



2018-2019  
*Student Handbook*

**HOME OF THE VIKINGS!**



Fayette Academy  
15090 Hwy 64  
P.O. Box 130 Somerville, TN 38068  
Main Number 901-465-3241  
Fax Number 901-465-2141

Fayette Academy admits students of any race, color, nation and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school- administered programs.

Financial Aid and African American Scholarship applications will be available upon request at time of registration.

If interested in serving on the Fayette Academy Board of Directors, forms will be available at registration.

Fayette Academy operates as a 501(c)3 tax exempt organization. For further information or clarification, check with your accountant regarding tax deductibility. Our tax exempt letter is available upon request.

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**HISTORY:**

In the spring of 1965, a few parents felt that the education of their children should be of high quality. After much dedication and sacrifice, Fayette Academy opened its doors in the fall of 1965 with one hundred students in grades 1-8. The present site was purchased in 1966, and on January 1, 1967, academic students in grades 1-12 were moved into their new building. Building additions since that time have included a gymnasium, additional classroom buildings, a kindergarten building, a band hall, a library, an administration building, a cafeteria and a high school building, which contains state of the art science labs. Fayette Academy continues to evolve in order to best prepare students for life after graduation.

Each year, approximately fifty seniors graduate from Fayette Academy with ninety-nine percent continuing their formal education. Fayette Academy graduates leave with a foundation of faith as well as educational and social preparation for entering society as productive, well-rounded citizens.

**ACCREDITATION:**

Fayette Academy is approved by the Tennessee State Department of Education and is accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED.

## **FAYETTE ACADEMY**

### **Mission:**

**Inspiring Minds for Learning and Hearts for Christ**

### **Identity:**

Founded upon traditional Christian values and principles, Fayette Academy is a college preparatory school dedicated to nurturing the intellectual, spiritual, and moral potential of each student within a safe, child-centered, supportive learning environment.

### **Vision:**

Confident in its Christian identity and cohesive family atmosphere, Fayette Academy will be known throughout the region as the school of choice providing limitless opportunities for generations of graduates by offering a superior balance of academic rigor, spiritual growth, athletic, and artistic achievement on a rural campus that serves as a model for sustainable Christian schools.

### **Core Values:**

**Faith:** We celebrate each member of our Christ-centered community.

**Excellence:** We provide an environment that cultivates academic, artistic, and athletic excellence.

**Family:** We provide a warm, welcoming, and open family environment.

**Respect:** WE respect and cultivate meaningful relationships with all constituents.

**Potential:** We nurture and empower each individual to reach his/her maximum potential.

**Development:** We develop comfortable risk takers who embrace new challenges and opportunities.

**Leadership:** We produce servant leaders and confident learners with a strong moral and ethical mindset.

**2017-2018  
Board of Trustees:**

Bill Rhea ..... Chairman  
Marjory Walker..... Vice Chairman  
Jan Cossar ..... Secretary  
David Whitenton ..... Treasurer

Alex Armour  
Dale Burns  
Jonathan Crook  
Brian K Culver  
Ellen DeFoor  
Garland Goddard  
David Kelley  
Tom Minor  
Blake Neill  
Glenn Weatherly

**Fayette Academy Administration:**

**Courtney Burnette**  
*Head of School*  
*Head of Middle and Upper School*

**Josh Acker**  
*Head of Lower School*  
*Lower and Middle School Dean of Students*

**Shane Russell**  
*Athletic Director*  
*Upper School Dean of Students*

**Taylor Smith**  
*Upper School Counselor and College Advisor*

**Kelly Arwood**  
*Lower School/ Middle School Counselor, Testing Coordinator*  
*Federal Funds Coordinator, Professional Development Coordinator*

**Jan Culver**  
*Director of Technology*



**OFFICE STAFF:**

Becky Bartholomew ..... Athletic Secretary  
 Debbie Clark..... Secretary/Receptionist  
 Kathy Davis ..... Office Manager, Accounts Payable  
 Katie Ashley ..... Director of Marketing and Development  
 Charlotte Karcher ..... Director of Admissions and Alumni  
 Denise Terry ..... Records/Purchasing  
 Jeannette White ..... Student Services  
 Ruth Ann Dix.....Accounts Receivabl

**LOWER SCHOOL FACULTY AND STAFF:**

Junior-Kindergarten .....Beth Culver  
 Pre-Kindergarten .....Lindsay Koenig  
 Kindergarten .....Dinah Armour, Carol Yates  
 First Grade ..... Linda Gail Douglas, Debbie Graham  
 Second Grade ..... Kathy Perkins, Kathy Shemwell  
 Third Grade..... Dana Crook, Mary Lynne Tomlin  
 Fourth Grade ..... Cindy Cocke, Debbie Perkins  
 Fifth Grade..... Cathy Morris, Kelly Moore  
 Elementary Music ..... Becky Houston  
 Elementary Art ..... Laura Walker  
 Elementary Spanish ..... Angelia Johnson  
 Library ..... Wendi Glenn  
 Elementary PE .....Haylee Montague  
 Elementary Assistants ..... Jerry Armour, Tabitha Bailey, Megan Bryant,  
 .....Cindy Klein,Farrah McNabb, Nancy Thomas, Amy Traylor

**MIDDLE SCHOOL FACULTY:**

Art..... Mark Villinger  
 Band .....Hunter Farley  
 Computer Technology..... Haylee Montague  
 Language Arts .....Christy Aguanno, Mary Vanderpool  
 Math ..... Teresa Clayton, Ami Moffatt  
 Middle School PE.....Tammy Bowling, Rodney Patterson  
 Performing Arts ..... Becky Houston  
 Science..... Tammy Bowling, Hal Montague  
 Social Studies.....Teresa Clayton, Peter Moffatt  
 Spanish ..... Angelia Johnson

**UPPER SCHOOL FACULTY:**

ACT Prep .....Riki Jackson  
Art, Film..... Greg Edmondson  
Band .....Hunter Farley  
Bible ..... Lisa Taber  
Biology Lab/Science Lab ..... Donna Burrus  
Computer/Yearbook/Robotics .....Terri Reeves  
English.....Martina Cole, Sarah Belle Day, Erica Hipp, Amy French  
Mathematics .....Dr. Annita Davis, Riki Jackson, Melissa Norwood, Hannah Tapp  
Performing Arts ..... Becky Houston, Angelia Johnson  
Personal Finance, Economics, Marketing..... Rebecca Forrester  
Psychology/Sociology .....Josh Pardue  
Science..... Jason Bryan, Melissa Norwood, Harry Ozier, Lisa Taber  
Social Studies.....Jill Bryan, Josh Pardue, Wendy VanDyke  
Spanish.....Erica Hipp, Brittney Webb  
Wellness/Strength and Conditioning ..... Vic Shivers

**ADVANCED PLACEMENT/DUAL ENROLLMENT COURSES FACULTY:**

AP Biology .....Harry Ozier  
AP Calculus..... Dr. Annita Davis  
AP Government.....Jill Bryan  
AP Language ..... Martina Cole  
AP Literature ..... Sarah Belle Day  
AP US History..... Wendy VanDyke  
AP World History.....Josh Pardue  
  
Dual Enrollment Math.....Dr. Annita Davis  
Dual Enrollment History.....UT Martin/ Wendy VanDyke

**SUPPORT STAFF**

**Cafeteria Staff**

Melissa Ferge .....Cafeteria Manager  
Kim Bryant  
Gaynet Walker  
Erin Gleaves

**Custodians/Maintenance**

Steve Luthe  
Audrey McQueen

## 2018-2019 Faculty

Christy Aguanno	English 06, Reading 06
Dinah Armour	Kindergarten
Jerry Armour	Elementary Assistant
Tammy Bowling	Science 06, Geography 06, PE 6
Jason Bryan	Biology I Honors, Human A&P, Forensic Science
Jill Bryan	Government, AP Government
Donna Burrus	Biology Lab, Science Lab, Ecology Club
Teresa Clayton	Social Studies 06, Math 06
Cindy Cocke	4 <sup>th</sup> Grade
Martina Cole	English 10 H, English 11, English 11 H, AP Language, Journalism
Dana Crook	3 <sup>rd</sup> Grade
Beth Culver	Junior Kindergarten
Annita Davis	AP Calculus, DE Pre-Calculus, Pre-Calculus H, Pre-Calculus
Sarah Day	English 12, AP Literature, Senior Sponsor
Linda Gail Douglas	1 <sup>st</sup> Grade
Greg Edmondson	Art I, Art II, Art III/IV, Film
Hunter Farley	Band Director
Rebecca Forrester	Personal Finance/Economics, Marketing
Amy French	English 9, English 10
Wendi Glenn	Librarian
Debbie Graham	1 <sup>st</sup> Grade
Erica Hipp	English 9 Honors, Spanish I, Spanish II
Becky Houston	Performing Arts, Elementary Music
Riki Jackson	ACT Prep, Geometry H, Geometry
Angelia Johnson	Performing Arts, Elementary Spanish, 8 <sup>th</sup> Spanish, Gymnastics
Cindy Klein	Elementary Assistant
Lindsay G. Koenig	Pre-Kindergarten
Farrah McNabb	Elementary Assistant
Ami Moffatt	Math 07, Pre-Algebra 07, Algebra I 08
Peter Moffatt	Social Studies 07, Social Studies 08
Hal Montague	Science 07, Physical Science 08
Haylee Montague	Computer Technology, Elementary PE
Cathy Morris	5 <sup>th</sup> Grade
Kelly Moore	5 <sup>th</sup> Grade
Melissa Norwood	Algebra III, Biology, Environmental Science
Harry Ozier	AP Biology, Chemistry Honors, Physics Honors
Josh Pardue	AP World History, World History, Psychology/Sociology
Rodney Patterson	Middle School Physical Education
Debbie Perkins	4 <sup>th</sup> Grade
Kathy Perkins	2 <sup>nd</sup> Grade
Terri Reeves	Computer I, II, Robotics, Yearbook
Kathy Shemwell	2 <sup>nd</sup> Grade
Vic Shivers	Strength and Conditioning, Wellness
Lisa Taber	Chemistry, Bible
Nancy Thomas	Elementary Assistant
Mary Lynne Tomlin	3 <sup>rd</sup> Grade
Amy Traylor	Elementary Assistant
Mary Vanderpool	English 07, English 08
Wendy VanDyke	AP US History, DE US History, US History, Contemporary Issues
Mark Villinger	Middle School Art
Laura Walker	Elementary Art
Brittney Webb	Spanish I H, Spanish II H, Spanish III H
Carol Yates	Kindergarten

## CAFETERIA SERVICES

### “VIKING CAFE”

Each student will have a declining balance account. You can place money on your students’ account by using [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or bring cash or a check to the cafeteria or front office made payable to Fayette Academy. Please make sure checks are written for cafeteria funds only. You can access your student’s lunch account on the website mentioned by using the ID number provided from food services. The PIN will be for use in the cafeteria only.

