

Fletcher Academy

Educating for Eternity

Student Handbook 2017-2018



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Welcome to Fletcher Academy!

Fletcher Academy is a quality college preparatory high school that has a rich tradition in following the teachings and practices of the Seventh-day Adventist Church. Since 1910, over three thousand students have enjoyed the privileges associated with attending Fletcher Academy. This year, our 107th year, I invite you to build upon the successes of the past. I trust that your contributions will be positive in ways that others will remember with fondness and the desire to emulate. Most importantly, I pray this school will be where you will continue to develop your life-saving relationship with Jesus.

This Handbook is designed to assist you in better understanding the privileges, responsibilities, and expectations of an FA student. Whether you are a community or dormitory student, campus life is an interesting and enjoyable part of the boarding school experience.

The standards that are outlined in this Handbook create a safe environment with an atmosphere of sensitivity and consideration for each other. As you read this Handbook and decide how you are going to participate in this year's program, remember the words of Jesus and "Do unto others as you would have them do unto you."

Finally, please remember your faculty and staff is here to help you succeed in every way. It is our desire to see you discover and grow your God-given talents and, as a result, develop a saving relationship with Him.

Phil Wilhelm, Principal

FLETCHER ACADEMY

Educating for Eternity

OUR VISION

Fletcher Academy, an independent college preparatory high school founded in 1910, exists to provide a distinctly Seventh-day Adventist education where spiritual development is bolstered with academic rigor, work skills, and character development that challenges our graduates to have a transforming influence in their world as disciples of Jesus.

OUR MISSION

"Educating for Eternity," Fletcher Academy is dedicated to providing our students with *Spiritual experiences* to enable them to become disciples of Jesus, *Academic experiences* to prepare them for college and career, and *Service experiences* to train them to be productive workers and caring citizens.

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 the 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 Creator-like powers in our students that are God-given to all humans: creativity, individuality, and the power to think, to choose, and to 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, then, 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 his/her fair-share 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 reach out to 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. Jaspersen, 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, Lelia Patterson Center, and Fletcher Valley Market. Many of our students are employed by these organizations. Park Ridge Health, operated by Adventist Health System, is located across the street from our campus.

ACCREDITATION

Fletcher Academy is accredited by SACS CASI (Southern Association of Colleges and Schools Council on Accreditation and School Improvement), a division of AdvancED. 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/Recruitment.....	Brad Durby, BS
Registrar, Director of Admissions & Academic Counselor	Janet Novak, MEd
Administrative Assistant	Marcella Sampayan, AS
Attendance Officer	Desiree Kroeper, BA
Treasurer.....	Stephen Learned, BS
Cashier, Accounts Receivable	Lynn Ortega, BS
Dean of Girls	Mally Osvold, AS
Assistant Girls' Dean	Darcee Christensen
Dean of Boys.....	Andrew Rahm, BS
Assistant Boys' Dean.....	Andrew Thomas
Director of Development & Alumni Relations	Arthur Gibbs, MDiv
Student Labor	Brad Durby, BS

ADMINISTRATIVE SERVICES

Human Resources.....	Collin Petty, MBA
Information Technology.....	Zac Peters
Accounts Receivable	Pam Hughes, BA
Fletcher Park Inn	Linda McIntyre
Food Service Director.....	Cheryl Grant
Lelia Patterson Center.....	Mitsue Garmon, NASM, CPT
Plant Services	David Dennis
Fletcher Valley Market.....	Perry Pratt
Grounds.....	Russell Herman
Learning Center (Library)	Bethany Johnson, MEd
School Nurse	Jessica Rahm, RN
Transportation	Bill Bass, MEd

INSTRUCTIONAL

Art	Kim Henski, AS
Auto Mechanics, Home Repair	Bill Bass, MEd
Accounting.....	Janet Novak, MEd
Computer Applications	Phil Wilhelm, MEd
English	Bethany Johnson, MEd
English.....	Jessica Stout, MEd
ESL.....	Desiree Kroeper, BA
Foreign Languages	Jeff Morris, BA
Gymnastics.....	Craig Johnson, MEd
Life Skills, Health	Kim Henski, AS
Mathematics	Clinton Carvill, BEd
Mathematics	Johannes Kroeper, BA
Mathematics	Dean Sigsworth, MS
Music – Band.....	Steven Green, BA
Music – Choir	Denise Pettit, BA
Music – Handbells	Shawn Betchley, BA
Music – Piano.....	Denise Pettit, BA
Music – Strings.....	Debra Anthony, BA
Physical Education	Andrew Rahm, BS
Religion	Bill Bass, MEd
Religion/Chaplain	Eileen States, MDiv
Science	Clinton Carvill, BEd
Science/Technology	Johannes Kroeper
Social Studies.....	Jeff Morris, BA
Social Studies	Craig Johnson, MEd
Yearbook	Kim Henski, AS

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 will be considered complete when the following items have been received by the Admissions Office:

- Completed application form including nonrefundable application fee of \$40 for domestic students (\$150 for international students).
- A current (within one year prior to enrollment) physical examination form filled out by a physician for all transfer students and freshmen.
- A complete immunization record furnished by a physician or health department (required by State of NC).
- Evidence of having completed 8th grade or a complete transcript of past credits earned in other secondary schools.
- Students applying for senior year must submit official transcripts prior to acceptance.
- Birth Certificate and Social Security Card for work purposes.
- Recommendations from three references and their complete address and phone numbers (Principal, English, and Math teacher).
- Financial Agreement Form.
- Signed Medical Consent form with copy of insurance card. 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 application. A letter will be sent to the student and a copy to the parents indicating the committee's decision. Students must receive a Letter of Acceptance before arriving on campus for school or work.

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.

- 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 website, 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:

- 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.

The following timeframes must also be followed:

- The international student must apply for admission by June 30 for the first semester and December 1 for the second semester in order to meet visa, passport, and custom processing deadlines.

The work program may be adjusted to accommodate the individual student’s academic needs. Due to the intensive English training for international students, the work program may be optional.

