

Frederica Academy

Upper School

Student and Parent Handbook

2020-2021



Upper School Motto

"To whom much is given, much is expected."

Table of Contents

General Information

Mission Statement.....	3
Philosophy.....	3
Upper School Administration & School Council Contact List.....	3

Upper School COVID-19 Policies.....4

Upper School Code of Conduct

Honor Code.....	7
Honor Violation Procedures.....	7
Plagiarism Policy.....	8
Social Consideration Policy.....	9
Sexual Abuse, Misconducting, and Reporting.....	12
Discipline.....	12
Substance Abuse Policy.....	12
Cell Phone Policy.....	14
Lockers.....	14
Dress Code.....	15

School Safety Procedures

Campus Security.....	17
Parking.....	17
Emergency School Closing Plan.....	18
Crisis Management.....	18
Internet Access.....	18
Medical Policy.....	18

Academics

Graduation Requirements.....	20
Dropping and Adding Courses.....	21
Examinations.....	21
Exam Exemptions.....	21
Grading Scale and Transcripts.....	22
Transcript Requests.....	22

Class Rank and Honors Graduates....	22
Academic Honors.....	23
Academic Probation.....	23
Homework Policy.....	23
Online Courses.....	24
Dual Enrollment.....	24

Academic Support

Tutorial.....	26
Student Accommodations.....	26
Nash Academic Center.....	26
School Counseling and College Placement.....	26

Communication

Student-Teacher Communication.....	27
Parent Conferences.....	28

Attendance

Excused Absences.....	29
Pre-Approved Absence Requests.....	29
Leaving Campus.....	29
Tardiness.....	30
Make Up Work.....	30
Excessive Absences or Tardies.....	30

Student Life

Athletics.....	32
Extracurricular Clubs.....	32
Trip Policies.....	32

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 Southern Association of Colleges and Schools (SACS), 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.

Upper School Administration and School Council Contact List

- Upper School Director - Michael Temple, ext. 185
- Upper School Administrative Assistant - Ashley Lavalley, ext. 187
- Assist. Head of US, US Counselor, Director of College Placement - Laura Nevins, ext. 186
- Registrar- Anita Shelbrack ext. 736
- Admissions Director - Helen Rentz, ext. 756
- Fine Arts Director - Tess Nielsen, ext. 765
- Athletic Director- Carl Nash, ext. 768
- Honor Council- Julie Boatright, ext. 180, Maria Gallagher, ext. 150
- Student Council- Steve Jobe, ext. 763
- Service Council- Dani DiCenzo ext. 177
- School Nurse- Nikki Pope, ext. 492

Upper School COVID-19 Policies

The following policies have been put in place for the health and safety of all students during the 2020-2021 school year.

Face Masks

- **All teachers and students are required to wear masks indoors, including inside classrooms and in hallways.**
- Students are permitted to remove their masks when outdoors and spaced 6 feet apart.
- Students are responsible for providing their own masks and should arrive on campus each morning wearing them.

Approved Face Masks:

1. Disposable and cloth reusable masks. Face coverings attached behind the ears and head as well as tubular masks (e.g. neck gaiters).
2. Solid color masks and masks with print, stripe, or geometric patterns. Examples of print patterns are floral, plaid, paisley, polka dot, etc.
3. Masks with the FA and collegiate logos.

Masks with other branding, graphics, text, or logos are **NOT** permitted.

Cloth masks should be frequently washed.

Upper School Arrival

- All students will be screened for COVID symptoms daily beginning at 7:45 A.M.
 - Entry into the building before 7:45 A.M. is prohibited.
- It is recommended that students plan to arrive at school between 7:45 A.M. and 8:00 A.M., as to allow time for the screening process and the collection of belongings in lockers
- **Non-driving students MUST be dropped off in the traffic circle behind Corn Hall.**
 - No exceptions will be made.
 - Faculty members will be screening students prior to entering the building.
 - Students must wear a mask during the screening process.
 - Drivers should remain in their cars until the student has been fully screened and cleared for building entry.
- **All student drivers MUST access Corn Hall through the front doors.**
 - Faculty members will be screening students under the Sea Island Tent.
 - Students must wear a mask during the screening process.
- Upper School students whose classes begin in the following buildings **MUST** be screened at a Corn Hall entrance prior to reporting to their first period class:
 - Fleming Hall (Middle School Long Hall)
 - Ralston Fine Arts Center
 - Murray Field House (Weight Room)
- Once students are screened and admitted into Corn Hall, they **should proceed to their locker to gather their belongings and then go directly to their first period class.**

- Students are NOT permitted to gather in groups in the hallways or in the Nash Academic Center prior to their first period class.

