



FLETCHER ACADEMY

A Ministry of FAI

Find Your Purpose

Student Handbook 2024-2025

**185 Fletcher Academy Drive
Fletcher, North Carolina 28732**

Phone: (828) 209-6800

Fax: (828) 209-6809

www.fletcheracademy.org

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Welcome to Fletcher Academy!

We are so glad you have entrusted us with this year of your high school education. It is a responsibility we don't take lightly. God has endowed each of us with the ability to learn new things, develop practical skills, make social connections, and use our talents to bring honor and glory to Him. We hope you will make the most of these opportunities and find Fletcher to be an enjoyable place to study, work, play, and worship.

Found on the rest of the pages of this handbook are things we have put in place to make your time here enjoyable for everyone. Some of these things may seem unnecessary to you, but everything has been established for the purpose of creating an environment most conducive to academic, social, and spiritual growth for everyone. Embracing these guidelines will make your time at Fletcher Academy more enjoyable and allow you to get the most out of your experience.

God has led you here to be encouraged and to encourage others. Our commission as God's people is to share the gospel with the world. You can begin to fulfill that commission this year by sharing with your friends or your roommate. If we keep that as our focus, we can't go wrong.

May God bless our campus this year as we make many great memories together!

Phil Wilhelm
Principal

FLETCHER ACADEMY

Educating for Eternity

OUR VISION - ASPIRATION

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

OUR MISSION - WHO WE ARE

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

OUR GOALS

Goal One: Spirituality

Fletcher students will develop a life-long friendship with Jesus Christ and fellow disciples.

Goal Two: Relationships

Fletcher students will develop their ability to interrelate with others and to serve others.

Goal Three: Academics

Fletcher students will be recognized for academic excellence.

Goal Four: Work Ethics

Fletcher students will learn the values, rewards, and dignity of work.

Goal Five: Character Development

Fletcher students will progress in developing Christian qualities.

Goal Six: Health and Wellness

Fletcher students will follow action plans to positively impact their health and wellness for life.

Goal Seven: Fun

Fletcher students will be noticeably happy, emotionally stable, and confident.

OUR BELIEFS

Fletcher Academy teaches and follows the beliefs of the Seventh-day Adventist Church, which include:

- The Scriptures of the Old and New Testament are fully inspired of God and are the supreme and final authority for faith and practice.
- There is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons.
- Man and woman were made in the image of God with individuality, the power and freedom to think and to do.
- All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe.
- In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for sin so that those who by faith accept this atonement may have eternal life.
- By His death on the cross Jesus triumphed over the forces of evil.
- The beneficent Creator, after six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation.

- We are called to be godly people who think, feel, and act in harmony with the principles of heaven.
- The second coming of Christ is the blessed hope, the grand climax of the gospel.

OUR PHILOSOPHY

We are created in the image of God (Genesis 1:27). For this reason, the primary purpose of Fletcher Academy is to develop the Creator-like powers in our students that are God-given to all humans: creativity, individuality, and the power to think, choose, and do. We exist to provide a quality education in an environment where students and staff are in the process of continuously improving their love, trust, and relationships with Jesus Christ and each other. The object of education at Fletcher Academy, is to develop these abilities in our students so that they will think and act as individuals, not mere reflectors of someone else’s thoughts and actions. We value this environment and recognize that it must be protected and nurtured in order to achieve our objectives. Accordingly, we select and welcome students and staff who thrive in a family where trust is fairly and safely embedded in love and relationships.

We believe students benefit and develop by being trusted. They have a high sense of honor and want to be treated with confidence and respect, which is their right. We believe that as bonds of love develop within the school family and with Jesus Christ, students will live the Christian life – not because of rules, but based on relationships that are too important to risk damaging.

We believe that students who are committed to developing their God-given talents and enhancing their relationship with Jesus should not be turned away from Fletcher Academy because of finances. We are committed to having sufficient work and justified financial aid to assist such applicants. This pledge is conditional on the parents doing their fair share, the student’s church doing their fair-share, and the student doing their fair-share, once they have entered the work program, through summer work and work during the school year.

CHARACTER DEVELOPMENT

Fletcher Academy is committed to providing expectations and opportunities for all students to understand, demonstrate, and practice the Christian life-skills and characters that will help them to become responsible citizens for successful living in this world and in the world to come. Our students are taught to understand the fundamental differences between right and wrong, to think before acting, to respect themselves and others, to demonstrate responsible decision-making, and to be accountable for their behavior. This striving for excellence in Christian characters sets before each student the goal of being all that he or she can be – “attaining the whole measure of the fullness of Christ.” (Eph. 4:13)

Brothers’ Keeper	Demonstrating understanding and concern for others
Courage	Standing for what is right even if you stand alone
Honesty	Revealing truth through thoughts, words, and behavior

Initiative	Moving from thought to action
Perseverance	Completing what you start, no excuses
Purity	Possessing virtue and morality
Respect	Showing a deep admiration and consideration for others
Responsibility	Doing what's right and being accountable for your choices
Service	Putting others' needs before your own

HONOR CODE

Fletcher Academy's Honor Code forms a key part of the foundation of our school. It challenges our school community to strive to uphold the honor, integrity, sense of trust, and heritage of over 100 years as a Christian academy that follows the traditional values and beliefs of the Seventh-day Adventist church. This Code requires all members to do their own work, be trustworthy, and claim only that which is theirs.

The Honor Code is:

- I will not lie.
- I will not cheat.
- I will not steal.
- I will lift up the student who loses honor.

HISTORY

The original property has a history dating back to the days of Presidents Washington and Jefferson. While in the area gathering materials for his book, *Men of the Mountains*, Professor Arthur Spaulding discovered a rundown plantation consisting of 450 acres at a purchase price of \$6,000. Mrs. Martha Rumbough, a lady of some means and prominence living in Asheville, provided the money for the purchase of the property. "After the school farm was purchased, class work began with two pupils in March 1910. Professors Arthur Spaulding and Sydney Brownsberger (President of the first Seventh - day Adventist College) began the work at that time." (From Minutes)

Some of the other pioneer leaders in the enterprise were Dr. and Mrs. F. E. Bliss, Lelia Patterson, Mr. and Mrs. James Lewis, Mr. and Mrs. A. A. Jasperson, and Mr. and Mrs. C. G. Marquis. In addition to the school, the institution for many years operated treatment rooms and the Health Cafeteria, the first cafeteria in Asheville. The health work began in a formal way with the building of a "cottage for sanitarium purposes" (from Minutes) in 1915. This was the forerunner of Mountain Sanitarium and Hospital. The hospital facility is now being used as a nursing home.

A prized possession, a school calendar printed for the year 1913-1914, stated that the original school included elementary and high school work - both primarily intended to serve the needs of the workers and children of the community. The education work grew slowly and attendance remained small. There was a change in the mid-twenties with the appointment of Mrs. Marguerite M. Jasperson as principal. Even then the school remained at the tenth grade level until the early 1930's. In 1931 the eleventh grade was added and a year later the twelfth grade. In 1932 the school was accredited by the North Carolina Department of Public Instruction. It is evident that the foundation and program of

the institution grew out of the sacrifice and devotion of those who pioneered. There are abundant reasons for believing that, should this same spirit of sacrifice and devotion be lost, the purpose and the objectives of the institution would, in the same measure, be lost.

SETTING AND LOCATION

Located on approximately 500 acres of farm, field, and forest, Fletcher Academy provides a lovely rural setting. Our campus is two miles from the Fletcher/Mt. Home Exit 44 interchange of Interstate 26, seven miles north of Hendersonville, and eighteen miles south of Asheville, North Carolina.

Fletcher Academy is one of the organizations operated under Fletcher Academy, Inc., a 501(c)(3) corporation. Other organizations operated by FAI on our campus include Captain Gilmer Christian School, Fletcher Park Inn and the Lelia Patterson Center. Many of our students are employed by these organizations. AdventHealth Hendersonville is located across the street from our campus.

ACCREDITATION

Fletcher Academy is accredited by COGNIA, formerly Southern Association of Colleges and Schools Council on Accreditation and School Improvement. In addition, Fletcher Academy is approved by the State of North Carolina, and is recognized by the Southern Union Conference of SDA's.

NON-DISCRIMINATION POLICY

Fletcher Academy admits single students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Young people of a religious persuasion other than the Seventh-day Adventist Church are welcome to apply as long as they agree to uphold the ideals, standards, and principles as set forth in this Handbook.

ADMINISTRATION, FACULTY & STAFF

ADMINISTRATION

Principal	Phil Wilhelm, MEd
Vice-Principal of Student Life	Andrew Rahm, BS
Vice-Principal of Academics	Jessica Stout, MA
Vice-Principal/Recruitment	Brad Durby, BS
Registrar, Admin. Asst.	Elizabeth Kendrick, BS
Attendance Officer	Adam Mohns, MA
CFO	Stephen Learned, BS
Cashier, Accounts Receivable	Eric Schnell, B.S.
Dean of Girls	Chrysy Witt
Assistant Girls' Dean	Melissa MaGuire
Dean of Boys	Andrew Rahm, BS
Assistant Boys' Dean	Edward Pineda, BA
Director of Development & Alumni Relations	Arthur Gibbs, MDiv
Student Work Coordinator	Collin Petty, MBA

ADMINISTRATIVE SERVICES

Human Resources
Information Technology
Accounts Receivable
Fletcher Park Inn
Food Service Director
Lelia Patterson Center
Plant Services
Grounds
Learning Center (Library)
School Nurse
Transportation

Collin Petty, MBA
Josh Wilkins, BS
Pam Hughes, BA
Lisa Metcalf
Cheryl Grant
Wendi Pendleton
Jason McDonald
Tyler May
Vicki Redden, AS
Jessica Rahm, FNP-C
Bill Bass, MEd

INSTRUCTIONAL

Art
Auto Mechanics, Woodworking
Computer Applications
English
English
Gymnastics
Life Skills, Health
Mathematics
Mathematics
Mathematics
Mathematics
Modern Language
Music – Choir, Piano
Music – Handbells
Music - Band/Strings
Physical Education
Religion
Religion
Religion/Chaplain
Science
Science/Technology
Social Studies
Yearbook

Kim Henski, ADN, CST
Bill Bass, MEd
Edlin Bernal
Jodi Beckworth, BA
Jessica Stout, MEd
Adam Mohns, MA
Kim Henski, ADN, CST
Clinton Carvill, MS
Johannes Kröper, MEd
Dean Sigsworth, MS
Phil Wilhelm, MEd
Edlin Bernal
Denise Pettit, BA
Sheri Baker, BS
Spencer McConnachie, BA
Adam Mohns, MA
Bill Bass, MEd
Chris Small, MA
Zach Henski, BA
Clinton Carvill, MS
Johannes Kröper, MEd
Caleb McQuistan, MEd
Kim Henski, ADN, CST

ADMISSIONS

Only those students who show respect in attitude and behavior for the Word of God, maintain a reverent attitude toward that which is spiritual, agree to abide by the policies and standards of the Academy, and conduct themselves in harmony with the standards of Christian education as upheld by the Seventh-day Adventist Church should apply for admission to Fletcher Academy. Students in grades nine through twelve who demonstrate a definite interest and commitment to receiving a Christian education and pledge to support the mission, values, beliefs, philosophy, and objectives of Fletcher will be considered for admission.

It is expected that the parent or guardian of the applicant will encourage the student to keep school policies and standards at all times to ensure that the student's conduct corresponds to the spirit of the institution.

APPLICATION PROCEDURE

Applications should be filled out online at www.fletcheracademy.org. Completed applications will be considered for academic acceptance when the following has been received:

- At least 2 of the 3 requested referral/recommendation forms asked for in the online application (teacher and two character references).
- Evidence of having completed 8th grade or a complete transcript of past credits earned in other secondary schools.
- Standardized Test Scores if available
- Students applying for senior year must submit official transcripts prior to acceptance.

Upon receiving these, a decision will be made on academic acceptance. Once this is done, the student will be moved to the next enrollment milestone where additional questions and documents will be solicited. A signed Acknowledgement of Charges along with a financial plan and the following documents will be required at this stage:

- A complete immunization record furnished by a physician or health department (required by State of NC) or a religious exemption form.
- Birth Certificate and/or Social Security Card for the work program - required for all grades!
- Signed Medical Consent form with copy of insurance card. Please note: those who choose not to carry personal medical coverage assume full responsibility for their student's medical bills.

When the application is complete, the Admissions Committee will review the completed application. A notice will be sent via the online application portal indicating the committee's decision and the next steps. Students must receive a notice of Academic Acceptance before arriving on campus. Fletcher Academy reserves the right to interview any applicant before accepting him/her as a student at FA.

Home-Schooled Students

Students wishing to enter the 9th grade:

- Should be 14 years of age on or before the first day of the current school year. Exceptions to this are rare.

- Must provide data showing that they have completed the 8th grade level (such data **must include standardized achievement test scores** and report cards, and should include portfolios, list of textbooks used, etc.).

Current secondary home-school students:

- Parents must complete the “Course Verification Sheet” which may be obtained from the Fletcher Academy application process, or at the Academy Office.
- Must submit standardized achievement test scores.
- Courses taken will be evaluated by the Academic Standards Committee to determine credit; **however, grades from these courses will not be included in calculating cumulative GPA.**

International Students

International students must submit an application form along with the following information and be accepted before arriving in the United States:

- Students must apply for at least one year of studies. One semester of studies for any grade level will not be considered.
 - Non-refundable application fee of \$150.
 - Medical examination form that includes **all immunization dates.**
 - Official academic records that have been translated into English.
 - Contact information for a parent or guardian on the US mainland. The guardian may be interviewed by the Admissions Committee or a representative.
 - Verification of international student medical insurance for the current school year (International Student Medical Insurance, (302) 656-4944, or www.isminc.com).
 - An I-20 form from Fletcher Academy.
 - A valid student visa to enter the United States.
- TOEFL score of a 60 or above for those entering the 9th or 10th grade and an 80 or above for those entering the 11th or 12th grade. You may instead provide a Duolingo score of a 90 or above for those entering the 9th or 10th grade and a 105 or above for those entering the 11th or 12th grade.

International students must participate in the work program. Administration will assist the student in applying for the necessary Social security number upon arrival.

Fletcher Academy does not provide financial assistance for international students. The student can solicit help from their local church or other sponsorship to assist with tuition and fees.

FLETCHER ACADEMY APPLICANTS SHOULD NOTE

Fletcher Academy operates under the principles of the Seventh-day Adventist Church. Consequently there are policies and practices that are unique to Fletcher Academy.

- For each year in attendance, students must take one year of a scripturally-oriented religion course.
- All dormitory students are required to attend daily worship(s) in the dormitories, and all students are required to attend weekly chapel services.
- All dormitory students are required to attend the weekend religious services when on campus.

- All meals served are vegetarian.
- Students are not permitted to bring meat or caffeine on campus.
- Possession and/or use of tobacco, vapes, and/or alcohol are strictly forbidden by our students – on or off campus.
- Music, dress, games, or other materials that perpetuate violence, drugs, occult themes, sex, immoral conduct, or gang association are strictly prohibited.

