

FREDERICA ACADEMY

NOTES FOR NEW KNIGHTS



FREDERICA ACADEMY MISSION STATEMENT

To maximize the potential of each student
and to prepare him or her for college and adult life
through the development of mind, body, and spirit.

WELCOME

Welcome to Frederica Academy! We are honored that you have chosen to share your child(ren) with us. If you have any questions or concerns, please contact Helen Rentz in the Office of Admission by phone at **912.638.9981 ext. 106** or **helenrentz@fredericaacademy.org**. Again, we look forward to providing your child(ren) with the best education possible.

FREDERICA FACES

Scott Hutchinson | Head of School

John Pope | Associate Head of School; Director of Advancement

Mike Temple | Upper School Director

Leigh Toomey | Middle School Director

Rebecca Pruitt | Lower School Director

Carl Nash | Athletic Director

Laura Nevins | Director of College Placement & Upper School Counselor

Helen Rentz | Director of Admission

Tess Nielsen | Director of Fine Arts

Dottie Barrow | Director of Technology & Media

Deirdre Byers | School Nurse

Heather Day | Extended Day Director

Mitzi Gregg | Business Office (Accounts Receivable)

Catherine Holt | Front Office Receptionist

Brad Hutcherson | Development Coordinator

Ashley Lavallee | Upper School Receptionist

Rachael Lee | Lower and Middle School Counselor

Anita Shelbrack | Assistant to the Head of School & Registrar

Caleb Shorthouse | Communications Coordinator

Catherine Squire | Director of Community Service

Erin Zak | Human Resources Manager

Alisha Seymour | Booster Club President

Kelly Morgan | Parent Association President

GENERAL INFORMATION

SCHOOL STARTING TIMES

- Lower School (LS) - 8:00 a.m.
- Middle School (MS) - 8:15 a.m.
- Upper School (US) - 8:15 a.m.

DISMISSAL

- Pre-K - 1:00 p.m.
- Kindergarten - 2:00 p.m.
- Lower School - 3:00 p.m.
- Middle School - 3:20 p.m.
- Upper School - 3:20 p.m.
- MS/US Tutorial - 3:20 - 3:50 p.m.

In the interest of safety, parents are asked to stay in the car line rather than pull into the parking lot or elsewhere to pick up their child(ren). Children are asked to exit and enter only on the right side of the car. Lower School Pick-Up is in front of the school. Lower School students not picked up by 3:15 p.m. will be taken to Extended Day. Middle School Pick-Up is in the parking lot next to the football/soccer field. Upper School students should be picked-up/dropped off in the “round-about” behind Corn Hall.

EARLY DISMISSAL

Frederica dismisses early a few times during the school year. Notices will be posted to the website and sent via email regarding these designated days.

EXTENDED DAY

Extended Day is available for Frederica Academy students in Pre-Kindergarten through fifth grade. The program begins at 1:00 p.m. and ends at 5:30 p.m. Students enter the program at the conclusion of their school day. Extended Day is a full program that includes rest or quiet time for Pre-School children and a balance of outdoor and indoor activities, play and the opportunity to do homework with supervision for Lower School children. Registration forms must be completed and processed before a child is permitted to stay in Extended Day. Registration forms are available in the school office or on the website. To learn more, contact Heather Day at **912.638.9981 ext. 728** or **heatherday@fredericaacademy.org**.

FIELD TRIP DRIVERS

All drivers are to have proof of valid driver's license, proof of valid automobile insurance, and a Georgia Motor Vehicle Report for a three-year record. Volunteers who have frequent and regular contact with students, i.e. assistant coaches and/or chaperones on an overnight field trip, will be required to undergo a background check. The front office will assist interested volunteers in obtaining paperwork. A brief orientation is required in order to get clearance to drive a Frederica Academy bus. The Georgia Child Safety Passenger law requires all children under the age of eight to use a child safety or booster seat and to ride in rear seats.

LUNCH

Students may bring their lunch from home or buy lunch at school. Middle and Upper School students may also purchase food during their morning break. Each child has an account number to charge purchases. Parents receive a monthly statement from the school in order to settle account payments.

SCHOOL UNIFORMS & DRESS CODE

Students in Kindergarten through eighth grade are required to wear a school uniform. Lower and Middle School Uniforms are available through Lands' End. Our Lands' End school code is #9000-6357-9. Once you select your child's grade level on the Lands' End website, the correct monogram will automatically be selected. Additionally, the Parent Association collects gently used uniforms and will host sales throughout the year.

For Upper School students, please refer to the Dress Code section of the Upper School Handbook posted on the website under Academics/Upper School.