Corn Hall Building Protocol

- Students and faculty may only use stairs appropriately labeled in the direction they are traveling in.
 - Access to the 2nd floor of Corn Hall is restricted to the stairs on the parking lot side of the building.
 - Access to the 1st floor of Corn Hall from the 2nd floor is restricted to the gym side of the building.
- **Students ENTERING Corn Hall after the morning check-in period MUST enter through the front doors of the building.**
 - This includes students entering the building at any point during the school day.
 - The side doors of Corn Hall may NOT be used for building entry!
- Corn Hall's side door facing the gym may only be used for EXITING the building.
- **Dismissal from classes will be staggered during the school day to minimize traffic.**
 - **2nd floor classrooms will be dismissed at the bell.**
 - **1st floor classrooms will be dismissed 3 minutes after the bell rings.**
- Students are encouraged to use their bookbags and pack for 2 classes at a time, as to avoid clustering in the hallways.

Upper School Advisory, Assembly, and Break

- Upper School Advisory will meet every **MONDAY** at 10:00 A.M.
 - ALL students should report to their assigned Advisory during this time.
- Student Council will be hosting assemblies virtually every **WEDNESDAY** at 10:00 A.M.
 - Students are to report to their assigned Advisory during this time.
- There will be designated grade level locations for **BREAK** each day.
 - Students will be able to purchase **pre-packaged snacks and drinks**.
- Students are encouraged to go outside during break- masks may be removed outside as long as social distancing protocols are observed.

Upper School Lunch

- **No Food will be allowed in Corn Hall unless directed by a faculty member during lunch**
- **Students will NOT be permitted to eat in Hamilton Hall**
 - Grade Levels will be assigned to outdoor eating areas.
 - If the weather prevents outdoor dining, then students will return to their Advisories or tented areas for lunch.
- Lunch Period Release Schedule for Hamilton Hall Purchases:
 - **12th graders** may proceed directly to Hamilton Hall when the lunch bell rings
 - **11th graders** will be released for lunch at 1:10 P.M.
 - **9th and 10th graders** will be released for lunch at 1:15 P.M.
- A maximum of 15 students are permitted in the Hamilton Hall lunch line at a time.

- Students must wait outside Hamilton Hall in order to be allowed in the lunchroom for purchases- there will be a faculty member monitoring the line.
 - **Masks will be worn while students are in line for access to Hamilton Hall.**
- **Lunch Clean Up by Advisory** is still in effect. The Advisory assigned to Lunch Clean Up will perform a sweep of all lunch areas in order to help leave our campus cleaner than we found it.

Please refer to the 2020-2021 COVID-19 Reopening Plan for additional school-wide information.

Upper School Code of Conduct

Honor Code

“A Frederica Academy student will not lie, cheat or steal, nor 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 tests, quizzes, homework, papers, projects, 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” any items 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 will require a student to write this pledge or include it on an assignment. Those 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 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 Director.

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 honor council members and the faculty advisors may decide to convey a warning to the involved student. The warning will not appear on a student's record. However, if a second Honor Code violation occurs, both violations will be
 1. reported on student's permanent record and
 2. reported and considered by the Honor Council, and further consequences will result.
- The student may arrange for a faculty or staff member to act as an advocate during the hearing.
- If a student has violated the Honor Code, this violation and any subsequent violations will remain with the Student's record throughout their enrollment at Frederica Academy.
- At the end of the appearance before the Honor Council, the Upper School Director will be informed of the council's findings. The student will then meet with the Upper School Director who will inform the student of 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.

Additionally, 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 has become 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.

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.

Categories of Aggression:

- *Physical Aggression*- causing harm through damage or threat of damage to another's physical well-being.
- *Verbal Aggression*- obvious and/or hidden verbal acts of aggression toward another, such as threats, putdowns and name calling.
- *Relational Aggression*- 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.

