

# UPPER SCHOOL HANDBOOK 2024-2025

FREDERICA ACADEMY



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## GENERAL INFORMATION

Founded in 1970, Frederica Academy is an independent, coeducational, nonsectarian, college preparatory day school located on a seventeen-acre campus on St. Simons Island, Georgia. The Academy serves pre-kindergarten through twelfth grade, is accredited by Southern Association of Colleges and Schools (SACS), and 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 or her individual potential to excel. Close relationships create a community of mutual trust where students are given the freedom to accept personal responsibility for their actions. The basic rules outlined in the handbook are intended to ensure consistency, fairness, and a sound environment for education. High moral standards based on Judeo-Christian tradition are reinforced through an Honor Code. Frederica strives to prepare students to be self-reliant, active learners, and responsible citizens in all their endeavors.

## COVID POLICY

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.

## UPPER SCHOOL ADMINISTRATION AND SCHOOL COUNCIL CONTACT LIST

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# UPPER SCHOOL CODE OF CONDUCT

## HONOR CODE

“A Frederica Academy student will not lie, cheat or steal, nor tolerate those who do.”

The Honor Code governs our behavior at all times, extending beyond testing and the classroom. A strong sense of personal honor and integrity is a basic human responsibility. A community of trust is a privilege and being a part of that community is the responsibility of all Frederica Academy faculty, staff, students, and parents.

- Lying is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
- Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing tests, quizzes, homework, papers, projects, and exams.
- Plagiarism, or the representation of another’s work as one’s own, is a form of cheating and is not tolerated.
- Stealing is the taking of anything without the consent of the owner. This includes “borrowing” any items from other students’ lockers without their permission.

All assessments must be signed with the following pledge: “On my honor, I have neither given nor received any help on this assignment.” Faculty will require a student to write this pledge or include it on an assignment.

Students in violation of the Honor Code will be called before the Honor Council (an elected group of their peers, and adult advisors).

## HONOR VIOLATION PROCEDURES

When aware of an infraction of the Honor Code, students should encourage violators to report themselves to any member of the faculty, a member of the Honor Council, or the Upper School Director.

Anyone who reports a possible honor violation will be asked to provide a detailed, specific written statement describing the incident; confidentiality may be granted if the reporter is a student.

- Honor Council officers and the Advisors will privately interview the student(s) suspected of an honor offense, ask for a written statement from the student if it has not already been provided, and determine whether there is sufficient cause to proceed to a hearing by the Honor Council.
- If the honor violation is a first offense, the details of the offense are clear, and the accused admits guilt, the honor council members and the faculty advisors may decide to convey a warning to the involved student. The warning will not appear on a student’s record. However, if a second Honor Code violation occurs, both violations will be
  1. reported on student’s permanent record and
  2. reported and considered by the Honor Council, and further consequences will result.
- The student may arrange for a faculty or staff member to act as an advocate during the hearing.
- If a student has violated the Honor Code, this violation and any subsequent violations will remain with the Student’s record throughout their enrollment at Frederica Academy.
- At the end of the appearance before the Honor Council, the Upper School Director will be informed of the council’s findings. The student will then meet with the Upper School Director who will inform the student of a penalty based upon the recommendation of the Honor Council. Every effort is made to keep the hearing and the disposition of the case a confidential matter.

Additionally, the Head of School has the authority to determine that a student’s conduct warrants a departure from the normal Honor Council procedure. The Head of School reserves the right to deal with cases directly and accelerate the procedure or supersede a level or levels in the process when he or she deems such action necessary.

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

## PLAGIARISM POLICY

Plagiarism is defined as “taking someone else’s work or ideas and passing them off as one’s own.” Simply put, plagiarism is using someone’s work without giving proper credit to the original author or using assistive technology, including AI.

