

26-27

# 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.

# TABLE OF CONTENTS

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| <u>HISTORY</u>                                                         | <u>5</u>  |
| <u>ACCREDITATION</u>                                                   | <u>5</u>  |
| <u>FAYETTE ACADEMY</u>                                                 | <u>5</u>  |
| <u>MISSION</u>                                                         | <u>5</u>  |
| <u>IDENTITY</u>                                                        | <u>5</u>  |
| <u>VISION</u>                                                          | <u>5</u>  |
| <u>CORE VALUES</u>                                                     | <u>5</u>  |
| <u>Board of Trustees, 2026-27:</u>                                     | <u>6</u>  |
| <u>Fayette Academy Administration:</u>                                 | <u>6</u>  |
| <u>OFFICE STAFF</u>                                                    | <u>7</u>  |
| <u>VIKING ACADEMIC CENTER</u>                                          | <u>7</u>  |
| <u>LOWER SCHOOL FACULTY</u>                                            | <u>7</u>  |
| <u>MIDDLE SCHOOL FACULTY:</u>                                          | <u>8</u>  |
| <u>UPPER SCHOOL FACULTY:</u>                                           | <u>8</u>  |
| <u>ADVANCED PLACEMENT/DUAL ENROLLMENT COURSES FACULTY:</u>             | <u>8</u>  |
| <u>SUPPORT STAFF</u>                                                   | <u>9</u>  |
| <u>CAFETERIA STAFF</u>                                                 | <u>9</u>  |
| <u>ACADEMICS</u>                                                       | <u>10</u> |
| <u>GRADING SCALE:</u>                                                  | <u>10</u> |
| <u>GRADE POINT AVERAGE (9-12 Grade)</u>                                | <u>10</u> |
| <u>HONOR ROLLS:</u>                                                    | <u>10</u> |
| <u>EXAMS</u>                                                           | <u>11</u> |
| <u>CLASS STANDING</u>                                                  | <u>11</u> |
| <u>TESTING:</u>                                                        | <u>11</u> |
| <u>MIDDLE SCHOOL ADVANCED COURSES:</u>                                 | <u>11</u> |
| <u>UPPER SCHOOL ADVANCED COURSES:</u>                                  | <u>11</u> |
| <u>Advanced Placement:</u>                                             | <u>12</u> |
| <u>Dual Enrollment</u>                                                 | <u>12</u> |
| <u>Advanced Placement</u>                                              | <u>12</u> |
| <u>GRADUATION COURSEWORK REQUIREMENTS:</u>                             | <u>12</u> |
| <u>ADDITIONAL CLASS INFORMATION/PREREQUISITES (Upper School):</u>      | <u>13</u> |
| <u>GRADE PROMOTION:</u>                                                | <u>13</u> |
| <u>Classification of Upper School Students:</u>                        | <u>13</u> |
| <u>Lower And Middle School Students:</u>                               | <u>13</u> |
| <u>SUMMER SCHOOL:</u>                                                  | <u>13</u> |
| <u>SCHEDULES AND SCHEDULE CHANGE PROCEDURES:</u>                       | <u>13</u> |
| <u>Scheduling:</u>                                                     | <u>13</u> |
| <u>Schedule Changes:</u>                                               | <u>14</u> |
| <u>ELIGIBILITY: ATHLETICS, FINE ARTS, AND CO-CURRICULAR ACTIVITIES</u> | <u>14</u> |
| <u>ATTENDANCE POLICY</u>                                               | <u>14</u> |
| <u>STUDENT ILLNESS</u>                                                 | <u>14</u> |

