

**Frederica Academy
Middle School
Student and Parent Handbook**

2021-2022

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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 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/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

CONTACT LIST:

- Middle School Director – Leigh Toomey, ext. 755
- Assistant Middle School Director, Middle School Counselor – Rachael Lee, ext. 746
- Athletic Director – Carl Nash, ext. 768
- Honor Council – Ashley Zimmerman, ext. 731
- Attendance Coordinator - Catherine Holt, ext. 111

COVID-19 POLICIES

The following policies have been put in place for the health and safety of all students during the 2021-2022 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.
- 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.

REACH

We strive to affirm our students and help them REACH for greatness. We have all made a promise, The Frederica Promise, to: RESPECT others, ourselves and our property; show ENTHUSIASM for learning; work on ACHIEVEMENT, to do our very best; make COMMUNICATION a priority; and uphold the HONOR code, even when no one is looking!

Middle School students will have an opportunity to be honored as our REACH Student of the Month (one from each grade monthly). This elite award is given to those students who consistently uphold The Frederica Promise and is voted on by administration and faculty.

REACH PROMISE

RESPECT:

Students promise to respect their teachers, peers, school property and themselves. They understand that their teachers, along with their families, hold the key to their future. They promise to always treat their teachers with the special respect they deserve, and promise to treat their peers the way that they wish to be treated, with respect and dignity. They promise to respect school property and to help keep it clean.

ENTHUSIASM:

Students promise to approach learning with enthusiasm and a strong work ethic. They will always strive to do their best and to approach learning with a positive attitude. They understand that their enthusiasm, work ethic, and attitude are contagious, and they will always try to be a good example for others.

ACHIEVEMENT:

Students promise to aim for achievement in every subject by producing quality work consistently. They will complete their homework nightly and will be prepared for class every day. They understand that their parents and teachers are here to help, and will ask for help when they need it.

COMMUNICATION:

Students promise to demonstrate and practice good communication skills with their peers, teachers, and parents by reading their teachers communications (either electronically or otherwise), talking with their parents daily about school activities and lessons, and communicating with parents, teachers, and peers when they have a problem that they cannot solve. They will strive to be proactive in the partnership between students and teachers, and will be a self-advocate and plan ahead for absences.

HONOR:

Students promise to always demonstrate good citizenship and to follow the Honor Code, which states that Frederica Academy students will not lie, cheat or steal nor will they tolerate those who do. They understand that the true test of character is what they do when no one is looking, so they will be honorable at all times and inform teachers and administrators when others are not. They also promise to be honorable and practice good judgement outside of 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 Middle School Honor Council. The Middle School Honor Council consists of the Honor Council Faculty Coordinator, the Middle School Counselor, Faculty Members, and a student Advisor.

Additionally, the Head of School has the authority to determine that a student's conduct warrants a departure from the normal Middle School 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.

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 rumors, 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, Middle School Director or Middle 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 Middle 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 Middle 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 Middle 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 ensures that all parties (students, parents and faculty) have a clear understanding of their responsibilities towards supporting this school policy.

ACADEMICS

Frederica Academy is on a semester-long numerical grading system. Progress reports are emailed 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.

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 Head of School Lists are calculated on a semester basis. This list recognizes those students having all A's in academic courses. These students are recognized each semester at an awards ceremony.

EXAMS:

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. Exams will be administered at the end of each semester and are "pledged" assignments. Each exam period will last two hours. **Fifth, sixth, and seventh grade exams count 10% of the semester average and eighth grade exams count 15% of the semester average.**

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

TUTORIAL:

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.

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.

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.

STUDENT HEALTH AND SAFETY

MEDICAL POLICY:

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. If the student feels ill during the school day that student should see the school nurse. If deemed necessary, the school nurse will contact the student's guardian directly.

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. 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 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. 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. Students found to be violating this policy will be subject to disciplinary action.

SEXUAL ABUSE PREVENTION, MISCONDUCT, AND REPORTING:

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.

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 ensure 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.

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 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.

COUNSELING

The mission of the School Counselor *is to advocate and support students with their social, emotional, and educational development and work cooperatively with the educational staff, parents, and community. This is done through a three-pronged focus of:*

Prevention - The school counselor will assist in the development and delivery of mental health, Social Learning and wellness interventions, programs, and training.

Intervention - The School Counselor will provide direct, solution focused mental health services to students and families and crisis intervention, when necessary.

Resourcing - The School Counselor will coordinate referrals to school and community support services.

Reasons To Contact The School Counselor:

- Emotional Distress: Depression, Anxiety, Anger, and/or other mental health concerns.
- Stress reduction and coping skills.
- Divorce, separation, and family changes.
- Drug and alcohol concerns.
- Experiencing loss, death, and grief.
- Peer relationship issues.
- School adjustment issues.
- Bullying Issues (Target, Aggressor, and/or By-stander)

How Does A Student Meet With A School Counselor:

- Appointment made by the counselor.
- Appointment requested by the student.
- Parent referral.
- Teacher referral.

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.