**Students are strongly encouraged to ask their teachers about any questions concerning what constitutes plagiarism.**

Plagiarism demonstrates a lack of integrity and academic honesty and may include the unaccredited use of the following:

- Copying and pasting text from any website or other electronic media
- Transcribing text from any of the above as well as printed material, such as a book, magazine, newspaper, journal or encyclopedia
- Downloading all or part of an existing paper the Internet or other electronic sources, or cobbling together a paper using similar sources
- Any text manipulation that seeks to change someone else's words just enough so that they may be claimed as original
- Taking a paper submitted in one class (or year) and submitting it in another class (or year) without the permission of the current teacher is self-plagiarism and lacks scholarly integrity
- The School may submit papers to various firms specializing in the detection of Internet plagiarism. Students found to have engaged in plagiarism will appear in front of 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. This includes the use of AI.

### **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 and the impact it has on our school in order to 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, putdowns and name calling.
- Relational Aggression - behavior that is intended to harm someone by damaging or manipulating his or her relationships with others such as exclusion, spreading rumors, ganging-up as well as any other forms of physical or verbal aggression.

### **Types of Social Aggression:**

- Teasing - making fun of or putting down some human characteristic or difference, usually by calling the person a negative name.
- Exclusion - ignoring or setting 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 - threatening, injuring, or coercing so one person can dominate and control another.
- Rumoring - spreading lies and damaging information through gossip to hurt someone's social standing.
- Ganging Up - unifying 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, Upper School Director, or 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 in a thorough and confidential manner.
- The Upper School Director shall be notified to provide support and/or additional guidance by the investigating staff member, if necessary.
- If the student or the parent of the student feels appropriate resolution of the investigation or complaint has not been reached 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 Acceptable Use 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. If necessary, the School Counselor will recommend counseling referrals and/or other interventions (i.e., support group, mediation, etc.) to address the social, emotional, behavioral, and academic needs of an Aggressor, Target, and By-stander. Disciplinary action after the first incident of social aggression may include but is not limited to the following:

1. Loss of a privilege
2. Reassignment of seats in the classroom
3. Reassignment of classes
4. Detention
5. Meeting with parents
6. In or out of school suspension

### **Procedures**

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

1. Investigate upon receipt of a report of social aggression. An immediate investigation involving appropriate personnel will begin. The investigation shall include interviewing the alleged aggressor(s) and target(s), identified by-stander(s), teacher(s), and staff members.
2. Notify at an appropriate time during or after the investigation, parents/guardians of the aggressor and target. Parents/Guardians must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.
3. Discipline upon confirming that social aggression has occurred. The aggressor will be held accountable for their behavior.
4. The school will clearly communicate to all parties that retaliation following a report of social aggression is strictly prohibited and may result in strong disciplinary action.
5. Follow Up is important to the aggressor, target, and by-stander, if applicable.

### **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.

## DISCIPLINE

Students may enter the discipline process for inappropriate behavior observed on campus or during a school-sponsored activity. We respect the right of parents to administer discipline as they see fit for student behavior away from school and school events. While we do not actively seek to uncover inappropriate behavior or violations away from school events, student misconduct occasionally comes to the school's attention. 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.**

**Food is not permitted in the Academic Center or common areas in Jones Hall. Food may only be eaten in classrooms with faculty permission.**

**All disciplinary consequences must be served prior to participating in extracurricular activities, including athletics.**

### Lunch Detention

Lunch detentions will take place during the Upper School lunch period. Students will be required to meet the Dean of Students in Sapp Hall, where they will eat lunch. During the lunch period, students may not socialize or use any electronic devices. Students may be asked to help with lunch cleanup before being dismissed.

*Examples of Lunch detention violations:*

1. Code of Conduct violation
2. Class disruption
3. Dress code violation
4. 1st & 2nd violation for:
  - Failure to sign in/out
  - Failure to check in the Academic Center
  - Cellphone violation
5. Eating in the building without permission
6. 5 tardies to class

### Morning Detention

Morning detentions will take place before school begins from 7:30- 8:00 a.m. Detention may consist of clean-up duty, writing a reflection, or community service. All students will report to C108 to complete their detention. Students who arrive late to morning detention will be required to make up the time missed during the following day's morning detention. Students who fail to report to morning detention will be required to serve an additional morning detention.