|                                             |    |
|---------------------------------------------|----|
| ABSENTEE POLICY                             | 15 |
| TARDIES                                     | 15 |
| CHECKING IN/OUT DURING THE SCHOOL DAY       | 16 |
| EXCESSIVE ABSENCES                          | 16 |
| WORK MISSED DUE TO ABSENCE:                 | 16 |
| SCHOOL-RELATED ABSENCES:                    | 17 |
| COLLEGE DAYS:                               | 17 |
| CAFETERIA SERVICES                          | 17 |
| CODE OF HONOR                               | 18 |
| EXPECTATIONS OF HONOR:                      | 18 |
| SPECIFIC VIOLATIONS OF THE CODE OF HONOR:   | 18 |
| CONSEQUENCES FOR CODE OF HONOR VIOLATIONS:  | 18 |
| AFFIRMATION OF HONOR:                       | 19 |
| EXPECTATIONS                                | 19 |
| DISCIPLINE                                  | 19 |
| BULLYING POLICY AND PROCEDURES              | 19 |
| SOCIAL MEDIA CONDUCT POLICY                 | 20 |
| SMART GLASSES & WEARABLE TECHNOLOGY         | 20 |
| CELL PHONE POLICY                           | 21 |
| DRUG, TOBACCO, AND ALCOHOL POLICY           | 22 |
| DRUG TESTING PROCEDURE                      | 23 |
| Drug Test Results and Consequences          | 23 |
| SATURDAY SCHOOL                             | 23 |
| SUSPENSION AND EXPULSION                    | 23 |
| DRESS CODE POLICY                           | 24 |
| DRESS CODE VIOLATIONS (PK-5th Grade)        | 24 |
| DRESS CODE VIOLATIONS (6th-12th Grade)      | 24 |
| GENERAL INFORMATION                         | 24 |
| IMPORTANT NUMBERS                           | 24 |
| AFTER-SCHOOL POLICY                         | 25 |
| DANCES AND EXTRA-CURRICULAR ACTIVITY GUESTS | 25 |
| EMERGENCY PROCEDURES                        | 25 |
| FIELD TRIPS                                 | 25 |
| FUNDRAISING ACTIVITIES                      | 25 |
| GENDER                                      | 26 |
| KEY FOBS AND COMBINATION LOCKS              | 26 |
| MARRIED STUDENTS                            | 26 |
| MATERIAL CHALLENGE POLICY PROCEDURES        | 26 |
| MEDICATIONS                                 | 26 |
| MOTORIZED VEHICLES                          | 26 |
| OUTSIDE DELIVERIES                          | 27 |
| PARENT-TEACHER COMMUNICATION                | 27 |
| PARENT-TEACHER CONFERENCES                  | 27 |

|                                                                 |           |
|-----------------------------------------------------------------|-----------|
| <u>PARENT-TEACHER MEETING</u>                                   | <u>27</u> |
| <u>PREGNANCY</u>                                                | <u>27</u> |
| <u>REPORTS TO PARENTS</u>                                       | <u>27</u> |
| <u>VERACROSS FAMILY PORTAL</u>                                  | <u>28</u> |
| <u>SCHOOL CLOSINGS</u>                                          | <u>28</u> |
| <u>SCHOOL COUNSELING</u>                                        | <u>28</u> |
| <u>Counseling Mission</u>                                       | <u>28</u> |
| <u>Provision of Services</u>                                    | <u>28</u> |
| <u>SCHOOL HOURS</u>                                             | <u>29</u> |
| <u>SEXUAL HARASSMENT</u>                                        | <u>29</u> |
| <u>STUDENT CLUBS</u>                                            | <u>29</u> |
| <u>STUDENT SERVICES</u>                                         | <u>30</u> |
| <u>STUDENTS' RIGHTS</u>                                         | <u>30</u> |
| <u>TEXTBOOKS</u>                                                | <u>31</u> |
| <u>VISITORS</u>                                                 | <u>31</u> |
| <u>INTERNET, TECHNOLOGY, AND NETWORK RESPONSIBLE USE POLICY</u> | <u>35</u> |