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, social isolation and/or manipulation, violent threats, hazing, discrimination, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications ("cyber-bullying"), anonymous notes, sexual harassment, etc.

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

- Incidents of social aggressive behaviors shall be investigated by the teacher, Upper School Director or School Counselor.
- Students (Target or Bystander) are expected to immediately report incidents of social aggression to a trusted adult (teacher, advisor, division director, 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.
- The Upper School 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*)

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:

- 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 Upper School 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.

Procedures

The following actions will be taken when the Upper School Director receives a report of social aggression:

1. *Investigate* upon receipt of a report of social aggression. An immediate investigation involving appropriate personnel will begin. 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.
4. The school will clearly communicate to all parties that retaliation following a report of social aggression is strictly prohibited and may result in strong disciplinary action.
5. *Follow Up* is important to the aggressor, target and By-stander, if applicable.

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.

Sexual Abuse, Misconducting, and Reporting

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school employee is urged to make an oral report of the act to the counselor or administration. Reports of acts of sexual misconduct against a student by a teacher, administrator shall be investigated immediately by school personnel.

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 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

These detentions will take place on 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 Upper School office to complete their detention.

Examples of After School detention violations:

1. 5 tardies to school or classes
2. Code of Conduct and Dress Code violations
3. Disruption of classes
4. Failure to sign in and out when leaving and returning to school
5. Failure to attend class with a charged Chromebook or calculator

Friday Detentions

An email detailing the infraction will be sent to parents, the student and the advisor. A student may serve a maximum of 3 Friday detentions per semester before moving to the next level of consequence. All subsequent detentions will be Saturday detentions, as determined by the Upper School Administration. Friday detention 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
2. 10 tardies to school or class
3. Gross disrespect of school rules
4. Repeated violation of Code of Conduct and Dress Code
5. Being asked to leave class

Saturday Detentions

Saturday detentions will be held from 8:30-10:30am. Advance email notification and a parent conference call will precede detention. If a student accumulates more than 3 Friday detentions, then all detentions will be served on Saturday for the rest of the semester.

Examples of Saturday detention violations:

1. Violations repeated after serving a Friday detention
2. Creating a class disturbance
3. 15 tardies to school or class (includes a probable suspension from all extracurricular programs)
4. Harassment of any kind

Suspension for a specific amount of days may be administered at the discretion of the Upper School Director when detentions are exhausted or deemed inadequate.

Expulsion may result when a student's conduct warrants departure from the normal protocol. The Head of School reserves the right to accelerate the procedure or supersede a level in the process when such action is necessary. Georgia state law requires the school to send a letter along with the transcript acknowledging the expulsion.

Disciplinary probation may be determined by the Upper School Director. Students will sign a written contract detailing future behaviors and school enrollment.

Removal from leadership may occur and well as loss of privileges. Membership on athletic teams can also be removed at the discretion of the US Director and 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, vaping, tobacco and the abuse of drugs is illegal and a threat to student health. In recognition of the fact that use and/or abuse of mind-altering substances reduces an individual's potential for learning and success, Frederica Academy has established the following

guidelines. It is our belief that enforcement of this policy will serve as a deterrent, while also creating an opportunity for treatment and restoration into the school community.

To insure fair implementation of this policy, FA has the right to search lockers and personal belongings. When appropriate the Head of School may require a test including breath, blood, saliva or urine. These tests will be conducted at school or at an appropriate medical facility off campus. Cost for the off campus test will be the responsibility of the parent.

Should a student be found in possession of or using illegal substances the following consequences will be considered:

- Temporary separation from school for the day or more
- Placement in confidential school designed therapeutic program which may include required counseling, signing a no use contract and random drug testing
- Loss of formal school leadership positions including athletic team captains
- Additional consequences may be taken by Head of School
- Research paper and community service
- Removal from school related extracurricular activities, including athletics

In egregious cases where students are a danger to themselves and others dismissal or expulsion may result. Examples would be, distribution or sale of illegal drugs or illegally used prescriptions, DUI, arrest by law enforcement or other public discredit to the school.

Students and families who **voluntarily reveal** a struggle with health issues will not be subjected to the school's disciplinary process, provided the disclosure is not an attempt to preempt the discipline process. When the health issue requires intensive therapy, a medical leave of absence may be necessary. The student will remain in good standing with the school and eligible for return. The return to school will be coordinated with the school counselor who will establish a specific program with support for successful re-entry.