*Examples of Morning detention violations:*

1. Skipping class
2. Lateness
  - 7 tardies to class
  - 10 tardies to class
3. 3rd offense for:
  - Failure to sign in/out
  - Code of Conduct
  - Class disruption
  - Cellphone violation

### Saturday Detentions

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

*Examples of Saturday detention violations:*

1. Leaving campus without permission
2. 11+ tardies to class
3. Harassment of any kind
4. Habitual Code of Conduct violations

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

Expulsion may result when a student's conduct warrants departure from the normal protocol. The Head of School reserves the right to accelerate the procedure or supersede a level in the process

when such action is necessary. Georgia state law requires the school to send a letter along with the transcript acknowledging the expulsion.

Serious honor offenses or those honor offenses deemed as potentially criminal will be handled by the school administration and/or local authorities.

Removal from leadership may occur as well as loss of privileges. Membership on athletic teams can also be removed at the discretion of the Upper School Director and Athletic Director.

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

### **SUBSTANCE ABUSE POLICY**

Alcohol, vaping, tobacco, and the abuse of drugs is illegal and a threat to student health. In recognition of the fact that use and/or abuse of mind-altering substances reduces an individual's potential for learning and success, Frederica Academy has established guidelines. It is our belief that enforcement of this policy will serve as a deterrent, while also creating an opportunity for treatment and restoration into the school community.

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

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

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

In egregious cases where students are a danger to themselves and others, dismissal or expulsion may result. Examples would include 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.

### **CELLPHONE POLICY**

**Each classroom has a cellphone holder. Students must put their cellphones and smartwatches in the holder before instruction begins. Cellphones are never to be used during class time or assembly time.**

Students who fail to follow the cellphone policy will be required to check their phones into the Upper School Director's office daily. **Failure to bring a charged Chromebook to class does not justify use of a cellphone during class.**

Freshmen and sophomores are required to put their cellphones in the cellphone holder during their Academic Center period. Juniors and seniors may keep their cellphones during their Academic Center period. If teachers or administrators observe distracting cellphone usage during the period, the device will be brought to the Upper School Office for the student to collect at the end of the school day. Please see the Discipline section of the handbook for additional details regarding cellphone violations.

### **LOCKERS**

All students are assigned lockers in Corn Hall. These lockers are the property of the school and may be searched at any time. Students are expected to keep lockers neat and free from trash, especially foods that could attract insects and rodents. Lockers should be emptied and cleaned during semester breaks.

### **UNIFORM AND DRESS CODE POLICIES**

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.



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); any FA logo shirt sold in the school store

#### **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); any FA logo shirt sold in the school store
- Short or long sleeve white oxford
- Solid colored chino style pants or shorts

#### **Outerwear and Additional Uniform Information:**

- Lands' End vests, sweaters, fleece jackets, and half-zip pull over: (classic navy, evergreen, or black)
- FA logo outerwear, including FA athletic jackets, sweatshirts and fleeces, may be worn inside the classrooms
- Only clothing purchased through Lands' End, the school store, or the FA Athletic Department is permitted
- Frederica Academy t-shirts are acceptable on designated Spirit Days only
- Students should periodically check the Upper School Lost and Found for missing items
- Beginning in March, seniors may wear college sweatshirts from which they have been admitted into on Fridays
- Administration must approve all athletic team dress up or down days

#### **Additional Policies**

- Headphones, air pods, and earbuds are not permitted in the halls and classrooms. **They may only be worn in the Academic Center with consent from the teacher on duty.**
- Shoes should be worn at all times.

- Excessively tight, oversized, sheer, or revealing clothing may not be worn.
- Jean cut-offs, frayed, worn-out, or tattered clothing, even if part of the item's design, is prohibited.
- Sweatpants and warm-up suits are only permitted on special dress down days, as advertised by Student Council.
- Clothing with any writing or illustration which are violent, sexual, drug and alcohol-related, or antisocially themed, is prohibited.
- Hats of any kind, including hooded sweatshirts, may not be worn in buildings.
- Hair may not be extreme in style or color.

