



FAYETTEVILLE ACADEMY

STUDENT-PARENT HANDBOOK

MIDDLE AND UPPER SCHOOLS

2023-2024

3200 CLIFFDALE ROAD ~ FAYETTEVILLE, NC 28303

(910) 868-5131 ~ FAX (910) 868-7351

WWW.FAYACADEMY.ORG

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, IN A SAFE AND INCLUSIVE LEARNING ENVIRONMENT.

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 2022-2023 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.

Friends,

Welcome back to the 53rd year of educational excellence at Fayetteville Academy! We are delighted that you have entrusted your children to our care and will work diligently to reward that trust by providing the best educational experience possible. Our students learn and grow to their potential when we operate in close partnership, and I encourage you to be fully engaged in both your child's education and the school community as a whole.

A hallmark of partnership is clear and transparent communication. The Student/Parent Handbook is an important communication resource, as it serves to outline the School's policies, procedures, and guidelines for families in creating a safe, predictable, consistent, and productive learning environment for all students at Fayetteville Academy.

As with all educational institutions, the policies and procedures of Fayetteville Academy contain revisions and updates as best practice within the field advances. To that end, whether you are a new family within the Fayetteville Academy community or if you have been here for many years, I ask that you sit down with your student(s), review the handbook carefully together, and ensure your children understand its guidelines and expectations.

If you have any questions, concerns, or suggestions about the School's policies and procedures, please feel free to contact me at bfisher@fayacademy.org or at 910/868-5131 ext. 3303. We thank you again for the honor and privilege of working with your children and for your faith, trust, and partnership.

Respectfully,

N. Blair Fisher
Head of School

TABLE OF CONTENTS

	Page
Whom to Call for Assistance or Information	5
I. History and Overview	
History of Fayetteville Academy	6
School Memberships and Accreditations	7
Key Facts About Fayetteville Academy	7
Statement of Philosophy	7
Statement of Objectives	8
Core Competencies	9
Administrative Structure and Responsibilities	9
II. Academic Information	
Advisory Program	11
Calculation of Cumulative Average and GPA	11
Calculation of Marshals	12
Calculation of Valedictorian and Salutatorian	12
Class Rank and GPA	12
Changing Student Schedules	12
Counseling Office – Director of Student Support Services	13
Counseling Office – College Counselor	13
Daily Schedule	14
Exams	14
Grading Scale	14
Graduation Requirements	15
Homework	15
Honor Rolls	15
Online Courses	16
Parent-Teacher Communication and Conferences	16
Progress Reports and Report Cards	16
Requests for Student Recommendations	16
Study Hall	17
Summer School Courses and Courses Taken at Other Schools	17
Tutorial Assistance and Extra Help	18
Accommodation Policy	18
Class Trips and Field Trips	19
III. Student Guidelines and Information	
Honor Code	20
Code of Conduct	21
Technology Guidelines for School and Interpersonal Devices	22
Internet Safety and Digital Citizenship Guidelines	23
Dress and Appearance Code	25
Driving on Campus	26
Harassment, Intimidation, and Bullying Policy	26
Off-Campus Lunch Privileges	27
Probation and Suspension	28
School-Sponsored Dances and Junior-Senior Prom	28

Senior Privileges	29
Service	29
IV. Absences and Attendance Information	
Attendance Policy	30
Absences and Participation in Athletics and School-Sponsored Events	30
After-School Detention	30
Delayed Opening or School Cancellation	31
Late Arrivals and Check-in/Check-out Procedure	31
Planned Absences	31
Unauthorized Absences	32
V. General Information	
Accident and Tuition Insurance	32
Daily Announcements	32
Locks and Lockers	32
Lunch	32
STEAM Lab and Library	33
Medical and Health Policies	33
Safety Policy	33
School Calendar	34
Telephones / Cell Phones for Students	34
Visitors on Campus	34
VI. Athletics	
Athletic Goals	34
Athletic Code of Ethics	34
Eligibility/Ineligibility	35
Rules and Regulations	36
Sports Teams	36
Travel Guidelines	37
Uniforms	37
VII. Activities and Organizations	37
VIII. Parent Involvement at Fayetteville Academy	40
IX. Campus Map	42

WHOM TO CALL FOR ASSISTANCE OR INFORMATION

Head of School's Office

Head of School: **Mr. N. Blair Fisher** bfisher@fayacademy.org ext. 3303
Assistant to the Head of School: **Ms. 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 /School Nurse: **Mrs. Katherine Vanias** kvanias@fayacademy.org ext. 3323
After School Care: **Mrs. Amanda Young** ayoung@fayacademy.org 910-818-1584