## **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.

## **Board of Trustees, 2026-27:**

Doug Swett, Chair  
Jamie Dawson, Vice-Chair  
Ronald Jenkins, Treasurer  
Elizabeth Allison  
Haley Duffey  
David Douglas  
Staci Fitzpatrick  
Brandon Sheridan  
Dillon Nix  
Amber Beard Bean  
Keena Meinhart

At Large:  
Michael Atkeison  
Ellen DeFoor  
Tom Minor  
Ellis White

## **Fayette Academy Administration:**

**Wes Holmes**  
*Head of School*

**Katie Clements**  
*Director of Lower School*

**Melissa Eschbach**  
*Director of Early Childhood*

**Conner Ferguson**  
*Dean of Students*

**Patrick Robilio**  
*Director of Campus Safety and Security*

**Emily Parks**  
*Director of College Counseling, Registrar  
Testing Coordinator*

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

**Kathy Ross**  
*Director of Technology*

**Al Stevens**  
*Director of Athletics*

**Robert Akins**  
*Director of Development*

**Kyle Finney**  
*Director of Admissions*

## OFFICE STAFF

|                   |                                             |
|-------------------|---------------------------------------------|
| Lauren Hughes     | Student Services                            |
| Becky Bartholomew | Administrative Assistant                    |
| Brandon Bradford  | Media & Communications Coordinator          |
| Kelly Brandon     | Records and Purchasing                      |
| Denise Sowards    | Accounts Receivable, Enrollment Coordinator |
| Leanne Duvall     | Director of Human Resources                 |
| Jeannette White   | Administrative Assistant                    |

## VIKING ACADEMIC CENTER

|                |                            |
|----------------|----------------------------|
| Tasha Reeves   | Director                   |
| Kimberly Smith | Teacher                    |
| Kara Gentry    | Accommodations Coordinator |

## LOWER SCHOOL FACULTY

|                    |                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| PK2                | Presley Stephens                                                                                                                                  |
| PK3                | Lindy Halford, Denise Crawford                                                                                                                    |
| PK4                | Beth Culver, Lindsay Koenig                                                                                                                       |
| Kindergarten       | Taylor Brown, Addie Eakin, Brianna Bramlett                                                                                                       |
| First Grade        | Kaylah Jordan, Abbey Kruzan                                                                                                                       |
| Second Grade       | Jennifer Guthrie, Amber Johnson                                                                                                                   |
| Third Grade        | Dana Crook, Madie Halvorson                                                                                                                       |
| Fourth Grade       | Cindy Cocke, Lisa Starnes                                                                                                                         |
| Fifth Grade        | Jessica Kenyon, Julia Crews                                                                                                                       |
| Art                | Laura Walker                                                                                                                                      |
| Library            | Wendi Glenn                                                                                                                                       |
| Music              | DJ Jackson                                                                                                                                        |
| Physical Education | Brent Patton                                                                                                                                      |
| STEM               | Haylee Montague                                                                                                                                   |
| Assistants         | Laci Bell, Lisa Mensik, Monica Harner,<br>Cindy Klein, Farrah McNabb, Ashley Perry,<br>Amy Traylor, Molly Wilburn, Andericka Taylor, Emily Lepard |



## **MIDDLE SCHOOL FACULTY:**

|                    |                                            |
|--------------------|--------------------------------------------|
| Art                | Greg Edmondson                             |
| Band               | Amanda Bice                                |
| Language Arts      | Christy Aguanno                            |
| Math               | Ami Moffatt, Mikki Horton, Savannah Martin |
| Physical Education | John Woodlee, DJ Jackson, Brent Patton     |
| Performing Arts    | Ralph Norwell                              |
| Science            | Tammy Bowling, Hal Montague                |
| Social Studies     | Tammy Bowling, Peter Moffatt               |
| Spanish            | Amy Howard                                 |
| STEM               | Terri Reeves                               |
| Study Skills       | Haylee Montague                            |

