



**Middle School Handbook
Frederica Academy
2020-2021**

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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 and is accredited by the Southern Association of Independent Schools (SAIS), is a member of the National Association of Independent Schools (NAIS) and the Georgia Independent School Association (GISA).

MISSION STATEMENT

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

PHILOSOPHY

Each student is unique and valued for his/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, color, religion, national or ethnic origin, sexual orientation or gender identity. 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
- A personal interview
- 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.
- 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, s/he 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.

CODE OF CONDUCT

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 comes 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.*

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 between and among their members. Fighting, intimidation, harassment or threatening behavior towards other members of the community is not tolerated. The property of others should not be taken from them without their consent. This includes “borrowing” books or other belongings from other students’ lockers without permission.

Be honest in all matters. The school believes that personal integrity is among the most valuable qualities that a person can possess. Consequently, lying, cheating, stealing, plagiarism, deceit, vandalism, and malicious mischief are serious offenses that the school community cannot tolerate. *Forged check-out notes and/or lying about the reason for checking out are the equivalent of a lie under the honor code and such cases will be referred to the MS Honor Council.*

Meet all commitments and obligations. Personal reliability is important. Promptly and regularly attend appointments, classes, study halls, assemblies, extracurricular and athletic commitments as well as all school meetings.

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

Respect the 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; therefore, these are forbidden at school and school- sponsored events and discouraged elsewhere. Social aggression is not tolerated. Sexual harassment is prohibited. Please refer to our Social Consideration Policy for specific information and guidelines regarding the fair treatment of peers.

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 teachers, considerate of classmates, and welcoming to visitors. We celebrate the contributions and accomplishments of others and all work together to maintain the beauty of the campus.

CAMPUS SECURITY

All visitors, including parents, must first check in with the school's office to receive a name tag. Students may not invite outside guests to school, including students of area high schools that may not be in session on a given day, unless permission is granted by the MS/US Administration. Such visitors will be asked to leave the campus immediately.

EMERGENCY SCHOOL CLOSING PLAN

In an event of a hurricane, other severe weather occurrence or emergency situation necessitating a school closing, Frederica Academy may or may not follow the Glynn County School System's decision to close school and/or evacuate as the school deems necessary.

- **Hurricane:** Generally, hurricane warnings will be forecast in ample time for a school closing to be announced before students and staff depart for school. Please listen to local radio and television broadcasts for school closing information.

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 the Frederica Academy Crisis Plan, including lockdown and immediate notification of police.

In the event of a school closing or emergency situation, our first priority is the safety of students, faculty, and other persons on campus. Parents should not call or text the school or teachers. It is vital that teachers and staff will be able to focus their full attention on ensuring the safety of all students. In addition, all lines must be available for outgoing calls to emergency personnel. School officials will contact the parents via Parent Alert, which is our fastest mode of communicating, at the earliest possible opportunity. A more detailed message will be sent via Constant Contact and a Parent Alert will be sent prior, advising stakeholders to check their email inbox for details.

If you have a question as to school closings **AFTER BUSINESS HOURS**, we will use the voicemail recording to give closing details. Because of the set-up of our voicemail, any

closing message will be on the 2nd recording (**please hold on through the 1st recording, then approximately 20 seconds later, the 2nd recording will come on**).

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 school's Internet access and appropriate use policies. This form must be on file in the MS/US office in order to have full use of the school's technology and activation of all accounts.

LOCKERS

All students are issued lockers for their personal use and convenience.

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

The lockers are school property, and the school reserves the right to examine the contents of any locker at any time at the sole discretion of the Middle School Director, or Head of School.

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

STUDENT HEALTH AND WELLNESS

Any student who feels ill or is injured during the school day should see the school nurse. The nurse will call parents as needed.

As a rule of thumb, a student should stay home from school if he or she has a fever higher than 100.4 F, vomited more than once, diarrhea, a very frequent cough, persistent pain, or a widespread rash.

We collect updated Student Health Information and Parent Consent for Treatment each new school year during the online enrollment/re-enrollment process. If health information changes, please contact our school nurse.

