021-2022 ACADEMIC YEAR AND SUPERSEDE ALL OTHER PUBLICATIONS. THE CONTENTS HEREIN ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE BY THE HEAD OF SCHOOL AND BOARD OF TRUSTEES.

Dear Students and Parents:

The Student/Parent Handbook is a valuable resource for all constituents in our Fayetteville Academy community. It serves as a source of communication between the school and the students/parents. In this capacity, it is very important that teachers, students, and parents are familiar with its content; hence, I strongly encourage you to read this Handbook carefully. Each year there are revisions and updates; therefore, even if you have been associated with the school for many years, it is important that you review the Handbook.

Consistency and predictability are critical to the tone of a school. A clearly written handbook and the consistent enforcement of the policies and procedures it contains are essential in establishing a predictable environment. Teachers should expect students to follow the rules in the Handbook and students should expect uniformity in the application of these rules. However, we do not want the Academy environment to be so rigid that we lose sight of individuality and uniqueness of a particular situation. In other words, the Handbook should be both a useful guide and a clear statement of school policies.

If you have questions or concerns about the current policies and procedures, please contact the appropriate division director. I am also willing to discuss any questions you may have, but the initial conversation should begin with them. I thank you for the opportunity to work with your children.

Respectfully,

A handwritten signature in cursive script, appearing to read "Ray Quesnel", is written in black ink on a light-colored background.

Ray Quesnel
Head of School



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WHOM TO CALL FOR ASSISTANCE OR INFORMATION

Head of School's Office

Head of School: **Mr. Ray Quesnel** rquesnel@fayacademy.org ext. 3303
Executive Assistant and Registrar: **Mrs. Melissa Intini** mintini@fayacademy.org ext. 3302

Main School Office

Receptionist and Administrative Assistant: **Mrs. Wanda Siewers** wsiewers@fayacademy.org 910-868-5131
ext. 3301

Lower School Campus

Director of Lower School: **Mrs. Dawn Burt** dburt@fayacademy.org ext. 3322
Administrative Assistant and School Nurse: **Mrs. Lauren Jenkins** ljenkins@fayacademy.org ext. 3323
After School Care: **Mrs. Tina McLaurin** tmclaurin@fayacademy.org 910-835-5329

Middle School Campus

Director of Middle School: **Mrs. Simone Dennison** sdennison@fayacademy.org ext. 3321

Upper School Campus

Director of Upper School: **Mr. Andrew Wright** awright@fayacademy.org ext. 3320

Counseling

Dir. of College Counseling & Academic Advising: **Mrs. Joanna Frady** jfrady@fayacademy.org ext. 3315
Assistant Director of College Counseling: **Mrs. Pam Darden** pdarden@fayacademy.org ext. 3305
Director of Student Support Services: **Mrs. Christie Rains** crains@fayacademy.org ext. 3329

Admissions

Director of Admissions: **Ms. Barbara Lambert** blambert@fayacademy.org ext. 3311

Athletics

Director of Advancement: **Mrs. Kim Kaplan** kkaplan@fayacademy.org ext. 3316
Director of Athletics: **Mr. Chip Bishop** cbishop@fayacademy.org ext. 3549
Assistant Director of Athletics: **Mr. Andrew McCarthy** amcarthy@fayacademy.org ext. 3550

Advancement

Director of Academic Technology: **Mr. David Tisdale** dtisdale@fayacademy.org ext. 3317
Director of Communications & Alumni Relations: **Mrs. Alison Jones** sbruffey@fayacademy.org ext. 3312

Financial Matters - Business Office

Director of Finance and Operations: **Mr. Jim Pittman** jpittman@fayacademy.org ext. 3310
Business Office Assistant: **Mrs. Tina McLaurin** tmclaurin@fayacademy.org ext. 3309
Business Office Assistant: **Mrs. Bonnie Lutynski** blutynski@fayacademy.org ext. 3327

Buildings and Grounds

Director of Facilities: **Mr. Kevin Dennison** kdennison@fayacademy.org..... ext. 3561

I. HISTORY AND OVERVIEW

HISTORY OF FAYETTEVILLE ACADEMY

The original Fayetteville Academy was established in 1791 as the Fayetteville Academy for males and females. It was the goal of the original founders to establish a private school within the community that would offer its students a program encompassing the best in academic, cultural, patriotic, and social ideals. The current Fayetteville Academy, although not an heir to the original Fayetteville Academy by continuous charter, was re-established in 1969 as a school that would live up to the rich heritage of the original Fayetteville Academy.

In 1970, the Academy opened with one building for grades 1-10. In 1972, the Norris Gymnasium was completed, and with the addition of the high school building, the school accommodated grades 1-12. In the spring of 1973, the former Lafayette School merged with the Academy. During the following school year, two campuses were maintained while the middle school building was being completed. The same year, the gymnasium building was enlarged to include a lunchroom and more physical education facilities. Between 1973 and 1975, a baseball field, soccer field, and track were constructed. In 1979, the Barbour tennis courts were built. In 1981, the administration and media center buildings were completed, and in the fall of 1993, the Jones Science and Math Center was added. The new gymnasium and Jordan Physical Fitness Center (consisting of varsity team dressing rooms, weight room, training room, and coaches' offices) were completed in August of 1997. In May 2001, the Alumni Center for Fine Arts opened housing the art, choral, and band studios. The Wood Technology and Learning Center was opened in the fall of 2002. In 2018 the school added the HLT SmartLab, a STEAM activity-based classroom. In August 2020 the LEAP SmartLab and the Systel SmartLab were opened, and the Barbour tennis courts were replaced by the Harrison Family Tennis Center.

Fayetteville Academy (as we now know it) began operation in the fall of 1970 under the direction of Oscar L. Norris, Chairman of the Board of Trustees, and Joseph J. Lassiter, Headmaster. In that first year, the Academy had 104 students and a 17-member staff. Today, with enrollment of approximately 390 students and a staff of 71, the school is guided by Head of School, Ray Quesnel, and the current Chair of the Board of Trustees, Josh Barkman.

Today, Fayetteville Academy is an independent, college preparatory, coeducational day school for grades pre-kindergarten through twelve that enrolls students who possess average to above average academic ability. The Academy emphasizes key characteristics of the independent school tradition: rigorous academics, interscholastic athletics, creative fine arts, and a commitment to high moral standards with emphasis upon respect for self and others.

Fayetteville Academy takes pride in the fact that traditionally 100% of its graduates attend a four-year college or university. Seniors have received acceptances at a variety of selective colleges and universities including Brigham Young University, Brown University, Clemson University, College of William and Mary, Cornell University, Davidson College, Duke University, Emory University, Johns Hopkins University, George Washington University, Georgia Institute of Technology, Massachusetts Institute of Technology, NC State University, Princeton University, Rutgers, Stanford University, UCLA, UNC-Chapel Hill, University of Pennsylvania, US Air Force Academy, US Military Academy, US Naval Academy, Vanderbilt University, Virginia Tech, University of Virginia, University of South Carolina, Wake Forest University, Wellesley, and Yale University.

SCHOOL MEMBERSHIPS AND ACCREDITATIONS

Fayetteville Academy is accredited by the Southern Association of Independent Schools and AdvanceEd (the parent company of the Southern Association of Schools and Colleges). The Academy is a member of the National Association of Independent Schools, the North Carolina Association of Independent Schools, the National Association for College Admission Counseling, the Southern Association of College Admission Counseling, the North Carolina Independent School Athletic Association, The College Board, and the Fayetteville Chamber of Commerce.

KEY FACTS ABOUT FAYETTEVILLE ACADEMY

There are approximately 395 students with about 35% of them being minorities. The student body is diverse and represents a broad socioeconomic basis. The students reside primarily in Fayetteville and Cumberland County. Approximately 25-29% of the students in a given academic year are from military families.

Over 30% of students receive need-based financial aid. Over 75% of the students in grades 6-12 participate in athletics. Last year's graduating class received offers of over \$2.8 million in college scholarships and grants. The student-teacher ratio is typically 8:1.

STATEMENT OF PHILOSOPHY

The philosophy of Fayetteville Academy is that each student is led towards the fulfillment of his or her fullest potential through developmental experiences and challenging academic, athletic, and artistic opportunities. The Academy is committed to excellence in the intellectual, personal, social, and physical spheres, seeking to guide and nurture each student in his/her pursuit of high achievements in these areas.

The Academy attempts to address the needs of all students within the parameters of a liberal arts college preparatory school. The realities and ideals of each student are respected in order to promote mutual understanding in a complex world. Learning is a continuous process in which formal education provides each individual with the opportunities necessary to mature and develop intellectual skills. Sequential teaching materials and a variety of learning media, technology, and community resources are integral parts of the curriculum.

The Academy faculty and staff who guide students try to understand each student's world and context. Within limitations, every effort is made to provide for individual student differences because these differences enhance the students' intellectual and social development as well as the school community. The Academy believes that students and faculty should learn, explore, and discover wisdom and understanding in a shared learning community that respects diversity in its many forms.

Fayetteville Academy assists students in becoming productive and responsible citizens by fostering their social development, promoting their physical and mental well-being, building their moral and ethical values, and giving them democratic attitudes and a sense of civic duty and school pride.

STATEMENT OF OBJECTIVES

Intellectual—The Academy is dedicated to developing the basic tools needed for a lifelong acquisition and application of knowledge. Each student is encouraged to:

- communicate written and oral thoughts effectively
- think and reason critically
- express ideas creatively
- develop a sense of curiosity
- aspire to the highest level of achievement
- analyze and synthesize information
- explore individual interests
- organize and manage time and resources
- prepare for the rigors of a college education

Personal—The Academy strives to provide a positive, productive, creative, and safe environment in which each individual student may fully grow and develop. For wholesome personal growth, each student is encouraged to:

- develop a positive self-image
- practice self-discipline
- respect individual differences
- build moral and ethical values
- exercise good judgment that builds upon good character
- develop an aesthetic appreciation of the many forms of art, music, literature and nature
- uphold and respect honesty and integrity
- accept responsibility for one's actions
- develop a sound work ethic
- practice good habits of personal health

Social—The Academy attempts to assist students in developing positive relationships with peers, adults, and society, striving to become positive, productive, and responsible students and citizens. Each student is encouraged to:

- develop appreciation for and respect for the democratic way of life
- understand that democratic participation is essential for responsible citizenship
- respect the cultural and ethnic backgrounds and values of others
- understand and adapt to an ever-changing society
- participate in service projects and activities designed to nurture compassion and concern for others

Physical—The Academy believes that there is a strong correlation between physical fitness and intellectual development. Physical fitness forms an integral part of any sound educational program, and each student is encouraged to:

- recognize that physical fitness promotes mental well-being
- develop a sense of individual and group responsibility to foster qualities of leadership and sportsmanship
- accept the physical limitations of self and others
- understand the consequences of violating the integrity of the human body in any way

CORE COMPETENCIES

The purpose of the core competencies is to adopt current educational research and adapt it to compliment our emphasis on a strong liberal arts education which remains critical to the future success of our students. However, we also recognize that our students need certain skills to compliment this core knowledge. Enlightened by our commitment to a rigorous liberal arts education and competent in the skills identified as necessary for success in the 21st century, our students will graduate with an advantage over other high-achieving students.