Cell Phone Policy

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. Students who fail to respect these principles could have their cell phone privilege removed and be required to check their phones into the Upper School Director's office daily.

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

Lockers

All students are assigned lockers in Corn Hall. These lockers are the property of the school and

may be searched at any time. Students are expected to keep lockers neat and free from trash, especially foods that could attract insects and rodents. Lockers will be emptied and cleaned during semester breaks.

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:

- Dresses, shorts, and skirts should extend beyond the fingertips of a fully extended arm, and must be appropriate when standing, sitting, stooping, and bending with or without tights, leotards, spandex, etc.
- Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn
- Undergarments should not be seen through clothing
- All shirts must have a 1-inch strap (no spaghetti straps or strapless tops)
- Leggings and tights may be worn if skirts, dresses, shorts, sweaters, or other clothing worn over them are of proper length
- Workout clothes, including yoga pants, are never appropriate in an academic environment

Boys:

- Collared shirts and properly fitting belted pants
- Clean shaven, hair groomed
- No visible piercings

All students:

- Headphones, air pods, and earbuds are not permitted during classes and in the hallways
- Frederica Academy T-shirts are acceptable on Spirit Days only
- No body piercing or visible tattoos
- Shoes should be worn at all times- slides are not acceptable footwear at school
- Excessively tight, oversized, sheer, or revealing clothing may not be worn
- Jean cut-offs, frayed, worn-out, or tattered clothing, even if part of the item's design are prohibited
- Sweatpants and warm-up suits are only permitted 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
- Hats of any kind, including hooded sweatshirts, may not be worn in buildings
- Hair may not be extreme in style or color

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 are preannounced and honor important events.
- Dress Down Days are designated by the Student Council and US Administration.

Students deliberately not following these guidelines will be asked to leave and return when appropriately clothed.

School Safety Procedures

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.

Campus Security

Campus safety is a priority at Frederica Academy. Currently two uniformed full time security personnel patrol the campus during the school day and during extracurricular activities.

All buildings on the campus are locked during the school day.

Parents and visitors are required to enter through appropriate school office and sign in with a receptionist. **NO EXCEPTIONS.**

Cooperation and compliance is necessary to ensure the safety of all. Parents are asked to leave packages, forgotten books, computers and lunch boxes at the Upper School office. FA staff will deliver them to the students. Students arriving late or leaving early must check in/out through the Upper School office.

Parking

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

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. All numbers will correspond to their parking spot.
- **Underclassmen** will park in the Corn Hall parking lot using any space not numbered
- Overflow parking is available in the gravel parking lot beside the middle school.

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

Emergency School Closing Plan

Parents need to be sure all contact information is current in the event of an emergency closing. Emails, texts and phone calls through our FACTS system will keep parents informed of any emergency situation. Do not call the school as all lines need to be open for emergency responders.

- **Hurricane:** Typically Hurricane warnings will be forecast in ample time for school closing to be announced before students and staff depart for school. The FA website will post these closures along with local radio and TV stations. After school hours, a voice recording will give updates and details. Look specifically for FA announcements as it may vary from other schools in the county.
- **Tornado:** All students and staff have practiced drills and know to move immediately to an interior area of the building and crouch and take cover.
- **Fire:** Students and staff will follow practiced procedure and go immediately to the football field where classes can be quickly assembled and attendance taken. Personnel will notify fire and police.
- **Bomb Threat:** All students and staff will immediately evacuate the buildings and proceed to a safe designated area.
- **Intruder:** The School Crisis Plan will immediately lock down the campus, notify the police and secure all classrooms.

Crisis Management

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.

Internet Access

Frederica Academy is a one-to-one Chromebook school. Each student purchases their own Chromebook and is responsible for keeping it charged and ready for classwork.

Students must sign an Internet Acceptable Use Policy and return it to the school to be filed. Once these forms are returned students are issued a password to gain access. Students are not to share passwords or log in using another student's information.

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. When it is necessary to call an ambulance the cost is the responsibility of the parent.

All students are required to have a current Georgia Certificate of Immunization on file with the school nurse. A Prescription Medication Form must also be filed and all prescriptions are kept in the nurse's office. Possession of a prescription drug, without a valid prescription on file, will result in disciplinary response from the school.