An ID card will be distributed to 1st – 5th grades only. They can use this card to scan and/or enter their PIN number. Sixth – 12th grades students are given an ID number and a PIN number to memorize. The PIN number will be used to charge lunch on their account. Students may not charge once their account reaches a negative \$20 balance.

Meal Plan information and the monthly cafeteria menu will be available to view and download on the school website, [www.fayetteacademy.com](http://www.fayetteacademy.com) and on RenWeb.

Fayette Academy does not permit any lunch room visits, with the exception of parents and grandparents.

Questions regarding the cafeteria program should be directed to the cafeteria manager, Melissa Ferge at (901) 465-7510.

## ACADEMICS

### GRADING SCALE:

Grades 1-12

(GPA is not calculated until Upper School)

### Grade Point Average

A student’s GPA is determined by translating the numerical grades that are assigned at the end of each semester to grade points according to the chart below and then computing the average of those grade points. The grade points for honors courses and college credit courses are weighted. No weight is applied to failing grades. The GPA does not include middle school advanced courses (though they will appear on the transcript).

Students would be prudent to note that the effect of any single semester average on the GPA is strongest in the first year and weakest in the final year; therefore, students should focus on earning the highest possible grades from the moment they join the Upper School.

Numeric Grade	Letter Grade	Unweighted GPA	Weighted GPA	Standard GPA	Honors GPA	Dual GPA	AP GPA
90-100	A	4.0		3.5-4.5	4.0-5.0	4.5-5.5	5.0-6.0
80-89	B	3.0		2.5-3.4	3.0-3.9	3.5-4.4	4.0-4.9
70-79	C	2.0		1.5-2.4	2.0-2.9	2.5-3.4	3.0-3.9
65-70	D	1.0		1.0-1.4	1.5-1.9	2.0-2.4	2.5-2.9
0-64	F	0.0		0	0.0	0.0	0.0

### CONDUCT GRADES:

- E**            Excellent
- S**            Satisfactory
- N**            Needs Improvement
- U**            Unsatisfactory

## **HONOR ROLLS:**

Honor roll will be calculated each quarter, semester, and yearly.

### **Quarterly Roll**

**Scholar Roll** (90-100) is awarded to a student who earns nothing less than a 90 on his/her report card.

**Honor Roll** (80 and above) is awarded to a student who earns nothing less than an 80 on his/her report card.

### **Semester Roll**

Semester averages, which includes the exam grade, will be used to determine Honor Roll/Scholar Roll.

### **Yearly Roll**

A student will receive a Scholar Roll/ Honor Roll award at the end of the year only if he/she has earned nothing less than an 80 for the year.

## **EXAMS (6-12):**

Students at Fayette Academy are required to take exams at the conclusion of the first semester (midterms) and the conclusion of the second semester (finals). These end-of-semester exams are 20% of the student's semester grade. Each quarter grade is 40% of the student's semester average.

### **Exam Exemptions (9-12):**

Students at Fayette Academy are required to take exams at the conclusion of the 1st and 2<sup>nd</sup> semester. At the conclusion of the 2<sup>nd</sup> semester, students in grades 9-12 may be exempt from final exams.

To be eligible for exam exemption status:

- Students must have earned an A (90 or above, including quality points) average for the year
- Teachers will average the 3<sup>rd</sup> and 4<sup>th</sup> quarter grades for semester 2. Then, the semester 2 grade will be averaged with the semester 1 grade to determine the students year average.
- Students must not exceed ten (10) excused absences for full credit courses and no more than five (5) per semester.
- Students must not exceed five (5) excused absences for half-credit courses.
- ANY unexcused absences forfeit the students right to be exempt from final exams.

Five (5) unexcused tardies for any class period is considered one (1) unexcused absence and therefore forfeits the students right to be exempt from a final exam in that class period.

## **CLASS STANDING**

Class rank is determined after the 7th semester using cumulative weighted grade point averages. Valedictorian and Salutatorian candidates must have met all honor graduate requirements and must have attended Fayette Academy for three years.

In the case of a tie for Valedictorian and Salutatorian ranks only, the student's 7th semester grade-point-average will be divided by 24.5 credits to determine rankings. Each student has the opportunity to earn 3.5 credits per semester, making 24.5 credits the number of credits students have had the opportunity to earn by the 7th semester of their high school career. This contingency is in place for determining Valedictorian and Salutatorian rankings only, and will not have any affect only the student's grade-point-average as depicted on the transcript.

## **TESTING:**

- **CTP ONLINE** – GRADES 3-5 (SEPTEMBER 18-20 2018)  
GRADES 6-7 (SEPTEMBER 5-6, 2018)
- **OLSAT** – GRADES 3, 5, 8 (MARCH 6, 2019)
- **ASPIRE** – GRADES 9 (NOVEMBER 13-14, 2018)
- **PSAT/NMSQT** – GRADES 10, 11 (OCTOBER 10, 2018)
- **ACT (REQUIRED)** – 6 NATIONAL TEST DATES/YEAR
- **SAT (OPTIONAL)**

**MIDDLE SCHOOL ADVANCED COURSES:**

Students enrolled in Algebra I in the eighth grade will receive upper school credit if they earn a minimum average of 80 for the school year. The numerical grade received for these upper school credits will not be included when calculating a student’s upper school GPA. Students earning an Algebra I credit in the eighth grade will still be required to complete and pass one math class each year of his/her four years of upper school. Students earning a 79 or lower in eighth grade will be required to repeat Algebra I in the ninth grade.

**UPPER SCHOOL ADVANCED COURSES:**

**Honors:**

Algebra I Honors	Geometry Honors	Algebra II Honors	PreCalculus Honors
English I Honors	English II Honors	English III Honors	
Biology Honors	Chemistry Honors	Physics Honors	
Spanish I Honors	Spanish II Honors	Spanish III Honors	

**Dual Enrollment:**

Dual Enrollment Math (College Algebra and Elementary Functions/ Trigonometry)  
Dual Enrollment US History

\*Students are required to purchase the text for DE courses

**Advanced Placement:**

AP World History	AP US History	AP Government	AP English Language
AP Biology	AP Calculus	AP English Literature	

**Acceptance into these classes is determined by the following:**

1. Standardized test scores including but not limited to PSAT, ASPIRE, ACT, CTP, and OLSAT
2. Grades attained in previous relevant classes.
3. Recommendations from prerequisite course instructors

Fayette Academy’s dual enrollment courses are offered in partnership with the University of Tennessee Martin. Students who wish to enroll in dual enrollment courses must maintain a minimum GPA of 3.0. If a student drops below a 3.0 GPA while enrolled in a dual enrollment course, the student will be removed from the course during the second semester and placed in the equivalent standard course.

Advanced Placement Classes are taught at a college level. All students are required to pay the testing fee and take the AP exam administered at the end of the course. Students receiving a score of 3, 4, or 5 on the AP exam may receive college credit at the discretion of the college/university.

**GRADUATION COURSEWORK REQUIREMENTS:**

**Beginning with the Class of 2022, students will be required to obtain 24 credits for graduation.**

English	4 credits
(At least one per year required)	
Mathematics	4 credits
(At least one per year required)	
Social Studies	3 ½ credits
Science	3 credits
Foreign Language	2 credits
Wellness	1 credit
Fine Arts	1 credit
Bible	½ credit
Computer	½ credit
Personal Finance	½ credit
Electives	4 credits

**Total Credits required for Graduation**

**24 total credits**

### **ADDITIONAL CLASS INFORMATION/PREREQUISITES (Upper School):**

- All high school English classes must be taken in sequential order, and no student is allowed to take two English classes in the same year.
- Every student is required to take at least six credited courses each semester.
- All students enrolled in ACT Prep classes will be required to take the ACT at least once while enrolled in the class.
- In order to graduate from Fayette Academy, all students must take the ACT.
- All academic requirements and financial obligations must be met for the student to receive his or her diploma.
- **All financial obligations must be met before official school records, including final transcripts, will be released.**

### **GRADE PROMOTION:**

#### **Classification of Upper School Students:**

- Sophomore Attained six (6) credits, including English and math
- Junior Attained twelve (12) credits, including English and math
- Senior Attained eighteen (18) credits, including English and math
- Graduate Attained twenty-three and a half (23.5) credits, including English (4 credits), math (4 credits), and all additional requirements

#### **Lower and Middle School Students:**

Lower and Middle School students (grades 1-8) who fail two (2) or more major (core) subjects (English, reading, mathematics, science, social studies) will be retained or not offered a contract to return for the next school year.

### **SUMMER SCHOOL:**

Students are required to have an average of “65” or above to earn credit for each course. Students in grades 9-12 must attend a State of Tennessee accredited summer school program in order to recover credit for courses they failed during the school year. Summer school course grades will not be calculated into a student’s Fayette Academy GPA. If a student fails one semester of a course during the school year, they will be permitted to enroll in one semester of summer school. If a student fails both semesters of a course in the school year, they must enroll in two semesters of summer school.

### **SENIOR EARLY DISMISSAL:**

Seniors who do not have a seventh (7th) period class will be allowed to leave school at the end of sixth (6th) period contingent upon the following conditions:

- An Early Dismissal Form signed by a parent/guardian must be on file in the Student Services Office.
- Any senior who has taken early dismissal may not return to campus until after 3:20.
- Seniors who are not enrolled in a class seventh (7th) period and don’t leave campus at the end of sixth (6th) period are required to report to study hall during seventh (7th) period.

### **COLLEGE DAYS:**

College days are a privilege granted to juniors and seniors in order for them to visit colleges that they are interested in attending. Each junior and senior is allowed three (3) days during the school year. All college days must be taken prior to May 1 unless the student receives a formal invitation from the college. Form steps must be completed in sequential order and returned to Student Services at least 3 days prior to the requested College Day in order to be approved.

