

# FREDERICA ACADEMY

## LOWER SCHOOL HANDBOOK





## MISSION STATEMENT

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

### TABLE OF CONTENTS

		8	Absences
		8	Family Travel
<b>2</b>	<b>Forward</b>	9	Make Up Work Due to Absences
<b>2</b>	<b>Mission Statement</b>	<b>9</b>	<b>Procedures</b>
		9	Morning Arrival
<b>2</b>	<b>School Values</b>	9	Carpool Dismissal Procedure
		9	Classroom Visitation
<b>3</b>	<b>Admission</b>	9	Deliveries
		10	School Events
<b>3</b>	<b>Lower School Admission Policies</b>	10	Morning Meeting
<b>3</b>	<b>Academics</b>	<b>10</b>	<b>Health and Welfare</b>
3	Lower School Courses of Study	10	Illness at School
3	Pre-Kindergarten & Kindergarten	10	Medical Policy
3	Curriculum	10	Prescription Medication Policy
5	Extended Day Program	11	Lunchtime Visits
5	Academic Information	11	Lunches and Snacks
5	Parent Conferences	11	Parties
5	How to Schedule Additional Conferences	11	Student Birthdays
5	Homework	11	Sign-In and Sign-Out Policy
		11	Supervision
<b>6</b>	<b>Student Guidelines for Behavior</b>	12	Technology Code of Conduct
6	Code of Manners	12	Telephone Usage
		12	Class Trip Policies
<b>6</b>	<b>Lower School Dress code</b>	12	Visitor Policy
7	Kindergarten-5th (Boys)	<b>13</b>	<b>General Information</b>
7	Kindergarten-5th (Girls)	13	Lower School Daily Schedule
7	Field Trip Uniform	13	Campus Preservation
7	Pre-Kindergarten Dress Code	13	Change of Address
7	Special Dress Days	13	Guardian Information
		13	Personal & School Property
<b>8</b>	<b>Activities</b>		
<b>8</b>	<b>Attendance</b>	<b>21</b>	<b>Emergency Information</b>
8	Tardiness		

## **FOREWARD**

Frederica Academy, founded in 1969, is an independent, coeducational, nonsectarian, college preparatory day school, pre-kindergarten through twelfth grade, located on a thirty-acre campus on St. Simons Island, Georgia. It is accredited by the Southern Association of Colleges and Schools, and is a member of the National Association of Independent Schools and the Georgia Independent School Association.

Close relationships are a significant characteristic of life at Frederica Academy. We form a community based on mutual trust and participation by all students, faculty, parents and administration. Because of this spirit, daily life at this school is made as simple as possible. Students are given the freedom to practice expected self-control and to accept personal responsibility for their actions. The basic rules guiding our common life are intended to ensure consistency, fairness and a sound environment for education. Regular attendance at school and in classes is greatly valued, for absence from school removes students from both the learning process and important community building opportunities.

Frederica Academy aspires to provide those resources of faculty, curriculum, and environment which best enhance student opportunity for intellectual, physical, moral, social, and aesthetic development. Frederica Academy prepares its students to be self-reliant, active learners and responsible citizens who pursue excellence in all endeavors.

Frederica Academy enjoys a premier reputation among independent schools throughout the South. Frederica students consistently excel in every academic measure of excellence from standardized testing and scholastic competitions to college placement.

## **MISSION STATEMENT**

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

## **SCHOOL VALUES**

- To provide a vigorous academic and intellectual environment throughout the school.
- To encourage independence of thought in an atmosphere of mutual respect and consideration.
- To encourage the application of problem-solving techniques to academic and personal decisions.
- To provide opportunities to practice and develop leadership, sportsmanship, courtesy, dependability and integrity.
- To stimulate awareness of the needs of others and promote community service.
- To continue an appreciation of the Judeo-Christian heritage and a comprehensive understanding of religious thought.
- To develop, through practice, an understanding and appreciation of democratic principles.
- To encourage creative expression and appreciation of the fine arts.
- To provide training in appropriate social behavior and manners.

## **ADMISSION**

Frederica Academy does not discriminate in the administration of its policies based on race, sex, color, religion, or national or ethnic origin. The school admits students with average to superior ability.

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.

### **LOWER SCHOOL ADMISSION POLICIES**

- Only full time students may be accepted for placement.
- Eligible and qualified students who have been home-schooled may be accepted for placement.
- If a student transfers out of Frederica Academy and later wishes to return, he/she 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 when the student's academic performance, behavior, and adherence to school policies are acceptable to school administrators.