LOWER SCHOOL UNIFORM INFORMATION

The 2019-2020 school year brings the start of new updates to the Lower School dress code. Please note the dress code expectations outlined below. Students can continue to wear all uniform color selections until August 2020; however, only select uniform colors (Evergreen, Classic Navy, Light Blue, and White) are now available from Lands' End in preparation for the 2020-2021 uniform upgrades. Continue reading for more uniform information.

Pre-Kindergarten Dress Code:

While Pre-Kindergarten students are not required to order from Lands' End, they must follow the dress code expectations listed below.

- Navy or Khaki bottoms.
- White, Hunter Green, Light Blue, or Navy collared shirts.
- Athletic shoes are required on P.E. days.
- Closed toe shoes with rubber soles are preferred.

Girls' Uniform (Kindergarten – 5th Grade):

- Evergreen, Classic Navy, Light Blue, or White collared shirts with the Frederica Academy crest monogram
- Evergreen, Classic Navy, or Light Blue Dress
- Khaki or Classic Navy pants or shorts
- Khaki, Classic Navy, Hunter/Classic Navy Plaid jumper or skirt
- Black or Navy leggings

Boys' Uniform (Kindergarten – 5th Grade):

- Evergreen, Classic Navy, Light Blue, or White collared shirts with the Frederica Academy crest monogram
- Classic Navy or Khaki pants or shorts
- Belts are required for 4th & 5th grade boys

Additional Lower School Uniform Information:

- All uniforms should fit properly and reflect a standard of excellence
- All shirts, dresses, jumpers, sweaters, and fleece jackets must have the Frederica Academy crest monogram embroidered on them
- Shirts must be tucked inside shorts, pants, and skirts
- T-Shirts should not be seen or have sleeves longer than the top uniform shirt
- Shorts must be no shorter than four inches above the knee
- Closed toe shoes with rubber soles are preferred
- Athletic shoes are required on P.E. days
- FA sweatshirts are reserved for dress-down and designated Spirit Days only
- There is no uniform requirement for outerwear worn outdoors
- Fleece jackets and vests worn indoors must have the Frederica Academy crest monogram
- Help us identify lost items by adding names to all outerwear

When traveling on class field trips, the following uniform is required:

- Evergreen collared shirt with the Frederica Academy crest monogram
- Khaki pants, shorts, or skirt
- Evergreen fleece jacket or sweater with the Frederica Academy crest monogram (if weather permits)

Special Dress Days

Throughout the year, we will have special dress days for students to wear spirit wear, themed outfits or costumes, silly socks, etc.

MIDDLE SCHOOL UNIFORM INFORMATION

The Middle School uniform offers many options that are available for boys and girls.

All tops, sweaters and lightweight fleece jackets must be purchased from Lands' End in color options of Evergreen, Classic Navy, Black, Cobalt Blue, Ice Pink, and White.

Pants and shorts for both boys and girls should be Gray, Navy, or Khaki twill and may be purchased from Lands' End, or another supplier. Girls' skirts, skorts and dresses are available through Lands' End.

Girls' Uniform:

- Skirts: Gray, Navy or Khaki; Must be no more than 3 inches above the knee cap
- Skorts: Gray, Navy or Khaki; Must be a minimum of 5" inseam.
- Shorts: Gray, Navy or Khaki or White chino style (no denim); Must be a minimum of 5" inseam
- Pants: Gray, Navy or Khaki or White chino style (no denim)
- Shirts: Short or Long Sleeve White Oxford; Short or Long Sleeve Knit Polo (Classic Navy, Evergreen, Black, White, Cobalt Blue, or Ice Pink); Short Sleeve Active Polo (Classic Navy, Evergreen, Black, White, or Cobalt Blue)

Boys' Uniform:

- Short Sleeve Active Polo (Classic Navy, Evergreen, Black, White, or Cobalt Blue,)
- Short or Long Sleeve Knit Polo (Classic Navy, Evergreen, Black, White, Cobalt Blue, or Ice Pink)
- Short or Long Sleeve White Oxford
- Pants/Shorts: Navy or Khaki pants or shorts

Outerwear: (Lands' End only)

- Vests, Sweaters, Fleece Jackets, and Half-Zip Pull Over: (Classic Navy or Evergreen)

Additional Middle School Uniform Information:

- Clothing must have the Middle School "FA" logo on shirts and outerwear
- Only Lands' End outerwear (with logo) may be worn inside the classrooms
- Frederica Academy sweatshirts may be worn on designated Spirit Days only
- FA Game Day Uniform Shirts may only be worn on FA Home Game Days only
- Frederica Academy T-shirts are acceptable on designated Spirit Days only
- Hoodie-type sweatshirts are strictly prohibited at all times due to safety reasons

SCHOOL BOOKS, WORKBOOKS & SUPPLIES

In Lower School, all books and classroom supplies are provided.

