Student/Parent Handbook: 2026-2027

3200 Cliffdale Road
Fayetteville, NC 28303

(910) 868-5131
Fax (910) 868-7351

Website: 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 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 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 in this handbook are effective for the 2026-2027 academic year and supersede all other publications. The contents herein are subject to change as deemed necessary by the Head of School and Board of Trustees.

Friends,

Welcome back to the 57th 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 Academy'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 Academy'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

N. Blair Fisher
Head of School

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WHOM TO CALL FOR ASSISTANCE OR INFORMATION

Head of School's Office

Head of School: **Mr. N. Blair Fisher**	bfisher@fayacademy.org	ext. 3303
Executive Assistant and Admissions Coordinator: **Mrs. Sarah Peterson**	speterson@fayacademy.org	ext. 3302

Main School Office

Receptionist and Administrative Assistant: **Mrs. Sarah Benito**	sbenito@fayacademy.org	ext. 3301

Lower School

Director of Lower School: **Mrs. Betty Johnson**	bjohnson@fayacademy.org	ext. 3322
Administrative Assistant /School Nurse: **Mrs. Lauren Rollins**	lrollins@fayacademy.org	ext. 3323
Director of Extended Care Services: **Mrs. Amanda Young**	ayoung@fayacademy.org	ext. 3108

Middle School

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

Upper School

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

Counseling

Dir. of College Counseling & Advising: **Mrs. Carly Fagan**	cfagan@fayacademy.org	ext. 3315
Lower School Counselor: **Mrs. April Grueso**	agrueso@fayacademy.org	ext. 3329
Middle/Upper School Counselor: **Ms. Kattie Zimmerman**	kzimmerman@fayacademy.org	ext. 3234

Admissions

Director of Admissions: **Mrs. Dawn Burt**	dburt@fayacademy.org	ext. 3311

Athletics

Director of Athletics: **Mr. Chip Bishop**	cbishop@fayacademy.org	ext. 3549
Assistant Director of Athletics: **Mr. Andrew McCarthy**	amccarthy@fayacademy.org	ext. 3550

Advancement

Director of Advancement: **Mrs. Jasie Landeros**	jlanderos@fayacademy.org	ext. 3316
Director of Marketing and Communications: **Mrs. Amanda Gillis**	agillis@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 Assistant: **Mrs. Donna Dillard**	ddillard@fayacademy.org	ext. 3309
Business Office Assistant: **Mrs. Bonnie Lutynski**	blutynski@fayacademy.org	ext. 3327

Buildings and Grounds

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

Substitutes

Substitute Coordinator: **Mrs. Donna Dillard**	ddillard@fayacademy.org	ext. 3309

ACADEMY OVERVIEW

HISTORY OF FAYETTEVILLE ACADEMY

The original Fayetteville Academy was established in 1791. 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 a new tennis pavilion.

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 465 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, Ed Croot.

Today, Fayetteville Academy is an independent, college preparatory, coeducational day school for grades PreK 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, Boston College, Howard University, Case Western Reserve University, Cornell University, Davidson College, Carnegie Mellon, Stanford University, Duke University, Emory University, Georgetown University, Johns Hopkins University, George Washington University, Massachusetts Institute of Technology, Spelman University, NC State University, University of California at Berkley, Princeton University, Stanford University, UNC-Chapel Hill, University of Pennsylvania, US Military Academy, US Naval Academy, Vanderbilt University, Virginia Tech, Mount Holyoke, 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 Advance Ed (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 465 students. Drawing from the greater Fayetteville area, the Academy's student body represents the full spectrum of racial, ethnic, faith, and socioeconomic diversity of the region. Fayetteville Academy is proud to serve its military families, who make up approximately 25-30% 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 $2.7 million in college scholarships and grants. The student-teacher ratio is typically 12:1.

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 teamsmanship, 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 because it is within this curriculum that 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 themself 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.

FAMILY/ACADEMY PARTNERSHIP

PARENT INVOLVEMENT AT FAYETTEVILLE ACADEMY

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

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

Board of Trustees: Volunteers may be nominated and elected to the Board of Trustees. Board members give an incredible amount of time, interest, and energy to the school. The Board is made up of 17-19 members, with a maximum of six members being elected each year. Board members typically serve a three-year term.

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

Fayetteville Academy Parents Association (FAPA): This association serves the very essential function of liaison between parents and the school. Meetings are scheduled and held every month. 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 "Eagle Fund" is our school's focused fundraising endeavor. Each year, money is raised for a specific project, predetermined by the school administration and board of trustees. The Annual Targeted Fundraising Campaign runs from July 1 through June 30 of each school year. Donations can be made by mailing them directly to the school or visiting 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 provides only a portion of the school's operating budget. Additional financial support is crucial for the Academy to grow and prosper. All gifts and financial contributions are tax deductible; the school is classified as a 501(c)(3) not-for-profit organization.

ACADEMY-FAMILY PARTNERSHIP

Fayetteville Academy believes that a positive and constructive working relationship between the Academy and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the Academy's educational purpose and responsibilities to its students. Parents and Academy staff should expect each other to communicate in a timely, transparent, and respectful manner. The Academy reserves the right to place restrictions on the family member's involvement or activity at Academy, on Academy property, and/or at Academy-related events or to dismiss the family member from the community if any family member:

- Engages in behavior, communications, or interactions on or off campus, that is disruptive, openly disparaging, intimidating, or overly aggressive towards Academy staff, or reflects a loss of confidence in or disagreement with the Academy's policies, methods of instruction, or discipline;
- Interferes or voices strong disagreement with the Academy's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program; or
- Files a lawsuit or threatens litigation against the Academy for a perceived wrong by the Academy (including its officers, trustees, directors, Board members, employees, agents, and affiliates),

The Academy may also place restrictions on a family member's involvement or activity at Academy, on Academy property, or at Academy-related events for other reasons that the Academy deems necessary.

The Academy also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the Academy's sole and reasonable discretion. No refund of tuition will occur where such dismissal occurs, and any unpaid balance is payable in full per the terms of the student's enrollment contract.

Additionally, the Academy requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the Academy. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the Academy or non-renewal of
enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

A central goal of the Academy is to help students develop into mature and responsible young adults who possess agency within their lives. To that end,

- Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor, mentor, counselor, or administrator.
- We ask that parents encourage their students to address perceived inequities appropriately and independently and to advocate for themselves prior to direct parental involvement. Should that not prove helpful, parents should step in on behalf of their child.
- Parents should refrain from constant phone contact with their children during the Academy day. This

undermines healthy development and independence.

- The Academy does not support serving as a "go-between" between parent and child during any family conflict. We expect any family issues to be managed and resolved in a direct and healthy manner. In cases of legal or child custody disputes, the Academy does not take sides and only responds to court-ordered subpoenas. However, the Academy does offer its counseling services in support of healthy family relationships.
- In disciplinary or other serious circumstances, it is often vital for an investigation to proceed swiftly. Thus, the Academy may question students without the parent's presence. The Academy will treat students with dignity and respect during any questioning, and students are expected to cooperate fully and honestly when questioned. The Academy will communicate with parents if any such questioning has occurred.
- Although your student's issue is important, concerns take time to address. Please be patient as we do so.
- Disciplinary consequences are confidential and will not be shared with other families.
- The Academy will not communicate everything that occurs in the student's daily life to a parent. We will communicate with you through appropriate Academy channels if we believe there is a concern that you should address with your student.
- All communications between the parents and any person at the Academy must be professional, cooperative, and appropriate. If this proves impossible, the Academy reserves the right to terminate the child's enrollment at its discretion.
- Because of the disruption that their presence would inevitably create, parents are not allowed to "shadow" their child during the school day.

PAYMENT OF TUITION AND FEES

Fayetteville Academy strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and fees to meet our financial obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make Academy tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from the Academy or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts.

STUDENT RECORDS AND INFORMATION

Requests for student records and transcripts must be directed in writing to the Head of School's Office. The Academy reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The Academy will also require the parent to consent in writing before a student's transcript or other records/information will be released.

The Academy makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The Academy must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the Academy, in visiting/picking-up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the Academy evidencing such restrictions. Parents are under an ongoing obligation to provide the Academy with new or subsequent orders, promptly upon issuance.

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 division director. Formal parent-teacher conferences are scheduled in the fall and spring.

SCHOOL OPERATIONS

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.

DELAYED OPENING OR SCHOOL CANCELLATION

If inclement weather necessitates a delayed school opening or cancellation, an announcement regarding the Academy's schedule will be placed on the school's website. Additionally, a Parent Alert phone message and a text/email message will be sent via FACTS, and updates will also be disseminated through the Academy's social media accounts. ***Before-School Care will not operate on delayed opening days, and After-School Care will not operate on early closure days.***

SCHOOL CLOSURE OR MODIFICATIONS DUE TO A FORCE MAJEURE EVENT

Should events beyond the control of the Academy, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the Academy's control, occur, the Academy has the discretion to close the Academy and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including converting to distance learning or a hybrid model.

Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the Academy shall not be liable for any such failure or delay in its performance. Should the Academy close, the Academy's duties and obligations shall be suspended immediately without notice until such time as the Academy, in its sole and reasonable discretion, may safely reopen. If the Academy cannot reopen due to a force majeure event, the Academy is under no obligation to refund any portion of tuition paid.

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.

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 Spring for grades 1 through 7
- **PSAT 8/9** - testing in spring for grade 8
- **PreACT** – testing in spring for grade 8/9
- **PSAT/NMSQT** – testing in October for grades 10 and 11
- **SAT** – testing in fall for grades 11 and 12
- **ACT – testing in spring of grade 11 and fall of grade 12**

While the Academy does not overemphasize the results as a measure of learning nor use them as a requirement for promotion or graduation, it does recognize their value as a performance feedback tool and means of assessing our students and mission delivery. Parents are able to access the results of all standardized testing conducted by the Academy either through their College Board account or directly from the Academy.

SUMMER ASSIGNMENTS

Fayetteville Academy views a reasonable level of summer assignments as a valuable pursuit for the college preparatory student. Summer assignments provide the student with the opportunity for reading enrichment, independent study, time management, and continuity of content review. Summer assignments will be shared with families at the end of the school year.

CLASS TRIPS AND FIELD TRIPS

School-sponsored field trips with an educational purpose may be scheduled by faculty with prior approval of the division head. By completing your Handbook Acknowledgement, you are agreeing to the following policies:

1. All students on field or class trips will be under the direct supervision of Fayetteville Academy faculty and/or staff members, who have authority to exercise parental supervision of all students. Students will be expected to respect all rules and regulations as to dress, behavior, curfew, as deemed necessary by the Academy and its chaperones.
2. Permission slips signed by parents must be returned to school for children to be allowed to participate in field trips away from the campus.
3. Emergency Information forms must be on file with the teacher escorting the group before a student will be allowed to travel away from campus. In loco parentis (of a parent's authority) prevails in emergency situations, meaning that Academy staff have the right and responsibility to seek medical treatment by a licensed health care provider at any point of the trip at which accident or sickness occurs. Any medical, hospital, or surgical expenses incurred shall be the responsibility of the student's parent or legal guardian.

4. Due to liability considerations, all students will be transported via Fayetteville Academy transportation. If students leave with a parent or designated person, written permission must be given to the teacher prior to dismissal from the field trip.
5. Grade related field trips are designed for each grade; therefore, **no siblings are permitted to attend Fayetteville Academy field trips.**
6. All students, regardless whether their parent is or is not a chaperone, must follow the teacher's format and directions, unless instructed otherwise by the teacher. The teacher has primary responsibility for all students. **There will be no gift buying or visiting gift shops during field trips.**
7. **Should a student be involved in the destruction of property, the expenses to repair/replace it will be the responsibility of his or her parent.**

Any adult family members attending as chaperones, must notify the teacher of their intent and have their ID scanned through our Raptor visitor management system in the main office.

TRANSPORTATION

As Fayetteville Academy does not offer bus service, families are expected to transport their students to and from campus each day. The Academy will be glad to help identify neighboring families who may wish to carpool; however, Academy personnel cannot be responsible for the formation of carpools or be involved past identifying potential partner families. Students must go home with their own driver or carpool unless prior arrangements have been made, and the Academy has been notified. A note to the classroom teacher, an email to the divisional office, or a phone call will serve as notification. Students living near the Academy may walk or bicycle to campus at their parents' discretion, but the Academy is not responsible for their safety while doing so.

LEAVING CAMPUS

Students will not be allowed to leave campus for any reason without parental and school permission. If an emergency arises and parental permission is not obtainable, clearance must be obtained from the Division Head. The administration will take disciplinary action as appropriate in the event that a student has left campus without proper permission, regardless of destination.