## **ACADEMICS**

### **Lower School Courses of Study**

A rigorous academic curriculum is offered to boys and girls in the Lower School of Frederica Academy; students take all core subjects offered in their grade each day. Small classes and a well-educated, qualified faculty provide the students with a demanding but realistic academic environment.

Each grade level has two teachers with the exception of Pre-Kindergarten which has three teachers. The grade level teachers work together to plan, teach, and assess the students. The teaching responsibilities will vary by grade level. Music, art, physical education, and Spanish are taught by specialist teachers.

### **Pre-Kindergarten & Kindergarten**

The primary goal of Pre-kindergarten and Kindergarten is to stimulate a child's love of learning while developing independence, responsibility and social skills. The programs are academically oriented as well as nurturing for the young learner. Within the structure of the program, instruction is individualized with each child progressing at his/her own pace. Reading readiness, math, writing, science, social studies, art, music, library, physical education, and Spanish are part of the weekly experience.

### **Curriculum**

**Language Arts:** Teachers in the Lower School view the language arts as a comprehensive experience that includes listening, speaking, reading, writing and spelling. The faculty has a genuine concern for developing oral language and provides many opportunities for self-expression. Strong emphasis is placed on writing and grammar.

**Reading:** Based upon a strong phonics approach, the reading program attempts to endow each student with a proficiency in the basic reading skills. Teachers emphasize the tools of comprehension and analysis in an effort to aid learning in all areas. The reading instruction program is structured to provide students with flexible reading experiences designed to meet individual needs, interests, and abilities.

**Mathematics:** As an area of primary importance, each student's needs are met by individualization within the math class, activity-oriented projects, and cooperative learning. Foundations are laid to prepare students for mathematical rigor in the Middle and Upper Schools.

Mathematical concepts are introduced in a sequential order from concrete, manipulative experiences in the younger grades to more abstract concepts as the student moves through the program. There is a strong emphasis on building number sense and problem solving skills.

**Science:** The major objective of the science program is to provide a foundation for student's understanding of the real world around them through an inquiry based science curriculum. The science program is executed through hands on experimentation in class and the selected use of field trips.

**Social Studies:** The overriding goal of the social studies curriculum at Frederica Academy is to help children become more effective and responsible citizens. In addition, they are made aware of the history and geography of their community, nation, and world.

**Computer/Technology:** Computer education is introduced in Kindergarten and continues through 5th Grade. Teachers follow a clearly defined scope and sequence of technology skills, progressing through keyboarding, word processing, presentation, file management, research, ethical use of technology, and use of technology for creating end products to demonstrate mastery of both content and technology tools and programs. The classrooms are equipped with SmartBoards and document cameras.

Kindergarten through Third Grade have exclusive access to two carts of Chromebooks. Fourth and Fifth Graders engage in a one-to-one laptop program. Ozmo's, Lego robotics, modular robotics, and iPads are also used in a variety of ways to enhance and expand curriculum.

**Music:** Using the ORFF method of instruction, emphasis is placed upon the development of skills as well as appreciation. A variety of music is provided. Musical programs are presented throughout the year. Students are required to participate in these programs. The Recorder is introduced in third grade, while fourth and fifth grade students participate in a Strings program.

**Art:** The art program offers a wide range of media and expressive opportunities for Frederica students in grades 1-5. Materials are amply provided, and the art department integrates visual and tactile experiences with a varied assortment of activities that are integrated with the class curriculum.

**Physical Education:** The physical education program provides each child with the opportunity to develop and maintain a level of physical fitness commensurate with his/her individual needs. Opportunities are provided for group and individual play, social interaction of students, self-exploration, and the physical, emotional, mental and social development of each child.

Physical Education is an important part of a child's complete development. Lower School students are expected to participate unless a written statement from a student's physician states that he/she should not participate due to a health problem. P.E. uniforms are not required for Lower School students. However, clothing and athletic shoes that are appropriate for activities such as running, hopping, climbing and skipping must be worn. Thong sandals, clogs and street shoes can be dangerous for these activities and are not to be worn.

### **Extended Day Program**

The Extended Day Program, 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 his/her regular school day.

Extended Day Program is a full program that includes rest or quiet time for pre-school children and a balance of outdoor and indoor activities and play for Lower School children.