Fletcher Academy will interview all applicants prior to full acceptance to determine if Fletcher Academy is a place where the student can thrive.

RE-APPLICATION PROCEDURE

Current students will have the opportunity in the spring to turn in an Intent form as to their plans to continue as a student at Fletcher Academy. The re-application form needs to be submitted prior to securing student work opportunities for the next school year.

LATE ENROLLMENT

- Students who apply after the third week of the semester will not be accepted without transfer grades.
- Students who enroll after Registration Day will be charged an \$80.00 late registration fee.
- Late Registration will not take place on the first day of school. Late registrants must wait until the second day of the school year.

ACADEMIC INFORMATION

ACADEMIC HONORS

Honor Roll: The posted Honor Roll for **each semester** consists of:

Honorable Mention - GPA of 3.25 - 3.49

Honors - GPA of 3.5 - 3.74

High Honors - GPA of 3.75 - 4.0

Privileged Kids List (PK): The PK List is composed of three levels (Attendance, GPA, and behavior), and students are recognized and rewarded **each semester**. PK kids will have no unexcused absences and no more than two unexcused tardies for each 9 weeks.

Gold - Students with a 3.75 GPA or higher and have no behavioral conduct referrals for the semester.

Silver – Students with a 3.50 GPA or higher and have no significant behavioral conduct notices for the semester.

Bronze – Students with a 3.25 or higher and no significant behavioral conduct notices for the semester.

Students on the PK Lists will be entitled to a “Coupon Book” that will provide personal rewards for the following semester: 6 coupons for Gold, 5 for Silver, and 4 for Bronze. All three measures for each PK level must be met. Returning students will receive a “Coupon Book” based on performance for the second semester of the previous year. **New students are eligible after completing the first semester.**

Awards: Year End

Yearly Awards:

- 4.0 certificates are awarded to students who maintained a 4.0 GPA for the current school year. The GPA will be calculated 4 weeks prior to the last day of school to determine qualification for this award for the awards ceremony. Validation will occur after final grades are submitted. .
- Certificates are given for those with High Honors, Honors, and Honorable Mention for the school year. The GPA will be calculated 4 weeks prior to the last day of school to determine qualification for these awards.

Graduation Awards:

- **Honor Cords** are given based on seven semesters of the student's **cumulative** gpa.
- **4.0 GPA Medallions** are given based on how many years a student has achieved a 4.0 GPA while attending Fletcher Academy.
- **4-year Senior Cords** are given for students who have attended Fletcher Academy all four years..

ACADEMIC LOAD

The minimum load shall consist of five (5) core classes. (Core classes are those that earn .5 credit per semester or a combination of lesser courses.) Exceptions to the above may only be made by administration for the purpose of increasing on-campus work time. To drop a class, a student must complete the drop process with the Registrar, which includes permission from their parents. Students who have been approved to take less than the minimum core classes will be expected to work at least one hour more per credit hour below the minimum.

ACADEMIC PROBATION

Students whose GPA falls below 1.5 on the 4.0 scale, have any "F's" or more than 2 "D's," may be placed on General Academic Probation. The purpose of the probation is not to punish the students but to help develop a pattern for success. Once the student is placed on academic probation, a meeting will be held with the student and the Registrar to develop an academic plan. The student will be assigned extra study time to provide him/her with the environment to get his/her work accomplished. Tutors may be assigned at this time.

CLASS STANDING

To be eligible to join any class organization or to participate in its functions, a student must have earned enough credits to qualify for class standing. Transcripts must be received and evaluated before class standing can be officially determined. Official standing must be ascertained before a student is eligible for class office.

Promotion to sophomore status -	5 credits
Promotion to junior status -	12 credits
Promotion to senior status -	18 credits*

*All seniors must have official transcripts, including home study and prior schools, on record in the Registrar's office at the beginning of their senior year.

COURSE PROGRESSION/DIPLOMA REQUIREMENTS

Standard Diploma: 22 credits required

Bold classes are required by the state of NC for graduation.

<p><u>Freshmen (at least 7 credits)</u> 1 - Bible I 1 - English I 1 - Math (Typically Algebra I) 1 - Agricultural Science 1 - Computer Application 1 - Team Sports 0.5 - Health 0.5 - Practical Life Skills (applied art) Electives (<i>optional</i>)</p>	<p><u>Juniors (at least 5-6 credits)</u> 1 - Bible III 1 - English III 1 - US History 1 - Math (Algebra II or Pre-Calculus) 1 - Science (Chemistry or Phys Sci) 1 - Spanish I or II (optional) Applied/Fine Arts/Elective (optional)</p>
<p><u>Sophomore (5-6 credits)</u> 1 - Bible II 1 - English II 1 - Math (typically Geometry) 1 - Biology 1 - World History 1 - Spanish I (optional) Applied/Fine Arts/Elective</p>	<p><u>Seniors (need total of 22 credits)</u> 1 - Bible IV 1 - English IV 1 - American Gov. /Economics 1 - Applied/Fine Arts Elective (one of either science or math)</p>

College Preparatory Diploma: 25 credits required

Bold classes are required by the state of NC

<p><u>Freshmen (at least 7 credits)</u> 1 - Bible I 1 - English I 1 - Math (typically Algebra I) 1 - Agricultural Science 1 - Computer Applications 1 - Team Sports 0.5 - Health 0.5 - Practical Life Skills</p>	<p><u>Juniors (at least 6 credits)</u> 1 - Bible III 1 - English III 1 - US History 1 - Math (Algebra II/Pre-Calculus) 1 - Spanish II 1 - Chemistry Applied/Fine Arts/Elective</p>
<p><u>Sophomore (at least 6 credits)</u> 1 - Bible II 1 - English II 1 - Math (typically Geometry) 1 - Biology 1 - World History 1 - Spanish I Applied/Fine Arts/Elective</p>	<p><u>Senior (need total of 25 credits)</u> 1 - Bible IV/Dual Cr Bible 1 - English IV/ENGL 101/102 1 - American Gov. /Economics 1 - Physics/ A&P 1 - Statistics/Pre-Calculus/AP Calculus Applied/Fine Arts/Elective</p>

COLLEGE CREDIT (DUAL CREDIT) CLASSES

Fletcher provides the opportunity for diligent students with good grades to earn college credits while attending Fletcher. The dual credit courses offered include some of the General Education courses required by most colleges and universities. The college credits are granted by various Adventist universities and are transferable to most colleges and universities. The Dual Credit classes may be taught by a FA teacher or online with the credit-granting institution. Some of the classes listed may not be available every year. Students enrolled in Dual Credit classes pay a small percentage of the university's regular tuition charges and full-price for all textbooks. Full payment is due prior to the beginning of all Dual Credit classes and may not be charged to the student's account. Students must meet the minimum GPA (3.5 GPA for Juniors and 3.0 GPA for Seniors) and assessment test requirement. **Dropping a Dual Credit Course may forfeit all payment for the course.** (Please refer to our website at fletcheracademy.org for a listing of classes offered as they change each year.)

ONLINE COURSES/SUMMER SCHOOL

Any student desiring to take online work or a summer school course should submit a written request to the Academic Standards Committee prior to applying for such courses. Except under extenuating circumstances, permission will not be granted to take those courses that are offered in the school curriculum to avoid taking them at Fletcher. Online classes are required for those who have failed to earn credit in a course taken during the school year. You must check with the registrar prior to enrolling in any online course. Online work that involves credit required for graduation must be completed and a transcript on file at the Academy Office by April 1st of the senior year.

COURSE DESCRIPTIONS

Please visit our website - fletcheracademy.org - for course descriptions and credits.

EXAM PASSES

Exam passes are required before a student may take semester examinations. Exam passes will not be issued unless the student's account and any fines are paid in full.

Replacement passes cost \$5.00.

GRADE REPORTS

Fletcher Academy utilizes an internet service by Blackbaud called "FAI Schools Portal" which allows parents and students to monitor progress in every class on a regular basis. This site is used by administration and teachers to keep the students and parents informed of classroom procedures, assignments, and supplemental materials.

The following is the school-wide grading system:

A	4.00	94-100	C-	1.67	70-72	
A-	3.67	90-93	D+	1.34	67-69	
B+	3.34	87-89	D	1.00	63-66	
B	3.00	83-86	D-	0.67	60-62	
B-	2.67	80-82	F	0.00	0-59	No Credit Earned
C+	2.34	77-79	I	Incomplete		
C	2.00	73-76				

GPA Calculation Method

$\text{Sum}(\text{Numerical GPA Equivalent} * \text{Credits Attempted}) / \text{Sum}(\text{Credits Attempted})$

GRADUATION REQUIREMENTS

Graduation requirements are as follows for a student:

- Conduct and attendance have been satisfactory.
- Has completed the following course work:

Subject	College Preparatory Diploma 2.5 gpa required	Standard Diploma
Religion	4	4
English	4	4
Mathematics	4 Alg. I, II, Geom. + Sr level Math: Pre-Calculus, Statistics, AP Calculus	3 (Algebra I)
Science	3 (Biology & at least 1 additional lab science)	3 (Biology)
Social Studies/ History	3 (US History, US Gov)	3 (US History, US Gov)
World Languages	2 (from same language)	-
Health	.5	.5
Physical Education	1	1
Computer Skills	1	1
Applied/Fine Arts	2	2
Electives	.5	.5
Total Credits Required for Graduation	25	22 Note: students enrolled for less than six credit hours will be expected to work an extra hour for each credit below the six.

Please see the UNC system of schools required course list or your school of choice to determine what is required for post-secondary entrance. Most NC colleges expect applicants to have completed four math credits.

***Courses cannot be repeated for credit unless in the Music Department and AcroKnights.**

INCOMPLETE/MISSING ASSIGNMENTS

Students who do not turn in assignments by the expected due date will receive an “M” (Missing) in the gradebook. Students may make up any assignment marked with an “M” within the time allowed by the teacher. After the time has expired the grade will be marked with an “I” (Incomplete) and a zero will be entered in the gradebook. All Incomplete grades will be final and may not be made up.

LATE WORK

Homework missed due to an excused absence can be made up on the student’s return to school. Make-up provisions vary depending on the type of excused absence. Teachers are granted discretion in determining set deadlines for make-up school work up to two weeks from when the student returned to class. It is the responsibility of the student to check with each teacher and arrange for turning in missed assignments.

When students miss class(es) for school-sponsored trips, assignments are due the next class period upon the student’s return from the trip unless other arrangements have been made with the teacher.

A system will be put in place to gradually bring students up to the standard of handing in all school work on time. This will be conveyed to the students at the beginning of the year on a per class basis.

PROGRAM CHANGES

Changes to a student’s classes are made by the completion of a Drop/Add Voucher. This form is obtained from the Registrar and calls for the signature of the teacher(s) involved and permission from the parents (either signed or an email)

Students may not enter an academic class after the **second week** or drop an academic class after the **ninth week of either semester**. A grade of “WF” (Withdrew Failing) will be recorded for any class dropped after the ninth week. A WF has a negative impact on the GPA. **Students enrolled in performance groups have made a commitment to that group until at least the end of the semester.** The Academic Standards Committee may consider exceptions for unusual circumstances.

TEXTBOOKS

ISBN numbers are provided for textbooks and students are expected to purchase their own. Amazon, Chegg, Textbooks.com, AbeBooks, etc. are just a sample of online sites where textbooks can be purchased.

TOURING GROUP GUIDELINES

Students will be required to have at least a 2.0 GPA from the previous semester in order to join one touring group. New students will be subject to this policy after their first completed semester. If a student would like to join 2 touring groups they must have a 3.0 GPA from the previous semester. If a student’s GPA goes below a 3.0 at any time they must drop one of the touring groups. Also see page 22 under “Attendance” for additional information.

TRANSCRIPTS

Neither transcripts nor diplomas will be issued unless the student's account is paid in full. Transcript requests are submitted online through our website. Please allow at least one week of processing time. Expedited Transcripts will not be sent out the week prior to and after registration and graduation. Honoring expedited requests will require additional fees.

If the school you are applying to requires Fletcher Academy to convert your transcript to their uniform grading policy, there will be a \$35.00 processing fee for this service.

UNSATISFACTORY GRADES

Students receiving "D's," "F's," or "Incompletes" for any grading period will be subject to restrictions on their programs on campus. Teachers, with the consent from the parent, may require students to attend specified tutoring sessions in the evenings. It is suggested that community parents modify their student's program in a manner that will encourage improved academic performance.

If a student fails a required course, effort should be made to remove the deficiency as soon as possible. Deficiencies in course work are to be made up on a semester basis by regular enrollment in the class, by approved enrollment in a correspondence course, or by approved enrollment in the course in summer school.

GENERAL GUIDELINES

ATTENDANCE POLICY

Every student is expected to regularly attend all classes on time, every day as scheduled. Class attendance is recorded on the report card each quarter. Every student is capable of an A in attendance. Every student will start each nine-week (quarter) period with 0 attendance points (A). The attendance record is a legal document and will remain in the student's permanent file. In-class attendance is vital to the learning process, therefore students must attend in person at least 85% of the class periods each semester in order to receive credit for the course.

ABSENCES & TARDIES are recorded whenever students are absent or tardy to a class or work. To excuse an absence or tardy, the student must provide a satisfactory excuse note WITHIN FIVE school days after returning to school to the Attendance Officer. Excuses WILL NOT be accepted after the five school days allowed – even if there is a valid excuse for the absence or tardy. Unexcused tardy and absences will result in the following points being added to the student's total:

- 1 point added = one unexcused tardy
- 3 points added = one unexcused absence – 40/50 minute non-block class
- 6 points added = one unexcused absence – 80-minute block class

For Chapel:

- 1 point added = one unexcused chapel tardy
- 2 points added = one unexcused chapel absence

- 1 point added = not sitting in assigned chapel seat

A student found sleeping in class or chapel will also receive attendance points as follows:

- 1 point added = sleeping in chapel
- 2 points added = sleeping in class

A tardy becomes an absence ten minutes after the scheduled time for class to begin and will receive 3 attendance points. If a student is ill, or can't be at school/work for any other reason, it is to be reported by the dean, school nurse (dorm students), or parent (community student) to the Attendance Officer email address (attendance@fletcheracademy.org) prior to the student's first missed class or work appointment. If the illness occurs during the school day, it should be reported to a dean, teacher, work supervisor, or administrator immediately when a student is sent to their dorm room or taken home during school hours.

Please note: A doctor's note may be required if an absence due to illness lasts more than three days.

ATTENDANCE EXCUSE PROCEDURE

Students and parents/guardians can check the FAI Schools Portal daily for attendance records. An attendance alert email will be sent to the parent/guardian following an absence or tardy in a class. For real-time class attendance information, you can log into the portal to see the student's attendance throughout the day.