The Government of the United States requires that all international students pay total school fees before an acceptance letter for a student visa may be issued. Official acceptance, grade placement, and continuation will be at the discretion of the instructor and administration.

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 worships 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 drinks on campus.
- Possession and/or use of tobacco 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 non-Seventh-day Adventist applicants prior to full acceptance to determine if Fletcher Academy meets the needs of the applicant.

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 Mentioned - GPA of 3.25 - 3.49

Honors - GPA of 3.5 - 3.74

High Honors - GPA of 3.75 - 4.0

Principal's List: Students with a 3.75 GPA or higher will be eligible for the Principal's List.

Privileged Kids List (PK): The PK List is composed of three levels, and students are recognized and rewarded each semester:

Gold - Students with a 3.25 GPA or higher, have maintained an attendance grade of A for both 9 weeks, and have "0" Conduct Points for the semester.

Silver – Students with a 3.0 GPA or higher, have maintained an attendance grade of A for both 9 weeks, and 5 or less Conduct Points for the semester.

Bronze – Students with a 2.75 or higher, have maintained an attendance grade of A for both 9 weeks, and 10 or less Conduct Points 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.

ACADEMIC LOAD

The minimum load shall consist of five (5) core classes (core classes are those classes that require outside class effort). Exception to the above may only be made by administration. To drop a class, a student must complete the drop process with the Registrar, which includes permission from their parent.

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.

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 Southern Adventist University and are transferable to most colleges and universities. The Dual Credit classes may be taught by a FA teacher or online with SAU. Some of the classes listed may not be available every year. Students enrolled in Dual Credit classes pay a small percentage of SAU's regular tuition charges and full-price for all textbooks. Full payment is due prior to the beginning of all Dual Credit classes. Payment 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 www.fletcheracademy.com for a listing of classes offered as they change each year of what is offered through Fletcher Academy.)

CORRESPONDENCE/SUMMER SCHOOL

Any student desiring to take correspondence work or a summer school course should submit a written request to the Academic Standards Committee prior to applying for such work. Except under extenuating circumstances, permission will not be granted to take those courses that are offered in the school curriculum. Correspondence 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 - www.fletcheracademy.com - for course descriptions and credits.

EXAM PERMITS

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

GRADE REPORTS

Fletcher Academy utilizes an internet service (www.RenWeb.com) 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.

For an additional fee of \$12 per semester, a parent may request at registration to have semester grades mailed to them as well as being posted on RenWeb.

The following is the school-wide grading system:

A	4.00	94-100	Excellent
A-	3.67	90-93	
B+	3.34	87-89	
B	3.00	83-86	Above Average
B-	2.67	80-82	
C+	2.34	77-79	
C	2.00	73-76	Average
C-	1.67	70-72	
D+	1.34	67-69	
D	1.00	63-66	Below Average
D-	0.67	60-62	
F	0.00	0-59	Unsatisfactory
I		Incomplete	

GRADUATION REQUIREMENTS

Graduation requirements are as follows for a student:

- Who has been in attendance for at least the full school year immediately prior to graduation.
- Whose conduct and attendance have been satisfactory.
- Who has a zero balance on the school account.
- Who has completed the following course work:

	Standard Diploma		College Preparatory Diploma	
Religion	4		4	
English	4		4	
Science	3	Biology	3	Biology, Chemistry & Physics or A&P
Social Studies	3	*	3	*
Mathematics	3	Algebra I	4	Alg I, Geometry, Alg II & Pre-Calc
Health & Physical Education	1.5		1.5	
Foreign Language	0		2	Consecutive Languages
Computer Skills	1		1	
Applied or Fine Arts	2		2	
Electives	3.5		.5	
Total	25	Credits	25	Credits

* Social Studies: 1 credit of World History & 1 credit of U.S. History, ½ credit of Economics and ½ credit of Government.

INCOMPLETES

Students may receive an incomplete due to an extended illness. An incomplete will be changed to the default grade as reported by the teacher unless the course work is satisfactorily finished within three weeks of when the student returns to classes. Students are to take the initiative in making the arrangements and completing all incomplete work.

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.

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 or when they enroll.

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. Permission from parents may also be required.

Students may not enter a class after the second week or drop a 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. 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

Fletcher Academy utilizes the services of an online bookstore (MBS Direct) which enables us to keep our books current and up-to-date. This site may be accessed from the academy website. It is highly recommended that all books be purchased through the MBS Direct website to ensure that they are the correct ones. MBS offers a buyback program, allowing books to be returned for cash at the end of the year. Once students know their schedule, they should order their books as soon as possible in order to have them on the first day of classes.

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 and be able to go on school-sponsored trips during school days. New students will be subject to this policy after the first 9 weeks. 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 from one of the touring groups. Also see page 19 regarding attendance.

TRANSCRIPTS

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 \$3.00 processing fee. Please allow at least one week processing time. 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 and work appointments on time, every day as scheduled. Attendance will be recorded as an official grade and will be kept as a permanent grade on the students' transcripts. Every student may not be capable of an A in every subject, but every student is capable of an A in attendance. Every student will start each nine-week (quarter) period with 0 points (A). The attendance record is a legal document and will remain in the student's permanent file.

ABSENCES & TARDIES are recorded whenever students are absent or tardy to a class. To excuse an absence or tardy, the student must provide a satisfactory excuse note within two school days after returning to school (48 school hours) to the Attendance Officer. Excuses WILL NOT be accepted after the two 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 points:

- 1 point added = one unexcused tardy
- 1 point added = one unexcused absence - Faculty Family Time
- 3 points added = one unexcused absence - non-block class
- 3 points added = one unexcused absence - Friday class
- 6 points added = one unexcused absence - 80-minute block class

For Chapels:

- 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. If a student is ill, it is to be reported by the dean or school nurse (dorm students) or by the parent (village student) to the Attendance Officer and the student's Work Supervisor by 9:00 a.m. unless the illness occurs during the school day which should be reported to the Attendance Officer immediately when a student is sent to their dorm room or taken home during school hours.