Academics

Graduation Requirements

	<i>9th Grade</i>	<i>10th Grade</i>	<i>11th Grade</i>	<i>12th Grade</i>
English 4 Credits	World Literature I	World Literature II (Honors option available)	American Literature or AP English Language	Semester English Electives or AP English Literature
Math 4 Credits	Algebra I or Geometry (Honors options available)	Geometry or Algebra II (Honors options available)	Algebra II or Honors Pre-Calculus	Pre-Calculus, Calculus, AP Calculus AB, or AP Calculus BC
Science 4 credits	Biology (Honors option available)	Chemistry (Honors option available)	Physics, AP Biology, or AP Chemistry	AP Physics I, AP Biology, AP Chemistry, or Semester Science Electives
Social Sciences 4 credits	World History I	Global Civilizations & Beliefs/Global History & Cultures or AP World History	US History or AP US History	Social Science Electives
World Language 3 credits	Latin I, Honors Latin II, Spanish I, or Honors Spanish II	Latin II, Honors Latin III, Spanish II, or Honors Spanish III	Latin III, Honors Latin IV, Spanish III, or Honors Spanish IV	Honors Latin IV, Honors Spanish IV, or AP Spanish Language

Required Electives: Health (0.5 credit), Fine Art (1 credit)

All academic and non-academic electives are listed in the **Upper School course catalog**.

Graduation requires a minimum of 22 credits in the subject areas outlined above.

A normal course load for a semester is five academic courses and one elective. Variations must have approval of the Upper School Administration. Seniors enrolled in three or more AP classes are permitted to have two study periods.

For details regarding Advanced Placement (AP) and Honors course registration requirements, please see the Upper School Course Description Catalog. Students will meet with Upper School Administration each spring to select courses for the following school year.

Students who elect to take courses not recommended by the Upper School Administration must confer with Administration and have a parent provide parental consent in writing.

All students enrolled in AP courses are required to take College Board AP Exams. Failure to sit for a College Board AP Exam will result in the removal of AP designation on a Frederica Academy transcript.

Students who elect to enroll in Honors courses will not be permitted to drop of the Honors section of the course, as per **the Honors Enrollment Contract** signed after the first 4.5 weeks of school.

Frederica Academy is on a semester numerical grading system. Parents, advisors and students will receive a weekly detailed grade report each Sunday afternoon.

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 Director.

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 Director.

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.

Examinations

Exams in the Upper School will be two hours in length and count as 15% of the course grade for academic classes and 20% for AP classes. Exams dates are established early in the year, and students must plan to be present for each of their examinations. Failure to take an exam will result in a zero exam grade.

Exam Exemptions

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.

Grading Scale and Transcripts

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

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

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. All grades published on the transcript are reported as unweighted.

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 World Language courses taken in Middle School will be on the transcript, but are not included in the Upper School numeric or grade point averages.

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. 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 retake the final exam if they were passing the class before the exam. A retake must be submitted within two weeks of the initial exam. A student who needs to make up a course should follow a plan created by the Upper School Administration.

Transcript Requests

Requests for high school transcripts should be requested via the **Online Transcript Request Form** on the Registrar's website. Please allow three days for processing.

The College Counseling Office submits all official transcripts to colleges via SCOIR.

Class Rank and Honors 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. *Grades for non-academic electives are not included in calculating any averages.*

To graduate with honors, a student must have a cumulative 4-year average of 90 or above in academic classes. 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 with no weighted grades below 80.

Academic Probation

Academic probation occurs when a student has failed one or more classes and/or has a cumulative GPA below 2.0. The student and parents will sign an academic probation contract and readmission for the following year will be withheld until the terms of probation are met. Students on academic probation may be assigned after school tutorial.

- 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.

Homework Policy

Homework reinforces concepts and introduces material to be used in class. All students have a study period and may attend tutorial to support homework assignments. Teachers routinely post homework assignments in advance on FACTS, allowing students the opportunity to

manage their workload. Should a student find themselves spending unusually long periods of time completing assignments they should talk directly to their teacher. As a college preparatory school, out of class assignments are a necessary part of learning time management, independent thinking and organizational skills for success.