VISITORS ON CAMPUS

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. Parents wishing to observe their child's class must see the teacher to set a convenient day and time for the visitation. Students from other schools are not authorized except with pre-approval from the administration. All visitors must enter at the main office and check in upon arrival.

VISITATION TO OTHER SCHOOL CAMPUSES

Except for students exploring other educational options, Fayetteville Academy students may not visit another school's campus during the school day or on a Fayetteville Academy holiday without proper authorization. To visit another campus, Academy students must have written permission from the school administration of the campus they are to visit as well as written permission from their parents and permission from the Fayetteville Academy administration. If an Academy student does visit another campus without authorization, Fayetteville Academy reserves the right to take proper disciplinary action

PUBLIC AFFECTION

Fayetteville Academy students should always conduct themselves in a manner appropriate to a school setting. Inappropriate public affection is discouraged and sexual contact of any kind is prohibited at any school-related location or activity. The Academy retains the right to discipline students who behave improperly at school or at school-sponsored activities.

ANIMAL POLICY

Due to concerns about the health, safety, and welfare of people in the Academy community, no animals (except for service animals) are allowed on Academy property or at Academy-related events without the express, written permission of the Head of School. This means that animals may not be brought onto Academy property for any reason (even if the animal remains on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to Academy-related events.

POSTERS AND ANNOUNCEMENTS

All posters must be approved by a division head before they are displayed in School. General announcements are made in the morning. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by administration.

FUNDRAISING

No class, individual, or organization is to begin any money raising activity without permission from the Academy. No class, individual or organization may request money from any other class, individual, or organization within or outside the Academy without permission from the Academy administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved means.

LOCKS AND LOCKERS

A locker is available to every student.

- Lower School locker dimensions: 12” wide x 15” deep x 30” tall
- Middle/Upper School locker dimensions: 15” wide x 15” deep x 36” tall

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 is the responsibility of the student. Students are strongly encouraged not to bring valuable items to school. Locker decorations are permitted on the inside of the locker, but must be secured with magnets (no tape).

BICYCLES/SCOOTERS/SKATES ON CAMPUS

Safety is of utmost importance. Therefore, no bicycles, scooters, or skates are to be ridden on campus from 8:00 a.m. to 3:30 p.m. Students riding to school from the Cliffdale Road or Morganton Road areas must use their respective crosswalks. This also applies to those walking to school. Bicycle riders should dismount as soon as they reach school property. The Academy cannot accept responsibility for any damage or loss of student bicycles; they should be locked securely upon arrival.

FORGOTTEN ITEMS

Parents are asked not to interrupt classes to deliver forgotten lunches, money, homework, etc. These items should be delivered to the main office. Parent cooperation here is greatly appreciated, as it helps to minimize unnecessary classroom interruptions.

Students who have forgotten to bring their lunch or lunch money will be allowed to purchase lunch on credit from the cafeteria. The loan will be billed through FACTS. Debts not settled by the end of the school year will be handled as any other unmet school obligation.

LOST AND FOUND

Lost items will be held at each divisional office. Please mark all personal items with the child's name. Any items not labeled or picked up at the end of each term will be donated to a local charity.

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 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:

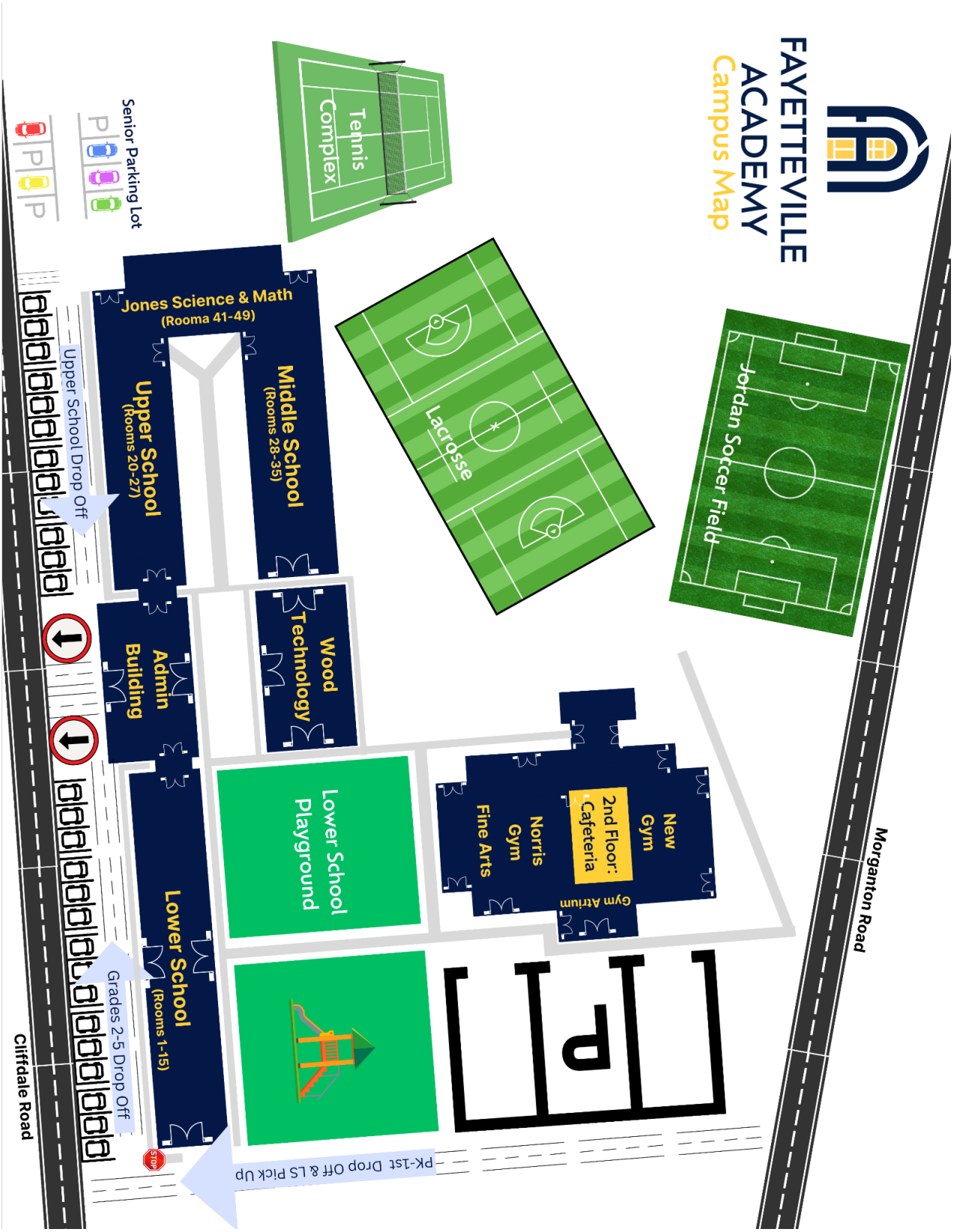
- 25 hours per year for Upper School students (grades 9-12)
- 10 hours per year for Middle School students (grades 6-8)
- Any logged service hours for Lower School students (grades PK-5)
- Upper School students who log 100 or more approved cumulative hours during their upper school years (grades 9-12) are eligible to receive a service honor cord to be worn at graduation.
- Credit for volunteer hours in support of Fayetteville Academy must be approved by the Service Committee and are limited to 10 hours per school year.
- Service as part of a school-sponsored club does not count towards the 10-hour on-campus limit.
- Volunteering with a family member's organization or business will not count towards service hour totals.
- Paid positions are not eligible for service hour credit.

Questions should be directed to the Service Committee at service@fayacademy.org.

MONEY

Students are not to loan or borrow money from other students. Parents are asked to send a check or correct change for field trips, supplies, etc. whenever possible.

CAMPUS MAP


FAYETTEVILLE ACADEMY
Campus Map
Tennis Complex
Jordan Soccer Field
Lacrosse
Senior Parking Lot
Jones Science & Math (Rooma 41-49)
Upper School (Rooms 20-27)
Middle School (Rooms 28-35)
Upper School Drop Off
Wood Technology
Admin Building
Lower School (Rooms 1-15)
Lower School Playground
New Gym
2nd Floor: Cafeteria
Norris Gym
Fine Arts
Gym Atrium
Grades 2-5 Drop Off
PK-1st Drop Off & LS Pick Up
Morganton Road
Cliffdale Road
STOP

ATTENDANCE POLICIES

RESIDENCE

In order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the Academy requires that all students, regardless of age, continuously live with a parent or North Carolina court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the Academy. Failure to do so will result in the student's dismissal from the Academy. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the Academy should a student's living arrangements change during the school year. The Academy reserves the right to request at any time and from time to time, satisfactory proof (in the Academy's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

ABSENCE 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 in the following manner:

- LS:
  - Telephone - 910/868-5131 x 3323 (Lauren Rollins)
  - Email - lrollins@fayacademy.org
- MS/US:
  - Telephone - 910/868-5131 x 3301 (Sarah Benito)
  - Email - sbenito@fayacademy.org

Lower School students who have more than 20 total absences per school year, or Middle/Upper School students who accrue more than 10 absences per school year, for any reasons including but not limited to illness, doctor appointments, extended family vacations, are in jeopardy of not passing their grade level. School-sponsored absences do not count towards each student's attendance totals.

- For Lower School students, "absence" is defined as missing 3 or more hours of a school day.
- For Middle/Upper School students, "absence" is considered on a per-course basis.
- After 10 absences in the Lower School, or 5 or more absences from any course in the Middle/Upper Schools, a note of concern will be sent home to the parents.
- After 15 absences in the Lower School, or 8 or more absences from any course in the Middle/Upper School, a second note of concern will be sent home to the parents and the student and parents will be required to meet with the Division Director.
- After 20 absences in the Lower School or 10 or more absences from any course in the Middle/Upper School, the student is in jeopardy of not passing their grade level or course.
- Middle and Upper School students must arrive to campus no later than 10:00 am in order to attend classes for that day to count as a full day of attendance. Exceptions may be made for medical or related appointments.

Provision for make-up work and tests is the responsibility of the student and his/her family. Students who are absent from school are expected to arrange make-up work timelines with the teacher on the day of their return to school.

Juniors and seniors are allocated two (2) additional absences exclusively for college visits. A Planned Absence form must be obtained from the Upper School Director at least two days prior to the planned visit.

Lower School parents who wish to pick up make-up work assignments during the child's period of absence may do so between 3:10 and 3:30 p.m.; teachers should not cease instruction to prepare makeup work assignments for pick up during class time. Assignments for Middle and Upper School students are available online.

Students must bring a note to school the first day back after an absence. The note should state the reason for and the dates of the absence and must be signed by a parent.

PLANNED ABSENCES

Attendance at school is essential to student success, and we rely on parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. Any planned absence for two or more days must have the acknowledgment of the appropriate division director at least two days prior to the trip. FACTS can
also assist in keeping up with homework; students are encouraged to check assignments on FACTS before returning to school in the event changes have been made in their absence. Be advised that days missed for family trips will be included as a part of the absences per year limit. Family trips must not be planned for end of term examination periods as they create significant disruption for the Academy's academic program and staff members.

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 should check assignments on **Facts** 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.

ABSENCES AND MISSED SCHOOL WORK

Students are responsible to complete any class work or homework missed due to 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 until at least 12:00 noon on the day of the event. In the event a team has an early dismissal before two 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. 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.

TARDY POLICY

Promptness is essential to a student's success in school. Late arrival to school creates a classroom interruption that impacts the teacher and other students in the class. Please make every effort to have your child at school prior to the 8:20 a.m. start of school. All students who are not present in their classroom by 8:20 will be marked tardy.

The following are the guidelines for excessive tardies for Lower School students:

- Four tardies per trimester = note home
- Eight tardies per trimester = Conference/contact with Division Director
- 12 tardies per trimester = Conference with Head of School

LATE ARRIVALS AND CHECK-IN / CHECK-OUT PROCEDURE

Promptness is essential to a student's success in school. **School doors will be locked at 8:20. Anyone arriving on campus after this time MUST report to the Main Office for entry.** Lower school parents and students must report to the Main Office to be checked in. The tardy will be entered and recorded in FACTS, and an automated email will be sent to the parent, advisor, and appropriate division director. After the parent has signed the child in, the office will admit the student to class by issuing a late slip**. Students are not to go directly to their classroom without first receiving a late pass from the office.**

All students leaving the school prior to dismissal must be checked out through the office by the parent. Parents are asked to notify the school 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 the student can be located.**

There is no differentiation between excused tardies and unexcused tardies unless a doctor's note is presented. Because 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 fourth tardy of a term, Middle and Upper School students will be assigned detention for each subsequent infraction for the duration of the term. After six tardies in any given term, the parent will be notified and may be required to have a conference with the division director. After eight tardies in any given term, the parent will again be notified and may 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.