#### **Special Dress Days at Frederica Academy**

- FA Spirit Days: Select home athletic events are designated as Spirit Days. Upper School students can wear FA Spirit t-shirts to school. Please see the FA Sunday email each week to see any Special Dress Days for the week.
- Dress Up Days are preannounced and honor important events.
- Dress Down Days are designated by the Student Council and Administration.

#### **Dress Code Violations**

- Students who violate the dress code policy will be required to serve a lunch detention and be given a uniform on loan for the day.
- A Saturday detention will be assigned for habitual violations of the dress code policy.

## SCHOOL SAFETY PROCEDURES

All visitors, including parents, must first check in with the school's office to receive a name tag before going to other locations on campus. Students may not invite outside guests to school, including students of area high schools, unless permission is granted by the Upper School Administration. Unauthorized visitors will be asked to leave the campus immediately.

### CAMPUS SECURITY AND BUILDING ACCESS

Campus safety is a priority at Frederica Academy. A uniformed full time security staff patrols the campus during the school day and during extracurricular activities.

All buildings on the campus are locked during the school day. **Students must bring their issued key cards to enter the buildings. Buildings will only be accessible from 7:30 a.m. to 4:30 p.m.** Students may only enter the two main Upper School buildings through the front doors. **Students should never open the door for individuals they do not know.**

**Students must carry their issued key card and student ID card on them at all times.** Replacement key cards can be purchased in the Upper School Office for \$25. Replacement student ID cards can be purchased in the Upper School Office for \$10.

Administration will periodically check to make sure students have both cards. In the event that a student does not, they will automatically be billed for replacement cards.

Parents and visitors are required to enter through the appropriate school office and sign in using SchoolPass. **No exceptions.**

**Students may not use the Weight Room or Innovation Lab without an instructor present. Main entrances to buildings should be used at all times. This includes access to the Weight Room. Students are not permitted to enter the Weight Room, gym, or Ralston Fine Arts Center through the graveled area behind the buildings. Accessing these buildings through the graveled area is a violation of the Code of Conduct.**

Cooperation and compliance are necessary to ensure the safety of all. Parents are asked to leave packages, forgotten books, computers, and lunch boxes in the Upper School Office for students to retrieve. Students arriving late or leaving early must check in/out through the Upper School Office.

## PARKING

Driving a car on campus is a privilege. Parking violations may result in the loss of this privilege. All books, lunches, athletic bags, and other items needed for the school day should be put in lockers upon students' arrival on campus. **Students may not go into their cars during the school day without permission from the Upper School Office. Habitual requests to go to one's car during the school day will result in a meeting with the Upper School Administration. Students may not be in the parking lot during school hours without permission.**

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

Stickers are available in the Upper School Office. Students who park on campus without a parking sticker may be subject to disciplinary action. Students who park in marked parking spaces, including numbered spaces not their own, Visitor Parking, or Faculty Parking spots will also be subject to disciplinary action. Students are expected to observe the speed limit.

- Juniors and Seniors are assigned parking spots in the Upper School parking lot.
- Underclassmen should apply to park in the East Campus Parking Lot in the Upper School Office.
- Overflow parking is available in the parking lot beside the middle school.

**No student should ever park in the following locations for any reason:**

- The circled area behind Corn Hall (fire lane)
- Behind the gym
- The lot behind Corn Hall
- Visitors or otherwise marked spaces

### EMERGENCY SCHOOL CLOSING PLAN

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

**Hurricane:** Typically, hurricane warnings will be forecast in ample time for school closing to be announced before students and staff depart for school. The FA website will post these closures along with local radio and TV stations. After school hours, a voice recording will give updates and details. Look specifically for FA announcements as it may vary from other schools in the county.

**Tornado:** All students and staff have practiced drills and know to move immediately to an interior area of the building, crouch, and take cover.

**Fire:** Students and staff will follow practiced procedure and go immediately to the football field where classes can be quickly assembled, and attendance taken. Appropriate personnel will notify fire and police.

**Bomb Threat:** All students and staff will immediately evacuate the buildings and proceed to a safe designated area.

**Intruder:** The School Crisis Plan will immediately lock down the campus, notify the police, and secure all classrooms.