In Middle School, textbooks, novels, workbooks, online resource materials (if applicable) and binders will be provided by the school for each academic class they attend. These items are not covered in the Consumable & Technology fee. Students will be billed in November the applicable rental and/or materials usage fees for all items received. Students are still responsible for purchasing school supplies from the Middle School Supply list located on the school's website under Academics/Middle School.

For Upper School students, it will be necessary to get the class schedule before securing textbooks. Class schedules and booklists will be emailed to new students once they are finalized. For many classes, Upper School students will use class books from the class set available for a rental fee. All rented textbooks must be returned at the end of the school year to avoid being charged full cost. For courses that do not have class sets, students will need to purchase the required textbook. Families can purchase books from websites such as **Amazon.com**, **Half.com** and **Chegg.com**. Please confirm the ISBN numbers before ordering. Also, feel free to check with older Frederica students to borrow or buy used books. The school will purchase any additional work books and novels for students. Parents will be billed accordingly in November.

Beginning in 9th grade, all students will need a TI-Nspire CX calculator for math classes.

To learn more about additional school supplies, please visit the Upper School Book/Supply List on Frederica's website located under Academics / Upper School.

MORNING MEETING

Lower School Morning Meeting is held each Friday of the school year at 8:10 a.m. This student-lead assembly includes announcements, the Pledge of Allegiance, prayer, unique performances and special recognitions. The students are in charge of this meeting and parents are always welcome to attend!

PARENT PARTICIPATION

Frederica Academy loves parent participation! There are many ways to get involved through the Parent Association, the Booster Club, and volunteer opportunities in the Advancement Office and the Office of Admission.

PARENT ASSOCIATION

Please make sure that the school has your correct email address so that you may receive notices about Parent Association meetings and other Parent Association activities, including many volunteer opportunities. Parent Association also offers parent education workshops throughout the year. Most meetings take place in Hamilton Hall. Please contact Kelly Morgan at **912.258.6529** or **skmorgan10@comcast.net** to learn more about volunteer opportunities at Frederica Academy.

LOWER SCHOOL REPRESENTATIVES

Each class will have a parent who acts as a liaison between the teacher(s) and parents. There are also parent grade representatives in the Middle School and Upper School.

BUDDY FAMILIES

New students in grades Kindergarten through 12th grade are assigned a buddy family prior to the start of the school year. The Buddy Family is an important function at Frederica Academy to help our new families make a smooth transition to our school. The Buddy Family serves as a resource for our new families to ensure that new students and their parents feel informed, welcomed and excited about their new school home.

SCHOOL WEBSITE

Frederica Academy uses the school's website (**fredericaacademy.org**) as the platform for internal and external communications. For example, athletic forms, health forms, school calendar, etc., can be found on the website. It is also the gateway for communicating academic and other information via FACTS (formerly RenWeb) to parents and students. The school will supply parents and students with a username and password that will allow them to create an account with which they can access school announcements, academic progress reports, news items and other useful information. It is imperative that parents log into their FACTS account as soon as they receive their username and password to verify all information is correct. Contact Ashley Lavallee at **912.638.9981 ext. 187** or **ashleylavallee@fredericaacademy.org** for questions regarding login information.

SCHOOL NURSE

Frederica Academy has a full-time school nurse on staff. Nurse Deirdre Byers works with the teachers, counselors and coaches to provide students with the care and knowledge they need to achieve their highest potential for well being. If your child

becomes ill during the school day, he/she will report to the nurse for further evaluation and care. If your child has any medical needs, please report them to Nurse Byers and indicate it on their health information form. Nurse Byers can be reached at **912.638.9981 ext. 492** or **deirdrebyers@fredericaacademy.org**.

HEALTH FORMS

As required by Georgia law, Frederica Academy will need upon admission a Georgia School Certificate of Immunization Form 3231 and a Certificate of Ear, Eye and Dental Examination Form 3300. Both forms are available through the Glynn County Health Department or your local physician. The school nurse will also need information about your child's health history and allergies. You can provide this during online registration or by filling out the Student Health Information and Consent Form in your enrollment packet.

ATHLETICS/BOOSTER CLUB

An enriching part of the Frederica Academy experience is athletics. Middle and Upper School students are eligible to participate in all athletics. After school mini-clinics are offered throughout the year for Lower School students. Many families, with children of all ages, attend home sporting events and enjoy meeting other Frederica families by becoming involved with the Frederica Knights Booster Club. Please contact Frederica Academy's Athletic Director, Carl Nash (**carlnash@fredericaacademy.org**), or the Booster Club President, Alisha Seymour (**accseymour@gmail.com**), with any questions regarding athletics.