**Procedure:**

- Step 1: Parent must complete Name, Date, College, and Signature portion of form.
- Step 2: Student must obtain Administrator Signature (Head of School or Upper School Counselor).
- Step 3: Student must obtain signatures and assignments from each of his/her teachers
- Step 4: Student must return completed form to Student Services.

The College Day will be initially marked **unexcused** until a signed verification form from the college is returned to Student Services at which time it will be marked as a College Day, which does not count against a student's absences.

**SCHEDULES AND SCHEDULE CHANGE PROCEDURES:****Scheduling:**

Students and parents, working with the school counselor, should be sure to make class requests based on the courses that particular student needs to meet all curricular requirements for promotion to the next grade level, meet future goals, and to successfully meet graduation requirements.

Students will meet with the Upper School Director and Counselor in the spring to discuss course recommendations, graduation requirement tracking, and student course requests. Course request forms will require parent signature before the selections are entered into RenWeb. Course requests are entered on a first-come, first-served basis as students register for the next school year. Course requests for the following school year will not be entered until families have submitted student contracts for the following school year.

**Schedule Changes:**

In order to process a schedule change, students must submit a Schedule Change Request Form to the counselor within the first five (5) days of any semester. Approval of changes is contingent upon the change requested being logistically possible, class size availability, and change does not jeopardize graduation requirements.

After the first five (5) days of the any semester, changes in a student's schedule are granted based on academic concerns. Schedule changes may be recommended by parents, administrators, teachers, and/or counselors will be completed pending Head of School approval.

\*Please note: Once you have requested class change, you must continue to complete all requirements for that class until official schedule change has been completed.

\*\*Your grade from the previous class will transfer to the new class.

**CODE OF HONOR****EXPECTATIONS OF HONOR:**

Consistent with the Mission and Beliefs of Fayette Academy, our students are expected to conduct themselves at all times in a manner that meets the expectations of honesty, respect, and integrity that are an integral part of the Christian-based education offered at Fayette Academy. It is imperative that our students develop strength of character as a part of their overall education while attending Fayette Academy. We expect our students to tell the truth, to only take credit for work that is the original creation of the person submitting the work and to respect the rights of other students, staff members and the school to assume that personal and school property will be left alone unless explicit permission is given to use or borrow it. While honor encompasses many facets, a Fayette Academy student specifically will not lie, cheat or steal.



## **SPECIFIC VIOLATIONS OF THE CODE OF HONOR:**

- **Lying:** Fayette Academy students have an obligation to tell the truth when questioned by school personnel. It is not unexpected that students may make mistakes, but these mistakes are far easier to deal with and typically result in fewer consequences when students are immediately honest in their admission of these mistakes. Not only are students expected to tell the truth in dealing with mistakes of their own, but they are also expected to tell the truth concerning the mistakes of others. Furthermore, the withholding of information from school personnel is considered lying. Telling the truth, in such instances, should not be looked upon as “tattling,” but rather as an effort on everyone’s part to create a school environment in which honesty is the norm rather than the exception. Failure of a student to be honest, whether concerning an action of his/her own doing or the action of another, is still lying and carries the same consequences.
- **Cheating:** Fayette Academy students have an obligation to take credit for work that is their own original creation. Cheating comes in many forms, such as plagiarism; giving or receiving assistance on any quiz, test, or assignment; taking or using any teacher materials such as answer keys, copies of materials, or teacher edition textbooks; discussing an assignment or test a student has already taken with another student who hasn’t done that assignment; or doing anything that gives one student an unfair advantage over another student. Students not only have an obligation to refrain from cheating themselves, but they also have an obligation to report to the appropriate teacher or administrator any knowledge they have of situations in which academic dishonesty has occurred. Failure to do so may result in a student incurring the same consequence as if he/she were guilty of the infraction.
- **Stealing:** Fayette Academy students have an obligation to respect the property of others, including fellow students, staff members, the school, as well as any visitors on our campus. This respect for others’ property also encompasses all occasions in which Fayette Academy students are traveling as a part of a school-sponsored trip of any kind, including athletic contests, field trips, or other competitions or performances. For the purpose of interpretation, Fayette Academy’s definition of stealing shall include the actual theft of property, as well as damage to or the loss of property when the offending student does not have explicit permission from the owner to use said property. Students have an obligation to report to the appropriate school personnel any knowledge of violation(s) of this policy, and failure to do so may result in that student incurring the same consequence as if he/she violated the policy.

## **CONSEQUENCES FOR CODE OF HONOR VIOLATIONS:**

All violations of the Fayette Academy Code of Honor shall be reported to the school administration, whose responsibility it is to determine the appropriate consequence for the violation. Factors to be considered in determining the consequence(s) shall include the type of violation, the severity of the violation, prior violations, and any other extenuating circumstances that may be involved. Possible consequences for Code of Honor violations shall include, but not be limited to the following:

- Notification of parent/guardian (In all cases)
- Reimburse appropriate party when violation causes loss/damage to property (Stealing)
- Grade of zero (0) for the assignment on which the violation occurred (Cheating)
- In-School Suspension (Length of placement to be determined by prior violations)
- Out-of-School Suspension (Length of placement to be determined by prior violations)
- Expulsion (To be determined by prior violations and/or severity)
- Exclusion or dismissal from the National Honor Society
- Report to Law Enforcement Agency (Stealing, in severe instances)

**AFFIRMATION OF HONOR:**

On all assignments, tests, quizzes, papers, or any other document submitted by the students, Fayette Academy students are required to write the following pledge and sign their name to affirm that the Code of Honor has not been violated: "I have not violated the Code of Honor in the completion of this assignment." This affirmation shall be included in the submission of work in all classes at Fayette Academy, and shall serve as a constant reminder to our students of their obligation to conduct themselves in a manner that reflects the high expectations of integrity we hold for our students.

**EXPECTATIONS:**

It is the expectation of the Fayette Academy Board of Directors, administration, and staff, as well as that of our parents, patrons, and alumni, that our students will conduct themselves in a manner that shows respect, not only to themselves, their peers, and the school staff but also to the great heritage and history of the school itself. While any Code of Student Conduct may contain specific violations and consequences, there are three basic pillars of the Fayette Academy Code of Student Conduct that will cover almost all situations:

1. Always show the same respect to those with whom you come into contact as you would like for them to show to you.
2. Always take the time to think before making decisions concerning matters that could negatively impact your future, especially those matters that deal with our Code of Honor, Code of Conduct, or other expectations we hold for all our students.
3. Always just do what you know is right. If a situation arises in which you are not certain what is right, ask someone in a position of authority for advice.

**MAJOR VIOLATIONS:**

Examples of major offenses are included, but not limited to the following. This list is not all-inclusive; however, this list should be used as a reference for students to understand the infractions considered to be of major concern to Fayette Academy. Violation of any major offense may result in any number of appropriate penalties, including expulsion.

1. Cheating or plagiarism
2. Possession of illegal drugs on campus or at any school activity
  - Police will be notified and expulsion
3. Possession of tobacco/ tobacco products or tobacco-substitution products (i.e., e-cigarettes/vaporizers) on campus or at any school activity
  - Students under the age of 18 will be referred to juvenile court pursuant to T.C.A. Section 39-17-1505.
4. Possession of alcohol or under the influence of alcohol on campus or at any school activity
5. Testing positive on any drug test or failure to be tested when requested
6. Possession of any dangerous weapon on campus
7. Physical or verbal abuse
8. Sexual misconduct
9. Damage or theft of personal or school property
10. Harassment, hazing, bullying or cyber-bullying

## **MINOR VIOLATIONS:**

All disciplinary infractions are considered to be of major importance at Fayette Academy. The following list includes some infractions which will normally result in various consequences, but will not normally result in expulsion unless repeated infractions represent a threat to the safety or well-being of students or staff at Fayette Academy.

1. Any type of inappropriate behavior
2. Cutting class or required activities
3. Chewing gum
4. Possession of laser pointers, radios, tape or CD players during school hours
5. Dress Code Violation, including shaving and hair violations
  - a. 1st Offense: Warning and parents contacted
  - b. 2nd Offense: Parent notified. Appropriate disciplinary action to be determined by administration.

## **CONSEQUENCES FOR VIOLATIONS MAY INCLUDE:**

- **Detention:** Student may be required to come before school, stay after school, or do cafeteria duty; this is at the discretion of the administration or his/her designee.
- **Community Service:** Student may be required to perform approved community service during non-school hours.
- **In-School Suspension:** The student will report to the assigned location and remain there during the school day for the assigned duration of the consequence; one point will be deducted from the student's average for the nine-week grading period in each class regardless of the number of days suspended. Students are permitted to make up any tests, quizzes, or classwork that occurred during a suspension unless the suspension is the result of an academic offense (i.e., cheating).
- **Out-of-School Suspension:** The student will not be allowed to return to school for the duration of the consequence; one point will be deducted from the student's average for the nine-week grading period in each class for a suspension regardless of the number of days suspended. Students are permitted to make up any tests, quizzes, or classwork that occurred during a suspension unless the suspension is the result of an academic offense (i.e., cheating).
- **Expulsion:** The student will be permanently disallowed from returning to the school. Information regarding the expulsion will be forwarded to the Board of Directors by the Head of School. The length of time for an expulsion shall be twelve (12) months from the date the expulsion begins. Readmission of expelled students will be subject to administrative review.
- Administration reserves the right to determine what violations are major and minor offences. Logical consequences for both major and minor violations, stated or not stated, will be left to the discretion of Administration.

## **FAYETTE ACADEMY BULLYING POLICY AND PROCEDURES**

Fayette Academy believes that all students have a right to a safe and healthy school environment. Fayette Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation, or cyberbullying, such as text messages, social media, apps, or other forms of online bullying.

Fayette Academy defines bullying as:

Unwanted negative behavior which causes harm to another, whether verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.

**Examples of Bullying include, but are not limited to:**

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another person's belongings or property.
- Ganging up on someone
- Teasing someone in a hurtful or harmful way
- Using put-downs
- Spreading rumors about someone
- Leaving someone out on purpose, i.e. Social Exclusion
- When someone keeps harming someone through the use of technology such as a cell phone (text messages), social media, apps, or any other form of online cyberbullying.
- Abuse of power or position whether by age, physical size, or perceived status which creates an "unfair match" or "uneven playing field"

Fayette Academy expects students and/or staff to immediately report incidents of bullying to the Head of School or counselor. Staff members who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during a school-sponsored activity. Online offenses (text messages, social media, apps, or any other forms of online bullying) made off campus which disrupts the learning environment at school also applies to this policy.

