

**FREDERICA ACADEMY**  
LOWER SCHOOL HANDBOOK



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## **FORWARD**

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

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

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

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

## **MISSION STATEMENT**

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

## **ADMISSION**

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

Students are admitted for one year at a time and are not officially enrolled until the signed enrollment contract and required payment are received. The school reserves the right to place each student in the level, courses or sections judged most appropriate.

### **LOWER SCHOOL ADMISSION POLICIES**

- Only full time students may be accepted for placement.
- Eligible and qualified students who have been home-schooled may be accepted for placement.
- If a student transfers out of Frederica Academy and later wishes to return, he/she must adhere to the same admission policies and procedures as someone applying for admission for the first time.
- Financial accounts must be kept current for students to attend school and receive school records and transcripts.
- All students are reviewed each year prior to being offered re-enrollment. A contract for re-enrollment will be issued when the student's academic performance, behavior, and adherence to school policies are acceptable to school administrators.

## ACADEMICS

### LOWER SCHOOL COURSES OF STUDY

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

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

### PRE-KINDERGARTEN AND KINDERGARTEN

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

### CURRICULUM

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

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

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

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

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

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

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

First grade through Fourth grade engage in a one-to-one laptop program. Third grade and Fourth grade are allowed to take the Chromebook home each day. Lego robotics, modular robotics, and iPads are also used in a variety of ways to enhance and expand curriculum.

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

**Art:** The art program offers a wide range of media and expressive opportunities for Frederica students in grades 1-4. Materials are amply provided, and the art department integrates visual and tactile experiences with a varied assortment of activities that are integrated with the class curriculum.

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

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

## **SCHOOL SUPPLIES**

In Lower School, all books and classroom supplies are provided through the Consumable and Technology fee. Beyond a child's bookbag, refillable water bottle, lunch box (if not ordering from the Knight's Table), and the occasional supply, all other classroom supplies are provided.

## **HOMEWORK**

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

## **ACADEMIC INFORMATION**

Report cards are sent home every nine (9) weeks for grades First through Fourth. All grade levels conduct face to face conferences with parents in October and March. Pre-Kindergarten and Kindergarten students receive a report card at the end of the first semester and at the end of the school year.

## **PARENT CONFERENCES**

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

## **HOW TO SCHEDULE ADDITIONAL CONFERENCES**

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

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

## SOCIAL CONSIDERATION POLICY

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

### SECTION I: VOCABULARY

#### Categories of Social Aggression:

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

#### Types of Social Aggression:

- Teasing makes fun of or puts down some human characteristic or difference, usually by calling the person a negative name.
- Exclusion ignores or sets someone apart, isolating them as outsider to be left alone. This act creates shame for the one being shunned. Usually there is a 'ring-leader' and the others in the group actively participate or passively let it happen.
- Bullying threatens, injures, or coerces so one person can dominate and control another.
- Rumoring spreads lies and damaging information through gossip to hurt someone's social standing.
- Ganging Up unifies the greater number to hurt a single individual or a chosen few.
- Cyberbullying: the use of modern communication technologies (such as the Internet and cell phone) to embarrass, humiliate, threaten, or intimidate individuals in an attempt to gain power and control over them. This can occur through social networking sites (Snapchat, Instagram, etc.), cell phone texting, and blogs. It can include examples of verbal and relational aggression.

#### Peer Roles:

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

### SECTION II: POLICY

#### All parties at Frederica Academy will be expected to 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.

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

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

- Incidents of social aggressive behaviors shall be investigated by the teacher, division director or guidance counselor. Depending on the situation and age of the student(s) disciplinary action will be taken.
- Students (Target or Bystander) are expected to immediately report incidents of social aggression to a trusted adult (teacher, advisor, directors, 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 division director shall be notified to provide support and/or additional guidance by the investigating staff member, if necessary.

- If the student or the parent of the student feels that 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.