Middle School Campus

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

Upper School Campus

Director of Upper School: **Dr. David Guidi** dguidi@fayacademy.org ext. 3320

Counseling

Dir. of College Counseling & Advising: **Mrs. Carly Fagan** cfagan@fayacademy.org ext. 3315
Director of Student Support Services and Lower School Counselor
Dr. April Sikes-Brown asikes-brown@fayacademy.org ext. 3329
Middle/Upper School Counselor and Test Coordinator:
Mrs. Janelle Lloyd jlloyd@fayacademy.org

Admissions

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

Athletics

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 Marketing and Communications: **Mrs. Alison Jones** ajones@fayacademy.org ext. 3312
Director of Academic Technology: **Mr. David Tisdale** dtisdale@fayacademy.org ext. 3317

Financial Matters - Business Office

Director of Finance and Operations: **Mr. Jim Pittman** jpittman@fayacademy.org ext. 3310
Business Office Associate: **Mrs. Donna Dillard** ddillard@fayacademy.org ext. 3309
Business Office Associate: **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 400 students and a staff of 71, the school is guided by Head of School, Blair Fisher, 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

Currently, Fayetteville Academy enrolls approximately 400 students. The student body is diverse and represents a broad socioeconomic basis. Fayetteville Academy families reside primarily in Fayetteville and Cumberland County. Fayetteville Academy is proud to serve its military families, who make up approximately 20-30% of the student body in a typical academic year.

Over 35% 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 nearly \$3 million in college scholarships and grants. The student-teacher ratio is typically 13:1.

STATEMENT OF PHILOSOPHY

Fayetteville Academy believes that students reach their 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 achievement 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 recognizes that students must be known in order to thrive; thus, faculty and staff who guide students seek to build close positive relationships with their students and to understand each student's world and context. Within the scope of its mission, every effort is made to provide for individual student differences, talents, and needs. The Academy believes that students best learn and grow in a safe and nurturing environment that respects diversity in its many forms and invites all families to fully participate in our community life..

Fayetteville Academy assists students in becoming productive and responsible citizens by fostering their social development, promoting their physical, mental, and emotional well-being, building their moral and ethical values, and developing a democratic attitude, 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 themselves creatively;
- Develop a sense of curiosity;
- Aspire to the highest level of achievement personally possible;
- Analyze and synthesize information;
- Explore individual interests;
- Organize and manage time and resources; and
- Prepare for the challenges and opportunities 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 maximum personal growth, each student is encouraged to:

- Develop a positive self-image;
- Practice self-discipline;
- Respect the differences and intrinsic value of each member of our community;
- 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; and
- 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 an appreciation of 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; and
- Participate in service projects and activities designed to nurture compassion and concern for others.

Physical—The Academy recognizes the strong correlation between physical health, intellectual development, and emotional well-being; research also makes clear that participation in athletic competition is highly predictive of future life success. Thus, physical fitness forms an integral part of any sound educational program and each student is encouraged to:

- Recognize that physical fitness promotes mental and emotional well-being;
- Participate in athletic competition in order to gain its many benefits;
- Develop a sense of individual and group responsibility to foster qualities of teammanship, leadership, and sportsmanship;
- Recognize the physical abilities and limitations of self and others; and
- Understand the value and importance of living a healthy lifestyle free from harmful habits and substances.

CORE COMPETENCIES

Research makes clear that success in the 21st Century requires a wide range of skills and personal attributes. The “Core Competency” conceptual model supports the Academy’s commitment to developing those skills and attributes in our students. We do so by using educational research and best practice to complement our emphasis on a strong, classic liberal arts education. However, we also recognize that our students need certain skills to complement 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, including the effective use of technology and media tools.
- **Collaboration** – involves the intricacies of working with others, including building and maintaining positive relations, accountability, leadership, and flexibility.
- **Critical thinking** – students learn to analyze and synthesize information, consider the specific steps of problem solving and reflect upon and adapt their decisions.
- **Creativity** – fosters curiosity, innovation, and imagination.
- **Character** – the development of a student’s personal traits, including how to take initiative, face challenges, overcome setbacks, make good choices, and treat both themselves and others with respect.
- **Cultural and Global Awareness** – helps develop a world view respectful of different perspectives and develops in students a sense of civic responsibility.

ADMINISTRATIVE STRUCTURE AND RESPONSIBILITIES

Board of Trustees: As an independent, not-for-profit school, Fayetteville Academy is governed by a volunteer Board of Trustees. They are tasked with setting the School’s strategic vision and execution upon its mission; they do not become involved with day-to-day operations or decision-making. Additionally, the Board meets regularly with the Head of School to discuss finances, institutional policies, and progress in strategic initiatives. Many Board members are Academy parents themselves, so they are deeply dedicated to the mission and purpose of Fayetteville Academy.

Head of School: The Head of School is the chief executive and administrative officer of Fayetteville Academy, responsible for the overall execution of its mission, staffing, financial and organizational health of the School, and coordination of its daily operations. The Head 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 is the formal and legal 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 are the primary deliverers of content instruction to the students of the Academy. They are carefully selected for not only subject area expertise but also for mastery of pedagogy, for professionalism and character, and for their ability to contribute to the School beyond the classroom. Faculty members are responsible to their department chair, their division director, and ultimately the Head of School regarding the quality of instruction.

