

24-25

# Fayette Academy

## *Student Handbook*





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, national 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 Trustees, 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 Independent Schools (SAIS) and Cognia.

# **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.

**2024-2025  
Board of Trustees:**

Blake Neill, Chair  
Rob Bell, Vice-Chair  
Ronald Jenkins, Treasurer  
Elizabeth Allison  
Jamie Dawson  
David Douglas  
Staci Fitzpatrick  
Tom Minor  
Brandon Sheridan  
Jacob Smith  
Doug Swett  
Marjory Walker

At Large:  
Michael Atkeison  
Ellen DeFoor  
Tom Minor  
Ellis White

**Fayette Academy Administration:**

**Robert Akins**  
*Head of School*

**Desiree Bawcum**  
*Director of Divisions*

**Conner Ferguson**  
*Assistant Dean of Students*

**Jim Lewis**  
*Director of Campus Safety and Security*  
*Dean of Students*

**Taylor Smith**  
*Director of College Counseling*  
*Registrar*

**Amanda Rasberry**  
*Social and Emotional Counselor*

**Kathy Ross**  
*Director of Technology*

**Al Stevens**  
*Director of Athletics*

**Dale Wells**  
*Director of Admissions*

**OFFICE STAFF:**

Tabatha Bailey ..... Student Services  
Becky Bartholomew ..... Administrative Assistant  
Brandon Bradford..... Media & Communications Coordinator  
Kelly Brandon.....Records and Purchasing  
Denise Sowards ..... Accounts Receivable, Enrollment Coordinator  
Jeannette White ..... Administrative Assistant  
Katie Clements.....Testing Coordinator and Data Specialist  
Leanne Duvall..... Administrative Assistant

**VIKING ACADEMIC CENTER**

Tasha Reeves... ..... Director  
Kimberly Smith..... Teacher  
Katie Fitzwater.....Assistant

**LOWER SCHOOL FACULTY AND STAFF:**

PK3 ..... McKinley Shelton  
PK4 ..... Beth Culver, Lindsay Koenig  
Kindergarten..... Brianna Bramlett, Addie Eakin, Ashley Patrick  
First Grade ..... Kaylah Jordan, Abbey Krusan  
Second Grade ..... Hannah Gaylor, Jennifer Guthrie  
Third Grade ..... Dana Crook, Cortney Wells  
Fourth Grade ..... Cindy Cocke, Jessica Kenyon  
Fifth Grade ..... Cathy Morris, Erin Walker  
Art ..... Laura Walker  
Library ..... Wendi Glenn  
Music.....DJ Jackson  
Physical Education ..... Brent Patton  
STEM and Technology .....Haylee Montague  
Assistants ..... Wellons Farmer, Lauren Hackett, Lindy Halford,  
..... Cindy Klein, Farrah McNabb, Kim Roberson,  
..... Krista Tatum, Amy Traylor, Molly Wilburn

**MIDDLE SCHOOL FACULTY:**

Art..... Greg Edmondson  
Band/Music.....Amanda Bice  
Language Arts..... Christy Aguanno, Chloe Chase, Emmy Lutrick  
Math ..... Teresa Clayton, Ami Moffatt  
Physical Education ..... DJ Jackson, John Woodlee  
Performing Arts ..... Mandy Kershaw

Science.....Tammy Bowling, Anna-Laura Lindsey, Hal Montague  
Social Studies..... Tammy Bowling, Teresa Clayton, Peter Moffatt  
Spanish ..... Jennifer Mezger  
STEM..... Terri Reeves

**UPPER SCHOOL FACULTY:**

Art, Pottery ..... Greg Edmondson  
Band ..... Amanda Bice  
Bible ..... Rebecca Forrester, Emmy Lutrick, Hannah Thomas  
Science Lab/Garden Coordinator ..... Donna Burrus  
STEM/AP Computer ..... Terri Reeves  
English..... Denise Currey, Emmy Lutrick, Mary Vanderpool  
Mathematics ..... Daniel Ashcraft, Austin Duke, Savannah Martin  
Performing Arts ..... Mandy Kershaw  
Personal Finance, Economics ..... Rebecca Forrester  
Science..... Jason Bryan, Anna-Laura Lindsey, Rick Reed  
Social Studies..... Jill Bryan, Hannah Thomas, Wendy VanDyke  
Spanish ..... Kristin Backus, Rosa Carter

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

AP Biology ..... Jason Bryan  
AP Computer Science Principles..... Terri Reeves  
AP English Literature and Composition..... Denise Currey  
AP United States Government and Politics..... Jill Bryan  
AP United States History ..... Wendy VanDyke  
AP World History.....Hannah Thomas  
Dual Enrollment Spanish ..... Rosa Carter

**SUPPORT STAFF**

After Care..... Brianna Bryant  
Custodians..... Audrey McQueen  
Maintenance..... Steve Luthe

**CAFETERIA STAFF**

Melissa Ferge ..... Cafeteria Manager  
Bonnie Bingenheimer  
Kim Bryant  
Megan Bryant  
Gaynet Walker



# ACADEMICS

## GRADING SCALE:

### Conduct Grades:

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

### Early Childhood Scale (PK3, PK4, Kindergarten)

- **B**      Beginning
- **D**      Developing
- **M**      Mastery

### Lower and Middle School (1<sup>st</sup>-8<sup>th</sup> Grade)

- **A**      90-100
- **B**      80-89
- **C**      70-79
- **D**      65-69
- **F**      64 or below

### Grade Point Average (9-12 Grade)

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

## HONOR ROLLS:

Honor Roll will be calculated each quarter 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.
- **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 (6-8):

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 10% of the student's semester grade.

## **EXAMS (9-12):**

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**

Students at Fayette Academy are required to take exams at the conclusion of 1<sup>st</sup> semester. At the conclusion of the 2<sup>nd</sup> semester, Upper School students may be exempt from final exams if the student has earned an A (90 or above, excluding quality points) average for the year. If a student has been assigned a Saturday School or out-of-school suspension, they will be required to take their exams.

## **CLASS STANDING**

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

A student with a weighted 3.5+ grade point average will graduate with Honors.

A student must take two (2) college credit courses and five (5) honors courses in order to graduate Honors with Distinction as well as maintain a minimum weighted GPA of 3.5+.

Fayette Academy will report class standing for all students in quartiles. For graduation purposes only, Fayette Academy will report exact rank for the Top Ten students.