The Attendance Officer will accept signed statements, that include the date of absence as well as the time to be excused, from the following people:

- Dormitory dean or assistant dean on duty the day the absence/tardy occurred
- a staff member who caused the tardy or absence
- a doctor, dentist, counselor, or other professional medical caregiver for appointments (excuse notes must be turned in within 5 days of the absence)
- a parent of a community student for illness (less than 3 days), funeral of a family member, or other family emergency
- the student's Work Supervisor

Absences/tardy resulting from alarms not going off, poor planning, running late, etc. are not excused.

Students placed on sick list for the day are expected to remain at home or in their dorm room for the remainder of the day. They may not participate in activities on the day they are placed on sick list. Classes will not be excused because of sickness when a student comes to classes or any other event/activity on campus later that same day.

Up to three school days will be excused for a student to attend the funeral of an immediate family member.

Pre-Arranged Absences

Any absence other than illness or death in the family MUST HAVE AUTHORIZATION FROM ADMINISTRATIVE COUNCIL at least 10 DAYS prior to the absence. (The Ad Council meets mid week during the school year.) This can be done by submitting the

online Pre-Arranged Absence Form on our website. Absence requests that are approved will not incur points, but under the North Carolina Truancy law will be considered unexcused absences. The Pre-Arranged Class Absence Request may be accessed on the school website. Parents are encouraged to plan family vacations and routine doctor/dentist appointments during regularly scheduled home leaves to ensure that the attendance requirements are met. For academic purposes, absences will not be approved during the months of December and May. Non-medical class absences are not excused until they are approved through Ad Council. Pre-arranged medical absences may be authorized, but not excused until a doctor's note is submitted within two days of the appointment and the students' return to school. ***Travel arrangements should not be made, such as purchasing plane tickets, until the approval for absences requested has been received. The Absence Request Form must be filled out by the student or parent online. It may be found on the school website under the campus life menu. [Failure to submit the form 10 days in advance may result in the Ad Council not considering the request.]***

Unexpected Absences

In the event a student is absent when it was not known in advance, an Unexpected Absence Excuse Form must be filled out BY THE PARENT. This does not need to be done if a dormitory student was under the care of the dean at the time of the absence. This should be done at the conclusion of any absence due to illness, emergency, death in the family, or any other unavoidable circumstances.

Attendance Grades

Attendance Grades affect many aspects of a student's campus activities and are part of the student's permanent grade record. At the beginning of each Quarter the Attendance Points revert back to zero. Grades are applied to the attendance points as follows:

- **A** (0 to 2 points)
- **B** (3 to 5 points)
- **C** (6 to 8 points)
- **D** (9 to 17 points): A student's attendance points will be frozen at the point the down-grade occurred until the Attendance Officer has informed him/her of their attendance points score. The student will be placed on Campus Restriction Monday through Friday of the two weeks following when the down-grade occurred (10 consecutive school days). The student, whether dorm or community, will only be allowed to go to classes and work during those 10 days (dorm students will be able to go to the café for their meals and community students will only be allowed in the café during lunch). The student will not be allowed to enter the LPC (except for participation in PE or gymnastics classes), attend rec, or any other recreational activity on campus. If the restriction occurs less than two weeks from the quarter, the restriction will carry over to the next quarter. A letter stating the above discipline and what will occur if the student reaches the F grade level will be sent to the student as well as their parent/guardian.
- **E** (18 to 26 points): When a student's D grade increases by nine points, that student will be informed by the Attendance Officer that their points have reached an F grade status and a \$40 fine will be assessed. The student will be placed on

Campus Restriction for 10 consecutive school days starting the Monday after the F was incurred. The student's attendance grade will remain an F for that quarter. (Attendance grades are not included in the GPA, however, they are a part of the student's permanent record.) If an F occurs less than two weeks from the end of the quarter, the 10 consecutive school day discipline will carry over to the next quarter. A student may jeopardize current and future class officer positions if they reach an F in Attendance. (See Attendance Policy Discipline for Holding Student Offices - Pages 23-24.)

- **Administrative Action** (27+ points): If the student incurs an additional nine points within the same quarter or receives another F within the school year, the student and parent(s) will meet with the Administration and the student may be asked to withdraw from Fletcher Academy.

School Sponsored Trips/Absences Policy

Absences incurred when an academic credit-bearing class requires a student's attendance (i.e. Band Tour, Gymnastics Tour, etc.), and the student will be absent from their other classes where attendance is being taken, will be excused and will NOT count against them.

When a student's attendance is required by two academic classes at the same time, the absence from one of the classes will not be counted against them.

Attendance Policy Discipline

School Trips and Holding Student Offices

If a student enrolled in a performance group class (AcroKnights, Choir, Handbells, Band, etc.) is placed on Attendance Policy Discipline for more than one consecutive quarter, they jeopardize their privilege to be in that touring group. This may result in having to forfeit class credit; the decision will be made solely at the discretion of the Director/Coach.

Students who are on Attendance Policy Discipline (D or lower attendance grade) will require Administrative approval to go on any trip or activity other than trips associated with academic classes. Also, having an F in attendance may jeopardize a student being able to remain in an elected student office position (see **Requirements for Holding Student Offices**).

Tardy Teacher

At times emergencies come up and a teacher may not be able to get to his/her class on time. **A teacher being tardy never constitutes automatic dismissal of class.** (Every effort to provide a substitute until the teacher can arrive will be made.) The proper procedure for students is to wait 10 minutes in the classroom. If the teacher still has not arrived, then one student from the class should come to the academy office to notify Administration or notify another teacher and then return to the classroom with a staff member until further notice.

Community Service, School Picnics, Weeks of Prayer

Attendance at certain school activities/meetings is required for all students and attendance will be taken. A student will need to submit a Pre-Arranged Class

Absence Request Form with the “School Activity” section filled in (Community Service Day, School Picnic, etc. and the date) at least 1 week in advance to the Attendance Officer requesting to be excused from these meetings. Transportation to and from these required events will be provided by Fletcher Academy and community students are NOT permitted to drive themselves to these activities.

Inclement Weather

Tardy/absences due to inclement weather will be excused. For community students, based on public school closings in your area, you are given the option to follow the public school decisions, but Fletcher Academy will continue with their academic day and students will be responsible for missed classwork, assignments and quizzes/tests unless otherwise notified. Any announcements about inclement weather will be communicated by text and email using the parent notification system through Blackbaud.

Forfeiture of Credit Due to Attendance

Students not attending at least 85% of any course may forfeit credit for the course. Extenuating circumstances must be approved by Administration through submitting an Attendance Waiver Form. A physician’s statement is needed to determine the validity of each absence for illness over the maximum allowed (this is a state requirement.)

BEHAVIOR AND ACCOUNTABILITY

Fletcher Academy is dedicated to building committed Christians and responsible citizens. With this in mind, the FA administration and staff have established policies and standards of conduct that will promote spiritual growth, healthy minds and bodies, strong personal relationships, safety for all of our students, and a smoothly operating program. Many of our policies and standards are based on Scripture while others are our “house rules” that have no connection to spiritual matters. It is important to recognize the difference between these two bases for policies. Where possible, we have correlated Scripture with policies and standards. The other policies and standards are how we choose to operate our school.

While many of our students live in the Fletcher community, the Standards of Conduct and Accountability apply equally to dormitory and community students. The exception to this, of course, is that FA’s Standards of Conduct and Accountability that apply only to FA dormitory students will be replaced by policies and rules established by the parents of our community students while at home (i.e., use of cars, study periods, selection/use of music/games, etc.). Community students and parents, we greatly appreciate your accepting and supporting the policies and standards in your homes that we have adopted at Fletcher. While we attempt to provide a loving home environment for our students, we recognize that some of the policies and standards of conduct are not the same as some parents and students follow in their own home. However, while enrolled at FA, students and parents are responsible to acquaint themselves with the policies and standards contained in this Student Handbook and to consistently follow them while on campus or participating in all FA events/activities.

Enrolling in Fletcher Academy is understood to be the student’s support and

commitment to the policies, standards, and procedures that FA promotes. A student who is enrolled at Fletcher Academy will model ethical and moral behavior both on and off the campus.

Statements of policies announced and/or posted are as valid as, and may supersede, those printed in this book. Such policy addendums and changes will be communicated to FA students and parents. Whenever, in the judgment of the administration, a student's influence is detrimental to others, the parents of that student may be requested to withdraw the student from school.

Absolute Standards of Conduct

The church, state, our insurance, and/or the common ethical code of right-living dictate that some practices should not be permitted in our school. First-time offenders of the following standards may be asked to leave FA.

- Conspiracies to perform or participate in initiations, hazing, or any other act that may injure, degrade, or disgrace a fellow student.
- Possessing, using, or supplying others with firearms, lethal knives/weapons, alcohol, drugs, vapes, or ammunition/explosive device(s). (see page 43)
- Sexual intercourse and/or other sexual activities with the same or opposite gender, or being in the non-public areas of the dormitory of the opposite sex without prior permission.
- Participation in any willful act which physically or emotionally injures another person. Including but not limited to using insensitive language, racial slurs, fighting, or bullying.
- Initiating any behavior not listed above that negatively affects or influences others and is deemed dangerous to others physical, mental, or spiritual well being.

STUDENTS WHO ARE EXPELLED OR ASKED TO WITHDRAW ARE NOT ALLOWED TO RETURN TO CAMPUS UNTIL AFTER THEIR CLASS GRADUATES UNLESS PRIOR ADMINISTRATIVE APPROVAL IS OBTAINED. ANY STUDENT WISHING TO REAPPLY AFTER BEING EXPELLED MUST WAIT UNTIL THE COMPLETION OF A SEMESTER FOR CONSIDERATION.

Standards of Conduct

Depending upon the severity of the infraction, the following violations of Fletcher Academy's standards may result in suspension or withdrawal:

- AWOL- leaving the dorm and/or school premises without obtaining the dean's approval prior to leaving.
- Breaking and entering school facilities or another student's room.
- Continual or willful disrespect, disobedience, or non-cooperation with staff or delegated authority, especially if illegal or immoral.
- Dishonesty, including theft, falsifying legal records, willful deception, and/or cheating.
- Disseminating ideas or displaying attitudes that undermine the philosophy of Christian education, doctrines of the Seventh-day Adventist Church, or the ideals and objectives of the school.

- Gambling or the possession of gambling devices.
- Getting a tattoo after being an enrolled student.
- In order to protect the well-being of each student, the school reserves the right to inspect and/or search a student's room, locker, or vehicle if and when it is felt reasonable and necessary by the administration. Items identified as not allowed on campus will be confiscated. Only locks approved by the school are authorized to be used on FA lockers.
- Inappropriate use of computers, computer systems, and/or other electronic devices.
- Making, possessing or using unauthorized keys or lock picks or forcing entry through a locked entrance, entering or leaving a room or building by means other than the regular entrances.
- Not being in the right place at the right time.
- Possessing or displaying obscene literature, pornographic pictures, books, images, articles, or materials and games that are occult in nature.
- Promoting atheistic or spiritualistic ideas, experimenting with or possessing spiritualistic games or devices.
- Promoting or professing a homosexual lifestyle or practices.
- Provoking a fight.
- Repeated violations of the dress code.
- Repeated violations of the social guidelines. Basically, this means: "Keep your hands off my son/daughter."
- Sexual harassment, including touching/grabbing of a sexual nature.
- Sexting (sending sexual texts and/or images between students)
- Tampering with lights, wiring, telephones, fire alarm systems, and/or electrical equipment.
- Use of fireworks.
- Use of profanity or vulgar language, using the Lord's name in vain, and/or disparaging, and/or discriminatory comments/acts relating to race, national origin, gender, or religion – even in jest.
- Using, possessing, distributing, selling, or being under the influence or in the presence of alcoholic beverages, narcotics, illegal drugs, controlled substances, "look-alike" drugs, steroids, vapes, or any other hallucinatory or intoxicating agent, improper use of any substance or possessing drug paraphernalia on or off campus including home leaves. This includes providing prescription drugs to anyone other than the intended user. (see page 42)
- Using, possessing, or supplying tobacco in any form.
- Violations of Vehicles Use Policies. All students, including community students, must ride FA's transportation to/from school-sponsored off-campus activities.
- Willful destruction of school property or the property of others.

DISCIPLINE POLICY

Accountability

Students who violate the Standards of Conduct will be held accountable in fairness, love, and with mutual respect in one or more of the following ways:

- Notification of the student's parent(s) and his/her campus parent.
- Loss of privileges, including being campus bound (reverse campus bound for community students), suspension of social privileges (SP), etc.
- Meeting of the student, and/or parent, with the principal, and/or vice principal.
- On-campus suspension for all-day study period, which excludes attending classes and work assignments.
- Citizenship Probation.
- Suspension or expulsion.
- Illegal activity will be reported to the proper authorities.

Off-campus Suspension or Expulsion

If a student commits a major infraction of school regulations or continues to be a disciplinary problem after numerous warnings, the result may be an off-campus suspension or expulsion from Fletcher Academy. Ad Council will determine the length of off-campus suspensions. Each student placed on suspension will return to school on Citizenship Probation.

Citizenship Probation

Citizenship Probation means that a student's enrollment is in jeopardy and the student's campus status must be reviewed periodically within the guidelines that have been set up. Students on Citizenship Probation will forfeit all student offices and will likely be placed on some form of campus restrictions for a period of time that could include:

- Dorm bound for dorm students (may only leave the dorm for classes or work).
- Room bound for dorm students (may only leave room to use the bathroom or to find a dean).
- Reverse campus bound for community students (may only come to campus for classes and work).
- Probationary students involved in additional discipline will be subject to immediate dismissal.

Behavior Referral

In an effort to monitor student behavior at Fletcher Academy, behavior referrals are tracked. Behavior referrals are simply reporting of inappropriate behavior into our student information system by administration. If a student repeatedly acquires referrals for various misbehaviors, the issue will be dealt with by the Administrative Council. This may result in suspension or expulsion.

Campus Conduct

- Students are to treat school property and the property of others with care. Students will normally be expected to pay for property that they damage. In the case of willful damage, discipline will be administered in addition to payments to restore the property.
- The dormitory areas are off limits to the opposite sex except as announced for special occasions.
- During the hours when classes are in session, students may use the flagpole entrance sitting area provided they are not missing classes or work. Students may also spend time in the Student Center unless closed. Students are not to "hang out" in the Administration Building during class time (which includes laying on the

floor in the halls, and/or blocking the steps).

- Areas of the campus other than the dorms, administration building, and cafeteria are off limits to students unless they are required to be there for work, classes, or have secured permission from a dean, administrator, or a supervisor.

Cheating

Cheating is a form of dishonesty that will not be tolerated. Cheating may include, but is not limited to:

- Copying homework or providing your homework for someone else to copy.
- Using notes of any kind during quizzes, tests, or exams except by permission of the teacher.
- Communicating with another student through any means during quizzes, tests, or exams.
- Copying from another's test paper or providing answers to another student during a test or quiz.
- Claiming papers or portions of written material from another person/AI as your own. This includes any kind of artificial intelligence engine.
- Plagiarizing any printed or online material (using material without proper documentation - see the English teachers for clarification).
- Possession of teacher's edition textbooks for any class (which will be treated as a second offense - see below).