Athletic Director: The Athletic Director is the chief administrative officer of the athletic department, to include overall athletics policies, scheduling, and supervision of all coaches. 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 and operational 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. The Director of College Counseling and Academic Advising reports directly to the Head of School.

Director of Student Support Services: The Director of Student Support Services is responsible for offering academic and social-emotional guidance to students in all three divisions. He/she reports directly to the Head of School.

Director of Marketing and Communications: The Director of Marketing and Communications is responsible for coordinating all marketing and communication activities of the Academy, including the school's website, social media content, and branded/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 of the Academy. 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 and Grounds 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 small group 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

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 (quality points) will 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.

Students enrolled in a College Prep level course in grades 9-12 will receive standard GPA credit. Students 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 or in a jointly enrolled college course offered through The University of North Carolina at Pembroke 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

<u>Numeric</u>	<u>CP</u>	<u>Honors</u>	<u>AP/DE</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

SCHOOL MARSHALS

School Marshals are honorary positions filled by students who exemplify the highest standards of Fayetteville Academy. Duties of the Marshals are to serve at the awards program, at the Graduation service, and at various school functions as requested.

Eligibility requirements:

- The five juniors who have the highest cumulative 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 attended the Academy since the first semester of their sophomore year.
- Marshals must not have had any Honor Code or major disciplinary violations during their 10th or 11th grade years at Fayetteville Academy; and any such violation will result in removal from the Marshal position.
- The Chief Marshal is the individual with the highest cumulative average.

VALEDICTORIAN AND SALUTORIAN

To be considered for valedictorian or salutatorian, a student must have entered Fayetteville Academy by the beginning of their junior year. The two seniors who have the highest cumulative GPA (on a 5.0 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 Honor Code violations during their upper school years at Fayetteville Academy.

CLASS RANK, GRADE POINT AVERAGE, AND TRANSCRIPTS

Fayetteville Academy does not rank students. A student's official grade point average (GPA) reflects only courses completed at Fayetteville Academy.

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.

STUDENT SCHEDULES

Any student wishing to make a schedule change must do so within the first three weeks of school. Students entering a new class may be required to complete any work that has already been assigned in that class.

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 SERVICES

Under the leadership of the Director of Student Support Services, the counseling office provides a comprehensive counseling program for all students at Fayetteville Academy. It is the goal of the counseling office staff to help students become successful in their academics, relationships, and life outside of Fayetteville Academy.

The Director of Student Support Services and School Counselor are available for short-term individual and group counseling; if more extensive counseling is required, the office provides referrals to support such students. The counseling staff 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 Counseling Office and College Counseling Offices have distinct and separate roles, consultation and coordination of efforts are necessary at times. In such instances, these staff members will work together and share information to provide the best possible outcome for the student.. Consultation among counselors provides an ethical framework for decision making, and our professionally trained counselors are committed to serving all students at Fayetteville Academy within the professional and ethical standards of the profession.

COLLEGE COUNSELING PROGRAM

The college counseling office supports students and parents with information about standardized testing, career options, college planning and applications, academic advising, and summer enrichment opportunities. While upper school families will receive proactive outreach from the Director of College Counseling and Academic Advising on a regular basis, personal counseling sessions are also available by appointment. With a prior appointment, study hall teachers may release students to see the college counselor.

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.

STANDARDIZED TESTING

In support of its mission, requirements for accreditation, and convenience of Fayetteville Academy families, the Academy conducts various standardized testing programs on campus. Such testing occurs on the following annual calendar basis:

- **ERB/CTP** (Education Records Bureau/Comprehensive Testing Program) – 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

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 - 9:15
B Period	9:20 - 10:07	9:18 - 10:03
Break/Activity Period	10:07 - 10:17	10:03 - 10:27
3 rd Period	10:20 - 11:07	10:30 - 11:15
4 th Period	11:10 - 11:57	11:18 - 12:03
Lunch	11:57 - 12:40	12:03 - 12:46
5 th Period	12:43 - 1:30	12:49 - 1:34
C Period	1:33 - 2:20	1:37 - 2:22
D Period	2:23 - 3:10	2:25 - 3:10
Extra Help	3:15 - 3:45	3:15 - 3:45

Periods A, B, C, and D rotate daily

EXAMS

Formal examinations (“exams”) are administered for all academic courses at the end of each semester. First semester exams are taken by all students, as are second semester exams by all students in grades 7-10. Juniors and seniors are exempt from second semester exams within each course in which they hold a 90% or better cumulative average. Students in Advanced Placement courses 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.

To allow for appropriate study and preparation, no evening school-sponsored activities will be conducted during exam week. All school functions and activities (such as athletic practices) must conclude by 5:30 P.M.