### SECTION III: DISCIPLINARY ACTION

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

#### Lower School Grades PK-4th:

- Education and meeting with teacher or division head
- Meeting with parents
- Making reparation through apology
- Reassignment of seats in class or cafeteria
- Limits set on mutual play during recess

#### As students reach older grades of Lower School (3-4) additional steps would include:

- Out of school suspension for egregious act along with additional support such as counseling

*(Adapted from Georgia Department of Education and The Ophelia Project)*

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

### SECTION IV: PROCEDURES

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

- Students and their parents will be introduced to the policy and receive copies during orientation and Parents Night.
- The school will utilize a variety of research-based methods to maintain awareness and enhance prevention of social aggression such as school wide assemblies, social skills groups, collaborative readings of books relevant to the topic, and visual aids in classrooms and around public areas.
- The school will keep a record of all social aggression reports as well as maintain confidentiality of the results of an investigation.
- Staff are expected to immediately intervene when they see a social aggressive incident occur or upon receipt of any report of social aggression without exception and report it to their supervisor and/or guidance counselor.
- People witnessing or experiencing social aggression are encouraged to report the incident to the division director.

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

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

We want to empower our students, staff, and parents to influence the social climate at Frederica Academy toward social consideration. Our primary goal is to help students, staff, and parents understand what is happening, what their roles are, and how they can help change the dynamics. We believe by speaking a common language and giving clear guidelines, we can achieve this goal in addition to preventing occurrences of social aggression.

## SCHOOL UNIFORMS AND DRESS CODE

Students in Pre-Kindergarten through Twelfth grade are required to wear a school uniform. School uniforms are available through Lands' End. Our Lands' End school code is #9000-6357-9. Once you select your child's grade level on the Lands' End website, the correct monogram will be automatically selected.

A limited supply of new uniforms for cash and carry purchases are available at the school store. Please contact Michele Meyer at 912.638.9981 ext. 111 or [michelemeyer@fredericaacademy.org](mailto:michelemeyer@fredericaacademy.org) to make an appointment to shop the school store. Additionally, the Parent Association collects gently-used uniforms and hosts sales throughout the year.

### PRE-KINDERGARTEN DRESS CODE:

While Pre-Kindergarten students are not required to order from Lands' End, they must follow the dress code expectations listed below.

- Navy or khaki bottoms; plaid skirts are acceptable for girls
- White, hunter green, light blue, or navy collared shirts
- Athletic shoes are required on P.E. days
- Closed toe shoes with rubber soles are preferred

### GIRLS' UNIFORM (KINDERGARTEN - 4TH GRADE):

- Evergreen, classic navy, light blue, or white collared shirts with the Frederica Academy crest monogram
- Evergreen, classic navy, or light blue dress
- Khaki or classic navy pants or shorts
- Khaki, classic navy, hunter green/classic navy plaid jumper or skirt
- Black, navy, white, or gray leggings

### BOYS' UNIFORM (KINDERGARTEN - 4TH GRADE):

- Evergreen, classic navy, light blue, or white collared shirts with the Frederica Academy crest monogram
- Classic navy or khaki pants or shorts
- Belts are required for 4th grade boys

### ADDITIONAL LOWER SCHOOL UNIFORM INFORMATION:

- All uniforms should fit properly and reflect a standard of excellence
- All shirts, dresses, jumpers, sweaters, and fleece jackets must have the Frederica Academy crest monogram embroidered on them
- Shirts must be tucked inside shorts, pants, and skirts
- T-Shirts should not be seen or have sleeves longer than the top uniform shirt
- Shorts must be no shorter than four inches above the knee
- Closed toe shoes with rubber soles are preferred
- For safety, we ask students not to wear Crocs
- Athletic shoes are required on P.E. days
- FA t-shirts are reserved for dress-down and designated Spirit Days only

### WHEN TRAVELING ON CLASS FIELD TRIPS, THE FOLLOWING UNIFORM IS REQUIRED:

- Evergreen collared shirt with the Frederica Academy crest monogram
- Khaki pants, shorts, or skirt
- Evergreen fleece jacket or sweater with the Frederica Academy crest monogram (if weather permits)

### OUTERWEAR:

- Lands' End sweaters, fleece jackets, and half-zip pull over: (classic navy or evergreen)
- FA logo outerwear purchased in the school store (sweatshirts and fleeces) may be worn inside the classrooms
- There is no uniform requirement for outerwear worn outdoors
- Help us identify lost items by adding names to all outerwear
- Please check the Lower School Lost and Found frequently to retrieve missing items

### SPECIAL DRESS DAYS:

Throughout the year, we will have special dress days for students to dress up, wear spirit gear, themed outfits, costumes, silly socks, etc.



