

# MIDDLE SCHOOL HANDBOOK 2024-2025

FREDERICA ACADEMY



## TABLE OF CONTENTS

### 3 GENERAL INFORMATION

- 3 Mission Statement
- 3 Philosophy
- 3 Frederica Values
- 3 Administration and Contact List

### 4 REACH

### 4 CODE OF CONDUCT

- 4 Honor Code
- 5 Plagiarism Policy
- 5 Social Consideration Policy
- 6 Political Discourse and Activities Policy
- 7 Sexual Abuse, Misconduct, and Reporting
- 7 General Discipline

### 7 ACADEMICS

- 8 Homework Philosophy
- 8 Academic Honors
- 8 Semester Projects / Exams
- 8 Grading System
- 8 Tutorial
- 8 Academic Probation
- 8 Student-Teacher Concerns
- 9 Parent Conferences
- 9 Student Accommodations

### 9 ATTENDANCE

- 9 Attendance Policy
- 9 Leaving Campus
- 9 Excessive Absences or Tardies
- 9 Makeup Work

### 10 STUDENT HEALTH AND SAFETY

- 10 Covid Statement
- 10 Medical Policy
- 10 Substance Abuse Policy
- 11 Campus Security
- 11 Emergency School Closing Plan

### 11 COUNSELING

### 12 STUDENT LIFE

- 12 Lockers
- 12 Food Policy
- 12 Cellphone / Smartwatch Policy
- 12 Internet Access
- 12 Athletics
- 12 Trip Policies

### 13 DRESS CODE

## GENERAL INFORMATION

Founded in 1969, 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 the potential of each student and to prepare every student for college and adult life through the development of mind, body, and spirit.

## PHILOSOPHY

Each student is unique and valued for his/her individual potential to excel. Close relationships create a community of mutual trust where students are given the freedom to accept personal responsibility for their actions. The basic rules outlined in the handbook are intended to ensure consistency, fairness, and a sound environment for education. High moral standards based on Judeo-Christian tradition are reinforced through an Honor Code. Frederica strives to prepare students to be self-reliant, active learners, and responsible citizens in all their endeavors.

## FREDERICA VALUES

- A rigorous academic and intellectual environment
- Independence of thought in an atmosphere of mutual respect and consideration
- The application of problem-solving techniques to academic and personal decisions
- Opportunities to practice and develop leadership, sportsmanship, dependability, and integrity
- An appreciation for and the ability to apply democratic principles
- Creative expression and appreciation of the fine arts

## ADMINISTRATION AND CONTACT LIST

### Frederica Academy

200 Murray Way  
St. Simons, Georgia 31522  
(912) 638-9981

Trey House | Middle School Director  
[treyhouse@fredericaacademy.org](mailto:treyhouse@fredericaacademy.org), ext. 756

Jim Mann | Middle School Dean of Students  
[jimmann@fredericaacademy.org](mailto:jimmann@fredericaacademy.org)

Rachael Lee | School Counselor  
[rachaellee@fredericaacademy.org](mailto:rachaellee@fredericaacademy.org), ext. 746

Carl Nash | Athletic Director  
[carlnash@fredericaacademy.org](mailto:carlnash@fredericaacademy.org), ext. 768

Darlene Eichner | Front Office Administrative Assistant  
[darleneeichner@fredericaacademy.org](mailto:darleneeichner@fredericaacademy.org), ext. 111

Nikki Pope | School Nurse  
[schoolnurse@fredericaacademy.org](mailto:schoolnurse@fredericaacademy.org), ext. 492

## AT FA, WE REACH FOR GREATNESS

### RESPECT, ENTHUSIASM, ACHIEVEMENT, COMMUNICATION, HONOR

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 judgment 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.

The first violation of the Honor Code is usually treated as an opportunity for guidance. Repeated infractions of the Honor Code may result in suspension or expulsion from the school.

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.

## **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 from the internet or other electronic sources, or cobbling together a paper using similar sources
- Any text manipulation that seeks to change someone else’s words just enough so that they may be claimed as original
- Taking a paper submitted in one class (or year) and submitting it in another class (or year) without the permission of the current teacher is self-plagiarism and lacks scholarly integrity
- The School may submit papers to various firms specializing in the detection of Internet plagiarism. Students found to have engaged in plagiarism will be subject to the Honor Code and the Honor Council.