To ensure bullying does not occur on its school campus, Fayette Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding for all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in an age-appropriate manner and should assure said students that they need not endure any form of bullying. Students who engage in bullying are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Fayette Academy will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, during lunch period, and while engaging in online behavior (text messages, social media, apps, or any online platform).

**The Student Code of Conduct includes, but is not limited to:**

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion, depending on the severity of the offenses.
- Students are expected to immediately report incidents of bullying to an adult that may include: teachers, staff, Head of Lower School (PK-5), Head of School (6-12) or counselor.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the parent of the student feels a resolution has not been reached, the student or parent should contact the Head of School. The school policy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**The procedures for intervening in bullying behavior include, but are not limited to the following:**

- The school shall make all reasonable efforts to keep any reports of bullying and the results of any investigations confidential.
- Staff at our school shall do the following things to prevent bullying and help students feel safe at Fayette Academy:
  - Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

- o Closely supervise students in all areas of the school and school grounds
  - o Watch for signs of bullying and stop it immediately when it happens
  - o Teach bullying prevention
  - o Respond quickly and sensitively to bullying reports
  - o Take parents' and students' concerns about bullying seriously
  - o Look into all reported bullying incidents
  - o Provide immediate consequences for retaliation against students who report bullying
  - o Provide information to students and parents about bullying
  - o Victim has a responsibility to tell the bully he/she does NOT want to be bullied or picked-on.
  - o Others may step in without being physically aggressive.
- Students at our school will do the following things to prevent bullying:
    - o Treat each other with respect at all times
    - o Refuse to bully others
    - o Refuse to let others be bullied
    - o Report each bullying to an adult (teacher, staff, Head of School, counselor, etc.)
    - o Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.

**Examples of Consequences for Bullying:**

- In school suspension
  - Out of school suspension
  - Lunch served in alternate location
  - Community service
  - Cleaning buses
  - Helping to make our campus remain clean
  - Clean lunchroom
  - Mediation with counselor
  - Police referral
  - Expulsion
- Administration reserves the right to determine what violations are major and minor offences. Logical consequences for both major and minor violations, stated or not stated, will be left to the discretion of Administration.

**FAYETTE ACADEMY DRESS CODE**

Fayette Academy's policy on dress code is based on the following principles:

- Promote a sense of pride in our school.
- To be practical and smart based on the current styles of clothing.
- Prevent students from coming to school in clothes that could be distracting.
- Make students feel equal to their peers in terms of appearance.

All Fayette Academy parents are expected to support the school dress code policy. Parents have the ultimate responsibility of ensuring their children come to school properly dressed and ready for their daily school responsibilities.

**P.E. DRESS CODE:**

All students participating in middle school (6-8) physical education classes will be required to wear P.E. uniforms purchased through the school's bookstore.

### **LOWER SCHOOL (PK-5th Grade)**

- **The administration reserves the right to disallow any clothing or grooming style that is perceived by the administration to be distracting or inappropriate.**
- All students are expected to maintain a neat and groomed appearance while attending school and school-sanctioned events.
- Proper hygiene is required so that offensive body odor is avoided. Fingernails should be trimmed, clean, and well-groomed.
- Boys: May wear athletic shorts that are long, basketball style shorts.
- Girls: Athletic shorts are allowed; however, no volleyball style shorts will be permitted.
- Girls: T-shirts do not need to cover athletic shorts.
- No high heeled shoes.
- May wear sweat pants or wind pants to school (they should not be excessively baggy or tight).
- Writing is allowed on shirts as long as material is not inappropriate or deemed offensive as determined by faculty and/or administration.
- **No clothing shall be allowed that displays inappropriate, obscene language, advertisements for alcohol or tobacco, or displays or promotes drug or alcohol use**
- **No clothing shall be allowed that implies or resembles inappropriate content.**
- No clothing will be allowed that displays printing across the buttocks.
- All students may wear jeans or slacks (with no holes, tears, or frays).
  - Jeans must fit appropriately (not excessively baggy or tight).
- All slacks, jeans, or skirts must be worn at the waist.
- No shower or beach style flip-flop footwear.
- Unnatural hair color is prohibited (ex. Pink, blue, red, green).
- No headwear in the building—hats, caps, toboggans, sweater hats, sweat bands, bandanas, no hoods on hooded sweatshirts, etc. (anything covering the head).
- Accessories, such as watches, bracelets, necklaces, and earrings should be appropriate and non-distracting. Any jewelry deemed distracting by administration is subject to removal.

### **MIDDLE AND UPPER SCHOOL (6<sup>th</sup>-12<sup>th</sup> Grade)**

- **The administration reserves the right to disallow any clothing or grooming style that is perceived by the administration to be distracting or inappropriate.**
- All students are expected to maintain a neat and groomed appearance while attending school and school-sanctioned events.
- Proper hygiene is required so that offensive body odor is avoided. Fingernails should be trimmed, clean, and well-groomed.
- May wear dresses, skirts, skorts, and hemmed shorts no shorter than the length of a credit card from the top of the knee.
- Leggings/jeggings may be worn only with a loose-fitting appropriate tunic style top that hits no shorter than mid-thigh.
  - Athletic leggings (with or without cutouts) are not allowed
  - Must be full length leggings
- Loose fitting tops with leggings **MUST** cover the buttocks.
  - No t-shirts with leggings
- No yoga pants
- Shirts must cover the waistband while sitting or standing.
- No tank tops worn alone. Tank tops can be worn under a shirt.
- No halter tops, spaghetti straps, off-shoulder, or racer-back shirts.
- No sheer shirts without proper attire underneath.
- No shirts will be allowed that reveal cleavage or the midriff
- No shirts with cutouts in the back are allowed to be worn
- Writing is allowed on shirts as long as material is not inappropriate or deemed offensive as determined by faculty and/or administration.
- **No clothing shall be allowed that displays inappropriate, obscene language, advertisements for alcohol or tobacco, or displays or promotes drug or alcohol use**
- **No clothing shall be allowed that implies or resembles inappropriate content.**
- No clothing will be allowed that displays printing across the buttocks.
- All students may wear jeans or slacks (with no holes, tears, or frays).
  - Jeans must fit appropriately (not excessively baggy or tight).
- Boys: Belts are required for all jeans and slacks that are designed with belt loops

- Boys: All shirts should be tucked in.
- All slacks, jeans, or skirts must be worn at the waist.
- Boys: No sleeveless shirts
- No shower or beach style flip-flop footwear.
- ALL students: Unnatural hair color is prohibited (ex. Pink, blue, red, green).
- Boys shall have no facial hair and must maintain hair in a manner that does not exceed the collar of their shirts in the back.
- Boys: Hair should not cover the eyes
- Boys may not have ponytails or use any accessories (hair ties, clips, bands, etc.) to hold up hair that would fall below the collar or below the eyebrows if left unfastened.
- Boys will not be allowed to wear sideburns that exceed the bottom of the earlobes.
- No student's hair shall include designs cut into the hair.
- No visible body piercings or tattoos will be allowed other than girls' earrings.
  - No students are allowed to wear jewelry or studs in the tongue or nose.
  - Visible piercing spacers are not allowed.
- Boys are not permitted to wear earrings during school or school activities.
- No headwear in the building—hats, caps, toboggans, sweater hats, sweat bands, bandanas, no hoods on hooded sweatshirts, etc. (anything covering the head).
- All dress code policy is upheld until AFTER a student formally graduates from Fayette Academy.
- Accessories, such as watches, bracelets, necklaces, and earrings should be appropriate and non-distracting. Any jewelry deemed distracting by administration is subject to removal.

### **SPECIAL EVENTS DRESS CODE:**

**The administration reserves the right to disallow any clothing or grooming style that is perceived by the administration to be distracting or inappropriate.**

Fayette Academy special events include but are not limited to the following:

- Meet the Vikings
- All home and away athletic events
- Athletic Banquets
- Club Banquets
- Induction Ceremonies
- All awards Ceremonies
- Formals and Prom
- Baccalaureate and Graduation
- Field Trips
- FA theater productions
- Field Day (helpers)
- Volunteering as representatives at Fayette Academy

There are many special events throughout a school year. Attire requirements for each event may be different but should follow similar guidelines.

- All Students: Must always represent Fayette Academy and the Mission of Fayette Academy in their appearance
- Girls: Shorts and/or skirts/ dresses need to be a tasteful length
- Girls: No shorts/rompers allowed at awards, banquets, inductions, baccalaureate, or graduation
- Boys: Pants/shorts must be worn at the hip
- Girls: Athletic events – shorts must be tasteful length, shirts must not contain any offensive language or pictures, no deep v cut shirts
- Boys: Athletic events – no shirts with offensive language or pictures
- Girls Formalwear: tasteful in length, no cut-outs (even covered with tulle/mesh) on the chest or stomach area, nor should cut-outs be excessively low in the back.
- Girls Formalwear: No excessively low cleavage (deep V cuts) or excessively high slits.
- Boys Formalwear: Awards, banquets, inductions, baccalaureate (coat and tie required), graduation (coat and tie required) – must be neat in appearance, collared shirts tucked in, belts worn, no t-shirts, and no caps or hats.
- Boys: Formalwear – tasteful with no distracting or offensive style and no hats.

## **DISCIPLINE**

### **CELL PHONES AND ELECTRONIC DEVICES:**

Students may have cellular phones in their possession on campus. Use of cellular phones is prohibited during school hours. Students who use cellular phones or devices that present any distractions during school hours will be subject to the following disciplinary action:

- 1st Offense: Student must meet with Dean of Students to pick up his/her phone
- 2nd Offense: Parents must meet with Dean of Students to pick up phone
- 3rd Offense: Phone kept in the vault for 1 week and parent must pick up phone
- 4th Offense: Parent and student will meet with the Head of School to discuss disciplinary action.

The Student Responsible Use Policy applies to all technology including cell phones. Disruption of classes or any other school activities will not be tolerated at Fayette Academy.

Students are not permitted to use cell phones during school hours. Students who use electronic devices during school hours will face the same disciplinary action as cell phone usage. With the approval and supervision of the teacher, students will be allowed to use e-readers such as a Kindle during class. This does not include the use of cell phones that have e-reader capabilities.

### **DRUG AND ALCOHOL POLICY:**

Fayette Academy's drug testing policy requires that all students in grades 7-12 be tested for drugs at least one time during each school year. In addition, all students in grades 7-12 who participate in extracurricular activities such as athletics or band will be tested at least one additional time before beginning competition/participation with that activity. These tests shall be scheduled at the discretion of the administration and will not be announced to the students being tested until they are called to the test site the day of the test. Students will not be allowed to check out on drug testing day until they have been tested.