Please note: A doctor's note **MUST** be turned into the Attendance Officer if a student has been sick for three or more consecutive school days in order for the absence to be excused.

ATTENDANCE EXCUSE PROCEDURE

An attendance report will be posted each school day at 5:00 p.m. on the Attendance Bulletin Board regarding absences or tardies. Also, students and parents/guardians can check RenWeb daily for attendance records. RenWeb automatically sends an attendance alert email to the parent/ guardian at the end of the school day when an absence or tardy occurs.

The Attendance Officer will accept signed statements of excuse from:

- 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
- 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 unexpected delays, alarms not going off, 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. 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 automatically be excused for a student to attend the funeral of an immediate family member.

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 + 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 Dorm Bound Restriction if a dorm student, and Reverse Campus Bound if a village student, Monday through Friday of the week following when the down-grade occurred (5 consecutive school days). The student, whether dorm or village will only be allowed to go to classes and work during those 5 days (dorm students will be able to go the café for their meals and village students will only be allowed in the café during lunch). The student will not be allowed to attend rec or any recreational activity. The student will be assessed a \$40 fee which must be paid to the Finance Office within a week of being notified. Failure to pay the fee will result in a continuation of the restrictions, incur an additional \$10 per week late charge and will be referred to the Administrative Council for collection. Instead of paying a monetary fee, the student may turn in their cell phone to the Academy Office for a

credit of \$10 per week toward the fee. If the down-grade occurs during the last week of the quarter, the discipline will carry over to the next quarter. A student who is in a performance group will jeopardize their privilege to perform in off-campus tours/performances with a D grade in attendance. (See Attendance Policy Discipline for Touring Groups - Page 20) 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.

- **F** (D attendance grade + 6) When a student's D grade points increases by 6 points, that student will be informed by the Attendance Officer that their points have reached an F grade status the parent/guardian will be contacted that their student will be placed on a 3-day suspension. Upon returning from the suspension, the student will be placed on Dorm Bound Restriction if a dorm student, and Reverse Campus Bound if a village student, for 10 consecutive school days starting the Monday after the F was incurred. The student, whether dorm or village will only be allowed to go to classes and work during those 10 consecutive school days (dorm students will be able to go the café for their meals and village students will only be allowed in the café during lunch), and will not be allowed to attend rec or any recreational activity (which will not include weekends). The student's attendance grade will remain an F for that quarter. (Even though attendance grades are not included in the GPA, they will be included on the student's permanent transcript.) If an F occurs less than 2 weeks from the end of the quarter, the 10 consecutive school day discipline will carry over to the next quarter. If the student incurs an additional 6 points within the same quarter or receives another F within the school year, the student may be asked to withdraw from Fletcher Academy.

Attendance Rewards

Attendance rewards will be given in the form of Privileged Kids Coupons which are detailed on page 13, and at the Awards Ceremony at the end of the school year.

Perfect Attendance is obtained by having no excused or unexcused absences or tardies. The Perfect/Exemplary Attendance Policy applies here (See below).

Exemplary Attendance is obtained by having no unexcused absences or tardies, no more than 2 excused absences, and no more than 2 excused tardies during a semester. The Perfect/Exemplary Attendance Policy applies here as well.

Perfect/Exemplary Attendance 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, all missed classes will be excused and will NOT count against perfect/exemplary attendance. No exceptions.

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 the Perfect/Exemplary Attendance record of the student.

Attendance Policy Discipline

Touring Groups/Holding Student Offices

Dorm and village students who are on Attendance Policy Discipline will NOT be allowed to miss classes for recreational field trips, recreational tours, club parties, spiritual retreats,

athletic events, town trips, or to go recruiting, which may include tours of AcroKnights and the Music Department. Also, having a D or F in attendance may jeopardize a student being able to remain in an elected student office position. (see **Requirements for Holding Student Offices** on page 40).

Students on Attendance Policy Discipline will have the following restrictions during the school week:

- No rec/intramural attendance
- No recreational class or school trips
- No other off-campus school activity unless required by dormitories
- No leaving campus with anyone except the student's parents or guardian

During the quarter in which a student is placed on Attendance Policy Discipline if their grade reaches an F during that same quarter, they will have the following restrictions for the remainder of that quarter:

- No on- or off-campus banquets (with the exception of the Junior/Senior Banquet) and dorm students will only be allowed to sign off campus to go home
- No on- or off-campus sponsored parties
- No recruiting tours, which may include sporting events or music trips
- No town trips (for dorm students)

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

Pre-Arranged Absences

Any absence other than illness or death in the family **MUST HAVE AUTHORIZATION FROM ADMINISTRATIVE COUNCIL** at least a week prior to the absence. (Ad Council meets every Tuesday morning during the school year.) When parents desire to have their student miss classes that would normally be considered unexcused, a Prearranged Class Absence Request Form must be submitted to Administrative Council (Ad Council) at least a week in advance. 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 form may be picked up at the Academy Office or downloaded from our website and RenWeb. 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. Class absences are not excused until they are approved through Ad Council. ***Travel arrangements should not be made, such as purchasing plane tickets, until the approval for absences requested has been received.***

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 hasn't arrived, then one student from the class should come to the academy office to notify Administration 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. The TV station 13 (WLOS) and the home page of RenWeb will carry all school closing/delayed start announcements due to inclement weather or other emergencies by 6:30 a.m. WLOS Channel 13 also displays school closing information on their website at www.WLOS.com.

Forfeiture of Credit Due to Attendance

A student who, for any reason, is absent more than 15% of any class during a semester course will likely forfeit credit for the course unless there are chronic health conditions with special considerations involved, which must be verified by Administration and an Attendance Waiver Form is submitted to Administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. (This is a state requirement.)

