

Frederica Academy

Upper School

Student and Parent Handbook

2019-2020



Upper School Motto

“To whom much is given, much is expected.”

Frederica Academy Mission

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

TABLE OF CONTENTS

General Information

Mission Statement
Philosophy
Frederica Values
Admission Policies
Code of Conduct
Campus Security
Emergency School Closing Plan
Internet Access
Lockers
Medical Policy
Family Contact Information
Parking
School Guidance & College Placement
Contact List

Academics

Course Load
Grading System & Transcripts
Transcript Requests Graduation
Requirements
AP Courses
Class Rank & Honor Graduates
Academic Honors Online Courses
Dual Enrollment
Drop/Add Courses
Effort Marks
Examinations
Exam Exemptions
Homework Policy
Tutorials
Tutoring
Academic Probation
Student-Teacher Communication
Parent Conferences
Academic Center
Student Accommodations

Honor

Honor Code
Honor Violation Procedure
Plagiarism Policy

Attendance

Excused Absences
Pre-Approved Absence Requests
Leaving Campus
Senior Off-Campus
Lunch Makeup Work
Excessive Absences or Late to
School/Classes

Discipline

Discipline Code of Conduct
Disciplinary Process
Substance Abuse Policy
Cell Phone Policy
Dress Code Disrepute
Harassment/Social Consideration Policy

Student Life

Athletics
Trip Policies

US Handbook Contract

GENERAL INFORMATION

Founded in 1970, Frederica Academy is an independent, coeducational, nonsectarian, college preparatory day school located on a seventeen-acre campus on St. Simons Island, Georgia. The Academy serves pre-kindergarten through twelfth grade, is accredited by the Southern Association of Colleges and Schools (AdvancED), and is a member of the National Association of Independent Schools (NAIS) and the Georgia Independent School Association (GISA).

MISSION STATEMENT

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

PHILOSOPHY

Each student is unique and valued for his or her individual potential to excel. Close relationships create a community of mutual trust where students are given the freedom to accept personal responsibility for their actions. The basic rules outlined in the handbook are intended to ensure consistency, fairness, and a sound environment for education. High moral standards based on Judeo-Christian tradition are reinforced through an Honor Code. Frederica strives to prepare students to be self-reliant, active learners, and responsible citizens in all their endeavors.

FREDERICA VALUES

- A rigorous academic and intellectual environment
- Independence of thought in an atmosphere of mutual respect and consideration
- The application of problem-solving techniques to academic and personal decisions
- Opportunities to practice and develop leadership, sportsmanship, dependability, and integrity
- An appreciation for and the ability to apply democratic principles
- Creative expression and appreciation of the fine arts

ADMISSION POLICIES

Frederica Academy does not discriminate in the administration of its policies based on race, sex, color, religion, or national or ethnic origin. Students are admitted for one year at a time and are not officially enrolled until the signed enrollment contract and required payment are received. The school reserves the right to place each student in the level, courses or sections judged most appropriate.

A complete application will include:

- A completed Frederica application with fee
- Previous standardized test scores
- Official transcript from current school
- Two recommendations from current teachers in academic subjects
- Submission of an on-campus writing sample and other pre-admission testing

Other Admission Policies:

- Only full time students may be accepted for placement.
- Seniors must enroll for the entire senior year.
- Homeschool students are not accepted after the 9th grade.
- Admission for Senior Year must be approved by the Head of School.
- Students who enroll after the beginning of the second semester and are eligible for re-enrollment are placed with those students awaiting qualification for the coming school year.
- A student may repeat only one grade while attending Frederica Academy.
- If a student transfers out of Frederica Academy and later wishes to return, the student must adhere to the same admission policies and procedures as someone applying for admission for the first time.
- Financial accounts must be kept current for students to attend school and receive school records and transcripts.
- All students are reviewed each year prior to being offered re-enrollment. A contract for re-enrollment will be issued only if the student's academic performance, behavior, and adherence to school policies are acceptable to school authorities.
- Minimum suggested GPA Requirements for Admission in 10th Grade: 2.8 and 11th Grade: 3.0.

CODE OF CONDUCT

Frederica Academy's rules and expectations apply: any time a student is on campus; participating in, or attending a school- sponsored event on or off campus; officially representing the school; traveling on school authorized transportation. The school expects students to abide by the following:

Respect the person, rights, and property of others. Properly functioning communities are based on a bond of common respect among members. Fighting, intimidation, harassment, or threatening behavior towards other members of the community is not tolerated. The property of others should not be taken without their consent. *This includes "borrowing" books or other belongings from other students' lockers without permission.*

Be honest in all matters. The school believes personal integrity is among the most valuable qualities a person can possess. Lying, cheating, stealing, plagiarism, deceit, vandalism, and malicious mischief are serious offenses that the school community cannot tolerate.

Meet all commitments and obligations. Personal reliability is valued. Students are expected to be on time to all appointments, classes, assemblies, extracurricular and athletic commitments, and school meetings.

Be tolerant. Abusive or prejudicial behavior based upon race, sex, religion, national origin, physical appearance or disability, or ethnic background is unacceptable.

Respect the physical well-being of yourself and others. Tobacco, alcohol and illegal drugs are unhealthy, dangerous and illegal in all cases for minors to possess or consume. These are forbidden at school and school-sponsored events and discouraged elsewhere.

Weapons of any kind are forbidden. These include firearms, knives, bows and arrows, and other devices capable of causing harm to others. Caustic chemicals, fireworks and other explosives are not allowed on campus or at any school-sponsored events. The Head of School may make exceptions to these rules for instructional purposes.

Promote a healthy, pleasant and friendly social environment. Students are to be courteous to Faculty and Staff, considerate of classmates, and welcoming to visitors. We celebrate the contributions and accomplishments of others and all share the responsibility of maintaining a litter-free campus.

CAMPUS SECURITY

All visitors, including parents, must first check in with the school's office to receive a name tag before going to other locations on campus. Students may not invite outside guests to school, including students of area high schools, unless permission is granted by the US Administration. Unauthorized visitors will be asked to leave the campus immediately.

UPPER SCHOOL SECURITY

Starting in August 2019, Corn Hall doors will be locked during classes. All entrances will be unlocked at the start of the day and during the passing time between classes. If a student arrives late to school or is late to class, please use the buzzer located by the front doors of Corn Hall or the entrances to the Middle School building.

The parking lot side door to Corn Hall is not to be used during the academic day. These doors lock at 8:20 am and do not open again until 3:20 pm.

All Upper School access doors will open and close on our daily bell schedules.

EMERGENCY SCHOOL CLOSING PLAN

In an event of a hurricane, other severe weather occurrence, or emergency situation necessitating a school closing, parents will be informed by Renweb through text, email, and phone calls. **Parents need to be sure all contact information is current.**

Do not call the school, as all lines must be available for outgoing calls to emergency personnel.