## **UPPER SCHOOL FACULTY:**

|                                         |                                              |
|-----------------------------------------|----------------------------------------------|
| Art                                     | Greg Edmondson                               |
| Band                                    | Amanda Bice                                  |
| Bible                                   | Rick Reed                                    |
| Science Lab/Garden Coordinator          | Donna Burrus                                 |
| STEM                                    | Terri Reeves                                 |
| English                                 | Denise Currey, Emmy Lutrick, Mary Vanderpool |
| Mathematics                             | Daniel Ashcraft, Savannah Martin             |
| Performing Arts                         | Ralph Norwell                                |
| Personal Finance, Economics, Accounting | Rebecca Forrester                            |
| Science                                 | Jason Bryan, Anna-Laura Lindsey, Rick Reed   |
| Social Studies                          | Jill Bryan, Jason Bryan, Wendy VanDyke       |
| Spanish                                 | Kristin Backus, Rosa Carter                  |

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

|                                                |                 |
|------------------------------------------------|-----------------|
| AP English Language and Composition            | Mary Vanderpool |
| AP Calculus AB                                 | Mikki Horton    |
| AP English Literature and Composition          | Denise Currey   |
| AP United States Government and Politics       | Jill Bryan      |
| AP United States History                       | Wendy VanDyke   |
| AP Computer Science Principles                 | Terri Reeves    |
| Dual Enrollment Spanish                        | Rosa Carter     |
| Dual Enrollment College Algebra & Trigonometry | Mikki Horton    |

Dual Enrollment Biology

Dr. Richard Rucker, UTM Faculty

**SUPPORT STAFF**

After Care

Missy Ferge, Wendi Glenn, Jessica Bodiford

Maintenance

Steve Luthe

**CAFETERIA STAFF**

Melissa Ferge

Cafeteria Manager

Kim Bryant

Brianna Bryant

Gaynet Walker

Audrey McQueen

## ACADEMICS

### GRADING SCALE:

#### Conduct Grades:

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

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

- B          Beginning
- D          Developing
- M          Mastery

#### Lower and Middle School (Kindergarten-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**
  - o **Scholar Roll** (90-100) is awarded to a student who earns nothing less than a 90 on his/her report card.
  - o **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

### 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 1st semester. At the conclusion of the 2nd 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. Seniors will take midterm exams and will be exempt from second semester final exams. Students enrolled in AP and Dual Enrollment courses are required to take all applicable 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:

- **MAP GROWTH** – GRADES 2-10
- **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 an A or higher 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.

## UPPER SCHOOL ADVANCED COURSES:

Honors:

|                  |                   |                    |                   |
|------------------|-------------------|--------------------|-------------------|
| Algebra I Honors | Geometry Honors   | Algebra II Honors  |                   |
| English I Honors | English II Honors | English III Honors | English IV 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)

Dual Enrollment Introduction to Cell Biology & Genetics (BIO110 & BIO110L)

Dual Enrollment Introduction to Plant & Animal Biology (BIO140 & BIO140L)

Dual Enrollment Precalculus College Algebra (MATH140)

Dual Enrollment Precalculus Trigonometry (MATH170)

Dual Enrollment TCAT

#### Advanced Placement:

AP US History

AP Government

AP Computer Science Principles

AP English Language

AP English Literature

#### 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 2027

|                                              |           |
|----------------------------------------------|-----------|
| 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                                    | 5 credits |

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

All graduation requirements must be met at Fayette Academy or a partner institution. Students transferring to Fayette Academy will have an audit of their transcript to determine course equivalency.

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-five (25) credits, including English (4 credits), math (4 credits), and all additional requirements

### **Lower And Middle School Students:**

Lower and Middle School students (grades K-8) who either (1) fail 1 or more subjects, or (2) receive D's in two more 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 "70" or above to earn credit for each course. Students in grades 6-12 must attend an accredited/approved 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.