## LOWER SCHOOL DAILY PROCEDURES

### SCHOOL STARTING TIME

- Lower School (LS) - 8:00 a.m.

### DISMISSAL

- Pre-K - 2:00 p.m.
- Kindergarten - 3:00 p.m.
- 1st - 4th Grade - 3:00 p.m.

### MORNING ARRIVAL

Morning carpool drop-off begins at 7:45 a.m. Students should not exit the vehicle before 7:45 a.m. Students will report directly to Happy Hall upon arrival. In an effort to keep traffic flowing on our campus, please refrain from queuing in the carpool lane prior to 7:45 a.m.

### CARPOOL DISMISSAL PROCEDURE

In the interest of safety, parents are asked to stay in the car line rather than pull into the parking lot or elsewhere to pick up their child(ren). Children are asked to exit and enter only on the right side of the car. Lower School students not picked up by 3:15 p.m. will be taken to Knights in Extended Day (KiX).

#### **To ensure the safety of all students the following rules must be obeyed:**

- Parents should notify the office by phone if a child is to be picked up by someone who is not on the regular scheduled “pick-up-plan”.
- Students are not allowed to walk unattended to the Upper or Middle School parking lots.
- Students are not allowed to cross Murray Way during carpool.
- Please refrain from using cell phones during pick-up.
- Parents should notify the office when there is an unexpected delay in the pick-up of students.

### LOWER SCHOOL CARPOOL VISOR SIGNS

School-issued visor signs enhance the safety of our students while expediting the Lower School carpool process. Each parent, guardian and/or authorized carpool pick up will be supplied with a visor sign bearing your child’s last name. Please display the school-issued sign from the passenger side visor while in the car line. Once your child is safely loaded into his/her vehicle, the visor and sign may be returned to the upright position. Additional carpool visor signs may be requested by contacting Lower School Director Rebecca Pruitt at [rebeccapruitt@fredericaacademy.org](mailto:rebeccapruitt@fredericaacademy.org).

### KNIGHTS IN EXTENDED DAY (KIX)

KiX is available for Frederica Academy students in Pre-Kindergarten through Sixth grade. The program begins at 2:00 p.m. and ends at 6:00 p.m. Students enter the program at the conclusion of their school day. KiX includes a balance of outdoor and indoor activities, play time and the opportunity to do homework with supervision. Registration forms must be completed and processed before a child is permitted to stay in KiX. Parents who wish for their child to participate in KiX using the drop-in option must contact the Program Director no later than 1 p.m. on the day they wish for their child to attend. Please see the registration form for complete details. Forms are available in the school office or on the website. To learn more, contact KiX Director Heather Day at [912.638.9981 ext. 728](tel:912.638.9981) or [heatherday@fredericaacademy.org](mailto:heatherday@fredericaacademy.org).

## **LUNCH AT THE KNIGHT'S TABLE**

The Knight's Table in Hamilton Hall serves a hot lunch entree each day plus a la carte options such as sandwiches, salads, snacks and more. The menu is published each week in the school's weekly e-newsletter communication.

Students in Pre-Kindergarten eat within the classroom and may choose to order lunch through the Knight's Table enjoying the Build-Your-Own-Bento-Box or "Big Kid" Hot Entree Option. Order forms are provided and submitted weekly. Click [HERE](#) for the form.

Beginning in Kindergarten, students travel to Hamilton Hall for lunch as a class. Students in Kindergarten through Fourth grade may opt to enjoy the hot lunch entree, soup or salad of the day plus a la carte options. Each child has an account to charge purchases. Parents receive a monthly statement from the school to settle account balances.

All students have the option to bring their lunch from home in lieu of purchasing the school lunch.

## **LUNCHES AND SNACKS**

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

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

## **BRINGING LUNCH FROM HOME**

For students who wish to bring their own lunch, drinks and additional food items can be purchased in Hamilton Hall. Students bringing their own lunch may go directly to the assigned seating area for their class, grade, or advisory.

## **USE OF MICROWAVES AT SCHOOL**

In order to have adequate time for all students to use the microwaves, we have established a few guidelines around the usage. If you wish to send your child with a lunch that needs to be warmed, please do not send a lunch that requires more than 60 seconds to heat in a standard microwave. Items like cup of Ramen noodles, microwavable macaroni and cheese, and popcorn are examples of items that will not be allowed to be heated at school.