## **TESTING:**

- **CTP ONLINE** – GRADES 3-8
- **PreACT** – GRADES 9 & 10
- **ACT** – GRADES 11 & 12
- **PSAT/NMSQT** – GRADES 11 (optional)

## **MIDDLE SCHOOL ADVANCED COURSES:**

Benchmarks for students entering Algebra I in the eighth grade are the following: students must have earned a 90 or higher in seventh grade math. Students enrolled in Algebra I in the eighth grade will receive upper school credit if they earn a minimum average of 90 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 an 89 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
English I Honors	English II Honors	English III Honors
Biology Honors	Chemistry Honors	Physics Honors
Spanish I Honors	Spanish II Honors	

### **Dual Enrollment:**

Dual Enrollment Elementary Spanish I & II (SPAN 111 & SPAN 122)

Dual Enrollment Intermediate Spanish (SPAN 222)

### **Advanced Placement:**

AP US History	AP Government	AP English Literature
AP Biology	AP World History	AP Computer Science Principles

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

- Standardized test scores including but not limited to PreACT and ACT
- Grades attained in prerequisite classes
- Recommendations from prerequisite course instructors

**DUAL ENROLLMENT**

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.

Dual Enrollment courses taken on Fayette Academy’s campus will count towards a student’s graduation requirements. Dual Enrollment courses taken off campus, will satisfy elective graduation requirements only. Dual Enrollment courses taken on Fayette Academy’s campus are factored into the students GPA. Dual Enrollment courses taken off campus for elective credit are not factored into Fayette Academy’s GPA.

**ADVANCED PLACEMENT**

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 to be found in the College Board website.

**GRADUATION COURSEWORK REQUIREMENTS:**

**Class of 2025**

English (At least one per year required)	4 credits
Mathematics (At least one per year required)	4 credits
US History	1 credit
World History/Geography	1 credit
Government	1 credit
Economics	0.5 credits
Science	3 credits
Foreign Language	2 credits
Wellness	1 credit
Fine Arts	1 credit
Bible	0.5 credits
ACT	1 credit
Electives	7 credits

**Class of 2026**

English (At least one per year required)	4 credits
Mathematics (At least one per year required)	4 credits
Science	3 credits
Foreign Language	2 credits
US History	1 credit
World History/Geography	1 credit
Government	1 credit
Personal Finance & Economics	1 credit
Wellness	1 credit
Fine Arts	1 credit
Bible	1 credit
Electives	6 credits

**Class of 2027:** Elective requirement will be reduced to 5 credits

**Class of 2028:** Elective requirements will be reduced to 4 credits

All graduation requirements must be met at Fayette Academy except for transfer students and/or students earning elective graduation credits through dual enrollment.

If a student is unable to complete the graduation requirements prior to their twentieth birthday, the student will be unable to remain at Fayette Academy.

**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.
- To graduate from Fayette Academy, all students must take the ACT.
- All academic requirements and financial obligations must be met for a graduate to receive their diploma or official records, including final transcript.

**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-four (24) 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 subjects may be retained or not offered a contract to return for the next school year.

**SUMMER SCHOOL:**

Only credit recovery courses are accepted from summer school. Students are required to have an average of “65” or above to earn credit for each course. Students in grades 6-12 must attend a State of Tennessee accredited summer school program as assigned by the Director 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, he or she will be permitted to enroll in one semester of summer school. If a student fails both semesters of a course in the school year, he or she must enroll in two semesters of summer school.

No more than half of the requirements in any core subject area can be earned in summer school.

**SENIOR EARLY DISMISSAL:**

Seniors are allowed to leave school during their scheduled FLEX Block if a check-out form signed by a parent/guardian is on file in the Student Services Office. Seniors must be passing all classes to utilize their early dismissal privilege. Grades will be checked at progress reports and report cards to ensure passing grades.

**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 the student needs to meet all curricular requirements for promotion to the next grade level, to meet future goals, and to successfully meet graduation requirements.

Students will meet with the Director of Upper School and/or Registrar 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:**

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

After the first five (5) days of any semester, changes in a student's schedule are granted based on academic concerns and should be requested by the teacher.

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

\*\*Student's grade from the previous class will transfer to the new class.

### **ATHLETIC, FINE ARTS, AND CO-CURRICULAR ELIGIBILITY**

All athletes at Fayette Academy are governed by a "No Pass, No Play" policy that supersedes and is more stringent than the TSSAA guidelines. All fine arts students and students involved in co-curricular activities are similarly governed by a "No Pass, No Participate" policy. At the midpoint of each nine-week grading period (Progress Reports), the Director of Divisions will notify the student, his/her parent(s), and the coach/teacher if the student is in danger of becoming academically ineligible to participate in co-curricular. A student is in danger of being ineligible if he/she is failing any of their classes. When notified, the student is placed on probation and will have four weeks to improve his/her grades. If the grades do not improve to passing during the probation period, the student is academically ineligible to participate in any co-curriculars until the nine-week period ends. Probation will only be an option for the four-week period immediately following Progress Reports. If the student is not academically eligible at the end of the nine-week period, the student shall remain ineligible until the next reporting period (Progress Reports), at which time the student may regain his/her eligibility if the academic deficiency is corrected.

## **ATTENDANCE POLICY**

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 Division Director.

### **STUDENT ILLNESS**

If your child becomes ill and does not feel well enough to participate in school, parent(s)/guardian(s) should keep the child at home until symptoms improve. This also assists in preventing the spread of illness to other students, families, and school staff. In the event a child becomes ill, he or she should be picked up from school promptly. If a child becomes sick at school, Student Services or the student's teacher/assistant will contact the parent(s)/guardian(s). If the parent/guardian cannot be reached, then the emergency contact listed on the student's profile in FACTS will be contacted.

24-hour rule:

- Keep your child home until your child is 24-hours fever free without any fever reducing medications. Fever is considered equal to 100.0 F or greater.
- Keep your child at home for 24 hours after the last time he/she vomited.
- Keep your child at home for 24 hours after active diarrhea (3+ times within 24 hours).
- If antibiotic treatment is needed, your child should remain home for 24 hours after the first dose of antibiotics even if they have been fever free.

Please keep your child at home if they are experiencing any of the following:

- Fever equal to 100.0 F or greater
- Active vomiting and/or diarrhea
- Pink eye symptoms (redness, itching, drainage, etc.)
- Undiagnosed or unknown rash (a rash that has not been seen or treated by a health care provider)
- Any symptoms severe enough that prevent your child from participating in school such as the following:
  - Lethargy
  - Persistent cough
  - Earache
  - Body aches
  - Migraine

- Sore throat
- Upset stomach
- Flu-like symptoms

## **ABSENTEE POLICY**

For students to gain the most out of their educational experience at Fayette Academy, class attendance is vital. Regular attendance to every class for the entire day is necessary, not only for a student to succeed academically, but also for a student to establish the self-discipline important for lifelong success.