Registration applications must be completed before students can attend the program. Registration forms can be found on the school website under School Life.

### **Academic Information**

Report cards are sent home every nine (9) weeks for grades 1-5. Progress reports are sent between each marking period in grades 4 & 5 outlining course curriculum. Pre-Kindergarten and Kindergarten teachers conduct face to face conferences with parents at the beginning, middle and end of each school year. Pre-Kindergarten and Kindergarten students receive a final report card at the end of the school year.

### **Parent Conferences**

Parent conferences are used at all levels to maintain communication between teacher and parent. Each October and March, all parents are invited to schedule a conference with the grade level teachers. Conference sign-up information is sent out via email prior to the scheduled conference day. Parents are encouraged to discuss the academic areas as well as social interactions and behavior of the child at this time.

### **How to Schedule Additional Conferences**

Additional conferences between teacher and parent, can be initiated by either one. To ensure that adequate time is allotted, all conferences should be scheduled in advance via email or phone. Parents are asked to avoid discussions with teachers before school begins each morning. Teachers need this time to prepare for the day and to greet the students as they arrive to class.

Upon request, a conference involving teachers, parents, and lower school director can be scheduled.

### **Homework**

Homework becomes a formal part of the curriculum in the early grades. The intent of homework is to reinforce the learning experiences that occur in school. All students are expected to read each night for at least 20 minutes in addition to any homework assignment provided by the teacher.. Please contact the teacher if your child is struggling to complete the homework in a reasonable amount of time.

## STUDENT GUIDELINES FOR BEHAVIOR

A Frederica Academy student is expected to behave in a courteous manner at all times. Parents will be notified of inappropriate behavior.

### Code of Manners

The Frederica Academy Lower School students and faculty have arrived at a code of manners that they feel is fair and important. All students are expected to abide by this code.

- We walk in the halls. Running is dangerous.
- We are quiet in the halls. Noise disturbs other classes.
- We clean up our lunch tables. No one likes to eat with someone else's mess.
- We say "please" and "thank you."
- We walk around groups engaged in conversation.
- We use the doorway to the right to prevent accidents.
- We learn people's names and use them. "Hey, you," "she" and "he" are rude.
- We observe the Golden Rule and are kind to others.
- We respect people for their inner selves, and we do not judge them by their clothes or possessions.
- We pick up litter because we love and respect our world.
- We wait to speak. Interrupting is rude and shows a lack of respect.
- We include everyone. Leaving people out hurts feelings.
- We do not wear hats inside the building.
- We do not chew gum in school.
- We keep our school clean. We take pride in our school.
- We respect the work of others. We keep our hands off bulletin boards, artwork and class displays.

### LOWER SCHOOL DRESS CODE

Lands' End is our uniform provider. All approved items can be found on the Lands' End website at [www.landsend.com](http://www.landsend.com). The Frederica Academy Preferred School Number is 9000-6357-9. There you will select School Uniforms. You will register your child by selecting the gender, the grade, and then proceed to Shop Now. The correct clothing items for Lower School students will appear. Once you select an item the required Frederica Academy crest will appear. See other dress code expectations below:

- All shirts, dresses, jumpers, sweaters, and fleece jackets must have the Frederica Academy Lower School monogram embroidered on them.
- Shirts must be tucked in.
- T-Shirts should not be seen or have sleeves longer than the top uniform shirt.
- Shorts must be no shorter than 4 inches above the knee.
- Athletic shoes are required on P.E. days
- Closed toe shoes with rubber soles are preferred.
- Sandals must have a heel strap.
- Avoid platform shoes, clogs, shoes with wheels, cleats, and flip-flops.
- FA sweatshirts are reserved for dress-down or spirit wear days.
- There is no uniform requirement for outerwear worn outdoors.
- Fleece jackets and vests worn indoors must have the FA Lower School monogram.
- Help us identify lost items by adding names to all outerwear.
- No visible tattoos, including the "fake" ones. Boys may not wear pierced earrings.
- Girls may not wear "spaghetti" strapped dresses or backless dresses at anytime, including our special performances such as Grandparents/May Day and the Closing School Ceremony. Shorts must be no shorter than 4 inches above the knee.