Our first competency is core knowledge because that is the basis of our strong liberal arts curriculum, and within this curriculum, the other six competencies can be taught. We feel that the core competencies will help us continue to provide exceptional opportunities in our academic program. The core competencies are:

- **Core Knowledge** – the basis of a strong liberal arts education which consists of the courses and content we teach.
- **Communication** – encompasses written, oral, and non-verbal communication, as well as learning to effectively use technology and media tools.
- **Collaboration** – involves the intricacies of working with others, including accountability, leadership, and flexibility.
- **Critical thinking** – encourages students to consider the specific steps of problem solving and to reflect upon and adapt their decisions.
- **Creativity** – fosters curiosity, innovation, and imagination.
- **Character** – taken in the context of the classroom, involves the choices students make about the learning process, including how to face challenges and develop initiative.
- **Cultural and Global Awareness** – helps develop a world view and exposes students to civic responsibility.

ADMINISTRATIVE STRUCTURE AND RESPONSIBILITIES

Board of Trustees: The Academy is an independent, not-for-profit school directed by a Board of Trustees. Each year in June, some members retire, and new members are elected. The Board meets with the Head of School on a regular basis for the purpose of discussing finances and institutional policies. Board members are often Academy parents who are dedicated to the mission and purpose of Fayetteville Academy.

Head of School: The Head of School is the chief administrative officer who is responsible for overall coordination of the day-to-day operations of the Academy. He is responsible for the implementation and quality assurance of all activities, programs, and policies established by the Board of Trustees that exist within the school. The Head of School answers directly to the Board of Trustees. The Head of School is the representative of Fayetteville Academy, both on and off campus.

Division Directors: The division directors are the chief administrative officers within their respective divisions and work cooperatively with one another. They are responsible for the implementation and quality assurance of all activities, programs, and policies that take place within the division as determined by the Board and the Head of School. Each school division director answers directly to the Head of School and is Fayetteville Academy's representative of that division.

Department Chairs (Middle and Upper Schools): The department chairs are responsible to the Head of School and the division directors of the middle and upper schools for the curriculum offerings, staffing, supervision, and budgetary responsibilities of their respective departments. Department chairs meet regularly with their respective departments to discuss school and departmental matters, as well as other areas of professional interest. They are responsible for contributions to the evaluation of instructors within their respective departments and for recommendations to the Head of School with respect to the interview process and evaluation of teacher candidates.

Faculty: The faculty of Fayetteville Academy is expected to be more than just the communicators of a specific body of knowledge and is, therefore, selected on the basis of its ability to meet responsibilities beyond those of the classroom. The faculty should be models of professionalism. Faculty members are responsible to their department chair and division director with respect to the quality of instruction.

Athletic Director: The athletic director is the chief administrative officer of the athletic department. This includes supervision of all coaches. He is responsible for the implementation and quality assurance of all activities, programs, and policies, as determined by the Board and Head of School. Answering directly to the Head of School, the athletic director is the Academy's representative of our athletic department both on and off campus.

Director of Finance and Operations: The director of finance and operations is responsible for managing the financial affairs of the school within the policies established by the Head of School and the Board of Trustees. The director of finance and operations directs the school's daily operations of the business office and reports directly to the Head of School.

Director of Admissions: The director of admissions serves as the school's official contact and liaison in all aspects of the Academy's admissions process. The director of admissions reports directly to the Head of School.

Director of College Counseling and Academic Advising: The director of college counseling and academic advising is responsible for guiding students through the college admissions process and assisting students with course planning during their time in the upper school. This director reports directly to the Head of School.

Director of Student Support Services: The director of student support services is responsible for offering guidance to students in all three divisions. The director reports directly to the Head of School.

Director of Alumni Affairs and Publications: The director of alumni affairs and publications is responsible for coordinating all alumni communications and events and has responsibility for the school's website, social media content, and outgoing communications. This director reports directly to the Head of School.

Director of Advancement: The director of advancement is responsible for coordinating all fund-raising and development activities. The director of advancement reports directly to the Head of School.

Director of Academic Technology: The director of academic technology is responsible for all technology including hardware, software, and curricular needs on campus. The director of academic technology reports directly to the Head of School.

Director of Facilities and Grounds: The director of facilities and grounds is responsible for the oversight and upkeep of all issues pertaining to buildings and grounds. The director of facilities reports directly to the Head of School.

II. ACADEMIC INFORMATION

ADVISORY PROGRAM

The advisory program supports each student's classroom learning, individual growth and awareness, and integration into the school community. Each advisor is assigned a number of students in one grade level with whom the advisor meets daily, establishes an ongoing relationship, discusses, and obtains information of interest including the morning announcements, provides a communication channel for both teachers and parents, and works with other advisors in coordinating activities and events.

CALCULATION OF CUMULATIVE AVERAGE AND GPA (CLASS OF 2022)

The cumulative average is determined by adding all the numeric grades, including electives, for first and second semesters as recorded on the student's Fayetteville Academy transcript and dividing by the total number of semesters. The GPA is determined in the same way but on a 4-point scale: A = 4, B = 3, C = 2, D = 1, and F = 0. The year average on the transcript is used only to determine the amount of credit a student has received following the completion of a course.

Students in an Advanced Placement class will receive an additional 4-points added to their numerical average in that course. Students in an Honors level class in grades 10-12 will receive an additional 2-points added to their numerical average for that course.

CALCULATION OF CUMULATIVE AVERAGE AND GPA (CLASS OF 2023 AND BEYOND)

Beginning in the Fall of 2019, entering freshmen will be graded on a different system which will include plus and minus grades, and which will move the points earned for Honors and AP courses from the numerical average to the GPA. The cumulative average will still be determined by adding all the numeric grades, including electives, for first and second semesters as recorded on the student's Fayetteville Academy transcript and dividing by the total number of semesters. The GPA (quality points) will still be determined in the same way but on a 5-point scale (see below). The year average on the transcript is used only to determine the amount of credit a student has received following the completion of a course.

Under this new system, students in the class of 2023 and beyond enrolled in an Honors level class in grade 9-12 will receive an increase of 1 level to their quality points for that course (see below). Students in an Advanced Placement class will receive an increase of 2 levels to their quality points in that course (see below). No points will be added to the numeric average (no student will earn higher than a 100).

GPA Scale

Beginning Fall 2019 for all Classes Graduating in 2023 or Later

<u>Numeric</u>	<u>CP</u>	<u>Honors</u>	<u>AP</u>
97-100	4.33	4.67	5.00
93-96	4.00	4.33	4.67
90-92	3.67	4.00	4.33
87-89	3.33	3.67	4.00
83-86	3.00	3.33	3.67
80-82	2.67	3.00	3.33
77-79	2.33	2.67	3.00
73-76	2.00	2.33	2.67
70-72	1.67	2.00	2.33
67-69	1.33	1.67	2.00
63-66	1.00	1.33	1.67
60-62	0.67	1.00	1.33
0-59	0.00	0.00	0.00

CALCULATION OF MARSHALS

Duties of the Marshals are to serve at the awards program, at the Graduation service, and at various school functions as requested. The five juniors who have the highest GPA (on the 5.0 scale) from all course work taken at Fayetteville Academy will be selected after Term 5 of the junior year. Marshals must have been at the Academy since the first semester of their sophomore year and must not have had any academic Honor Code violations during their upper school years at Fayetteville Academy. The Chief Marshal is the individual with the highest cumulative average.

CALCULATION OF VALEDICTORIAN AND SALUTATORIAN

In order to be considered for valedictorian or salutatorian of the Class of 2022, a student must have entered Fayetteville Academy by the first semester of their junior year. The two seniors who have the highest cumulative averages (on a 100-point scale) from all course work taken at Fayetteville Academy will be selected near the end of the second semester of the senior year. The valedictorian or salutatorian must not have had any academic Honor Code violations during their upper school years at Fayetteville Academy.

CLASS RANK AND GPA

Fayetteville Academy does not rank students. The grade point average (GPA) that goes on the student transcript reflects only courses completed at Fayetteville Academy including electives.

For students who transfer to Fayetteville Academy after the first semester of ninth grade, an official transcript from the previous school will be required. A copy of the prior school's transcript will be included along with the Academy's transcript whenever a transcript is requested.

CHANGING STUDENT SCHEDULES

Any student wishing to make a schedule change must do so within the first three weeks of school. At the teacher's discretion, students are expected to complete any work that has already been assigned in the class into which they transfer.

When a change in a student's schedule is being considered, the student and the course teacher should first discuss the change to see if it is warranted. Next, an appointment should be made with the appropriate division head who will discuss the merits of the change and will also consult with the Director of College Counseling and Academic Advising. Before a change is made, approval must be granted by both the parent and the division director.

COUNSELING OFFICE – COLLEGE COUNSELORS

The college counseling office is open to students and parents for information about standardized testing, career options, college planning and applications, academic advising, and summer enrichment opportunities. Students and parents are strongly encouraged to make an appointment in advance with the Director of College Counseling and Academic Advising. With a prior appointment, study hall teachers may release students to see the college counselors.

College representatives will visit the campus in person and virtually throughout the year. Announcements will be made prior to the representatives' visits. Only those upper school students who have registered in advance and secured permission from the teacher whose class they will miss may attend these sessions.

On-Site Standardized Testing Schedules:

ERB/CTP (Education Records Bureau/Comprehensive Testing Program) – testing in May for grades 6 and 7

PSAT 8/9 - testing in spring for grade 8

PreACT – testing in spring for grade 9

PSAT – testing in October for grades 10 and 11

SAT – testing in spring of grade 11 and fall of grade 12

ACT– testing in spring of grade 11 and fall of grade 12

COUNSELING OFFICE –DIRECTOR OF STUDENT SUPPORT SERVICES

The director of student support services provides a comprehensive counseling program for all students at Fayetteville Academy. The director of student support services is available for short-term individual and group counseling and provides resources for long-term counseling. The director of student support services provides character education, wellness, and parent and student resources. It is the goal of the director of student support services to help students become successful in their academics, relationships, and life outside of Fayetteville Academy.