ATHLETIC SCREENING

Every student is required to complete a physical examination due to the rigorous activity expected from our physical education curriculum. This screening is also mandatory for all athletic participants. Once complete, each student-athlete will be covered to play sports for the entire school year. The required Pre-Participation Exam packet can be downloaded from our website and completed by the medical professional of your choice. It will be required prior to your first day of class for grades sixth through twelfth. The FA Athletic Department, in conjunction with Southeast Georgia Health System, conducts a mandatory Pre-Participation Exam (PPE) for students in grades fifth through eleventh during the month of April in anticipation for the coming year's athletic season.

SUMMER PROGRAMS

Frederica Academy's Summer Programs incorporate meaningful learning experiences to enrich the development of mind, body and spirit.

Mind: Focusing on individual skill development and learning strategies, our mind-centered Summer Programs are a great way to review, maintain, and master skills in a variety of subjects and activities. From chess and computer science to health and political science, there are a variety of offerings to expand your child's mind and skill sets. Small group instruction and a creative classroom environment make these programs the perfect balance between discovery and summer fun. Due to limited seating and content alignment with our curriculum, Upper School Academic Courses are restricted to current Frederica students for the upcoming school year.

Body: Participants in our athletic Summer Programs are grouped based on age and skill level. This enables athletes to learn and apply the principles of teamwork, discipline, and sportsmanship in a safe and productive environment. Offerings range from football, baseball and soccer to cheer, basketball and golf. There is a camp for every student athlete!

Spirit: Our spirit-themed Summer Programs are designed to enrich the summer experience through art, music, or other interests specific to your child's personality. Campers dive into hands-on exploration and discovery through themed sessions such as pottery, pirate adventures, princess pursuits and more.

Instructors are selected based on their passion for the curriculum found within the program(s) they facilitate. We welcome all children of the Golden Isles and visitors to our community to register for these enriching Summer Programs. Please visit our website at fredericaacademy.org/school-life/summer-programs to view summer program offerings. For more information, please contact Heather Day at heatherday@fredericaacademy.org.

SUMMER READING

Students in rising first through twelfth grades are required to complete summer reading. Visit fredericaacademy.org/academics/summer-reading for your child's summer reading assignment.

CARPE VITAM

Every year, sixth, seventh, and eighth grade students spend three to five school days off campus experiencing experiential learning. Students get to know classmates by sharing unfamiliar encounters in a new and different environment. The English translation of the Latin term “Carpe Vitam” is “seize the life,” and that is exactly what we intend for your child to do on these trips!

This year, sixth grade will travel to Rock Eagle 4-H Center in Eatonton, Georgia, to gain a greater awareness of themselves as well as the natural world around them. Students will experience team building and outdoor adventures while learning the ecology and living history of our state.

The seventh grade will travel to YMCA Camp Greenville in Cleveland, South Carolina. YMCA Camp Greenville’s Environmental Education Program is a highly organized outdoor learning experience that aims to help students find out more about the outdoors and themselves, by providing teaching activities that take place in the outdoors.

The eighth grade will visit Washington, D.C., and experience our nation’s Capital. Their tour aligns with our eighth grade curriculum and lets our students experience history and government first-hand.

For more information, please contact Middle School Principal Leigh Toomey at **912.638.9981 ext. 755** or **leightoomey@fredericaacademy.org**.

BACK-TO-SCHOOL BARBEQUE - AUGUST 13, 2019

The school hosts a social event on the evening before the first day of school. It offers fun for the entire family and is casual. It’s our special way of kicking off the new school year! Lower School students will have an opportunity to visit their classrooms immediately before the Barbeque begins.

JINGLE BELL CELEBRATION - DECEMBER 5, 2019

Please plan to help light the Frederica Christmas Tree and begin the holiday season with cookies, milk and school spirit at its finest. This festive event offers fun for the entire family. The greater Golden Isles community is also invited to attend. You will receive an invitation with additional details in November.

MAY DAY/GRANDPARENTS DAY/HONORS DAY - APRIL 24, 2020

Each year, Frederica hosts a special day to honor our grandparents and special friends. Many students participate in the May Day ceremony including all Lower School students and members of the Middle and Upper School. Upper School will hold Honors Day on this day as well. This is a dress-up day at Frederica Academy, and school concludes following the May Day festivities. Invitations will be sent to Frederica families and grandparents.