Hurricane: Typically, Hurricane warnings will be forecast in ample time for a school closing to be announced before students and staff depart for school. Listen to local radio and television broadcasts for school closing information and check the FA website.

In the event of an emergency closing when school is in session, and depending on the circumstances, adhere to the following:

Tornado: All students and staff should move quickly to an interior area of the building (away from doors and windows) and crouch and take cover.

Bomb Threat: All students and staff will immediately evacuate the facilities by fire signal to a safe distance away from buildings. Personnel will notify the police.

Fire: All students and staff will be alerted by fire signal and immediately implement fire drill procedures. Personnel will notify fire and police.

Intruder: The school will follow procedure of Crisis Plan, including lockdown and immediate notification of police.

Should you have a question as to school closings AFTER BUSINESS HOURS, call the school for a voicemail recording or check the FA website for details. Frederica Academy may or may not follow the Glynn County decision to close school.

INTERNET ACCESS

Each academic year, ***all students must have a signed Acceptable Use Policy on file with the school.*** This form outlines in detail the schools Internet access and appropriate use policies. Once forms are completed, students will be issued a password to gain access. Students are not to share passwords or log in using other student's information.

LOCKERS

All students are issued lockers for their personal use and convenience. Students should not bring large amounts of money or personal computing devices to school.

The school cannot accept responsibility for the theft of students' possessions. Any theft should be reported immediately to the Upper School Administration.

The lockers are school property. The school reserves the right to examine the contents of any locker at any time at the sole discretion of the Upper School Administration or Head of School.

We also expect that a student's locker will be clean, neat and organized.

The school also reserves the right to examine the contents of student's' book bags, purses, athletic bags, and automobiles at its discretion.

MEDICAL POLICY

All students must have a Health Information and Consent Form on file with the school nurse. If a parent cannot be reached in the event of an emergency, this form authorizes the school to act for the parent in case of a medical emergency. An ambulance will be called and the child will be transported to the hospital. Ambulance costs are the responsibility of the parent.

Prior to admission, students are required to have a current Georgia Certificate of Immunization on file as well as medical documentation of any special health problems.

In accordance with the **Prescription Medication Form**, all prescription medications that need to be taken at school should be in the possession of the school nurse.

It is the school's position that there is no reason for a student to have in his or her possession prescription medication during school hours or at school-sponsored events. Students should not share prescription medication. Possession of a prescription drug, without a valid prescription, will result in a disciplinary response from the school.

FAMILY CONTACT INFORMATION

Families should update their contact information on our FACTS/Renweb Parent portal, accessible via the Frederica Academy website.

If parents travel out of town without their students, families should notify the school regarding the student's arrangements, including emergency contact information.

PARKING

Numbered parking stickers are required of all vehicles parked by students and school employees.

Parking Stickers are available in the Upper School office. Students who park on campus without a parking sticker may be subject to disciplinary action. Students who park in marked parking spaces, including numbered spaces not their own, Visitor Parking, Faculty Parking, or Leadership Parking spots will also be subject to disciplinary action. Students are expected to observe the speed limit.

- **Seniors** are assigned parking spots in the Corn Hall parking lot.
- **Sophomores and Juniors** will park in the Corn Hall parking lot using any space not numbered unless assigned by the US Administration.

No student should ever park in the following locations for any reason:

- The circled area behind Corn Hall (fire lane)
- Behind the gym
- The lot behind Corn Hall (faculty only parking during the Academic Day from 7:45 to 4:00 pm)
- Visitor's or otherwise marked spaces

SCHOOL GUIDANCE AND COLLEGE PLACEMENT

At Frederica Academy, guidance and counseling are organized around the belief that the ninth through twelfth grade experience is a developmental process which helps our students set and meet goals--academic, extracurricular, social, and personal. We believe our program complements the school's mission statement, "To maximize each student's potential and prepare him/her for college and adult life through the development of mind, body and spirit."

As a college preparatory school, much of the advising in the Upper School takes place within the context of our understanding the requirements for college admission. Please refer to the **College Counseling Handbook** for a detailed outline of Frederica Academy's college planning guide for freshmen, sophomores, juniors, and seniors.

CONTACT LIST

- Upper School Principal - Michael Temple, ext. 185
- US Assistant to the Principal - Ashley Lavalley, ext. 187
- Registrar - Anita Shelbrack ext. 736
- US Counselor/Director of College Placement - Laura Nevins, ext. 186
- Admissions – Helen Rentz, ext. 756
- Athletic Director – Carl Nash, ext. 768
- Honor Council - Julie Boatright, ext. 180
- Student Council – Steve Jobe, ext. 763 / Katie Knox, ext. 764
- Service Council –Sheri Graham, ext. 308
- School Nurse - Deirdre Byers, ext. 492

ACADEMICS

Frederica Academy is on a semester numerical grading system. The grading calendar is posted on the Frederica Academy website with dates and definitions of each grading period and report. Parents, advisors and students will receive a weekly detailed grade report each Sunday afternoon.

COURSE LOAD

A normal course load for a semester is SIX COURSES --five (5) academic courses (English, math, social science, science, and world language) and an elective, as well as a study period.

Any course load not consistent with this plan must have the approval of the Upper School Counselor and Principal.

GRADING SYSTEM AND TRANSCRIPTS

Semester grades are reported by numbers that may be translated as follows:

Letter Grade	Numeric Grade	Grade Point
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
F	69 and below	0.0

Course grades on the transcript are unweighted; however, the cumulative numeric and grade point averages are weighted on the transcript. Honors courses are weighted 3 points for numeric average and 0.3 for GPA. AP courses are weighted 5 points for numeric average and 0.5 for GPA. The weighted averages are used only to determine academic awards.

Colleges may choose to calculate GPA differently and may, therefore, arrive at a GPA figure different from that calculated by Frederica Academy. Upper School math and language courses taken in Middle School will be reported on the transcript, but are not included in the Upper School numeric nor grade point averages.

The Upper School transcript begins with the first semester of the freshman year and lists all Upper School classes with semester grades and credits earned. Semester grades are reported as “unweighted” for Honors and AP classes. The cumulative weighted numeric and grade point averages (GPA), as well as the total number of credits earned to date are printed on the lower section of the transcript.

Year-long courses require a final year-end grade of 70 or above for the student to be awarded one Carnegie Unit of credit. A student who fails one semester, but passes the other semester (with an average of 70 or above for the year) will receive a full credit for the course. Exceptions to this policy may be made in the case of cumulative subjects such as mathematics and language, in which case a repeat of the course or summer school may be required. A student who passes first semester of a year-long course and fails the second semester as a result of the second semester exam will have the opportunity to retest the final exam if they achieved a passing grade going into the final exam. A student who needs to make up a course should plan to make up that course at Frederica if the school offers the course or at some other approved location.