Additionally, the director of student support services works to provide students with appropriate academic accommodations to increase student success. If parents believe their child qualifies for academic accommodations, they should review the accommodations policy (see Section V. General Information) and direct their inquiry to the director of student support services as soon as possible. Students and parents who wish to make an appointment should do so in advance when possible.

Though the director of student support services and the college counselors have distinct duties and separate roles here at school, there are occasions when consultation among the counseling team is necessary. When it is in the best interest of a student, our director of student support services and college counselors may work together and share information to provide the best possible outcome. Consultation among counselors provides an ethical framework for decision making, and our professionally trained counselors are committed to serving all students at Fayetteville Academy. If someone does not consent to have information, they share with any one counselor potentially shared with the other counselors, they should make that request in writing, and it will be honored within professional standards.

DAILY SCHEDULE

	M – T – Th – F	Wednesday
Advisory Period	8:20 - 8:27	8:20 - 8:27
A Period	8:30 - 9:17	8:30 - 9:16
B Period	9:20 - 10:10	9:18 - 10:06
Break/Activity Period	10:10 - 10:17	10:06 - 10:30
3 rd Period	10:20 - 11:07	10:30 - 11:18
4 th Period	11:10 - 12:00	11:18 - 12:06
Lunch	12:00 - 12:37	12:06 - 12:46
5 th Period	12:40 - 1:27	12:46 - 1:34
C Period	1:30 - 2:17	1:34 - 2:22
D Period	2:20 - 3:10	2:22 - 3:10
Extra Help	3:15 - 3:45	3:15 - 3:45

Periods A, B, C, and D rotate daily

EXAMS

Exams are given for each academic course at the end of each semester. First semester exams will be taken by all students. For second semester examinations, juniors, and seniors with a 90 or better average for the year are exempt from the second semester exam. All students in grades 7-10 will take the second semester exam. Advanced Placement students who take the College Board Advanced Placement Exam may be exempted at the discretion of the subject teacher. It is strongly recommended that all students taking AP classes take the AP exams. Financial assistance (through the College Board and Fayetteville Academy) may be available for qualifying students.

Test Moratorium Day for grades 7-12 is prior to first and second semester exams and will be set aside for exam preparation. No tests or major assignments will be given on this day, and there will be no athletic or extracurricular events. During exam week there will be no evening or school-sponsored activities and school functions must be over by 5:30 P.M. (practices, etc.).

Exams in middle school level courses will equal 15% of the semester grade. Sixth grade students do not take formal examinations. They may, however, be tested by their subject area teachers. Exams for upper school level courses will equal 20% of the semester grade.

Exams are the property of Fayetteville Academy but are available for review, under faculty supervision, by the student and/or parents for a period of 30 days following the exam.

GRADING SCALE (CLASSES OF 2021 AND 2022)

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59 and below = failure

GRADING SCALE (CLASSES OF 2023 AND BEYOND)

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

GRADUATION REQUIREMENTS

All students are required to take five academic courses each year in grades 9-11 and the remaining four in grade 12 to earn the following units:

<u>Department</u>	<u>Units</u>
English	4
Mathematics	4 (must include one math beyond Algebra II)
Science	4 (to include biology and chemistry)
History	4 (to include American government, world history, and US history)
World Language	3 (must include at least two years of the same language)
Physical Education	1 (may be alternatively met with 3 seasons of play on interscholastic teams)
<u>Fine Arts</u>	<u>1</u> (may be met with 1 yr. of art, chorus, band, drama, or Eagle Publications)
Total	21 units

Seniors MUST pass all graduation requirements to graduate. Exceptions or other substitutions to the graduation requirements must have administrative approval.

HOMEWORK

Homework is an integral part of the academic learning process and a college preparatory environment. Homework offers the student a chance to acquire self-discipline, practice lessons, and acquire proficiency or greater understanding of a particular subject or topic. Creativity and independent learning as well as time management skills are enhanced through homework assignments.

Students and parents should recognize that the amount of actual time spent on homework will vary for every individual and may fluctuate throughout the year. Additional homework and research are necessary in Advanced Placement and Honors level courses.

Homework assignments for the following week will be posted on RenWeb by the evening of the last day of the school week. This will allow students to plan ahead and, in case of illness or early dismissal due to athletic participation, an opportunity to keep up with assignments. However, sometimes teachers may deviate from the posted assignments. Students, therefore, are encouraged to listen carefully during class and make note of last-minute changes.

HONOR ROLLS

Honor recognition will be determined at the end of each semester by an average of all courses. For the class of 2022 only, Advanced Placement courses will have 4 points added to each semester average, and Honors level courses in grades 12 will have 2 points added. For the class of 2023 and beyond, weighting is added to the GPA, not the course grade. To qualify for the *High Honor Roll*, a student must earn an average of 95 or above. To qualify for the *Honor Roll*, a student must earn an average of 90-94.

ONLINE COURSES

Upper school students may take an online course(s) offered through vendors approved by Fayetteville Academy in addition to the courses that are required each year. Seniors are permitted to take approved courses through FTCC online for elective credit.

All online courses must be approved by the appropriate department chair before a student may submit a request. This request will then be submitted to the Head of School for final approval. If the request is granted, the student and the parent will then complete an online contract which will explain the course expectations regarding grading and the additional charges by the vendor. The online course will appear on the student's transcript and be calculated into the cumulative average and GPA.

As a rule, students will not be permitted to take an online course that is also offered on our campus. Any deviation from this guideline must be reviewed by the division director and Head of School and will only be granted under special circumstances.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Parent-teacher communication is important. Questions or concerns may be addressed by telephone, email, or conferences. Individual conferences can be pre-arranged at the request of the parent, teacher, or appropriate division head. Formal parent-teacher conferences are scheduled at the end of Term 1.

PROGRESS REPORTS AND REPORT CARDS

The school year is divided into two semesters with each teacher's gradebook continuing throughout each semester. For example, grades taken in August will remain a part of the student's first semester average until the end of the first semester in mid-January in the same way grades taken at the onset of second semester will remain a part of the second semester average. Progress reports will be issued approximately every 30 school days at the end of Terms 1 and 2 for first semester and Terms 4 and 5 for second semester. At the end of Terms 3 and 6, a report card will be issued that includes the student's classroom average in addition to the exam grade to calculate the semester average. The two semesters are used to determine the year average.

The classroom teacher may send additional communications to parents on an individual basis any time there is marked improvement or deterioration in a student's grades or behavior. Student performance is continually updated on RenWeb and may be accessed at any time.

REQUESTS FOR STUDENT RECOMMENDATIONS

Fayetteville Academy faculty members are happy to be able to assist our students in their respective application processes for colleges, scholarships, and any other programs. One of the major ways assistance is provided is through the writing of evaluations and letters of recommendation. All students requesting such recommendations are asked to give the specific teacher or staff member a minimum of two weeks notice before the recommendation is due. Faculty members are faced with a large number of such requests. This guideline is necessary so that all requests can be honored and completed in the most thorough and thoughtful manner possible.

STUDY HALL

Campus privilege study hall allows a student to utilize the commons, library, and technology center for individual or group study after checking in with the study hall proctor. Students who are disruptive to the educational process taking place in other classrooms will lose this privilege. Campus privilege study hall will be determined at the end of each academic term or semester. Upper school students with a 90 or better average, are in good conduct standing, and have been granted parental permission will qualify. To assist in making the adjustment to the increased rigor of upper school course work, no ninth graders or students new to Fayetteville Academy will have campus privileges until after Term 1. Students in grades 6-8 do not qualify for campus privilege study hall.

Classroom study hall students will remain under the supervision of the assigned teacher. Students are only allowed to leave for individual tutoring with another teacher. It is the student's responsibility to obtain a note in advance at the teacher's convenience. Students who have been with a tutor or have other approved reasons for being away from study hall must return to that study hall before the end of the period. Students are not permitted to leave the study hall except with a teacher's note. Any requests must be made on a daily basis.

SUMMER SCHOOL COURSES AND COURSES TAKEN AT OTHER SCHOOLS

A general guideline is that students may not take summer school courses in an effort to graduate early or to take courses that are offered on the Fayetteville Academy campus. Example: If a student does not pass Algebra I, they must repeat the course the following school year on the Academy campus.

If a student takes a course from another institution, a copy of the transcript from that institution will be attached to the Academy's transcript. Grades earned at other schools will not be included in the Academy's GPA calculations. If a student repeats a course that has been previously failed, the failing grade will remain on the transcript and used in GPA calculations. If the repeated course is taken at the Academy, then the grade will be used in GPA calculations, just as any other course grade.

TUTORIAL ASSISTANCE AND EXTRA HELP

Extra help is normally available each afternoon from 3:15-3:45 P.M. Teachers are frequently available at other mutually agreeable times. The Academy faculty and administration, upon request, will also attempt to provide the names of tutors who may be helpful for students for remediation.

III. STUDENT GUIDELINES AND INFORMATION

HONOR CODE

Of utmost importance to the Fayetteville Academy community is the principle of individual honor and integrity. The Academy believes that, along with a sense of pride in one's own work, a strong sense of personal **honor and integrity is a basic human responsibility** and one of the most vital assets that a person can have throughout life. Although it would be convenient and less complicated to concern ourselves solely with honor as it applies to academic work and testing, we clearly must recognize that trust, respect, and consideration of others pervade all of our actions and relationships at Fayetteville Academy. We are able to minimize school rules, extend certain privileges, and grant a high degree of freedom because of the Honor Code. It is our desire that the spirit of the Honor Code may continue to grow and become a significant force in the life of every student. For such a system to be effective, every member of the school community must believe in and support the Honor Code.

The following definitions and guidelines shall direct the operation of the Honor Code at the Academy:

Every student is honor-bound to refrain from lying, cheating, and stealing.

- Lying is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
- Academic Dishonesty: Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. This includes, but is not limited to, using Google Translate, purchasing academic assignments and calling them your own work, using previously graded academic work for a grade in another class, copying homework, etc. It is also the representation of another's work as one's own, including plagiarism. *Plagiarism* is the act of presenting and claiming words, ideas, data, programming code, or creations by someone else as one's own. Presenting ideas in the exact or near exact wording as found in source material without proper in-text citation constitutes plagiarism, as does patching together paraphrased or summarized statements without in-text citation.
- Stealing is the taking of anything without the consent of the owner for any reason.