Fayette Academy students are subject to random searches of their personal property while on campus or at any school-sponsored activity at any time at the discretion of the administration. In addition, the administration may require that any student submit to an alcohol or drug test at any time that the student is in attendance at school or is attending any Fayette Academy activity. Students refusing to submit to any drug test, alcohol test, or search requested by the administration of Fayette Academy will be subject to disciplinary measures, and in the case of alcohol or drug testing, the student will be considered to be in violation of Fayette Academy's Drug and Alcohol Policy.

### **Drug Testing Procedure**

Parents are required to sign a Consent Form for drug/alcohol testing at reenrollment. Any drug testing done throughout the course of the school year will be paid by Fayette Academy. If a student who is being drug tested has requested early dismissal from school on the day of the testing, the said student must remain on campus for the testing and then will be allowed to leave. If the student violates this rule and leaves campus before the testing, said student will be considered in violation of the drug policy, which may result in expulsion.

*Selection Process:* Drug testing of students will occur at various times throughout the school year. The testing will occur at intervals established by the Board of Directors of Fayette Academy and the Administration. Any student enrolled at Fayette Academy may be screened for an illegal substance at any time during the school year.

*Sample Collection Procedures:* Those who are drug tested will be required to report to the testing facility immediately, produce a urine and/or hair sample, or take a breath alcohol test in a manner which will minimize intrusiveness and embarrassment to the student while also insuring that there is no tampering with the



urine and/or hair specimen by the student. Each urine sample container will be checked for appropriate temperature and for any signs of tampering.

### **Drug Test Results and Consequences**

If a positive drug result is reported, then that positive drug test result will be submitted to the student's school designee. The student will then be identified by name so that the appropriate disciplinary action can be taken pursuant to this policy. An opportunity will be afforded to the student and his/her parents/guardians to discuss the student's confirmed positive drug test result. The consequences for a positive drug test result are as follow:

- *First positive result:* If lab results are confirmed positive, the parents/guardians will be required to meet with the administration or designee to discuss the results. The student will be required to attend an approved drug and alcohol counseling program and provide official confirmation of this to the school in a time frame set forth by the administration. The student will be banned from participating in any extracurricular activity or contest until such time as he/she has a clean drug test.
- *Second positive result:* The student may be expelled for twelve months, or face other disciplinary action, at the discretion of the Head of School. Readmission following expulsion is subject to administrative review.

## **ATTENDANCE POLICY**

### **Student Absence Guidelines:**

1. An excused absence will be granted without professional documentation up to five times per semester as long as the parent notifies the school by 9:00 a.m. the day of the absence. If the school is not notified by 9:00 a.m., the absence will be considered unexcused.
2. Beginning with the seventh (6th) absence in a semester, all absences will be unexcused unless a professional statement (doctor, court, dental, etc.) is provided by the student/parent.
3. In the case of professional statements being used to excuse an absence, the original professional statement must be brought to Student Services no later than 3:00 p.m. the first day the student returns to school. Faxed or emailed copies will not be accepted unless they are sent directly from the professional's office.
4. Students who miss more than ten (10) days in a one-semester class or more than twenty (20) days in a year-long class may be turned over to truancy.
5. Family vacations should be scheduled during school holidays.
6. College days that are allowed for juniors and seniors are considered school events and are not counted as an absence as long as the student has notified student services at least three days prior to the visit.
7. Parents who wish to appeal an attendance-related matter must notify the Head of School of this intent. The Head of School will arrange a hearing with the Appeals Committee chaired by the Chairman of the Policy Committee of the Board of Directors. If the parent is still not satisfied after the appeal is heard by this committee, the parent may request to have the appeal heard by the full Board of Directors at the next regularly scheduled board meeting.

### **Student Tardy Guidelines:**

1. A tardy is defined as any time when a student is not in his/her assigned area at the designated time. This designated time is usually accompanied by the ringing of a tardy bell.
2. When the student accumulates five tardies to any class during the quarter, the student will be assigned morning detention. Detention will be on Tuesdays and Thursdays at 7:15am -7:45am in the Study Hall room. In the event the problem with tardiness persists, more severe disciplinary actions may be assigned at the discretion of the administration.

### **49-6-3007. Attendance and truancy reports — Enforcement of compulsory attendance.**

(e) (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days without adequate excuse. This means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

(2) The director of schools shall thereupon serve, or cause to be served, upon the parent, guardian or other person in this state in parental relation to such children unlawfully absent from school, written notice that attendance of the children at school is required. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.

(3) If it appears that, within three (3) days after receipt of the notice, any child, parent, guardian or other person in parental relation has failed to comply with this part, the director of schools, in the name of the local school system, shall report the facts of the unlawful attendance to the sheriff, constable, city police officer, district attorney general or the foreman of the grand jury, who shall proceed against the parent, guardian or other person in parental relation in accordance with this part, unless the parent, guardian or person having charge and control of the child shall at once place the child in some day school.

(f) The director of schools of any local school system, after written notice to the parent or guardian of a child, shall report any child who is habitually and unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county, each case to be dealt with in such manner as the judge may determine to be in the best interest of the child, consistent with

§§ 37-1-132, 37-1-168 and 37-1-169 and in the event the child is adjudicated to be unruly, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service, in the discretion of the judge, against the parents or legal guardians of children in kindergarten through grade twelve (K-12) if the child is absent more than five (5) days during any school year.

Students will be allowed to make up all assignments and assessments missed due to any absence, whether it is excused or unexcused. However, students failing to make up the work at the direction of and in the time frame specified by the teacher, in accordance with the Fayette Academy student handbook, may receive a zero (0) for the work missed.

An unexcused absence may result in a (0) zero.

The day-to-day implementation of this attendance policy shall be the responsibility of the Student Services Office. Parents and/or students disagreeing with a decision made by the Student Services Office shall retain the right to appeal that decision to the Head of School.

Fayette Academy cannot accept responsibility for students who are absent from school without parents' knowledge. It is therefore encouraged that parents either call or email the school by 9:00 a.m. on the morning of any absence of their child of which they have knowledge. The school will attempt to contact the parents of any students that are absent without the school having notification of the absence by a parent. In some cases, however, making this contact may prove to be impossible due to parents being unavailable for phone calls and/or not receiving an email.

#### **WORK MISSED DUE TO ABSENCE:**

- The responsibility for checking for makeup work lies with the student who missed the work.
- Work for Pre-K thru 5th grade students may be picked up from Student Services after 1:00 p.m.
- Work for 6th thru 12th grade students will be posted on RenWeb and anything needing to be picked up will be available after 2pm in Student Services.
- When a student is absent he/she will have one day for each day missed to complete assignments.
- If a student misses the day a pre-announced test is given or a project is due, he/she will be required to take the test or turn in the project the day he/she returns to school.

- If a student fails to make up work according to school policy, he/she may receive a grade of zero (0). In the event of extended absences or extenuating circumstances, the teacher, at his/her discretion, may arrange with the student to allow extra time for the makeup of work.

### **SCHOOL-RELATED ABSENCES:**

Fayette Academy shall make every effort to limit trips during the school day to those that are of educational value to the students, involve contests or competitions over which the school has no control, or are otherwise unavoidable. Teachers, coaches, and other staff members who may be responsible for these trips have been asked to notify the teaching staff of these trips at least one week in advance, whenever possible. Students who are involved in these trips are required to notify their teachers that they will be absent as soon as they have knowledge of the upcoming absence and are required to make arrangements with their teachers to make up the work to be missed in advance of the absence. Students who are not at school due to an approved school trip will not be counted as absent, and there will be no penalty to their grades as long as they follow these guidelines.

### **COLLEGE DAYS:**

College days are a privilege granted to juniors and seniors in order for them to visit colleges that they are interested in attending. Each junior and senior is allowed three (3) days during the school year. All college days must be taken prior to May 1 unless the student receives a formal invitation from the college.

Form steps must be completed in sequential order and returned to Student Services at least 3 days prior to the requested College Day in order to be approved.

#### Procedure:

- Step 1: Parent must complete Name, Date, College, and Signature portion of form.
- Step 2: Student must obtain Administrator Signature (Head of School or Upper School Counselor).
- Step 3: Student must obtain signatures and assignments from each of his/her teachers
- Step 4: Student must return completed form to Student Services.

The College Day will be initially marked **unexcused** until a signed verification form from the college is returned to Student Services at which time it will be marked as a College Day, which does not count against a student's absences.

### **CHECKING IN DURING THE SCHOOL DAY:**

Students will check in at Student Services if arriving at school after 7:50am. Students will also check out through Student Services.

### **CHECKING OUT DURING THE SCHOOL DAY:**

The following guidelines are in place in the event a student is *checking out for a scheduled appointment*:

- The student shall present a note to the Student Services Office, signed by his/her parent/guardian, indicating the time of and the reason for the checkout prior to 8:10 a.m.. If the parent/guardian prefers, he/she may also call the Student Services Office prior to 8:00 a.m. authorizing the checkout.
- At the appointed time, the student shall report to the Student Services Office to sign out, before leaving campus. He/she is also required to sign in through the Student Services Office if the student returns to school before 3:05 p.m.
- In the event the student had an appointment with a professional such as a doctor or dentist, the student should present the excuse to Student Services when he/she next returns to campus.
- The following guidelines are in place in the event a student is *checking out due to becoming ill* during the school day:

- Students in Pre-K thru 5th grades should notify the classroom teacher of the illness. The teacher or teacher assistant will then contact the parent/guardian and make appropriate arrangements.
- Students in grades 6 thru 12 shall report to the Student Services Office. There, the parent/guardian will be contacted to give permission for the student to check out from school.
- In the event the student is too ill to report to the Student Services Office, he/she should send another student to the office to get assistance.
- Under no condition will a student be allowed to leave campus without signing out through Student Services and receiving the permission of the parent/guardian to leave.
- In the event of an active tornado warning or lockdown, no student(s) will be released by phone or email to check-out. Students will be released by an in-person, parent only check-out request.

## **STUDENT CLUBS AND ACTIVITIES**

### **THE ELIZABETH DAGGON CHAPTER OF THE NATIONAL HONOR SOCIETY:**

#### **Chapter Bylaws**

##### **Article I: Name and Purpose**

*Section 1:* The name of this chapter shall be the Elizabeth Daggon Chapter of the National Honor Society of Fayette Academy.