As the use of technology has become a part of our daily educational experiences, the concept of plagiarism becomes more difficult. Our teachers cannot detail all situations concerning YouTube, music, film, websites, etc., but we can teach and encourage students to ask if they are unsure how to use or cite the media in our classrooms. The standard remains that a student should never pass off someone else’s work as his or her own.

## **SOCIAL CONSIDERATION POLICY**

Frederica Academy believes all students have a right to a safe and healthy school environment. We believe we have an obligation

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

**All parties at Frederica Academy will be expected to show social consideration.**

### **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, put-downs 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 an 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.

### **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, Middle School Dean of Students, or School Counselor.
- Students (Target or Bystander) are expected to immediately report incidents of social aggression to a trusted adult (teacher, advisor, division director, counselor, parent, etc.).
- School staff members are expected to immediately intervene when they see a social aggression incident occur.
- Students and parents can rely on staff to promptly investigate each complaint of social aggression in a thorough and confidential manner.
- The 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)

**Consequences for Violating the Social Consideration Policy**

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 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 bystander.

**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 bystander(s), teacher(s), and staff members.
2. Notify at an appropriate time during or after the investigation the parents/guardians of the aggressor and the target. 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 bystander, 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.

**POLITICAL DISCOURSE AND ACTIVITIES POLICY**

As a college preparatory school, Frederica welcomes constructive political debate both in and outside the classroom, but sensitivity and tolerance towards others should prevail in all discourse and interactions. By understanding opposing viewpoints and their objectives, Frederica students raise their awareness of both sides of the political spectrum.

While on campus, students are not permitted to wear attire or display partisan materials advocating for a political candidate or party. Also, Frederica Academy will not intervene with students

participating in off-campus political affairs or organizations, but the school will not allow students to use Frederica's brand or resources for any political activity to include endorsing candidates or political parties.

### **SEXUAL ABUSE, MISCONDUCT, AND REPORTING**

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, coach, volunteer, medical personnel, athletic trainer or other school employee is urged to make an oral report of the act to the school counselor or administration. If preferred, reporting can also be made to the Chair or Vice-Chair of the Board of Trustees. Reports of acts of sexual misconduct against a student by a teacher, administrator, coach, volunteer, medical personnel, athletic trainer or other school employee shall be investigated immediately by school personnel.

### **GENERAL DISCIPLINE**

Students may enter the discipline process for inappropriate behavior observed on campus or during a school-sponsored activity. The Middle School Director and Middle School Dean of Students will typically handle all disciplinary procedures. The goal will be to ensure that the student exhibiting inappropriate behavior understands the poor decision, discusses better options for future situations, and understands the rationale behind any consequences.

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 occasionally 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.***

### **Consequences**

Consequences for inappropriate behavior may include social restrictions during free time, lunch detention (12:05-12:40), or after school detention (3:50-4:20). All students will report to the Middle School Dean of Students.

#### **Examples of violations:**

- Code of Conduct violation
- Repeated Dress Code violations
- Excessive tardies to school or class
- Disruption of instruction and learning

Suspension from campus may be administered at the discretion of the Middle School Director when other consequences 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 its impact on continued enrollment.

Removal from leadership positions may occur, as well as loss of privileges. Membership on an athletic team can also be revoked at the discretion of the Middle School Director and the Athletic Director.

**Note:** This disciplinary policy is not all-inclusive. Recurring inappropriate behavior, severe misconduct (including disrespect and disobedience), Honor Code violations, etc. will be referred to the Middle School Administration or the Head of School.

### **ACADEMICS**

Frederica Academy utilizes a numerical grading system with two semesters. 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.

## 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.

In grades 5 and 6, we have no homework guidelines to ensure that the workload is age appropriate. The guidelines are course specific and vary by grade level.

In Fifth Grade, students are not assigned homework in composition, history, and science. Students will be assigned homework in math and literature.

In Sixth Grade, students are not assigned homework in composition, Spanish, and science. Students will be assigned homework in math and literature.