Cheating may result in:

First Offense during the school year:

- Teacher-student-parent consultation with administration
- A zero for the assignment(s)

Second Offense during the school year:

- Loss of academic credit for the class
- Conference with administration, parent and student

BUS SEATING POLICY

Ladies and gentlemen are permitted to sit together on the bus during daylight hours and for banquet transportation when adequate supervision is available. However, students will need to sit in segregated group seating after sunset and/or when only a driver is present, with the men in the front of the bus and the ladies in the rear of the bus.

CAFETERIA - STUDENT MEALS

The cafeteria operates under a flat-rate plan. Because of the flat-rate plan, **all food and drink are to be consumed in the cafeteria.** Regular vegetarian and vegan menus are planned on a rotating cycle. Depending on changes in schedules or during a home leave, the menu is subject to change. Café Meal Purchases for community students must be prepaid through Tuition Management which will be added to their ID Card. The ID card is swiped at the time a community student receives the meal. When a community student is overdrawn, they will be given an opportunity to add meals to their account instead of denying them service. A student who continues to eat without meals on their account may be denied service after communicating with

the family. Meals may be purchased through our payment portal and applied to the student's ID card.

CELL PHONES/SMART WATCHES

Smartphones have become a significant source of distraction in modern society and because of this, we have decided to not allow students to bring them onto campus. Gabb phones (gabbwireless.com) are the only type of phone allowed for students on FAI property and school sponsored trips. Gabb phones do not allow the user to connect to the internet, download apps, or play games. Smartwatches that can connect to LTE directly are not allowed on campus even if LTE is currently turned off.

All Gabb phones must be silenced and put away during classes, Chapel/Assembly meetings, concerts, worship services and in the ad building during instructional hours. To help reduce the number of smartphones brought onto campus and to reduce the appearance of cheating, a container will be placed on the teacher's desk in each classroom and students must place their phone in the container while in class. Any phone found outside the container will be confiscated regardless of explanation and given to Administration. Use of Gabb phones, including text messaging, is not permitted in public meetings. During testing, use of any electronic devices (including "smartwatches") not approved by the teacher is considered cheating. In areas of personal privacy, electronic devices with cameras must be out of sight with the camera off. These areas include, but are not limited to, restrooms, locker rooms and showers. Gabb phones are not to be used to play music anywhere on campus. Dorm students have an exception in their dorm room provided they adhere to the content and volume guidelines.

If a student abuses the Gabb phone privilege by not abiding by these policies, the student's Gabb phone will be confiscated for two weeks (14 days) for the first offense and four weeks (28 days) for the second offense with behavior referrals given each time. Further offenses will require the student to forfeit the use of his Gabb phone for the balance of the school year.

Gabb phones should not be used to play video content except appropriate content taken using the phone's camera. Files uploaded to the Gabb phone for the purpose of watching movies/shows will be considered a violation of the phone policy regardless of content. Violations will be referred to the Ad Council and the student will lose their phone privileges for a minimum of four weeks (28 days).

If a student is willfully dishonest with his/her Gabb phone or if a student uses his/her Gabb phone inappropriately (including but not limited to inappropriate pictures/video/text messaging/ringtones or any music played outside their dorm room), the student's cell phone will be confiscated and the matter will be referred to Ad Council. The administration reserves the right to search cell phones for harmful or questionable content at any time. If you wish to keep the contents of your phone completely private, please don't bring any phone on campus.

CLOSED CAMPUS

There are specific days/times when the campus is closed. The only appropriate place for students to be at these times is their respective dorms. The campus is closed

during morning/evening meals and weekend meals. During these times, students must be in the cafeteria, the dormitories, or the Ad Building. Areas outside of campus that are available for use without supervision are as follows:

The LPC - provided you are there for exercise (no jacuzzi)

The Track - provided you are on the track or inside of the oval

On weekends, the area around the gazebo in front of the boys dorm may be opened by the deans for coed socializing during closed campus times.

CLOSED WEEKENDS

Closed weekends are scheduled during the year to allow all students to attend and participate in special programs. During closed weekends dormitory students are not permitted to leave campus.

COMMUNICATION

In order to ensure good communication between Fletcher Academy and parents, we ask that parents update their contact information in Blackbaud as soon as possible when they relocate. In the event a parent relocates and does not update his/her mailing address and/or email address, Fletcher Academy will hold him/her responsible for any information sent to the address on file.

COMMUNITY STUDENTS

Fletcher community students must live with the custodial parent(s). Any variance from this policy must receive approval from Administration prior to enrollment. Deviations from this policy for biological grandparents, aunts and uncles may be granted under special circumstances. Community students are invited and encouraged to participate in all Fletcher activities. All school policies apply to community students. In addition, the following policies specifically apply:

- Community students are asked to follow the Dress Code required of dorm students when attending any Fletcher Academy program. During Sabbath School/Church, community students may only sit with the dorm students if their dress and conduct are in line with the school's standards.
- Community students may drive their cars on campus with the following restrictions:
 - Community students may not transport a dormitory student at any time except for weekends/home leaves to the dormitory students' home, and then only with written permission from both sets of parents and the dean(s). FA does not monitor or restrict the transportation of community students with other community students.
 - Community student vehicles are to be parked in their assigned parking spot during their school day. Each student's vehicle will need a visible tag provided during the vehicle registration. During scheduled recreation time and school functions, students may park at the LPC. Exceptions to this may be made by Administration only.
- All students are required under insurance regulations to use school transportation to required off-campus school functions.
- When on campus, community students must participate in posted services and

scheduled activities and abide by all FA standards of conduct.

- Community students are required to wait for rides in the respective dormitory after rec – not at the field or Ad Building.

Failure to follow these policies may result in the student losing campus driving privileges and/or other discipline.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or employee, the following procedure should be followed in order to resolve the problem as quickly and effectively as possible:

- Contact the person with whom you have a complaint to discuss both sides of the story.
- If the situation has not been resolved, the next step would be to contact the person's immediate supervisor.
- If the situation still has not been resolved, the next step would be to contact the principal.

COMPUTER USAGE

Fletcher Academy provides access to computers and the Internet for our students and staff as a tool that enhances our academic program. As with most media outlets, the Internet may contain many items or sites that are inappropriate and incongruent with the mission and philosophy of Fletcher Academy.

As technology has become such an integral part of life, FA desires to help students learn to manage the use of technology. Following are the guidelines for how FA will help its students learn to use computers productively:

NO PERSONAL COMPUTERS ON CAMPUS: Computer labs are available to all students in the school's Learning Center (library), Student Center, computer lab, and each dorm. These are available for homework and Internet research and usage. Computer lab computers are available during non-class periods by arrangement. Consequently, students will not be allowed to bring their own personal computers on campus.

COMPUTER PRIVILEGES: The use of school computers and access to the Internet on our systems is a privilege. Access to computers and the Internet are made available on our campus for the purpose of enhancing our academic program and not for entertainment purposes. The computers and the Internet are not to be used for the purpose of downloading files such as music, movies, games, programs, executable files, etc. The privilege of computer/Internet access will be taken away if improperly used. In addition, a student's hours of use of computers may be limited or restricted.

PRINTERS: Printers may only be used to complete assignments.

FILE STORAGE: Students will have personal storage space on the FA network that can be accessed from any FA computer and remotely from any computer that has Internet access. It is understood that the space available for data storage is not unlimited, and it will be monitored. In addition, any of the data stored on the Network are not private, and are subject to monitoring or removal if inappropriate in the opinion

of the Administration.

NETWORK SECURITY: Security of the Fletcher's network and data is of utmost importance, and measures will be taken to protect these. In order to prevent corrupting our files and servers, "thumb drives" and "memory sticks" are not to be used on FA computers. In addition, no student is to download any program, music, games, etc. not associated with academic purposes or assignments. Web filtering is in place which blocks access to web sites deemed to be of possible threat to the network. Any attempt to bypass the filters is considered a very serious violation of our IT policies.

DISCIPLINARY ACTIONS: Any activity not in harmony with the general rules for computing resources, or the use of computing resources to violate any of the rules of conduct in the Fletcher Academy student handbook may result in disciplinary action. This disciplinary action may include, but may not be limited to, receiving a behavior referral, temporary or permanent loss of access to the Internet, temporary or permanent loss of computer privileges, and/or suspension or withdrawal from school at the sole discretion of administration.

DORMITORY STUDENTS' USE OF VEHICLES

As a convenience to parents, licensed drivers may be granted the privilege to bring an automobile to campus. The vehicle is to be used ONLY when coming to campus and returning home. Siblings may ride with their licensed sibling. Other students may ride with a student for home leaves if written approval is on file from the parents of all students involved. Drivers under the age of 17 may take only one passenger as per North Carolina state law. Travel with mixed gender for home leaves will be permitted with written parental approval for all passengers and the driver.

Vehicle users must complete a Vehicle Registration Packet when the car is first brought on campus. A copy of the insurance declaration page must be on file with the dean, along with a copy of the student's driver's license.

Dorm students must park their cars in the assigned sport and give the keys to their dean. Any car privilege violation is subject to discipline, generally resulting in loss of the privilege. Dorm students are not allowed to sit in any parked cars or linger in the parking area of community student's cars.

DRESS STANDARDS - UNIFORMS

Uniform Attire for the classroom and the Administration Building:

A school uniform teaches students to dress smartly and take pride in their appearance. Perhaps most importantly, a uniform means students don't have to worry about peer pressure when it comes to their clothes. When everyone is dressed the same, worrying about what you look like isn't so important.

Why Fletcher Academy requires students to wear Uniforms:

- Even playing field by reducing brand pressure
- Unify the look as kids have a diverse choice of what they wear
- On average, uniforms raise the level of professionalism

- Puts students in a mindset they are in school
- Makes it easier for kids and parents when they are getting ready for their school day

All students are expected to be within the dress code when they begin their first day of school. Uniforms may be obtained through Read's Uniforms or Lands' End.

Lands' End: School # - 900199738

fletcheracademy.org/dress-code/

Phone: 1-800-469-2222

Read's Uniforms: Code - FANC

fletcheracademy.org/dress-code/

Phone: 828-277-6380

Regular Uniform:

1. Pants: May be purchased at a store of your choice. Chino-style uniform pants. Pants must fit properly (not sagging or too tight) and should not be rolled or cuffed.

Colors: Khaki or navy only.

No cargo pants, denim, linen, or jersey/athletic materials even if solid navy or khaki in color. Search for "chino style khaki pants" online for examples.

2. Polo shirts: long sleeved or short sleeved. Must come from the uniform stores originally **which will have the Fletcher Academy logo**. Students will be permitted to wear their approved FA school shirts from previous school years, provided the shirts are in good repair. (For modesty's sake, female students may wear a cami untucked.) Polos should not be tied or knotted in the back, side or front. **Long-sleeved apparel is not to be worn under short-sleeved polos. Items worn under the uniform are to be covered by the uniform.**

Colors: White, navy, red, light blue, pink, burgundy, dark green, cobalt blue

3. Shoes: Shoes must be clean and neat. Accepted styles for classes are casual dress, appropriate sneakers, and sandals.

Chapel Uniform: Chapel Attire will be required for Chapel day (weekly) as well as other special occasions.

- Khaki pants, white oxford, sweater vest/sweater/jacket with logo
- Ladies may wear the khaki or plaid skirt to chapel during 2023-2024 as outlined below for proper skirt apparel.
- Sweaters, vests and/or jackets for chapel uniforms must have the Fletcher Academy logo.

- White oxfords worn **with** a logoed chapel vest, sweater or blazer need not be logoed. Oxfords should be buttoned and tucked in for neatness and for modesty regardless of layered garments worn.
- **Outerwear:** Outerwear for chapel will be the FA cardigan, blazer, fleece jacket, or FA jacket ONLY. Hoodies, including any FA hoodies, are not allowed as outerwear except on Thursdays.
- Outerwear and hats will be confiscated on the spot.
- FA crewnecks are NOT part of the chapel uniform and may not be worn instead of the logoed vest, sweater or blazer.

Students should be dressed appropriately for all occasions in clothing that is modest, fits properly and is in good repair. To assist students in their choices for dress and grooming, the following guidelines are provided. The administration may amend these standards at any time during the year.

Shorts and Skirts

- Shorts – Shorts will no longer be allowed as part of the classroom uniform.
- Skirts – Skirts will no longer be allowed as part of the classroom uniform except those meeting the following criteria.
 - **Skirts with a length at least to the mid-calf will be permitted as part of the school uniform. This provides modesty in the school setting.**
 - **Form fitting styles may not be worn such as pencil skirts or clingy, stretchy material.**

Jackets/Hoodies – Outerwear garments from an FA touring organization, the Senior class, and the school hoodie are allowed to be worn over the school polo on Thursday only. Non-FA hoodies, sweaters, etc. are not to be worn in the classrooms. When wearing FA hoodies, the hoods are not to be worn over the head while indoors anywhere on campus. Only hoodies/jackets from the current Senior Class, or from one of the touring groups will be allowed for Thursday classes. They must be the current style selected for that group and not one from previous years. The uniform dress code violation policy will be followed for hoodies.

Chapel is considered a learning environment and the school uniform policy is to be upheld, including the outerwear policy.

PE: ALL students enrolled in a physical education class are required to wear the PE uniform: An FA T-shirt (two shirts will be purchased by Fletcher Academy using a PE fee) and black athletic shorts with black compression shorts underneath. Both shorts must be **mid-thigh length**. These will be purchased by the family. Search for 6-8” compression shorts on Amazon for ideas.

All students are to follow the preceding guidelines when attending any school-sponsored activity, unless specified otherwise. School attire is required in the cafeteria for weekday lunches as well, unless the student has received permission

through the Work Coordinator or the Practical Life Skills Lab teacher due to coming from work/lab to lunch or going to work/lab directly from lunch. When serving in the Administration Building, the school uniform must be worn unless performing maintenance or janitorial activities and permission has been granted by the student's work/lab supervisor.

Students are permitted to wear modest jeans in good repair (see school policy regarding jeans) with their school polos on days when a break begins and on Sunday school days. **The full school uniform is to be worn during final exams.**

Recreation Attire

T-shirts must follow general guidelines below and should be in alignment with FA standards (under Dress Standards). Shorts must be modest and are required to reach the mid-thigh when worn normally. Jeans, warm-ups, sweat pants, and hats are acceptable for recreation. While participating in recreational activities, appropriate safety equipment will be worn.

Banquet Attire

Female students are allowed to wear modest gowns as approved by the dress committee. Dresses must meet the general guidelines (below). Because most formal dresses don't usually come with sleeves, dresses having at least a 1.5-inch strap will be permitted. Halter top styles do not qualify. Female students are allowed to wear dress pants to banquets.

Designated dates will be announced for dress checks. Additional dates will require a fee that will be a fund-raiser for Girls Club.