TRANSCRIPT REQUESTS

The transcript is the single most important document sent to a college. Students and parents should stay informed about averages, credits, and requirements for graduation. The College Counselor and the Registrar are available to answer questions and give updated transcript information to any student or parent. When a transcript is needed for a summer program or college application, a request form may be downloaded from the website or picked up, completed, and left with the secretary in the Head of School's Office. All requests must include the address of the program or school along with the person (if any) who is to receive the transcript.

Several days may be required to fill the request, please allow ample time to meet deadlines. The official transcript is usually sent by mail, however, when necessary, an official copy, stamped and sealed, may be picked up from the Registrar by a student or parent. Often an unofficial copy will suffice for such needs as rushing for a sorority or fraternity.

Transcript Request Forms can be found under the Registrar tab on our website at fredericaacademy.org

Graduation Requirements

English 4 credits

Grade 9	World Literature I
Grade 10	World Literature II
Grade 11	AP Language or American Literature
Grade 12	AP Literature or Literature and Composition 12

Math 4 credits including Math during the senior year

Grade 9	Honors Geometry or Algebra I
Grade 10	Honors Algebra II or Geometry
Grade 11	Honors Pre-Calculus or Algebra II
Grade 12	AP Calculus AB, AP Calculus BC, Calculus, or Pre-Calculus

Social Science 4 credits, including World History & US History, Students beginning 9th grade at Frederica must have 1 unit of World History I

Grade 9	World History I
Grade 10	AP World History or World History II
Grade 11	AP US History or US History
Grade 12	Two (2) Social Science electives

Lab Science

4 credits including Biology and Chemistry, Physics or Physical Science

Grade 9	Biology or Honors Biology
Grade 10	Honors Chemistry or Physical Science
Grade 11	AP Biology or Chemistry
Grade 12	AP Biology, AP Physics, Physics, or Science electives, AP Chemistry
Electives	Marine Biology, Anatomy, and Astronomy

World Language

3 consecutive years of either Upper School Latin or Spanish

If a student enters Frederica Academy after the 9th grade, the student has the right to appeal the language requirement to the US Administration. (Two years in Upper School)

Health $\frac{1}{2}$ credit taken during freshman year.

Students receive ADAP/Health credit in this course.

Fine Arts 1 credit (2 semesters)

Fine Arts Electives	Art I, Art II, Art III, Music Appreciation, History of Art, Public Speaking, Yearbook, Theatre Arts (Drama/Musical Theatre), Modern Band, Music Industry.
----------------------------	---

Electives Offered

Academic Electives	Anatomy, Astronomy, History of Art, Marine Biology, Psychology, Economics & Finance, AP Government, Political Science, AP Comparative Government, AP Statistics, Java Script I/II, Cybersecurity I/II, Engineering I/II
Non-Academic Electives	Advanced Fitness

AP COURSES

We strongly encourage all students to “sit” for each end of course Advanced Placement Exams.

Seniors may elect to not take the College Board-administered exam for their AP Courses.

All sophomores and juniors enrolled in an Advanced Placement core academic classes must take the end of course AP exam for the course to be recorded on their transcript as an AP course and weighted as an AP course for internal purposes.

All students enrolled in AP elective courses can elect not to take the end of course AP exam. For 2019-2020, these courses include AP Government, AP Comparative Government and AP Statistics.

In order to meet College Board ordering deadlines, students must submit an AP Exam Opt-Out form by October 7, 2019 for year-long AP courses and first semester AP courses, and February 12, 2020 for second semester AP courses . Parents will be billed for the cost of an exam if a student does not meet the deadline.

AP Students should expect to sit for AP Mock Exams in all full year AP classes. These mock exams count as the exams for each class.

Students who do not sit for the AP exams, but “opt-in” may lose their AP distinction on their transcript.

Students taking AP exams in the morning or afternoon are excused from all classes on the day of the exam.

CLASS RANK AND HONOR GRADUATES

A class will be ranked for internal use only – assigning academic awards. A student’s weighted numeric average (on a 100-point scale using semester grades) will be the criteria in determining such information. This weighted average will be for the first three quarters of the school year and include only the grades for academic courses (see Graduation Requirements). **Grades for non- academic electives are not included in calculating any averages.**

To graduate with honors, a student must take five units of academic courses during their senior year. They must also have a cumulative 4-year average of 90 or above in academic classes and 4 of the 5 electives must be in academic subjects. Averages will be calculated using semester grades.

The Valedictorian and Salutatorian of the graduating class must attend Frederica Academy for their junior and senior year. The Valedictorian is the student with the highest cumulative numeric average in academic subjects from ninth grade through the third quarter of senior year. The Salutatorian is the student with the second highest numeric average.

ACADEMIC HONORS

The **Head of School** and the **Honor Roll** are calculated on a semester basis.

- The **Head of School’s List** recognizes students whose weighted numerical average is 90 or above in all core classes.
- The **Honor Roll** recognizes students whose weighted numerical average is an 85 or above and have no weighted grades below 80.

ONLINE COURSES

Online elective courses may be taken through Fuel Education at the student's expense. Online courses may not take the place of required courses offered on campus. Applications must be approved by the US Principal and College Counselor and are located in the counselor's office.

DUAL ENROLLMENT

Juniors who meet the criteria below are eligible to enroll in one of the approved dual enrollment courses at the College of Coastal Georgia each semester.

Seniors who meet the criteria below are eligible to enroll in two of the approved dual enrollment courses at the College of Coastal Georgia each semester.

- Applicant must have a minimum unweighted GPA of 3.0 in core curriculum classes (English, Science, Math, Social Science, and Foreign Language).

-

Official SAT or ACT scores are required:

- SAT - a minimum of 1050 must be achieved with exempting scores in the Critical Reading and Math sections, with minimum scores of 24 on Critical Reading and 22 on Math.
- ACT - a minimum of 20 on the Composite section with exempting scores in the English and Math sections a minimum score of 17 on English and Math.

Grades received in dual enrollment courses will count towards students' cumulative college and high school GPA. Courses will be weighted 5 points for numeric average and 0.5 for GPA on Frederica Academy's transcript.

DROPPING AND ADDING COURSES

During the **first semester**, a student may drop or add a course during the **progress period of the course (4.5 weeks), only with the approval of the Upper School Principal**. During **the second semester, a student may drop or add a course by Friday of the third week of the semester**, only with the approval of the Upper School Principal. Courses, including AP courses, dropped during this period will not appear on a student's transcript. If the change is approved after the first progress period, a notation of "withdraw passing" (WP) or "withdraw failing" (WF) will be recorded on the student's transcript. After the deadline has passed, dropping courses will only be considered under extenuating circumstances.