Sixth grade students do not take formal exams; they may, however, be tested by their subject area teachers at the end of each semester. Exams for Seventh and Eighth grade students constitute 15% of the semester grade. Exams for upper school level courses will constitute 20% of the semester grade.

GRADING SCALE

In order to most accurately depict student academic achievement, Fayetteville Academy employs a modified numeric grading system:

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

GRADUATION REQUIREMENTS

Upon enrollment at Fayetteville Academy, only courses offered and taken on campus may be used to fulfill graduation requirements. In “leveled” courses, students may elect to take an online or summer course and then pass an internal placement test to determine their most appropriate course level. All students are required to take five academic (non-elective) courses in grades 9-11 and four academic courses in grade 12. Graduation requirements are met by completing the following:

<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, World History, US US History, and American Government)
World Language	3 (to 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 Visual Art, Chorus, Band, Theater, or Eagle Publications)
Total	21 units

All graduation requirements must be met to earn a Fayetteville Academy diploma. Exceptions or other substitutions to the graduation requirements must have administrative approval.

HOMEWORK

Homework is an integral part of a college preparatory school environment. Homework helps a student to develop self-discipline, practice lessons, and acquire proficiency or greater understanding of a particular subject or topic. Creativity, independent learning, and organizational and time management skills are all also enhanced through thoughtful, well-designed 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 the **Facts** Student Information Management System by Friday evening. This helps allow students to plan ahead and, in case of illness or early dismissal due to athletic participation, an opportunity to best keep up with any missed assignments. However, teachers may need to deviate from the posted assignments on occasion based on overall class progress or other compelling circumstances; thus, students are expected to listen carefully during class, make note of last-minute changes, and review **Facts** for the most up-to-date notices.

HONOR ROLLS

Honor recognition will be determined at the end of each semester by averaging the total academic performance (numeric course grades) within all courses. Weighting is added to the GPA, not the course grade. To qualify for the *Honor Roll*, a student must earn an average of 90-94. To qualify for the *High Honor Roll*, a student must earn an overall average of 95 or above.

COLLEGE & ONLINE COURSES

In addition to required Fayetteville Academy courses, eligible Upper School students may take college level courses through one of two partnerships with area colleges. Fayetteville Academy partners with UNC-Pembroke to conduct two dual-enrollment college courses taught on our campus for full college credit. Several online courses are also offered through providers with the pre-approval of Fayetteville Academy administration. Seniors are permitted to take approved online courses (Psychology, Sociology, Principles of Microeconomics, and Public Speaking) through Fayetteville Technical Community College 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 Upper School Director for final approval. If the request is granted, the student and their family will then complete an online contract which will relay cost of attendance and course expectations and requirements. The online course will appear on the student's transcript and be calculated into the cumulative average and GPA.

Unless expressly approved by school administration, students may not take online courses in place of courses offered directly by Fayetteville Academy. Any deviation from this policy must be reviewed by the Upper School Director and Head of School and will only be granted under extenuating circumstances beyond the control of a student and his/her family.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Clear and regular parent-teacher communication is important to the success of any student, and Fayetteville Academy is committed to proactive communication. We encourage families to read schoolwide or teacher-specific communications carefully. Any questions or concerns may be addressed by telephone, email, or personal conferences. Individual conferences can be pre-arranged at the request of the parent, teacher, or appropriate division director. Formal parent-teacher conferences are scheduled at the end of Term 1.

PROGRESS REPORTS AND REPORT CARDS

The academic 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 final grade.

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 *Facts* and may be accessed at any time.

REQUESTS FOR STUDENT RECOMMENDATIONS

Fayetteville Academy faculty members are pleased to assist our students in their respective application processes for colleges, scholarships, and other programs. One of the major ways assistance is provided is through the writing of evaluations and letters of recommendation. As faculty members receive a large number of such requests, any student requesting such recommendations is asked to give the specific teacher or staff

member a minimum of 30 days notice before the recommendation is due. 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 Middle or Upper School Commons, Library, and STEAM 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 or who otherwise abuse the freedom provided 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 and are in good conduct standing 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 if the tutoring does not last the entire length of the class 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, COURSES TAKEN AT OTHER SCHOOLS, AND COURSE REMEDIATION

As the integrity and quality of the academic program at Fayetteville Academy is of paramount importance, students may not take summer school courses in an effort to graduate early, nor may they take courses through other schools which are offered on the Fayetteville Academy campus without express prior approval of the Fayetteville Academy administration.

If a student does not successfully pass a required academic course at Fayetteville Academy, that course requirement must be met through remediation. This may occur in the following ways:

- The student may repeat that course the following school year on the Academy campus. As there are several elective course possibilities beyond those required for graduation, such remediation would occur in lieu of one of the elective course times.
- The student may conduct summer remediation through Fayetteville Academy. This involves significant additional cost and time as the Academy must secure summer instruction from existing Academy faculty.
- The student, upon approval of the School administration, may conduct remediation through an accredited online course. In this case, the student must pass the regular final exam of the failed course before he/she is eligible to gain credit.