Church Attire

The church dress code has been developed with the understanding that the way we dress may communicate messages about our values. Because we desire our students to portray Christian values we ask that all dorm residents have their clothes approved prior to leaving the dorm for vespers/church. Prior to exiting the dorm, students should be dressed appropriately in clothing that is modest, professional, fits properly, and follows these guidelines:

Ladies: Female dorm students are to wear modest church dresses or skirts with modest tops. Skirts and tops must conform to the same modesty guidelines as dresses (see "General guidelines"). Straight/"Pencil Skirts" must come below the knee with slits on the side no higher than the knee. Slits on the back need to be modest (subject to dean approval). Dress shoes/sandals/boots are required footwear for church. Athletic shoes should not be worn.

Upon approval by the Girls' Dean, young ladies may wear appropriate dress pants to Church when the temperature is 32° F or colder.

Gentlemen: Dress pants with a belt and a collared, tucked-in, button-up dress shirt. Young men may choose, but are not required, to wear a sweater, suit, or dress jacket in place of a tie. Dress shoes and socks are required footwear for church.

In order to sit with the dorm students during vespers and church, community

students must be dressed according to the academy's policies.

Vespers Attire

Vespers Attire will follow the same as Church Attire except ladies may wear dress pants and gentlemen may wear a polo shirt and casual dress shoes.

Uniform Dress Code Violation

When a student does not come to class in the proper school uniform, they will be given a dress code tardy and the student will be dismissed to the Academy Office (to call a parent to bring the clothing or rent a uniform for the day) or sent to the dormitory to change. If the student does not return within a reasonable time then the student will receive a dress code absence.

If a student receives three dress code violations (tardies/absences), they will be referred to the Administrative Council for potential disciplinary action.

General guidelines to follow for any Fletcher Academy activities are:

- Undergarments must be covered at all times. (For modesty's sake, female students may wear a cami untucked that may be visible below or above the shirt line.)
- Shorts, pants, skirts, and dresses must not be form fitting to the point of appearing tight. Spandex may be worn under looser clothing as a modesty layer but not as the outer layer.
- Tank tops must not be excessively loose and can only be worn for athletic purposes. They are not allowed to be worn in the cafeteria or in the administration building. Racer-back tops are not allowed to be worn as an outer layer by students on campus.
- T-shirts should not be cut or altered.
- Clothing which bears words and/or graphics should be in harmony with a Christian lifestyle.
- Students' hairstyles should be neat and clean, while avoiding extreme styles, cuts and/or unnatural hair colors.
- Gentlemen's hair should naturally fall above the eyebrows, ears, and collar. Hair may not be worn in excess of 2 inches off the skull and should be free of accessories. Facial hair should be trimmed and neat.
- Upon notice, a student will be given one week to correct any deviation from the stated policy.
- Head-coverings of any kind (ie. bandanas, hats, do-rags, beanies, etc.) may be worn outdoors or during recreational activities. They should not be worn in the Administration Building, Cafeteria, Music Building, and indoor religious services.
- All swimwear should be modest and one piece.
- Jeans, when worn, should be free from rips or tears and not be form-fitting to the point of appearing tight.
- Sunglasses are allowed outside.
- For health and safety reasons, shoes are to be worn at all times.
- Only clear or white French tip fingernail polish is acceptable.

- Cosmetics for the purpose of cleanliness are to be encouraged. However, those cosmetics which detract from the natural appearance and attractiveness of the individual are not to be used. Cosmetics such as lipstick, eye make up, and nail polishes, should enhance the natural beauty and not be extreme or excessive.
- Jewelry is not to be worn. Watches may be worn on the wrist. Only a cloth lanyard may be used to hold a student's key/keycard. Girls may keep 2 simple elastic hair ties (manufactured for the purpose of securing hair) around their wrist to pull hair back as necessary. A fitness wearable is permitted to be worn on the wrist, but no other accessory is allowed on the wrists, fingers, ankles, neck, nose, ears (including spacers), toes or any other place jewelry is usually or unusually worn.
- Skin must be kept clear of writing, markings, or artwork with any writing utensils.
- Tattoos are not permitted. If an applicant has a tattoo, consultation with Administration will be required.
- Girls may wear dresses that are not sheer or see-through and hang at least to the top of the knee. Midriffs and cleavage must be covered and the back of the dress must come above the natural bra line. Dresses must have at least a 2-inch strap and slits cannot be more than 2 inches above the knee when sitting and at knee level when standing.
- Shorts should be free from rips or tears and not be form fitting to the point of appearing tight. **They should fall to at least mid-thigh when standing.**
- Pajamas or any sleep attire (including slippers) are to be worn only in the dormitories.

Different occasions call for different types of dress: what a person wears to work or their practical life skills lab may not be considered appropriate for the classroom or recreation, and what a person wears for recreation is not generally considered appropriate for formal occasions. On certain occasions, clothing appropriate for the activity will be designated. However, there are certain general guidelines for certain types of activities which students need to remember.

DRUG TESTING

Fletcher Academy reserves the right to ask any student at any time to submit to a blood, urine, or hair analysis test. If a student refuses to take the test, it will be probable cause for expulsion. If the test is negative, the school will pay for the testing. However, if the test is positive, the parent/guardian is responsible for all testing fees and disciplinary action may be taken.

FIRE EQUIPMENT

It is illegal to tamper with any fire equipment anywhere on campus. Students who tamper with such items will be fined current state fines and/or reported to the authorities. Additional discipline may follow from Administration.

FOOD, CANDY, AND DRINK

Students are not to bring food, candy, or drink (other than water) into the classrooms.

GIRLS'/GUYS' CLUBS

The Girls' and Guys' Clubs at Fletcher Academy are made up of the entire student body, female and male, respectively, and are sponsored by the residence halls. Officers are elected each year and the activity level of the club depends on the member's enthusiasm. Club Officers plan weekly activities as well as the Club Campouts and the Girls'/Guys' Club Banquet (rotating) in the fall.

HEALTHFUL EATING

In harmony with man's original diet, only vegetarian meals are planned and served in the cafeteria. A balanced diet is planned including daily use of vegan and/or dairy products, thus making adequate substitution for meat products. The Fletcher Academy campus is a meat and caffeine-free campus; such items will be confiscated if they are brought on campus. Parents and students should plan accordingly when bringing food or drink on campus.

LEARNING CENTER

The Learning Center (Library) is a place for student study, research and resources, therefore, a quiet atmosphere is to prevail at all times. Materials in the Learning Center are available for academic and recreational use. In order that materials may be in the library when needed, a fine will be charged for all overdue items. If materials are lost, a \$10.00 fee per title will be charged to the person who checked the materials out, regardless of who lost it. Detailed Learning Center rules and regulations will be furnished by the librarian.

LOCKERS

Fletcher Academy provides lockers in the main administration building for community students desiring a place to keep their belongings while on campus during the day. Lockers will be assigned at registration and should be kept in good repair. If a locker is damaged, a fee will be assessed. Only magnetic items on the inside of the lockers are allowed (tape, stickers, etc., should not be affixed to the outside or inside of lockers). Locks are recommended but not provided. However, should a student choose to put one on a locker, the combination or key **MUST** be given to the Academy Office. Fletcher Academy is not liable for items placed in a locker.

In order to protect each student, the school reserves the right to inspect and/or search a student's room, locker, or vehicle if and when it is deemed reasonable and necessary by the administration. Items identified as not allowed on campus will be confiscated for the remainder of the school year and will be released after final exams.

LOST ARTICLES

The school will not be responsible for personal property left anywhere on the school premises, including student lockers. Lost items, if found, should be brought to the Learning Center or a dormitory dean. Students may check Lost and Found in the Learning Center office during normal business hours.

Every effort will be made to find the owners of valuable items that have been lost such as phones, cameras, etc. Unclaimed clothing items will be kept for a very short period of time before being donated to charitable organizations.

LPC USE

Students are welcome and encouraged to take advantage of the Lelia Patterson Center (LPC) facilities. Every student of Fletcher Academy receives a membership at the LPC. Students are required, as are all members, to enter the main LPC entrance and check in at the front desk with their student ID when utilizing the facilities.

Students are not to be at the Lelia Patterson Center (LPC) unless they are engaged in appropriate physical activity. In other words, students are not to be at the LPC to visit students who are working, eat their lunch, study, or just hang out. Further, students are not to congregate out in front of the LPC. If students abuse this privilege, they will lose it; initially for a period of two weeks.

The side (north) door to the gym (LPC) is to be used for EMERGENCIES only!! Students will lose LPC privileges if they use the door for any reason other than an emergency.

The academy rules apply at the LPC at all times. Students must stay in supervised areas of the LPC at all times. Students are not allowed on the walking track except when running audio/visual for programs.

No food or drink items are permitted in the LPC except in the immediate vicinity of the vending machines.

MEDIA DEVICES

iPods, MP3 players, headphones, Nooks, Kindles, TV's are not allowed on campus, on school trips or any other school-related activities. Possession of any of the above items will result in confiscation, deletion of all content, and the item will be held until after final exams at the end of the school year. Dorm students may use their Gabb phones in their room to play audible music that is within the guidelines of Fletcher Academy.

MUSIC

Music plays an important role in most lives and has immeasurable potential for good or for evil. Only music appropriate to a Christian will be allowed (this means that nearly all heavy metal, rap, alternative, and popular secular musical styles regardless of lyrics are not appropriate at Fletcher). For a Biblical guideline on appropriate music refer to Philippians 4:8. We are committed to providing and allowing performance of only that music which is in harmony with Christian ideals and objectives. All music used or performed by students on or off campus for school-sponsored events must meet Fletcher Academy standards and be approved by the Music Committee at least one week in advance of its use. Equipment used for music amplification is not to be brought on campus without administration's approval.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes and honors those students who have demonstrated high academic achievement as well as leadership, character, and service. To be a member, a student must have attended Fletcher Academy for one year, have a qualifying GPA, be invited and selected by the Honor Council, which is composed of five faculty members.

OFF-CAMPUS PERMISSION

Dorm students should contact their dean in order to obtain permission to go off-campus. Any student leaving campus without permission will be subject to major discipline.

OVERNIGHT LEAVE POLICY

Overnight leaves for dorm students will only be approved where opposite gender students are not present. Students who are signed off campus for overnight and then come back on campus must stay on campus at that point. If dorm students who are checked off campus decide to attend the Fletcher SDA Church, they must be dressed according to school policy to sit with the dorm students or they must sit with adult members of the host family. If dorm students, who are checked off campus, need to come back earlier than planned they must call ahead to the dean and ask permission. (Also see page 61) If any of these provisions are violated, the student will lose overnight leave privileges as follows:

- 1st Offense: 2 weeks (not including closed weekends or breaks).
- 2nd Offense: 5 weeks (not including closed weekends or breaks).
- 3rd Offense: Loss for the remainder of the school year.

PRESCRIPTION/NON-PRESCRIPTION DRUGS

As per NC laws, students are not permitted to have any medications in their possession or with their belongings on school campus (exceptions include immediate asthma medications and diabetic medications). This includes over the counter medications such as Ibuprofen, Tylenol, Midol, and cold medicine. If a student needs to have medications available to them while on campus they must be turned into the appropriate dean and will be kept in a locked cabinet in the dean's office to be made available to the student when needed. This applies to both dorm students and community students.

PROHIBITED ITEMS

The following should not be found in your possession while at school or on school sponsored trips. Possession of any of these items may result in permanent confiscation, a fine, as well as other appropriate discipline.

- Jewelry
- Tobacco, non-prescription drugs, vaping/drug devices, alcohol, etc.
- Inappropriate reading material
- Unauthorized keys
- Flammable items: matches, lighters, fireworks, candles, incense, etc.
- Suggestive pictures, posters, or magazines
- Weapons of ANY type: knives, guns (including nerf), etc.
- Computer/Tablets (without permission from administration) - \$100 fine
- Meat products - \$10 fine
- Caffeine products (Including Energy Drinks) - \$10 fine
- Smartphone
- Dummy Phone (whether working or not) - phone privilege lost for 9 weeks
- Portable Listening Devices (iPods, Mp3, etc.) - \$50 fine
- Headphones/earbuds - \$25 fine

REQUIREMENTS FOR HOLDING STUDENT OFFICES

Candidates for any office or leadership position must be approved by the Administrative Council on the basis of GPA, citizenship and attendance from the previous semester. Student officers must meet the criteria outlined below as well as maintain that criteria while they are holding office.

A student may hold either one major office or two minor offices. If they currently hold a minor office and have an opportunity to hold a major office, they may choose to relinquish the lower office.

Major Office: For a student to be eligible to run for a major office (such as SA President, SA Vice President, Class President, Class Vice President, Girls' and Boys' Club President and Vice Presidents), the student must have at least a 3.0 GPA for the previous semester at Fletcher Academy. In order to retain the office, the student must maintain at least a 3.0 current GPA.

Minor Office: In order for a student to be eligible to run for a minor office (such as a member of SA Senate, NHS President, or all elected officers not otherwise categorized previously), the student must have at least a 2.5 GPA for the previous semester. In order to retain the office, the student must maintain at least a 2.5 current GPA. New students may run for a minor office.

All elected officers of student organizations must maintain acceptable citizenship. Any officer who receives major discipline or is placed on citizenship probation during the year will forfeit the office.

If a student fails to retain a C or better in attendance on posted grades (quarter and semester), they jeopardize the right to remain in office and will be placed on probation. They can be placed on probation only once. As long as their attendance grade has not dropped to the next level, they may remain in office. If the attendance grade has dropped to the next level, the student will no longer be allowed to hold that office.

SABBATH OBSERVANCE

The Sabbath should be observed in a quiet, reverent manner befitting the sacredness of the day. Students are expected to maintain proper decorum (reverence, respect, and common courtesy) during spiritual meetings and social programs. Sabbath music, Bible games, and other appropriate activities are permitted. The edges of the Sabbath are to be carefully guarded. ***Activities promoting a focus on the Creator, fellowship, and or spiritual topics are encouraged. Activities that distract from these are discouraged (sports, secular games, secular conversations, etc.)***

SCHOOL CLOSINGS/DELAYED START

See ATTENDANCE/Inclement Weather page 23.

SEXUAL HARASSMENT

In the event you feel inappropriate conduct has occurred, whether physical or verbal, you should report it immediately to one of the following: the principal, any teacher, adult staff member, or the president of FAI, Inc. Prompt action will be taken to investigate the situation and ensure the safety of all.

SOCIAL CONDUCT

Fletcher Academy is a Seventh-day Adventist Christian school. Because of our biblically based beliefs, we believe God designed us to engage in heterosexual romantic relationships. Because of the age and social development of our students, we prohibit students from engaging in any sexual conduct/activity. This includes same-sex relationships. We have chosen to define sexual conduct/activity to include any consensual sexual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same-sex attraction, pornography, and actions (for example, spending the night with someone of the opposite sex) that may lead to situations of temptation, regret, and immoral conduct. Sexual conduct/activity also can mean advocating for, promoting or supporting alternative sexual lifestyles in any forum, including in social media. Students must dress in the clothing that corresponds with their sex at birth. Men should not wear makeup at any time. When in doubt, ask an administrator for clarification.