BANQUET PRIVILEGES

Attendance at school banquets is highly encouraged. Students may not invite non-students to participate in these functions except under the following conditions: a current junior or senior may invite an alumnus of Fletcher Academy in good standing to a FA banquet, excluding the Junior/Senior Banquet. (Students wishing to invite an alumnus in good standing must submit their request to Ad Council for their approval.) If approved, the visiting alumnus must adhere to the dress and social conduct standards of the school and pay the non-student fee of \$25.00.

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 this Christian 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.

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, or ammunition/explosive device(s). (see page 40)
- 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 injures another person, which may include fighting.

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, unless 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.
- 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 provided or approved by the school are authorized to be used on FA lockers.
- Inappropriate use of computers, computer system, 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 or 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.
- Tampering with lights, wiring, telephones, fire alarm systems, and/or electrical equipment.
- Use of fireworks.
- Use of profanity, vulgar language, 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, 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 39)
- 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.

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 (may only leave dorm for classes or work).
- Room bound (may only leave room to use bathroom or to find 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.

Conduct Points

In an effort to monitor student behavior at Fletcher Academy, conduct points are tracked. Conduct points are simply points assigned to students for inappropriate behavior. A student begins the school year with 0 points and may be assigned points for various Handbook infractions. When a student reaches 50 points they will be placed on Citizenship Probation. When a student reaches 75 points they will come before Ad Council and could face dismissal.

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 whenever it is supervised. Students are not to “hang out” in the Administration Building during class time (which includes laying on the floors in the hall, 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 from another person as your own.
- Plagiarizing any printed or online material (using material without proper documentation).
- Possession of teacher's edition textbooks for any class (which will be treated as a second offence - 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

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 village students must be prepaid through the Finance Office which is put on their ID Card. Prepaid meals are \$3.50 per meal (\$70 pays for 20 meals). The ID card is swiped at the time a village student receives the meal. If a meal is received/eaten without the student's card having a prepaid balance the amount will be \$4.00 per meal received/eaten.

CELL PHONES

Cell phone use policies promote a positive learning environment and respect for others. All cell phones must be silenced and put away during classes, Chapel/Assembly meetings, concerts, and worship services and in the ad building during instructional hours. Use of cell 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. Cell phones are not to be used to play music anywhere on campus.

If a student abuses the cell phone privilege by not abiding by these policies, the student's cell phone will be confiscated for 14 days for the first offense and 28 days for the second offense with conduct points will be given. Further offenses will require the student to forfeit the use of his cell phone for the balance of the school year.

Cell phones should not store, stream, or be used to display media such as movies or TV shows at any time regardless of content. Students who use a "decoy" phone to avoid surrendering their cell phone or use their cell phone as a media/video playing device will automatically forfeit the use of their cell phone(s) for 4 months or the remainder of the semester (whichever is longer).

If a student is willfully dishonest with his/her cell phone or if a student uses his/her cell phone inappropriately (including but not limited to inappropriate pictures/video/text messaging/ring tones or any music), the student's cell phone will be confiscated and the matter will be referred to Ad Council.

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 meals, i.e. 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:

Even Days - Girls can be at the FA Athletic Field - Boys can be at the LPC Pool

Odd Days - Girls can be at the LPC Pool - Boys can be at the FA Athletic Field

CLOSED WEEKENDS

Closed weekends are scheduled during the year to allow all students to attend and participate in special programs and 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 as soon as possible when they relocate. In the event a parent relocates and does not update his/her mailing 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 their parents, grandparents, aunts, or uncles within reasonable driving distance. Community students enrolled at FA may not live off-campus except with these immediate family members.

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 drive a dormitory student at any time except for weekends/home leaves to the dormitory students' home provided written permission has been granted 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 students must park in the parking lot across from the Chapel and LPC lot next to campus during their school day. Exceptions are when attending worship services in the church or visiting their respective dormitories in the evenings.
- 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, Ad Building or LPC.

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 an 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 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), the Student Center, the 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 is 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 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. In addition, web filtering is in place which blocks access to web sites which are 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 conduct points,

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 indicating that the student is the designated driver of that vehicle must be on file with the dean, along with a copy of the student's driver's license.

Dorm students must park their cars behind the boys' dormitory and give the keys to their dean. Any car privilege violation is subject to discipline, generally resulting in loss of the privilege.

DRESS STANDARDS

As Christians we desire to draw attention to Christ rather than to ourselves. Therefore, 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.

General guidelines to follow are:

- Undergarments should not be visible at any time. (For modesty sake, female students may wear a cami untucked that may be visible below or above the shirt line.)
- Spandex/elastic style shorts, pants, skirts and dresses, or other extremely tight clothing, is not to be worn as an outer layer of clothing, which may include "skinny jeans" and denim material leggings. Additionally, tank tops must not be excessively loose and can only be worn for athletic purposes.
- T-shirts that have been cut/altered may not be worn at any time.
- Clothing which bears inappropriate words, pictures, insignias, devalues life, and/or is contrary to Christian living is prohibited.
- Students' hairstyles should be neat, clean, and not distracting with unusual styles, cuts and/or unnatural hair colors. A student will be given one week after a Referral to remove/fix the distracting or unnatural hair color or additional Conduct Points will be given. Guys' haircuts should be above the eyes, ears and collar. Guys will be given one week after a Referral to get an appropriate haircut or additional Conduct Points will be given.
- Guys may not wear any accessories in their hair at any time.

- All swimwear should be modest and one piece.
- When jeans are permitted, they are to be in good repair having no rips or tears and should not be tight-fitting (ie. skinny jeans).
- Headgear, bandanas, baggy pants, and other clothing related to gang activities are not to be worn.
- Head-covering of any kind (ie. bandanas, hats, do-rags, beanies, etc.) should not be worn in the ad building, cafeteria, church, or chapel regardless of gender.
- Sunglasses are not to be worn indoors.
- For health and safety reasons, shoes/sandals are to be worn at all times.
- Only clear or white French tip fingernail polish is acceptable.
- 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 a simple elastic hair tie (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, ears (including spacers), toes or any other place jewelry is usually or unusually worn.
- Body art in any form (done by the student themselves or someone else) is not permitted.
- Girls may not wear dresses that are shorter than the top of the knee, bare midriffs, low front or back necklines, strapless dresses/tops, sheer or see-through clothing, and tank tops with large arm openings.
- Shorts must be modest and are required to have a minimum 6" inseam. Shorts may be worn to the cafeteria outside of the academic setting for supper, unless specifically stated otherwise.
- Pajamas or any sleep attire (including slippers) are not permitted to be worn except in the dormitories.