HEALTH & MEDICAL POLICIES

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

VACCINATIONS

In accordance with state law, all students entering Fayetteville Academy for the first time are required to provide proof of vaccination (Certification of Immunization) on the first day of school. Please remember to bring your child's shot record for school entry. You can get your child's shot record from his/her doctor or the local health department. If a medical or religious reason exists that prevents your child from receiving a certain vaccine, a doctor's letter and/or clergy letter is required by the first day of school. The immunization record or letter has a deadline 30 days after the start of school.

PHYSICAL EXAMS

For students entering Kindergarten, a physical assessment is required. The Health Assessment must be completed no earlier than one year prior to school entry by a licensed healthcare provider. This Assessment is due the first day of school with the deadline 30 days after the start of school.

ACCIDENT OR ILLNESS WHILE AT 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. An 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 online.

MEDICATIONS

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). A written and signed statement by the parent providing permission for the student to take the prescription medication while at school must be presented by the student to the school nurse and/or teacher.

For students taking prescription medications for an extended period, special arrangements should be discussed with the appropriate division head. Each student that requires the prescription medication should have a school medication form completed by the prescribing physician and filed by the school nurse. Medications must have the pharmacy label attached. Over-the counter-medications may only be given to students with prior written permission from the parent or guardian, and they may only be given by Mrs. Vanias or Mrs. Sappington (or the respective division head in the absence of Mrs. Vanias or Mrs. Sappington). No other faculty or staff members can dispense any medications – either over the counter or prescription – while the student is on campus. The school reserves the right to investigate any use of medications whether over the counter or prescription.

CONTAGIOUSNESS

To protect the health of all students, it is requested that children stay at home when they are sick with a virus, flu, abnormal temperature (100.4 or higher), questionable rash, or any other infectious ailment. Students who are assessed by the school nurse and have a temperature (100.4 or higher), a questionable rash, vomiting, diarrhea, flu-like symptoms, strep throat symptoms, or any other potential infectious ailment will be sent home from school. If a student is sent home, the parent must pick that student up within one hour, barring communicated extenuating circumstances. If you plan to be out of town for the day, please have an emergency contact available to pick up your child. The student may return 24 hours after treatment and/or symptoms are gone, or with a doctor note.

Students returning to school after having had an infectious ailment such as pink eye, strep throat, or impetigo must require a physician's note indicating that the child is no longer contagious. If an antibiotic is prescribed for an illness your child must be on the antibiotic for 24 hours before returning to school as well. **Children should be free of fever *without* medication for at least 24 hours prior to returning to school**. In addition, children should have not experienced incidents of throwing-up or diarrhea for at least 24 hours before returning to school.

LICE

If a teacher or staff member suspects a child has a lice infestation, they will notify the school nurse. The nurse will inspect the child's head; if lice are evident (either live lice or nits/eggs), the parents or guardian will be phoned immediately and asked to pick up their child. They will be given instructions about how to properly treat the child's head, and a general letter of notification will be sent to all children in the class/grade (no names will be shared); this will aid in limiting the spread and preventing future recurrences. Before readmission to class, the student's head will be re-evaluated by the nurse; if the student is lice and nit free, the student will be allowed to re-enter the classroom at that time.

RETURN TO ATHLETIC PARTICIPATION

Students who return to the Academy after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to the Academy and any necessary limitations or restrictions.

HEALTH NOTIFICATION REQUIREMENTS

Parents are responsible for informing the Academy of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the Division Counselor about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual. Students who threaten harm to others or who verbalize self-harm ideation or behavior will not be readmitted to the Academy until a psychological evaluation has been performed by a licensed psychologist or psychiatrist and who relates in writing his or her determination that the child is not at an elevated risk of harm to themselves or others.

SCHOOL COUNSELING OFFICE

Fayetteville Academy provides a comprehensive counseling program for all students at the school within the professional and ethical standards of the profession. 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 is available for short-term individual, group and/or family counseling and provides counseling for social-emotional learning and wellness, as well as resources for long-term counseling. The Director of Student Support Services facilitates small groups for Lower School students that meet at lunch once a month, including the USA Club (open to active duty military dependents PreK-5), and discussion groups for students in grades 2-5. It is the goal of the Director of Student Support Services to work with the whole student, helping students become successful in their academics, build positive self-images, and develop interpersonal skills to build positive relationships with peers, adults, and community.

Additionally, the Director of Student Support Services and Middle/Upper School Counselor work 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 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.

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.

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.

Eligibility

- Student has a disability documented via a psycho-educational evaluation completed by a licensed psychologist or educational therapist. This diagnosis must be provided to the Academy with the written request for accommodation and will be kept in a locked file by the Director of Student Support Services.
- 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 by an accredited evaluator
- Information is current (within past 3-5 years)
- Educational, developmental, and medical history is presented
- The diagnosis is supported
- The functional limitation is described
- Recommended accommodations are justified

Lower School Students

In grades PreK through 5, teachers work with students in the classroom to adjust material and make modifications when necessary to help support students. Requests for additional support and accommodations should be submitted to the Director of Lower School, Ms. Betty Johnson, bjohnson@fayacademy.org, and the Lower School Counselor, April Grueso, agrueso@fayacademy.org.

Middle/Upper School Students

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:

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 4 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 Middle and Upper School Counselor, Ms. Kattie Zimmerman (kzimmerman@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.

Sometimes, the documentation received from the qualified professional may raise questions, omit necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a release of information form permitting the Academy to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

CLINIC/HEALTH INFORMATION SHARING

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the Academy.

The Academy will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the Academy to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the Academy, on a "need to know basis," to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

STUDENT SAFETY

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.

SAFETY DRILLS

Fayetteville Academy will conduct regular periodic safety and security drills (such as fire drills, severe weather drills, or lock-down drills) to ensure students are prepared in the event of a campus emergency. Anyone present on campus at the time of the drill, including visitors, may be required to participate. Everyone is expected to abide by the directives of Academy personnel designated to all areas of the campus. The campus will be closed to incoming and exiting traffic, without exception, during all safety drills.

SUICIDE AND CRISIS PREVENTION HOTLINE

The North Carolina General Assembly has joined a growing number of states in requiring schools to provide students with access to suicide prevention and crisis resources. This action reflects increasing concern over youth mental health trends. According to the North Carolina Youth Risk Behavior Survey, approximately 18-22% of high school students report seriously considering suicide each year, while 7-10% report having attempted suicide. Nationally, suicide remains one of the leading causes of death among young people.

Fayetteville Academy cares deeply about the mental health and emotional well-being of our students, and employs fully licensed counseling staff to help support them. If a student is experiencing a mental or emotional health crisis, we urge them to contact any trusted adult on staff, but especially our counseling team members; they are here to help! They can also contact the

- **Suicide & Crisis Lifeline**
  - Call **988** or text **HOME** to **741741**
- **NC Peer Warmline**
  - Call **855-733-7762**

STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an

understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety. If a student or the
student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division. Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent or a School Administrator in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the student's guidance counselor or administrator of the student's division.

SEXUAL MISCONDUCT

Fayetteville Academy is committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct, whether between students or adults and students, is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See Student/Adult Interaction and Communication Policy);
- Any sexual activity between age-appropriate students for which clear and voluntary consent has not

been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording;
- Surreptitiously photographing or recording other students in a sexual manner (in states of undress, "upskirt" photographs/recordings, photographing/recording of specific body areas, and so on);
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).
- Unwelcome hugs, kisses, massages, or touching;
- Sexually offensive or sexually degrading jokes or stories, regardless of how communicated;
- Other sexually harassing material, whether verbal, written, or electronically communicated;
- Crude, vulgar, or sexually explicit profanity;
- Leering, prolonged or repeated staring, or offensive gestures of a sexual nature;
- Repeated unwelcome comments about another student's appearance. Comments about a student's clothing, particularly those that stress erotic appeal;
- Comments about a student's anatomy;
- Displaying or transmitting images of naked or scantily clothed men or women, or other sexually explicit pictures or text;
- Blocking or interfering with someone else's freedom of movement, standing uncomfortably close, or invading someone's "personal space";
- Repeatedly asking for a date after being turned down in a way that does not encourage further invitations.

In addition to the conduct described above, sexual harassment includes any other conduct that is intended, or could reasonably be expected, to subject another student to humiliation or embarrassment or to create an intimidating, hostile, or offensive learning environment, because of such student's sex. Sexual harassment will not be tolerated regardless of the gender dynamic involved. This policy extends to any student's behavior in any and all school-related settings. ***Consent*** is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our Academy values.

Reports of sexual misconduct or sexual assault will be taken seriously. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School. In accordance with North Carolina law, the Academy reports suspected instances of sexual misconduct to law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, the Academy will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the Academy determines at any stage that a student poses a threat of harm or disruption to the school community, the Academy may take immediate action, including removing the student from the campus, restricting the student's movement on campus, and so on.

The Academy expects that students will treat all persons with dignity both on campus and beyond. The Academy reserves the right to act if it learns that a student's actions violate the Academy's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

CHILD SAFETY FROM SEXUAL OFFENDERS AND PREDATORS

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly known to the family, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the Academy's criminal background process. Although the Academy performs such screenings, the Academy cannot attest to the background of the various parents whom their child may associate with away from the Academy. To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible. Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses.

REPORTING HARASSMENT

Effective enforcement of this Policy requires the cooperation of all students. Any student who feels that he or she has been subjected to harassment of any kind as defined in this handbook, or who is aware of such an incident, should report it promptly. Prompt reporting serves the Academy's interests by enabling administration to deal with objectionable behavior quickly and prevent its recurrence. The Academy understands, however, that a student may be reluctant to report harassment from a sense of embarrassment, concern for his or her social standing, or simply from hoping that the conduct will cease without having to report it. Fayetteville Academy will investigate all complaints no matter when reported and no complainant will be disciplined for failing to report a matter "promptly."

A student should report such matters directly to his or her teacher, counselor, or school administrator. The employee to whom the report is made will report the allegation directly to the Head of School. Academy employees who are aware of any violations of the Academy's harassment policies and who fail to appropriately report these violations will be subject to disciplinary action, up to and including termination of employment.

RESPONSE TO ALLEGATIONS OF HARASSMENT

All allegations or reports of harassment of any kind will be given timely and serious attention. Great care shall be taken for the alleged victim and, where appropriate, his or her family, while respecting the accused's right to fairness. The report of harassment and all aspects of the response thereto shall remain confidential to the greatest degree possible. ***If the alleged behavior includes physical assault of any kind, law enforcement will also be notified and may undertake a separate investigation.***

A prompt investigation by senior school administration and/or its designated authority will take place. Both the accuser and the accused will be kept informed of the outcomes of the investigation. Preliminary written statements will be required from the alleged victim, the accused, and any other person who may have knowledge relevant to the allegations. Relevant documents or other evidence (if any) will be obtained and reviewed.

Once a determination of misconduct or no misconduct has been made, the Head of School, with the guidance of the Chairman of the Board of Trustees and any other designated authority, will inform both parties of the investigation results and appropriate disciplinary action, if any, will be applied.

RETALIATION/REPRISAL

It is a violation of this Policy to retaliate against a student who brings a good faith complaint of harassment. The Head of School and other appropriate Academy administrators will monitor to ensure that prohibited retaliation does not occur. Any Fayetteville Academy student who is determined to have engaged in such retaliation will be subject to disciplinary action, up to and including immediate separation from the school.

FALSE COMPLAINTS

A knowingly false or malicious complaint of harassment (or of retaliation) is a fundamental violation of this Policy and can have a devastating effect on the life and personal reputation of the falsely accused. Thus, any student who is determined to have made a knowingly false or malicious complaint will be subject to disciplinary action, up to and including immediate separation from the school.

BREACHES OF CONFIDENTIALITY

Because of the need to conduct a thorough investigation of harassment charges, Fayetteville Academy cannot guarantee absolute confidentiality for a complainant. It is the Academy's policy that knowledge of a harassment complaint, or of information developed in the course of a harassment investigation, should be restricted to those with a "need to know." The Academy expects all participants in the complaint resolution process – complainants, investigators, witnesses, and alleged harassers – to respect the confidentiality of the proceedings.

A breach of confidentiality can result in undeserved damage to the reputations of those involved and to the Academy as an institution. It can also undermine the effectiveness and integrity of the investigation itself. Thus, any student, family member, or employee who is determined to have committed an intentional breach of confidentiality, will be subject to disciplinary action, up to and including immediate separation from the school or termination of employment.