Every student should, when aware of an infraction of the Honor Code, report the infraction to a member of the Honor Council, a member of the faculty, or to the appropriate division director. The division director, after a thorough review of the facts, shall make a determination as to the appropriateness of bringing the case before the Honor Council. Any case brought before the Honor Council will then be presented to that division director for a final decision. The Head of School will hear all appeals.

A student found guilty of a violation of the Honor Code may be subject to suspension or dismissal from the Academy. The degree of the judgment varies with the age and grade of the student and the seriousness of the offense. All records of honor and disciplinary violations will remain in a student's permanent and confidential file. Honor Code infractions during grades 9-12 may be reported on college applications.

CODE OF CONDUCT

Fayetteville Academy expects all students and parents to abide by and support the school's standards of conduct. Standards of conduct means adherence to the Honor Code, Dress Code, and specific standards of conduct, as well as adherence to the Statement of Philosophy and Statement of Objectives of Fayetteville Academy, all of which are set forth in this handbook. The Head of School reserves the right to discipline or dismiss a student when, in his judgment, the welfare of an individual student or the school community is best served.

1. Students are expected to always exemplify respect, courtesy, and consideration for other students, teachers, administrators, parents, and visitors to the Academy.
2. Students are expected to use appropriate language at all times.
3. Students are expected to show respect for school and individual property.
4. Students may not eat or drink in the middle/upper school hallways, classrooms, or library except during specified times or by permission of a faculty member. Water is permitted in a resealable container.
5. Students are expected to be punctual to advisory, classes, and activities.
6. Students are expected to refrain from using personal entertainment devices, earbuds, headsets, and cell phones when in an educational setting. These items must be turned off when in the classroom, during an assembly and any school-related performances.
7. Students must avoid public display of romantic affections, lewd, or otherwise inappropriate behavior at school or school-sponsored events.
8. Students must refrain from discriminatory behavior or harassment of students, staff, or faculty due to race, color, sex, national origin, religion, age, gender identity, sexual orientation, or disability. Prohibited behavior includes: obscene or suggestive remarks or jokes; verbal or written abuse and insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; or threats or comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, socio-economic class, or physical appearance.
9. Students are strictly prohibited from possession, distribution, use, misuse, or being under the influence of controlled substances including alcohol. No smoking/vaping of any kind is permissible while on campus or at school sponsored functions. Fayetteville Academy reserves the right to require any student at any time to submit to searches of personal property and drug testing procedures as a condition of continued enrollment.
10. Students may not carry or have in their possession knives, guns, and pyrotechnics of any description (including toys or reproductions). Student violators may be reported to law enforcement agencies.
11. Students are expected to adhere to the Internet Safety and Digital Citizenship guidelines to avoid unethical or criminal behavior.
12. Fayetteville Academy reserves the right to discipline or dismiss any student who is involved in an activity on or off campus that reflects in a negative way on the school. This type of activity may also include but is not limited to harassment that occurs off campus but may contribute to a contentious environment at school. Any conviction in court subjects a student to possible disciplinary action, including dismissal.
13. The Fayetteville Academy administration reserves the right to not publish any photos submitted to the yearbook or any other school publication if the photo is judged to be in poor taste, too suggestive, or otherwise represents the Academy in a manner that is not in keeping with the way we wish the school and our students to be represented.

TECHNOLOGY GUIDELINES FOR SCHOOL AND/OR PERSONAL DEVICES

Students who wish to use the school's technology devices (iPads, computers, cameras, Chromebooks, etc.) must be in an educational manner. Students are expected to refrain from using personal entertainment devices when in an educational setting.

1. Students may not alter any "setup" on the school's computers including desktop icons, wallpaper, any of the computer operating systems, fonts, extensions, software, or software upgrades. Hardware, including but not limited to earphones and mice, may not be removed from school computers.
2. Students may not download, copy, rename, alter, examine, delete, destroy, or otherwise tamper with another student's or teacher's passwords, disks, files, programs, or printouts. Such tampering is the same as stealing or damaging property.
3. Students may use school computers only for curriculum-related activities. Non-curriculum activities such as gaming and social networking sites (Facebook, Twitter, etc.) are inappropriate in our school environment.
4. Students should make every effort to honor the copyrights of all digital material. If in doubt as to whether this material can be used for educational purposes, students must not print or copy digital material including software or music CDs.
5. Students may not create, disseminate, or run a self-replicating program ("virus") regardless of whether or not it is destructive.
6. Students may not create anything on the computer that is untrue, threatening, profane, racist, derogatory of gender, gender identity, sexual orientation, or religion, or otherwise demeaning to another person. A student should avoid creating, sending, or keeping anything on a computer that, if found, would cause embarrassment to themselves or anyone else. Even true statements that contain private facts about another person violate that person's right to privacy.
7. Students must keep their network/email password confidential. School resources are monitored with software that tracks the activity of the students. Students will be held responsible for all negative activity that occurs on their account.
8. Students may not use computers to view or listen to any material that is obscene, vulgar, sexually explicit, or inappropriate in any way.
9. Students must cite all information retrieved from the Internet and use good judgment as to the validity of that information.
10. Students are forbidden from using a teacher's computer without the direct supervision of the teacher.
11. Students may not use any technology device in a teacher's classroom without the teacher's express permission each time the device is used.
12. Taking a picture with a computer, camera, or cell phone of another individual without their permission is strictly prohibited. Offenders may have their device confiscated and returned only to their parents.

Since every possible misuse of technology cannot be envisioned in advance, we stress attention to the Honor Code and Code of Conduct in areas which may not be addressed in these policies.

INTERNET SAFETY AND DIGITAL CITIZENSHIP GUIDELINES

Fayetteville Academy is dedicated to the safety of our students both on campus and online. With the ever-increasing influence of technology in our society, it is our duty to educate students on internet safety and digital citizenship. Therefore, Fayetteville Academy has developed policies regarding online content, conduct, and safety.

Online Content: While on the school network or a school-managed device, students are prohibited from visiting websites or running applications that have inappropriate content. Such content would include (but is not limited to): pornography, obscene or explicit images or language, violence, gambling, racism, or drugs.

Fayetteville Academy complies with the Children's Internet Protection Act (CIPA) and therefore provides monitored and filtered internet access to all students while on campus (whether on school-owned devices or personal devices). To provide a safe online environment for our students we are taking the following measures: ¹⁾ Blocking websites known to display inappropriate content (pornography, obscene language, explicit content, etc.). ²⁾ Blocking websites known to generate malware, phishing scams, etc. ³⁾ Blocking social networking applications and websites. ⁴⁾ Monitoring all activities (online and offline) on school owned services (email, etc.) and devices.

If a student finds that access to a website needed for legitimate schoolwork has been blocked, the student can request access from the helpdesk.

Online Safety: The digital world is vast and not everyone in it has good intentions. There are individuals online that prey on the innocence and naivety of our youth. Students should be aware that what they post online can compromise their safety. Fayetteville Academy has developed the following guidelines to help students stay safe online.

- Never post personal information in a public, online area (i.e., portraits, name, address, phone number, email address, school, grade level, sports played, etc.) This type of information can be used to locate you.
- The person you are chatting with online, may not be who they say they are. People frequently impersonate others to gain information and influence.
- Pictures that you post online, stay there forever, and can be shared with anyone. Never post pictures of yourself that are inappropriate.

Online Conduct: With the increase of internet technology and social media, we now live in a world without borders. Citizens that used to only interact with others in local, face-to-face settings are now communicating with people in different countries, cultures, and languages. The advent of social technology has truly changed our lifestyle, both positively and negatively. The relative anonymity of the online world sometimes promotes malicious conduct and a lack of empathy toward others. Instead of praising the good works of others, people are often quick to denigrate, criticize, and bully others from behind the safety of a fictitious screen name. Therefore, Fayetteville Academy has developed the following policies regarding the online conduct of students and staff. Students and staff shall NOT:

- Engage in online activities that are malicious and derogatory toward others.
- Ridicule, tease, or bully others online (<https://www.stopbullying.gov/laws/north-carolina/index.html>)
- Post false information about others.
- Post inappropriate or unwanted pictures of others.
- "Like" social media posts involving other students/staff that violate these policies.
- Produce, possess, or transmit pictures containing nudity or graphic content.
 - (<https://statelaws.findlaw.com/north-carolina-law/north-carolina-child-pornography-laws.html>)
- Engage in "Hacking" or other unlawful activities.
 - (https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_14/Article_60.html)
- Attempt to circumvent campus network security measures.
- Engage in Cyberstalking
(https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-196.3.html)

All students will be asked to sign a pledge that they have read the Honor and Conduct Codes and the Internet Safety and Digital Citizenship Guidelines, that they understand the process, and that they pledge to abide by the Honor and Conduct Codes while a student at Fayetteville Academy. Thereafter, a student's signature is their bond, and no other written pledge is required on any academic work submitted for credit.

DRESS AND APPEARANCE CODE

As a college preparatory school, we strive to encourage a “dress for success” appearance. Dress for school should always be tasteful, clean, and neat.

The following are examples of prohibited dress for all students:

1. **Clothing with messages or illustrations that are lewd, indecent, vulgar, violent** or that advertise any product or service not permitted by law to minors
2. **Excessively short or tight garments, torn or ripped clothing, pants that are too long, sagging trousers or shorts.** The general guideline for shorts, skirts, and dresses is that they must be appropriate in length. The division director will retain the authority to review, on an individual basis, whether the length is appropriate to provide adequate coverage typically defined as longer than mid-thigh.
3. **Athletic wear** (Exception: specific attire approved by the athletic director on game days or leggings as long as a top that is at least mid-thigh length is worn over the leggings.)
4. **Exposed undergarments and see-through clothing**
5. **Shirts, tops, and dresses that do not have a minimum 3-inch fabric width covering the shoulders** (Includes halter tops, tank tops, tops with spaghetti straps, racer-back tops, strapless and/or backless tops and dresses unless worn with shirt; boys must wear shirts that have a sleeve.)
6. **Leggings are allowed as long as a top is worn that covers the wearer to at least the middle of their thigh.**
7. **Clothing that overly exposes cleavage or midriffs**
8. **Facial hair, goatees, mustaches, beards, or long sideburns** (Includes August athletic practices and games)
9. **Extreme hair color, or hairstyles** (Hair should be neatly cut and kept. Hair color must be within the natural hair color palette.)
10. **Hats, head coverings, and sunglasses inside buildings** (Exception: Hats may be worn in the gyms during athletic events or for religious reasons as approved by the division head; sunglasses may be worn for medical reasons.)
11. **Visible body piercing with jewelry** with the exception of earrings.
12. **Division Directors and the Head of School have the final say about appropriate attire.**

During the morning Advisory Period, the advisor will review student attire. If a student’s appearance is deemed inappropriate by the advisor or by any faculty during the school day, the student will be sent to the appropriate division director. The division director will review the student’s appearance, and if the student is determined to be out of Dress Code, the student will be assigned after-school detention and be required to make immediate changes in their attire which may or may not include being sent home to correct the infraction or be isolated for the remainder of the day.