If a student request to take a course at another institution is approved, a copy of the transcript from that institution will be attached to the Fayetteville Academy 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.

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 more extensive remediation.

ACCOMMODATION POLICY

As a college-preparatory independent school, the academic curriculum at Fayetteville Academy is vigorous and challenging. Pursuant to its mission, Fayetteville Academy, does not modify its curriculum or methodology, but 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 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

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 Director of Student Support Services.
- 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 at least 3 months before the scheduled test date on any instructional day. 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 April Sikes-Brown (asikes-brown@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 Head, and Head of School.

III. STUDENT GUIDELINES AND INFORMATION

HONOR CODE

The principles of individual honor and integrity are of utmost importance to the Fayetteville Academy community. 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 possess 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 to our students **because** of the Honor Code. It is our desire that the spirit of the Honor Code will be internalized by every student at Fayetteville Academy and will help to guide them throughout their lives. 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, deliberate omission of relevant information, 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, gaining assistance from any artificial intelligence, purchasing academic assignments and calling them one's 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. Work within any course, whether in-person or online, for which credit is provided by Fayetteville Academy is subject to Fayetteville Academy's academic integrity policy.
- **Stealing** is the taking of anything without the knowledge and consent of the owner for any reason.

Every student, when aware of an infraction of the Honor Code, is expected to report the infraction to 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. The Academy will respond truthfully to any college inquiry pertaining to Honor Code or other major disciplinary infractions during grades 9-12.

CODE OF CONDUCT

Fayetteville Academy expects all students, parents, and faculty/staff members to abide by and support the school's standards of conduct as set forth in this handbook. Standards of conduct includes 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. The Head of School reserves the right to discipline or dismiss a student when, in his or her judgment, the welfare of an individual student or the school community is best served. Behavioral expectations are in place during any school-related activity, both on or off campus.

- All members of the Fayetteville Academy community are expected to always exemplify respect, courtesy, and consideration for other students, teachers, administrators, parents, and visitors to the Academy.
- All members of the Fayetteville Academy community are expected to use appropriate language that is devoid of profanity or other derogatory commentary at all times.
- All members of the Fayetteville Academy community are expected to show respect for school and individual property.
- Fighting will not be tolerated at the Academy. Students involved in fights will be referred to the division director for possible disciplinary action. Violations may result in suspension or expulsion from school.
- 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.
- Students are expected to be punctual to all school-related classes, events, and activities.
- Research makes clear that cellphones can be a distraction and disruptive to an educational setting, especially for younger students. Therefore, sixth and seventh grade students must turn in their cell phones during the initial advisory period each day; they may pick them up at the end of the day. For eighth through twelfth grade students, are expected to refrain from using personal entertainment devices, earbuds, headsets, and cell phones except during the following times:
 - Before school
 - During lunch/break
 - After school

Students using cell phone usage at other times will be asked to surrender their phone; they may be picked up at the end of the school day. Electronic items must be turned off when in the classroom, during an assembly and any school-related performances.

NOTE: Occasionally, a teacher may ask students to use their cell phones as part of a class lesson; this policy permits such usage.

- Students must avoid public display of romantic affections, lewd, or otherwise inappropriate behavior at school or school-sponsored events.
- 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 demeaning comments.
- 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. If reasonable suspicion occurs, 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.

- No member of the Fayetteville Academy community may carry or have in their possession weapons of any kind, including but not limited to knives, guns, and pyrotechnics of any description (including toys or reproductions) while on campus. Violators may be reported to law enforcement agencies.
- Students are expected to adhere to the Internet Safety and Digital Citizenship guidelines to avoid unethical or criminal behavior.
- All members of Fayetteville Academy represent the School and its values. Thus, the 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.
- Students and their families are expected to treat all Academy faculty, staff, and administrators with respect at all times. Abusive or demeaning language by either a student or his/her parent(s) directed towards any Academy employee will result in disciplinary actions including suspension or separation from the School.
- The Fayetteville Academy administration reserves the right to not publish any images submitted to the yearbook or any other school publication if the image is judged to be in poor taste, too suggestive, or otherwise negatively reflects upon the Academy and its values.

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, 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, Instagram, TikTok, etc.) are inappropriate in our school environment and are a violation of the Academy's acceptable use policies.
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, or derogatory or demeaning of any other 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 and may be a violation of law. Offenders may have their device confiscated and returned only to their parents; in cases where illegal activity may have occurred, the Academy will notify appropriate law enforcement agencies.
13. A school-owned Chromebook will be issued to students in grades 2-8 for their use at school and home; this is the only computer technology authorized for their use on campus; no personal computing devices may be brought to campus by Lower or Middle School students..
14. Upper School students are responsible for providing their own computing device (PC or MacBook). This device must have up-to-date antivirus software installed and the operating system must be current with security patches.
15. Students are not allowed to create personal networks ("Hot Spot" or "Tether") from their cell phones to connect a device and bypass the campus network. This action circumvents the security measures put in place by Fayetteville Academy, places the Academy's networks at risk, and generates additional radio signals that interfere with the campus wireless network.