SEXUAL ASSAULT

Sexual assault is defined as "an act in which someone intentionally sexually touches another person without that person's consent, or coerces or physically forces a person to engage in a sexual act against their will. This includes sexual touching of incapacitated, sleeping, or unconscious individuals."

Sexual assault is a crime and will be treated by the Academy as such. Upon receiving a report or allegation of sexual assault, school administration will immediately report the allegation to law enforcement authorities for investigation. Should a finding of sexual assault occur, that student will face immediately separation from the school in addition to any law enforcement actions taken.

RIGHT TO PRIVACY

Fayetteville Academy should be a comfortable environment for all members of its community, where each person feels as safe as they do at home. Integral to that expectation is a right to personal and bodily privacy. Both voyeurism and voyeuristic recording of another student is prohibited:

Definitions:

- Voyeurism: The deliberate observing of an unsuspecting person while they are in a state of undress and in a place where they have a reasonable expectation of privacy (such as a bathroom).
- Voyeuristic Recording: The deliberate photographing, videotaping, or otherwise recording of any individual without their knowledge or consent, especially in a manner designed to physically objectify that individual for the sexual gratification of the recorder.

These actions constitute a major infraction of the Student Code of Conduct and may in fact be a criminal act. Depending upon the nature of the infraction, the offending student may face suspension or separation from the school. In severe cases, law enforcement may be notified for investigation and potential legal action.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

School teachers and other personnel are mandatory reporters under North Carolina child abuse reporting laws. We take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse or neglect. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask your understanding as we do our best to protect the children under our care.

WEAPONS AND THREATS

The Academy takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the Academy. Students are prohibited from bringing any type of weapon (whether operable or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to the Academy campus or Academy sponsored events. This prohibition includes knives (all types including pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any threatening behavior, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the Academy, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the Academy. If there is any communication or behavior that concerns you, report it to any administrator or staff member.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the Academy deems appropriate. The Academy will cooperate with investigations by authorities, and the Academy may also conduct its own investigation. With respect to such threats or acts by students, the Academy may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report

card may also note the threat or act. In determining whether to report such threats or acts of violence, the Academy may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

CRIMINAL ACTIVITIES

Students engaging in conduct that is defined under law as a civil infraction, a serious misdemeanor or a felony (whether charged by law enforcement or not) is grounds for expulsion. When required, the Academy will report violations of law to the appropriate law enforcement agencies. Violations of law that occur off-campus during the school day will be subject to review under Academy rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the Academy may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

USE OF SURVEILLANCE EQUIPMENT

The Academy utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. The Academy retains the right to conduct lawful video surveillance of any portion of its property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that activities are being both video and audio recorded and may be monitored. These video recordings are the property of the Academy. Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including expulsion.

GENERAL BEHAVIORAL & DISCIPLINE POLICIES

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 have throughout life. Although it would be convenient and less complicated to concern ourselves solely with honor as it applies to academic work and testing, we clearly must recognize that trust, respect, and consideration of others pervade all of our actions and relationships at Fayetteville Academy. We are able to minimize school rules, extend certain privileges, and grant a high degree of freedom 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.

Every student is honor-bound to refrain from lying, cheating, stealing, or intentionally causing harm to another member of the Academy community.

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

- Lying is the intentional falsification or denial of fact, the intentional creating 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 school work. This includes, but is not limited to, using Google Translate, misusing artificial intelligence ("AI") tools, 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 the Academy's academic integrity policy.
- Stealing is the taking of anything without the knowledge and consent of the owner. The value of the item(s) taken is not relevant to the action.
- Intentional harm is any verbal or physical action conducted with the intent to cause distress, shame, or fear within another person or which could lead to physical injury to another person.

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.

1. 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.
2. 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.
3. All members of the Fayetteville Academy community are expected to show respect for school and individual property.
4. 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.
5. Students may not eat or drink in the hallways, classrooms, or library except during specified times or by permission of a faculty member. Water is permitted in a resealable container.
6. Students are expected to be punctual to all school-related classes, events, and activities.
7. Research makes clear that cellphones can be a distraction and disruptive to an educational setting, especially for younger students. Lower School students may not possess cell phones at school. 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:

    a. Before school
    b. During lunch/break
    c. After school
    d. 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.
    e. NOTE: Occasionally, a teacher may ask students to use their cell phones as part of a class lesson; this policy permits such usage.

8. Students are expected to refrain from using personal entertainment devices, earbuds, or headsets when in an educational setting. These items must be turned off and not visible during the school day.
9. Students must avoid public display of romantic affections, lewd, or otherwise inappropriate behavior at school or school-sponsored events.
10. Gum chewing is not permitted on campus at any time (before, during, or after school).
11. 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.
12. 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.

13. 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.
14. Students are expected to adhere to the Internet Safety and Digital Citizenship guidelines to avoid unethical or criminal behavior.
15. Gambling for money or other items of value among students is prohibited.
16. 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.
17. 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.
18. 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.
19. While Fayetteville Academy understands that students will make mistakes in judgment and always seeks to use discipline as a learning tool, not punishment, it is essential that learning and behavior change does take place. Repeated misbehavior by any individual student will result in escalating consequences until that learning and behavioral change does occur. Ultimately, the Academy reserves the right to withhold reenrollment for students with demonstrated patterns of poor behavior - especially if that behavior negatively impacts other students. In extreme cases, immediate dismissal may occur.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

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

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, sarcasm, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, verbal, or physical actions. Intentional act refers to the perpetrator's choice to engage in the act rather than the ultimate impact of the action(s). Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

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

Complaint Process: Incidents of harassment, intimidation, or bullying should be reported by the complainant (victim), concerned individual(s), or staff member to the division director who will investigate and, if merit is

found to the complaint, assign counseling and/or corrective discipline to the perpetrator(s). In general, the following guidelines will be used (but may be elevated depending on the severity of the offense) when an offense is determined to have occurred:

- *First offense*: The division director will have a conversation with 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 incidents 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.

CONDUCT PROBATION/DISCIPLINARY POLICY

Any student who, in the opinion of the faculty and division heads, demonstrates behavior that is unacceptable and in violation of the Code of Conduct will be placed on conduct probation. On certain occasions, student behavior may require disciplinary action resulting in student suspension including in-school and/or home suspensions. All suspensions will be at the discretion of the Head of School and the appropriate division head.

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.

If the problem causing conduct probation is not corrected by the conclusion of the following reporting period, the student will remain on probation and may be offered a conditional re-enrollment or may not be offered an invitation to enroll for the next academic year.

General Clause: The school’s division directors and Head of School reserve the right to enforce disciplinary

procedures when, in their judgment, the welfare of an individual student or the school community is best served. Final authority and all appeals in disciplinary matters shall rest with the Head of School.

Discredit Clause: Fayetteville Academy reserves the right to discipline or dismiss any student who is involved in an activity on or off campus that reflects in a negative way on the school. Any conviction in court subjects a student to possible disciplinary action, including dismissal.

DISCIPLINARY INQUIRIES

The Academy expects the cooperation of all students in investigating disciplinary issues and may question students regarding disciplinary matters at any time without notice. If a student chooses not to cooperate, he or she may be subject to disciplinary action at the discretion of the administration. Honesty is expected, and lying in response to questions regarding a disciplinary issue will result in disciplinary action at the discretion of the administration.

TECHNOLOGY POLICIES

GUIDELINES FOR SCHOOL AND/OR PERSONAL DEVICES

In support of its academic mission, Fayetteville Academy provides student access to its technology and information resources. All members of the Academy community who make use of its resources must act responsibly and ethically and must agree to be responsible for the integrity of those resources. The Academy reserves the right to restrict or deny access to its technological resources to those users who do not comply with its policies. Violations of this policy may also subject the user to appropriate disciplinary penalties. This statement provides general guidelines regarding the acceptable use of technology and information resources by the administration, faculty, staff and students at Fayetteville Academy.

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. All accounts and files on the Fayetteville Academy network are considered to be the property of the Academy and are subject to inspection by administrators. System administrators have access to these accounts and will monitor both these accounts and all school-owned workstations. Fayetteville Academy reserves the right to hold any user accountable for any content on any personal computer regardless of whether content originated on or off campus. Inappropriate access, modification, or use of another student's account or work constitutes a serious breach of acceptable use.
2. While every effort will be made to provide reliable service, Fayetteville Academy will not be held responsible for delays, loss of data, or service interruptions. All users should have contingency plans if the system is off-line and all users are responsible for backing up their own files.
3. 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.
4. 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.
5. 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.
6. 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.
7. Students may not create, disseminate, or run a self-replicating program ("virus") regardless of whether or not it is destructive.
8. 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 themself or anyone else. Even true statements that contain private facts about another person violate that person's right to privacy.
9. 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.
10. Students may not use computers to view or listen to any material that is obscene, vulgar, sexually explicit, or inappropriate in any way.

11. Students must cite all information retrieved from the Internet and use good judgment as to the validity of that information.
12. Students are forbidden from using a teacher's computer without the direct supervision of the teacher.
13. Students may not use any technology device in a teacher's classroom without the teacher's express permission each time the device is used.
14. ***Students may not use recording devices including but not limited to computers, cell phones or wearable technology to record classes, conversations and assessments without the express consent of the teacher and all participants in the case of conversations. Under no circumstance shall a student have an electronic device in their possession during an evaluation unless explicitly approved prior to the assessment.***
15. 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.
16. 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.
17. 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.
18. 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. 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 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.ht
- Engage in "Hacking" or other unlawful activities.
    - (www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_14/Article_60.html)
- Attempt to circumvent campus network security measures.
- Engage in Cyberstalking
    - www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-196.3.html

REAL AND DEEPFAKE NONCONSENSUAL MEDIA

The creation, distribution, or threat to create or distribute real or deepfake non-consensual intimate images - including videos, audio, or other media - depicting a student, faculty member, or staff member in a sexual, explicit, harmful, or misleading manner is strictly prohibited. This includes showing such material in person, sharing it digitally, or failing to report known instances of AI-generated or manipulated content intended to cause harm. Any student found to be in violation of these rules may face serious disciplinary consequences, up to and including dismissal from Fayetteville Academy, and the matter may be referred to law enforcement as required by federal or state law. Students may report real or deepfake nonconsensual media to the administration in person or anonymously.

ARTIFICIAL INTELLIGENCE MISUSE

Students are prohibited from creating, sharing, or distributing synthetic or AI generated media, including but not limited to digitally altered images, audio, or video, that falsely represents events occurring on campus, school property, or at school-sponsored events.

This includes, but is not limited to:

- False depictions of emergencies (e.g. fires, gunshots, explosions)
- Altered footage implying violence, disorder, or criminal activity on school grounds
- Fabricated images or sounds that mislead viewers or hearers into believing an event occurred when it did not
- Fabricating the voice of any Academy employee for the purpose of misleading listeners.

Such actions may result in disciplinary consequences, including suspension or dismissal, and will be referred to law enforcement when required. The Academy reserves the right to treat any act of digital falsification as a serious offense, especially when it endangers safety, disrupts school operations, causes alarm among the Academy community, or damages the reputation of Fayetteville Academy.

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.

LOWER SCHOOL HANDBOOK

ACADEMIC INFORMATION

Core academic subjects are Language, Social Studies, Reading, Spelling, Science, Math, and Spanish.

Grading Scales

Grades Pre-K - 1	**Grades 2-5**
S =Satisfactory	90–100 = A
P=Progressing	80–89 = B
NI =Needs to Improve	70–79 = C
	60–69 = D
	0-59 = Failure

ACADEMIC WARNING AND PROBATION

Academic Warning: Any student in grades 2-5 who has a report card containing two D's or lower, in the core subjects, will be placed on academic warning. The student will have a specified amount of time, determined by the Lower School Director, to raise their grades. If a student still has two D's or lower, they will then be placed on Academic Probation.

Academic Probation: Once again, the student will have additional time, to be determined by the Lower School Director, to raise their grades. If a student in grades 2-5 continues to earn two D's or lower, in the core subjects, they may be offered a conditional re-enrollment contract or may not be offered an invitation to enroll for the next academic year.

HOMEWORK

Homework is an integral part of the academic learning process in a college preparatory environment. Homework offers the student a chance to acquire self-discipline, practice lessons, and acquire proficiency or greater understanding of a subject or topic. Creativity and independent learning are enhanced as well as time management skills through homework assignments. It also provides a means for a student to make up work missed while absent or finish assignments not completed in school. 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. The Academy makes a concerted effort to ensure that homework loads are reasonable and age-appropriate.

Target nightly homework time:

- PreK - 5 minutes
- K - 10 minutes
- 1st - 20 minutes
- 2nd - 20 minutes
- 3rd - 30 minutes
- 4th - 40 minutes
- 5th - 50 minutes

It is highly recommended that each student practice recreational reading for at least 15 minutes each night, in addition to any assigned homework.