At certain times throughout the school year, the Head of School and division directors will designate that “Special Dress” be worn. Athletic teams may be required to wear Special Dress on game days. **Daytime Special Dress guidelines:** Ties and dress shirts with long pants, dresses, skirts, dress pants or pant suits with dress tops, and dress footwear, no shorts, jeans, sandals, or athletic shoes. **Evening Special Dress guidelines:** Coat and tie or suit with dress shirt, dress pants, and dress shoes, age-appropriate dressy dresses or cocktail dresses that provide adequate coverage and dressy accessories. **A modified Special Dress may be permitted at events specified by the school administration.**

DRIVING ON CAMPUS

Driving is a privilege that carries a responsibility. Since small children are present, and since there is traffic on campus throughout the day, extreme caution and good judgment must be used at all times. All drivers should follow the flow of traffic as noted on campus signage. The proper lanes are to be used for letting off students or picking them up. Students may only park in designated parking lots.

All parking lots are off limits during the school day. Students are not allowed to go to their cars during regular school hours except by permission of the upper school director or Head of School. For security reasons, students are strongly encouraged to lock their vehicles and to not leave valuables (purses, wallets, money, etc.) in plain sight. Violation of driving and parking regulations may result in loss of parking and driving privileges.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

Fayetteville Academy is committed to a safe educational environment for all students that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying refers to any intentional written, verbal, or physical act that:

- physically harms a student or damages the student's property,
- has the effect of substantially interfering with a student's education,
- is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
- has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, sarcasm, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, verbal, or physical actions. Intentional act refers to the perpetrator's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling and/or corrective discipline will be used to change the behavior of the perpetrator(s) and remediate the impact on the victim. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Complaint Process: Incidents of harassment, intimidation, or bullying should be reported by the complainant (victim), concerned individual(s), or staff member to the division director who will investigate and, if merit is found to the complaint, assign counseling and/or corrective discipline to the perpetrator(s). In general, the following guidelines will be used but may not necessarily be adhered to depending on the severity of the offense when an offense is determined to have occurred:

- *First offense:* The division director will have a conversation with the all involved parties and clearly explain that this behavior will not be tolerated. A minor consequence may be assigned. There may or may not be parental involvement. The Head of School will be notified of all incidences of harassment.
- *Second offense:* Same as the first offense but a more significant consequence will be assigned. Parents will be contacted.
- *Third offense:* The perpetrator may be subject to suspension or dismissal. Parents will be notified.

Proper support and guidance for the complainant will be a priority which may include an opportunity for the complainant(s) to explain to the perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face. Additionally, the division director may consider the educational value of making a general statement to various individuals or groups in order to raise awareness and improve school climate.

Student complainants, witnesses, and alleged perpetrators may have a parent or trusted adult with them, if requested, during any investigatory activities. When the investigation is completed, and if merit is found to the complaint, the division director will prepare a written report of the incident and the result of the investigation. If the matter is not resolved to the complainant's satisfaction, the Head of School may be asked to take further action on the report. The school will fully expect no retaliation of any manner in an effort to protect complainant(s) and witness(es); should retaliation occur, additional discipline will be assigned.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this policy. Parents shall be provided with a copy of this policy.

OFF-CAMPUS LUNCH PRIVILEGES

Seniors who have no lower than a **70.0 (no rounding)** average for all of their courses and are not failing any course, and are in good conduct standing, with parental permission, may have the privilege of going off-campus for lunch each day of their senior year. **Juniors** who have no lower than a **70.0 (no rounding)** average for all of their courses and are not failing any course, and are in good conduct standing, with parental permission, may have the privilege of going off-campus for lunch each Monday, Wednesday, and Friday during second semester.

This privilege is earned, and it is expected that all seniors and juniors will act in a responsible manner. This privilege is granted on an individual basis depending on the conduct, attitude, and school attendance for each senior and junior. If a senior or junior is tardy to 5th period, he/she may lose the off-campus lunch privilege for the following day and will receive a detention consequence. Any senior or junior who has excessive tardies or absences within a semester (other than school sponsored) will have a parent conference with the upper school director. The upper school director will review the situation and take appropriate action which may include suspension of the senior or junior privilege.

PROBATION AND SUSPENSION

Academic Probation: Any student in grades 6-12 who has a progress report or report card with an overall average below 70.0 (no rounding) or failing any class will be placed on academic probation.

Any student on academic probation will be required to meet with the teacher of the failing subject (or those in which the student has an average under 70) on a schedule determined by the respective teacher(s). The student's academic progress will also be monitored weekly by the appropriate division director. Other consequences, such as limiting participation in extracurricular activities, may be imposed by the division director and Head of School if the student is not making sufficient academic progress.

Conduct Probation: Any student who, in the opinion of the faculty and administration, demonstrates behavior that is unacceptable and in violation of the Code of Conduct, Honor Code, or Technology Guidelines may be placed on conduct probation. On certain occasions, a student's behavior may require disciplinary action resulting in suspension. All suspensions will be at the discretion of the Head of School and the appropriate division director. Upon the student's return to classes, missed work may be made up with no academic penalty. The classroom teacher will determine the final date as to when the work must be completed. If the work is not completed by this final date, a zero may be assigned. Suspended students may not participate in any school-sponsored activities including athletic practices.

If the problem causing academic or conduct probation is not corrected by the conclusion of the following reporting period, the student will remain on probation and may be offered a conditional re-enrollment or may not be offered an invitation to enroll for the next academic year. Any student who fails to meet athletic eligibility requirements at the end of a school year, which would impact his/her eligibility for the first term of the following year, may, with the prior permission of the division head, participate in an approved summer program of studies.

SCHOOL-SPONSORED DANCES AND JUNIOR-SENIOR PROM

A student from Fayetteville Academy may invite a guest, with prior approval of the parent and appropriate school division head, to school dances. *A special request form is required for non-Academy guests and must be turned in before the dance/prom.* For non-Academy guests who are still in school and unknown to our faculty, a phone call will be made to the guest's school to ensure there are no issues that could create negative interactions while at the dance/prom. The Academy student is responsible for the behavior of the guest; the student and guest will dress according to the guidelines set for the dance. Once any student or guest leaves, he or she may not return.

A student at a middle school dance will not be permitted to leave early unless a note from the parent or guardian stating the time of departure is presented or if the parent or guardian enters the dance area to inform the faculty member in charge.

Eligibility for attendance to the Junior-Senior Prom is limited to students in good conduct standing. Juniors and seniors may invite one guest in grades 10-12 from any school or a postgraduate under the age of 21 with prior approval of the parent and upper school head. Academy sophomores may attend only if they are the invited date of an Academy junior or senior.

SENIOR PRIVILEGES

Senior privileges are earned, and it is expected that all seniors will act in a responsible manner. These privileges are reviewed for each senior and are granted on an individual basis depending on their conduct, attitude, and school attendance.

1. As the senior class enters an assembly, the student body rises and remains standing until all seniors are seated. At the conclusion of the assembly, all students remain seated until seniors make their exit.
2. Seniors may have the privilege of having neatly groomed facial hair.
3. Seniors are permitted to have hair highlights or tips in a color that deviates from the natural palette as long as the primary hair color is still within a natural palette. Compliance will be at the discretion of administration.
4. The senior parking lot is reserved for the exclusive use of seniors. Seniors may not loiter in the parking lot during the academic day.
5. Seniors in good academic and social standing may, with parental permission, have the privilege of going off campus for lunch each day of their senior year. Seniors who drive to school will enter and exit via Cliffdale Road adjacent to the senior parking lot. Seniors may not cut through the faculty parking lots.
6. Effective with the *first progress report*, seniors who have no grade lower than a 70.0 (no rounding) and are in good conduct standing, with parental permission, may have campus privilege study hall.
7. Seniors having to sit for second semester exams will be permitted to take their exams prior to underclassmen.

It is the expectation that for having received the above privileges, that seniors will participate in appropriate end of the year activities including community service projects and Senior Week. The senior projects may be selected by the class but are subject to the approval of the senior class advisors and administration.

SERVICE

Fayetteville Academy encourages students to pursue service opportunities within the community, and we invite you to submit service hours so we can begin tracking student involvement in service. Students will have access to a fillable Google form that will be submitted to the Service Committee for approval. Once the service activity is approved, a member of the committee will log the hours in FACTS. For yearly tallies, service hour forms must be submitted by May 1 to allow for enough time to calculate for all students.

The following scale has been set for end of the year recognition for approved hours:

- 25 hours per year for Upper School students (grades 9-12)
- 10 hours per year for Middle School students (grades 6-8)
- Any logged service hours for Lower School students (grades PK-5)
-

Upper School students who log 100 or more approved cumulative hours during their upper school years (grades 9-12) are eligible to receive a service honor cord to be worn at graduation. Questions should be directed to the Service Committee

at service@fayacademy.org.

IV. ABSENCES AND ATTENDANCE INFORMATION

ATTENDANCE POLICY

Fayetteville Academy emphasizes the necessity of regular school attendance. All students should be in attendance each day that they are physically able. **For student safety and security, it is imperative that parents notify the main office prior to 8:10 A.M. each day of a student's absence.** Notification may be made by email or voicemail.

Students who have 20 absences per year in a given class (other than school-sponsored absences) are in jeopardy of not passing that class. Absences include but are not limited to days missed for illness, appointments, or extended family vacations. A notification will be sent to parents when a student reaches 10 absences in a class. If the student reaches 15 absences, a note will be sent home and the student and parent will be required to have a conference with the division director to review the attendance situation and to take appropriate action.

Juniors and seniors will be given 2 additional absences exclusively for college visits. A Request for Planned College Visit form must be obtained a minimum of two days in advance from the upper school head or college counselor. Documentation from the college being visited must be given to the upper school head following this absence.