The faculty and staff encourage a friendly intermingling of young men and women. Many opportunities for such intermingling, with appropriate faculty supervision, are provided during the course of the school year. We believe that social relationships are very important and there is no better place than a Christian campus for developing positive, lasting friendships.

Fletcher Academy's social policy is as follows:

- Male and female students may only be together when under direct adult supervision;
- Male and female students may only be together in such areas as are designated as appropriate by the school;
- Male and female students are not to have physical contact (i.e., backrubs, hugging, clinging, etc.) with one another;
- Failure to comply with Fletcher Academy's social policy may result in loss of social privileges with student(s) involved in the infraction.

When students are put on social restrictions, they are to refrain from all association and communication with each other for the specified timeframe. For example, the students are not permitted to talk to each other, write notes, text/instant message/email each other while restricted. The Administrative Council will determine the length of time for the social restriction and record it as a behavior referral.

STUDENT VEHICLES

If students choose to drive vehicles to school, it is important they remember it is a privilege, not a right. The use of vehicles will be governed as follows:

- Vehicles must be registered with the Administration and the registration tag left visible in the vehicle.
- Campus speed limits (15 MPH) must be observed and obeyed. Choosing to ignore the posted speed limits, squealing of tires, or other unsafe practices can result in fines and/or loss of the privilege to have a vehicle on campus.

- Students' vehicles are to be parked in their assigned parking space during their school day. Each student's vehicle will need a visible tag provided at registration. During scheduled recreation time, and school functions, students may park at the LPC. Exceptions to this may be made by Administration only.
- Vehicles should remain locked. Fletcher Academy does not assume responsibility for damage or loss.
- On school days, community students may only transport family members in their vehicles. Exceptions will only be granted by administration after receiving written permission from both sets of parents.
- Under no circumstances are students to borrow another person's vehicle, with or without their permission. Permission will not be given for a student to leave campus in a borrowed vehicle.
- Students living in the residence halls may use their vehicles only for trips to and from home unless granted special permission for other uses by Ad Council. Requests should be in writing with written permission from parents included.
- **Community students are not to permit dorm students to occupy their vehicle at any time.**
- **Community students should not be going back and forth or lingering at cars or in the parking areas.** All items needed for the day should be kept in lockers rather than cars.
- Students are not to park around the flagpole circle or on any unpaved areas around campus. Students should not drive on the gravel road between the farm and campus.

Any dormitory student leaving campus without permission will be subject to major discipline. Village students driving dormitory students will be subject to major discipline as well.

STUDENT SENATE

The Student Senate is sponsored by Fletcher Academy's Student Association. It exists for the common good of the entire school, which is made up of the faculty, staff, and the student body. The purpose of the organization is to provide students with an opportunity to solve student life problems as they are able and to serve as a liaison between the faculty, staff, and student body.

SUBSTANCE ABUSE

Student use, possession, distribution, sale, or being under the influence or in the presence of alcoholic beverages, narcotics, illegal drugs, controlled substances, "look-alike" drugs, vapes, steroids or any other hallucinatory or intoxicating agent, improper use of any substance or possessing drug paraphernalia on or off campus, including home leave, is strictly prohibited. This includes providing prescription drugs to anyone other than the intended user. The minimum penalty for violation of this policy will be suspension from school; however, violation of this policy will likely result in permanent expulsion from school (See pages 25-26). All illegal activity will be reported to the appropriate authorities.

THREATENING STATEMENTS

Any statement made, even in humor, that threatens harm to any person (including

statements about harming oneself) must be taken seriously. Any such statement should be reported immediately to a staff member who must then report it to Administration in order to ensure that it is promptly investigated and handled in a way to ensure the safety of all.

TRANSPORTATION

Fletcher Academy offers home leave bus transportation. Detailed information can be found on the website under fletcheracademy.org/transportation/

Transportation for our dormitory students to the Asheville Regional Airport may be provided for an additional fee as well as the Greyhound Bus station in Asheville. Students needing transportation must make arrangements with the boys/girls dean at least a week prior to leaving on their trip to aid in the coordination of the trips. Other airport options with fees and mandatory time-scheduling details are listed on the transportation policy in Resource Documents in Blackbaud.

TRANSPORTATION FOR SCHOOL ACTIVITIES

Transportation for field trips or other off-campus school activities will be arranged by the school administration or sponsors and must be by bus or automobiles with proper insurance, license, and adult drivers approved by administration. When a school organization takes a trip, only those students in the organization are permitted to ride in the school-provided vehicle. When Fletcher Academy is providing transportation to off-campus, school sponsored events, community students are not permitted to drive themselves to these activities unless they have been given administrative permission.

WEAPONS

Students or faculty who become aware of a weapon brought aboard a school vehicle or onto school property must immediately notify the principal or adult supervisor. School property includes school buildings, school grounds, scheduled off-campus trips or sanctioned school functions (whether on or off campus), and other vehicles used for student transportation.

A weapon means any object, device, or instrument designed or capable of producing bodily harm or that may be used to inflict self-injury. Items defined as weapons include (but are not limited to) firearms, whether loaded or unloaded; pellet guns; BB guns; air guns; stun guns; ammunition; poisons; lighters; chains; arrows; knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; and any object which has been modified to serve as a weapon.

Any student who uses articles designed for other purposes (such as scissors, belts, combs, pencils, baseball bats, or files) to inflict bodily harm will be reported to the principal for major discipline and likely dismissal.

No student shall possess, use, or distribute any object or device defined as a weapon, has the appearance of a weapon, or is a facsimile of a real weapon. Violation of this policy may result in confiscation of the weapon, suspension, or expulsion from school. (see pages 25-26)

FINANCIAL INFORMATION

It is expensive to attend Fletcher Academy; nevertheless, we are committed to making it possible for any high school students who are committed to developing their God-given talents and enhancing their relationship with Jesus. No student will be turned away from FA because of financial challenges. We do, however, require students to do their fair-share by working during the summer and homeleaves if eligible for the work program. Parents are also required to pay their fair-share of their child's expenses. This amount is determined by household income, number of dependents, and other factors. The family's church is also asked to contribute their fair-share. If all of these conditions have been met, FA will make available the remaining financial resources to make it possible for qualified applicants to attend our school.

ANNUAL COSTS

Most of the fees and charges are included in the flat-rate plan, which offers definite advantages to the student and parents. The flat-rate charge includes the following services: Tuition, Room and Board, Workers' Comp. Insurance, and minor medical service.

The flat-rate charge does not include the following: Application Fee, textbooks, room/security deposit, senior graduation fee, class dues, transportation fees, tithe, personal music supplies, required attire for music/sports organizations, doctor fees & prescriptions, and instrument rental.

Tuition and Fees as approved by the Board for the 2023-2024 school year:

Tuition – Fr-So /Jr-Sr	\$11,800 / \$12,800
Cafeteria and Dormitory	\$7,600
Entrance Fee	\$745 (\$795 After July 1)
Books Purchased by Family (estimate)	\$450
Community Student Activity Fee	\$150
Application Fee (\$150 for International Students)	\$40

PAYMENT PLANS

Parents may choose one of the payment plans for their portion of the student charges. Students will not be allowed to register until the 1st payment has been PAID IN FULL.

- Full Payment at Registration: If the total annual amount due by the parents is paid in cash or by check at Registration, a three percent discount will apply.
- Ten Monthly Payments: Under this plan, parents will pay the Entrance Fee and Room Deposit, plus 1/10th of the net charges to be paid by the parent at the time of registration. The remaining 9 payments (September through May) will be equal

payments of the remaining balance due from the parent for the school year.

STUDENT AID AND SCHOLARSHIPS

Several types of student aid and scholarships are available to FA students based on academic qualifications and financial need. If applying for student aid, the parents must file the FA Student Aid Application which is available online at our website. The application will require a copy of your most recent Federal Income Tax return.

Academic Scholarships (up to \$1000 per year)

Academic scholarships are awarded based on transcript GPA from the previous school year. **Renewal is based on semester GPAs.** No additional application is required. Maximum for community students is \$600 for the year.

	Dorm	Community
GPA from 3.75 to 4.0	\$1000 per year	\$600 per year
GPA from 3.50 to 3.74	\$800 per year	\$480 per year
GPA from 3.25 to 3.49	\$600 per year	\$360 per year

Scholarships for those coming from a non-traditional school (homeschool) will be based on **standardized test scores from their previous year.** (Top is 90th percentile and above, middle is 75th percentile and above, and lowest is 60th and above.)

Activity Scholarships

Activity scholarships awarded at **Academy Days** are based on skills/abilities in instrumental, vocal, or athletic. Students must participate in the awarded activity during the following school year in order to retain the scholarship. Auditions and/or examples of abilities will be judged by FA faculty in determining the amount of each scholarship. **Non-renewable.**

Church Matching Aid (up to \$2,000 per year)

Families may request aid from their local church to assist with tuition. Students who qualify for FA financial aid may apply for a match from the academy for aid given by their church for dorm or community students.. This aid is renewable each year the student qualifies. Applications for qualified students will be supplied by the finance office.

Summer Camp & Magabook Matching

Students who work at one of the denominational residential summer camps as full time employees are eligible for a 25% match of their summer earnings. Students who participate in a Magabook program are eligible for a 25% match up to \$2,000 worth of earnings. Checks from either entity must be submitted to Fletcher Academy Finance Office to be eligible.

STUDENT AID GUIDELINES

Student Aid is contingent on the student meeting the minimum work hours projected on the financial plan for those who qualify for the work program. **Any shortfall in planned Student Labor Earnings that are a result of work missed by the student must be paid by the parent.**

Students on student aid may be required to work in the FA summer program. Students receiving aid who have not worked at Fletcher during the summer must show proof of summer employment and bring in cash at least equal to their earning

potential, if they had been employed in the FA summer work program, in order to continue receiving student aid.

A student who is on student aid and is terminated from (or quits) his/her job or receives major discipline will forfeit his/her student aid, thus making the parents responsible for the full amount.

By policy, FA does not grant student aid to international students.

FINANCIAL AND COLLECTION POLICIES

Upon completion of the Freshman year, students who receive financial assistance should expect to be assigned to areas which utilize student labor on weekends and during Home Leaves. Students who are at least 16 years of age and are receiving financial assistance will likely be scheduled to work 1/2 of weekends and Home Leaves to maximize their earning potential. Students under the age of 16 will likely be scheduled to work 1/2 of weekends and one or two Home Leaves per year including a portion of the Christmas break.

The following financial policies have been adopted, and it has been found that strict adherence to these policies is in the best interest of the student, the student's family, and Fletcher Academy:

- The account for the previous year's expenses at Fletcher Academy must be settled before the student is permitted to enter for the current school year.
- Accounts remaining from family members who attended FA must be settled before another member (from the same family) is enrolled.
- By Board policy, neither transcripts nor diplomas will be issued unless the student's account is paid in full. Transcript requests are required in writing along with a processing fee of \$3.00.
- Exam permits will not be issued unless the student's account is current and all fines are paid in full. Exam permits are required before a student may take semester examinations.
- A student transferring from another school must clear his/her account with that school before he/she will be admitted to Fletcher Academy.
- Fletcher Academy will not accept credit cards for the parent to send money to their student. Fletcher Academy will assist parents in sending money to their dorm students by cashing checks. Checks must be made out to the student. The Finance Office will have the student endorse the check and cash the check. Fletcher Academy, Inc. has a \$30.00 charge for returned checks.
- Certain extracurricular activities and school/class trips are not included in the student's tuition charges, i.e., senior class trip, mission trip, history tour, etc. Charges for these trips must be paid by cash or checks made out to Fletcher Academy. These expenses cannot be charged to the student's account.
- The net amount due by the parent/guardian for the school year, as calculated in the Financial Plan for each student, may be paid in full at registration or in 10- or 11-monthly payments.
- **DELINQUENT ACCOUNTS:** Accounts are considered "Due" by the 5th of each month. Payments not received by the 20th of the month are considered Delinquent.

GRADUATION FEE

Seniors will be charged \$150 to cover costs of the diploma, cap and gown, and other graduation expenses.

INSURANCE

Students are automatically enrolled in Fletcher Academy's limited secondary accident insurance policy, which helps cover accidents during school-related activities. However, students are expected to be covered under a separate medical policy, which will serve as primary coverage. The student is responsible to immediately report any accident to the supervising staff member. Those who choose not to carry personal medical coverage assume full responsibility for their students' medical bills.

ROOM AND BOARD REFUNDS

Refunds on the student's room and board charges will be considered only if the student is absent from the campus for one month or more due to extended illness.

ROOM SECURITY DEPOSIT

A room/security deposit of \$100 is charged to each dormitory student. This deposit is paid no later than registration day and is refundable at the end of the school year on final statement. The room must be left in the same condition as it was received. Cost of repairs or cleaning will be deducted from the deposit. Damage repairs costing more than \$100 will be added to the student's statement.

STUDENT CASH WITHDRAWALS

Every effort will be made to give a portion of the student's paycheck to them in an account of their choosing. This must be agreed upon by the parents.

STUDENT LABOR

All of our students work during the school year and can expect to earn a minimum of \$1,500 to \$2,500 (\$1,350 to \$2,250 after tithe). ***Students who accept financial assistance in the form of student aid may be required to work at Fletcher during the summer months and on some homeleaves to contribute their part to the financial plan.***

VOCATIONAL EDUCATION PHILOSOPHY

Fletcher Academy endeavors to teach our students that one of life's true aims is to honor the Maker in doing our part of the world's work. We strive to instill the value of work and develop strong work ethics in each of our students. We believe that students must be taught that life requires earnest work and responsibility. Fletcher Academy believes that learning to work, to be punctual, and to faithfully perform assigned duties is as much a part of education as any other aspect of school life.

Because most incoming Freshmen have never had the opportunity to work, each Freshman will have rotating work assignments. The purpose is to train them in work ethic and soft skills while additionally providing them practical skills training in four distinct types of work where those soft skills can be cultivated and demonstrated. We desire to be intentional about preparing our students to become excellent workers at Fletcher and the greater work force beyond. The four rotating work environments are:

- Farm/Grounds
- Janitorial
- Food Service
- Service Positions (office and maintenance)

Freshmen will be assigned one of these work areas each quarter. They will have the opportunity to experience each category by the end of the year. Not only will they gain valuable workplace skills, but they will get the benefit of experiencing a variety of supervisors.

WORK-STUDY PROGRAM

Fletcher's work-study program makes provision for students to spend part of each day working in addition to attending classes. Students wishing to work off campus instead of a campus assignment must get permission from administration (this will only be allowed if all campus positions are filled and additional workers are not needed).