- All students are required to be present in-person on campus.
- Fayette Academy cannot accept responsibility for students who are absent from school. Therefore, it is the responsibility of the parent/guardian to notify the school with any known absences.
- Five unexcused absences will be accepted per semester. For an absence to be excused, a professional statement is required within three (3) school days from the last date of the absence. Unexcused absences will not be changed after the semester has ended.
- Faxed or emailed copies of professional statements will not be accepted unless they are sent directly from the professional's office.
- Student must be present for a minimum of a half-day (11:30 a.m.) to be eligible to participate in any extracurricular activity scheduled for that day including practices, games, or performances. If the absence extends past 11:30 a.m. then a doctor's note must be provided.
- Excused Absences/Tardies Exceptions:
  - Vacations/activities resulting in an absence prearranged with the Head of School
  - Death in the family
  - School function/college days
- Student Services will send a Parent Alert for absences if your child has not reported to school by 9am.
- Unexcused absences will NOT be reversed once the semester has ended.
- For students to be considered present for the day in PK3-5<sup>th</sup> grade, students must be present until 1:30 P.M.
- For students to be considered present for a course in a 6<sup>th</sup>-12<sup>th</sup> grade, a student must attend class for a minimum of 30 minutes.

## **TARDIES**

Fayette Academy expects students to arrive to school and class on time. Even if a tardy is excused (see excused absences/tardies), tardiness can be detrimental to the success of a student. Consequences for tardies may be left to the discretion of the Dean of Students.

- Tardiness to School (1<sup>st</sup> Class of the Day)
  - PK-5<sup>th</sup> Grade: Students must sign-in to Students Services if arriving to school after 8:00 a.m.
  - 6<sup>th</sup>-12<sup>th</sup>: Students must sign in with Student Services if arriving to school after 7:50 a.m.
  - All students who are not in class BEFORE their designated time (7:50 a.m. or 8:00 a.m.), must secure a tardy pass from Student Services.
  - If a student accumulates 5 unexcused tardies, their attendance will be converted to a one-day unexcused absence.
- Tardiness to Class (any class after the first class of the day)
  - Any student (6<sup>th</sup> – 12<sup>th</sup> grades) who is tardy to any class other than the first class of the day, must go directly to class. It will be at the discretion of that teacher if the tardy will be excused or unexcused.
  - It is mandatory for a student to check in with their teacher if they will be late to class for any reason.
- Unexcused Tardy Violations for 6<sup>th</sup>-12<sup>th</sup>:
  - 1<sup>st</sup> & 2<sup>nd</sup> Tardy: Warning & write-up documented in RenWeb
  - 3<sup>rd</sup> Tardy: Warning, write-up documented in RenWeb, Parent meeting
  - 4<sup>th</sup> Tardy: Before School Detention
  - 5<sup>th</sup> Tardy: Saturday School, no extracurricular practices, games, or performances
  - 6<sup>th</sup> Tardy: Saturday School, no extracurricular activities, community service
  - 7<sup>th</sup> Tardy: Out-of-school suspension determined by administration

Tardy violations (not absences) and consequences reset at the beginning of each semester.

## **CHECKING IN/OUT DURING THE SCHOOL DAY**

- All students must check-in/out through Student Services.
- As a courtesy, we ask that you provide Student Services at least 30 minutes notice prior to checking out your student. Student Services may be notified via phone or email.
- We recommend that if you have an afternoon appointment, that you check out your student prior to 2:00 p.m. to avoid dismissal traffic.
- Under no circumstance may a student leave campus without Student Services receiving the permission of the parent/guardian and checking out through Student Services.
  - In the event of an active severe weather warning, no student(s) will be released by phone or email to check-out. Students will only be released by an in-person check out request. Only parents, guardians or designated emergency contacts will be allowed to check students out at this time.
  - No student will be allowed to leave campus during a school lockdown.

## **EXCESSIVE ABSENCES**

If a student reaches excessive absences, which are detrimental to the success of the student, he or she may be turned over to the Fayette County truancy officer. Students who reach twenty-one (21) days of unexcused absences will be required to repeat their current grade level for the next enrollment year.

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

- It is the responsibility of the student to check for makeup work.
- Work for Pre-K through 5th grade students may be picked up from Student Services after 2:00 p.m., if a request is made in a timely manner.
- Work for 6th through 12th grade students will be posted on RenWeb and anything needing to be picked up will be available after 2 p.m. in Student Services, if a request is made in a timely manner.
- Students will be allowed to make up all assignments/tests missed due to an absence. It is the student's responsibility to communicate with their teachers to determine when the missed work is due.
- 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 extra time for make-up work.
- Make-up work is required to be submitted to instructors within three (3) school days from the last date of the absence.

## **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 plan 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 if they follow these guidelines.

## **COLLEGE DAYS:**

College Days are a privilege granted to juniors and seniors 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 prior to the requested College Day to be approved.

Procedure:

Step 1: Parent must complete Name, Date, College, and Signature portion of form.

Step 2: Student must obtain Administrator Signature.

Step 3: Student must obtain signatures and assignments from each of his/her teachers

Step 4: Student must return completed form to Student Services prior to the requested College Day.

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.

## CAFETERIA SERVICES

### VIKING CAFE

Each student will have a declining balance account. Parents can place money on their students' account through the following ways: EZSchoolPay.com, cash, or check made payable to Fayette Academy with 'cafeteria funds only' written in the memo. Cash or checks can be delivered to the front office or the drop box outside the front office. 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.

Students are given an ID number and a PIN number to memorize. The PIN number will be used to charge snacks on their account. Students may not charge once their account reaches a negative \$20 balance.

Fayette Academy does not permit any lunchroom visits, except for parents and grandparents on special event days. Lunches dropped off at the school will only be accepted by parents and grandparents.

Please contact the Cafeteria Manager with any questions or concerns.

## CODE OF HONOR

### EXPECTATIONS OF HONOR:

Consistent with the Mission and Beliefs of Fayette Academy, our students are expected to always conduct themselves 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 take credit only 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. 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; using Artificial Intelligence (AI) writers; 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 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)
- Detention or Saturday School assignments
- Out-of-School Suspension (Length of placement to be determined by prior violations)
- Expulsion (To be determined by prior violations and/or severity)
- Dismissal from the National Honor Society
- Report to law enforcement agency (Stealing, in severe instances)

#### **AFFIRMATION OF HONOR:**

On all tests and quizzes submitted by the students, Fayette Academy students are required adhere to the following affirmation of honor: "I have not violated the Code of Honor in the completion of this assignment." This is the expectation 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 Trustees, 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:

- Always show the same respect to those with whom you come into contact as you would like for them to show to you.
- 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.
- Always do what you know is right. If a situation arises in which you are not certain of what is right, ask someone in a position of authority for advice.

# DISCIPLINE

## **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), which is repeated over time. Bullying is not an isolated incident.

Examples of Bullying include, but are not limited to the following actions:

- 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 using 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.

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

Administration reserves the right to determine what violations are major and minor offenses. Logical consequences for both major and minor violations, stated or not stated, will be left to the discretion of Administration.

## **CELL PHONES AND ELECTRONIC DEVICES**

The Board recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic signaling device such as a cellular telephone or other communication device. Using cellphones, families can communicate better, and students and staff can feel a greater sense of security while at school. Students should understand that having a cell phone or other electronic device at school is a privilege and not a right.

However, the increase in use of cell phones and personal communication devices (PCDs) by students during the school day has become a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time.