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

### **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 signatures before the selections are entered. Course requests are entered on a first-come, first-serve 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 the official schedule change has been completed. \*\*The student's grade from the previous class may transfer to the new class.

## **ELIGIBILITY: ATHLETICS, FINE ARTS, AND CO-CURRICULAR ACTIVITIES**

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 at the end of 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 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:
  - o Lethargy
  - o Persistent cough
  - o Earache
  - o Body aches
  - o Migraine
  - o Sore throat
  - o Upset stomach
  - o 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.
- 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.
- Students 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:
  - o Vacations/activities resulting in an absence prearranged with the Head of School
  - o Death in the family
  - o School function/college days
- 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 25 minutes.

## TARDIES

Fayette Academy expects students to arrive at 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)
  - o PK3-5<sup>th</sup> Grade: Students must sign-in to Students Services if arriving at school after 8:00 a.m.
  - o 6<sup>th</sup>-12<sup>th</sup>: Students must sign in with Student Services if arriving at school after 7:50 a.m.
  - o 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.
  - o 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)



- o 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.
- o 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>:
  - o 1<sup>st</sup> & 2<sup>nd</sup> Tardy: Warning & write-up documented in Veracross
  - o 3<sup>rd</sup> Tardy: Warning, write-up documented in Veracross, Parent phone call
  - o 4<sup>th</sup> Tardy: After School Detention
  - o 5<sup>th</sup> Tardy: 2 days of After School Detention
  - o 6<sup>th</sup> Tardy: Saturday School, no extracurricular activities
  - o 7<sup>th</sup> Tardy: Discretion of administration

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

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

- All students PK3-12th 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 may 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 by 10:00 a.m.
- Work for 6th through 12th grade students will be posted on Veracross 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.
- 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. Make-up work is required to be submitted to instructors within the number of school days the student was absent. (For example, if a student was absent 2 school days, they have 2 school days to submit make-up work)

## **SCHOOL-RELATED ABSENCES:**

Fayette Academy shall make every effort to limit trips during the school day to those that are of educational value to the students, involve contests or competitions over which the school has no control, or are otherwise unavoidable. Teachers, coaches, and other staff members who may be responsible for these trips have been asked to notify the teaching staff of these trips at least one week in advance, whenever possible. Students who are involved in these trips are required to notify their teachers that they will be absent as soon as they have knowledge of the upcoming absence and are required to 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**

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.

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 to 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 conduct by an individual or group against another person (or persons), which is repeated over time. Bullying is not an isolated incident.

Fayette Academy expects students to immediately report incidents of bullying to faculty/staff. 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.

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 can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
  
- Students at our school will do the following things to prevent bullying:
  - o Treat each other with respect always
  - o Refuse to bully others
  - o Refuse to let others be bullied
  - o Report each bullying to an adult (teacher, staff, Head of School, Director, Counselor, etc.)
  - o 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.

## **SOCIAL MEDIA CONDUCT POLICY**

At Fayette Academy, we value a positive and respectful community for all students, families, faculty, and staff. We recognize the importance of open communication and the role social media plays in our lives. However, we must address the impact of negative or harmful comments made about our school and its members on social media platforms.

We encourage all members of our community to express their concerns and feedback constructively and privately, rather than publicly. Public criticism can lead to misunderstandings, harm relationships, and damage the reputation of our school community.

### **Consequences for Inappropriate Social Media Conduct**

1. 1st Offense: A private conversation with a member of the administration to discuss the matter and provide guidance on appropriate communication strategies.
2. 2nd Offense: A formal warning will be issued, and the individual will be asked to meet with school administration to discuss the consequences of continued behavior.
3. Repeated Offenses: Further incidents may result in disciplinary action, which could include suspension or dismissal from the school, depending on the severity of the conduct.

We appreciate your cooperation in fostering a supportive and respectful environment for everyone at Fayette Academy. Let us work together to uphold the values we share as a community. Thank you for your understanding and support.