Students with special medical conditions, severe allergies, or asthma will need a copy of an Asthma Action Plan, Anaphylaxis Action Plan, or other Action Plan on file. The plan must be signed by a physician and returned to school before the first day of class. Please call our nurse to discuss any special medical concerns.

Students are required to have an up-to-date **Georgia Certificate of Immunization** (or exemptions form) on file. Per GA law, during an epidemic or threatened epidemic, we will follow the recommendation of the Department of Public Health or the CDC regarding exclusion of un-immunized students. This is for the protection of the un-immunized students and for the well being of the school and community.

If your child will need any regularly scheduled medication during school hours or on school trips, please call the school nurse to arrange. It is the school's position that there is no reason for a student to have medication in his or her possession 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.

MEDICAL POLICY

All students must have a **Health Information and Consent Form** on file with the school. If a parent cannot be reached in the event of an emergency, this form authorizes the school to act for the parent in the 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.

Students are required to have an up-to-date 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 medication that needs 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 medicine 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 for. Students found to be violating this policy will be subject to disciplinary action.

SEXUAL ABUSE PREVENTION

Frederica Academy prohibits sexual abuse of minors by adults affiliated with the school including all employees, volunteers, and independent contractors. This demonstrates our absolute and unwavering commitment to the physical safety, emotional well-being and mental growth of all of our students. All Employees and Volunteers are responsible to report any suspected or observed abuse to the school counselor, division director and/or

Head of School. All employees have received and consented to follow a Sexual Abuse Prevention Policy. Below are some highlights of this policy to be informed on.

- **Training Requirements:** The purpose of these requirements is to set a minimum level of training for employees and volunteers to insure an understanding of sexual abuse, how to interact appropriately with minors, and how to respond to an incident, report, or suspicion of sexual abuse.

- **Prevention Procedures:** We seek to provide a detailed list of ways to minimize occurrences of sexual abuse.
 - Employees and Volunteers should avoid appearances of impropriety of behaviors associated with inappropriate conduct
 - Personal contact between adults and students must always be nonsexual, appropriate to the circumstances, and unambiguous in meaning. Employees and volunteers should respect boundaries consistent with their role as educators, mentors, and caregivers.
 - Any personal involvement between a staff member and a Frederica Academy student beyond ordinary adult-student social interaction—including any form of dating of currently enrolled students— is strictly prohibited.
 - Children must be supervised at all times while in the school’s care and on school grounds during school operating hours or special events.
 - Transportation- Parent consent will be obtained in advance for all field trips and must consent to allow a volunteer to drive students. Anyone driving a personal vehicle must complete a volunteer application and background check form.
 - Overnight trips- Any volunteer chaperone, coach or employee must receive training on the School’s Sexual Abuse and Molestation policy before accompanying students on an overnight trip.
 - Student Education about preventing and reporting abuse will be provided through the School Counseling Department for each division each year.

- **Reporting abuse and alleged abuse:** All Employees and Volunteers are responsible to report any suspected or observed abuse to the school counselor and/or the division director. All employees and volunteers have been educated on who and how to contact them, and understand that retaliation is prohibited against the person who makes the good faith complaint of sexual abuse. All records with respect to each event shall be kept confidential. However, records will be made available to all agencies and persons/parties with a legal right to know. Students are also encouraged to report abuse or improper interactions with an adult to an adult that they trust who in turn will follow the above reporting rules.

- **Investigation:** The school will promptly undertake a thorough investigation of all allegations of sexual abuse to its fullest extent regardless if an alleged victim or an alleged perpetrator (or both) denies the abuse occurred. Those investigating for the school will preserve the confidentiality of facts and identities as much as practical. Those making a report are expected to maintain appropriate confidentiality as well and to act professionally and discreetly at all times. Retaliation is prohibited against anyone who makes a good faith report.