Different occasions call for different types of dress: what a person wears to work 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.

Banquet Attire

Female students are allowed to wear modest gowns as approved by the dress committee. Tight, clingy or revealing dresses will not be considered modest. They should not show cleavage in the front and cannot be lower than the natural bra line in the back. All dresses should have at least a 1½-inch strap. No strapless dresses and halter top styles will be permitted. Slits cannot be more than 2 inches above the knee when sitting and at knee level when standing. Female students are allowed to wear dress pants to banquets.

Church Dress

Ladies: The Girls' Dorm dress code has been developed with the understanding that the way we dress may communicate messages about our values. Because we desire our young ladies to portray Christian values we ask that all girls' dorm residents have their clothes approved prior to leaving the dorm for vespers/church. Therefore, prior to exiting

the dorm, the girls should be dressed appropriately in clothing that is modest, fits properly, and follows these guidelines:

Female dorm students are to wear modest church dresses. Sleeveless (to the edge of the shoulder) dresses or shirts may be worn as long as they are not immodest. Tight, clingy, or revealing dresses will not be considered modest such as tight "Pencil Skirts". They should not show cleavage in the front and cannot be lower than the natural bra line in the back. The length of the girls' skirts is to be to the top of the knee when standing or sitting, with the exception of the straight/"Pencil Skirts" which must come below the knee. Slits on the side are to be no higher than the knee. Slits on the back need to be modest (subject to dean approval). Shoes/sandals/boots are required footwear for church.

Upon approval by the Girls' Dean, young ladies may wear appropriate dress pants to Church when the temperature is 25° F or colder.

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

In order to sit with the dorm students during the church service, community students must be dressed according to the academy's policies.

Since lunch immediately follows church, students eating Sabbath dinner in the cafeteria are expected to remain in Church Dress.

Vespers Dress

Vespers Dress will follow the same as Church Dress except ladies may wear dress pants and gentlemen are not required to wear a tie.

Chapel Attire

Chapel Attire will be required for Chapel days (Thursday) as well as other special occasions. **Chapel attire must be worn for chapel and all classes on chapel days.**

All apparel must be purchased from the school-designated supplier.

- Young Men: Khaki pants (**no shorts**), white oxford (tucked in), and navy vest, cardigan or blazer
- Young Ladies: Khaki pants (no capris)/khaki or plaid skirt, white oxford (tucked in), and navy vest, cardigan or blazer
- Outerwear: Outerwear for chapel will be the FA cardigan, blazer, fleece jacket, or FA jacket ONLY. **Hoodies are not allowed as outer wear except on Friday.**

School Dress

All students are expected to be within the dress code when they begin their first day of school. All school attire must be purchased from the school designated supplier.

- Shirts – Polo shirts are embroidered with the FA 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 sake, female students may wear a cami untucked.) FA Oxfords should be buttoned and tucked in for neatness

and for modesty regardless of layered garments worn. Polos should not be tied or knotted in the back, side or front.

- Pants – Docker-style pants in guys and girls styles and colors are the only FA approved pants and must be purchased from the school designated supplier. Pants must fit properly (not sagging or too tight) and should not be rolled or cuffed.
- Skirts – Young ladies may wear skirts (navy, khaki, or plaid) purchased from the school designated supplier instead of pants to school. Skirts must be no shorter than to the knee when sitting or standing. Skirts must hang naturally to the knee. Skirts that would require pulling or stretching in order to reach the knee (while standing or when seated) will not be permitted. Stockings, socks, and leggings should match/coordinate with the skirts.
- Other – Young men may wear shorts purchased from the school designated supplier. Young ladies may wear capris purchased from the school designated supplier. Pants, shorts, capris, and skirts should not be rolled or cuffed.
- Shoes - Shoes must be clean and neat. Accepted styles for classes are casual dress, appropriate sneakers, and sandals.

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 Friday 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 Friday classes. They must be the current style selected for that group and not one from previous years.

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

ALL students enrolled in a physical education class, including AcroKnights, are required to wear the PE uniform as specified by the teacher.

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 due to coming from work to lunch or going to work directly from lunch. When working in the Administration Building, the school uniform must be worn unless performing maintenance or janitorial work and permission has been granted by the student's work 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

T-shirts must follow the guidelines above and should be in alignment with FA standards under Dress Standards. Shorts must be modest and are required to have a minimum 6" inseam. Jeans, warm-ups, sweat pants, and hats are acceptable for recreation. While participating in recreational activities, appropriate safety equipment will be worn.

Uniform Dress Code Violation

When a student does not come to class in the proper school uniform, they will be given a referral. Upon the second referral for the same infraction, they will be assessed a fee equal to the purchase price of the article of clothing which they have chosen not to wear. The article of clothing will be purchased by the school using the fee. If a student gets a third referral for the same infraction, a second fee will be assessed and the article of clothing will be purchased using the fee. Additional referrals for the same infraction will result in the Administrative Council taking action for insubordination which could result in suspension or dismissal. Referrals will be recorded in RenWeb and parents will be notified via email when they are entered. ***Wearing the proper pants/skirt, polo/oxford, outerwear, and chapel clothing when required will avoid any fees.***

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.

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, DRINK AND GUM

Students are not to bring food, candy, or any kind of drink (other than water) into the classrooms. Gum may be prohibited by each teacher, and is always prohibited in all other parts of administration building and chapel.

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 Girls'/Guys' Club Banquet (rotating) in the fall and the Mother/Daughter Brunch and Father/Son Activity in the spring.