*Section 2:* The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students at Fayette Academy

##### **Article II: Membership**

*Section 1:* Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

*Section 2:* Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character.

*Section 3:* Eligibility

- a. Candidates eligible for election to this chapter must be members of the rising junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one year at Fayette Academy.
- c. Candidates eligible for selection to membership in this chapter shall have a minimum cumulative numerical average of a 90. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Effective as of the beginning of the 2018-2019 school year, all candidates for election to this chapter must complete at least twenty hours of community service and have these hours documented in RenWeb prior to being elected.
- e. Upon meeting the grade level, attendance, GPA, conduct, and community service requirements, candidates shall then be considered based on their service, leadership, and character.

##### **Article III: Selection of Members**

*Section 1:* The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex officio member of the Faculty Council.

*Section 2:* Prior to selection, the following shall occur:

- a. Student's academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

*Section 3:* The selection of new active members shall be held once a year during the second semester of the high school year.

*Section 4:* Candidates become members when inducted at a special ceremony.

*Section 5:* Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

*Section 6:* An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

*Section 7:* An active member of National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

**\*\*Note:** Any student found guilty of cheating, failing a school-administered drug test, or who is convicted of a criminal offense will be denied admission to the National Honor Society, or if already a member, will be permanently expelled.

#### **FELLOWSHIP OF CHRISTIAN ATHLETES:**

Fayette Academy has an active FCA organization that meets on a weekly basis. FCA is a national organization whose purpose is to impact the world's acceptance of the message of Christianity through the influence of athletes and coaches. These meetings are not only open to the athletes of Fayette Academy but to all students desiring to be involved.

#### **ECOLOGY CLUB:**

The Fayette Academy Ecology Club consists of thirty high school students in good academic standing, dedicated to promoting environmental stewardship and awareness. The club integrates science and meaningful community service to enrich the learning experience, teach leadership skills, teach civic responsibility, and strengthen communities. This club is a youth-driven initiative that allows members to establish data-driven annual goals and objectives during the mandatory annual retreat held each fall. Applications are accepted in May. Members must commit to twenty-five service hours per semester, attend a three day retreat, and purchase a club t-shirt.

#### **PEP CLUB:**

The Pep Club is an organization made up of students in grades 7-12 with open membership whose purpose is to bring encouragement to the school's athletic teams, to promote school spirit in all students, and to endorse all school events. The club is urged to participate (loudly) in pep rallies and games and to wear spirit colors. Students are encouraged to show respect and to act respectfully toward other teams and fans. Members are expected to be leaders and mentors to the elementary students.

**MU ALPHA THETA:**

Mu Alpha Theta is the National High School Math Honor Society with over 75,000 student members in more than 1500 schools. Fayette Academy plans to have their initial charter of the Dana Goddard Chapter of Mu Alpha Theta by October 2010. Mu Alpha Theta is dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high schools. To join, a high school student must have completed the equivalent of four semesters of college preparatory math in addition to having completed or being enrolled in another advanced course. The student also must have an 85 average in his/her math courses.

**NATIONAL JR. BETA CLUB:**

Fayette Academy is in the process of starting a chapter of the National Beta Club: Junior Division for grades 7-8. Admission will be based on a set GPA and members must meet certain service hour requirements. Students who qualify for admission will be sent an invitation at the beginning of the fall or spring semester. The National Beta Club is the largest non-profit, independent educational youth organization in America. Students will have the opportunity to attend state conventions, participate in leadership conferences, and compete in different academic fields. Students are awarded national recognition for their academic achievements while learning to be leaders of tomorrow.

**STUDENT GOVERNMENT ASSOCIATION (SGA):**

The Student Government Association of Fayette Academy consists of two distinct groups of students:

- The Executive Board, made up of seven students from grades 9-12, is elected by a vote of all students in grades 6-12. Students desiring to be members of the Executive Board are required to be in “good standing” with the school in all areas, including academics, attendance, and conduct. These students will be required to give a speech in front of the junior high and high school student bodies, expressing their qualifications and why they think they should be chosen. The students with the top seven total votes received will make up the Executive Board.
- The Student Council consists of two students from each grade, 6-12, chosen by a vote of the members of each class. Students desiring to run for membership on the Student Council will also be required to be in “good standing” with the school in all areas, including academics, attendance, and conduct.

The officers of the SGA will be chosen from the Executive Board. The Executive Board, working with the Student Council, will work together to represent the 6-12 student body. The members of the SGA will take an active role in both leadership and service in activities that benefit the students of Fayette Academy.

In addition, the Executive Board will meet with the Head of School, serving as a Head of School Advisory Committee, whose purpose shall be to promote communication between the students and the administration.

**GENERAL INFORMATION****IMPORTANT NUMBERS:**

Student Services:	901-465-9510
After School Care (3:00 p.m. - 6:00 p.m.):	901-465-7935
Athletic Field House:	901-465-3277
Band:	901-465-6039
Cafeteria:	901-465-7510
High School Computer Lab:	901-465-5615

## **ADMISSIONS**

### **Students Applying for Admission from Homeschool:**

Students applying for high school admission from homeschool programs must pass the end-of-course exams for each of the courses required for graduation at Fayette Academy in order to receive credit for that course.

If a student passes the EOC exam(s) with a 70 or higher, he or she may be admitted to Fayette Academy as long as the number of credits awarded will allow them to meet the required number of credits for graduation.

If an incoming upper classmen (junior or senior) passes the highest level EOC for a course he/she has completed, credit will be given for the proceeding required courses in that discipline.

Credits will only be granted for courses offered at Fayette Academy. Athletic eligibility for the enrolling student will fall under TSSAA jurisdiction

### **AFTER-SCHOOL POLICY:**

School dismisses at 3:05 p.m. Students waiting to be picked up should wait in the designated locations outside the school buildings. Students should not wander around the campus while waiting to be picked up. Fayette Academy teachers will provide supervision for all students until 3:15 p.m. (11:45 a.m. on half-days).

After 3:20 p.m., students not picked up will be sent to After School Care in the cafeteria, and parents will be charged. Fayette Academy offers after school care until 6:00 p.m. on normal school days. The charge for drop-in services is \$15.00 per day. Late charges apply after 6:00pm at a rate of \$5 per minute.

### **EMERGENCY PROCEDURES:**

Emergency drills are important for training students to conduct themselves in an emergency that might affect the entire student body. These drills will be held regularly at both announced and unannounced times. When the emergency signal is given, the teacher will direct the class as to the procedure for leaving the room and the correct exit to take. All teachers will be familiar with all emergency procedures concerning their particular room.

- Fire Drill: Fire alarm will sound
- Tornado Drill: A series of three rings of the bell
- Earthquake Drill: Announced over the intercom
- Armed Intruder: Code announced over the intercom

All emergency drills should be taken extremely seriously, and students should view them as necessary training in the art of survival.

In the event of an active tornado warning or lockdown, no student(s) will be released by phone or email to check-out. Students will be released by an in-person, parent only check-out request.

### **FIELD TRIPS:**

Field trips are a vital part of our education system because of the learning opportunities they provide. Students attending a field trip are expected to complete a Field Trip Permission Form distributed by their teacher before they are allowed to participate. Students are expected to attend all Fayette Academy field trips. All field trips and chaperones must be approved by school Administration. Teachers make travel conduct a part of the learning experience. All students must travel both ways via bus with the group, unless prior approval is given for a student to return home with his/her parent or guardian. The Fayette Academy dress code will apply on all field trips unless the nature of the field trip dictates otherwise. Parents are not allowed to travel on the bus unless as an official chaperone. Siblings of students are not allowed to attend field trips. Field trips are considered part of the school day. Students who do not attend field trip without parents' permission will be counted as an unexcused absence. Parents must provide the same documentation for the absence of a field trip as they would an absence of a school day.

### **FUNDRAISING ACTIVITIES:**

All fundraising requests must be submitted to the Head of School prior to July 1 to be approved for the upcoming school year. The fundraiser request must be approved and scheduled by the administration before any information is mailed or sent home with students. It is the desire of Fayette Academy to restrict the number of fundraisers and to only conduct fundraisers that are needed to provide vital services to our students, as well as to schedule approved fundraisers in such a manner as to prevent conflicts.

### **MARRIED STUDENTS:**

The Fayette Academy Board of Directors has adopted a policy that married or formerly married students will not be allowed to attend or remain in school.

### **PREGNANCY:**

Female students are not allowed to attend Fayette Academy either during or after pregnancy. Male students who are confirmed as fathers are also not allowed to attend Fayette Academy.

### **MEDICATIONS:**

By state law, parents must sign a Permission to Administer Medication Form in order for their student to have medication dispensed to them at Fayette Academy. All medications must be in the original prescription package, and the directions must be clearly labeled. Permission to Administer Medication forms may be obtained from the Student Services Office. **Students needing medication from Student Services should come between classes only.** Students are prohibited from providing another student with any type of medication, whether it is a prescription or non-prescription medicine. Some medications may cause allergic reactions in one student, while having no adverse effects on another.

### **MOTORIZED VEHICLES:**

Students will be allowed to drive motorized vehicles to school as long as they observe the necessary precautions for safe driving, including a 10 mile per hour speed limit on campus. Students must park their vehicles in designated student parking spaces.

The parking areas at the field house and in between the upper and lower high school buildings are NOT for student parking. Students who ride motorbikes are also expected to conform to regulations pertaining to motorized vehicles. Motorbikes are not to be ridden across the grounds of Fayette Academy.

All students who drive to school must purchase a parking permit from Student Services. The permit is **\$50.00** per year. After the beginning of the second semester, a **\$25.00** fee will be charged for those students purchasing a permit for the first time. The permit must be visibly displayed in the vehicle while on campus. Students will be assigned a numbered parking space and must park in the assigned space. Any student who does not exhibit proper driving habits will have his/her rights to drive on campus suspended.

All handicap parking spaces will be enforced. No student is to park in a handicap space unless he/she has a handicap placard. This particularly applies to the spaces next to the Field House.

Students are not to loiter in the parked cars or in the parking lot before or after school or during break. Students are not allowed to be in the parking lot during school hours without a note signed by a teacher or administrator giving them permission to be there. Students caught in the parking lot will be subject to disciplinary action. Visitors are not allowed to loiter in the parking lot.