EFFORT MARKS

Effort grades are provided to encourage students to take personal ownership of their academic performance. Teachers evaluate students' effort on a scale of 5-excellent to 1-unsatisfactory. These grades are based on timely completion of homework, active participation in class, and proactive use of extra help and review sessions. Effort grades will appear on report cards, but not on transcripts. They will be used for internal purposes such as deciding eligibility for Honors or AP courses at a later date.

5- Excellent

- 4- Good
- 3- Satisfactory
- 2- Needs improvement
- 1- Unsatisfactory

SEMESTER EXAMINATIONS

Exams in the Upper School will be two hours in length and count as 15% of the course grade for College Prep classes and 20% for Advanced Placement classes.

Exam dates are established early in the year, and students must plan to be present for each of their examinations. Please avoid scheduling any trip or activity that may conflict with semester exams. School policy does not allow exams to be taken earlier than the scheduled dates, but exams missed because of illness may be rescheduled by the Upper School Director.

Failure to take an exam will result in a zero exam grade.

EXAM EXEMPTIONS

Seniors

Seniors may exempt the culminating exam in a course if they meet the following criteria:

- 90** average for the course and a maximum of 4 unexcused absences OR
- 87** average for the course and a maximum of 2 unexcused absences.

Final exams in AP classes are at the discretion of the teacher.

Loss of Exemption

Seniors who receive a Saturday detention for any reason, including tardies, will lose the opportunity to exempt exams.

All decisions regarding exam exemptions are at the discretion of the Upper School Administration.

TUTORIALS

Teachers are in their rooms from 3:20-3:50 pm on Monday, Tuesday and Thursday (Friday by arranged appointment).

- Students under academic probation must report to each assigned tutorial. All other students are encouraged to take advantage of this opportunity for additional help.
- Should a student be late for an extracurricular activity, the tutorial teacher will provide a note with signature for the extracurricular supervisor.

HOMEWORK POLICY

Homework is used to reinforce concepts, advance the curriculum, prepare for class participation, learn time management skills, and encourage responsibility outside of the classroom. All Frederica Academy students are given time during the day through tutorials and study halls to complete a portion of assignments.

Frederica Academy encourages open communication between students, teachers, and advisors to help each student manage his or her personal work load. A high school student who utilizes time during the school day, but still consistently works more than two hours per night should consult with advisors and teachers. High school students who are enrolled in AP and upper level Honors courses may have a more strenuous workload due to the rigor of the courses. Faculty strives to adjust and assess homework assignments across departments and divisions as needed.

Frederica Academy understands the academic demands that are placed upon each student. A high school student will not be required to take more than four tests per five-day week and no more than two tests in one day.

Accommodations may be made at the request of student, parent, teacher, or division head. **Students should communicate directly with teachers if they have more than 2 tests in a day in order to arrange an alternative testing date.**

Frederica Academy Upper School students who consistently perform more than two hours of homework outside of school to their detriment, should follow the protocol listed below:

1. Assess whether time during the school day in both study periods and tutorials is being used to its fullest.
2. Determine if study environment at home is academically productive.
3. Discuss with his/her teacher and advisor problems or concerns.
4. Evaluate class placement to determine if student is taking correct level of course.
5. Meet with advisors and teachers to discuss study skills strategies.
6. Request specific accommodations from teachers and division head.

TUTORING

Students have many opportunities to receive additional aid from their teachers. Regular use of Tutorial period can meet the needs of most students. In addition, other appointments with teachers may be possible at mutually agreeable times. Students should take advantage of these opportunities to avoid the cost of hiring a tutor. **We believe that the teacher who teaches the course of study is the person best equipped to provide extra assistance.**

Tutoring outside normal classroom and extra help arrangements should be viewed as a temporary measure designed to address a specific situation, not as a long term substitute for appropriate course placement or responsible student effort. If the services of a tutor are deemed necessary, professional obligations do not allow Frederica Academy faculty to receive extra compensation to tutor students who are currently enrolled in their class, nor should teachers be expected to offer tutoring during the academic day.

Communication among parents, students, teachers, advisors, and tutors is essential. Students benefit most from extra help if it is consistent with the expectations and standards of their regular courses. It is vital, therefore, that a Frederica Academy teacher be made aware that his or her student is being tutored outside of class.

ACADEMIC PROBATION

At the end of a semester, students who have failed **one or more classes and /or have a cumulative GPA of below 2.0**, may be placed on academic probation. An academic performance contract will be created by the US Administration defining a detailed plan of study with the parents and students in question. Readmission contracts will be withheld until the terms of probation are met.

In order to advance to the next grade, a student in the 9th grade must have passed at least 5 Carnegie Units.
In order to advance to the next grade, a student in the 10th grade must have passed at least 10 Carnegie Units.
In order to advance to the next grade, a student in the 11th grade must have passed at least 15 Carnegie Units.
In order to graduate, a student in the 12th grade must have passed at least 22 Carnegie Units.

If these conditions are not met, then academic probation is created to outline the necessary steps to reach promotion status.

STUDENT-TEACHER COMMUNICATION

Open communication is integral to a healthy and productive relationship among students, parents, and teachers. Below are guidelines for communication as situations occur.

Students need to be proactive in their education and learn to advocate for themselves. They should personally speak with their teacher in tutorial or at other appropriate times when they have concerns in the following areas:

Academics:

- make-up work, including homework, quizzes, and tests
- concerns about volume of homework
- failed or lower-than-expected assessments
- test conflicts
- impending absences, including sports
- honor code violations or concerns

Interpersonal:

- bullying
- concerns about classroom participation
- concerns about social interactions in and out of the classroom

The School Counselor and Advisors are always available to deal with interpersonal situations that are beyond the realm of the classroom teacher.

Teachers communicate regularly with students and parents through Renweb, email, and personal contact.

Academic Performance and Effort:

- delinquent assignments and assessments
- failed or lower-than-expected assessments
- excessive absences and tardies
- honor code violations
- inappropriate behavior which interferes with the learning of other students

Parents should encourage their students to communicate with their teachers first.

If the concerns persist, parents should contact the teacher by email, and when necessary, schedule a phone call or conference. When the concern involves multiple classes, the advisor should be included in the communication. Following these steps of protocol will ensure an expedient solution to the problem. When these

steps have been exhausted without resolution, the Upper School Principal can be contacted.

Upper School Advisors

Advisors are responsible for maintaining open communication between the students and the rest of the school community. Advisors serve as an advocate and mentor for their advisees. Advisors monitor students' grades and conference with the students and parents as needed. Every Wednesday is a scheduled Advisory Meeting. All students must attend. Break is allowed after the Advisory is concluded.

Advisors can and will ask to meet with small groups or grade levels during the Advisory/Break period.

PARENT CONFERENCES

School-wide parent conferences are scheduled at the end of the first and third quarters.

Parents are encouraged to schedule conferences with teachers to discuss their child's academic or behavioral performance in the classroom. Teachers are generally available Monday-Thursday from 7:30-8:00 am for group meetings OR 3:50-4:20 pm for private conferences. A parent should never go directly to the teacher's room or attempt to detain a teacher to discuss a school problem while the teacher is involved in supervision of students.