Time needed to complete homework will vary by grade levels and assignments. If a student is unable to complete an assignment due to lack of understanding of the work, the parent is encouraged to write a note/email to the teacher explaining why the assignment was not completed. The teacher will explain further, after which the student can be expected to complete the assignment.

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

STUDY SKILLS

Organization and time management skills are one of the most important things we can impart to our students. Not only do good organizational skills help students keep up with assignments, it also means they will have more free time. With these skills in place, children, knowing they are prepared, are happier and less stressed.

Tips:

- Write down assignments. Parents should check daily and weekly assignments, noting upcoming tests and projects. Make "TO DO" lists.
- Study for tests well in advance of the test day. Study for tests and preparation for projects should be scheduled so children are working on them each day, building up to the due date. Schedule study time several days prior to the test, divide materials into logical sections, review notes and use flash cards, take a practice test, and always get a good night's rest and have a healthy breakfast before the test.
- Homework should be done independently by the student. However, parents should feel free to clarify confusing concepts or work one-on-one with problem areas, and to help your child prepare for tests.
- All work should be done at a quiet, comfortable, well-lit desk or table, free from distractions. Permit your child to hang up a "Do Not Disturb" sign if needed to keep distractions to a minimum. The homework area should be neat and well stocked with any needed supplies.
- To support progress in reading, parents should make at least 15 minutes available each night to listen to your child read aloud. Asking comprehension questions to check understanding is also important.
- Parents should determine if and when a short break from homework is needed.
- Parents should monitor to see that assignments are completed, organized, and packed for the following school day.
- While it is hard to see one's child is upset about facing consequences for forgetfulness or lack of organization, humans learn best from natural consequences, and they should be allowed to occur. Thus, parents should not bring homework assignments, books, or other materials to school during the school day. Children should learn to be responsible for bringing their materials and homework to school daily. Sometimes it helps to put the packed book bag by the door.
- For long-term projects, break the project into small parts. Put the steps on a calendar, and check the calendar every day, checking off parts of the project that are completed.
- Older students need to acquire note-taking skills, such as outlining, using abbreviations or symbols, and being neat.
- **Please remember that the work completed at home should be the student's work, not the parents. We realize there are times when it is difficult to let incorrect work leave the house, but if parents make the corrections, then the teachers will not know where to help the student.**

Children are routinely assigned homework and other tasks that involve taking materials home and returning them to school (e.g., papers to be signed by parents, homework folders, etc.) In order to help instill in children a sense of responsibility and self-reliance, it is important that they be permitted to "own" this responsibility without being "bailed out" regularly by parents bringing the child back to school to pick up forgotten materials or papers after the teacher has left for the day. Teachers establish classroom policies regarding materials that are required to be taken home and returned to school, and their systems of rewards/consequences involve increased responsibilities from one grade level to the next (i.e., the older children are expected to be more responsible for such tasks than are younger children). Of course, there are exceptions, times when it is appropriate to assist children by bringing them back to pick up something they have forgotten. These should be rare occurrences, however; the wrong lessons are learned when such actions are routine.

REPORT CARDS

The school year is divided into three trimesters. A report card will be completed for each trimester for grades Pk – 5 and posted on FACTS. For grades 3-5 grade weights are: 50% Classwork, 40% Tests/Projects, and 10% homework. Homework may be graded for completeness, accuracy, or both. 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.

PROMOTION/RETENTION POLICY

Lower school students may be retained at the same grade level for the subsequent school year upon the discretion of the Director of Lower School in consultation with teachers and the Head of School.

TUTORIAL ASSISTANCE AND EXTRA HELP

Extra academic help is normally available each **afternoon from 3:15-3:45 p.m.** upon teacher request. Teachers are frequently available at other mutually agreeable times. Please make arrangements with your child's teacher ahead of time for extra assistance. This availability is not intended to replace long term tutoring, **not to be considered as tutoring**, or to be used as a time for students to complete their homework unless an individual teacher allows homework to be completed during this time.

The Academy faculty and administration, upon request, will also attempt to provide the names of tutors who may be helpful for students for remediation. Note that due to liability concerns, the Academy does not recommend individual tutors.

STUDENT GUIDELINES AND INFORMATION

ARRIVAL/DEPARTURE

1. Students should go to their classrooms immediately upon arrival at school (exceptions: media center visits, office visits).
2. Parents are asked to drop off children between 8:00 and 8:20 at the appropriate lower school entrance

(front main entrance for grades 2-5; primary wing entrance for grades PK-1). Parents who need to enter the school should park in a marked parking space rather than on the grass near the driveway.

3. Children not enrolled in the Before-School Care program who arrive before 8:00 a.m. are not permitted in the building. We are not able to accommodate drop-ins for Before-School Care. Exceptions to this policy may be made on a case-by-case basis; in such situations, the parent/guardian should contact the division director to explain the need and gain approval.
4. Children are not permitted to cross the school driveways anywhere other than at designated crosswalks with the assistance of an adult on duty. Adults should avoid "jaywalking," too, as we should model the safe way of crossing for our children. Children must be picked up at designated crosswalks.
5. Students are to wait for rides after school in an orderly manner. In the interest of safety, this is not the time or place for running, playing ball, etc. Children are not permitted to run down the lawn and cross the driveway to board vehicles. In the interest of safety, children must walk to their vehicles and cross the driveway only at designated crosswalks.
6. Both pick-up lines (Cliffdale Road and Morganton Road) are one-way, two lanes, during pick-up time. Please do not drive around a stopped car in front of you; to do so creates a dangerous situation since small children may be hidden from view by the vehicle you are passing.
7. **Please remain in your vehicle**. If you must leave your vehicle, please park only in a gym parking space. Do not leave the engine running when you leave your vehicle. Parents who have an appointment with a teacher after school should park in a designated parking space and come into the building.
8. Please do not sound your horn to summon children to your vehicle; doing so can entice children to run to the car, ignoring safety procedures for walking safely, crossing the driveway with assistance, etc.
9. Parents are asked to pick up their children promptly after the 3:10 p.m. dismissal. At 3:25 pm, students who have not been picked up will be taken to After-Care. Students should not re-enter the building unless there is a legitimate reason to do so (e.g., to use the telephone, to see a teacher, etc.). **Grades 2-5 should use the front lower school entrance** and parents are encouraged to use the Cliffdale Road entrance. **Grades PK-1 should use the primary entrance** and parents are encouraged to use the Morganton Road entrance. Students and parents should not enter classrooms after school hours or when teachers are not present.
10. Carpools that pick up older and younger children must do so at the designated pick up points. For families with multiple children, the oldest L.S. student will walk to the youngest L.S. student to be dismissed together at the youngest student's designated location. If siblings are in M.S. or U.S., the L.S student should be picked up first and then proceed to the designated M.S. or U.S. pick up area.
11. A note from parents is required whenever children plan to ride with someone other than their parents or their regular carpool. For safety reasons, L.S. students may not be sent to the gymnasium parking lot to join carpools or older siblings, since there are no crossing guard assistants or L.S. faculty on duty in this area of the campus after school. With parent permission, L.S. children may be picked up by older siblings (middle or upper school age) or carpool drivers and escorted to the gym parking area.
12. Children not enrolled in the After-School Care program who are not picked up by 3:25 p.m. will wait at the Lower School Office, if not enrolled in After-School Care. While we understand that on rare occasions a parent may not be able to pick up his/her child on time, **Fayetteville Academy reserves the right to charge $5.00 per minute for late pickups should it become an ongoing issue.**

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 supports these efforts:

- Shirts, tops, and dresses that 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 that are not excessively short (above mid-thigh), sagging, or provide only partial coverage.
- Athletic wear is permitted with the following exceptions:
    - Shorts must be conservative in nature, in good taste, and non-revealing.
    - Shorts that are high-cut-such as running shorts-are not permitted.
    - Not permitted on special assembly days such as Veterans Day, Thanksgiving, Christmas, and Grandparents/Special Friends.
    - Not permitted on certain field trips (teachers will let students know in advance).

Accompanying our dress code, students should present themselves within the natural hair color palette. With the exception of earrings, visible body piercing with jewelry should not be seen. Hats, head coverings, and sunglasses should not be worn inside the buildings (exceptions include hats worn in either gym during athletic events/recess or for religious reasons; sunglasses may be worn for medical reasons).

Lower School students are encouraged to focus on their natural beauty and age-appropriate self-expression. For this reason, we kindly ask that students do not wear make-up to school. This helps maintain a learning-focused environment and supports the developmental needs of our young learners.

For all grades, shoes and socks must be worn. Shoes that have rollers or wheels (e.g. “Heelys”) are not permitted. Flip flops and open toe shoes are not permitted, for safety reasons.

If a student’s attire or presentation is deemed inappropriate, 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.

Special Dress: At certain times throughout the school year, the Head of School and division directors will designate that “Special Dress” should be worn. The guidelines for special dress are: ties and dress shirts with long pants, dresses, skirts, dress pants or pants suits with dress tops and dress footwear. No shorts or jeans.

GENERAL INFORMATION

BATHROOM POLICY

All children entering school must be fully toilet trained. Children must be self-sufficient in all aspects of toileting. We ask that you reinforce your child's abilities in undressing, wiping, flushing, redressing, and hand washing. Staff may assist children with clothing fasteners if needed but will not assist in wiping. We do understand that young children may have toilet accidents from time to time. When clothing needs to be changed due to accidents, we will contact the parent for assistance.

BIRTHDAY PARTIES

With the teacher's permission, birthdays may be celebrated at school to some extent, particularly in the primary grade levels. When parents wish to have their child's birthday celebrated at school, they must **first** contact the teacher in advance of their child's birthday to determine a convenient time that will not disrupt the school program. The "party" must be limited to a lunch, cake (or cupcakes, etc.) and beverage and include any needed paper products. Birthday gifts may not be given at school.

CLASS ROSTERS

As professional educators, we take great pains in the development of homeroom class rosters. Our goal is to provide the optimum learning environment for individual students and the class as a whole. It is not possible to construct balanced classes if parent requests for a pupil assignment with a teacher, or not with a teacher, are considered.

LUNCHROOM (GRADES 2-5)

Lunch may be purchased through the lunch program. Students who bring a bag lunch may purchase drinks. Students in grades 2-5 must eat their lunches, whether purchased or brought from home, in the lunchroom, except by special permission, and must remain in the lunchroom for the first 30 minutes of the lunch period.

1. For children who have special dietary requirements, parents are responsible for ensuring that their children's requirements are met. This applies for regular lunches as well as for special events that include refreshments.
2. Students are expected to display appropriate table manners in the lunchroom.
3. Talking must be held to a conversational volume level and limited to the people at one's own table.
4. Each class should leave tables and chairs clean. Trash or food that has been dropped during lunch must be picked up.
5. Should a student forget to bring lunch or lunch money to school, there is a charge system through which lunch may be paid for the next school day (see "Forgotten Items").
6. Parents are not to deliver fast food lunches to children at lunchtime. This is a breach in our contract with our lunch vendor program.
7. All food must be consumed in the lunchroom.
8. Students who fail to display proper table manners in the lunchroom will be seated away from their

peers.
9. Each child's lunch box must be labeled with the child's name.
10. For packed lunches please provide the appropriate utensils and plates needed.
11. Carbonated soft drinks and energy drinks, of any kind, are not served in the cafeteria. Parents are discouraged from sending carbonated soft drinks and energy drinks from home.
12. Microwave ovens are **NOT** available for heating food for L.S. students.
13. We discourage sending candy and sweets for snacks or with lunches; some children simply eat the sweets and will not eat their lunches when candy and sweet treats are available.
14. For safety reasons, restroom visits during lunch in the cafeteria require the "buddy system" to visit the downstairs restrooms.

MEDIA CENTER AND LIBRARY

Students are enthusiastically encouraged to use the lower school media center which is open from 8:00 a.m. until 3:30 p.m. on school days. Books may be checked out for one week with renewals permitted. Students should return books weekly for check in or renewal during their scheduled library time, before or after school, during lunch, or at other times with teacher permission. Students that do not return library books on time and in a satisfactory condition may incur a replacement fee charged to the family's FACTS account.

OFF-CAMPUS PARTIES

1. Parents may occasionally wish to arrange off-campus parties (Christmas party, Easter Egg Hunt, end-of-year picnic, etc.).
2. When invitations are to be distributed at school for any party (e.g., weekend or after-school birthday parties), every child (or every boy or every girl) in the class must receive an invitation.
3. Whenever off-campus parties are held which include most, but not all, students in one class (or most of the boys or girls), gifts, etc. are not to be brought to the classroom to be kept during the day.
4. When invitations are sent home from school by the teacher, they are usually included with or attached to other school papers. While we are happy to send invitations home to parents, we suggest that parents consider mailing them instead, since the packet of papers from school might not be reviewed by parents immediately when received, resulting in discovering the invitation too late, after the party has already occurred.