## **SMART GLASSES & WEARABLE TECHNOLOGY**

Smart glasses, including Meta Ray-Ban glasses and other wearable devices capable of taking photos, recording video or audio, or accessing communication features, are **not permitted to be worn or used by students during the school day or at school-sponsored activities**. These devices must be left at home or stored according to the school's cell phone/device policy. This policy is intended to protect student and staff privacy and maintain an appropriate learning environment.

## CELL PHONE POLICY

### Cell Phones and Personal Electronic Devices

The Board recognizes that parents/guardians may wish to remain in contact with their children during the school day, particularly in the event of an emergency. In emergency situations, parents/guardians should contact the school office, and students will be notified promptly. While students may possess a cell phone or personal electronic device on campus, possession of these devices is a privilege and not a right.

**Therefore, students shall keep all cell phones and personal electronic devices powered off or in silent mode and out of sight from the first bell until the final bell.** Students are not permitted to use or possess visible cell phones or other personal electronic devices during the school day, including during class, lunch, and class transitions. Devices must remain powered off or in silent mode and may not ring, vibrate, or otherwise disrupt the school environment. Exceptions may be granted only with prior authorization from school administration for educational or emergency purposes.

Students may retrieve their devices after the conclusion of the academic day, including prior to athletic practices or other approved after-school activities. Students participating in approved off-campus school activities (field trips, service projects, etc.) may use their devices only as directed by school personnel.

Failure to comply with this policy will result in disciplinary action.

- **1st Infraction:** The device will be confiscated and sent to the office. The device will be returned to the student at the end of the school day after meeting with the Dean of Students.
- **2nd Infraction:** The device will be confiscated and sent to the office. The device will be returned only to a parent or guardian. The student will also serve an After School Detention.
- **3rd Infraction:** The device will be confiscated and must be checked into the front office at the beginning of each school day for the remainder of the semester. The student will also serve Saturday School.

Additional violations or failure to comply with the above procedures may result in further administrative action, including suspension or other disciplinary measures.

Any use or possession of a personal electronic device during a testing or assessment session will be considered a violation of the school's academic integrity policy and will be addressed accordingly.

*Cell phone expectations for school-sponsored trips and extracurricular activities are at the discretion of the school administration and supervising staff.*

## DRUG, TOBACCO, 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 may be tested again 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. Possession of illegal drugs on campus or at any school activity, possession of tobacco/tobacco products or tobacco substitution products (i.e., e-cigarettes/vaporizers) on campus or at any school activity, or possession of or under the influence of alcohol on campus or at any school activity is considered a violation of the Drug, Tobacco, and Alcohol Policy and the student will be subject to disciplinary measures. 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, Tobacco, 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**

The consequences for a positive drug test result are as follow:

*First positive result:* If a student tests 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. 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 EXPULSION**

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 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; however, all other classwork assignments that occur during a suspension will receive a zero. Students must be prepared to test on the day they return to school from out-of-school suspension. The number of days a student is suspended is the number of points to be taken off their final grades.

## **DRESS CODE POLICY**

### **Dress Code Policy 2026-2027**

#### **DRESS CODE VIOLATIONS (PK-5th Grade)**

- 1st Offense: Warning and documented in Veracross, parent notified by teacher
- 2nd Offense: Warning and documented in Veracross, parent notified by administrator
- 3rd Offense: *All of the above* & administration contacts parent directly & possible consequence given, which may include: loss of privilege or other actions deemed appropriate by administration
- 4th Offense: Continued dress code alerts will result in a parent conference and further administrative action, which is left to the discretion of administration.

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

- 1<sup>st</sup> Offense: Warning and documented in Veracross
- 2<sup>nd</sup> Offense: Warning and documented in Veracross
- 3<sup>rd</sup> Offense: After School Detention
- 4<sup>th</sup> Offense: 2 days of After School Detention
- 5<sup>th</sup> Offense: Discretion of Administration



## **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 |

### **AFTER-SCHOOL POLICY**

Lower School dismisses at 2:40 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.