All School Parent Conferences are scheduled for October 17, 2019 (6-8 pm) and October 18, 2019 (9am – 4 pm). For the 2nd semester, conferences are scheduled on March 13, 2020 (9am – 4pm).

A necessary skill is to learn to advocate for oneself in a mature manner. Parents are encouraged to allow students to communicate with their teachers to resolve issues before stepping in themselves.

If the teacher cannot resolve the problem, the next person to be contacted is the US Counselor or the US Administration.

NASH ACADEMIC CENTER

The Nash Academic Center in Corn Hall is a place for quiet study, collaboration in study rooms and attention to academic responsibilities. Using the Academic Center and its services is a privilege. A student can lose the privilege of the Academic Center if they interfere with the learning environment the Academic Center seeks to foster. A faculty member or Academic Center staff member will be in the Center in order to assist students during the Academic day.

9th Graders will be assigned to the Nash Academic Center in the 1st Semester. They must sign in and be present for the ENTIRE period. 9th Graders with successful 1st Semesters can have the privilege of a study period during the 2nd Semester. They must apply for a study period with the US Director.

Students on Academic Probation will be assigned to the Academic Center during their study periods.

Cellphones are not to be used in the Academic Center. If a student needs to use their cellphone, they should go outside the building.

Non-Academic use of computers is also not allowed. Please respect the purpose of the Academic Center as a place for all of our community to build a culture of responsibility and respect that we all deserve.

No food or drinks (with the exception of water) is allowed in the common areas of the Academic Center. Please use the kitchen area only for food or drinks.

STUDENT ACCOMMODATIONS

An psycho-educational evaluation from a testing psychologist within the past three years is necessary for students to be eligible for academic accommodations. Contact the US Principal for detailed information.

Upper School students who receive accommodations at Frederica Academy may also apply for accommodations through the College Board and ACT to receive accommodations for college admission tests. The Upper School Counselor can submit student documentation for such requests; however, it is important to note that the College Board and ACT may not grant the same accommodations a student receives in school.

Students needing medical accommodations should submit documentation to the US Counselor and the school nurse.

HONOR CODE

“A Frederica Academy student will not lie, will not steal, will not cheat and will not tolerate those who do.”

The Honor Code governs our behavior at all times, extending beyond testing and the classroom. A strong sense of personal honor and integrity is a basic human responsibility. A community of trust is a privilege and being a part of that community is the responsibility of all Frederica Academy faculty, staff, students, and parents.

- *Lying* is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
- *Cheating* is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing pledged school work, tests, and exams.
- *Plagiarism*, or the representation of another's work as one's own, is a form of cheating and is not tolerated.
- *Stealing* is the taking of anything without the consent of the owner. This includes “borrowing” books or calculators from other students’ lockers without their permission.

All assessments must be signed with the following pledge: **“On my honor, I have neither given nor received any help on this assignment.”** Faculty may require a student to write this pledge or include it on an assignment. Assignments will not be accepted unless they are correctly pledged.

Students in violation of the Honor Code will be called before the Honor Council (an elected group of their peers, and an adult advisors).

HONOR VIOLATION PROCEDURES

When aware of an infraction of the Honor Code, students should encourage violators to report themselves to any member of the faculty, a member of the Honor Council or the Upper School Principal.

Anyone who reports a possible honor violation will be asked to provide a detailed, specific written statement describing the incident; confidentiality may be granted if the reporter is a student.

- Honor Council officers and the Advisors will privately interview the student(s) suspected of an honor offense, ask for a written statement from the student if it has not already been provided, and determine whether there is sufficient cause to proceed to a hearing by the Honor Council.

- If the honor violation is a first offense, the details of the offense are clear, and the accused admits guilt, the two interviewing honor council members and the faculty advisors may decide to simply convey a warning to the involved student. The event will not be on the student's record unless a second honor violation occurs, at which point both events will be reported and considered.
- If sufficient cause exists, the student involved should notify parents of his/her appearance before the Honor Council. The parents should acknowledge that they are aware of the situation by communicating either by phone or in person to the Honor Council Advisors.
- When an honor offense is deemed by the Honor Council Advisors and members serious enough to warrant further action, the Honor Council is convened to consider the case. **The student may arrange for a faculty or staff member to act as an advocate during the hearing.**
- At the end of the appearance before the Honor Council, the Upper School Principal will be informed of the council's findings. The student will then meet with the Upper School Principal who, in communication with the Head of School, will make the final determination of guilt or innocence and a penalty based upon the recommendation of the Honor Council. Every effort is made to keep the hearing and the disposition of the case a confidential matter.

The Head of School has the authority to determine that a student's conduct warrants a departure from the normal Honor Council procedure. The Head of School reserves the right to deal with cases directly and accelerate the procedure or supersede a level or levels in the process when he or she deems such action necessary.

The first offense is usually treated as an opportunity for guidance. Repeated infractions of the Honor Code may result in suspension or expulsion from the school.

PLAGIARISM POLICY

Plagiarism is defined as "passing off as one's own the ideas or words of another." Simply put, plagiarism is using someone's work without giving proper credit to the original author. Students are strongly encouraged to ask their teachers about any questions concerning what constitutes plagiarism. Plagiarism demonstrates a lack of integrity and academic honesty and may include the unaccredited use of the following:

- Copying and pasting text from any website or other electronic media
- Transcribing text from any of the above as well as printed material, such as a book, magazine, newspaper, journal or encyclopedia
- Downloading all or part of an existing paper the Internet or other electronic sources, or cobbling together a paper using similar sources
- Any text manipulation that seeks to change someone else's words just enough so that they may be claimed as original
- Taking a paper submitted in one class (or year) and submitting it in another class (or year) without the permission of the current teacher is self-plagiarism and lacks scholarly integrity

- The School may submit papers to various firms specializing in the detection of Internet plagiarism. Students found to have engaged in plagiarism will be subject to the Honor Code and the Honor Council.
- As the use of technology becomes a part of our daily educational experiences, the concept of plagiarism becomes more difficult. Our teachers cannot detail all situations concerning YouTube, music, film, websites, etc. but we can teach and encourage students to ask if they are unsure how to use or cite the media in our classrooms. The standard remains that a student should never pass off someone else's work as his or her own.

ATTENDANCE

Coursework at Frederica is demanding and daily attendance is necessary to be successful. Students who are absent are responsible for informing teachers of planned absences in advance and for making up all assignments missed. Every effort should be made to meet with the instructor to complete coursework as soon as possible.

Written documentation of all absences is the responsibility of the student. Absences without documentation are considered unexcused and jeopardize the ability to make up work/test and eligibility for extracurricular activities.

Documentation is kept on file in the attendance office and must be turned in within three school days of an absence.