Therefore, all students shall adhere to the following guidelines:

Students may have cellular phones in their possession on campus, but devices must be powered off and secured in their lockers. Students are permitted to check their phones during class transition times. Students who have or use their cellular phones or devices in the classroom or lunch may be subject to disciplinary action.

Students who have completed their academic day may retrieve their phones prior to a scheduled athletic practice.

Students are permitted to take their cell phones for off-campus events (field trips, service events, etc.).

## **DRESS CODE VIOLATIONS (6<sup>th</sup>-12<sup>th</sup> Grade)**

- 1<sup>st</sup> Offense: Warning and write-up documented in RenWeb
- 2<sup>nd</sup> Offense: Warning and in-person meeting with parents documented in RenWeb
- 3<sup>rd</sup> Offense: Early Detention (7:00 A.M. – 7:45 A.M. held on Tuesdays and Thursdays)
- 4<sup>th</sup> Offense: Saturday school, no extra-curricular activities, parent meeting
- 5<sup>th</sup> Offense: Out-of-school suspensions (2 days)

Dress code violations and consequences reset at the beginning of each semester.

## **DRUG AND ALCOHOL POLICY**

Fayette Academy's drug testing policy requires that all students in grades 9-12 be tested for drugs at least one time during each school year. In addition, all students in grades 9-12 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 attends 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 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 School 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 to produce a urine sample in a manner which will minimize intrusiveness and embarrassment to the student while also ensuring that there is no tampering with the urine 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 Head of School. The parent will be notified, and the student must be taken immediately by the parent to a testing clinic designated by the school for an additional screening. 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 Head of School to discuss the results. A positive drug test is a Level 4 infraction for which the consequence is a 10 day out-of-school suspension. The student will be required to attend an approved drug and alcohol counseling program and provide official confirmation of participation to the school in a time frame set forth by the Head of School. Follow-up testing will be completed at the discretion of administration.

*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.

## **SATURDAY SCHOOL**

Students assigned Saturday School will attend on their assigned date from 8 A.M. until 12 P.M. Students will not be permitted to have their laptops or cell phones during Saturday School. Students assigned a Saturday School will be given an assignment to complete with paper and pencil. Saturday School cost is \$80 per assigned Saturday. Failure to report to Saturday School will result in the student being assigned a two day out-of-school suspension.

## **SUSPENSION AND EXPLUSION**

Certain offenses and violations of school rules are considered serious enough to merit suspension or expulsion. Additionally, the school reserves the right to suspend or expel from school any student if, in the sole discretion of administration, such suspension or expulsion is necessary to protect the best interests or welfare of the school, including the health and well-being of other students, faculty, or staff. In such cases, a phone call to the parents will indicate the nature of the problem and the date of the suspension or expulsion. A student may not participate in any school activity during a period of out-of-school suspension.

It is the student's obligation to check with the instructors prior to the suspension to get assignments and to arrange for makeup tests. All missed work will be made-up. With the use of the suspension, the school is drawing attention to the seriousness of a situation in hopes that the student's conduct will improve before dismissal from the school becomes necessary.

Out-of-School Suspension: The student will not be allowed to return to school for the duration of the consequence. Students are permitted to make up tests, quizzes, or classwork that occurred during a suspension unless the suspension is the result of an academic offense (i.e., cheating). Students must be prepared to test on the day they return to school from out-of-school suspension.

## **GENERAL INFORMATION**

### **IMPORTANT NUMBERS**

Student Services:	901-593-3571
After School Care (3:00 p.m. – 5:30 p.m.):	901-593-2978
Athletic Field House:	901-593-2949
Band:	901-593-2936
Cafeteria:	901-593-3560

### **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 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 if the number of credits awarded will allow them to meet the required number of credits for graduation.

If an incoming upper classman (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.

A mandatory admissions packet with all required information and signatures must be completed before a student is eligible for enrollment at Fayette Academy as well as a completed enrollment packet with required signatures on all documents.

For transfer students applying for the 10<sup>th</sup>-12<sup>th</sup> grade, weighted GPA will be taken directly from the previous school's transcript and applied to Fayette Academy's transcript.

Mid-year transferring students will be required to begin at the entry level foreign language course.

## **AFTER-SCHOOL POLICY**

Lower School dismisses at 2:45 p.m. Students should not wander around the campus while waiting to be picked up. Fayette Academy teachers will provide supervision for all students until 3:05 p.m. (11:30 a.m. on half-days).

Fayette Academy offers after school care until 5:30 p.m. on normal school days. Late charges apply after 5:30 pm at a rate of \$1 per minute. No drop-in services for after school care. After-care is not available on half-days, exam days, or inclement weather days.

## **DANCES AND EXTRA-CURRICULAR ACTIVITY GUESTS**

Because Fayette Academy ascribes to biblical principles recognizing male and female as the only two genders, students may only request to bring dates of the opposite sex to these events.

## **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. All teachers will be familiar with all emergency procedures concerning their specific classroom.

In the event of an active tornado warning, no student(s) will be released by phone or email to check out. Students will be released by an in-person check out request. Only parents, guardians, or designated emergency contacts will be allowed to check out students at this time.

No student will be allowed to leave campus during a school lockdown.

## **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. Field trips are considered part of the school day. 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 Head of School 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.

## **GENDER**

Fayette Academy recognizes two genders, male and female.

## **KEY FOBS AND COMBINATION LOCKS**

All students in grades 6-12 will be issued a key fob and combination lock. Each student's key fob and combination lock is assigned a serial number specific to that student. The door locking system can track key fob usage. If a student loses his/her key fob or combination lock, that student is responsible for replacement fees. Combination locks must be always maintained on the student locker. The replacement fee for a key fob is \$50 and the replacement fee for a combination lock is \$15. Students who fail to maintain possession of their keyfobs may result in disciplinary action.

## **MARRIED STUDENTS**

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

## **MATERIAL CHALLENGE POLICY PROCEDURES**

Notify the Director of Divisions of concerns regarding the class material via email. The Head and/or Director may schedule a meeting with the teacher and/or parents to evaluate the material. The student may be provided with an alternate text. If the material evaluation is deemed inappropriate and not imperative to specific teaching standards, the material may be removed from the curriculum.

## **MEDICATIONS**

By state law, parents must sign a Permission to Administer Medication Form 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 or at lunch 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 if they observe the necessary precautions for safe driving, including a 10 mile per hour speed limit on campus. Students must park their vehicles correctly 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, during break, or between classes. Students caught in the parking lot will be subject to consequences.

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 by 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.

If a student is involved in an on-campus accident, the Director of Campus Safety and Security must be contacted. Local law enforcement will be contacted to file an official report for insurance purposes.

## **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 grandparents and 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 twice per year.

## **PARENT-TEACHER MEETING**

Parents are also encouraged to set up meetings with teachers as needed at times other than the formal conferences. Parents should contact their child's teacher(s) directly.