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 the Director of Admissions 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.

## **VERACROSS 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 Veracross 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. Parents/guardians consent to counseling support delivered individually, in small groups, or in a classroom setting. 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 PK3-2nd 8:00am-2:40pm, 3rd-5th 8:00 a.m.-2:45 p.m. Students will be marked tardy at 8:00 a.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. – 3:00 p.m. Students are considered tardy after 7:50 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 or email at [studentservices@favikings.org](mailto:studentservices@favikings.org). 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.



# 26-27 MS SCHEDULE



| Mon, Tue, Thu, Fri Schedule | Wednesday Schedule       |
|-----------------------------|--------------------------|
| Homeroom 7:50 - 8:00        | Homeroom 7:50 - 7:55     |
| 1st period 8:00 - 8:50      | 1st period 7:55 - 8:40   |
| Grab n Go Break 8:50 - 9:00 | Chapel/Break 8:45 - 9:20 |
| 2nd period 9:00 - 9:50      | 2nd period 9:25 - 10:10  |
| 3rd period 9:55 - 10:45     | 3rd period 10:15 - 11:00 |
| 4th period 10:50 - 11:40    | 4th period 11:05 - 11:50 |
| MS Lunch 11:45 - 12:10      | MS Lunch 11:55 - 12:20   |
| 5th period 12:15 - 1:05     | 5th period 12:25 - 1:10  |
| 6th period 1:10 - 2:00      | 6th period 1:15 - 2:00   |
| 7th period 2:05 - 2:50      | 7th period 2:05 - 2:50   |
|                             |                          |
|                             |                          |





# 26-27 US SCHEDULE



| Mon, Tue, Thu, Fri Schedule | Wednesday Schedule       |
|-----------------------------|--------------------------|
| Homeroom 7:50 - 8:00        | Homeroom 7:50 - 7:55     |
| 1st period 8:00 - 8:50      | 1st period 7:55 - 8:40   |
| 2nd period 8:55 - 9:45      | Chapel Break 8:45 - 9:20 |
| Grab n Go Break 9:45 - 9:55 | 2nd period 9:25 - 10:10  |
| 3rd period 9:55 - 10:45     | 3rd period 10:15 - 11:00 |
| 4th period 10:50 - 11:40    | 4th period 11:05 - 11:50 |
| 5th period 11:45 - 12:35    | 5th period 11:55 - 12:40 |
| US Lunch 12:40 - 1:10       | US Lunch 12:45 - 1:10    |
| 6th period 1:15 - 2:05      | 6th period 1:15 - 2:05   |
| 7th period 2:10 - 3:00      | 7th period 2:10 - 3:00   |
|                             |                          |
|                             |                          |



# Fayette Academy

## 2026-27 Academic Calendar

| July 2026 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | Th | F  |
|           |    | 1  | 2  | 3  |
| 6         | 7  | 8  | 9  | 10 |
| 13        | 14 | 15 | 16 | 17 |
| 20        | 21 | 22 | 23 | 24 |
| 27        | 28 | 29 | 30 | 31 |

| August 2026 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | Th | F  |
| 3           | 4  | 5  | 6  | 7  |
| 10          | 11 | 12 | 13 | 14 |
| 17          | 18 | 19 | 20 | 21 |
| 24          | 25 | 26 | 27 | 28 |
| 31          |    |    |    |    |

| September 2026 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | Th | F  |
|                | 1  | 2  | 3  | 4  |
| 7              | 8  | 9  | 10 | 11 |
| 14             | 15 | 16 | 17 | 18 |
| 21             | 22 | 23 | 24 | 25 |
| 28             | 29 | 30 | 31 |    |