SCHOOL GUIDANCE

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

CONTACT LIST

- Director – Leigh Toomey, ext. 755
- Registrar – Anita Shelbrack, ext. 736
- Admissions – Helen Rentz , ext. 106
- Athletic Director – Carl Nash, ext. 768
- Middle School Counselor – Rachael Lee, ext. 746
- Honor Council – , Ashley Zimmerman, ext.
- Student Council – Leigh Toomey, ext. 755
- Service Council - Rachael Lee, ext. 746

ACADEMICS

Frederica Academy is on a semester-long numerical grading system. Progress reports are sent to all parents to inform them of the student's grades at mid-semester and more frequently by individual teachers. Please see the grading calendar on the Frederica Academy website for dates and definitions of each grading period and report.

PLANNERS

Each student will receive a Frederica Academy planner. Use of this planner is **mandatory**; no other planner is acceptable. Although assignments are posted on the portal, the planner serves as the primary source for all assignments. Failure to implement the planner policy in this way will result in disciplinary action.

MIDDLE SCHOOL HOMEWORK PHILOSOPHY

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 directed study, tutorials and study halls to complete a portion of assignments.

Faculty will strive to adjust and accommodate homework assignments across departments and divisions as needed. Frederica Academy encourages open communication between students, teachers, and advisors to help each student manage his/her personal workload.

A middle school student who utilizes time during the school day, but is consistently working for more than one and a half hours per night should consult with advisors and teachers.

Frederica Academy understands the rigor demanded of each student. A middle school student will not be required to complete more than four major assessments per five day week and no more than two tests in one day.

Accommodations can be made at the request of student, parent, teacher, or division director.

ACADEMIC HONORS

The Headmaster's List and the Honor Roll are calculated on a semester basis.

- The Headmaster's List recognizes those students having all A's in academic courses
- The Honor Roll recognizes those students having an 85 semester average and no grade below 80 in an academic course

"REACH" HONORS

One student per grade level (6,7,8) per month will be recognized for exemplifying the characteristics of the Frederica Promise: Respect, Enthusiasm, Achievement, Communication, and Honor.

- Administration and teachers can nominate students.
- Students will be recognized during monthly MS Assemblies.

EXAMINATIONS

Exams will be administered at the end of each semester and are “pledged” assignments. Each exam period will last two hours. Sixth and seventh grade exams count 10% of the semester average and eighth grade exams count 15% of the semester average.

Exam dates are established early in the year, and students must plan to be present for each of their examinations. Students are to 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 due to illness may be made up at a later date. Make-up exams may be different from the original exam.

GRADING SYSTEM

Grades are reported by numbers that may be translated as follows:

90 - 100 = A

80 - 89 = B

70 - 79 = C

0 - 69 = F

TUTORIALS

In order to give students the opportunity to have more individualized attention or the time to ask more questions, all teachers are in the classroom from 3:20-3:50 pm on *Monday, Tuesday, Wednesday and Thursday (Friday by arranged appointment)*.

- All students are encouraged to attend tutorial if they so choose.
- Students under academic probation must report to each assigned tutorial.
- Any student under 80% in a class must attend tutorial for that class until released by the classroom teacher.
- For admission to extracurricular activities, a student must obtain a note from the tutorial teacher they met with. The note will have the time of dismissal and the teacher’s signature. Without this note, all students will be considered late for their extracurricular responsibilities.

ACADEMIC PROBATION

At the end of a semester, students who have failed one or more classes or have a cumulative average of below 70 may be placed on academic probation. An academic performance contract will be created defining a detailed plan of study by the MS Administration with the parents and students in question. Probation will also stipulate the withholding of a readmission contract until the terms of the probation are met.

If a student fails a class for the year, he or she will be required to repeat that class in the following year (if possible) or repeat the current grade. This will be at the discretion of the Middle School Director.

STUDENT-TEACHER CONCERNS

Students who have a concern with a particular teacher should address that teacher in a private, mature, and controlled manner. Most student-teacher grievances can be resolved in this method. **Publicly voiced grievances may constitute disrespect and make the student in question subject to disciplinary response.**

PARENT CONFERENCES

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 7:30-8:00am for group meetings OR 3:50-4:15 pm for private conferences. A parent should not 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.

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 MS Counselor or the MS Director.