## **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.

## **REPORTS TO PARENTS**

Report cards are available to students and parents via Family Portal at the end of each nine-weeks grading period. Progress reports are emailed to parents/guardians at the mid-point of the nine-weeks. In addition to these reports, teachers may periodically send gradebook reports to parents via email if a student is falling behind academically.

## **RENWEB/FACTS FAMILY PORTAL**

Family Portal 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, and homework, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

Here's how to access our easy-to-use RenWeb/FACTS Family Portal:

- Go to your internet browser and type in the address of our school website at [www.fayetteacademy.org](http://www.fayetteacademy.org)
- Click on "Family Portal"
- Select Parent Login

## **SCHOOL CLOSINGS**

Our administration utilizes "Parent Alert" to notify each family via telephone (text message and phone call) when the decision to close school is made. Please listen for the complete message. Local TV stations will also carry the information.

Please help us by not calling the school during times of impending inclement 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, 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**

### **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.

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 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, a release of information form must be submitted to the counseling office.

## **SCHOOL HOURS**

### **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.

**Elementary (PK3-5<sup>th</sup>)** School Hours PK-5<sup>th</sup> 8:00 a.m. - 2:30 p.m. Students will be marked tardy at 8:00 a.m. Elementary will have staggered dismissals beginning at 2:30 p.m. On Wednesdays, school is dismissed at 2:15 P.M.

**Middle/Upper (6<sup>th</sup> -12<sup>th</sup> grades)** School Hours for Middle School students (6-8<sup>th</sup> grades) are 7:50 A.M. – 2:45 P.M. School hours for Upper School students (9<sup>th</sup>-12<sup>th</sup> grades) are 7:50 A.M. – 2:55 P.M. Students are considered tardy after 7:50 a.m. Dismissal during regular school days is at 2:55 p.m. On Wednesdays, school is dismissed at 2:15 P.M. On occasion, Fayette Academy will run a half-day schedule, with dismissal at 11:30 A.M.

## **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 that constitutes 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 CLUBS**

Fayette Academy students have the opportunity to join a variety of clubs or organizations once they enter high school.

### **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.

### **Fellowship Of Christian Athletes (FCA)**

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.

### **Interact Club**

Interact is a Rotary sponsored service club that provides an opportunity to participate in meaningful service projects while developing leadership skills. Seniors applying for the Rotary Scholarship must be an active member of the Interact Club.

### **Mu Alpha Theta (MAT)**

Mu Alpha Theta is the National High School Math Honor Society 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 Honor Society (NHS)**

The National Honor Society (NHS) elevates a school's commitment to the values of scholarship, service, leadership, and character. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school and community service.

### **Student Government Association (SGA):**

The Student Government Association of Fayette Academy consists of representatives from each grade in Upper School. Representatives are chosen by a vote by the student body. 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 members of the SGA will take an active role in both leadership and service in activities that benefit the students of Fayette Academy.

## **STUDENT SERVICES**

The Student Services office is in Building B (Middle School) and may be contacted by phone at 901-593-3571. The following services are provided through this office:

- Maintains all attendance related records; takes up and tracks all doctors' excuses; receives parent phone calls and emails related to tardies or absences
- Sells parking permits and assigns student parking spaces
- Provides Certificates of Compulsory School Attendance forms required to obtain a driver's license

## **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/superlative honors
- 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
- 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 that all financial obligations to the school have been met and all that electronic devices belonging to the school have been returned.

## **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. Dual Enrollment students will be required to purchase the textbook and access code for the course.

## **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 plan for the visit. At the time of the scheduled visit, all visitors are required to check in at the front office and provide their driver's license to pick up a Visitor's Pass. To maintain a secure campus for our students and staff, visitors are required to always have the Visitor's Pass visible 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. 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) if 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.

# BELL SCHEDULE

## Upper School

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50am - 8:40am 1 <sup>st</sup> Period	7:50am - 9:05am 2 <sup>nd</sup> Period	7:50am - 9:05am 6 <sup>th</sup> Period	7:50am - 9:05am 4 <sup>th</sup> Period	7:50am - 8:40am 1 <sup>st</sup> Period
8:45am - 9:35am 2 <sup>nd</sup> Period	9:10am - 9:20am Break 9:25am - 9:45am Advisory	9:10am - 9:30am Chapel 9:35am - 9:45am Break	9:10am - 9:20am Break 9:25am - 9:45am Advisory	8:45am - 9:35am 2 <sup>nd</sup> Period
9:40am - 9:50am Break	9:50am - 11:05am 3 <sup>rd</sup> Period	9:50am - 11:05am 1 <sup>st</sup> Period	9:50am - 11:05am 5 <sup>th</sup> Period	9:40am - 9:50am Break
9:55am - 10:45am 3 <sup>rd</sup> Period	11:10am - 12:25pm 4 <sup>th</sup> Period	11:10am - 12:25pm 2 <sup>nd</sup> Period	11:10am - 12:25pm 6 <sup>th</sup> Period	9:55am - 10:45am 3 <sup>rd</sup> Period
10:50 - 11:40am 4 <sup>th</sup> Period	12:30pm - 12:55pm Lunch	12:30pm - 12:55pm Lunch	12:30pm - 12:55pm Lunch	10:50am - 11:40am 4 <sup>th</sup> Period
11:45am - 12:35pm 5 <sup>th</sup> Period	1:00pm - 2:15pm 5 <sup>th</sup> Period	1:00pm - 2:15pm 3 <sup>rd</sup> Period	1:00pm - 2:15pm 1 <sup>st</sup> Period	11:45am - 12:35pm 5 <sup>th</sup> Period
12:40pm - 1:05 pm Lunch	2:20pm - 2:55pm FLEX Block	2:15 pm Early Dismissal (Professional Development)	2:20pm - 2:55pm FLEX Block	12:40pm - 1:05 pm Lunch
1:10pm - 2:00pm 6 <sup>th</sup> Period				1:10pm - 2:00pm 6 <sup>th</sup> Period
2:05pm-2:55 FLEX Block				2:05pm-2:55 FLEX Block