| October 2026 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              |    |    | 1  | 2  |
| 5            | 6  | 7  | 8  | 9  |
| 12           | 13 | 14 | 15 | 16 |
| 19           | 20 | 21 | 22 | 23 |
| 26           | 27 | 28 | 29 | 30 |

| November 2026 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
| 2             | 3  | 4  | 5  | 6  |
| 9             | 10 | 11 | 12 | 13 |
| 16            | 17 | 18 | 19 | 20 |
| 23            | 24 | 25 | 26 | 27 |
| 30            |    |    |    |    |

| December 2026 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 | 31 |    |

| January 2027 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              |    |    |    | 1  |
| 4            | 5  | 6  | 7  | 8  |
| 11           | 12 | 13 | 14 | 15 |
| 18           | 19 | 20 | 21 | 22 |
| 25           | 26 | 27 | 28 | 29 |

| February 2027 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
| 1             | 2  | 3  | 4  | 5  |
| 8             | 9  | 10 | 11 | 12 |
| 15            | 16 | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 |

| March 2027 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
| 1          | 2  | 3  | 4  | 5  |
| 8          | 9  | 10 | 11 | 12 |
| 15         | 16 | 17 | 18 | 19 |
| 22         | 23 | 24 | 25 | 26 |
| 29         | 30 | 31 |    |    |

| April 2027 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
|            |    |    | 1  | 2  |
| 5          | 6  | 7  | 8  | 9  |
| 12         | 13 | 14 | 15 | 16 |
| 19         | 20 | 21 | 22 | 23 |
| 26         | 27 | 28 | 29 | 30 |

| May 2027 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
| 3        | 4  | 5  | 6  | 7  |
| 10       | 11 | 12 | 13 | 14 |
| 17       | 18 | 19 | 20 | 21 |
| 24       | 25 | 26 | 27 | 28 |
| 31       |    |    |    |    |

| June 2027 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | Th | F  |
|           | 1  | 2  | 3  | 4  |
| 7         | 8  | 9  | 10 | 11 |
| 14        | 15 | 16 | 17 | 18 |
| 21        | 22 | 23 | 24 | 25 |
| 28        | 29 | 30 | 31 |    |

**First Day of School: August 6**  
**Last Day of School: May 21**

### School Holidays

September 7: Labor Day  
 October 12-16: Fall Break  
 November 23-27: Thanksgiving Break  
 Dec 21-Jan 1: Christmas Break  
 January 18: Dr. Martin Luther King Jr. Day  
 February 15: President's Day  
 March 15-19: Spring Break  
 March 26: Good Friday  
 March 29: Easter Monday

### Progress Reports & Report Cards

September 9: Q1 Progress Report  
 October 21: Q1 Report Card  
 November 18: Q2 Progress Report  
 January 6: Q2 Report Card  
 February 10: Q3 Progress Report  
 March 24: Q3 Report Card  
 April 21: Q4 Progress Report  
 May 26: Q4 Report Card

### Other Key Dates

October 9: Last Day of Quarter 1  
 September 15: Parent-Teacher Conf. (3:30 - 6:30)  
 December 17: MS/US Midterm Exams  
 (LS: Full Day; MS & US: 1/2 Day)  
 December 18: Last Day of Quarter 2  
 (1/2 day for all students)  
 January 5: Students return from Break  
 February 18: Parent Teacher Conf.  
 (3:30-6:30)  
 March 12: Last Day of Quarter 3  
 May 20: MS/US Final Exams  
 (LS: Full Day; MS & US: 1/2 Day)  
 May 21: Last Day of Quarter 4  
 MS/US Final Exams  
 (1/2 day for all students)

### Teacher Inservice (No Students)

July 30-August 5: Teacher Inservice  
 November 9: Teacher Professional Development  
 January 4: Teacher Inservice

# 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: 8/18/2026**

# 2026-2027

## Fayette Academy Discipline Form

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

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

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