### **Kindergarten – 5th (Boys)**

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

### **Kindergarten – 5th (Girls)**

- Evergreen, Classic Navy, Light Blue, or White collared shirts with the FA Lower School 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

### **Field Trip Uniform**

- Evergreen collared shirt with the FA Lower School monogram
- Khaki pants, shorts, or skirt
- Evergreen fleece jacket or sweater with the FA Lower School monogram (if needed)

### **Pre-Kindergarten Dress Code**

While Pre-Kindergarten students are not required to order from Land's 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.
- Sandals must have a heel strap.
- Avoid platform shoes, clogs, shoes with wheels, cleats, and flip-flops.

### **Special Dress Days**

Throughout the year, we will have special dress days for students to wear spirit wear, sweatshirts, or fun leggings.



## **ACTIVITIES**

Activities are designed to broaden student interests and to help develop aptitudes in academic subjects as well as in other areas. The variety of activity offerings is structured to help meet the needs of students socially, emotionally and morally in accordance with the school's philosophy of maximizing the potential of each student. Listed are a few examples of what is planned.

- Musical and grade level productions are presented throughout the school year.
- A Christmas musical and Grandparents Day program are presented by the Music Department featuring all Lower School students in grades first through fifth.
- Various field trips to points of interest and areas of study.
- Fourth grade students raise and lower the flag daily.
- Third through Fifth grade students have the opportunity to develop leadership skills when they lead Friday morning meetings.
- Lower School Field Day is in the spring.
- A closing ceremony is held each year on the last day of school for grades 1st-5th.
- 5th grade students participate in a musical.

## **ATTENDANCE**

A Frederica Academy student is expected to attend school regularly and meet all scheduled classes, assemblies and activities. In the case of an absence, parents are to call the front office by 9:00 a.m. to report their child absent.

### **Tardiness**

Students are expected to be punctual. The school day begins at 8:00 a.m. Parents are expected to arrive in carpool no later than 7:55 a.m. This will ensure that students are in the classroom at the start of the school day. Students who arrive late are at a disadvantage in readiness for the day's responsibilities.

Students who arrive after 8:00 a.m. must be accompanied by his or her parent to the administrative office to sign in with Mrs. Holt.

### **Absences**

In case of illness, students should be kept at home. Parents are to call the front office by 9:00 to report their child's absence. Each grade level will give specific instructions to parents regarding make-up work at the start of school. Parents are requested to make an effort to schedule medical and dental appointments after school hours so classes will not be missed.

Frederica Academy believes that class attendance is essential for academic growth, and therefore reserves the right to refuse credit to students who incur excessive absences during the year.

### **Family Travel**

It is fortunate that many Frederica students have educational experiences outside the classroom during family travel. However, students who miss class while traveling with parents are required to meet the same standards as those who remain in class. Also note that while some homework may be assigned prior to departure, a great deal of discussion, explanation and oral classwork cannot be duplicated. All parents are asked to consider the impact that missing school will have on the child.

If a student uses absences for family travel, the teacher bears no additional responsibility other than to give the student his/her make-up work.

## **Make Up Work Due to Absences**

- Make up work will be sent home when the student returns to school.
- Parents may request work prior to a scheduled absence, but the request must be made 48 hours prior to the absence. The work sent is up to the teacher's discretion.
- Classwork and homework missed due to a single day's absence is expected to be made up within two (2) school days.
- Classwork and homework missed due to two or more days' absences must be made up within the number of school days missed.
- Classroom tests missed due to a single absence should be administered by the teacher on the day the student returns to school, or other arrangements may be made by the teacher.
- Travel absences should be avoided during ERB and OLSAT testing (See school calendar for test dates).
- Students who miss one or more classes during because of extracurricular travel are required to turn in assignments upon the return to class.

## **PROCEDURES**

### **Morning Arrival**

Morning carpool drop-off begins at 7:45 a.m. Please refrain from dropping students off before 7:45 a.m.

### **Carpool Dismissal Procedure**

- To ensure the safety of all students the following rules must be obeyed:
- Parents should notify the office by phone if a child is to be picked up by someone who is not on the regular scheduled "pick-up- plan".
- Name tags should be displayed until the car has been loaded. The visor tag should no longer be displayed once the car has been loaded.
- Students will stand or sit in class groups quietly during pick-up time. The designated car pick-up place is in front of the administration building.
- Students are not allowed to walk unattended to the Upper or Middle School parking lots.
- Students are not allowed to cross Murray Way during carpool.
- Drivers should remain in line and move up as loaded cars leave the line.
- Please do not pass the pick- up line to park in the spaces in front of the Lower School to avoid waiting in line. This causes traffic problems when the flow must stop for you to back out of the space.
- Please refrain from using cell phones during pick-up.
- Students should be picked up promptly. Those left after regular carpool time will go directly to the Extended Day Program at 3:10 p.m.
- Parents should notify the office when there is an unexpected delay in the pick-up of students.
- Teachers will be on duty during carpool pick-up to supervise students.
- Parents are asked to wait on the benches outside of the main when meeting students at dismissal.