Students are not permitted to display offensive decals (language or pictures) on their vehicles. Students displaying offensive material on their vehicles may be asked to remove the decals or asked not to bring that vehicle back onto campus.

Students are expected to abide all safety precautions concerning motorized vehicles while on campus. Students will not be allowed to ride on top of vehicles, hang on to vehicles while they are moving, hang outside of vehicle windows, or any other dangerous activity. Drivers need to pay special attention to those students who are on foot.



**OUTSIDE DELIVERIES:**

It is the policy of Fayette Academy to accept no outside deliveries for students. The only lunches allowed to be delivered to students are those dropped off specifically by parents, not by a parent liaison.

**PARENT-TEACHER COMMUNICATION:**

Fayette Academy encourages parents/guardians to communicate freely with the administration, teachers, and staff of the school regarding your child's educational experience. All members of the Fayette Academy staff can be reached by email, and parents may schedule telephone conferences by contacting the school's main office.

**PARENT-TEACHER CONFERENCES**

Fayette Academy will hold parent-teacher conferences at the end of the first quarter. There will be no school for students the day of conferences. Conferences will be held from 7:30am – 2:30pm and again from 4:00pm to 7:30pm.

**PARENT-TEACHER MEETING:**

Parents are also encouraged to set up meetings with teachers as needed at times other than the formal conferences. Elementary parents should contact Mr. Josh Acker, Head of Lower School. Middle school and high school parents should contact Mrs. Taylor Smith, middle school and high school counselor, if they wish to set up a meeting with a teacher. These meetings are usually scheduled at either 7:30 a.m. or 3:05 p.m., due to teachers' class schedules.

**REPORTS TO PARENTS:**

Report cards are sent home by students at the end of each nine-weeks grading period. The final report cards are mailed at the end of the school year. In addition, parents may view online reports on student progress during the grading period by checking the RenWeb website. Parents who do not receive these reports are welcome to contact the appropriate grade level counselor to have a duplicate copy sent. In addition to these report cards, teachers may periodically send progress reports home to parents if their student is falling behind academically.

**RENWEB:**

ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use RenWeb ParentsWeb:

- Go to Internet Explorer and type in the address of our school website at [www.fayetteacademy.com](http://www.fayetteacademy.com)
- Click on "RenWeb" found on the right-hand side.
- **OR**, go to [www.renweb.com](http://www.renweb.com)
  - Click on the Logins tab (top right) and select Parents Web Login.
- First time users log in as follows:
- Choose "Create New Parents Web Account" option
- Type "fa-tn" for the district code and type in the email address you have given the school. Click the Create Account button.
- You will receive an email with instructions for setting up a user name and password.
  - You will then log in using your new user name and password.

You should now be logged in to the School Information home page of ParentsWeb. To learn more about ParentsWeb, click the Demos tab, Parents Web Video to take a 6-minute video tour.

Note: If you are on a dial-up connection and experience long delays in loading the web pages, please select the Dial-up option on the Parents login page before clicking the Parent Login button. This will take you to a dial-up version of ParentsWeb that contains the same information but in a dial-up-friendly environment that requires fewer graphics.

## 2018-2019 CALENDAR

August 2	New Teacher In-service
August 6-8	Teacher In-Service
August 9	First Day of School – Dismiss @ 11:30am
August 10	Full Day
September 3	School Holiday – Labor Day
October 4	End of 1 <sup>st</sup> Quarter
October 5-8	Fall Break
October 9	Start of Quarter 2
October 18	Parent Teacher Conferences- No School for Students
November 5	Teacher Professional Development- No School for Students
November 19-23	Thanksgiving Holiday
December 17-19	Mid-Term Exams, Dismiss @ 11:30am
December 20	Mid-Term Exams, Dismiss @ 9:30am *No school of Grades PK-5 End of Quarter 2/Semester 1
December 21-January 4	Christmas Holidays
January 7	Teacher Administrative Day
January 8	Start of Quarter 3/Semester 2
January 21	School Holiday, Martin Luther King
February 15-18	Winter Break, Presidents Day
March 10	End of Quarter 3
March 11-15	Spring Break
March 16	Start of Quarter 4
April 19-22	Easter Holiday
May 3, 6-7	Senior Final Exams
May 16	Kindergarten Graduation Last Day for PK and K
May 17	MS/US Honors Assembly- Students dismiss after awards Baccalaureate
May 18	Graduation
May 20-22	Final Exams, Dismiss @ 11:30am
May 23	Final Exams, Dismiss @ 9:30am No school for Grades PK-5 End of Quarter 4/Semester 3

**2018-2019 BELL SCHEDULE**  
**MONDAY, TUESDAY, THURSDAY, FRIDAY**

**Elementary (PreK-5th) begins at 8:00 am**

Middle School (6-8)		High School (7-12)	
First Bell	7:45	First	7:45
HR	7:50 – 8:00	HR	7:50 – 8:00
1st	8:00 - 8:50	1st	8:00 - 8:50
Break	8:55 - 9:10	2nd	8:55 - 9:45
2nd	9:10 – 10:00	Break	9:50 – 10:00
3rd	10:05 - 10:55	3rd	10:05 – 10:55
4th	11:00 – 11:50	4th	11:00 – 11:50
Lunch	11:55 – 12:20	5th	11:55 – 12:45
5th	12:25 – 1:15	Lunch	12:50 – 1:15
6th	1:20 – 2:10	6th	1:20 – 2:10
7th	2:15 – 3:05	7th	2:15 – 3:05

**Break Schedule**

Middle School	8:55 – 9:10
High School	9:50 – 10:05

**Lunch Schedule**

Pre-Kindergarten	10:50 – 11:20 (room)
Kindergarten	10:45 – 11:10
Grades 3 – 5	11:15 – 11:45
Middle School	11:55 – 12:20
Grades 1 – 2	12:20 – 12:45
High School	12:50 – 1:15

**Dismissal**

Pre-K-2 <sup>nd</sup> Grade	2:45
3 <sup>rd</sup> – 5 <sup>th</sup> Grade	2:55
6 <sup>th</sup> – 12 <sup>th</sup>	3:05

**WEDNESDAY - CHAPEL**

**Elementary (PreK-5th) begins at 8:00 am**

Middle School (6-8)		High School (7-12)	
First Bell	7:45	First	7:45
HR	7:50 – 8:00	HR	7:50 – 8:00
1st	8:00 – 8:40	1st	8:00 - 8:40
Break	8:45 - 9:00	2nd	8:45 - 9:25
2nd	9:05 – 9:45	Break	9:30 – 9:45
3rd	9:50 – 10:30	3rd	9:50 – 10:30

**CHAPEL 10:35 - 11:05**

4th	11:10 – 11:50	4th	11:10 – 11:50
Lunch	11:55 – 12:20	5th	11:55 – 12:45
5th	12:25 – 1:15	Lunch	12:50 – 1:15
6th	1:20 – 2:10	6th	1:20 – 2:10
7th	2:15 – 3:05	7th	2:15 – 3:05

**WEDNESDAY BREAK SCHEDULE**

Middle School	8:45 – 9:00
High School	9:30 – 9:45

## **SCHOOL CLOSINGS:**

Our administration utilizes "Parent Alert" to notify each family via telephone when the decision to close school is made. Please listen for the complete message. The following radio and TV stations will also carry the information:

Radio Stations: WMC-FM100, WGKX 105.9

Television: Channel 5-WMC, Channel 3-WREG, Channel 13-WHBQ, Channel 24-WPTY.

Please help us by not calling the school during times of impending weather. The Administration must have access to the telephone should an emergency arise. The school uses up to the minute weather reports to assess weather situations with the safety of our students as our first concern.

In the event of an active tornado warning or lockdown, no student(s) will be released by phone or email to check-out. Students will be released by an in-person, parent only check-out request.

## **SCHOOL COUNSELING**

Mrs. Kelly Arwood, Lower and Middle School Counselor

Mrs. Taylor Smith, Upper School Counselor and College Advisor

### **Counseling Mission**

The mission of the Fayette Academy Counseling Program is to provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. School Counselors are professional school advocates who provide support to maximize student potential and academic achievement. In partnership with other educators, parents or guardians and the community, school counselors facilitate the support system to ensure that all students enrolled at Fayette Academy have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society.

### **Provision of Services**

Parents should understand that school counseling services are aimed at the more effective education and socialization of students within the school community. Parents should understand that these services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school. Parents must acknowledge that it is their responsibility to determine whether additional or different services are necessary and whether to seek them for their child.

In order to build trust with the child, the school counselor will keep information confidential with some possible exceptions. Parents should understand that the counselor may share information with parents/guardians, the child's teacher, and/or administrators or school personnel who work with the child on a need to know basis, so that we may better assist the child as a team. The counselor is required by law to share information with parents or others in certain circumstances:

- Presenting a serious danger to self or another person
- Evidence or disclosure of abuse (physically or sexually) or neglect
- Threats to school security

The counselor will make the child aware of these limits of confidentiality. If parents/guardians would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, a release of information form must be submitted to the counseling office.

## **SCHOOL HOURS:**

School hours begin at 8:00 a.m. each day. PK-5th 8:00 a.m. - 2:45/2:55 p.m. The first bell rings at 7:45 a.m. for grades 6-12. Tardy bell rings at 7:50 a.m. and students are considered tardy after 7:50 a.m. Dismissal during regular school days is at 3:05 p.m. On occasion, Fayette Academy will run a half-day schedule, with dismissal at 11:30 a.m.

**Arrival at School:**

As you arrive at school in the morning, please observe all entry and exit signs on campus, being sure not to block the area in front of the Administration Building at any time. If you must enter the building, please park your vehicle in an out-of-the-way location, and turn your vehicle off. The back driveway is designated for loading and unloading students in both the morning and afternoon. Please do not block these driveways at any time.

**SCHOOL PUBLICATIONS:****The Viking Yearbook:**

There is one student publication in our high school, THE VIKING, which is the school's yearbook. THE VIKING staff members are chosen annually from the high school with the qualifications based primarily on interest, ability, cooperation and general aptitude.

The general objectives of the publication are:

- To provide organized training in creative, artistic, and literary work for students
- To provide training in business problems and mechanical details of production
- To promote school spirit by publication of group and individual accomplishments
- To provide an authentic record of school activities

**SEXUAL HARASSMENT**

It is the intention of Fayette Academy that no employee or student of the school will be subject to sexual harassment, and that the school environment will be free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal, electronic (email, texting, etc.) or physical conduct of a sexual nature amounting to or constituting harassment are prohibited, whether by an employee to another employee, an employee towards a student, a student towards an employee, or a student towards another student.