ATTENDANCE POLICY:

Students arriving on campus after 8:15am and leaving before 3:20pm are required to sign in and out at the **Front Administration Office**.

Attendance for students not present at school will be marked as the following:

- Absent (A)
- School Activity (SA)

Absences

- 5 absences from a class - Meeting with the Middle School Director
- 7 absences from class - Meeting with Middle School Director and Lunch Detention
- 10 absences from class - Meeting with Middle School Director and After-School Detention
- More than 10 absences from class - Meeting with the Head of School

Excessive absences due to diagnosed illnesses will be reviewed on a case-by-case basis.

School Activity

- School related activities, including athletics, will not count towards students' absences recorded in FACTS.

PRE-APPROVED ABSENCE REQUESTS:

Students who are absent are responsible for informing teachers of planned absences in advance and for making up all assignments missed.

A blue **Student Absence Form** (found in the MS Office) should be signed by all teachers, student, parent, and Middle School Director and returned to the Middle School office at least **three calendar days** prior to requested date of absence.

LEAVING CAMPUS:

Parents are strongly encouraged to schedule appointments after school or during periods when Frederica Academy is not in session. Checking students out during the school day is discouraged.

Students returning to school must sign in with the Administration Front Office before returning to class.

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

- Prearranged signed note or email from parent
- Parent personally signing student out
- Authorization of administration
- Students leaving campus for illness must first see the nurse

TARDINESS:

Students missing more than 15 minutes of class time due to a non-school related activity will be marked absent.

Excessive tardies will result in:

- **5** tardies to school or class - lunch detention
- **7** tardies to school or class - after school detention
 - *7 tardies to class will count as 1 absence*
- **10** tardies to school or class- Friday detention
- **15** tardies to school or class- Saturday 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.

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.
- In all cases, students must communicate directly with their teacher(s) to set reasonable deadlines.
- If a student does not take an assessment at the scheduled time or misses a deadline set by their teacher, the teacher will enter a “0” in the gradebook and the student will receive a 5-point penalty per day.
- When a teacher and student arrange a deadline for taking an assessment and a student does not meet their deadline, a 5-point per day penalty will be accrued.

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

EXCESSIVE ABSENCES OR TARDIES:

A student who has excessive absences or tardies 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.

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 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 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.

LUNCH DETENTION:

Lunch detentions will take place Monday through Friday during lunch from 12:10-12:35pm. Detention may consist of quiet reflection or school community service. All students will report to the assigned Faculty member to complete their detention.

Examples of lunch detention violations:

1. Code of Conduct violation
2. Dress Code violation (after 1st offense)
3. 5 tardies to school or class
4. Disruption of classes

AFTER SCHOOL DETENTION:

After school detentions will take place on Monday through Friday after school from 3:50-4:20pm (after tutorial). Detention may consist of clean-up duty, writing a reflection, or community service. All students will report to the Middle School Director to complete their detention.

Examples of After School detention violations:

1. 7 tardies to school or classes
2. Code of Conduct violation
3. Dress Code violation (after 2nd offense)
4. Disruption of classes

SATURDAY DETENTION:

Saturday detentions will be held from 8:30-10:30am. Advance email notification and a parent conference call will precede detention.

Examples of Saturday detention violations:

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

OTHER:

Suspension for a specific amount of days may be administered at the discretion of the Middle 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 Middle School Director. Students will sign a written behavior 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 Middle School 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 Middle School Administration or the Head of School.

STUDENT LIFE

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.

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.

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 Administration Front 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:

- 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, or khaki chino style NO DENIM)
 - Must be a minimum of 5" inseam
- Pants: (Gray, navy, or khaki style NO DENIM)
- Dress: (Navy, green, white, cobalt blue, or pink) with FA Logo
- Shirts:
 - White oxford (short / long sleeve) with FA Logo
 - Knit polo (short / long sleeve) with FA Logo
 - Short sleeve active polo with FA Logo
 - Colors: Navy, green, white, cobalt blue, or pink with FA Logo

BOYS:

- Shorts: (Gray, navy, or khaki chino style NO DENIM)
 - Must be a minimum of 5" inseam
- Pants: (Gray, navy, or khaki chino style NO DENIM)
- Shirts:
 - White oxford (short / long sleeve) with FA Logo
 - Knit polo (short / long sleeve) with FA Logo
 - Short sleeve active polo with FA Logo
 - Colors: Navy, green, white, or cobalt blue with FA Logo

OUTERWEAR (GIRLS & BOYS):

- Vests, Sweaters, Fleece Jackets, and Halfzips:
 - Colors: Navy, green, white, or cobalt blue with FA Logo

ADDITIONAL INFORMATION:

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

****Frederica Academy Sweatshirt (no hoods) may be worn on SPIRIT DAYS ONLY****

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

****FA Logo outerwear ONLY may be worn inside the classrooms****

****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 the appearance of all students..

CLUBS:

Students are encouraged to participate in and lead clubs in the Middle School. Each club must have a faculty advisor. The club's advisor should be present at all meetings. All club meetings should be held in the club advisor's classroom during lunch or another approved time.

ATHLETICS:

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

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.

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.