## CRISIS MANAGEMENT

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

## INTERNET ACCESS

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

An Acceptable Use Policy was signed during the school enrollment period by each family. Students are not to share passwords or log in using another student's information.

## SCHOOL CLINIC AND MEDICAL POLICY

All students must have a Health Information and Consent Form on file with the school nurse. If a parent cannot be reached in the event of an emergency, this form authorizes the school to act for the parent. When it is necessary to call an ambulance, the cost is the responsibility of the parent.

All students are required to have a current Georgia Certificate of Immunization on file with the School Clinic. A Prescription Medication Form must also be filed, and all prescriptions are kept

in the nurse's office. Possession of a prescription drug, without a valid prescription on file, will result in a disciplinary response from the school.

### Procedure to visit the School Clinic:

- Report to your classroom teacher to notify them of your need to visit the clinic.
- Retrieve the clinic pass from the Upper School Office. (Only students who present a clinic pass will be permitted to visit with the nurse.)
- If a student's condition requires them to be in the School Clinic for more than one school period, the student will be sent home for the remainder of the day. (Any student sent home from school during the day may not participate in any after school activities for the remainder of that day.)
- If a parent calls to check their student out of school due to illness, the student must see the nurse prior to leaving campus and must also sign out in the Upper School Office.

## ATTENDANCE

### ATTENDANCE POLICY

Students arriving on campus after 8:15 a.m. and leaving before 3:20 p.m. are required to sign in and out at the Upper School Office using the SchoolPass Kiosk.

All students must have a Health Information and Consent Form on file with the school nurse. If a parent cannot be reached in the event of an emergency, this form authorizes the school to act for the parent. When it is necessary to call an ambulance, the cost is the responsibility of the parent.

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

- Absent (A)
- College Visit (CV)
- Medical Leave (ML)
- School Activity (SA)

#### Absences (A)

- 7 absences from class: Notification and/or meeting with Upper School Administration; attendance probation
- 10 absences from class: Meeting with Upper School Administration; attendance probation
- Consequences for subsequent absences will be determined by Upper School Administration

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

#### College Visits (CV)

Students are permitted to have four school day absences due to approved college admissions visits annually, as approved by the College Counselor.

#### School Activity (SA)

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

#### Medical Leave (ML)

Absences due to serious illnesses that have been documented by a doctor will be recorded as ML. Doctors notes are required.

### ATTENDANCE PROBATION

When a student exceeds six absences in a course in a semester, they will be placed on attendance probation. Students will be required to sit in close proximity to the teacher on duty during

their assigned study period. During this time, the teacher will help the student create a plan to catch up on their missing work. Juniors and Seniors will be required to put their cellphones in the cellphone holder. Upper School Administration will determine the appropriate length for a student's attendance probation period. Attendance probation is a support system for students. It is not meant to be punitive and will not be placed on a student's permanent record.

### SCHOOLPASS

Frederica Academy partners with SchoolPass for dismissal, attendance, and visitor management. The online platform enables parents/guardians to report absences, late arrivals, and early pickups. Parents can also add/delete authorized drivers. Families should download the SchoolPass app from the App store to access the system.

Students must use the SchoolPass kiosk in the Upper School Office when signing in late or leaving school early. Students may only leave school early if their parent/guardian has used the SchoolPass app to give their consent.

### PRE-APPROVED ABSENCE REQUESTS

Students who are absent are responsible for informing teachers of planned absences in advance and for making up all assignments missed. To do so, students must email their teachers and [attendance@fredericaacademy.org](mailto:attendance@fredericaacademy.org) to notify them of the dates they will be absent. The College Counselor should also be included on the email for college visits. Failure to notify a teacher of a planned absence may impact a student's participation grade in that class. Failure to notify the College Counselor of the visit will result in the college visit being coded as an absence (A). The following can be used as a template email:

Subject: Request for Excused Absence on [Date]

[Greeting: Good Morning or Good Afternoon],

I hope this email finds you well. I am writing to inform you in advance about my planned absence from school on [Date]. Due to [reason for absence: e.g., family event, doctor's appointment, etc.], I will be unable to attend class on that day.