Complaints of violations of this policy may be made to the Head of School or other persons designated by the Head of School without fear of reprisal. All complaints will be investigated thoroughly. Should complaints prove to be legitimate, the offending employee or student will be subject to disciplinary action up to and including involuntary termination of employment or suspension or expulsion of the student.

**STUDENT SERVICES:**

The Student Services office is located on the first floor of the Samuel Garner Gymnasium and may be contacted by phone at 465-9510 or 465-3241. The following services are provided through this office:

- Maintains all attendance –related records; takes up and tracks all written excuses, doctor's excuses, and parent phone calls related to tardies or absences
- Sells parking permits and assigns student parking spaces
- Provides direction for RenWeb and homework information
- Provides Certificates of Compulsory School Attendance forms required to obtain a driver's license
- Distributes and/or sells yearbooks, letter jackets, and school pictures

## **STUDENTS' RIGHTS:**

Students have the right to the following:

- An appropriate private education which maintains high educational standards and meets the needs of individual pupils
- Physical safety
- Consultation with teachers, counselors, administrators, and other school personnel
- Free election of their peers in student organizations
- Students 18 years of age or older may have access to their own personal school records.
- Participation in school activities with respect from other students and school personnel, regardless of their race, creed, sex, age, national origin, economic status, or handicap
- Due process as provided by law
- Academic grades which they have earned.
- Families (students over 18 and/or parents) are entitled to student records or records being sent to another institution under the condition all financial obligations to the school have been met.

## **TEXTBOOKS:**

The subject-area teacher will issue textbooks to students. In the event a student loses or damages a textbook, that student will be held responsible for payment of the book. Grades and records will be withheld until appropriate settlement is made concerning lost or damaged textbooks.

## **VISITORS:**

Fayette Academy is committed to providing a welcoming atmosphere that encourages parents, extended family, alumni, and prospective parents and students to visit our school. Those who would like to visit the school are asked to call the main office to make arrangements for the visit. At the time of the scheduled visit, all visitors are required to check in at the front office to pick up a Visitor's Pass. In order to maintain a secure campus for our students and staff, visitors are required to have the Visitor's Pass visible at all times while they are on campus. At the conclusion of the visit, the visitor will check out through the main office and turn in the Visitor's Pass, enabling the school to have records of who is on campus in the event of an emergency.

At prearranged times, and with the prior consent of the Head of School, prospective students may be permitted to visit the campus and individual classes during the regular school day. These students are also asked to check in and check out through the main office, in addition to having the Visitor's Pass visible during the time of the visit. While it is the desire of Fayette Academy to accommodate visitors, these visits must be conducted in a manner that does not hinder the educational process of our students nor present potential disruptions to the safe and orderly environment we maintain for our students and staff. While we do allow parents and grandparents to eat lunch with their student(s) as long as we have advance notice, we do not allow siblings, friends, or alumni who are not currently enrolled at Fayette Academy that privilege. Any request to visit with a teacher during the school day must be scheduled in advance and at a time when the teacher is not responsible for teaching students.

## **INTERNET, TECHNOLOGY AND NETWORK**

### **RESPONSIBLE USE/POLICY/PROCEDURE**

#### **Student, Faculty, & Staff**

Internet access is available to students, faculty and staff at Fayette Academy. We believe the internet offers vast, diverse, and unique resources. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication in support of our curriculum.

This policy is established to govern use of school technologies, including computer networks, connections, resources, internet, and devices. The policy applies to technology users on and off campus and all devices that connect to the network. This is not intended to be an all-inclusive list but a clarification of expectations.

The benefits of having access to the internet are invaluable providing availability to the latest educational advancements. With this opportunity comes the responsibility of selecting materials that enhance the learning environment in a constructive meaningful way. Even though a content filtering device is on our network through a monitored firewall some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only internet that students may access from Fayette Academy is the filtered internet that the school provides. Use of the internet, technology resources and our network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action. Teachers shall make reasonable efforts to supervise student use of the internet and ensure usage is appropriate.

#### **Appropriate Internet, Technology and Network Usage & Social Media Guidelines**

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal information, address, or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Be aware of what you post online and how it reflects on your permanent digital footprint. Disagreeing with other's opinions can be done with a respectful tone.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening, intimidating, hurtful or harassing communication. Cyberbullying will not be tolerated.
- Users may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- Do not use technology to steal. Do not illegally copy software or resources, do not use resources without authorization, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
- Do not knowingly or negligently transmit viruses or malware or any other programs that will degrade or disrupt the network, information, or devices

- Do not use proxies or other resources to circumvent Content Filtering. Disabling, reconfiguring, or circumventing the content filter is a violation of school policy. Content Filtering provides protection to the user and device, but the user is responsible for accessing appropriate material online. Fayette Academy shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.
- Printing is a privilege and should be used for educational purposes only as directed by the instructor.
- Always think about the social consequences of what you do on the network and internet and its lasting impact.

**Prohibited or illegal activities, including, but not limited to:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

**Terms of Use**

- Among the vast resources on the internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of internet access and may lead to other disciplinary actions.
- Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
- All apps or downloads must have educational purposes.
- Use of personal 3G, 4G, or other wireless connection is not supported on school property and the school is not responsible for content accessed.
- Users of any technology are expected to alert school administration immediately of any concerns for safety or security.
- All MacBook's and iPads will be returned during the final week of school so they can be checked for serviceability.
- If a student, educator, or staff member transfers or is suspended the mobile device must be returned to the instructor/administrator who issued the device.
- Users are responsible for a \$50 insurance fee each year. If the device is physically damaged or lost there is a \$50 co-pay for the first offense. Fayette Academy will assume the remaining financial responsibility for any physical damage or loss that is not covered by Apple Care for the FIRST offense.
- Any damages, loss or neglect to the mobile devices after that will cause Fayette Academy to charge the user half of the replacement and repair costs(s) for the SECOND offense. Any subsequent damages, loss or neglect will be the full responsibility of the user.
- Fayette Academy reserves the right to repossess any mobile devices at any time if the user does not fully comply with all terms of this agreement.
- Security of the device is the responsibility of the user and must be in a secured location when not in use.
- Additional guidelines may be added or changes may be made during the school year by Administration.



## **Care of Devices**

1. Never attempt to repair the device. Under no circumstances are users to attempt to open or tamper with the internal components of the device and do not allow 3rd party service people to handle the device. All repairs will be handled through the Technology Department.
2. Never attempt to “jailbreak”, hack into, reconfigure or reset the device.
3. Devices should always be in the protective cases.
4. Devices in need of repair must be reported to the instructor who issued you the device or the technology department.
5. Do not write, draw, paint, place stickers/labels or otherwise deface your device or device case. Remember these devices are the property of Fayette Academy
6. Never put weight on the device –do not stack other items on top of it.
7. Liquids, food, and other debris can damage the device. Do not eat or drink while using the device.
8. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your device. When disconnecting, reverse the process.
9. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. All work should be backed up. Students are responsible for keeping their MacBook’s charged (at home – at night). A dead battery is not an excuse for late or missing work.
10. 1:1 devices should have a passcode or password for data protection and should be kept private.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen. You may clean touch screen with a lightly (not wet) lint free cloth. Wash hands frequently when using tablet devices to avoid build-up on the touch pad.
12. Printing will be on a limited basis as needed for educational purposes and at the discretion of the instructor.
13. Keep all passwords private. You are responsible for your own accounts.
14. It is the responsibility of the student to ensure that the device is secured in a locker with a lock or other safe location when not being used.
15. Sound must be turned down unless necessary for the assignment and student-provided headphones or earbuds may be required for some assignments.

## **Use of Fayette Academy Devices IF allowed to go home**

1. Devices are required to be brought to school each day with a fully charged battery. Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
2. iPad will be stored and charged on carts provided at the school. They will be sent home at the discretion of the teacher.
3. A dead battery or not bringing the device is not an excuse for late or missing work.
4. Use of mobile devices in classes is at the discretion of the teacher. Student misuse will be disciplined according to the school student handbook.
5. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time and never leave your device in a vehicle or outside.
6. DO NOT loan your mobile device to anyone, other students, family members, etc.

## **Lost, damaged, or Stolen Devices - Immediately report to instructor or administrator**

1. If Stolen – Attempt to locate device on cloud based location program.
  - a. Instructor or administrator must report incident to law enforcement and file report.
  - b. Instructor or administrator must immediately report incident to Technology Director.
2. If Lost - Attempt to locate device on cloud based location program.
  - a. Physically hunt device in all known locations where user has been.
  - b. Instructor or administrator must immediately report incident to Technology Director

- c. Assessment and determination of situation will be made.
  - d. Request for cost of replacement will be made to the user after a first offense.
  - e. User will be provided an alternate means by which work can be completed.
3. If Damaged -
- a. User must provide, to the instructor or administrator, a detailed description of the damage, how the damage occurred, and how the damage is impacting the functionality of the device.
  - b. Instructor or administrator must report incident to Technology Director and provide a copy of the damage assessment.
  - c. Assessment and determination of situation will be made.
  - d. Users are financially responsible for the loss or any damage to the device and are responsible for the cost of repairs or replacement as indicated under the “Terms of Use” section.

### **E-Mail & Third Party Accounts**

Fayette Academy partners with Google for Education to provide e-Mail accounts, which include apps and cloud storage. These accounts are in compliance with The Children’s Online Privacy Protection Act (COPPA) and Children’s Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. Applied and other accounts as necessary for educational purposes will be set up in accordance with these regulations. E-Mail accounts are filtered, monitored, and archived.

### **Disclaimer**

Users are expected to understand and abide by the acceptable use guidelines set forth by Fayette Academy. Fayette Academy makes no warranty, expressed or implied, regarding the use of the internet. Fayette Academy shall accept no liability or legal responsibility for any damage which may arise from the use of the internet in violation of these guidelines. Use of any information obtained via the internet is at the user’s own risk. There is not an expectation of privacy while using Fayette Academy technology.

### **Technology Agreement**

It is Fayette Academy’s expectation that all network user access and device usage will be in a responsible manner. All electronic communications, including email and internet communications should conform to the school district’s acceptable use policies. Users shall have no expectation of privacy when using Fayette Academy’s technology. Any email or computer application or information in school technology is subject to monitoring by the staff and/or administration. All mobile devices will be labeled and can be identified by record of serial number and school label.