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 the use or glorification of controlled substances.

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 its students, the Academy blocks websites known to display inappropriate content (pornography, obscene language, explicit content, etc.), websites known to generate malware, phishing sites, and social networking applications and websites. Fayetteville Academy possesses the ability and reserves the right to monitor activities (online and offline) on school owned services (email, etc.) and devices.

If a student finds that access to a website needed for legitimate school work has been blocked, the student can request access from his or her teacher or division head.

Online Safety: Unfortunately, not every occupant of the digital world has good intentions; some individuals online prey on the innocence and naivety of our youth. Students should be aware that online activities can compromise their safety. Fayetteville Academy has developed the following guidelines to help students stay safe online:

- Personal information can easily be used to locate an individual in the physical world. Thus, students should never post personal information (i.e. portraits, name, address, phone number, email address, school, grade level, sports played, etc.) in a public, online area.
- Students should remember that the person with whom they are communicating online may not be who they say they are. People frequently impersonate others to gain information and influence and great caution should be exercised in communicating with any stranger online. .
- Students should be aware that nothing posted is ever truly “deleted.” Posts, images, and the like are truly forever and can be discovered, downloaded, and shared without one’s consent or control. Students should never make posts or upload pictures of themselves that would result in embarrassment or distress should they be circulated beyond their intended recipient. It is illegal for minors to post explicit images; should Fayetteville Academy become aware of such activity, it is legally bound to alert law enforcement agencies and will do so.

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 in both positive and negative ways. 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 are expected 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 encourage a “dress for success” mentality for several reasons. Research clearly demonstrates that how we dress impacts our self-concept, our mental framework, and our performance, while also messaging that our work is serious and important. At Fayetteville Academy, we are committed to preparing students for the competitive landscape of college admissions and the adult workplace. The standards we uphold are to ensure a welcoming and safe environment that is supportive of all students and designed to foster an atmosphere for current and future success.

Whether on campus or at any school-related event, our baseline expectation is that clothing should be in good condition, free from multiple stains, rips, or holes. Accompanying this, clothing should not:

- **...include messages or imagery that is lewd, indecent, vulgar, violent, or denigrates others**
- **...feature weapons of any kind, violence, alcohol, tobacco, drugs, or that advertise any product or service not permitted by law to minors**

Additionally, clothing should fit well, as intended, and cover areas from one armpit to the other armpit, down to mid-thigh, with no exposed undergarments. We believe that the following attire requirements supports these efforts:

- **Shirts, tops, and dresses must have a minimum 3-inch fabric width that covers the shoulders.** Examples of inappropriate attire include halter tops, tank tops or shirts with sleeves cut off, tops with spaghetti straps, racer-back tops, strapless and/or backless tops and dresses.
- **Pants, shorts, skirts, or dresses should not be excessively short (above mid-thigh), sagging, or provide only partial coverage.**
- **Leggings (tights, yoga pants, etc) are not acceptable as “stand-alone” outerwear in a school setting. They must be paired with a shirt or skirt that is no higher than mid-thigh.**
- **Athletic wear (athletic shorts, sweatpants, training pants, etc...) should only be worn on game days as a part of the official team uniform as designated by the coach and approved by administration.**

Accompanying our dress code, students should present themselves **within the natural hair color palette** without **facial hair unless medical or faith reasons prevent shaving during the school year** (including August athletic practices and games).

Hats, head coverings, and sunglasses should not be worn inside buildings (exceptions include hats worn in either gym during athletic events or for religious reasons; sunglasses may be worn for medical reasons).

With the exception of earrings, visible body piercing with jewelry should not be seen. Visible tattoos are also not permitted.

Shoes should be worn at all times and secure at the heel (i.e. no slides/“flip-flops”). For safety reasons, closed-toe shoes are recommended.

During the morning Advisory Period, the advisor will review student attire. If a student’s attire or presentation is deemed inappropriate by the advisor, the student will be sent to the appropriate division director. The division director will review the student’s presentation, and if the student is determined to be out of Dress Code, the student will be required to make immediate changes to their attire, which may or may not include requiring a change of clothing be brought to school or assigning the student to in school suspension for the remainder of the day. Throughout the day, a teacher may report a dress code violation directly to the division

director. Students who receive their first Dress Code infraction will receive a warning. Additional infractions to the Dress Code will result in the assignment to detention for each violation.

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 or jeans. **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 on campus is a privilege that carries a responsibility. Since small children are present and there is continual 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 and must register their vehicle with the school.

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.