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 research and resource. Therefore, a quiet atmosphere is to prevail at all times. Materials in the Learning Center are available

for daily lessons 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, \$10.00 plus the cost of the materials 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. 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). Only locks provided or approved by the school will be authorized.

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 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 in the Administration Building or anywhere on the school premises, including student lockers. Lost items, if found, should be given to the librarian or a dormitory dean. Items left lying around will be put in Lost & Found (library), and a \$1.00 fee will be required to retrieve each item.

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 check in at the front desk with their student ID when utilizing the LPC 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 workers, 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.

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

MEDIA DEVICES

iPods, MP3 players, Nooks, Kindles, TV's, cell phones used for media purposes or other similar devices are not allowed on campus. These items are not to be brought 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 bring CD players/stereos to play audible music that is within the guidelines of Fletcher Academy. (Dorm students, please refer to the Residence Hall section section.) Head phones are not allowed on campus or on school trips/activities.

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 cumulative GPA of 3.5 and be invited and selected by the Honor Council, which is composed of five faculty members.

OFF-CAMPUS PERMISSION

Dorm students should contact their respective 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 55) 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 balance 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 and will be 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
- Bluetooth speakers-\$25
- Tobacco, non-prescription drugs, 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.
- Re-writable discs, burned discs, DVD's
- Computer/Tablets (without permission from a faculty member) -\$100
- USB drives (without permission from a faculty member)
- Meat products-\$10
- Caffeine products (Including Energy Drinks)-\$10
- Portable Listening Devices (iPods, Mp3, etc.)-\$50
- Headphones-\$25

REQUIREMENTS FOR HOLDING STUDENT OFFICES

Candidates for any office or leadership position must be approved by the faculty on the basis of GPA, citizenship and attendance. 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, Class Pastor, Girls' and Boys' Club President and Vice Presidents, and NHS President), 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, 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 (less than 25 conduct points). 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. Playing of any sport is not allowed on Sabbath.

SCHOOL CLOSINGS/DELAYED START

See ATTENDANCE/Inclement Weather page 22.

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 beliefs, we prohibit students from engaging in any sexual conduct/activity, including same-sex relationships. We have chosen to define sexual conduct/activity to include anything that advocates for, promotes or supports the homosexual lifestyle in any forum, including in social media. Sexual conduct/activity also includes 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 relationship, 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.

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 that 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. Administrative Council will determine the number of conduct points to be given with social restriction.

STUDENT AUTOMOBILES

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

- 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 the assigned area.
- Vehicles should remain locked, as Fletcher Academy does not assume responsibility for damage or loss.
- 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. Students should not loiter at cars or in the parking area.
- Students are not to drive around or park in the flagpole circle or on any unpaved roads around campus.

Any dormitory student leaving campus without permission will be subject to major discipline.

STUDENT SENATE

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,

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 page 24)

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 transportation policy in RenWeb under Resource Documents.

Transportation for our dormitory students to the Asheville Regional Airport can be arranged for \$5 each way, and the Greyhound Bus station in Asheville for \$15 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. Other airport options with fees and mandatory time-scheduling details are listed on the transportation policy in Resource Documents in RenWeb.

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, village 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 page 23.)

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 the school year. 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 required to pay 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, room appliance charges (the person who brings the appliance is responsible for the charge), senior graduation fee, class dues, transportation fees, tithe, driver education fees, personal music supplies, required wear for music/sports organizations, doctor fees & prescriptions, and instrument rental.

Tuition and Fees as approved by the Board for the 2017-2018 school year:

Tuition – Fr/So - \$8,700; Jr/Sr - \$9,700	* \$8,700 / \$9,700
Cafeteria and Dormitory	6,400
Entrance Fee	630
Books (MBSDirect.com) Est.	450
Community Student Activity Fee	150
Application Fee (\$150 for International Students)	40

* International students with TOEFL scores below 500 PBT must enroll in our ESL program and pay an additional \$4,000 per year.

PAYMENT PLANS

Parents may choose one of the payments 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:** Parents will receive a three-percent discount on the amount they are required to pay for the year. The final amount due for the year cannot be assured at Registration due to unknowns, such as the amount from Student Labor and other charges that may occur during the school year.
- **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.
- **Twelve Monthly Payments:** Parents will pay the projected net amount to be paid by the parent in 12 equal installments. The first payment is due on July 5 and the last of 12 payments is due on June 5.

FINANCIAL AID AND SCHOLARSHIPS

Several types of financial aid and scholarships are available to FA students based on academic qualifications and financial need. If applying for financial 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 \$800 per year)

Academic scholarships are awarded based on transcript GPA from the previous school year. Renewal is based on GPA. No additional application is required. Maximum for community students is \$500 for the year.

	Dorm	Community
GPA from 3.75 to 4.0	\$800 per year	\$500 per year
GPA from 3.50 to 3.74	\$600 per year	\$300 per year
GPA from 3.25 to 3.49	\$400 per year	\$200 per year

Activity Scholarships (up to \$800)

Activity scholarships awarded at Academy Days are based on skills/abilities in instrumental, vocal, or athletic. Student 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)

Students may apply to their church for a two-way matching scholarship of up to \$2,000; one-half paid by the church and one-half paid by FA. For community students, the Two-way Church Match is up to \$1,000; up to \$500 of church aid will be matched by FA. This aid is renewable. Applications are available at the Business Office.

FINANCIAL AID GUIDELINES

During the school year, students receiving Financial Aid must work a minimum of 8 hours per week (Fr/So) or 12 hours per week (Jr/Sr) to receive the full amount of Financial Aid

committed to them for the year. Any shortfall in planned Student Labor Earnings that are a result of work missed by the student must be paid by the parent, as well as Financial Aid that is reduced because of missed hours worked.

Students on financial aid may be required to work in the FAI summer program according to needs. Upon returning to school the next school year, the student must show proof of summer employment in order to continue receiving financial aid. By policy, FA does not grant financial aid to international students.

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

FINANCIAL AND COLLECTION POLICIES

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 12-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. Student accounts that are 60 days past “Due” will likely result in the student being suspended from school at that time until the amount is paid in full.