## **ATTENDANCE**

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

### **Tardiness**

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

Carpool supervision ends at 8:00 a.m. To ensure student safety, students who arrive after 8:00 a.m. must be accompanied by his or her parent to the administrative office to sign in.

## **Absences**

In case of illness, students should be kept at home. Parents are asked to email the homeroom teacher and Michele Meyer ([michelemeyer@fredericaacademy.org](mailto:michelemeyer@fredericaacademy.org)) or call the front office by 9:00 a.m. to report their child's absence. Each grade level will give specific instructions to parents regarding make-up work at the start of school. Parents are requested to make an effort to schedule medical and dental appointments after school hours so classes will not be missed.

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

## **Family Travel**

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

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

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

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

## **SCHOOL NURSE**

Frederica Academy has a full-time school nurse on staff with a clinic located in the main administration building. Nurse Nikki Pope works with the teachers, counselor, coaches, and athletic trainer to provide students with the care and knowledge they need to achieve their highest potential for well being. If your child becomes ill during the school day, he/she will report to the nurse for further evaluation and care. If your child has any medical needs or any changes to your child's medical history during the school year, please report them to Nurse Pope and indicate it on their Student Health Information and Consent Form. Nurse Pope can be reached at [912.638.9981 ext. 492](tel:912.638.9981) or [schoolnurse@fredericaacademy.org](mailto:schoolnurse@fredericaacademy.org).

## **PRESCRIPTION MEDICATION POLICY**

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

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

## SICK POLICY

### When will I need to pick up my child from school due to illness?

- Fever at or greater than 100.0
- COVID-19 symptoms
- Vomiting
- Diarrhea
- Eye that appears bacterial, yellow crusting, oozing
- Coughing, sneezing, runny nose that affects the child's ability to focus in class
- Stomach ache that is not resolved with rest or bathroom and effects child's ability to remain in class.
- Sprain or strain and child will not bear weight.
- Head bump accompanied with loss of consciousness, nausea/vomiting &/or headache.
- Laceration that needs to be assessed for sutures.

**If a child is sent home in the middle of the day with fever, vomiting, or diarrhea, they cannot return to school the next day.**

### When is my child too sick for school?

Is it just a cold or is your child too sick for school? Here are a few parameters on when you should keep your child home. Remember, if a child is sent home from school, the child must be fever and symptom free for 24 hours without medication.

- **Temp at or greater than 100:** Fevers are a common symptom of viral or bacterial infection. Children are likely to be contagious to others when they have a fever. Keep the child home until they are fever free (without meds) for 24 hours.
- **Stomach Pain:** A child with vomiting or diarrhea should remain at home until symptom free for 24 hours. Consult a medical provider and do not send a child to school with a stomach ache that is persistent or severe enough to limit activity.
- **Cold/coughing:** A child with mild symptoms, no fever, and otherwise feeling well, may be fine at school. A child with heavy cold symptoms, such as deep or uncontrollable coughing or significant lack of energy, belongs at home even without a fever.
- **FLU:** A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medications. Children are one of the biggest sources for spreading the flu.
- **Sore Throat:** A child with a mild sore throat, no fever, and otherwise feeling well, may be fine to attend school. Keep the child home and contact a medical provider for a severe sore throat or if white spots are seen in the back of the throat, with or without a fever.
- **Pink Eye:** Conjunctivitis is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. If a child's eye is red, irritated and has copious drainage the child should be kept at home until seen by a medical provider, and return to school with or without treatment depending on the diagnosis. Bacterial conjunctivitis requires prescription medication and child must be treated for 24 hours before returning to school.
- **Strep Throat:** If your child is diagnosed with Strep Throat, they must be kept home until 24 hours after antibiotic treatment has started.

### When do I have to notify the school due to illness?

Please notify the school if your child has been diagnosed with COVID-19, strep throat, or any other contagious illness.

## SCHOOL SAFETY

### CAMPUS SECURITY

Campus safety is a priority at Frederica Academy. Currently, one uniformed full-time security officer patrols the campus during the school day and extracurricular activities.