STUDENT ACCOMMODATIONS

Student accommodations, including extended time, may be given to those students who have submitted psychoeducational evaluations, completed by a testing psychologist, to the Middle School Counselor. Evaluations must be current--no older than three years. Students needing medical accommodations should submit documentation to the Middle School Counselor and the School Nurse.

HONOR CODE

HONOR SYSTEM

The Frederica Academy Honor Code is quite simple and states:

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

- The Honor Code governs student 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 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 student Honor Council. For specific details concerning Middle School Honor Council procedure go to the Frederica Academy website.

HONOR VIOLATION PROCEDURES

- Any student or faculty member who is suspicious of an honor code violation should alert the Honor Council Advisor. Ideally, students should encourage violators to see an Honor Council Advisor or another faculty member in person.
- When the Honor Council Advisors are aware of a possible infraction, they will investigate the issue and discuss it with the student in question. If a violation has occurred and it is a first violation, the Advisors will usually issue an Official Warning.

With an official warning, the student has a conference with the Honor Council Advisors, parents are contacted, students write a reflection, and documentation of the violation is placed in the student's Middle School file. **In all cases, a student can request a faculty advocate for Honor Council investigations.**

For more than one violation during the Middle School career, the following actions will be taken:

- The Honor Council Advisors will meet to discuss the case. The Honor Council will make a recommendation for further action to the Middle School Director and the Head of 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, CD-ROM or other commercial 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 from CD-ROM, 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 more a part of our daily educational experiences, the concept of plagiarism becomes more blurred than before. Our teachers cannot detail all situations concerning YouTube, music, film, websites, etc. but we can teach and encourage that all students ask if they are unsure about how to use or cite the media in our classrooms. In general, the standard remains that a student should never pass off someone else's work as their own. However, the best way to avoid any problems is to complete the assignment early and ask the instructor if you are citing a source correctly.

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. 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
- Religious holidays
- Court dates
- Family emergencies
- 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 Front Office.

ABSENCE REQUESTS

The following procedure must be followed for absences to be approved:

- Written request submitted to the attendance office at least three calendar days prior to the requested date of absence
- Upon receiving the request, the student will be given a Parental Request for Student Absence Form to be signed by all teachers and the Middle School Director.
- Students missing for sports or extracurricular are responsible for completing the Student Absence Form. Each class missed requires a signature from the teacher. All tests and quizzes must be scheduled prior to departure or a zero will be earned.
- Forms must be turned in to the Upper School Receptionist before departure.
- Please note: Absences on the day before or after a school holiday will be unexcused

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
- Students leaving campus for illness must first see the nurse

Students returning to school must sign in with attendance before returning to class.

LEAVING CLASSROOMS

Leaving classrooms during the class period requires a Teacher's or Administrator's approval:

- Students **must have** their student planner signed by Teacher or Administrator
- Students **must carry** their student planner at all times when they are out of the classroom.
- Three (3) or more unexcused (unsigned planners) during a semester will result in detention.
- Excessive tardies back to class will result disciplinary actions (See Tardiness Section).

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.

- Students who are tardy to school five (5) or more times in a semester or tardy to class three (3) or more times in a semester, will serve a detention.
- 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 Middle School Director.

Students must be at school by 9:00am to be counted present and eligible to participate (on that day) in any extracurricular activities, including athletics.

MAKE-UP WORK

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

- For an absence of one day: The work must be made up on the day the student returns.
- For absences of many days: The student should be in touch with teachers through email 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 receive a 0 or the maximum of a 70 on the assessment.

EXCESSIVE ABSENCES OR TARDIES

A student who is absent five (5) days or more of a semester, or has five (5) or more reports of tardy in a semester, will be flagged, and the MS Administration will follow up. Responses will vary based on the situation and could include discipline, counseling, removal of privileges, and/ or a review of the contract for next semester or year.