EXCUSED ABSENCES

- Illness
- Doctor, Dentist, Orthodontist appointments (**please bring a note after each visit to verify Excused Absence. The note is due within 3 days of the appointment**)
- Religious holidays
- Court dates
- Family emergencies
- College visits (students are allowed 3 days for college visits. A **Parental Request for Student Absence Form** must be submitted to the attendance office at least **three** calendar days prior to the requested date of absence. Deliberate violation of this policy may result in disciplinary action.)
- Family vacations are not excused.

Students arriving on campus after 8:15 and leaving before 3:20 are required to sign in / out with the US Office.

PRE-APPROVED ABSENCE REQUESTS

The following procedure must be followed for absences:

- Written request submitted to US office at least three calendar days prior to the requested date of absence.
- Upon receiving a request, the student will be given a **Parental Request for Student Absence Form** to be signed by all teachers and returned to US office before departure.
- Forms must be turned in to the Upper School Receptionist before departure.
- Students missing for sports or extracurricular activities are responsible for communicating with the teacher in advance. All tests and quizzes must be scheduled or taken prior to departure, or by prior arrangement with the teacher.
- Please note: Absences on the day before or after a school holiday will be unexcused in all cases, unless

approved by the US Principal.

LEAVING CAMPUS

Leaving campus during the school day requires one of the following:

- Parent personally signing student out
- Prearranged signed note or fax from parent
- Authorization of administration
- Phone requests must be authorized by the US Administration
- Students leaving campus for illness must first see the nurse

Students returning to school must sign in with the US office before returning to class.

TARDINESS

- **For a tardy to be excused, written documentation must be presented when signing in late. Excused tardies follow the same guidelines as excused absences. A written excuse must be turned in no later than 3 days after the tardy.**
- Students who are tardy to school or class five or more times in a semester will have discipline consequences.
- If students are late to class because of a teacher or a school-related activity, they need a note from the instructor for entry into class.
- The individual teacher may impose consequences for unexcused tardies to class. Repeated offenses will be handled by the US Principal.

Students must be at school by 8:30am to be counted present and eligible to participate in extracurricular activities, including athletics.

MAKE UP WORK

Making up work and contacting the teacher are the responsibilities of the student. **Pre-announced deadlines should be met regardless of circumstances.**

- **For an absence of one day:** The work should be made up on the day the student returns.
- **For absences of many days:** The student should be in touch with teachers through e-mail and/or phone. The student has a period of time equal to the number of days absent to make up the work (including quizzes and tests), unless further discussion is merited with the faculty and administration.
- If the student does not schedule make-up time for tests and quizzes with the teacher within the timeframe noted above, or if an arranged make-up time is missed, the student may take the assessment for a maximum grade of 70.
- In all cases, it is essential that the student communicate with their teacher about any make-up work.

EXCESSIVE ABSENCES OR TARDIES

Students who miss **seven unexcused** class periods in a semester must meet with Upper School Administration. Responses will vary based on the situation. Possible outcomes of excessive absences include

- Attendance probation
- Loss of course credit
- Disciplinary action
- Meeting with the counselor
- Removal of privileges and/or from extracurricular programs

Repeated patterns of absence for tests or quizzes will be referred to the US Administration.

DISCIPLINE

Students may enter the discipline process for inappropriate behavior observed on campus or during a school sponsored activity. We respect the right of parents to administer discipline as they see fit for student behavior away from school and school events. While we do not actively seek to uncover inappropriate behavior or rules violations away from school events, student misconduct at times come to the school's attention, either from other students, parents, community members, or other sources. If adequate information comes to the school's attention suggesting one of our students has been involved in inappropriate behavior, the school may respond with due diligence to validate the information and notify the parents with no further disciplinary action from the school. The intent is to support effective parenting while respecting the right of the parent to administer appropriate consequences at their discretion.

For off-campus behavior that is particularly egregious, public, disruptive to our school- community, or is particularly damaging to the school's reputation, Frederica Academy reserves the right to administer consequences including possible separation or dismissal from school.

All disciplinary consequences must be served prior to participating in extracurricular activities, including athletics.

After School Detention

After School Detentions will take place Monday through Thursday after school from 3:20-3:50pm. Detention may consist of clean-up duty, writing and reflection, or community service. All students will report to the lobby of the Upper School to complete their detention.

Examples of After School detention violations:

1. Violations of discipline code
2. 5 tardies to school / class
3. Inappropriate behavior violations
4. Food/Drink in the building without permission
5. Cell phone use during academic times (first occurrence)
6. Violation of the dress code

Friday Detentions

Students may receive a Friday detention from any Faculty/Staff member. An email detailing the infraction will be sent to parents, the student and the advisor. Friday Detentions will be served from 3:20-4:00pm. If a student fails to serve a Friday detention on the assigned date for any unexcused reason, then the student is required to serve a Saturday detention.

Examples of Friday detention violations:

1. Leaving campus without permission (1st occurrence)
2. 10 tardies to school / class
3. Gross disrespect of school rules
4. Cell phone use during academic times (2nd occurrence)
5. Being asked to leave class

Saturday Detentions

Saturday detentions will be held from 8:30-10:30am. Upon completion, a conference may be held with the students, parents and the Upper School Director.

Examples of Saturday detention violations:

1. Creating a class disturbance
2. 15 tardies to school / class (includes a probable suspension from all extracurricular programs)
3. Honor Code violations
4. Harassment of any kind
5. Leaving campus without permission (2nd occurrence)

In School or Out of School Suspension

Suspensions will be served at the recommendation of the US Administration. Appeals may be made to the Head of School.

Any Subsequent Offenses

Possible dismissal from school may result.

Expulsion

In an extreme case, a student may be expelled from the school. When such an action is necessary, the Head of School will inform the parents immediately. A letter from the Head of School will follow.

The Head of School has the authority to determine when a student's conduct warrants a departure from the normal detention- suspension-expulsion procedure. The Head of School reserves the right to accelerate the procedure or supersede a level in the process when he/she deems such action necessary.

In the event of an expulsion from Frederica Academy, Georgia state law requires the school to send a letter along with the student's transcript acknowledging the expulsion.

Disciplinary Probation

The US Administration can place a student on disciplinary probation for a set period of time. This probationary period is created to remove the temptation to repeat recurring discipline problems for a student. At the end of the probationary period, the US Administration will meet to determine and recommend if the probationary period should continue.

Removal of Privileges & Leadership Roles

Any US privileges and leadership roles can be removed at any time based on the actions of a student. Membership on Athletic teams can also be removed at the discretion of the US Administration and the Athletic Director.

Note: This disciplinary policy is not all inclusive. Recurring detention, severe behavior problems (including disrespect and disobedience), Honor Code violations, and the like will be referred to the US Administration or the Head of School.