All buildings on the campus are locked during the school day. Parents and visitors are required to enter through the appropriate school office and sign in with a receptionist. **NO EXCEPTIONS.**

Cooperation and compliance are necessary to ensure the safety of all.

### VISITOR POLICY

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

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 schools unless permission is granted by the Administration. Unauthorized visitors will be asked to leave the campus immediately.

### CLASSROOM VISITATION

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

### GUARDIAN INFORMATION

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

### SIGN-IN AND SIGN-OUT POLICY FOR STUDENTS

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

### SUPERVISION BEFORE AND AFTER THE SCHOOL DAY

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

### TECHNOLOGY CODE OF CONDUCT

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

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

## TELEPHONE USAGE

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

## PERSONAL DEVICES

Students are not allowed to bring cell phones to school. Students may wear smart watches as long as they are set on school mode.

## SCHOOL EVENTS

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

## USE OF SCHOOL SPACE

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

## DELIVERIES

Deliver all homework, books, or other items to the front office. Every item should be clearly labeled with the student’s name. The administrative assistant will ensure all items are given to the child.

## BIRTHDAY AND SPECIAL OCCASION DELIVERIES

The school will continue to encourage the celebration of special occasions but asks that parents notify teachers in advance of their plans to provide a snack. Snacks should be provided in individual servings in order to minimize handling and should be brought to the Front Office after morning drop-off.

## FIELD TRIPS AND DRIVERS

Learning stretches beyond the classroom with Frederica’s endless list of educational excursions. Lower School parents often have the opportunity to drive students on class field trips. All drivers are required to have a background check, proof of valid driver’s license, proof of valid automobile insurance, and a Georgia Motor Vehicle Report for a three-year record. Volunteers who have frequent and regular contact with students, i.e. assistant coaches and/or chaperones on an overnight field trip, will be required to undergo a background check. The Front Office will assist interested volunteers in obtaining paperwork. A brief orientation is required in order to get clearance to drive a Frederica Academy bus. The Georgia Child Safety Passenger law requires all children under the age of eight to use a child safety or booster seat and to ride in rear seats.

## CLASS TRIP POLICIES

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

## **EMERGENCY INFORMATION**

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

## **STAY CONNECTED AND INFORMED**

### **CHANGE OF ADDRESS**

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

### **SUNDAY E-NEWSLETTERS AND OTHER SCHOOL COMMUNICATIONS**

Each Sunday during the school year, Frederica's Head of School Scott Hutchinson will send an email to FA parents, faculty, staff, and Middle and Upper School students that outlines what is happening on campus during the week, lists upcoming important events beyond the week, and showcases the many wonderful happenings on campus the prior week. Every effort is made to spotlight the most critical information and items that require parental action as well. On Mondays, Athletic Director Carl Nash sends a similar email with athletic news and events. Other important news and events are highlighted in standalone emails. Be on the lookout for these informational emails as they will be very helpful as you immerse yourself in Frederica's Knight Life!

### **SCHOOL WEBSITE**

Frederica Academy uses the school's website ([fredericaacademy.org](http://fredericaacademy.org)) as the platform for internal and external communications. For example, athletic forms, health forms, school calendar, etc., can be found on the website. Frequently referenced items such as divisional handbooks, monthly lunch menus, weekly newsletters, online tuition payment portal, the school's master calendar as well as upcoming events are also included on the website. We welcome you to spend some time perusing the site as it is the gateway for communicating important and helpful information about the school.

### **PARENT PARTICIPATION**

Frederica Academy loves parent participation! There are many ways to get involved through the Parent Association, the Booster Club, and volunteer opportunities in the Advancement Office and the Office of Admission.

### **PARENT ASSOCIATION**

As an FA parent, you are automatically a member of Frederica's Parent Association. Please make sure that the school has a correct email address so that you may receive notices about Parent Association meetings and other Parent Association activities, including many volunteer opportunities. Parent Association also offers parent education workshops throughout the year. Please visit the school's website under School Life/ Parent Association or contact Parent Association Co-Presidents Meredith Flagstad ([773.499.8888](tel:773.499.8888) or [mjflagstad@gmail.com](mailto:mjflagstad@gmail.com)) and Kimbrough Haverstock ([912.230.5440](tel:912.230.5440) or [kimbroughm@gmail.com](mailto:kimbroughm@gmail.com)) to learn more about volunteer opportunities at Frederica Academy.