## Middle School

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50am - 8:40am 1 <sup>st</sup> Period	7:50am - 9:05am 2 <sup>nd</sup> Period	7:50am - 9:05am 6 <sup>th</sup> Period	7:50am - 9:05am 4 <sup>th</sup> Period	7:50am - 8:40am 1 <sup>st</sup> Period
8:45am - 8:55am Break	9:10am - 9:30am Advisory 9:35am - 9:45am Break	9:10am - 9:30am Chapel 9:35am - 9:45am Break	9:10am - 9:30am Advisory 9:35am - 9:45am Break	8:45am - 8:55am Break
9:00am - 9:50am 2 <sup>nd</sup> Period	9:50am - 11:05am 3 <sup>rd</sup> Period	9:50am - 11:05am 1 <sup>st</sup> Period	9:50am - 11:05am 5 <sup>th</sup> Period	9:00am - 9:50am 2 <sup>nd</sup> Period
9:55am - 10:45am 3 <sup>rd</sup> Period	11:10am - 11:35pm Lunch	11:10am - 11:35pm Lunch	11:10am - 11:35pm Lunch	9:55am - 10:45am 3 <sup>rd</sup> Period
10:50 - 11:15am Lunch	11:40am - 12:55pm 4 <sup>th</sup> Period	11:40am - 12:55pm 2 <sup>nd</sup> Period	11:40am - 12:55pm 6 <sup>th</sup> Period	10:50am - 11:15am Lunch
11:20am - 12:10pm 4 <sup>th</sup> Period	1:00pm - 2:15pm 5 <sup>th</sup> Period	1:00pm - 2:15pm 3 <sup>rd</sup> Period	1:00pm - 2:15pm 1 <sup>st</sup> Period	11:20am - 12:10pm 4 <sup>th</sup> Period
12:15pm - 1:05 pm 5 <sup>th</sup> Period	2:20pm - 2:55pm FLEX Block	2:15 pm Early Dismissal Professional Development	2:20pm - 2:55pm FLEX Block	12:15pm - 1:05 pm 5 <sup>th</sup> Period
1:10pm - 2:00pm 6 <sup>th</sup> Period				1:10pm - 2:00pm 6 <sup>th</sup> Period
2:05pm-2:55 FLEX Block				2:05pm-2:55 FLEX Block

### Lunch Schedule

Monday/Friday		Tuesday, Wednesday, Thursday	
10:50am - 11:15am	MS	10:40am - 11:05am	K - 2 <sup>nd</sup>
11:20am - 11:45am	K - 2 <sup>nd</sup>	11:10am - 11:35pm	MS
12:00PM - 12:25pm	3 <sup>rd</sup> - 5 <sup>th</sup>	12:00Pm - 12:25pm	3 <sup>rd</sup> - 5 <sup>th</sup>
12:40pm - 1:05pm	US	12:30pm - 12:55pm	US

### Dismissal

Monday, Tuesday, Thursday, Friday		Wednesday	
2:30 p.m.	Red Schoolhouse	2:05 p.m.	Red Schoolhouse
2:35 p.m.	Lower Elementary	2:05 p.m.	Lower Elementary
2:45 p.m.	Upper Elementary	2:10 p.m.	Upper Elementary
2:50 p.m.	Middle School	2:10 p.m.	Middle School
2:55 p.m.	Upper School	2:15 p.m.	Upper School

# FAYETTE ACADEMY

## 2024-2025 Calendar

July 31- August 1	Teacher In-Service
August 1	Meet the Teacher Night (PK3-12)
August 5	½ Day for Students
August 6	First Full Day for Students 1st-12; ½ Day for PK3, PK4 & K)
August 7	½ Day for PK3 & PK4
September 2	No School (Labor Day)
October 11	Q1 Ends
October 14-18	Fall Break
October 24	Harvest Festival
October 29	PreACT (9/10) & ACT (11/12)
November 25-29	Thanksgiving Break
December 17	Last Day for PK3-5th Grade
December 17-19	Midterms (6th – 12th Grade)
December 19	Q2/S1 Ends
December 20 - January 3	Christmas Break
January 6	First Day - Semester 2
January 20	No School (MLK Day)
February 14-17	Winter Break/Presidents Day
March 7	Q3 Ends
March 10-14	Spring Break
April 18 - 21	Easter Break
May 5-16	AP Exams
May 16	Kindergarten Graduation
May 16	Last Day for PK & Kindergarten (½ Day)
May 16	Baccalaureate
May 17	Graduation
May 20	Last Day for 1st-5th Grade (Full Day)
May 20-22	Final Exams (6th-11th Grade)



## **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 based on the current styles of clothing.
- Prevent students from coming to school with an appearance that could be distracting or create a hostile learning environment.

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.

The Fayette Academy dress code applies to all school sanctioned events including events taking place after the school day ends. All dress code policies must be upheld until after a student formally graduates from Fayette Academy.

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

### **ALL STUDENTS**

- No clothing shall be allowed that displays inappropriate language; alcohol, tobacco, drug use or paraphernalia; implies or resembles inappropriate content; or political or social activism.
- 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, well-groomed.
- The following are reserved for female students only: Dresses, skirts, shorts, ear piercing, fingernail polish.
- Accessories, such as watches, bracelets, necklaces, and earrings should be appropriate and non-distracting. Any jewelry deemed distracting by administration is subject to removal.
- No headwear in the classroom or cafeteria including but not limited to hats, caps, toboggans, sweatshirt hoods, sweat bands, and bandanas.
- Shirts must cover the waistband while sitting or standing. No sheer shirts without proper attire underneath.
- Shorts, dresses, and skirts must be longer than the fingertips when the students' arms are at their side.
- All pants must be worn at the waist. Pants must fit appropriately (not excessively baggy or tight).
- No pajamas

### **EARLY CHILDHOOD AND LOWER SCHOOL (PK3 – 5th Grade)**

- Tennis shoes are encouraged
- No shower or beach style flip-flops
- No high-heeled shoes
- No dress-up/costume clothing
- Girls should wear shorts under dresses/skirts.
- Girls may wear leggings/jeggings if the shirt is thigh length so that it covers the bottom.
- Joggers are acceptable for girls and boys.

### **MIDDLE AND UPPER SCHOOL (6th – 12th Grade)**

#### **Tops**

- No tank tops worn alone. Tank tops can be worn under a shirt.
- No halter tops, spaghetti straps, off-shoulder, racer-back, or strapless shirts.
- No shirts will be allowed that reveal cleavage or the midriff.
- No shirts with cutouts in the back.
- Boys: No sleeveless shirts.

#### **Bottoms**

- No athletic shorts, sweatpants, joggers, leggings, or yoga pants.
- No pants with holes, tears, frays that show skin, or displays printing across the buttocks.

#### **Hair and Accessories**

- Unnatural hair color is prohibited (ex. pink, blue, green, purple).
- No student's hair shall include designs cut into the hair.

- Boys must maintain hair in a manner that does not exceed the collar of a t-shirt and must not cover the eyes.
- Facial hair must be neatly groomed and close to the face.
- No visible body piercings except for girl's earrings. Visible piercing spacers are not allowed.
- Tattoos that display inappropriate language; alcohol, tobacco, drug or drug paraphernalia; implies or resembles inappropriate content; or political or social activism must be covered.

### **P.E. Dress Code**

All middle and upper school students participating in physical education classes and strength and conditioning classes will be required to purchase a physical education uniform. Dressing-out in uniform will be a part of the student grade.

### **Game Day Dress Code**

Student-athletes are expected to be dressed in accordance with the dress code. It is at the coach's discretion to dictate team game-day shirts. All pants must be within dress code (no sweatpants, joggers, yoga pants).

### **Special Events Dress Code:**

There are many special events throughout a school year. Fayette Academy special events include but are not limited to the following: Meet the Vikings, picture day, athletic events, banquets, induction and awards ceremonies, baccalaureate and graduation, field trips, theater productions, field day, and service days.