DERBY DAY - MAY 2, 2020

Our annual signature fundraiser is held on the first Saturday in May in conjunction with the Kentucky Derby. It is organized by the Office of Advancement. This event is open to the public and is a great way to become involved, support the school through sponsorships and meet other parents. Many parent volunteers work on the planning and execution of this special event, which benefits our school in many significant ways. Please save the date!

SUPPORTING FREDERICA

Tuition revenue at Frederica Academy, consistent with other independent schools, only covers a portion of the school's actual operating expenses each year. At Frederica, tuition only covers about 80% of the operating budget. The balance of the school's operating revenue comes from donors who support the school's mission. Money for capital projects and other long-term investments does not come from tuition revenue — it comes from donations the school receives from individuals or private foundations.

Donations to Frederica Academy are classified as restricted gifts or unrestricted gifts. All of these gifts are voluntary and, in almost all cases, are charitable contributions. Therefore, they are tax deductible.

An unrestricted gift is a donation that is not tied to a specific investment. In other words, the school has the discretion to use the money as part of its operating budget. The best example of an unrestricted gift is a donation to the Annual Fund. Each year, money from the Annual Fund helps keep the school operating and is the critical difference in helping make tuition more affordable for more Frederica families. Without Annual Fund revenue, Frederica would be forced to increase tuition, cut programs or increase student-teacher ratios.

Because the Annual Fund is such a strategic priority, large donors and foundations use the school's Annual Fund performance as the primary indicator of stakeholder confidence in the school. Accordingly, participation in the Annual Fund is very important — especially parent, faculty and trustee participation. All parents are strongly encouraged to participate and to participate at a level of their choosing. No gift is too small, and every gift is truly appreciated.

Restricted gifts can be given for specific line-items within the school's operating budget. For example, a donor may underwrite the Carpe Vitam program or give money to fund other school projects, programs or initiatives of particular interest to the donor. Additional restricted gifts are tied to capital projects (new buildings or campus improvements) or other long-term investments (endowment funds).

For additional information, please contact John Pope in the Advancement Office at **912.638.9981 ext. 102** or **johnpope@fredericaacademy.org**.

2019-2020 SCHOOL CALENDAR

Monday-Tuesday, August 5-6:	New Teacher Orientation
Wednesday, August 7 - Tuesday, August 13:	Teacher Pre-Planning
Saturday, August 10:	Varsity Football/Cheer Picture Day
Thursday, August 8:	New Parent Orientation
Tuesday, August 13:	Back-to-School Barbeque
Wednesday, August 14:	First Day of School (Full Day)
Friday, August 23:	Upper School Class Retreats (Full Day)
Monday, September 2:	Labor Day (No School)
Monday, October 14:	Columbus Day (No School)
Wednesday, October 16:	PSAT/Community Service Project (US Half Day)
Friday, October 18:	Parent Conferences (No School)
Monday-Friday, October 21-25:	Middle School Carpe Vitam + MS Holiday
Friday, November 8:	PSAT (8) / Pre-ACT (9-11) (US Half Day)
Monday, November 11:	Veteran's Day Special Assembly
Wednesday-Friday, November 27-29:	Thanksgiving Break (No School)
Thursday, December 5:	Jingle Bell Celebration
Friday, December 13, 16-17:	MS/US Exams (Student Early Dismissal)
Wednesday, December 18:	Teacher Work Day (No Students)
December 18 - January 6:	Student Holiday Break (No School)
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Monday, January 6:	Teacher Work Day (No Students)
Tuesday, January 7:	First Day of Second Semester (Full Day)
Monday, January 20:	Martin Luther King Day (No School)
Friday-Monday, February 14-17:	Winter Break/President's Day (No School)
Friday, March 13:	Parent Conferences (No School)
Monday-Friday, April 6-10:	Spring Break (No School)
Monday, April 13:	Easter Monday (No School)
Friday, April 24:	Grandparent's Day, May Day, Honors Day (Early Dismissal)
Saturday, May 2:	Derby Day
Friday, May 15:	Baccalaureate
Saturday, May 16:	Graduation
Tuesday-Thursday, May 19-21:	MS/US Exams (Student Early Dismissal)
Thursday, May 21:	Last Day of Lower School
Friday, May 22 (Morning):	Lower School Closing Ceremony (Grades 1-5)
Friday, May 22 (Afternoon):	Middle School Closing Ceremony
Friday, May 22:	End of Second Semester MS/US
Tuesday-Friday, May 26-29:	Teacher Post Planning



FREDERICA ACADEMY

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912.638.9981 (Main Extension) • 912.638.9982 (Upper School) • 912.638.1442 (Fax)

www.fredericaacademy.org