### **GRADE LEVEL PARENT REPRESENTATIVES**

Each grade has a parent who acts as a liaison between the teacher(s) and parents. Parent representatives assist the teacher with coordinating classroom volunteers and events in each grade level.

## **BUDDY FAMILIES**

New students in grades Kindergarten through Twelfth grade are assigned a buddy family prior to the start of the school year. The Buddy Family is an important function at Frederica Academy to help our new families make a smooth transition to our school. The Buddy Family serves as a resource for our new families to ensure that new students and their families feel informed, welcomed and excited about their new school home.

## **ATHLETICS / BOOSTER CLUB**

An enriching part of the Frederica Academy experience is athletics. Many families, with children of all ages, attend home sporting events and enjoy meeting other Frederica families by becoming involved with the Frederica Knights Booster Club. The Booster Club supports Frederica Academy's athletic programs and promotes school spirit throughout the year. Members of the Booster Club receive free admission to all home games (excluding GIAA postseason play) and are recognized throughout the year. Please contact Frederica Academy's Athletic Director Carl Nash ([carlnash@fredericaacademy.org](mailto:carlnash@fredericaacademy.org)) with any questions regarding athletics.

## **CAMPUS HAPPENINGS**

### **FALL CONVOCATION**

The Fall Convocation is held in the early weeks of the school year and celebrates the opening of school. During this special assembly, the Senior class is introduced by name and escorted hand in hand by a member of the First grade class. Parents of Seniors and First grade alike, reflect on the years ahead, behind and in between these pivotal grades. Following the ceremony, Seniors return their First grade buddies to the classroom and then are celebrated with posters made by their families. It's a cherished tradition for all to experience, from the upperclassmen to our littlest Knights, faculty, parents, and everyone in between.

### **MORNING MEETING AND ASSEMBLIES**

Lower School host weekly student-led assemblies to share announcements, highlight upcoming events and showcase student work and awards. Lower School's Morning Meeting is held each Friday at 8:10 a.m. and is open to parents and family friends. Lower School students take turns leading this event while honing their public speaking abilities.

### **SPIRIT DAYS**

Students Pre-Kindergarten through Twelfth grade enjoy special dressdown Spirit Days in the fall on Fridays when the Varsity Football team has a HOME football game. Students are invited to wear FA spirit shirts with uniform bottoms. Additional Spirit Days are scheduled the second semester to honor our winter and spring student-athletes. Second Semester Spirit Days will be announced through the weekly Sunday e-newsletter. The Booster Club and Coach Derrick's Sports Marketing class will host Spirit Sales regularly throughout the school year for families to purchase spirit wear and other FA attire. To inquire about purchasing spirit wear outside of an organized sale, contact Michele Meyer at 912.638.9981 ext. 111 or [michelemeyer@fredericaacademy.org](mailto:michelemeyer@fredericaacademy.org).

### **FA FOOTBALL TAILGATES**

Frederica athletic events are open to FA families and community members. The environment is family friendly and fun for all. Each season, the Booster Club sponsors a tailgate meal in the outdoor pavilion adjacent to the football field before a few of the home games. The tailgate gatherings will be promoted in the weekly communications. All are welcome to attend. Booster Club members may access all regular season home games at no cost (postseason and playoff games not included).



## **CURRICULUM NIGHTS**

Lower School - Wednesday, August 23, 2023

Middle School - Thursday, August 17, 2023

Upper School - Wednesday, August 30, 2023

At the beginning of the school year, each division will host individual Curriculum Nights for parents/guardians (only) to attend and learn specific grade level/class information from your child(ren)'s teacher(s). Classroom expectations, communication, special events, and other important information is shared. Please save the date!

## **PARENT TEACHER CONFERENCES - OCTOBER 20, 2023 | MARCH 15, 2024**

The school dedicates two days each year for parents/guardians and teachers to come together to discuss their student's progress. School is not in session on conference days, however, childcare is available for Lower School students during a parent's scheduled conference time. Sign ups will be shared via the Sunday e-newsletter in the weeks leading up to each conference day.