All standard dress code requirements also apply to every special event.

### **Formalwear**

- Gentlemen: must be neat in appearance, collared shirts tucked in, belts worn, no T-shirts, and no caps or hats. Senior College Fair, Senior Composite Photo, Baccalaureate and Graduation are coat and tie required.
- Ladies: No excessive cleavage, deep V cuts, excessively high slits, and cut-outs in the back should not be below the natural waistline (i.e., the bellybutton). Short dresses should be tasteful in length (reaching the end of the student's fingertips). Two-piece dresses are acceptable with a gap no more than the length of a bank card.

### **Awards, Ceremonies, Banquets, Banquets, College Fairs, and Field Trips**

- Skirts/ dresses need to be a tasteful length (reaching the end of the student's fingertips)
- No shorts/rompers
- No deep V neck or excessive cleavage
- No cutouts in dresses (sides, middle, or back) or excessively deep backs
- No strapless or spaghetti straps
- No hats/caps or head coverings

### **Athletic Events and Service Days**

- Shorts must be tasteful length
- No crop tops or T-shirts with cut-off sleeves

## INTERNET, TECHNOLOGY, AND NETWORK RESPONSIBLE USE POLICY

**Purpose:** At Fayette Academy, we recognize the significance of the internet, technology, and network resources in facilitating education and enhancing learning experiences. This Policy is designed to promote the safe, ethical, and responsible use of these resources by students, staff, faculty, parents, and visitors within our school community.

**Scope:** This policy applies to all individuals on and off campus who have access to the school's internet, technology, and network resources, including but not limited to computers, laptops, tablets, smartphones, Wi-Fi connections, networks, internet services, software, and related applications.

### Acceptable Use:

- All users are expected to use the internet, technology, and network resources to support the school's educational mission, foster a positive learning environment, and promote responsible digital citizenship.
- Technology resources should be used for educational, instructional, and school-related purposes and should be used in a responsible and ethical manner.

### Digital Etiquette and Online Conduct:

- Users must communicate online with respect, kindness, and empathy, fostering a culture of mutual respect and understanding within the school community.
- Cyberbullying, harassment, or any form of harmful or offensive online behavior is strictly prohibited.
- Users should refrain from posting, sharing, or engaging in content that promotes violence, discrimination, or material inconsistent with the school's values and policies.
- Users may not use the devices to record, transmit, or post photos or videos of a person or persons on campus (including faculty in person or via virtual classes). No images or video recorded at school or of school classes can be transmitted or posted at any time without the express permission of a teacher or administrator.

### Data Protection and Privacy:

- Users must respect the privacy of others and protect confidential information, including personal data, academic records, and sensitive school-related information.
- Sharing login credentials, attempting to gain unauthorized access to any technology resource, or using others' accounts is strictly prohibited. You are responsible for your own accounts.
- Users of technology are expected to alert school administration immediately of any concerns for safety and security.

### Internet Use:

- The internet should be used responsibly for research, educational purposes, and accessing appropriate online resources that align with the school's educational goals.
- Content filtering provides protection to the user and device, but the user is responsible for accessing appropriate material online. Even though a content filtering device is on our network through a monitored firewall, some unsuitable material may still be accessible.
- Do not use proxies (VPNs) or other resources to circumvent content filtering. Disabling, reconfiguring, or circumventing the content filter is a violation of school policy.
- Accessing inappropriate, harmful, or explicit content, including but not limited to adult, violent, or illegal material, is strictly forbidden.
- Downloading, distributing, or sharing copyrighted materials without proper authorization is against school policy.
- The only internet that students may access from Fayette Academy is the filtered internet that the school provides.
- Teachers shall make reasonable efforts to supervise student use of the internet and ensure usage is appropriate.

### Network Security and Resources:

- Users must not engage in any activity that could compromise the school's network security or resources, including attempting to bypass security measures or introducing malware or viruses.
- All users are responsible for using technology resources efficiently and avoiding unnecessary bandwidth consumption.



- Additional prohibited or illegal activities include but are not limited to:
  - a. Hacking or attempting unauthorized access.
  - b. Intentional misuse of resources.
  - c. Use of the network for commercial purposes.
  - d. Buying or selling on the Internet.

**AI Tools and Resources:**

- AI tools should be used to support educational objectives and enhance learning experiences.
- Users must understand the ethical implications of AI and use AI tools responsibly.
- Students should not use AI tools for assignments/projects without permission from their instructor.
- Users should not use AI tools to generate inappropriate, harmful, or misleading content.
- Users must give credit to AI tools and clearly indicate when AI has been used to produce content or assist in assignments or projects.
- Misuse of AI tools, including but not limited to plagiarism, spreading misinformation, or bypassing educational processes, is strictly prohibited.

**Device Usage Guidelines:**

- Users are responsible for the proper care and safekeeping of school-provided devices.
- Devices should always be in protective cases, no exceptions. iPad cases are provided by the school, but MacBook cases are the responsibility of the user. MacBook cases that do not meet the requirements below are no longer allowed as they do not provide adequate protection. Cases must meet the following criteria:
  - a. Shockproof or Shock-absorbing
  - b. TPU or other rubberized bumper protecting corners and edges
  - c. Must protect top and bottom of MacBook
- There will be random checks for MacBook case compliance.
- Do not write, draw, paint, place stickers/labels, or otherwise deface your device.
- Clean the screen with a soft, dry, antistatic, or microfiber cloth. Do not use any type of liquid.
- Never put weight on the device – do not stack other items on top of it.
- Do not leave anything on your keyboard when closing the device. Be careful with paperclips, staples, pens/pencils, etc. that can damage the screen or hinge when closed.
- Do not eat or drink while using the device. Do not have liquids near your device for any reason as they can leak or spill. Liquids, food, and other debris can cause damage.
- Do not take devices to the cafeteria during lunch or break.
- Close the device when not being used. Do not carry the device around while open or by the screen.
- Take care when inserting cords, cables, and other removable storage devices to prevent port damage.
- All work should be backed up. It is the user’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion.
- Never attempt to repair the device and do not allow 3<sup>rd</sup> party service providers to handle the device. All repairs will be handled through the Technology Department.
- Users must only install software and applications approved by the school. Unauthorized installation of software is strictly prohibited.
- Never attempt to “jailbreak”, hack into, reconfigure, or reset the device.
- School-provided devices may have internet access for educational purposes. Users must use the internet responsibly and avoid accessing inappropriate or harmful content.
- Students may use school-provided devices during class or other school-related activities only under the supervision and guidance of teachers or staff.
- School-provided devices remain the property of Fayette Academy and must be returned at the end of the school year or upon withdrawal from the school.
- If a student, educator, or staff member transfers or is suspended, devices must be returned to the administrator who issued the device.
- Students are responsible for ensuring their devices are adequately charged at home at night.