SUBSTANCE ABUSE POLICY

Alcohol and drug use, including tobacco, and the abuse of other substances is inappropriate and unacceptable. It is illegal and a threat to student health. Substance abuse diminishes a student's productivity and the subculture surrounding its use is damaging to the principles of trust and honesty. Our goal is for the school to partner with families to ensure students experience a substance-free education - free from tobacco, alcohol and illegal drugs including abused prescription drugs or other substances. We believe it is our mission to assist students and families who seek help, while establishing clear boundaries to those who are unwilling or unable to adhere to Frederica Academy expectations, guidelines, or standards.

In recognition of the fact that the use and/or abuse of mind-altering substances reduces an individual's potential for learning and for life, Frederica Academy has established rules of conduct to discourage such behavior. For students who break these rules, the school hopes to accomplish the following goals:

- To impose appropriate sanctions in order to deter future violations.
- To provide the opportunity for treatment and continuing education about the danger and consequences of such activities.
- When possible, to restore individuals to the school community as positive contributors.

Substance Free Campus- Frederica Academy strictly prohibits the use and possession of tobacco, alcohol, illegal drugs or illegally-used prescription drugs by anyone on campus or during any school-sponsored off-campus activity.

Right to Search: Frederica Academy is committed to ensuring that its campus is free from tobacco in any form, alcohol, illegal drugs, drug paraphernalia, and any substances abused in order to achieve an altered state of mind. To accomplish that goal, the school maintains the right to search students, their lockers and their personal belongings for the presence of these items. If a student is suspected of being under the influence of an abused substance, the student may be required to submit to a test including breath, blood, saliva, or urine. Testing will be conducted either at school (e.g. breath, saliva) or at an appropriate medical facility off-campus (e.g. blood, urine). Parents are responsible for the cost of such testing.

Substance Abuse Policy Guidelines

First Offense

Probable Consequences:

- Temporary Separation from school for the day or more.
- Placement in a confidential school-designed therapeutic program which may include required counseling, signing of no-use contract, and/or random drug testing.
- Loss of formal leadership positions including, but not limited to, elected offices and team captain positions for the remainder of the school year.

Possible Consequences:

- Completion of a special project to be determined by the school administration, such as research paper, community service work, etc.
- Removal from school-related extracurricular activities, including sports teams for up to the remainder of the school year.
- Dismissal or Expulsion in egregious cases including, but not limited to, cases involving:
 - illegal hard drugs
 - risk of death or serious bodily injury to self or others including DUI
 - arrest by law enforcement or other public discredit to the school
 - prior disciplinary infractions of any kind
 - supply, distribution or sale of alcohol, illegal drugs or illegally-used prescription drugs

Second Offense

A second violation of Frederica Academy's Substance Abuse Policy will most likely result in the student's automatic dismissal or expulsion from the school.

SUBSTANCE ABUSE RESOURCES

Voluntary Disclosure: Students and families who voluntarily reveal a struggle with health issues will not be subjected to the school's disciplinary process as long as the disclosure is not an attempt to pre-empt the discipline process following a specific event involving student misconduct. In cases where the health issue requires intensive therapy, a medical leave of absence may be necessary with the student remaining in good standing with the school and eligible for return.

Therapeutic Response: When appropriate, the school will create a supportive educational and/or therapeutic program to assist students in need whether disclosed voluntarily or discovered through other means including referrals and violations of the substance abuse policy. A therapeutic response will be designed by school counselors and may include required outside counseling, random drug testing, a signed no-use contract, regular meetings with school counselor, and/or other supportive measures.

CELL PHONE POLICY

Each classroom has a cell phone basket that the teacher will use to collect the phones before instruction begins.

Cell phones are never to be used during class time or assembly time without the teacher's express permission. Students may use cell phones during non-academic times as long as their use does not interfere with the academic environment or students in class.

Students are encouraged to use cell phones outside of the building and allow the common areas and academic center to be places of learning. Phone conversations should always be done outside the building. These are not to be a distraction from our academic day.

- If a student is found to be distracting others through the use of a cell phone during the academic day, the first violation will result in the loss of the cell phone until 3:20 pm that day.
- The second violation will warrant confiscation of the cell phone for 3 school days during the academic day. It will stay in the Upper School Principal's Office during that time.
- If there is a third violation, the student will leave their cell phone in the US Principal's Office every day from 8:15 to 3:20 each day.

Parents: Please contact the US Office to leave important messages or notifications for your student. Please respect the integrity of the academic environment; do not text or call your child during the school day.

DRESS CODE

One's dress is a reflection of their family, the school and their personal values. Students are expected to follow these guidelines:

Girls:

- Skirts and dresses must be no more than 3 inches above the knee
- Students may wear shorts, but they must have at least a 5 " inseam
- Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn
- All shirts must have a 1-inch strap (no spaghetti straps or strapless tops)
- Tights may be worn with appropriate tops (please no t-shirts and tights)
- Workout clothes are never appropriate in an academic environment

Boys:

- Collared shirts and properly fitting belted pants
- Clean shaven, hair groomed
- No visible Piercings
- Shoes must be worn and be appropriate for an academic environment.

All students:

- Frederica Academy T-shirts are acceptable on Spirit Days only
- No body piercings or visible tattoos
- Shoes are worn at all times / Slides are not acceptable footwear at school
- Hats and hoodies are not acceptable inside our Upper School buildings

Attire Inappropriate for school:

- Excessively tight, oversized, sheer, or revealing clothing, including leggings
- Jean shorts, Cut-Offs, frayed, worn-out, or tattered clothing, even if part of the item's design
- Sweatpants and warm-up suits (allowed on special dress down days as advertised by Student Council)
- Clothing with any writing or illustration which depicts violent, sexual, drug and alcohol-related, or antisocial themes.

Special Dress Days at Frederica Academy:

- **FA Spirit Days:** Friday home athletic events are designated as Spirit Days. Upper School students can wear FA Spirit items to school. Please see our Sunday all school email each week to see any special Dress Days for the week.
- **Dress Up Days:** (National Honor Society and Honors Day) are special days when all Upper School students are expected to "Dress Up".
- **Dress Down Days** as designated by the Student Council and US Administration.

The US Administration reserves the right to resolve any questions regarding the dress and appearance of students.

DISREPUTE

While the school does not wish to intrude on the private lives of its students out of its defined jurisdiction, certain behaviors beyond school may be intolerable and damaging to the school's reputation to bring a disciplinary response, including suspension or expulsion.

Website blogs, photographs, phones or other internet postings by students on social media found by the Administration to sufficiently denigrate the reputation of the school or otherwise bring discredit on the school community may result in a disciplinary response, including suspension or expulsion.

SOCIAL CONSIDERATION POLICY

Frederica Academy believes all students have a right to a safe and healthy school environment. We believe we have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, parents and volunteers. We strive to cultivate an environment where social consideration is the norm. Therefore, we have outlined a social consideration policy to raise awareness of social aggression, the impact it has on our school, and prevent its occurrence.