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

DISCIPLINE

DISCIPLINARY PROCESS

After-School Detention

These detentions will take place after school from 3:50-4:30 pm. Parents will be informed by the MS Administrator via phone or email of the infraction. Detention may consist of clean-up duty, writing and reflection, or community service. All students will report to the Middle School Director to complete their detention. A Middle School student may only serve **three (3) after school detentions per semester**. All subsequent detentions will result in Friday or Saturday detentions, as determined by the Middle School Administration.

Examples of After-School Detention violations:

1. Violations of discipline code
2. Five (5) tardies to school or three (3) tardies to 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 Detention

Students may receive a Friday detention from any Faculty/Staff member. An email detailing the infraction will be sent on Tuesday to parents, the student, and the advisor. A student may serve a maximum of **three (3) Friday detentions per semester** before moving to the next level of consequence. All subsequent detentions will be Saturday detentions, as determined by the Middle School Administration. Friday detention will be served from 3:20-4:15 pm. 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. A total of ten (10) tardies to school or six (6) tardies to class
3. Gross disrespect of school rules
4. Cell phone use during academic times (2nd occurrence)

Saturday Detention

Saturday detentions will be held from 8:30-10:30am every Saturday needed. Students and parents will follow detention with a conference attended by either the MS Director. If a student accumulates more than **three (3) Friday detentions**, then all detentions will be served on Saturday for the rest of the semester.

Examples of Saturday detention violations:

1. A total of fifteen (15) tardies to school
2. Honor Code violations
3. Harassment of any kind
4. Leaving campus without permission (2nd occurrence)

In-School or Out-of-School Suspensions

Suspensions will be served at the recommendations of the MS Administration. Appeals can be made to the Head of School.

Any Subsequent Offenses

Possible dismissal from school will 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 that 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 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 MS Administration can place any student on disciplinary probation for a set period of time. This probationary period is created to remove the temptation to repeat any recurring discipline problems for a student. At the end of the probationary period, the MS Administration will meet to determine and recommend whether the probationary period should continue.

Removal of Privileges

Any MS privileges can be removed at any time based on the actions of a student. Membership on sports teams can also be removed at the discretion of the MS 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 MS Administration.

SUBSTANCE ABUSE POLICY

Alcohol and drug use, including tobacco, and the abuse of other substances is inappropriate and unacceptable because it is illegal, it is a threat to student health, it diminishes student productivity, and the subculture surrounding its use is damaging to the principles of trust and honesty, which are the cornerstones of our community. Our goal is for the school to partner with families to ensure that our students experience a substance-free education - free from tobacco, alcohol and illegal drugs including abused prescription drugs or other substances. We believe it is fitting of our mission to assist students and families who seek help, while at the same time establish clear boundaries to those who are unwilling or unable to adhere to 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, vaping paraphernalia, 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, alcohol, illegal drugs, drug and vaping 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 GUIDELINE

First Offense

Probable Consequences:

- Temporary Separation from school.
- 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 special projects 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
 - 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 the school counselor, and/or other supportive measures.

CELL PHONE POLICY

Cell phones are to be in a student’s locker or book bag and turned off. There are no exceptions, including Directed Study. Middle School students may use cell phones by permission only. These are not to be a distraction from the academic day.

- If a student is found using a cell phone during the academic day, the first violation will receive an after school detention and confiscation of the phone by the MS Director for **24 hours**.
- The second violation will warrant confiscation of the cell phone for **three (3) school days**. It will stay in the MS Director’s office during that time.
- If there is a third violation, the student will not be allowed to bring a cell phone on the campus for the rest of the semester.

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

MIDDLE SCHOOL DRESS CODE

GIRLS: (Lands End)

- Skirt: (Gray, navy or khaki)
 - Must be no more than 3 inches above the knee cap
- Skort: (Gray, navy, or khaki)
 - Must be a minimum of 5" inseam.
- Shorts: (Gray, navy, khaki, or white chino style NO DENIM)
 - Must be a minimum of 5" inseam (not from Lands End is acceptable)
- Pants: (Gray, navy, khaki, or white chino style NO DENIM)
 - Not from Lands End is acceptable
- Shirts:
 - white oxford (short /long sleeve)
 - knit polo (short /long sleeve)
 - Colors: Navy, green, white, cobalt blue, or pink.
 - Short sleeve active polo (navy, green, white, or cobalt blue)