Frederica Academy understands the academic demands that are placed upon each student. An Upper 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. **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 encourages open communication between students, teachers, and advisors to help each student manage his or her personal workload. 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 as needed.

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.

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 Upper School Director 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 either English or Math.

Letter grades provided by the College of Coastal Georgia's Registrar will be entered onto Frederica Academy transcripts. Letter grades will be calculated into a student's Cumulative GPA using Frederica Academy's grading scale. Students will not receive a numeric grade for dual enrollment courses. Therefore, dual enrollment grades will impact a student's cumulative GPA but will not impact a student's cumulative numeric average. A 0.5 weight will be given to all dual enrollment grades.

Academic Support

Tutorial

Tutorial is every Monday - Thursday from 3:20-3:50pm in the teacher's classrooms.

We believe that the teacher who teaches the course of study is the person best equipped to provide extra assistance. Students are encouraged to attend after school tutorial before hiring outside help. Should outside tutoring be necessary it should be viewed as a temporary measure, not a substitute for appropriate course placement or student effort. It is vital that the students' subject teacher be notified when outside tutorial help is occurring. *Frederica Academy teachers may not be hired as tutors.*

Student Accommodations

A psychoeducational evaluation completed by a testing psychologist is required to receive academic accommodations in the Upper School. Reports must be current (three years or less). Please contact the Upper School Director for detailed information. Students needing medical accommodations should submit documentation to the Upper School Counselor and the School Nurse.

Upper School students who receive accommodations may also apply for accommodations through the College Board and ACT for standardized testing accommodations. 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.

Nash Academic Center

The Nash Academic Center provides a quiet place for study, test administration and collaboration on projects. Ninth graders are assigned to the center in the 1st semester. Students are required to sign in and remain in the center the entire period. Other students may be assigned to the center when there is a concern regarding academic performance. Rules of the Center are clearly posted and students are expected to follow them.

School Counseling and College Placement

Guidance and counseling are organized around the belief that the ninth through twelfth grade experience is a developmental process which helps students set and meet academic, extracurricular, social, and personal goals. As a college preparatory school, much of the advising in the Upper School takes place within the context of understanding the requirements for college admission.

Please refer to the **College Counseling Handbook** for a comprehensive college planning guide.

Communication

Students are expected to check their Frederica Academy email daily and read all Upper School announcements sent via email. Upper School Administration and teachers will use email to communicate pertinent information.

It is essential that students monitor their email and reply in a timely manner.

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 Upper 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 FACTS, email, and personal contact.

Academic Performance and Effort:

- delinquent assignments and assessments
- failed or lower-than-expected assessments
- excessive absences and tardies
- 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, the parents should contact the teacher by email, and when necessary, schedule a phone call or conference. If there is no resolution, the Upper School Director can be contacted.

Upper School 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. Weekly Advisory Meetings are scheduled. 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 each day.

Parent Conferences

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

Parents are encouraged to schedule conferences with teachers to discuss their child's academic or behavioral performance in the classroom. 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.

Attendance

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

- School-wide Illness
- Doctor, Dentist, Orthodontist *appointments (please bring note after each visit to verify Excused Absence)*
- 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 requested date of absence. Deliberate violation of this policy will 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 and out at the Upper School Office.

Pre-Approved Absence Requests

The following procedure must be followed for absences:

- A **Student Absence Form** should be signed by all teachers and returned to Upper School office at least three calendar days prior to requested date of absence.
- 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 in all cases, unless approved by the Upper School Director.

Leaving Campus

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

- Parent personally signing student out

- Prearranged signed note or email from parent
- Authorization of 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 five or more times in a semester will serve an after-school 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 US Director.

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.
- Students missing school for sports or extracurricular activities are responsible for communicating with their teachers in advance.
 - All tests and quizzes must be scheduled or taken prior to departure, or by prior arrangement with the teacher.
- 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
- Removal of privileges and/or from extracurricular programs

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

Student Life

Athletics

For eligibility and other athletic requirements, please see the Frederica Academy Athletic Handbook.

Extracurricular Clubs

Students are encouraged to participate in and lead clubs in the Upper School. Each club must have a faculty advisor and be registered as a club by the Upper School Administration. The club's advisor should be present at all meetings. All club meetings should be on campus, unless approved by the Upper School Administration.

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.**
- 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
- Students may not drive a school-owned vehicle