The campus-wide speed limit is 10 mph. 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, 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 and 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. It can happen face to face, via social groups, or online, and the Academy will respond appropriately whether such behavior occurs on campus or off.

Counseling and/or corrective discipline will be used to change the behavior of the perpetrator(s) and remediate the impact on the victim.

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 violator(s). If an offense is determined to have occurred, the following guidelines will guide the Academy's response. Note that in cases of severe bullying, harassment, or intimidation, the Academy reserves the right to respond more firmly even in first-time cases.

- *First offense:* The division director will have a conversation with all involved parties and clearly explain why the behavior was wrong and that it must not recur. 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:* The violator may be subject to suspension and will be expected to write both an apology letter and a reflective essay. Parents will be contacted.
- *Third offense:* The violator will 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.

Fayetteville Academy reserves the right to question any student in a timely manner as required during a disciplinary investigation. Such questioning will be conducted in a respectful manner. In some serious cases, a school counselor may be present in order to ensure the emotional well-being of the student being questioned.

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. As such behavior constitutes a major breach of our community standards, false reports of harassment, intimidation, or bullying are serious offenses and will result in equal consequences.

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. This handbook constitutes notification to parents/guardians of this policy, and the Academy encourages each family to review and discuss to ensure understanding.

OFF-CAMPUS LUNCH PRIVILEGES

With parent permission, 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 enjoy the privilege of going off-campus for lunch each day of their senior year.

This privilege is earned, and it is expected that all seniors will act in a responsible manner and reflect positively upon Fayetteville Academy while off-campus.. This privilege is granted on an individual basis depending on the conduct, attitude, and school attendance for each senior. If a senior is tardy to 5th period, he/she may lose the off-campus lunch privilege and will receive detention as a consequence. Any senior 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 this 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.

Students 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 or removing participation in extracurricular activities, may be imposed by the division director and Head of School if the student is not making sufficient academic progress.

Any student who is currently failing a core academic class from a lack of effort or engagement may be ineligible for any extracurricular participation until the grade is brought to passing.

Conduct Probation: Any student who demonstrates behavior that is 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-related activities, including athletic practices/games.

If academic performance and/or conduct which led to 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

With prior approval of the parent and appropriate school division head, a student from Fayetteville Academy may invite an outside guest 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 may 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.

To ensure a safe and manageable supervisory environment, upper school students who leave a dance are not permitted to 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 graduate under the age of 21 with prior approval of the parent and Upper School Director. 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. The senior parking lot is reserved for the exclusive use of seniors. Seniors may not loiter in the parking lot during the academic day.
3. 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 must check in and out with the front desk and may not cut through the faculty parking lots. Failure to follow any procedure, leaving early or arriving back late to class, will result in loss of privilege and is subject to further disciplinary response.
4. Seniors may paint "Eagle Rock" in a way that represents their class.
5. Seniors may personalize their parking spot with a message or image as approved by the administration. NOTE: Politically or socially-charged slogans or images will not be permitted.
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 outside of Fayetteville Academy, and we invite you to submit service hours so we can begin tracking student involvement in service in the community. 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

To help its students gain the full benefit of its educational programs, Fayetteville Academy emphasizes the necessity of regular school attendance. If physically able, all students should be in attendance for the entirety of each day. **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 via telephone to the front office (910/868-5131 x 3301) or via email.

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. Families are expected to monitor their attendance status. Each student and their family are expected to monitor their own attendance; however, a notification may be sent to parents when a student reaches 10 absences in a class. Likewise, if the student reaches 15 absences, a note may be sent home and the student and adult family member will be asked to meet with the division director to review the attendance situation and to take appropriate action.

Juniors and seniors are allocated two 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 Director.

It is the responsibility of the student to complete any class work or homework missed as a result of an absence. Assignments may be accessed on **Facts**. 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; the student will be provided reasonable time to "catch up" missed assignments or prepare for tests..

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 director. 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 may be assigned after-school detention for accrued tardies, dress code violations, and other infractions as determined by the division director. After-school detention is held from 3:15-4:00 pm and is proctored by faculty members. Students may be assigned campus clean-up tasks during this time. If a student misses 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 removal from extracurricular activities or may recommend a suspension as a corrective option. The only reason a student will be permitted to reschedule an assigned detention will be for a Fayetteville Academy game or a doctor's appointment (with a note).

DELAYED OPENING OR SCHOOL CANCELLATION

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. Additionally, the Academy will post to social media accounts. If there is a delayed opening, for example at 10:00 A.M., all students will report to their advisor to begin the day.

LATE ARRIVALS AND CHECK-IN / CHECK-OUT PROCEDURE

Promptness is essential to a student's success in school. **Students who arrive at school after the Advisory period has begun must report to the main office to be checked-in.** The main office will enter and record all late arrivals under the student's Behavior tab on **Facts** and an automated email will be sent to the parent, advisor, and appropriate division director.