PHYSICAL EDUCATION

For occasional excusals from physical education classes, a note from the parent or a doctor's note is sufficient. For extended excusals for longer periods of time, a physician's statement is required.

1. Excusals which do not result in loss of points or lowered grades will be addressed only by a doctor's note. If a child is not feeling well due to a previous day's absence or immediately preceding P.E. class, the P.E. instructor will work carefully with the child to modify the day's expectations. The child may be asked to assist in other ways, if this is in the student's best interest.
2. Students who do not participate in P.E. class will not be left in the gym alone. The P.E. teacher is responsible for supervision of each student.
3. Students must wear appropriate clothing and tennis shoes during P.E. class.

PLAYGROUND SAFETY GUIDELINES

1. Students are not allowed to be in the parking areas around the playground.
2. Slides are "one way" only! To avoid collisions, students are not to climb up the sliding board (i.e., they should use the ladder). Sit up on the slide, and do not lie down and slide head first. Toys are not permitted on the slides.
3. Stay clear of moving swings.
4. To prevent injuries, children may not jump off moving swings.
5. Students are not to stand on the picnic tables.
6. Do not throw pine cones, sticks, snowballs, gravel or rocks on campus.
7. Due to safety concerns, children are not to play on the lower school playground before or after school unless they are attending the After-School Care program and/or supervised by an adult parent or guardian.
8. Students are not to climb on top of the monkey bars. They are designed for moving across under the bars hand-over-hand; a fall from atop the monkey bars could result in serious injury. Do not sit or stand on the high bars of the climbing structures; only hang by the arms from any bars. Hanging by the legs is not permitted.
9. Buckets and shovels may be used only in the sandboxes. Likewise, digging may be done only in the sandboxes.
10. Eating is not permitted while playing on any of the equipment.
11. Children are not to play near, around, or on the brick transformer enclosure near the walkway. The enclosure surrounds high voltage electrical transformers, and even though it is totally enclosed, it is considered an off-limits area.
12. No student is to touch or remove another student's bicycle unless he/she has written permission from the parents of the owner of the bicycle.
13. Students are expected to lock their bicycles.

TELEPHONES/CELL PHONES

The lower school office telephone is intended for emergency use only. Calls home to parents to bring forgotten items to school are generally not emergencies. Parents are encouraged to make pick-up arrangements before 2:30 pm. Students are not allowed to call parents during the school day to negotiate after-school plans. Teacher permission is required to use the office telephone and/or personal cell phones.

During the academic day, use of cell phones/smartwatches for LS students is prohibited anywhere in school buildings and on school grounds. Cell phones must be turned off and not visible during the school day. Cell phones/smartwatches that are visible, ringing, or in-use will be surrendered and given to the Lower School Director who will keep them until the end of the day. The parent may be required to retrieve the phone at the director's discretion.

TOYS

Children are not permitted to bring toys to school except on special occasions (e.g., Show and Tell day for the primary grades, games or toys for bus trips, etc.). The school cannot accept responsibility for lost or damaged toys.

BEFORE/AFTER SCHOOL CARE

OVERVIEW

1. Before-School Care is a service available to parents who need to bring their children to school prior to 8:00 a.m. Children enrolled in the program may arrive as early as 7:00 a.m. Children stay in the Before-School Care room until 8:00 a.m., at which time, they are escorted to their regular classrooms. Space is limited and is available on a first come, first served basis.
2. Drop off for Before-School Care services will be in the Lower School Kiosk area. Parents will be responsible for walking their student(s) into the main entrance of the lower school.
3. After-School Care is for parents who cannot pick up their children immediately following the 3:20 p.m. dismissal. Children enrolled in the program may remain at school as late as 5:30 p.m. Enrollment is limited and is available on a first come, first served basis.
4. If a student leaves campus and returns for After-School Care, the student must be checked back into school prior to our 3:10 dismissal time. In addition, a parent must notify the After-School Care Director either by text and/or email.
5. Once a student is in the process of signing out by a parent/guardian, a student cannot return to After-School Care. This ensures our student:teacher ratio is maintained.
6. Students enrolled in the After-School Care program may not leave the room to attend athletic events.
7. On special days such as parent/teacher conferences, faculty workdays, and early dismissal days prior to vacations, the Care programs will operate all day as a service to working parents. (See Faculty Workdays and Early Dismissal Days below)
8. Parents of young children should provide a change of clothes for emergency use. Please place the clothes in a bag labeled with the child's name.
9. There will be a designated snack time each afternoon for students. Students who wish to have a snack, will need to pack their own snack daily. Snacks will NOT be provided by the ASC program.
10. The first twenty minutes of ASC will be allotted each day for students in first through fifth grades to complete their assigned homework or projects. After-School Care instructors ensure an environment conducive for homework completion only and do not serve as tutors during that time.
11. Cell phones and/or other personal devices will be turned in to the teachers daily and/or kept in book bags until the end of the school day (this is to include After-School Care). For more information, please see the section under: Technology guidelines for school and/or personal devices.
12. Pick up for After-School Care will be at the Lower School kiosk (Cliffdale Road side). Parents must sign out their child with the appropriate After-School Care employee to pick up their children. Children will not be released until signed out and visual identification is confirmed.
13. All children must be picked by 5:30 p.m. **For children picked up after 5:30, a $5.00 per minute charge will be assessed.** If an emergency arises, which prevents picking up your child by 5:30, please call Amanda Young (910-818-1584). School time will be considered the correct time. If tardiness in pick ups persist, the academy reserves the right to revoke after school care privileges.
14. For the safety of our students, if someone other than a parent is to pick up your child, we must have a note from you granting us permission to release your child. Any person picking up a child from After-School Care will need to have a valid picture ID ready to present to an After-School Care employee, when asked.
15. In order to maintain appropriate teacher:student ratios, **no drop-ins will be permitted.** All students must be registered in Before-School Care and/or After-School Care to attend. Any student that wishes to attend Before-School Care and/or After-School Care that is not enrolled must contact the Director(s).

FACULTY WORKDAYS AND EARLY DISMISSAL DAYS (FEES)

1. On all day teacher workdays, as well as for parent/teacher conference days, there will be an additional fee of $7.00 per hour charged for care.
2. Only students enrolled in the Before-School Care and/or the After-School Care program will be permitted to attend on those days.
3. Sign up for all day care will be required for staffing and planning purposes. A $25 non-refundable deposit will be billed through FACTS when you sign up. This charge will be credited to your daily total if the student(s) is in attendance.
4. Sign-ups for care services will be sent prior to the dates via email.
5. ***On early dismissal days, After-School Care is not available.***
6. ***On school holidays, Before- and After-School Care is not available***.

ACTIVITIES AND ORGANIZATIONS

AFTER-SCHOOL ENRICHMENT ACTIVITIES

The Lower School operates numerous clubs and extracurricular activities for children who wish to join and participate. Children are offered opportunities to join the clubs in August/September of each school year, and they meet monthly or bi-weekly with their faculty advisors. Club offerings vary year to year based on student interests and the availability of faculty advisors. In past years, the clubs have included Art Club, Storytelling Club, Karate Club, Soccer, Spanish Club, Drama Club, and Yoga Club. Parents and students will receive details about the clubs and extracurricular offerings at the beginning of the school year. Clubs will begin after the Labor Day holiday and end the week before Memorial Day.

If a student is absent or sent home during the school day due to an illness the student is not permitted to attend the After-School Enrichment club on the day of the absence. (Please refer to Medical and Health Policies). No refunds will be offered for missed days for any reason.

MIDDLE SCHOOL HANDBOOK

ACADEMIC INFORMATION

DAILY SCHEDULE

2026-2027 Daily Schedule			
		Gold Day	Blue Day
8:20-9:45	85 minutes	Block 1 *1st Period*	Block 1 *2nd Period*
9:45-9:50	5 minutes	Announcements	Announcements
9:50-10:15	25 minutes	Eagle Explorations	Eagle Explorations
10:20-11:45	85 minutes	Block 2 *3rd Period*	Block 2 *4th Period*
11:45-12:25	40 minutes	Lunch	Lunch
12:25-1:50	85 minutes	Block 3 *5th Period*	Block 3 *6th Period*
1:55-3:20	85 minutes	Block 4 *7th Period*	Block 4 *8th Period*
3:20-3:50		Extra Help	Extra Help

SCHEDULE CHANGE REQUESTS

Any student wishing to make a schedule change must do so within the allowed "window;" the deadline for the 2026-2027 school year is Friday, August 28th. 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.

GRADING SCALE

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

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

MIDDLE SCHOOL STUDENTS AND UPPER SCHOOL-LEVEL COURSES

Depending on their academic readiness and ability, Middle School students may have the opportunity to enroll in several upper school-level courses. Successful completion will allow a middle school student to earn the upper school credit for that course, but the grade earned in that course will not be included in calculation of the student's formal upper school GPA.

TEST POLICIES

Fayetteville Academy maintains a testing schedule through which no more than two major assessments are given in any one day. Quizzes and daily assignments for other classes are expected to be completed on these days. The testing policy is designed to maximize the student's ability to perform his or her best.

TEST-TAKING POLICY FOR SICK STUDENTS

A student who is sick the day of a major test should not attend school in order to take the test, thus placing other students at risk of infection. Normally, a student returning to school after an illness will simply take the test upon his or her return to school. If there are special or extenuating circumstances, permission must be obtained from the grade level counselor for the student to take the test in isolation and return home immediately afterwards. The test must be taken between the hours of 8:30 and 10:30 a.m. on the test day. If a student is sick on the day a long-term assignment (paper or project) is due, the student must turn the assignment in by 8:30 a.m. the day it is due unless other arrangements have been made directly with the faculty member involved.

MAKEUP WORK POLICY

Students will be given adequate time to make up missed work as the result of an excused absence. If a student is absent only one day, teachers, given no extenuating circumstances, may expect makeup work and tests to be taken the day of their return. Students absent the day before a scheduled test are expected to take the test on the scheduled day, unless specifically excused from doing so by the teacher. If a student misses two or more days, with the exception of prolonged absences, comparable time will be given to make-up tests and other school work.

Students are expected to adhere to this policy unless other arrangements are made with the teacher. A student who has a five-day prior approval for an absence may be required to complete assignments or to take

tests in advance of the date of the absence.

Students who are absent from class as the result of participation in an athletic contest or any other school activity are to make arrangements prior to the absence concerning assignments, tests, and missed classes. All students who miss academic classes for any school event are responsible for obtaining administrative permission to reschedule those missed classes and any missed assessments. Although the school will honor parental requests for an absence, the administration will determine if the absence is excused or unexcused. Any unexcused absence will result in a zero on any assignment due or missed. Any deviation from these policies must be approved by the Administration.

EXAMS

Formal examinations ("exams") are administered for academic courses at the end of each semester. Students in grades 6–8 will take midterm examinations during the midterm testing period.

Sixth and seventh grade students will take the ERB (CTP5) in place of final examinations. The ERB (CTP5) is a battery of reasoning and achievement tests primarily administered at independent schools across the nation. The test provides useful information about a student's performance in the areas of Vocabulary, Verbal Reasoning, Reading Comprehension, Writing, and Mathematics.

Eighth-grade students will follow the final examination schedule and will take final examinations in their academic courses. Exams for middle school students constitute 10% of the semester grade.

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 pm.

EXAM MAKEUP POLICY

Semester examinations missed due to illness will be made up at a mutually convenient time for the student and proctor. Parents should notify the Division Head immediately if a student is going to miss an examination due to illness. Doctor verification may be required. Students missing an examination for any other reason must have permission from the Division Head well in advance of the testing date.

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.

ARTIFICIAL INTELLIGENCE

Because of both the positive and negative potential in a school setting which they create, the emergence of artificial intelligence tools such as ChatGPT has created major questions around academic integrity and proper use. While the Academy does not currently have a "blanket prohibition" on the use of AI tools by students, it recognizes that their use creates for students both opportunities and dangers. To maximize the learning opportunities made possible by AI and to minimize its inherent risks, it is imperative that students learn to use it responsibly. Students may only use AI tools for class work in ways that have been discussed with and approved by their teachers. **At no time and in no circumstances may AI be used as an unauthorized substitute for a student's own critical thinking, creative product, or skill mastery. Unauthorized AI use, such as using AI to write a student's assignment, is a violation of the Honor Code.**

Recognizing the rapid evolution of such technologies, Fayetteville Academy reserves the right to alter this policy and related guidelines to best reflect its values of honor and academic honesty.