Section I: Vocabulary

Categories of Social Aggression:

- *Physical Aggression* is defined as causing harm through damage or threat of damage to another's physical well-being.
- *Verbal Aggression* is defined as obvious and/or hidden verbal acts of aggression toward another, such as threats, putdowns and name calling.
- *Relational Aggression* is defined as behavior that is intended to harm someone by damaging or manipulating his or her relationships with others such as exclusion, spreading rumors, ganging-up as well as any other forms of physical or verbal aggression.

Types of Social Aggression:

- *Teasing* makes fun of or puts down some human characteristic or difference, usually by calling the person a negative name.
- *Exclusion* ignores or sets someone apart, isolating them as outsider to be left alone. This act creates shame for the one being shunned. Usually there is a 'ring-leader' and the others in the group actively participate or passively let it happen.
- *Bullying* threatens, injures, or coerces so one person can dominate and control another.
- *Rumoring* spreads lies and damaging information through gossip to hurt someone's social standing.
- *Ganging Up* unifies the greater number to hurt a single individual or a chosen few.

Peer Roles:

- *Aggressor*: The person who chooses to hurt or damage a relationship. A bully.
- *Target*: The person who is aggressed upon or bullied. The object of bullying.
- *Bystander*: The person or persons who are not aggressors or targets but are caught somewhere in between.

Section II: Policy

All parties at Frederica Academy will be expected show social consideration. We assert that:

1. **Aggression is everyone's problem.**
2. **We treat each other with respect and civility.**
3. **We are each accountable for our actions.**
4. **When we make a mistake we make it right.**
5. **Adults help us deal with aggression, through intervention and modeling.**
6. **We protect each other.**

Students shall not bully, harass, spread rumor intentionally exclude, gang-up on or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

The student code of conduct includes but is not limited to the following:

- Incidents of social aggressive behaviors shall be investigated by the teacher, division director or guidance counselor.
- Students (Target or Bystander) are expected to immediately report incidents of social aggression to a trusted adult (teacher, advisor, principal, counselor, parent, etc.).
- School staff members are expected to immediately intervene when they see a social aggression incident occur.
- Students and parents can rely on staff to promptly investigate each complaint of social aggression in a thorough and confidential manner.
- Depending on the situation and age of the student(s), disciplinary action may be taken.
- The division director shall be notified to provide support and/or additional guidance by the investigating staff member, if necessary.
- If the student or the parent of the student feels appropriate resolution of the investigation or complaint has not been reached, and after consulting the division director, the student or the parent of the student should contact the Head of School or his designee.
- Frederica Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- This policy applies to students on school grounds and while traveling or during a school-sponsored activity. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited. (*See technology policy*)

Section III: Disciplinary Action

Disciplinary action will be taken after each incident of social aggression and upon a finding of guilt. Disciplinary action after the first incident of social aggression may include but is not limited to the following:

Upper School:

- Loss of a privilege
- Reassignment of seats in the classroom, etc.
- Reassignment of classes
- Detention
- Meeting with parents
- In or out of school suspension

If necessary, the US Counselor will recommend counseling referrals and/or other interventions (i.e., support group, mediation, etc.) to address the social, emotional, behavioral, and academic needs of an Aggressor, Target, and By-stander.

Section IV: Procedures

The procedures for preventing and intervening in social aggressive behavior include, but are not limited to the following:

- The school will utilize a variety of research-based methods to maintain awareness and enhance prevention of social aggression such as school wide assemblies, social skills groups, collaborative readings of books relevant to the topic, and visual aids in classrooms and around public areas.
- The school will keep a record of all social aggression reports as well as maintain confidentiality of the results of an investigation.
- Staff are expected to immediately intervene when they see a social aggressive incident occur or upon receipt of any report of social aggression and report it to their supervisor and/or guidance counselor.
- People witnessing or experiencing social aggression are encouraged to report the incident to the division director.

The following actions will be taken when a division director receives a report of social aggression:

1. *Investigate* upon receipt of a report of social aggression, this policy will be utilized. An immediate investigation involving appropriate personnel will begin, no later than the following school day. The investigation shall include interviewing the alleged aggressor(s) and target(s), identified by-stander(s), teacher(s) and staff members.
2. *Notify* at an appropriate time during or after the investigation, parents/guardians of the aggressor and the target must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. *Discipline* upon confirming that social aggression has occurred, the aggressor will be held accountable for their behavior and given an age-appropriate consequence (See section III: Disciplinary action). Schools should clearly communicate to all parties that retaliation following a report of social aggression is strictly prohibited and may result in strong disciplinary action.
4. *Follow Up* is important to the aggressor, target and By-stander, if applicable. The Upper School counselor will implement a plan to provide after-care and follow up.

Frederica Academy strives to create a positive social climate of kindness and respect towards others. Our goal, by clearly defining the above policies, insures that all parties (students, parents and faculty) have a clear understanding of their responsibilities towards supporting this school policy.

STUDENT LIFE

ATHLETICS

For eligibility and other athletic requirements, please see the Athletic Handbook located at Fredericaacademy.org

TRIP POLICIES

- Students are expected to come to school on time the day following a trip. For extracurricular activities involving excessive travel, **students are expected to check in no later than *nine hours* after returning to campus.**
- All drivers are to have proof of valid driver's licenses and be vetted through the Front Office
- Rental and school-owned vehicles are to be inspected before departure and immediately upon return. Any damage is to be documented and reported to the Business Manager as soon as possible
- Upon return to school, students under supervision of the driver are to clean the rental and school-owned vehicles' interiors
- **Every passenger is to have and wear a seatbelt**
- Every student passenger is to go and return by the transportation provided by the school. Written permission from a parent for alternative means of transportation to or from a school-sponsored event may be approved on rare occasions
- All school rules regarding tobacco, alcohol, and drug use by students and chaperones are in effect and enforced as though the students were on campus
- Parental permission forms are required for all off-campus trip
- Transportation priorities are, in order:
 - Bus with professional driver
 - School-owned buses with faculty, staff and/or parent drivers
 - Rental vans with faculty, staff and/or parent drivers
 - Automobiles with faculty, staff and/or parent drivers
- When hotel accommodations are required, all students and chaperones are to be in a block of rooms when possible
- No student may drive on a school-sponsored trip.



US HANDBOOK CONTRACT

My signature below indicates that I have read and agree to abide by the rules and regulations herein included:

- a. General policies and procedures
- b. Academic policies and procedures
- c. Student responsibilities
- d. Major school rules
- e. The Honor System
- f. Harassment/Social Consideration Policy
- g. Substance Abuse Policy
- h. Consequences for infractions of school rules

Student's name (please print) _____

Student's Signature: _____

Parent's Signature: _____

Please return this form to your Advisor or the Upper School Office