Class work or homework missed as a result of an absence will become the student's responsibility to make up. Assignments may be accessed on RenWeb. A missed test will be made up immediately upon return to school or at the teacher's discretion. Deadlines for other assignments will be determined by the subject teacher.

ABSENCES AND PARTICIPATION IN ATHLETICS AND SCHOOL-SPONSORED EVENTS

To participate in a school-sponsored event including athletic competitions and prom, a student must be in attendance for a minimum of four periods on the day of the event. In the event a team has an early dismissal before four periods have passed, a student must be in attendance for all of the periods up to the time of the dismissal. Being tardy more than 15 minutes to any period will be considered a class absence. Absences or tardies following a school-sponsored event are not acceptable and will be reviewed by the appropriate school division head. Exceptions to the above guidelines will be made for medical appointments. Any other exception must receive the approval of the appropriate division director, the athletic director, or the Head of School.

AFTER-SCHOOL DETENTION

Students will be assigned after-school detention for accrued tardies, Dress Code violations, and other infractions as determined by the division director. After-school detention will be held from 3:15-4:00 and proctored by faculty members. Students may be assigned campus clean-up tasks during this time. If they should miss their after-school detention, they must report to morning detention from 7:30-8:15 on the following morning. If a student continues to disregard the rules and expectations as stated in this Handbook, the appropriate division head will consider recommending a suspension as a corrective option. The only reason a student will be permitted to reschedule an assigned detention will be for a F.A. game or a doctor's appointment (with a note).

DELAYED OPENING OR SCHOOL CANCELTION

In the event that inclement weather necessitates a delayed school opening or the cancellation of school for that day, an email and a text message will be sent to all families. If there is a delayed opening, for example at 10:00 A.M., all students will report to their advisor. The rest of the day's schedule will be normal, and school will be dismissed at the usual time.

LATE ARRIVALS AND CHECK-IN / CHECK-OUT PROCEDURE

Promptness is essential to a student's success in school. **If arriving at school later than the beginning of Advisor period, the student must report to the main office to be checked in.** The main office will enter and record all students who are late to school under the student's Behavior tab on RenWeb and an automatic RenWeb email will be sent to the parent, advisor, and appropriate division head.

There is no differentiation between excused tardies and unexcused tardies unless a doctor's note is presented. Students may have six tardies to school per semester. Beginning on the seventh tardy, students will be assigned after-school detention for each subsequent infraction for the duration of the semester. After 12 tardies per semester, the parent must have a conference with the division head. After 18 tardies per semester, the parent will be required to have a conference

with the Head of School. Tardiness to classes and accumulated tardiness to school may result in loss of privileges at the discretion of the appropriate division head.

Any student (including those age 18 and over) who checks-out during the day **must have prior parent/guardian permission**. Permission may be granted via a phone call from the parent, an email from the parent's account, or the parent may come into the office; texting is not acceptable.

Parents are encouraged to notify the main office by 8:30 A.M. if the student will be leaving during the day. The student must then go to the main office to be checked out. **Upon returning to school on the same day, the student must check-in at the main office.** When checking-in from a doctor's appointment, the student should present a note/card from the doctor's office. **It is imperative that students follow check-in and check-out procedures, so the school is always aware of where a student can be located.**

PLANNED ABSENCES

Any planned absence for two or more days must have the acknowledgment of the appropriate division director at least two days prior to the trip. Be advised that days missed for trips will be included as a part of the 20 absences per year limit.

The parent must provide a note to the division head stating the reason and dates that will be missed. A request for a Planned Absence Form (Blue Slip) will be generated on Google Docs. The division director will see that a copy of this form containing appropriate faculty remarks and advance class assignments is given to the student before leaving and a copy will be emailed to the student and parent. Students are encouraged to check assignments on RenWeb before returning to school in the event changes have been made in their absence.

UNAUTHORIZED ABSENCES

An unauthorized absence is defined as one where a student has missed a class(es) without permission, i.e., cuts a class. The student will receive a zero on any grade taken during the missed class(es) including quizzes and tests in addition to a non-academic consequence.

V. GENERAL INFORMATION

ACCIDENT AND TUITION INSURANCE

Student accident insurance is available from a commercial insurance company. Parents must consider if this insurance would be beneficial for their child.

Tuition Refund Insurance is available and recommended, but not required for all returning students. Tuition insurance is required, however, for all new families enrolling a child at the Academy for the first time (including students who may be enrolling after an absence of one year or more) who do not pay the full tuition by the opening date of school. The option to select tuition refund must be selected on the enrollment contract prior to the first day of school or, in the case of late enrollees, on the first day of attendance. Payment is due with the first tuition payment. Specific details are available from the Academy business office.

ACCOMMODATION POLICY

While Fayetteville Academy does not modify its curriculum or methodology, any student with a documented learning disability that adversely impacts the child's educational performance, such as a specific learning disability and/or attention related disorder, may receive the reasonable, necessary, and appropriate accommodations that are consistent with the academic standards of Fayetteville Academy and do not require substantial course or program alterations.

Eligibility

- Student has a documented disability
- Participation in an assessment, including College Board Exam/ACT is impacted
- Requested accommodation is needed
- Accommodation is received on school tests

Seven Documentation Criteria

- The diagnosis is clearly stated
- Information is current (3-5 years)
- Educational, developmental, and medical history is presented
- The diagnosis is supported
- The functional limitation is described
- Recommended accommodations are justified
- Evaluators' professional credentials are established

Students seeking academic accommodations on classroom assessments and/or on standardized tests in grades 7-12 must meet the following requirements before any accommodations will be made:

- Educational/psychological testing must be administered by an outside licensed source.
- A copy of the current (within 3-5 years) testing/diagnosis including specific recommendations/accommodations must be provided to the school and be kept on file by the Assistant Director of College Counseling.
- Students receiving extended time as recommended in their evaluation will receive 50%-time extensions, per Fayetteville Academy policies.
- If a student wishes to receive permission to use accommodations on College Board Exams (PSAT, SAT, AP) and/or the ACT, the above referenced evaluations along with required forms must be provided to the Director of Student Support Services (Christie Rains) at least 3 months before the scheduled test date on any instructional day (Evaluations will not be accepted during the summer or school holidays). These organizations require a formal school plan on file and in use to demonstrate the student's need for accommodations. The evaluations will be submitted to the College Board or ACT for approval. Due to the sensitive information contained within evaluations, please hand carry, or scan the evaluations.
- Once accommodations are approved, students will be placed on a formal school plan that will provide students the accommodations on every school test/assessment. Accommodations **must** be utilized on National Standardized Tests, midterms and final exams and the student must stay in the testing session for the **entire** accommodation time provided. Tests and assessments must be administered by a member of the F.A. faculty. If accommodations are no longer required or requested, the change must be made in writing to remove the student from the accommodations list and/or formal school plan. Parents should contact the Director of Student Support Services Christie Rains (crains@fayacademy.org) to provide documentation. We ask that any new or updated testing be provided to us as soon as possible, so we can keep your child's accommodations up to date throughout the school year.

Accommodation Details for Extended Time

- Classroom Extended Time: A student who receives extended time will be allowed time and a half for a given assessment. For example, for an assessment designed for a 50-minute period, the student will be given an extra 25 minutes for a total of a total of 1 hour 15 minutes. However, the student must make arrangements in advance with the classroom teacher as to when the assessment can be completed.
- College Board/ACT Extended Time: Students test for a longer period of time than other students. Students must stay the entire amount of time for which they are approved. They cannot leave early, and they cannot move onto the next test section until the allotted time has passed even if they finish the section early. Extended time options include: time and a half or 50% additional time, double time or 100% additional time, and in rare circumstances more time or 150% additional time. Extended time may only be needed for a specific section depending on the disability.
- College Board/ACT Extra and Extended Breaks: Appropriate for students who cannot test for an extended period of time and/or need more breaks than those given to all test takers. Often requested for students with physical or medical disabilities if they will need to test blood sugar, take medication or rest. Students with ADHD may find extra breaks helpful if they have difficulty focusing for extended periods.

** Fayetteville Academy is an independent, college preparatory school that is exempt from many of the provisions outlined in the Americans with Disabilities Act (ADA), the Individuals with Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973.*

CLASS TRIPS AND FIELD TRIPS

School-sponsored field trips with an educational purpose may be scheduled by faculty with prior approval of the department head, appropriate division director, and Head of School.

DAILY ANNOUNCEMENTS

Each morning during the advisory period, the advisor will monitor all students as they read the morning announcements containing information about athletics, school activities, and other upcoming events. These announcements are then posted in the upper and middle school hallways for students to refer to throughout the day. Parents may also access these announcements on the Fayetteville Academy website each morning by 8:30 A.M.

LOCKS AND LOCKERS

A locker is available to every student. The Honor Code negates a required lock on lockers. However, if a lock is desired, it may be obtained at no cost from the division head and must be returned at the end of the year. If a lock is lost, the student will pay a \$5.00 fee. Cleanliness of lockers, inside and out, is the responsibility of the student. Students are strongly encouraged not to bring items of excessive value to school. Locker decorations are permitted on the inside of the locker, but they must be secured with magnets (no tape).

LUNCH

Lunch may be purchased through the school's lunch program via Schoolhouse Fare. No lunches may be delivered to students from restaurants other than through the Schoolhouse Fare program. Students in grades 6-8 must eat their lunches, whether purchased or brought from home, in the lunchroom, except by special permission, and must remain in the lunchroom for the first 20 minutes of the lunch period. Upper school students may eat lunch in other areas of campus with appropriate permission but must be vigilant about trash disposal or this privilege may be revoked. During lunch, students are not allowed to enter the middle school hallway without permission of the duty teacher.

MEDIA CENTER AND LIBRARY

The media center is open from 8:00 A.M. until 3:30 P.M. on school days. Books may be checked out for two weeks with renewal permitted. Current issues of magazines should not be taken from the library or be checked out; back issues are available for copying upon request. Reference books (REF) may not be checked out.

MEDICAL AND HEALTH POLICIES

Fayetteville Academy has the responsibility to ensure, within its limitations, the general health and emotional well-being of all students attending the Academy. Realizing this, the Academy reserves the right to review, on a case-by-case basis, the medical status or history of any individual seeking admittance or presently enrolled.

All students entering Fayetteville Academy for the first time are required by North Carolina State Law to submit a current Certification of Immunization. This certificate is available from the family physician or from the health department and must be submitted no later than the third day after the opening of school.