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.

PROGRESS REPORTS AND REPORT CARDS

The academic year is divided into two semesters, with each semester consisting of two terms. Terms 1 and 2 are averaged together for the Semester 1 grade and terms 3 and 4 are averaged together for the Semester 2 grade. Progress reports will be issued at the end of Terms 1 and 3 and include grades and written teacher comments. Semester grades and comments will be offered at the conclusion of each semester. The two semesters are averaged together to determine the final grade.

Progress reports will be issued at the end of Terms 1 and 3 and include grades and written teacher comments. Semester grades and comments will be offered at the conclusion of each semester. 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.

STUDY HALL

Middle School students will remain under the supervision of the assigned teacher during study hall periods. 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.

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 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 may be required to pass the regular final exam of the failed course before he/she is eligible to gain credit.

TUTORIAL ASSISTANCE AND EXTRA HELP

Extra help is normally available each afternoon from 3:20 - 3:50 pm. 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.

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.

STUDENT GUIDELINES AND INFORMATION

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, safe, and respectful 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 provide opaque fabric (non see-through) coverage from a student's neckline 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.**
- **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. Students may, however, wear sweatpants or athletic pant warm-ups that have been purchased through the online school store and include the Fayetteville Academy logo.**
- **Leggings (tights, yoga pants, etc) are not acceptable as outer wear in a school setting.**

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/Crocs, or "flip-flops"). While the Academy recommends close-toed shoes for safety reasons, dress sandals are permitted.

First and second period teachers will review student attire at the beginning of each day. If a student's attire or presentation is deemed inappropriate by the teacher, 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 may be required to make immediate changes to their attire or have a change of clothing be brought from home. In the event of the latter, the student will await the delivery of a change of clothing in the front office. 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.

If a student has a question about the Dress Code suitability of a particular article of clothing, he/she should bring it to school for a "ruling" from the division director prior to wearing it. Similarly, it is recommended that a student keep a "spare" set of clothing in his or her locker which is certain to be in Dress Code compliance in case of an adverse Dress Code decision.

At certain times throughout the school year, the Head of School and division directors will designate that "Special Dress" be worn. Athletic teams may be required to wear Special Dress on game days.

Daytime Special Dress guidelines: Ties and dress shirts with long pants, dresses, skirts, dress pants or pant suits with dress tops, and dress footwear. No shorts, jeans, or athletic shoes of any type.

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.

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) in his or her core courses, 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.

AFTER-SCHOOL DETENTION/ACADEMY WORK

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 3:20-4:00 pm and is proctored by faculty members. Students may be assigned **"Academy Work"** (i.e. 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).

GENERAL INFORMATION

DAILY ANNOUNCEMENTS

Each morning during first or second period, daily announcements are read over the intercom and include information about athletics, school activities, and other upcoming events. These announcements are then posted in the middle school hallway for students to refer to throughout the day.

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.

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., when library classes are not in session . Books may be checked out for two weeks with renewal permitted. Reference books (REF) may not be checked out. Students that do not return library books on time and in a satisfactory condition may incur a replacement fee charged to the family's FACTS account.

TELEPHONES / CELL PHONES FOR STUDENTS

Students are prohibited from using cell phones during the school day (8:20 am - 3:20 pm) 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 with cell phones are required to place them in the designated phone pouches during their first-period class. They may be retrieved at the end of the school day. Students departing early may retrieve them prior to departure; they must simply notify that teacher that they need to do so.

Seniors will deposit their cell phones with their senior advisor. For safety's sake, seniors exercising their senior off-campus lunch privileges may retrieve their cell phones at the beginning of the lunch period; they are to re-deposit them upon return to campus at the end of lunch.

Telephones are available in several locations for students to use by permission and/or in case of emergency. These locations are in the middle and upper school halls and at the reception desk in the main entrance of the Academy. Except in cases of true emergency, they may only be used after receiving permission from an Academy employee and are limited to necessary parental contact; they may not be used for any other reason. Classroom telephones may only be used with the teacher's permission.

STUDENT LIFE

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.

ELECTIONS AND ELECTION ETIQUETTE

Fayetteville Academy often holds elections for student government or clubs. To facilitate fair and positive elections, the Academy has emplaced the following election-related rules:

- All elections are to be respectful and include no negative campaigning;
- Campaign posters must be approved by the candidate's grade level advisors, be posted in designated areas, and must be removed within 48 hours after the election is complete;
- Students are not allowed to bring food items, gifts, or other "treats" in an attempt to sway the votes of fellow students; and
- The removal of campaign posters by any person other than the candidate himself/herself will result in disqualification of that student (if a candidate) and/or disciplinary action.

ACTIVITY POLICY (GRADES 6-8)

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. 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.

- The **National Junior Art Society** (grades 7-9) 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 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 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 permanently forfeit membership to the organization.
- **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.
- **Middle School Student Council (**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 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. The MSSC serves as the conduit between the students and the faculty/administration. They also help to organize social and philanthropic activities throughout the school year.

UPPER SCHOOL HANDBOOK

ACADEMIC INFORMATION

DAILY SCHEDULE

2026-2027 Daily Schedule			
		Gold Day	Blue Day
8:20-9:45	85 minutes	Block 1 *1st Period*	Block 1 *2nd Period*
9:45-9:50	5 minutes	Announcements	Announcements
9:50-10:15	25 minutes	Eagle Explorations	Eagle Explorations
10:20-11:45	85 minutes	Block 2 *3rd Period*	Block 2 *4th Period*
11:45-12:25	40 minutes	Lunch	Lunch
12:25-1:50	85 minutes	Block 3 *5th Period*	Block 3 *6th Period*
1:55-3:20	85 minutes	Block 4 *7th Period*	Block 4 *8th Period*
3:20-3:50		Extra Help	Extra Help

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. Starting with the class of 2028, graduation requirements are met by completing the following units in each field of study (students in the Class of 2026 and Class of 2027 are not required to take physics or a technology course). Students may choose to exceed the below minimum graduation requirements by "doubling up" in a core academic discipline, but are still required to complete four consecutive years of English, math, science, and history.

Department	**Units**
English	4
Mathematics	4 (must include one math beyond Algebra II)
Science	4 (to include at least one course each in Biology, Chemistry, **and** Physics)
History	4 (to include World History, 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)
Fine Arts	1 (may be met with 1 yr. of Visual Art, Chorus, Band, or Theater)
Technology	1 (may be met through Computer Science, STEAM, or Eagle Publications)
Total	**22** 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.

CALCULATION OF CUMULATIVE AVERAGE AND GPA

A student's cumulative average is calculated by adding the final numeric grades for all courses, including electives, as listed on the Fayetteville Academy transcript. For full-year courses, the year-end average is used; for semester-long courses, each semester's final grade is included. The total is then divided by the number of courses taken. The GPA is calculated using the same method but based on a 5-point weighted scale (see below).

Students enrolled in a Standard 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

Numeric	Grade	Standard	Honors	AP/DE
97-100	A+	4.33	4.67	5.00
93-96	A	4.00	4.33	4.67
90-92	A-	3.67	4.00	4.33
87-89	B+	3.33	3.67	4.00
83-86	B	3.00	3.33	3.67
80-82	B-	2.67	3.00	3.33
77-79	C+	2.33	2.67	3.00
73-76	C	2.00	2.33	2.67
70-72	C-	1.67	2.00	2.33
67-69	D+	1.33	1.67	2.00
63-66	D	1.00	1.33	1.67
60-62	D-	0.67	1.00	1.33
0-59	F	0.00	0.00	0.00

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.

PROGRESS REPORTS AND REPORT CARDS

The academic year is divided into two semesters, with each semester consisting of two terms. Terms 1 and 2 are averaged together for the Semester 1 grade and terms 3 and 4 are averaged together for the Semester 2 grade. Progress reports will be issued at the end of Terms 1 and 3 and include grades and written teacher comments. Semester grades and comments will be offered at the conclusion of each semester. The two semesters are averaged together to determine the final grade.

Progress reports will be issued at the end of Terms 1 and 3 and include grades and written teacher comments. Semester grades and comments will be offered at the conclusion of each semester. 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.

TEST POLICIES

Fayetteville Academy maintains a testing schedule through which no more than two major assessments are given in any one day. Quizzes and daily assignments for other classes are expected to be completed on these days. The testing policy is designed to maximize the student's ability to perform his or her best.

TEST-TAKING POLICY FOR SICK STUDENTS

A student who is sick the day of a major test should not attend school in order to take the test, thus placing other students at risk of infection. Normally, a student returning to school after an illness will simply take the test upon his or her return to school. If there are special or extenuating circumstances, permission must be obtained from the grade level counselor for the student to take the test in isolation and return home immediately afterwards. The test must be taken between the hours of 8:30 and 10:30 a.m. on the test day. If a student is sick on the day a long-term assignment (paper or project) is due, the student must turn the assignment in by 8:30 a.m. the day it is due unless other arrangements have been made directly with the faculty member involved.

MAKEUP WORK POLICY

Students will be given adequate time to make up missed work as the result of an excused absence. If a student is absent only one day, teachers, given no extenuating circumstances, may expect makeup work and tests to be taken the day of their return. Students absent the day before a scheduled test are expected to take the test on the scheduled day, unless specifically excused from doing so by the teacher. If a student misses two or more days, with the exception of prolonged absences, comparable time will be given to make up tests and other school work.

Students are expected to adhere to this policy unless other arrangements are made with the teacher. A student who has a five-day prior approval for an absence may be required to complete assignments or to take tests in advance of the date of the absence.

Students who are absent from class as the result of participation in an athletic contest or any other school activity are to make arrangements prior to the absence concerning assignments, tests, and missed classes. All students who miss academic classes for any school event are responsible for obtaining administrative permission to reschedule those missed classes and any missed assessments. Although the school will honor parental requests for an absence, the administration will determine if the absence is excused or unexcused. Any unexcused absence will result in a zero on any assignment due or missed. Any deviation from these policies must be approved by the Administration.

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 9-10. Juniors and seniors are exempt from second semester exams within each course in which they hold a 90% or better cumulative year 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.

Exams for upper school level courses will constitute 15% of the semester grade.

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.

EXAM MAKEUP POLICY

Semester examinations missed due to illness will be made up at a mutually convenient time for the student and proctor. Parents should notify the Division Head immediately if a student is going to miss an examination due to illness. Doctor verification may be required. Students missing an examination for any other reason must have permission from the Division Head well in advance of the testing date.

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.

Homework or other assignments for a class are due on the day the class meets in the Gold vs Blue daily rotation and cannot be due on weekends or holidays. Teachers may, however, extend a deadline that includes weekends or non-class days for students with extenuating circumstances. Teachers may also have a weekend or non-class day scheduled for the submission of assignments provided that students are informed of the deadline with a minimum of 7 weekdays (excluding weekends) notice.

STUDY HALL

Study hall is intended to provide the opportunity for students to complete homework assignments, study for their classes, or make up work from a missed class. It is an integral aspect of the student experience and may also include mini-lessons from faculty, administrators, or school counselors.

Students attend study hall like any other academic class and are only to be excused from study hall for one of the following reasons:

- **Tutoring or a meeting with a faculty or staff member**. Students may visit with other faculty/staff members during study hall provided they have obtained a note from the teacher in advance of their scheduled study hall and first check in with their study hall proctor at the beginning of class. Students who have met with another faculty member must return to their study hall before the end of the period if the meeting or tutoring session does not last the entire length of the class period. Requests to be absent from study hall must be made on a daily basis with permission given from the proctor at the beginning of class.
- **Campus Privilege**. Campus privilege study hall allows a student to utilize the Middle School Commons, Upper School Commons, or Library for individual or group study after checking in with their study hall proctor. Upper School students must be in good conduct standing to qualify for campus privilege, and in addition to the below, must not have a class average below a 60 in any individual class. Students with campus privilege are not allowed to visit any parking lot, the gym/locker rooms, or unattended classrooms or spaces. Students must also not enter ongoing classes, loiter in faculty/staff offices, or wander the halls. 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.** Students who do not adhere to the expectations of campus privilege, are disruptive to the educational process taking place in other classrooms, or who otherwise abuse the freedom provided (i.e., not being where they told their proctor they would be) will lose this privilege for a length of time determined by the Upper School Division Director. Similarly, any student who arrives late to study hall is not eligible to leave study hall for campus privilege that day.