Students may have make-up work to complete in all courses if they have been absent.

In seventh grade and beyond, students may be assigned homework in each core academic class. 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.

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 recognizes those students having all A's in academic courses for each semester.

## SEMESTER PROJECTS / EXAMS (GRADES SEVENTH + EIGHTH)

End-of-semester projects or exams will be administered in both Seventh and Eighth Grades. Age-appropriate assessments will help students understand the importance of committing important information to long-term memory.

Exam dates are posted on the school calendar, and students must plan to be present for each of their examinations. Students are to avoid scheduling any trip or activity that may conflict with semester exams. School policy does not allow exams to be taken earlier than the scheduled dates, but exams missed due to illness may be made up at a later date. Make-up exams may be different from the original exam.

## GRADING SYSTEM

**Grades are reported numerically using the following grade scale:**

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 3:20-3:45 p.m. on Monday, Tuesday, Wednesday and Thursday.

- All students are encouraged to attend Tutorial.
- Students under academic probation must report to each assigned tutorial.

## 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 Middle School 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 action.**



## PARENT CONFERENCES

Parents are encouraged to schedule conferences with teachers to discuss their child's academic or behavioral performance in the classroom. The best way to reach a teacher is by email. 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.

An important skill for a student to learn is 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 Middle School Director or the Middle School Dean of Students.

## 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 Learning Specialist. Evaluations must be current - no older than three years. Students needing medical accommodations should submit documentation to the Learning Specialist and the School Nurse.

## ATTENDANCE

Coursework at Frederica is engaging and student-centered, and daily attendance is necessary to be successful. Students who anticipate being 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**. Documentation is kept on file and must be turned in within three school days of an absence.

## ATTENDANCE POLICY

Students arriving on campus after 8:15 a.m. and leaving before 3:15 p.m. are required to sign in and out at the Front Administration Office.

Attendance for students not present at school will be documented either as: **Absent (A)** or **School Activity (SA)**

**Students must be in attendance at least half of the school day to be eligible to participate in after school extracurricular activities, including athletics. Students leaving early due to illness will not be allowed to participate after school.**

## LEAVING CAMPUS

Parents are strongly encouraged to schedule appointments after school or during periods when Frederica Academy is not in session.

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

- Prearranged signed note or email from parent
- Parent personally signing student out
- Phone communication with attendance coordinator

**Students leaving and/or returning to school must sign in with the Administration Front Office before returning to class.**

## EXCESSIVE ABSENCES OR TARDIES

A student who has excessive absences or tardies may face consequences that could include counseling, removal of privileges, detention, and/or a review of the contract for next semester or year.

## MAKE UP WORK

Contacting the teacher to make up missed assignments is the responsibility of the student. Pre-announced deadlines should be met regardless of circumstances.

In general, students receive one day to make up work for each day missed. In recognition that the accumulation of missed work can be overwhelming at times, students are encouraged to contact their subject area teacher to create a master make up plan.

Students missing school for sports or extracurricular activities are responsible for communicating with their teachers in advance.

All tests and quizzes must be scheduled in consultation with the teacher.

If a student misses a deadline for a missed assignment or assessment, the teacher has the authority to implement a 5-10 point penalty per day.

**Repeated patterns of absence for tests or quizzes will be referred to the Middle School Administration.**

## STUDENT HEALTH AND SAFETY

### COVID STATEMENT

Frederica Academy's Administration will closely monitor national, state, and local news to determine the most appropriate protocols to adhere to, as needed. Students and parents will be notified by the Head of School should new school-wide policies be put into place.

### 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, has 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.

### 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 captain
- 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 schools that may not be in session on a given day, unless permission is granted by the Middle School Administration. Such visitors will be asked to leave the campus immediately. The only student visitors typically permitted on campus are those prospective students participating in the admissions process.

## 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 are 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 bystander)

### How to arrange a meeting with the School Counselor:

- Appointment made by the Counselor
- Appointment requested by the student
- Parent referral
- Teacher referral

## STUDENT LIFE

### LOCKERS

Each student is assigned one locker for their personal use and convenience. The school cannot accept responsibility for the theft of students' 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, Middle School Dean of Students, or Head of School. The school also reserves the right to examine the contents of student book bags, purses, athletic bags, and automobiles at its discretion.