BOYS: (Lands End)

- Short sleeve active polo (navy, green, white, and cobalt blue)
- Short or long sleeve Knit polo (navy, green, white, cobalt blue, or pink)
- Short or long sleeve white oxford
- Pants/Shorts: Navy or khaki pants or shorts (not from Lands End is acceptable)

OUTERWEAR: (Lands End)

- Vests, Sweaters, Fleece Jackets, and Halfzips: (Navy or Green)

ADDITIONAL INFORMATION:

****Frederica Academy Sweatshirts may be worn on SPIRIT DAYS ONLY****

****FA Game Day Uniform Shirts may only be worn on FA HOME GAME DAYS ONLY****

****HOODIES** are strictly prohibited at all times due to safety reasons****

****Clothing must have the MS logo on shirts and outerwear****

****Only Lands End outerwear (with logo) may be worn inside the classrooms****

****Frederica Academy T-shirts are acceptable on SPIRIT DAYS ONLY****

****Shoes are worn at all times****

****No body piercings or visible tattoos****

The MS administration reserves the right to resolve any questions regarding the dress and appearance of the student.

DISREPUTE

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

Website blogs, photographs or other internet postings by students on social or other websites that are 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.

HARASSMENT POLICY

Frederica Academy expects all students to show respect for one another. Accordingly, the school will not tolerate harassment in any form, whether it be on the basis of race, sex, religion, national origin, physical appearance, sexual orientation, gender identity, disability or otherwise.

Sexual harassment in any form is **specifically forbidden**. This policy prohibits conduct intended to harm, offend or ostracize others (adults and students, alike):

- Sexual harassment is unwelcome verbal or physical behavior or conduct of a sexual nature that includes, but is not confined to, the following: touching, grabbing, pinching, sexual advances or innuendoes, requests for sexual favors, intimidation with sexual implications, use of sexual names or allusions, sexual jokes, display of pornographic material or any other demeaning behavior with a sexual basis.
- Verbal harassment includes, but is not confined to, the following: threats, obscenities, insults of a personal nature, or insulting or abusive language based on race, sex, religion, national origin, physical appearance, sexual orientation, gender identity, or disability.
- Physical harassment includes, but is not confined to, hitting, punching, kicking, slapping, spitting or other aggressive contact.
- Any student who believes that s/he has been the target of harassment, or any observer who believes that harassment has occurred, should immediately report the incident to the Middle School Director or Head of School. The Administration will investigate the incident reported. The nature and extent of the investigation will depend upon the particular circumstances of the incident, but may include interviews with the complainant, the alleged harasser and any witnesses. The Administration, in consultation with the complainant, will notify the parents of the student(s) involved.

- Students accused of or involved in harassment are expressly forbidden from retaliating either directly or indirectly against the person who brought the complaint.
- If it is determined, following the investigation, that a violation of this policy has occurred, disciplinary action may result. The type of discipline will depend upon the seriousness of the incident, the frequency of occurrence and the disciplinary history of the alleged harasser. Possible school responses include, but are not limited to, discussion, mediation, counseling, suspension, and expulsion.

STUDENT LIFE

ATHLETICS

For eligibility and other athletic requirements, please see the Athletic Handbook and the GISA website. In the Middle School, athletic eligibility is at the discretion of the MS/US Director and the Athletic Director.

TRIP POLICIES

- All drivers are required to have proof of valid driver's licenses, submit to a background check 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 Office 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 trips.
- 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.
- 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.
- No student may drive on a school-sponsored trip.

MS HANDBOOK CONTRACT

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

1. General policies and procedures
2. Academic policies and procedures
3. Student responsibilities
4. Major school rules
5. The honor system
6. Harassment policy
7. Substance abuse policy
8. Technology use policies
9. Consequences for infractions of school rules

Student's name (please print) _____

Student's signature _____ Grade _____

Parent's signature _____ Date _____

Please return to your Advisor or the Middle School Administrator's Office by the end of the second full day of school.