## **TRUNK OR TREAT - OCTOBER 26, 2023**

The Parent Association hosts a fun and festive Halloween Trunk or Treat on campus for students in Pre-Kindergarten through Fourth grade are invited to trick or treat, decorate pumpkins, enjoy carnival activities and more. Students in the Middle and Upper School are encouraged to get involved by volunteering at the event. FA families and community members are invited to participate as a "Trunk" to pass out treats. And, Parent volunteers are encouraged to ensure the event's success and safety for all. It's the perfect event for the entire FAmily!

## **STORYBOOK CHARACTER PARADE - OCTOBER 31, 2023**

Students in grades Pre-Kindergarten through Fourth are invited to dress as his/her favorite storybook character and join the entire Lower School for a campus-wide parade. Lower School students should plan to arrive at school dressed as their favorite storybook character (storybook in tow, as well). Students will enjoy a regular school day following the parade, so school uniforms may be packed, if desired. Parents and family friends are welcome to enjoy the parade.

## **POINSETTIA AND GREENERY SALE**

The Poinsettia and Greenery sale is the Parent Association's annual fundraising activity and an opportunity for members of the school and broader community to purchase beautiful wreaths, garland, centerpieces and poinsettias to decorate for the holidays. The proceeds are used to support the FA Parent Association's initiatives that benefit all FA students, teachers, and staff. Orders are placed in early fall with delivery in late November. The Parent Association will announce ordering information in September.

## **JINGLE BELL CELEBRATION - DECEMBER 7, 2023**

Please plan to help light the Frederica Christmas Tree and begin the holiday season with cookies, milk and school spirit at its finest. This festive event offers fun for the entire family. The greater Golden Isles community is also invited to attend. Additional details will be shared in November.

## **LOWER SCHOOL GIVING TREE - DECEMBER 15, 2023**

Every holiday season, the FAmily gathers to celebrate the season by purchasing gifts for local service organizations. Each grade is designated a local non-profit to direct their donations and specifications are given towards items most needed by local children during the holiday season. Enlisting your child to help shop for these items is a wonderful way to share the lessons of compassion and generosity.

## **FIELD DAY - MARCH 28, 2024**

Go Green! Go White! Frederica Academy's Field Day is a fun-filled day when Lower, Middle, and Upper School students engage in relay races and spirited activities that build community and form friendships across grades and divisions. The FAmily will divide into team colors (green and white) according to last name. Students enjoy a half day with noon dismissal. Please see Sunday email-communications for exact dismissal times by division.

## **MAY DAY / GRANDPARENTS DAY - APRIL 26, 2024**

For centuries, May Day celebrations have occurred around the world to celebrate the return of spring. Frederica Academy's May Day celebration is a time-honored tradition, which dates back to the school's early days and recognizes the culmination of a successful school year for all students in grades Pre-Kindergarten through Twelfth. Lower School students perform musical numbers, while Middle and Upper School students select grade peers to represent them on the May Court. The celebration crescendos with the crowning of the May Queen and Fourth Grade students participating in a colorful, joyful May Pole procession and performance. Parents, grandparents, and special friends of participating students are invited to attend so that the school can honor its grandparents and special friends during the ceremony. Lower School students host their grandparents and special invited guests for a visit in their classrooms following the May Day program.

## **DERBY DAY - MAY 4, 2024**

Our annual signature fundraiser is held on the first Saturday in May in conjunction with the Kentucky Derby. It is organized by the Office of Advancement. This event is open to the public and is a great way to become involved, support the school through sponsorships and meet other parents. Many parent volunteers work on the planning and execution of this special event, which benefits our school in significant ways. Please save the date!

## **LOWER SCHOOL CLOSING CEREMONY - MAY 22, 2024**

On the final school day of the year, the Lower and Middle School divisions gather (separately) to honor students in their respective division with special awards and certificates of completion following a school year's worth of hard work, determination, perseverance, and academic achievements. Students will report directly to the ceremony location at the appropriate time as school is not in session. Students are to dress in church appropriate attire.

## **OTHER TRADITIONS**

In Frederica's over 50 years, the FAmily has accrued a host of other memorable traditions for students of all ages and grades to enjoy, including the First Grade Feast, Second Grade Pirate Day, and many more. Additional information will be shared by your child's teacher and/or the school's Sunday e-newsletter prior to each event.

## **CLASS HOLIDAY PARTIES**

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

## **STUDENT BIRTHDAY RECOGNITION**

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