In the event of an accident or illness, every effort will be made to immediately contact parents. In emergency cases when a parent cannot be contacted, it will be the responsibility of the Head of School or the designated assistant to decide on the course of action appropriate to the situation. A power of attorney and emergency information form filled out and signed by the parent must be on file in the main office. Additional forms are available from the main office or on RenWeb.

While Fayetteville Academy discourages the possession of prescription medications at school, students in the middle or upper school may, with written parental permission, have in their possession and take according to doctor's orders, prescription medications that necessarily must be taken during the school day. The following guidelines are applicable:

- The student must not have in his daily possession more medication than is necessary for one school day.
- The student's name, medication name, frequency of dosage and prescribing doctor's name must be with the medication.
- A written and signed statement by the parent providing permission for the student to possess and take the prescription medication while at school must be presented by the student, if requested by any member of the Academy faculty or staff.

For students taking prescription medications for an extended period of time, special arrangements should be discussed with the appropriate division director. If Fayetteville Academy provides over-the-counter-medications, these may only be

given to students with prior written permission from the parent or guardian, and they may only be given by Mrs. Jenkins or Mrs. Sappington (or the respective division head in the absence of Mrs. Jenkins or Mrs. Sappington). No other faculty or staff members are allowed to dispense any medications – either over-the-counter or prescription – while the student is on campus. The school reserves the right to investigate any use of medications, whether over-the-counter or prescription.

SAFETY POLICY

The safety of students, employees, and the public is paramount. Unsafe conditions must be reported to the administration immediately and will be addressed as quickly as possible. In the event there is the potential for a campus-wide emergency, the school's Crisis Plan will be implemented.

SCHOOL CALENDAR

An official Academy calendar announcing dates and upcoming events is available on the school's website for viewing and printing. While every effort is made to publish up-to-date and accurate information, changes may occur due to unavoidable circumstances.

TELEPHONES / CELL PHONES FOR STUDENTS

A phone for students and parents is available outside the Head of School's office for local calls. Office phones are to be used only by permission and in case of emergencies. Classroom telephones may only be used with the teacher's permission.

During classes, cell phones must be turned off or in silent mode and may not be visible unless under the specific direction of a teacher for a given classroom activity. Cell phones that are visible, ringing, or in-use during class will be confiscated and given to the appropriate division head until the end of the day. The parent may be required to retrieve the phone at the division head's discretion.

For students in grades 6-7, cell phones will be given to advisors at the beginning of advisory and may be retrieved at the end of the day.

VISITORS ON CAMPUS

Student visitors during the school day are to be admissions applicants or potential admissions applicants. All requests to visit classes are to be made through the admissions office or must be approved by the appropriate division head. No student is permitted to have a guest for lunch or on campus during the academic day without prior approval.

VI. ATHLETICS

ATHLETIC GOALS

Interscholastic athletics at Fayetteville Academy are an integral part of the total instructional program. The athletic goals encourage participation, support school spirit and morale, develop a student's athletic potential, and promote good sportsmanship.

ATHLETIC CODE OF ETHICS

Participants should always:

1. Play hard within the rules of the game.
2. Win with humility, lose graciously, thank officials, and congratulate opposing players and coaches after the contest.
3. Serve as a host to visiting teams and spectators by directing them to dressing rooms and game locations.
4. Never attempt to injure an opponent.
5. Refrain from taunting, profanity, or gesturing to opponents or spectators.
6. Demonstrate respect towards officials at all times.
7. Respect the property and facilities of opponents. Leave locker rooms and bench areas clean and orderly after games.
8. Be positive and supportive towards coaches and teammates.

Coaches should always:

1. Serve as a positive role model for their players.
2. Show restraint and respect when dealing with officials. Proper application of the rules may be questioned; judgment calls should be accepted without overt demonstration. Avoid blaming officials for losses.
3. Hold players accountable for unsportsmanlike behavior. Players violating the above expectations should be removed from the game. A Fayetteville Academy player ejected from a contest for unsportsmanlike behavior shall be required to sit out the next game or match.
4. Refrain from publicly berating players for mistakes.
5. Reinforce good sportsmanship in practice sessions.
6. Have game officials fill out sportsmanship rating cards at home games.

Spectators should always:

1. Appreciate and commend good effort and skill no matter which individual or team exhibits it.
2. Treat officials, opposing cheerleaders, players, coaches and fans with respect and courtesy.
3. Refrain from calling opposing players by name or number, singling out an opposing player for personal criticism, taunting, or using profane language or cheers directed at officials, opponents, or cheerleaders.

ELIGIBILITY / INELIGIBILITY

No student is permitted to participate in any practice or game if they have not been in attendance for a minimum of four periods. (See Sections on Absences & Participation and Probation for additional information.)

Per North Carolina Independent School Athletic Association rules, no student who has reached his/her 19th birthday on or before August 1 of the current school year will be allowed to participate on any Academy athletic team.

Any student playing on an in-season team and is found guilty of possessing or using illegal drugs or alcoholic beverages at any activity on or off school property during that season will be ineligible to participate for the remainder of the season and will not letter.

Sixth grade athletic participation: Sixth grade students may participate on any team designated as middle school or junior varsity if there is no middle school team. They may not participate on varsity teams per state guidelines but may attend team practices. Sixth grade students who participate on a team during the fall sports season will have their grades monitored each Monday morning. If any grade falls below a 70.0, the student will be ineligible to play in games or travel with the team for that week but will still be expected to practice with the team.

All student athletes must turn in to the main office a medical power-of-attorney and physician's physical fitness form prior to pre-season practices and/or the first game.

RULES AND REGULATIONS

Each coach shall furnish to the particular student-athlete rules and regulations concerning each individual sport in which the student participates. All NCISAA and CRC guidelines will be followed.

The Athletic Department has established criteria for the awarding of varsity letters. Criteria will be distributed by team coaches to all athletes prior to the start of the season. The athletic director has a copy on file in his office for students and parents who have additional questions. Dual participation in sports is by special permission of the athletic director only.

SPORTS TEAMS

Fall season: *August to November*

- Middle School Boys' Soccer – grades 6-8
- Varsity Boys' Soccer – grades 7-12
- Middle School Girls' Volleyball – grades 6-8
- Junior Varsity Girls' Volleyball – grades 6-10
- Varsity Girls' Volleyball – grades 7-12
- Junior Varsity Girls' Tennis – grades 6-10
- Varsity Girls' Tennis – grades 7-12
- Boys' and Girls' Varsity Cross Country – grades 7-12

Winter season: *November to March*

- Varsity Girls' Cheerleading – grades 7-12
- Junior Varsity Girls' Cheerleading – grades 6-10
- Varsity Boys' Basketball – grades 7-12
- Varsity Girls' Basketball – grades 7-12
- Junior Varsity Boys' Basketball – grades 7-10
- Junior Varsity Girls' Basketball – grades 7-10
- Middle School Boys' Basketball – grades 6-8
- Middle School Girls' Basketball – grades 6-8
- Boys' and Girls' Varsity Swimming – grades 7-12

Spring season: *March to May*

- Varsity Golf – grades 7-12
- Varsity Girls' Soccer – grades 7-12
- Junior Varsity Girls' Soccer – grades 6-10
- Varsity Boys' Tennis – grades 7-12
- Junior Varsity Boys' Tennis – grades 6-10
- Varsity Boys' Baseball – grades 7-12
- Boys' and Girls' Varsity Track – grades 7-12
- Junior Varsity/Varsity Girls' Lacrosse – grades 6-12

Formal practice will not start until the preceding sport's regular season has been completed. All regularly scheduled games will be completed before the playoffs start. The decision as to whether an athletic team can be fielded is dependent upon sufficient student interest and availability of a qualified coach. *Note: The cheerleaders are considered an athletic team and will, therefore, come under all applicable rules.*

TRAVEL GUIDELINES

Only team members in grades 7-12 are eligible for state level playoffs under NCISAA guidelines. Athletes may return from away games with their parents or another Academy parent. However, athletes who wish to ride home with parents other than their own must have written permission slips turned in to the coach or athletic director *prior to departure*. **Student-athletes will only be allowed to drive to athletic events away from home in their personal vehicles with parental and coach permission. At no time will student athletes be allowed to transport other students.**

Athletes are responsible for completing work missed in classes as a result of early dismissal. Athletes must check with teachers in classes that will be missed prior to leaving campus to take any assigned quizzes, tests, and turn in any homework assignments that may be due. It is the athlete's responsibility to be prepared for all classes upon returning to school.

Parent chaperones are required on all overnight trips. One parent, in addition to the responsible coach, will be required for every 15 team members.

UNIFORMS

Special dress will be worn on all game days: ties and dress shirts with long pants, dresses, skirts, dress pants or pant suits with dress tops, dress footwear, no shorts, jeans, sandals, or athletic shoes. Coaches desiring a “game uniform” instead of special dress on game days may submit a request to the athletic director who will confer with the Head of School and appropriate division head as to the appropriateness of attire. Only **approved** “game uniforms” may be worn in lieu of special dress.

Individual team members and cheerleaders may be responsible for purchasing their own uniforms. School-issued uniforms are the property of the school. The athlete will maintain proper care of the uniform. **The uniform must be turned in before the student athlete will be permitted to begin practicing for another sport and no later than one week after the end of the season.** Any damage or loss must be completely reimbursed by the athlete. No athlete will change into the uniform before the time approved by his/her coach.

VII. ACTIVITIES AND ORGANIZATIONS

ACTIVITY POLICY (GRADES 6-12)

To provide educational experiences beyond the classroom, a variety of clubs and organizations are available for student participation and enjoyment. There is no limit to the number of activities in which a student may participate but consideration should be given to making meaningful commitments. Clubs and teams are dependent upon student interest and are student driven. Students wishing to begin a club in which they have a special interest should speak to the appropriate division head and identify a sponsoring adult.

Election of class officers will be held in the spring for the subsequent school year. Elections for club offices may be held in the spring or after school begins in August. Students running for office must be enrolled for the upcoming school year and must not be on academic or conduct probation. Club/class advisors should consult with the appropriate division head to ensure a student is eligible. All elections will be conducted by a simple majority determined in a secret ballot. There must be a minimum of one day between the nominating process and the actual election to allow students time to give thought to their selections.

The list of clubs and organizations below may vary from year to year depending on student interest and participation.

Bringing Real Adolescent Voices Empowerment (BRAVE) Club

Membership is open to middle and upper school students. Members determine topics that may be of interest to the student body and seek to spread awareness. BRAVE Club focuses on service and aims to spread kindness and acceptance among the F.A. student body and community while promoting a welcoming and supportive environment.