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

Students are not allowed to make cash withdrawals from their account without prior approval from the student’s parent and the Fletcher Academy Treasurer. If a student owes a balance on their school bill, they will not be allowed to withdraw money from their account.

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 that qualify for student aid may work at Fletcher during the summer months and earn up to \$2,000.

WORK-STUDY PROGRAM

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. Fletcher makes provision for all students to spend part of each day working. For these reasons the school 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 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. Freshmen/sophomores 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. In order to obtain a work permit, they must provide a copy of their birth certificate and Social Security card.

FA freshmen and sophomores are expected to work a minimum of 6.5 hours per week during the school year and juniors and seniors are expected to work a minimum of 10.5 hours per week. All are paid minimum wage. According to federal law, employment will only be provided for students who are at least 14 years of age. Students less than 16 are not permitted to begin working until 3:00 PM on school days. 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 was developed to assist 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 guardian of minor age students must also sign the acknowledgment. Students will receive 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 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.

FA 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 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 FA 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.

Suggested Items to Bring from Home

- | | | |
|--------------------------------|---------------------------|---|
| -Bedsread (twin size) | -Detergent | -Hangars |
| -Sheets | -Fabric softener | -Desk Lamp |
| -Blanket/Pillow | -Stain remover | -First Aid Kit |
| -Mattress pad/egg crate | -Laundry Basket/bag | -Poster putty |
| -Towels/washcloths | -Alarm Clock | -School supplies |
| -Box fan | -Plates, cups, bowls etc. | -Umbrella |
| -Batteries | -Bible | -Cleaning Supplies |
| -Removable adhesive | -Power Strip | -Appropriate Reading Material |
| -Tylenol/Advil/Cough Drops etc | | -Extra Long Shower Curtain
(Girls Dorm ONLY) |

Items to Leave at Home

- | | |
|--|-------------------------------|
| -Earphones/headphones | -Permanent wall hanging items |
| -Un-modest attire | -DVDs |
| -Portable Listening Devices | -Knives |
| -Inappropriate magazines/books | -Jewelry |
| -Candles, lighters, incense | -Fireworks |
| -Weapons of ANY kind | -Two-piece bathing suits |
| -Unnatural nail polish | -Inappropriate posters |
| -External Hard Drives | -Burned CD/DVD's |
| -USB drives (i.e. jump drives) | -Gaming Systems |
| -Nooks and Kindles | -Subwoofers |
| -Coffee Maker/Coffee Pots | -Toasters |
| -Extension cords | -Guitar amp |
| -Irons | -Popcorn poppers |
| -Hot plates | -Crock pots |
| -CD's that are not in line with Christian principles | |

Optional Items

-Mini-refrigerators

-Microwaves

-Cell phones

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 any of the mid-quarter (4 1/2 weeks) or quarter grading periods. Students on “downgrades” will be restricted from some privileges and will be required to be in M*A*S*H (Tutoring in the dorm). (Also see page 17)

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 30)

- You will be required to turn in ALL your 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 village student’s cars.
-

Bicycles

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

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. Before walking to Fletcher Valley Market, you must have permission from the dean on duty and sign out appropriately. (Also see page 27)

Cell Phones

Cell 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. Failure to do so will result in a 2-week loss of privilege for the first offense and a 4-week loss for the second offense. Additional offenses may result in a permanent loss of privilege. **All cell phones must be turned in to the dean at study hall and lights out on weekends.** Failure to do so will result in the phone being confiscated for 24 hours the 1st offense, 1 week for the 2nd offense and 3 weeks for the 3rd offense. No one is responsible for this except the owner. You will be able to pick up your phone at the next appropriate time. Students who use an unregistered “decoy” phone to avoid surrendering their cell phone or use their cell phone as a media/video playing device will automatically forfeit the use of their cell phone(s) for 4 months or the remainder of the semester (whichever is longer).

Misuse includes but is not limited to:

- Using cell phone as a music listening device (see page 27 for consequences)
- Using phone as a video watching device (see page 27 for consequences)
- Using phone during any religious/secular program (see page 27 for consequences)
- Using a hotspot for anything
 - 1st offense– 1 week
 - 2nd offense– 2 week
 - 3rd offense– 4 months
- Failure to notify dean that you have a new or different cell phone/passcode

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.

Closing Time

For your security most of the dormitory doors are kept locked. Student 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.

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, a fine, as well as other appropriate discipline.**

- Jewelry
- Bluetooth speakers-\$25
- Tobacco, non-prescription drugs, 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 Players, TV's, VCR', Projectors-\$50
- Speaker Subwoofer
- Re-writable discs, burned discs, DVD's
- External hard drives
- Gaming systems of any kind -\$50
- Computer (laptops and tablets included) -\$100
- USB drives (i.e. jump drives)
- Meat products-\$10
- Caffeine products (Including Energy Drinks)-\$10
- Portable Listening Devices (iPods, Mp3, etc.)-\$50
- Headphones-\$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.

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.

Damage

Please report any damage as soon as possible to the dean. Damage or vandalism to the doors, walls, furniture, etc., may be charged to the student responsible.

Decorations

Poster putty is the recommended way to hang decorations.

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 material 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.

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 dorm-staff's commitment is to hold you accountable. 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:** When 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:** When you are placed on a dorm bound restriction, you are to leave the dorm for classes and work only. During recreation time and all other free time, you are to be in the dorm. It is only with the dean's permission that you may leave the dorm.
- **Room Bound:** If you are placed on room bound restriction, you are only allowed to attend work and classes. 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.

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.

Dress Policy

As a dormitory resident remember to be dressed modestly meeting school policy in public places in the dormitory and at worship. A minimum of a tank top and mid-thigh shorts are to be worn at all times. This includes the worship room, lobby and all other public areas of the dorm. You are responsible for following the dress guidelines as outlined in the school bulletin. Any unapproved garment will be confiscated and returned at the end of the school year. (Also see pages 30-31)

Electrical Appliances

Refrigerators larger than three cubic feet are not acceptable.