Fletcher has adopted the following work policy:

- Each student's work will be evaluated by the supervisor at the end of each 9 weeks.
- Work responsibilities may require the student to work alternate home leaves or long breaks.
- Students whose financial accounts are not current may be required to work during the summer.
- Students that have been dismissed (fired) from a work position due to poor work performance may or may not receive another job, which may result in the possible increase of the parent's financial responsibility for tuition.
- Students that have been dismissed (fired) from two positions may be asked to withdraw from Fletcher Academy.

The number of hours a student works depends on their job assignment and financial plan. Sophomores and Freshmen typically work a minimum of 6.5 hours per week and juniors/seniors typically work a minimum of 10.5 hours per week.

To be employed as a worker, all youth under 18 years of age must obtain a youth employment certificate. This is obtained via emails and online sites from the NC Dept. of Labor. Parents/students MUST reply to emails when generated and sent via the Fletcher HR Dept. to establish these permits.

In order to start the work permit process, students/parents must provide a copy of the student's birth certificate, Social Security card, and the Youth Employment Certificate.

All students involved in the work program are paid at least minimum wage. According to federal law, employment will only be provided for students who are at least 14 years of age while certain work positions require a student to be 16 years of age or older. All work positions are determined by the work coordinator ONLY. Students are placed by their age, class schedule, and North Carolina child labor laws.

Fletcher Academy does not promise or guarantee the amount of work that will be

provided through the student work-study program. Students will receive paychecks for their hours worked and earnings from the student work-study program after deductions of applicable taxes. Because the work-study program helps students and their parents with tuition expenses, Fletcher Academy provides students and their parents with the option to voluntarily assign some or all of the student's after-tax earnings to the student's tuition account. Students who desire to assign some or all of their earnings to the tuition account must sign and provide Fletcher Academy with a voluntary written acknowledgment. The parents or guardians of minor age students must also sign the acknowledgement. Students may access online a bi-weekly pay stub reflecting the amount of student earnings, tax withholdings and any amounts voluntarily assigned to the tuition account reflected in their monthly financial statement.

Students involved in the work program who receive financial assistance should expect to be assigned to areas which utilize student labor on weekends and during Home Leaves. Students who are at least 16 years of age and are receiving financial assistance will likely be scheduled to work 1/2 of weekends and Home Leaves to maximize their earning potential. Students under the age of 16 will likely be scheduled to work 1/2 of weekends and one or two Home Leaves per year including a portion of the Christmas break.

Fletcher Academy follows the tithing practice taught in Scripture of giving back to God 10 percent of earnings. Accordingly, 10 percent of all student earnings may be given to the Seventh-day Adventist Church. Parents of students who want to have their tithe deducted from student earnings are requested to complete the voluntary withdrawal form available at the Finance Office.

Parents are responsible to pay the amount owed because of missed student labor, whether excused or unexcused. Excused absences (field trips, sick, etc.) can be made up by arranging the makeup hours with the work supervisor.

Students involved in the work program are required by law to "punch-in" and "punch-out" at the beginning and end of each work period.

Student job descriptions are to be written by the supervisor and reviewed with each student at the beginning of their employment. The supervisor will perform quarterly performance evaluations with each student and review these with the student.

As required by federal law, students who expect to work at Fletcher Academy must present their original Social Security card and original Birth Certificate before being given a work assignment. Applications for a Social Security card are available at a Social Security office.

DISCLAIMER -- Regulations adopted and announced by the Fletcher Academy during the school year are as binding as those printed in this bulletin. The FAI Board reserves the right to adjust tuition and fees at the beginning of the second semester.

RESIDENCE HALL INFORMATION

WELCOME

We would like to take this opportunity to welcome each of you to the residence halls at Fletcher Academy. Fletcher Academy has been providing Christian education since 1910, and we are glad to be a part of it continuing on. We are very happy to have you join our residence hall family this year, and for many of you, for a few years to come.

As your Deans, we will strive to uphold you in prayer every day. If we can help you in any area of your development, please feel free to speak with one of us. We understand the challenges, frustrations, joys, and opportunities of dormitory life. In one sense we are a big family made up of many personalities and backgrounds. It is vital that we learn to cooperate with each other while showing consideration and respect.

There are two principles that we ask that you follow. The first is to love God with all your heart, mind, and soul; put Him first in everything that you do. Second, love your neighbor, treat others the way you would like to be treated. You will find that everything in this handbook section will fall under these two basic categories.

WHAT TO BRING

Suggested Items to Bring from Home

- | | | |
|---------------------------|---------------------------|-------------------------------|
| -Bedspread (twin size) | -Stain remover | -School supplies |
| -Sheets | -Laundry Basket/bag | -Cleaning supplies |
| -Blanket/Pillow | -Alarm clock | -Small vacuum (optional) |
| -Mattress pad/egg crate | -Plates, cups, bowls etc. | <u>GIRLS DORM ONLY</u> |
| -Towels/washcloths | -Bible | -XL shower curtain (optional) |
| -Box fan | -Power Strip | -Bath/toilet mat |
| -Batteries | -Hangers | -Hand soap |
| -Removable adhesive | -Desk Lamp | -Bathroom cleaning supplies |
| -Prescription medications | -First Aid Kit | |
| -Detergent | -White poster putty | |
| -Fabric softener | -Umbrella | |

Items to Leave at Home

- | | |
|--|---|
| -Contraband Items (see page 51) | -Coffee maker/pots |
| -Immodest attire (see page 35-36) | -Two prong extension cords |
| -Two-piece bathing suits | -Toasters |
| -Colored nail polish | -Popcorn poppers |
| -Inappropriate posters | -Crock pots, hot plates, air fryers, etc. |
| -Music not in line with Christian principles | -Irons |
| -Strip lighting | -Diffusers (for aromatherapy) |

Optional Items

- Mini-refrigerators
 - Refrigerators larger than three cubic feet are not acceptable.
 - Must be plugged directly into an outlet without the use of an extension cord.
- Microwaves
- Cell phones (see page 28, 51-52)

Contraband Items

The following should not be found in your room, in your possession or under your supervision while at Fletcher Academy. Possession of any of these items may result in **permanent confiscation and a fine, as well as other appropriate discipline.**

- Jewelry
- Tobacco, non-prescription drugs, vaping/drug devices, alcohol, etc.
- Inappropriate reading material
- Unauthorized keys,
- Flammable items: matches, lighters, fireworks, candles, incense, etc.
- Suggestive pictures, posters, or magazines
- Weapons of ANY type: knives, guns (including nerf), etc.
- DVD player, TV, projector-\$50
- Subwoofer
- DVD's
- External hard drives and USB drives (can keep them with the dean)
- Gaming systems of any kind -\$50
- Computer (laptops and tablets included) -\$100
- Meat products-\$10
- Caffeine products (Including Energy Drinks)-\$10
- Portable listening devices (iPods, Mp3, etc.)-\$50
- Headphones/earbuds-\$25
- Guitar AMP

* All fines must be paid before semester test passes will be issued.

* If illegal drugs are brought onto campus, we will be under obligation to contact the Henderson County Sheriff's Dept.

Administration reserves the right to not return any item taken.

Medication Policy

Students MUST turn All medications to the dean as soon as they are brought on campus. This includes prescription and nonprescription drugs. Any medications found in a student's room will be removed. (see page 39)

The dorm is equipped with an emergency first-aid kit, bandages, antibiotic ointment, Tylenol, Ibuprofen, Benadryl, cold medicine and cough drops. These medications can be obtained from the school nurse during designated times in the morning or from a dean when the nurse is unavailable.

ELECTRONICS/ENTERTAINMENT

Gabb Phones

Smartphones have become a significant source of distraction in modern society and because of this, we have decided to not allow students to bring them onto campus. Gabb phones (gabbwireless.com) are the only type of phone allowed for students on FAI

property and school sponsored trips. Gabb phones do not allow the user to connect to the internet, download apps, or play games. Smartwatches that can connect to LTE directly are not allowed on campus even if LTE is currently turned off.

Gabb phones are a privilege that must be used responsibly. All phones must be registered with the dean along with any passcodes existing on the phone. All Gabb phones must be turned in to the dean at study hall and lights out on weekends. **Each phone must be active with a SIM Card registered to the student's phone number.** No one is responsible for this except the owner. You will be able to pick up your Gabb phone at the next appropriate time. Using a "decoy" phone to avoid surrendering your Gabb phone is not permitted and will result in loss of phone privilege for nine (9) weeks.

Use of Gabb phones, including text messaging, is not permitted in public meetings. In areas of personal privacy, electronic devices with cameras must be out of sight with the camera off. These areas include but are not limited to restrooms, locker rooms and showers. Gabb phones are not to be used to play music anywhere on campus. **Dorm students have an exception in their dorm room provided they adhere to the content and volume guidelines.**

If a student abuses the Gabb phone privilege by not abiding by these policies, the student's phone will be confiscated for two weeks (14 days) for the first offense and four weeks (28 days) for the second offense and behavior referrals will be recorded each time. Further offenses will require the student to forfeit the use of his cell phone for the balance of the school year.

Gabb phones should not be used to play video content except appropriate content taken using the phone's camera. Files uploaded to the Gabb phone for the purpose of watching movies/shows will be considered a violation of the phone policy regardless of content. Violations will be referred to the Ad Council and the student will lose their phone privileges for a minimum of four weeks (28 days).

If a student is willfully dishonest with his/her Gabb phone or if a student uses his/her phone inappropriately (including but not limited to inappropriate pictures/video/text messaging/ringtones or any music played outside their dorm room), the student's phone will be confiscated and the matter will be referred to Ad Council. The administration reserves the right to search phones for harmful or questionable content at any time. If you wish to keep the contents of your phone completely private, please don't bring a phone on campus.

Discipline includes but is not limited to:

- Using phone to watch movies/TV shows:
 - Violations will be referred to Ad Council
 - Loss of phone privileges for a minimum of 4 weeks
- Using phone during any religious/secular program:
 - 1st offense- 2 weeks
 - 2nd offense- 4 weeks
 - 3rd offense- Forfeiture of cell phone for the balance of the school year
- Failing to notify a dean that you have a new or different cell phone/passcode or using

- a hotspot for anything:
 - o 1st offense– 1 week
 - o 2nd offense– 2 week
 - o 3rd offense– 4 months
 - Failing to turn in a cell phone on time at study hall and lights out:
 - o 1st offense– 24 hours
 - o 2nd offense– 1 week
 - o 3rd offense– 3 weeks
 - Using an unregistered “decoy” phone:
 - o Students will automatically forfeit the use of their cell phone(s) for 2 months or the remainder of the semester (whichever is longer).
-

Music Policy

In addition to the music policy on page 38, the following applies in the residence halls:

- Any/all music played must be in the comfort of one’s own room.
 - Music must not be heard outside of any dorm room at any time.
 - Musical and lyrical elements should work together harmoniously to influence thinking and behavior in harmony with biblical values and the music policy on page 38.
-

A DAY IN THE LIFE

Personal Devotional Life

The strength to live a Christian life is possible only through an ongoing relationship with God. The deans urge each of you to take time to study the scriptures on your own. In the daily academic schedule you will have the opportunity to spend some quality time with our Lord and Savior. Inspirational Christian reading material is available from your deans.

Worships

Dorm worships are held each evening after rec time at 7:45 pm. Everyone is expected to be there on time. In addition to a time of devotion, announcements are shared with the dorm residents when necessary. If absent, the student is responsible for all announcements given. It is expected that everyone will behave reverently at this time.

Study Halls

Each evening, Sunday through Thursday, a study hall is coordinated during which students are given the opportunity to study quietly in their rooms. Both a strict and relaxed study hall will be enforced by RAs and the dean to provide students with an environment conducive to studying. Study hall may be held at alternate times for special occasions.

Academic Restriction

This term (also referred to as “downgrades”) is used to define those students who have an F, two D’s or an I (incomplete) at the beginning of each week. Students on “downgrades” will be restricted from some privileges and will be required to be in M*A*S*H (RA led tutoring in the dorm) during study hall hours. (see page 19)

Deans' List

This term is used to define those dorm students who have received a GPA of 3.0 or higher in the previous quarter (excluding new students in their first quarter). Students on Deans' List will receive privileges reflective of their achievement.

Lights Out

With the busy schedule at the Academy, sleep is an important factor in helping you be successful in all areas. Room lights are to be out by 10:00 p.m. for Freshman, Sophomores, and Juniors and 10:30 p.m. for Seniors. No one is to be out of their room after this time. The deans may grant late lights for those who have been diligent during study hall and are still studying.

Sick List

If you feel sick and/or need medication, you must see the nurse at the respective times as posted in the deans' offices. If you become sick during the day, you must inform the supervising adult in your area. No one but the **dean on duty** or **school nurse** can approve a student to be on sick list.

While on Sick list:

- You will be in your room or sick room for the remainder of the day.
- Cell phones will be kept in the dean's office.
- You may only receive phone calls from your parents.
- No visitors will be allowed in your room.
- An RA or dean will bring you a sick tray (take-out meal from the Cafeteria).
- You are required to see the nurse the following morning to be reevaluated.

Failure to comply with these regulations will result in class and/or work being unexcused and any other appropriate discipline.

CARING FOR MY ROOM

Room Furniture

You are completely responsible for the care of the furniture in your room. Each room contains two beds, two mattresses, two desks, two chairs and window blinds. Furniture may not be altered in any way. Should anything in the room be damaged, the occupant(s) will be charged for the cost of replacement. To avoid unnecessary wear and tear on the dorm, free weights and other exercise equipment are not allowed in dorm rooms.

Any furniture brought into the dorm **MUST** be approved prior to moving it in and **MUST** be removed at the end of the year, no storage of furniture is allowed.

Note: Removal of residence hall furniture, cushions, pillows, decorations, etc. is considered theft and will result in serious discipline.

Damage

Please report any damage as soon as possible to the dean. No permanent wall hanging

items (nails, screws, etc) are to be used in securing belongings in the room. Damage or vandalism to the doors, walls, furniture, etc., may be charged to the student responsible.

Repairs

Report to the dean or RA if there are any repairs needed in your room. The Academy Maintenance Department takes care of needed repairs. Do not attempt to do any repairs on your own.

Decorations

White poster putty is the recommended way to hang decorations. Command Strips will not be allowed since they often pull paint off the cinder block walls.

It is expected that the nature and taste of pictures, posters, and other decorations will be in accordance with **conservative** Christian values. Confederate flags, swastikas or other publicly sensitive materials are not appropriate. Any decorations not within these parameters will be removed and not returned. All decorations will be subject to the dean's approval.

Room Care and Daily Inspection

Rooms will be checked sometime during the day Monday-Thursday.

On Fridays in preparation for Sabbath, room check is done on a pass or fail basis. Rooms are expected to maintain the same level of cleanliness throughout the day. Failure to do so will result in failing. Any of the school's cleaning supplies, vacuums, or laundry baskets found in a room will result in an automatic fail and possible fine.

Janitor Supplies

You are responsible for bringing your own janitorial supplies for cleaning your rooms. Girls also need to bring cleaning supplies for their bathroom.