### FOOD POLICY

**Breakfast snacks/drinks:** All breakfast items, including drinks, must be finished before students enter the buildings. Students are welcome to use the Pavillion to finish their breakfast when they arrive on campus.

**Morning Break:** Students are allowed to bring snacks from home or purchase from the school. Candy is not allowed during the school day.

**Birthday treats:** In Middle School, students celebrating their birthday often enjoy bringing a treat to share with their classmates. FA requests that in these situations the family sends enough snacks for the entire advisory or the entire grade. Treats may be consumed during advisory time (8:15-8:25), Morning Break (10:05-10:25), or at lunch (12:05-12:45).

### CELLPHONE / SMARTWATCH POLICY

FA Middle School is a cellphone and smartwatch free division. Students are not allowed to have these personal technology devices out at any time during the academic day.

When students arrive to campus, their devices should be switched off. Once they are on campus, they should report to their designated safe storage area where their devices will be securely stored by faculty. Students can retrieve their devices from their storage space at the end of the academic day or if they have an early dismissal and will not be returning to campus. There are no exceptions to this policy.

Consequences for students who do not conform with the policy

include: device confiscation, after school detention, parent meeting with Middle School administrators, and/or loss of the ability to bring personal technology to school. A student who is dishonest about placing their device in storage or retrieves it in secret during the day will be subject to further consequences.

Parents who wish to send a message to their child can contact the school and the school will deliver the message. Students needing to call their parents will have access to school phones in each Middle School classroom and select offices in the Middle School.

**Please note that the Middle School cellphone policy is different from the Upper School policy.**

### 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 Middle School office in order to have full use of the school's technology and activation of all accounts.

### 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.

## 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. Frederica Academy's Lands' End school code is #9000-6357-9. Once the student's grade level on the Lands' End website is entered, the correct monogram will be automatically selected.

The FA uniform offers many options that are available for boys and girls. All tops, sweaters, and lightweight fleece jackets must be purchased from Lands' End in color options of evergreen, classic navy, light blue, and white for Lower School. In addition to these colors, Middle and Upper School students may also wear black, cobalt blue, and ice pink. Pants, shorts, and skirts should be gray, navy, or khaki and may be purchased from Lands' End, or another supplier. Girls' plaid skirts and assorted dresses are available through Lands' End as well.

A limited supply of new uniforms for cash and carry purchases are available at the school store. Please contact Darlene Eichner at **912.638.9981 ext. 111** or [darleneeichner@fredericaacademy.org](mailto:darleneeichner@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.

### Girls' Uniform:

- Skirts: gray, navy, plaid or khaki; must extend to palm of hand
- Skorts: gray, navy or khaki; must extend to palm of hand
- Dresses: gray, navy, plaid or khaki
- Shorts: gray, navy, khaki or white chino style (no denim); must extend to palm of hand
- Pants: gray, navy, khaki or white chino style (no denim)
- Shirts: short or long sleeve white oxford; short or long sleeve knit polo (classic navy, evergreen, black, white, cobalt blue, or ice pink); short sleeve active polo (classic navy, evergreen, black, white, or cobalt blue)

### Boys' Uniform:

- Short sleeve active polo (classic navy, evergreen, black, white, or cobalt blue)
- Short or long sleeve knit polo (classic navy, evergreen, black, white, cobalt blue, or ice pink)
- Short or long sleeve white oxford
- Solid colored chino style pants or shorts

### Outerwear:

- Lands' End vests, sweaters, fleece jackets, and half-zip pull over: (classic navy, evergreen, or black)
- Only FA branded outerwear, including FA athletic jackets, sweatshirts and fleeces, may be worn
- No non-FA sweatshirts or jackets are permitted

### Additional Middle & Upper School Uniform Information:

- FA Game Day Jersey Shirts may only be worn on FA Home Game Days only
- Frederica Academy T-shirts are acceptable on designated Spirit Days only
- Please remind your student to check the Middle School Lost and Found periodically to retrieve missing items
- Administration must approve all athletic team dress up or down days

## 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.