Extension cords are NOT allowed.

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 stairwells and halls be free from obstructions at all times. In addition Fire Regulations ban the use of **irons** in the dorm rooms themselves. We need to comply with these regulations as they are not our rules but the county and/or state guidelines. Fire laws also do not permit the burning of incense or candles.

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 in the dorm.)

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.

All Students are required to stay overnight on campus during Graduation Weekend. Students will only be permitted sign off with parents. Graduation weekend begins once a student has completed their final exam.

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.**

Guests

Guests are welcome to visit. If guests are going to enter the dorm they must first check in with the Dean.

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.

Irons

An iron and ironing board are provided for your use. It is against fire code for you to use an iron in your room. Please be sure to turn it off, unplug it, and return it when you are finished.

Intercom

The Intercom is off limits to everyone, except the Deans. Any music played over the intercom must be approved by the Dean.

Internet

You will have access to the Internet on the computers in the lobby and 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 venues such as Facebook or Myspace etc. Instant messaging is not allowed. All games must be in compliance with Fletcher standards and not played during school hours. Failure to follow these guidelines will result in loss of Internet privileges. Students on downgrades may have their computer privileges limited. (Also see page 29)

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.

Janitor Supplies

You are responsible for bringing your own janitorial supplies for cleaning your rooms. A vacuum cleaner is available for you. Girls also need to bring cleaning supplies for their bathroom.

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 \$2 to have their room opened.

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 time may result in confiscation or other students moving your clothes. Also, leaving your clothes in the laundry room past 10:00 PM may result in confiscation and a fine. **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 shirts as they are all the same.**

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, meals, 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 a email, a written letter or fax. If a parent sends an email adding a name to the student's drivers list they also need 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 and signed 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 36)
 - 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.

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 10:15 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.

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 picked up and may be held for “ransom”.

Locked Doors

All students **need** to keep their doors locked when no one is in the room. 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!!**

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

Medication Policy

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

The dorm is equipped with an emergency first-aid kit, however students are encouraged to bring their own basic supplies such as **Band-Aids, Antibiotic ointment, Tylenol, Ibuprofen, cold medicine and cough drops as these are NOT provided.**

Music Policy

In addition to the music policy on page 36, the following applies in the residence halls:

- Musical and lyrical elements should work together harmoniously to influence thinking and behavior in harmony with biblical values.
- Any/all music (CD's, Records, Radio Stations) needs to be approved by the Deans at the beginning of the school year.

Music must not be heard outside of any dorm room or outside of the dormitory at any time.

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.

Pets

Fish are the only animals allowed. Tanks must be 2 gallons or less. They 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.

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.

Resident Assistant (RA)

Resident Assistants are dorm student(s) chosen by the dean to assist with the running of the dorm program. Some of the duties include running study hall, answering phones, taking record at meetings etc.

RA's have the authority to administer minor discipline per the guidelines the dean has 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 in harm's way. If you feel that you are not being treated respectfully please notify the Dean.

Room Furniture

You are completely responsible for the care of the furniture in your room. Should anything in the room be damaged, the occupant(s) will be charged for the cost of replacement. Each room contains two beds, two mattresses, two desks and two chairs and window blinds. Furniture may not be altered in any way. 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.

Room Care and Daily Inspection

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

On Fridays in preparation for Sabbath, rooms check score must be a 10/10 and points are doubled. 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.

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.

Sabbath Preparations

Activities during Sabbath hours all 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 remained locked until sundown on Saturday night.

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!!!

Sick List

If you feel sick, you must see the nurse before your first appointment that day for her access if you need to be placed on the sick list.

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.
- No visitors will be allowed in your room.
- You may only receive phone calls from your parents.
- Cell phones will be kept in the dean’s office.

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

Skateboarding

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

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.

Transportation

Fletcher Academy provides transportation for our dormitory students to the Asheville Regional Airport for \$5 each way, and the Greyhound Bus station in Asheville for \$15 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. Other airport options with fees and mandatory time-scheduling details are listed on the transportation policy on our website and in the Resource Documents in RenWeb. Our deans are available to leave the dorm by 7:00AM and return by 10:00PM transporting students to the airport.

Fletcher Academy also offers home leave bus transportation. Detailed information can be found on our website and in RenWeb.

Trash

Please be sure to empty your trash every day. If you don't, we'll end up with some unwanted pests.

Vacuum Cleaners

There is a vacuum cleaner available for student use. If the vacuum is not working well, be sure to report it to the Dean immediately. After you use it please return it so that others may use it.

Visitors

Visitors are to check in with the Dean and sign in when they come to visit. 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.

With the exception of parents, and siblings accompanying them, **no one of the opposite sex** should be in the dorm without the dean's permission. If caught in the dorm of the

opposite sex, you will be immediately campus bound and your name will go to ad-council for further disciplinary action.

Because visitors may come into the lobby at any time, students must be dressed modestly and appropriately.

Worships

Dorm worships are held each evening after rec time at 7:40 pm. Everyone is expected to be there on time and dressed modestly. In addition to a time of devotion, announcements are shared with the dorm residents when necessary. It is expected that everyone will behave reverently at this time.

Residence Hall Behavior & Timeliness Point System

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

- Church: 3 pts. for not being seated in the sanctuary by 10:45.
- Vespers: 3 pts. for being late entering the chapel.
- Lights Out: 3 pts. for each time asked to turn off lights/get in bed after your appointed lights out time.
- Room Check: 3 pts for each failure (per person). Friday room check is double points.
- Respectfulness: 6 pts for being disrespectful to the dorm staff - includes RAs (possible referral also given)
- Worships/Dorm Worships: 3 pts. for being late to worship (more than 5 min late is an absence)
- Skipping/ Being Absent from any worship program: 6 pts.

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. (Page 53)
- 9 to 12 points = Dorm Bound. (Page 53)
- 13 points or more = Room Bound (Page 53) and Ad Council
- Community Service

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.