### **Classroom Visitation**

Parents may observe classes. Arrangements must be made with the classroom teacher twenty-four (24) hours in advance.

### **Deliveries**

Deliver all homework, books, or other items to the front office. Every item should be clearly labeled with the student's name. Remember, all visitors must sign in through the front office for a visitor's pass. The administrative assistant will ensure all items are given to the child.

## **School Events**

Students should be supervised by parents during all after school events. Students are not allowed to enter areas that are not related to the scheduled event. Areas of the school grounds and buildings that are off-limits include the school hallways, Hamilton Hall, the playground, the school gym, and all athletic fields. The school cannot be held responsible for injuries to students who violate this rule.

Parents are not allowed to schedule “play dates” on the school playground.

## **Morning Meeting**

The Lower School Morning Meeting is held each Friday and begins at 8:10 a.m. This assembly includes announcements, pledge to the flag, prayer, current event, green moment and special recognitions. At times, classes present short programs. The third, fourth, and fifth grade students lead these meetings.

## **HEALTH AND WELFARE**

### **Illness At School**

Any student who becomes ill during the school day should report to the school nurse. The nurse will determine whether or not the student should remain at school, go home or get emergency treatment. Every effort will be made to contact the parent or guardian. To prevent transmission of illness, every effort should be made to come and pick up a sick child. Children who are sick should not be sent to school.

### **Medical Policy**

Parents are required to complete the Student Health Information and Consent Form for each student for each new school year. This form provides the school with emergency contact information, health history, and consent for emergency medical care.

- Any student, regardless of grade level, who enters Frederica Academy from another school must present a certificate (GA Form 3300) stating that eye, ear, and dental examinations have been done within the past year.
- In addition, students entering Frederica at kindergarten or pre-kindergarten must also present a certificate (GA Form 3231) showing that immunizations are up to date.
- If a student has been identified with lice or nits (eggs) a parent/guardian will be called to pick-up the student. The school nurse must clear the student before he/she can return to the classroom.

### **Prescription Medication Policy**

Parents need to inform the school nurse about students who are taking a long term prescription medication (including inhalers) that will be given either during the school day or on field or sports trips. A Prescription Medication Form signed by a physician should accompany the medicine. The medicine should be sent to school in the original labeled container.

Short term prescriptions (such as a 10 day course of antibiotics) should be sent to the nurse with a note from the parents directing that the medication be given at school. Specific information regarding medicine name, dosage and time to be given must be clearly stated. It is the school’s position that there is no reason for a student to have in his/her possession prescription medication during school hours or at school sponsored events. Furthermore, students should not share prescription medication or be in possession of a prescription drug for which they do not have a valid prescription. Students found to be violating this policy will be subject to disciplinary action.

## **Lunchtime Visits**

Parents may have lunch with their children. Birthdays and special occasions are good times to plan a visit.

## **Lunches And Snacks**

Good nutrition is essential for your child during the school day. Simple, unprocessed whole foods such as fresh vegetables, fruits, nuts, whole grain breads and crackers, and proteins from eggs, meats, and dairy products feed the brain and help growing bodies.

Multiple sugary and starchy foods for lunch and snacks, such as gummy bears, cookies, fruit roll-ups, high sugar beverages, and chips are not good choices for lunches and snacks. We ask parents to strictly limit these items by eliminating them from lunch or snack bags or serving a small quantity of only one item per day.

The school nurse is an excellent resource for ideas for healthy lunches and snacks. Lists of suggestions will be sent to all families at the start of the school year. We appreciate your cooperation.

## **Parties**

Class parties are held throughout the year. Pre-kindergarten through first grade classes celebrate Halloween, Thanksgiving, Christmas, Valentines Day, Easter and the End-of-the-Year. Second grade through fifth grade classes celebrate Halloween, Christmas, Valentines Day, and the End-of-the-Year. End-of-the-Year class activities must be approved by the teacher and the Lower School Director. These activities may include field trips and/or picnics.