Vacuum Cleaners

There are vacuum cleaners available for your use. After you use it, please return it so that others may use it. If the vacuum is not working well, report it to the dean immediately.

Trash

Please be sure to empty your trash at least once a week to avoid unwanted pests and smells.

Food

Any food in your room should be kept in sealed containers at all times so as not to attract rodents and/or insects. Also make sure any dishes you use are cleaned properly and not left sitting around your room or the dorm. (Just a reminder: no meat or caffeine is allowed on campus which includes the dorm.)

Janitor Duties

Because the dorm is your home away from home, you will be responsible for helping to maintain a clean dorm. It is your duty to clean up after yourself, not only in your room but in the general areas such as the lobby. Few people enjoy cleaning, but all can take pride in a clean and attractive dorm.

Lobby

The lobby is a place for you to relax and visit with friends and guests. Since it is a public area, it is requested that you keep the area clean and neat. Please remember to be dressed in modest and appropriate clothing and to behave appropriately. Any personal items left in the lobby will be taken to lost and found or confiscated.

Sabbath Preparations

All activities during Sabbath hours should honor the commandment to “Remember the Sabbath day, to keep it holy.” Sabbath is a time to set other things aside and to focus our attention on our Creator. Student’s need to guard the edges of the Sabbath by having all cleaning and any other special preparations completed before sundown. Clothing needed for the Sabbath should be out of the laundry room since it will be locked at that time and remain locked until sundown on Saturday night.

Room Search & Inspection

The Deans or School Administration reserves the right to enter and inspect all rooms when it is thought necessary to ensure the safety of others and compliance with school and dorm guidelines.

Locked Doors

All students **need** to keep their doors locked when no one is in the room, as this is the best measure at preventing theft. The school cannot be held responsible for your personal items. If a student has a large amount of money it is advisable for them to give it to one of the deans. Anyone who enters or attempts to enter a locked room without permission to do so will be taken to Deans Council and dealt with appropriately. **Do Not Enter Someone’s Room Without Having Permission To Do So!!**

Keys

Door keys may be obtained from the dean. Keep your key with you at all times. There is a **\$25.00** charge for failure to return a key or to replace a lost key. Duplicating a key is prohibited and will be subject to discipline and loss of privileges. Should a student be locked out of their room or dorm and need dorm staff to open the room, the student will be charged \$0.50 to have their room opened.

DISCIPLINE

Discipline

In an effort to teach and train, discipline will be administered when necessary. The policies of the academy are outlined in the school and dorm handbooks. You are responsible for the choices that you make and part of the staff's commitment is to hold you accountable.

Along with the deans, Resident Assistants have the authority to administer minor discipline per the guidelines the deans have established for them. You are expected to comply with their directives unless they are asking you to do something which is immoral, illegal, or puts you or others in harm's way. If you feel that you are not being treated respectfully please notify the dean.

If an irresponsible choice is made, the deans will take a caring adult response to the actions. Some of these responses could include:

- **Campus Bound:** If you are placed on a campus bound restriction, you are not to leave campus except on school trips which must be approved by your dean. The LPC will be off limits at all times except when Rec is being held there.
- **Dorm Bound:** If you are placed on a dorm bound restriction, you are only to leave the dorm for classes, work, and meals. During recreation time and all other free time, you are to be in the dorm. You may only leave the dorm with the dean's permission.
- **Room Bound:** If you are placed on room bound restriction, you are only allowed to attend work and classes. For meals, you are responsible to go to the cafeteria, pick up your food in a to-go tray provided, and promptly return to your room. During recreation time and all other free time, you are to be in your room. You are not allowed to have visitors, use the phone, do laundry or check your email. The only time you may leave your room is with the dean's permission.

Residence Hall Behavior & Timeliness Point System

Points may be received (but are not limited to) the following:

- Being tardy to any worship program: 3 pts.
- Skipping/ Being Absent from any worship program (more than 5 minutes late): 6 pts.
- Respectfulness: 6 pts for being disrespectful to the dorm staff - includes RAs (possible referral also given)
- Lights Out: 3 pts. for each time asked to turn off lights/get in bed after your appointed lights out time.
- Being out of your room or having someone else in your room after lights out: 3pts.

Points are accumulated on a weekly basis and certain privileges will be revoked if you earn six points or more in a week. Privileges that may be revoked include, but are not limited to:

- 6 to 8 points = Campus Bound.
- 9 to 12 points = Dorm Bound.
- 13 points or more = Room Bound and Ad Council

Worship programs include: Vespers, Sabbath School, Church, Dorm Worship, etc.

Disrespect

Every person deserves to be treated with respect. We will make every effort to treat you with respect at all times and we ask that you treat us with the same. If at any time you feel that the deans, RA's, or other dormitory residents are treating you improperly in any way please follow these guidelines.

1. First, follow or do what the staff member is asking you to do.
2. Then ask to speak with the dean or administrator on duty.
3. Wait patiently.

Please exercise patience in dealing with these situations. There is a time and a place to make your complaint. Use wisdom in deciding when and where. You will be heard and your concern will be dealt with.

GENERAL DORM PROCEDURES

Mail

To mail your letters, please make sure that they have the proper postage and then drop them off at the Academy Office.

Your address is: Your Name
 C/O Boys/Girls Dorm
 Fletcher Academy
 P.O. Box 5440
 Fletcher, NC 28732

Fire and Fire Code

If the fire alarm goes off, you must leave the dorm immediately and not re-enter until told to do so. It is illegal to pull the fire alarm for any reason other than a fire or organized and planned fire drills. Such behavior is absolutely intolerable. Violators will be subject to disciplinary action, which will include a fine of **\$250.00 and/or other discipline.**

Fire Regulations require that the stairways and halls be free from obstructions at all times. Fire laws also do not permit the burning of incense or candles. We need to comply with these regulations as they are not our rules but the county and/or state guidelines.

Irons

An iron and ironing board are provided for your use in the laundry rooms. It is against fire code for you to use an iron in your room. When you are finished using it, please be sure to turn it off and unplug it.

Laundry

The laundry rooms will be locked down 30 minutes before sundown Friday night, 10 PM during week nights, and during the Sabbath hours. You will need to supply your own laundry detergent, supplies, and softener. Leaving your clothes unattended at any time

may result in confiscation or other students moving your clothes. **Please mark your clothing tags with your initials or in some other way so you will be able to distinguish them easily if they are accidentally mixed with someone else's clothes. Especially school uniforms as they are all the same.**

Hair Cutting

Hair is not to be cut in the hallways or dorm rooms. You may do so in the bathroom but you are expected to clean up when you are finished. Failure to do so will result in consequences.

Hair dye is NOT allowed to be used in the dorms in any area.

Pets

Fish are the only animals allowed. Tanks must be 2 gallons or less and should be cleaned on a regular basis. If a fish tank is not kept clean, the student will be asked to take their fish home.

Dorm Visitors

Family and friends are welcome to visit, however, if visitors are going to enter the dorm they must first check in with the dean. Parents are welcome to visit their children at any time as long as they communicate with the Dean on Duty. Parents and grandparents will be allowed to go to the dorm rooms after they check in with the Dean on Duty and after an announcement is made on the PA intercom.

Computers/iPads

You will have access to the internet on the dorm computers and iPads in the designated computer areas. Please limit your time to 30 minutes if others are waiting. Please do not download anything onto the hard-drive. You are not to visit inappropriate sites or any chat sites. Instant messaging is not allowed. School computers/iPads should not be used for gaming ever. Failure to follow these guidelines will result in loss of Internet privileges. Students on downgrades may have their computer privileges limited. (Also see page 31)

Telephones

When you answer the dorm phone, you are to do so with respect and kindness. Please be courteous and helpful to the person who has called our home. Make an honest effort to find someone or take a message if you need to.

Because we must all share the phone, it is important that no individual or individuals monopolize the phone. Out of fairness and courtesy to others, all calls need to be limited if someone is waiting so everyone can have equal opportunity to use the phone.

There should be no incoming or outgoing phone calls after 10 p.m. (11pm on Saturday night) You may lose your phone privilege if you abuse this rule.

Intercom

The Intercom is off limits to everyone, except the deans.

Closing Time

For your security all of the dormitory doors are kept locked and windows alarmed at all times. Students will use their ID card to enter the dorms. When the lobby doors are secured for the night, the alarm will be set and activated for the entire dorm.

CAMPUS LEAVES

Campus

Campus is defined as the dorms, ad building, gazebo and the field. The cafeteria and LPC are included in the campus only during their hours of operations. Other areas are off-limits unless you are required to be there for work and/or classes, or if you have received permission from a dean, administrator, or a supervisor on duty. (See page 28-29)

Leaving Campus

If you wish to leave the immediate part of the campus, dorm, Ad Building, you must have permission to do so. **You must talk to the dean when you leave.** Texting is not a form of communicating when you leave. If an emergency arises the dean must be able to find you. It is understood that you will meet your regular appointments (class, work, recreation, etc).

If the following guidelines are not followed, students will not be granted permission to sign out with that family for the remainder of the year. You will find a breakdown of the types of leaves listed below:

1. **Day Leaves:** With permission from one of the deans, you may visit with families in the community. These leaves usually involve students being invited to someone's house for Sabbath or Sunday afternoon. All drivers list additions must be added by 8pm the Thursday prior to that upcoming weekend.

Before you are allowed to go off campus with someone other than a faculty member, you must have parental permission before leaving campus in writing. This is done by the parents approving names on a student's driver's list. This can be done by sending an email, a written letter, or fax. If a parent sends an email adding a name to the student's drivers list, the student needs to contact the Dean on Duty to verify the email. Both of these things need to happen before a student can leave campus. The person signing you off campus must complete the sign out sheet before you leave. When you return, the same driver must sign you back in. **All drivers must be 25 years of age or older.** The only exception is if a parent/guardian gives permission for someone in the immediate family who is not 25 to come and sign you out.

Approval must be given before you leave campus. Violation of this will result in a campus bound restriction and perhaps further discipline by the AD Council. **Texting is not an appropriate means of obtaining approval for leaving campus and permission will be denied.**

2. **Overnight Leaves:** A leave slip must **always** be filled out online by **Wednesday** before leaving campus for the weekend. **This includes school functions (ex.**

Choir, Acroknights, class trips etc). When you wish to leave campus overnight with someone other than your parents, permission must be granted in writing by your parents and an invitation from the host must also be given to the dean by Thursday. **Overnight leaves for dorm students will only be approved where opposite gender students are not present.** Always tell the dean on duty before leaving the dorm overnight, even if the leave slip is filled out.

- 3. Overnight Leave Policy (If you are within 25 miles of FA):** If you sign out to leave campus overnight and the person you are staying with is within 25 miles of Fletcher Academy, there are some provisions that need to be followed. (Also see page 39)
- Provision 1—If you come back onto campus, you **MUST** stay on campus. (exception is going to the Fletcher Church)
 - Provision 2—If you attend Fletcher Church you **MUST** be dorm dressed and sit with the dorm students or Host Family (Adults)
 - Provision 3—If you need to come back earlier than planned, you **MUST** call ahead and ask permission.

If Students violate any of these provisions, they would lose all overnight privileges for the following periods of time:

- 1st Offense—2 weeks (not including closed weekends or breaks).
- 2nd Offense—5 weeks (not including closed weekends or breaks).
- 3rd Offense—Loss for year.

Sign-out Sheet

A sign-out sheet is provided for students at the front desk so the dean will know where to find them if the need arises throughout the day. Before students sign out on the book they must call the dean on duty to seek permission. Because students come and go on a regular basis to classes, work and recreation, there won't be any need to sign out for these places. But anywhere else, we need to know where you are!!!

Curfew

Dorm students have a curfew they need to follow during the school year. Curfew for weeknights which includes Sun-Thurs is 7:30pm. Curfew on Saturday nights is 10:30pm. Dean's list privilege curfew, Sun-Thurs is 9:30pm. Any questions about curfew please direct to your deans.

Transportation

Fletcher Academy provides transportation for our dormitory students to the Asheville Regional Airport for \$5 each way for home leaves, vacations and any other needs. Students needing transportation must make arrangements with the boys/girls dean at least a week prior to leaving on their trip to aid in the coordination of the trips. As a courtesy, parents are advised to arrange transportation dates and times to and from the airport with our deans before tickets are purchased. The deans are available to leave the dorm at 6:00AM and return by 11:00PM transporting students to the airport. Travel arrangements may not require students to leave the dorm prior to 6:00 AM or return to the dorm after 11:00 PM. Deans will not be expected to transport students outside of this

window. Departures and arrivals outside of these times will require the student to find alternative travel and accommodations. Fletcher Academy also offers home leave bus transportation. Detailed information can be found on our website and in Blackbaud.

Graduation Weekend

Graduation at Fletcher Academy is a formal occasion honoring the graduating Seniors. Freshman and Sophomore dorm students should check out of the dormitory following the final tests on the Thursday before Graduation.

Only Seniors, Juniors and those Freshman and Sophomores with family members graduating or those who are working for the summer may remain in the dorm during graduation weekend.

Unless officially checked out of the dorm by parents, all students are required to stay overnight on campus during Graduation Weekend. Students will only be permitted to sign off with parents for day outings. Graduation weekend begins once a student has completed their final exams.

All students should be checked out of the dorm by 5:00 p.m. on Graduation Sunday, including graduating seniors. **Failure to abide by this time results in loss of room deposit and/or other consequences.**

Check Out Procedure

When leaving school at the end of the year, your room will need to be checked by the Dean, and the room key returned before leaving campus. Failure to do so will result in loss of part or all of your room deposit (\$100.00). A student could incur other fines as a result of not removing trash, or cluttering up the hallway. A student will also be charged a cleaning fee of \$50 or more not including the room deposit if they fail to check out properly and choose not to clean their room.

If you move to another room and leave the one you vacated dirty, damaged, or unfit for an occupant, you will be charged for a cleaning crew to do it for you.

STUDENT OWNED TRANSPORTATION

Automobile Responsibilities

All automobiles must be approved and registered by the Administration as per the student handbook. Any dormitory student desiring to keep any type of motor vehicle at the school must first receive permission to do so by the Administration. (Also see page 31)

- ALL car keys to the dean immediately upon arrival each time as well as park in the assigned area. Failure to do so will lead to the forfeit of this privilege.
- You are not to drive the car around campus.
- You may not keep cars at the homes of friends.
- Written permission must be obtained from your parent/legal- guardian as well as the dean on duty prior to taking any passengers off-campus.
- Dorm students are not allowed to sit in any parked cars or linger in the parking area of community student's cars.

Bicycles

Anyone who brings a bike to campus recognizes that the school is not to be held liable if anything happens to the bike. Bikes are not allowed to be stored in the dorm rooms. Permission must be obtained from the dean before going riding and you must wear a helmet. Bikes are not to be repaired or ridden in the dorm or on the sidewalks in front of the dorm.

Skateboarding/Longboarding

Boarding is not permitted anywhere on the campus of Fletcher Academy.

This section is a guide to dorm life. It is possible for items to be added, altered, or removed at any time during the year.