There is no differentiation between excused tardies and unexcused tardies unless a doctor's note is presented. Recognizing that sometimes factors beyond a student's control may impact his or her ability to arrive at school on time, Fayetteville Academy does not penalize tardy students for the first several instances each semester. Beginning on the fifth tardy to school, students will be assigned after-school detention for each subsequent infraction for the duration of the semester. Students can also be tardy to their classes during the day after initially arriving. Beginning on the fifth tardy to any class during the day, the same rule applies. After ten tardies per semester, the parent must have a conference with the division head. After fifteen 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 asked 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 must have the acknowledgment of the appropriate division director at least two days prior to the absence. Be advised that days missed for trips will be included as a part of the 20 absences per year limit.

A parent or guardian must provide notification to the division director by email or phone call/voicemail stating the reason and dates that will be missed. A request for a Planned Absence Form (Blue Slip) will be generated from the division director's office. Students are responsible for visiting with each of their teachers to obtain their assignments and teacher initials. Once all have been received, the student should make a copy and submit the form to the Front Office. Any missing work from a planned absence is expected to be submitted either prior to the absence or on the day a student returns to campus. This extends to missed quizzes, presentations, or tests. Considerations made towards this policy are at the discretion of the teacher and division director.

Students are encouraged to check assignments on **Facts** 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" or "skips" a class). The student may 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 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.

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.

LOCKS AND LOCKERS

A locker is available to every student. As a community of honor, we trust our students and do not require locks on student lockers. However, if a lock is desired, families may purchase and employ them. They must provide the divisional office with a spare key or with the combination. 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

Students at Fayetteville Academy are welcome to bring their own lunches, or may purchase lunch through the school's lunch program vendor, 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 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. This privilege may be suspended or revoked should students leave trash or food items behind them.

STEAM LAB AND LIBRARY

With permission, the STEAM Lab is available for student use when not in use by a teacher/class. The Library 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 seeks to promote 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.

Because of the potential risks involved, students are not allowed to possess or self-administer prescription medications. Any such medications should be brought to the school nurse with clear labeling as to the student's name, medication name, frequency and amount of dosage, and the prescribing physician's name and contact information. The nurse will administer at the appropriate time(s).

Fayetteville Academy may provide over-the-counter-medications such as Tylenol, etc, but will only be given to students with prior written permission from the parent or guardian, and they may only be given by the school nurse. No other faculty or staff members are allowed to dispense any medications – either over-the-counter or prescription – while the student is on campus. In the interest of student safety, the Academy reserves the right to investigate any use of medications.

SAFETY POLICY

The safety of Fayetteville Academy students, employees, and visitors 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 situation, the school's Crisis Plan will be implemented.

Middle and Upper School Students can access campus buildings each day between the hours of 7:45 am and 3:45 pm if they are staying after school for extra help. Students should be dropped off before school after 7:45 am and picked up after school by 3:15 pm. Students not picked up by 3:15 that are on campus and not involved in extra help, athletics, or another school event, will be sent to After School Care until they are picked up, and be billed the daily rate.

SCHOOL CALENDAR

An official Fayetteville 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 unauthorized times must be surrendered and will be given to the appropriate division director until the end of the day. The parent may be required to retrieve the phone at the division director's discretion.

Students in grades 6-7 are not authorized to use cell phones at any time during the school day.

VISITORS ON CAMPUS

In the interest of student safety and an orderly learning environment, students may only bring visitors to campus with the express authorization of the appropriate division director. 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 goals of the athletic program at the Academy are to 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 gracious hosts 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. When traveling to compete at other schools, respect their property and facilities. 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, respect, and decorum when interacting 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.
4. Violations of these expectations may result in removal from the game area and potentially the barring of that individual from future attendance.

ELIGIBILITY / INELIGIBILITY

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

No student is permitted to participate in any practice or game if they have not been in attendance for a minimum of **four class 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.

RULES AND REGULATIONS

Each coach shall furnish to the particular student-athlete the 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
- Boys' and Girls' Varsity Indoor Track - 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 Outdoor 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: Cheerleading is an athletic team and is therefore subject to 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. **Any school-provided 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 students with enriching 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 overall commitment load and the primacy of academic success. 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 following are a list of clubs and organizations which often occur depending on student interest and participation. Other clubs may be formed after being approved by the administration.

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: This body is responsible for hearing Honor Code cases and recommending consequences for violations. A faculty committee will recommend upper school students from each grade level to serve on this body. From the list of recommended representatives, the student body will elect 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: The National Art Honor Society (Grades 10-12) emphasizes 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 have taken two years of visual arts classes, or have taken one past year of visual art and be currently enrolled in a visual art class at the Academy. Students must have at least an A average in their visual art class. Senior members are eligible to wear an honor cord at the commencement ceremony.

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.

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 executive 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 March for the following school year.

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 continue to depend on the commitment and partnership of our families to 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 as determined 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 www.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 does not completely fund the Academy'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.