    - **Determining Campus Privilege**:
        - Campus privilege is determined by a student's cumulative course average. The last term from the preceding year determines which students qualify for campus privilege at the start of the year. Campus privilege is determined during the school year at the end of each academic term.
            - 12th Grade: During Terms 1 and 2, seniors with a term average of a 90 or higher will be considered to have earned campus privilege and may leave their study hall after the first 40 minutes of their study hall has concluded. During Terms 3 and 4, seniors with a term average of a 70 or higher earn campus privilege and may leave their study hall after the first 40 minutes of their study hall. Seniors with a term average of a 90 or higher earn campus privilege for the entirety of the study hall period provided they check in with their proctor at the beginning of their study hall.
            - 11th Grade: Juniors with a term average of a 90 or higher will be considered to have earned campus privilege and may leave their study hall after the first 40 minutes of their study hall. In Term 4, juniors with a term average of a 90 or higher earn campus privilege for the entirety of the study hall period provided they check

in with their proctor at the beginning of their study hall.

- 10th Grade: Sophomores will remain in Study Hall for the entirety of Term 1. Any sophomore with a term average of a 90 or higher will be considered to have earned Campus Privilege and may leave their study hall after the first 40 minutes of their study hall in Terms 2, 3, and 4.
- 9th Grade: Freshmen remain in their study hall for the entirety of the first semester. During Terms 3 and 4, freshmen with a term average of a 90 or higher earn Campus Privilege and may leave their study hall after the first 40 minutes of their study hall.

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.

ARTIFICIAL INTELLIGENCE

Because of both the positive and negative potential in a school setting which they create, the emergence of artificial intelligence tools such as ChatGPT has created major questions around academic integrity and proper use. While the Academy does not currently have a "blanket prohibition" on the use of AI tools by students, it recognizes that their use creates for students both opportunities and dangers. To maximize the learning opportunities made possible by AI and to minimize its inherent risks, it is imperative that students learn to use it responsibly. Students may only use AI tools for class work in ways that have been discussed with and approved by their teachers. **At no time and in no circumstances may AI be used as an unauthorized substitute for a student's own critical thinking, creative product, or skill mastery. Unauthorized AI use, such as using AI to write a student's assignment, is a violation of the Honor Code.**

Recognizing the rapid evolution of such technologies, Fayetteville Academy reserves the right to alter this policy and related guidelines to best reflect its values of honor and academic honesty.

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, Art Appreciation, Theater Apprections, 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. Online courses taken during the school year may only be considered after graduation requirements for physical education, fine arts, or technology have been met or are taken concurrently. Online courses will appear on a separate transcript and will not be included in a student's

cumulative average and GPA.

Seniors enrolled in an FTCC course are expected to remain with their proctor throughout the entire period at the start of each semester. If a student has a C or better (70% +) at the time when FTCC shares their grades with us (approximately at the end of term 1), the same senior privileges that apply to study hall are extended.

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.

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 may be required to 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.

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.

SCHEDULE CHANGE REQUESTS

Any student wishing to make a schedule change must do so within the allowed "window;" the deadline for the 2026-2027 school year is Friday, August 28th. 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.

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.

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.

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.

VALEDICTORIAN AND SALUTATORIAN

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 after Term 3 of their senior year. The valedictorian or salutatorian must not have had any Honor Code violations during their upper school years at Fayetteville Academy.

SCHOOL MARSHALS

School Marshals are honorary positions filled by juniors who exemplify the highest standards of Fayetteville Academy. Marshals serve at the awards program, Graduation service, and 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; any such violation will result in removal from the Marshal position.
- The Chief Marshal is the individual with the highest cumulative average selected after Term 3 of their junior year.

STUDENT GUIDELINES AND INFORMATION

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, safe, and respectful 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 provide opaque fabric (non see-through) coverage from a student's neckline 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.**
- **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. Students**

may, however, wear sweatpants or athletic pant warm-ups that have been purchased through the online school store and include the Fayetteville Academy logo.

- **Leggings (tights, yoga pants, etc) are not acceptable as outer wear in a school setting.**

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).

Seniors have the privilege of wearing neatly groomed facial hair if they so desire.

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/Crocs, or "flip-flops"). While the Academy recommends close-toed shoes for safety reasons, dress sandals are permitted.

First and second period teachers will review student attire at the beginning of each day. If a student's attire or presentation is deemed inappropriate by the teacher, 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 may be required to make immediate changes to their attire or have a change of clothing be brought from home. In the event of the latter, the student will await the delivery of a change of clothing in the front office. 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.

If a student has a question about the Dress Code suitability of a particular article of clothing, he/she should bring it to school for a "ruling" from the division director or counselor prior to wearing it. Similarly, it is recommended that a student keep a "spare" set of clothing in his or her locker which is certain to be in Dress Code compliance in case of an adverse Dress Code decision.

At certain times throughout the school year, the Head of School and division directors will designate that "Special Dress" be worn. Athletic teams may be required to wear Special Dress on game days.

Daytime Special Dress guidelines: Ties and dress shirts with long pants, dresses, skirts, dress pants or pant suits with dress tops, and dress footwear. No shorts, jeans, or athletic shoes of any type. **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.**

AFTER-SCHOOL DETENTION/ACADEMY WORK

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 3:25-4:00 pm and is proctored by faculty members. Students may be assigned **"Academy Work"** (i.e. campus clean-up tasks) during this time. If a student misses their after-school detention, additional detentions will be assigned. 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 valid, noted doctor's appointment. If required, morning detention may be assigned as needed from 7:30-8:15 am.

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.

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) in his or her core academic classes or is 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 or counselor. 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.

REPORTING OF DISCIPLINARY RECORD TO COLLEGES/UNIVERSITIES

It is not the policy of Fayetteville Academy to proactively report any student disciplinary outcomes to prospective colleges, universities, or other institutions such as the NCAA. However, it is important for the student and parent to realize that the Academy and/or the student's college counselor, if contacted by such an institution with an

information request about an applicant, is required to respond accurately and truthfully. Students and parents are responsible for understanding their obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines, and for athletes, obligations imposed by the NCAA. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance:

1. Disciplinary matters for which a consequence has been given;
2. arrests, convictions, or other legal changes; and
3. circumstances under which a student was withdrawn from a school to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and if applicable any NCAA obligations and must also provide the Academy with a copy of the letter or other information disclosed.

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 or unsafe driving practices may result in loss of parking and driving privileges.

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 are eligible to enjoy going off-campus for lunch each day of their senior year. At the start of the year, off-campus lunch privileges are determined by the student's last term average from the preceding year. During the year, the average is determined at the end of each academic term. Students must also not have a class average that is below a 60 in any single class. All seniors are required to have a permission waiver signed by their parents on file in the front office prior to taking advantage of this privilege. Seniors are required to sign in and out at the front office when leaving for lunch. Any deviation from this policy will result in the suspension of this privilege for a time deemed appropriate by the upper school division director or head of school.

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 the period after lunch, 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) may 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.

GENERAL INFORMATION

DAILY ANNOUNCEMENTS

Each morning during first or second period, daily announcements are read over the intercom and include 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.

DELIVERIES

Students are not permitted to engage 3rd party deliveries of any type (such as Door Dash, Uber Eats, etc) during the school day without express prior permission from the division director or head of school.

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, when library classes are not in session. Books may be checked out for two weeks with renewal permitted. Reference books (REF) may not be checked out. Students that do not return library books on time and in a satisfactory condition may incur a replacement fee charged to the family's FACTS account.

TELEPHONES / CELL PHONES / SMART WATCHES FOR STUDENTS

Students are prohibited from using cell phones or Smart Watches during the school day (8:20 am - 3:20 pm) 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 with cell phones or smart watches are required to place them in the designated phone pouches during

their first-period class. They may be retrieved at the end of the school day. Students departing early may retrieve them quietly prior to departure; they must simply notify that teacher that they need to do so.

Seniors will deposit their cell phones with their senior advisor. For safety's sake, seniors exercising their senior off-campus lunch privileges may retrieve their cell phones at the beginning of the lunch period; they are to re-deposit them upon return to campus at the end of lunch.

Students who need to use their phones for medical purposes or approved accommodations must inform school personnel, including the school nurse and/or school counselors. A doctor's or psychologist's note may be required.

Exemptions to this policy may be made with prior notification and at the discretion of the administration.

Telephones are available in several locations for students to use by permission and/or in case of emergency. These locations are in the middle and upper school halls and at the reception desk in the main entrance of the Academy. Except in cases of true emergency, they may only be used after receiving permission from an Academy employee and are limited to necessary parental contact; they may not be used for any other reason. Classroom telephones may only be used with the teacher's permission.

In the event of a true emergency that requires a parent to immediately contact their child, parents should call the main telephone number of the Academy. Staff will ensure that the message is promptly relayed to the student.

STUDENT LIFE

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.

SCHOOL-SPONSORED DANCES, EVENTS, 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.

At several times of the year, students may vote to bestow honors upon some of its members. This most commonly occurs during Homecoming with the crowning of the Homecoming King and Queen and at Prom with the crowing of the Prom King and Queen. To be eligible for such honors, the student(s) must be physically present at the event/ceremony.

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 after approval by the administration.
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 at the beginning of the second semester, seniors who have no grade lower than a 70.0 (unrounded) 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.
8. Seniors have the privilege of wearing neatly groomed facial hair if they so desire.

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.

ELECTIONS AND ELECTION ETIQUETTE

Fayetteville Academy often holds elections for student government or clubs. To facilitate fair and positive elections, the Academy has emplaced the following election-related rules:

- All elections are to be respectful and include no negative campaigning;

- Campaign posters must be approved by the candidate's grade level advisors, be posted in designated areas, and must be removed within 48 hours after the election is complete;
- Students are not allowed to bring food items, gifts, or other “treats” in an attempt to sway the votes of fellow students; and
- The removal of campaign posters by any person other than the candidate himself/herself will result in disqualification of that student (if a candidate) and/or disciplinary action.

ATHLETIC POLICIES

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.

PARTICIPATION

It is the intent of Fayetteville Academy to provide the opportunity for students in grades 6-12 to participate in as many interscholastic activities as possible. While some of our sports require a limitation of numbers, others are open to as many athletes as possible. We encourage students to be multi-sport athletes and ask our coaches to never pressure students to choose one sport over another. Any athlete who chooses to quit a sport or who is removed from a team by the coach may not participate in another sport, fall or spring training until the original sport they started has completed the season.

FAYETTEVILLE ACADEMY ATHLETIC CODE OF ETHICS

Fayetteville Academy is completely committed to positive sportsmanship and to being an exemplary member of our athletic association. With that commitment in mind:

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.

The NCISAA has very detailed rules and guidelines about sportsmanship expectations among member schools. They can be found at https://www.ncisaa.org/handbook-general-rules-and-regulations/. All Academy coaches, athletes, and families are expected to conduct themselves accordingly.

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-athlete is permitted to participate in any athletic practice or game if they have not met attendance requirements for that day (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.

ACADEMIC/ DISCIPLINARY STANDARDS FOR ATHLETES

Participation on an interscholastic team is an earned honor, and it is understood that the team experience is mutually beneficial to the school and the student. Behavior and conduct of a Fayetteville Academy athlete should always be above reproach, as we expect the highest display of sportsmanship and character in every

corner of our athletes' lives. Academy athletes are expected to adhere to and promote the alcohol- free and drug-free policies of the school. On the field and off, win or lose, they should be the example of honor, integrity and respect.

All students participating in interscholastic athletics must meet the North Carolina Independent School Athletic Association (NCISAA) requirements for participation. Fayetteville Academy reserves the right to set forth additional requirements for participation in athletics. Students who, in the opinion of the faculty and administration, are in danger of failing one or more subjects may be restricted from participation in athletics, may not be allowed to miss classes in order to participate in athletic events, or may be assigned to a study hall before, during, or after school.
Fayetteville Academy voluntarily and willingly participates in the North Carolina Independent School Athletic Association (NCISAA) and as such agrees to abide by all rules established by the NCISAA. It should be understood that the NCISAA has the right to interpret rules and create guidelines the organization deems necessary and by agreement Fayetteville Academy must adhere to these guidelines and expectations. Parents who are interested in knowing the full extent of these guidelines may find a copy of the NCISAA Handbook in any coach's office, or at www.ncisaa.org.

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

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
- 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.

SIGNING CEREMONIES

Many Fayetteville Academy athletes have earned scholarships to compete in athletics at the college/university level. The Academy lauds such achievements and regularly holds "signing ceremonies" to celebrate the athlete and his or her accomplishment. Student-athletes must meet specific criteria in order to qualify for an on-campus signing ceremony to take place:

- The student must be a current student at Fayetteville Academy;
- He/she must be in good standing academically and behaviorally; and
- He/she must actively participate in the sport for which he/she is receiving a scholarship as a member of a Fayetteville Academy athletic team.

If a student's scholarship has been earned in a sport in which Fayetteville Academy does not currently participate, the signing ceremony may still take place at the discretion of the Athletic Director and Head of School.