## **Student Birthdays**

- Student birthdays are recognized each month during Morning Meeting. Summer birthdays are recognized during the April and May meetings.
- Birthday refreshments may be shared with the class during lunchtime or recess. Arrangements must be made with the teacher. Please be considerate of student allergies.
- Party invitations should not be given out at school.

## **Sign-In and Sign-Out Policy for Students**

Students who leave during school hours must be signed out by a parent in the main office. The teacher will be called, and the student will be sent to the office to meet the parent. Parents are asked to not go to the classroom for their child.

## **Supervision**

Students should not arrive at school before 7:45 a.m. and should not enter the Lower School hallway with or without their parents before this time. Students who are not in the Extended Day Program, or another after-school activity, must leave the campus at the conclusion of the school day. There is no other supervision after dismissal. Children who remain at school for after-school events are to stay in the designated place only. Students who are meeting their parent may join them from the dismissal area in front of school. Children may not go to or be in the library after school unless they are accompanied by an adult.

## **Technology Code of Conduct**

Frederica Academy teaches responsible use of technology. Students are informed about the Acceptable Use Policy for computers and telecommunications technologies, including the Internet, and are required to sign a Lower School version. Copies of the Acceptable Use Policy are available in the Media Center Desk.

Consequences for the misuse of computers and telecommunications technologies may include restriction and/or loss of privileges to use school computers or telecommunications technologies and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunications technologies.

## **Telephone Usage**

Students are allowed to make phone calls with teacher permission. Calls made from the office phone require a note from the teacher and must be cleared through the office personnel.

Students are not allowed to bring cell phones or other electronic communication devices to school.

## **Class Trip Policies**

- All drivers are to have proof of valid driver's license, proof of valid automobile insurance, and a GA Motor Vehicle Report for a 3-year record.
- A cell phone is to be taken on the trip in the event of an emergency.
- Every passenger is to have and wear a seat belt; no one is permitted not to wear his/her seat belt during transportation.
- Per Georgia law, all children under the age of eight whose height is less than 57 inches must ride in the back seat of the vehicle.
- Children under the age of eight, weighing less than 80 pounds, and under 57 inches are required to be in either a car seat or booster seat for their age and height. The booster seat must have a lap belt. Parents are responsible for providing the correct child restraint system.
- Parental permission forms are required for all trips.
- The Prescription Medication Policy will be followed on all class trips. Please contact the school nurse if you have questions.

## **Visitor Policy**

All visitors are required to register in the main office. Parents are asked to see teachers by appointment.

## **GENERAL INFORMATION**

### **Lower School Daily Schedule**

7:45 a.m. - 8:00 a.m.	Student Arrival
8:00 a.m. - 1:00 p.m.	Pre-K Hours
12:00 p.m. - 12:30 p.m.	Pre-K Lunch
8:00 a.m. - 2:00 p.m.	Kindergarten Hours
12:00 p.m. - 12:30 p.m.	Kindergarten Lunch
8:00 a.m. - 3:00 p.m.	Grades 1-5 Hours
11:00 p.m. - 11:30 p.m.	3rd, 4th, and 5th Grade Lunch
11:30 p.m. - 12:00 p.m.	1st and 2nd grade Lunch

**Extended Day is offered from the end of the school day until 5:30 p.m.**

### **Campus Preservation**

In order to maintain the beauty of the campus, all members of the community share responsibility for keeping the area free of litter. Student assistance is specifically needed in keeping the campus free of trash and leftover food.

### **Change of Address**

It is very important for the school to have current home, work, cellular and emergency telephone numbers. Please promptly notify the school office of any changes of address or telephone numbers.

### **Guardian Information**

Parents who will be out of town or otherwise leave their child(ren) in the care of another adult must notify the school and give the name of the adult who will be responsible for their student(s) in writing.

### **Personal & School Property**

Frederica Academy students need to take care of their property as well as school property and that of others. It is very important that children learn to use and handle materials, books and other school property carefully. Personal neatness is expected in the care of classroom materials. Willful destruction of either school property or that of others will be subject to severe disciplinary action.

## **EMERGENCY INFORMATION**

In the event of a hurricane, other severe weather occurrence or emergency situation necessitating a school closing, Frederica Academy will consider the Glynn County School System's decision; however, Frederica will make an independent decision to close school and/or evacuate. Our decision will be posted immediately on the website so please check it often. School officials will contact all parents with pertinent information using the email that is provided to the school.