- iPads will be stored and charged on carts provided by the school, and they will be sent home at the discretion of the teacher.
- Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
- A dead battery or not bringing the device is not an excuse for late or missing work.
- Sound must be turned down unless necessary for the assignment. Students will provide their own headphones/earbuds if required for some assignments.
- Printing is a privilege and should be used for educational purposes only as directed by the instructor.
- 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.
- DO NOT loan your device to anyone. This includes other students, family members, etc.

**Lost, Damaged, or Stolen Devices: IMMEDIATELY REPORT TO THE DIRECTOR OF TECHNOLOGY**

- **If Stolen:**
  - a. Attempt to locate the device on a cloud-based location program.
  - b. The family must report the incident to law enforcement to file a report.
- **If Lost:**
  - a. Attempt to locate the device on a cloud-based location program.
  - b. Physically hunt the device in all known locations where the user has been.
  - c. Assessment and determination of the situation will be made.
- **If Damaged:**
  - a. The user must provide a detailed description of the damage, how it occurred, and how the damage is impacting the functionality of the device.
  - b. Assessment and determination of the situation will be made.
- **Financial Responsibility:**
  - a. Users are financially responsible for the loss of or any damage to the device and are responsible for the cost of repairs or replacement.
  - b. Users are responsible for a \$50 insurance fee each year. If the device has accidental damage, there is a \$25 copay for the first offense, \$50 copay for second offense, and \$75 copay for third offense. Third offense will also result in a meeting with student and parent/guardian regarding negligence with school property and possible loss of technology privileges.
  - c. Any damage determined to have been caused intentionally, maliciously, or from gross neglect will result in being charged for full repair costs of the device and disciplinary action. This includes damage from food or liquid or intentionally damaging another student’s device.
  - d. Financial responsibility for a lost device will be determined on a case-by-case basis.
  - e. MacBook charging cables, MacBook power adapters, and iPad cases are considered accessories and are not covered by the insurance fee. Loss or damage to these items will result in the following replacement costs:

MacBook Charging Cable	\$39.00
MacBook Power Adapter	\$49.00
iPad Case (PreK-1st)	\$47.00
iPad Case (2 <sup>nd</sup> -5th)	\$103.00

**Email & Third-Party Accounts:** Fayette Academy partners with Google for Education to provide email accounts, which include apps and cloud storage. These accounts comply 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. Email accounts are filtered, monitored, and archived.

**Consequences of Policy Violation:** Use of the internet, technology resources, and our network is a privilege. Violations of this Internet, Technology, and Network Responsible Use Policy may result in disciplinary actions, which could include loss of technology privileges, parental notification, and, in severe cases, additional consequences in accordance with the

school's code of conduct. Fayette Academy reserves the right to reclaim any mobile device at any time if the user does not fully comply with all terms of the agreement.

**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 no 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 responsible use policies. Any email, 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 the record of the serial number and school label.

**Policy Review:** This Policy will be reviewed periodically to ensure its effectiveness and relevance in the ever-changing technological landscape. Any updates or revisions to the policy will be communicated to the school community.

By using the school's internet, technology, and network resources, all users agree to comply with this policy and understand the importance of using technology responsibly and in accordance with the school's values and guidelines.

**Fayette Academy - Date: 7/16/2024**

# 2024-2025 Fayette Academy Discipline Form

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Date of Infraction \_\_\_\_\_

Level 1	Level 1 Consequence
<ul style="list-style-type: none"> <li><input type="radio"/> Disruptive behavior/materials causing classroom disruption</li> <li><input type="radio"/> Refusal to obey staff</li> <li><input type="radio"/> Blatant defiance</li> <li><input type="radio"/> Public display of affection</li> <li><input type="radio"/> Use of profanity or inappropriate language with peers</li> <li><input type="radio"/> Cheating</li> <li><input type="radio"/> Cell phone use</li> <li><input type="radio"/> Possession of a realistic looking toy gun/weapon</li> <li><input type="radio"/> Failure to be in possession of school issued key fob</li> <li><input type="radio"/> Other _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Official Office Warning</li> <li><input type="radio"/> 1 Day Before School Detention</li> <li><input type="radio"/> 1 Day Saturday School</li> <li><input type="radio"/> Parent Conference and 1 Day Out of School Suspension (OSS)</li> </ul>
Level 2	Level 2 Consequence
<ul style="list-style-type: none"> <li><input type="radio"/> Repeat of level 1</li> <li><input type="radio"/> Skipping Class</li> <li><input type="radio"/> Skipping Chapel</li> <li><input type="radio"/> Skipping Lunch</li> <li><input type="radio"/> Use of profanity or inappropriate language with an adult</li> <li><input type="radio"/> Threatening bodily harm to peers and/or adults</li> <li><input type="radio"/> Instigating a fight</li> <li><input type="radio"/> Theft</li> <li><input type="radio"/> Violation of the Fayette Academy Code of Honor</li> <li><input type="radio"/> Violation of the Internet, Technology, &amp; Network Responsible Use Policy</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> 2 Days Before School Detention</li> <li><input type="radio"/> 1 Day Saturday School</li> <li><input type="radio"/> 1 Day Out of School Suspension</li> </ul>
Level 3	Level 3 Consequence
<ul style="list-style-type: none"> <li><input type="radio"/> Repeat of level 1 and 2</li> <li><input type="radio"/> Hate Speech</li> <li><input type="radio"/> Damage to school property and restitution</li> <li><input type="radio"/> Possession of/drawing obscene material</li> <li><input type="radio"/> Cyberbullying- disruption to the learning environment</li> <li><input type="radio"/> Bullying</li> <li><input type="radio"/> Discrimination/harassment of another student</li> <li><input type="radio"/> Threatening violence to a peer and/or adult</li> <li><input type="radio"/> Fighting</li> <li><input type="radio"/> Vaping and or possession of paraphernalia</li> <li><input type="radio"/> Possession of any tobacco products</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> 2 Days Out of School Suspension (OSS)</li> <li><input type="radio"/> 5 Days Out of School Suspension (OSS)</li> </ul>
Level 4	Level 4 Consequence
<ul style="list-style-type: none"> <li><input type="radio"/> Repeat of levels 1,2, and 3</li> <li><input type="radio"/> Possession of alcohol</li> <li><input type="radio"/> Possession of weapons other than firearms</li> <li><input type="radio"/> Sexual misconduct</li> <li><input type="radio"/> Under the influence of drugs/alcohol</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> 10 Days Out of School Suspension (OSS)</li> </ul>
Level 5	Level 5 Consequence
<ul style="list-style-type: none"> <li><input type="radio"/> Repeat of levels 1,2,3, and 4</li> <li><input type="radio"/> Bomb threat/arson</li> <li><input type="radio"/> Possession/ Use of firearms</li> <li><input type="radio"/> Striking staff/faculty</li> <li><input type="radio"/> Unlawful possession of drugs</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Immediate expulsion/arrest</li> <li><input type="radio"/> Law enforcement contacted</li> </ul>

\*Administration holds the right to administer any discipline deemed necessary.