BUILDERS CLUB

The membership is open to any middle school student interested in volunteerism and community service. This club is co-ed and affiliated with the Fayetteville Academy Key Club.

HONOR COUNCIL

A faculty committee will recommend upper school students from each grade level to serve on this body that is responsible for hearing Honor Code violation cases. The student body will elect from the recommended group, the individuals whom they feel will best fulfill this responsibility. The Honor Council consists of six student members: one freshman, one sophomore, two juniors, and two seniors. There are two faculty representatives in addition to the Honor Council advisor. The selection process occurs in the spring for the following school year.

KEY CLUB

The membership is open to any upper school student interested in volunteerism and community service. This club is co-ed and sponsored by the Fayetteville Kiwanis Club.

MOCK TRIAL

Students who have an interest in the legal system may join the Mock Trial team sponsored by the North Carolina Academy of Trial Lawyers. The team is given a legal scenario for which they must prepare a prosecution and defense. Local attorneys in addition to a faculty advisor assist the team members in preparing for the competition which is normally held in January or February.

NATIONAL ART HONOR SOCIETY

NATIONAL JUNIOR ART SOCIETY

The National Art Honor Society (grades 10-12) and National Junior Art Society (grades 7-9) emphasize outstanding artistic scholarship and service to the school and community. Members must also demonstrate strong moral character. By exemplifying these standards, members of the society promote an awareness and appreciation of art at school and in the community. Students must currently be enrolled in a visual art class at the Academy and have at least a B average in art. Senior members are eligible to wear an honor cord at the commencement ceremony. *Deborah Ann

NATIONAL HONOR SOCIETY (GRADES 10-12)

Membership in the National Honor Society (NHS) is an honor bestowed upon a student. Selection for NHS membership is a multi-step process that focuses on the four pillars of the National Honor Society. NHS members are selected based on their outstanding scholarship, character, leadership, and service. Students must first meet the minimum overall cumulative grade requirement of a 90 (without rounding) beginning with 9th grade for NHS. Students who meet this initial standard will be invited to apply for candidacy, and their application will be reviewed by a faculty council appointed by the Head of School. The final approval for candidacy is confirmed by the Head of School. To be eligible for consideration for NHS, a student must be a sophomore, junior, or senior. All eligible students must also have been in attendance at the Academy for the equivalent of one semester. No student currently on conduct probation is eligible for consideration for membership to the National Honor Society.

Once selected, members have a responsibility to continue to uphold the pillars of their respective Societies, including maintaining high academic standards, and to uphold all policies of the Student-Parent Handbook. A warning letter will be sent if a member fails to earn a minimum semester average of 90 (without rounding). If a member fails to earn a minimum semester average of 90 (without rounding) for two consecutive semesters, the student will forfeit membership to the organization and cannot be reinstated.

Senior members who do not earn a minimum semester average of 90 (without rounding) for the first semester will receive a warning letter. Failure of those members to earn a minimum semester average of 90 (without rounding) for the final report card will result in revoked membership to the NHS.

NATIONAL JUNIOR HONOR SOCIETY (GRADES 8-9)

Membership in National Junior Honor Society (NJHS) is an honor bestowed upon a student. Selection for NJHS membership is a multi-step process that focuses on the five pillars of the Society. NJHS members are selected based on outstanding scholarship, character, leadership, service, and citizenship. Students must first meet the minimum overall cumulative grade requirement of a 90 (without rounding) beginning with 7th grade for NJHS. Students who meet this initial standard will be invited to apply for candidacy, and their application will be reviewed by a faculty council appointed by the Head of School. The final approval for candidacy is confirmed by the Head of School. To be eligible for consideration for NJHS, a student must be an eighth grader or freshman. All eligible students must also have been in attendance at the Academy for the equivalent of one semester. No student currently on conduct probation is eligible for consideration for membership to the NJHS or NHS.

Once selected, members have a responsibility to continue to uphold the pillars of their respective Societies, including maintaining high academic standards, and to uphold all policies of the Student-Parent Handbook. A warning letter will be sent if a member fails to earn a minimum semester average of 90 (without rounding). If a member fails to earn a minimum semester average of 90 (without rounding) for two consecutive semesters, the student will forfeit membership to the organization and cannot be reinstated.

NATIONAL SPANISH HONOR SOCIETY, "LAS ÁGUILAS" CHAPTER

The Sociedad Honoraria Hispánica (SHH) is open to students in grades 10-12 who have taken a minimum of three years of high school Spanish with an A average and that have been in attendance at Fayetteville Academy for at least one school year. Members of the SHH are committed to share their passion for the Spanish language and culture by speaking Spanish,

organizing cultural activities that promote the understanding of Hispanic culture, and helping the Hispanic community. Members are also encouraged to write prose and poetry in Spanish as well as creating drawings or cartoons that can serve as a contribution to "¡Albricias!" the national publication of the Spanish National Honor Society. Senior members are eligible to wear an honor cord at the commencement ceremony.

NATIONAL LATIN HONOR SOCIETY, "AQUILAE" CHAPTER

Students currently enrolled in Latin who have taken a minimum of one year of high school Latin maintaining an A average and have been in attendance at Fayetteville Academy for at least one school year are eligible to be a part of the National Latin Honor Society. Members of NLHS are committed to sharing their passion for the Latin language and classical civilization in addition to organizing activities to promote the classics. Members are also encouraged to tutor and mentor fellow students who are just beginning to explore Latin and the classics. Membership to NLHS is an honor and is by invitation only. Senior members are eligible to wear an honor cord at the commencement ceremony.

NATIONAL JUNIOR CLASSICAL LEAGUE (LATIN CLUB)

Club members organize activities that promote further understanding of Latin and cultures that influenced the ancient Romans. The club also is involved in community service activities and participates in campus wide programs. (9-12)

SCIENCE OLYMPIAD

Based on student interest, there may be a middle school team for grades 6-8 and an upper school team for grades 9-12. These teams are open to students who enjoy participating in science-oriented activities. Members will organize teams to prepare for competition in the North Carolina Science Olympiad.

SPANISH CLUB

Spanish Club is open to upper school students enrolled in Spanish classes. Club members organize activities that promote further understanding of the culture of Spanish-speaking countries. The club also is involved in community service activities and participates in campus-wide programs.

STUDENT AMBASSADORS

Over the summer, the admissions office selects two students from each grade level in grades 7-12. Student Ambassadors serve for a one-year term and assist the admissions office in preparing and implementing open house activities for prospective families and serve as student guides when prospective students visit our campus.

STUDENT GOVERNMENT ASSOCIATION (SGA) GRADES 9-12

MIDDLE SCHOOL STUDENT COUNCIL (MSSC) GRADES 6-8

These organizations function as vital links between students, faculty, and administrators. They are active in all phases of campus life and give students experience in governmental procedures. Although these organizations are separate bodies, they sometimes work together on projects and goals. **Meetings for both organizations are open to all interested students.**

The Student Government Association is made up of the class officers from grades 9-12 in addition to the four officers elected by the student body at large. The SGA serves as the conduit between the students and the faculty/administration. They also help to organize social and philanthropic activities throughout the school year. Officer elections are held in February.

The Middle School Student Council is for students in grades 6-8. Near the beginning of the new school year, officers are elected, and representatives from each grade level are selected by their peers.

THERE'S SOMETHING MORE (TSM)

This group is open to all students in grades 9 – 12. They meet weekly during a lunch period to share Christian fellowship, music, service, and Bible study.

VIII. PARENT INVOLVEMENT AT FAYETTEVILLE ACADEMY

Parents have played a key role in Fayetteville Academy's success since the school first opened its doors in 1970. They volunteer in classrooms, libraries, and science labs, organize fundraising projects, help with planning committees, and serve on the Board of Trustees. Their voluntary financial contributions have provided funds for the operating budget, new buildings, computer equipment, playground equipment, and their time and donations created the Writing Center in the upper school. Simply put, Fayetteville Academy would not be where it is today without the active involvement and financial support of parents. At Fayetteville Academy, we are proud of this tradition of generosity of time, talent and treasure. We will continue to depend on the commitment of our families so that we can ensure the best possible education for our students. Parental involvement is strongly encouraged but is completely voluntary; financial contributions are tax deductible.

There are several opportunities for parents to be involved at the Academy as noted below:

Board of Trustees: Volunteers may be nominated and elected to the Board of Trustees. Board members give an incredible amount of time, interest, and energy to the school. The Board is made up of 15-19 members, with a maximum of six members being elected each year. Board members typically serve a three-year term.

Fayetteville Academy Parents Association (FAPA): This association serves the very essential function of liaison between parents and the school. Monthly meetings are held the first Tuesday of every month from 8:15-9:15 A.M. in the lunchroom. The purpose of these meetings is to increase communication between the school and parents and to discuss school-wide projects. The Executive Committee of FAPA consists of the FAPA President, President-Elect, Secretary, and Treasurer. All parents are members of FAPA.

Eagle Club: The Eagle Club is the support organization for Fayetteville Academy athletics. Members raise money to pay for uniforms, equipment, video communications, awards, and trophies. Eagle Club fundraising mechanisms include membership, gate receipts, and concessions. The Eagle Club also organizes the annual athletic banquet.

Eagle Arts and Entertainment Club: The Eagle Arts and Entertainment Club is the support organization for Fayetteville Academy arts and entertainment. Members raise money to pay for any number of items to support those activities. Membership is the primary Eagle Arts and Entertainment Club fundraising mechanism.

Annual Targeted Fundraising: The Annual Targeted Fundraising is our school's focused fundraising endeavor. Each year, money is raised for a specific project, predetermined by the school administration and board of trustees. The Annual Targeted Fundraising Campaign runs from July 1 through June 30 of each school year. Donations can be made by mailing them directly to the school or visiting fayacademy.org and clicking "Donate Now".

Fundraising Programs: Fayetteville Academy is committed to prudent financial planning and a balanced budget. As an independent school, we receive no financial support from state or local governments. The sole sources of income are tuition, charitable gifts, income from invested reserves, and income earned by special events. Tuition provides only a portion of the school's operating budget. Additional financial support is crucial for the Academy to grow and prosper. All gifts and financial contributions are tax deductible; the school is classified as a 501(c)(3) not-for-profit organization.

Classroom Volunteers: Volunteers are often needed to assist with projects, parties, field trips, etc. Each teacher individually coordinates his or her classroom needs.

IX. CAMPUS MAP