I understand the importance of attending classes regularly and ensuring that I do not miss any important material or assignments. Therefore, I wanted to reach out to you as soon as possible to discuss any work that I will miss and to make arrangements to catch up on any assignments or material covered during my

absence.

If there are any specific assignments or tasks that I need to complete prior to or after my absence, please let me know, and I will make sure to prioritize them accordingly.

I appreciate your support in helping me stay on track with my studies.

Thank you,

[Your Name]

## LEAVING CAMPUS

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

Students returning to school must check-in using the SchoolPass kiosk in the Upper School Office before returning to class.

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

- Prearranged notice through SchoolPass made by a parent/guardian
- Parent/guardian personally signing student out
- Authorization of administration
- Students leaving campus for illness must first see the nurse

Please see the Discipline section for consequences for not signing in/out and leaving campus without permission.

## TARDINESS

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

**Excessive tardies will result in:**

- 5 tardies to school or class - lunch detention
- 7 tardies to school or class - morning detention
- 10 tardies to school or class - morning detention
- 11+ tardies to school or class - Saturday detention

If students are late to class because of a teacher or a school-related activity, they need a note from the instructor for entry into class.

Students must be at school by 8:30 a.m. to be counted present

and eligible to participate in extracurricular activities, including athletics. Failure to report to school by 8:30 a.m. on an “off day” will result in ineligibility for the next practice, match, or performance.

Students attending an athletic competition or school related extracurricular activity are permitted to check in nine (9) hours after returning to campus. The Head Coach or faculty representative will inform students of the time they need to check in to be eligible to participate in extracurricular activities the following day.

A first semester senior attendance report will be sent to all colleges a senior applies to when mid-year reports are released in January.

## MAKE UP WORK

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

- For an absence of one day: The work should be made up on the day the student returns.
- For absences of many days: The student should be in touch with teachers through e-mail. The student has a period of time equal to the number of days absent to make up the work (including quizzes and tests), unless further discussion is merited with the faculty and administration.
- Students missing school for sports or extracurricular activities are responsible for communicating with their teachers in advance.
- In all cases, students must communicate directly with their teacher(s) to set reasonable deadlines.
- Students who miss a quiz or test on the day it is being given must arrange to take the assessment during an after school or morning assessment makeup day. After school makeup sessions are offered on Mondays, Wednesday, and Thursdays. Morning makeup sessions are offered on Tuesdays. Weekly testing locations will be posted in Corn Hall. Failure to sit for an assessment on a prearranged day will result in a maximum grade of 80%. Failure to sit for the assessment on subsequent prearranged days will result in a 5-point deduction each day.

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

# ACADEMICS

## GRADUATION REQUIREMENTS

	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE	ELECTIVES
<b>ENGLISH</b> (4 Required Credits)	<ul style="list-style-type: none"> <li>World Literature</li> </ul>	<ul style="list-style-type: none"> <li>English Seminar</li> <li>AP Seminar</li> </ul>	<ul style="list-style-type: none"> <li>American Literature</li> <li>AP English Language &amp; Composition</li> </ul>	<ul style="list-style-type: none"> <li>Research &amp; Rhetoric</li> <li>AP English Literature &amp; Composition</li> </ul>	<ul style="list-style-type: none"> <li>Creative Nonfiction Writing</li> <li>Writing for Digital Media</li> </ul>
<b>MATHEMATICS</b> (4 Required Credits)	<ul style="list-style-type: none"> <li>Algebra I</li> <li>Honors Geometry</li> <li>Honors Algebra II</li> </ul>	<ul style="list-style-type: none"> <li>Geometry</li> <li>Honors Algebra II</li> <li>AP PreCalculus</li> </ul>	<ul style="list-style-type: none"> <li>Algebra II</li> <li>AP PreCalculus</li> <li>AP Calculus AB</li> </ul>	<ul style="list-style-type: none"> <li>PreCalculus</li> <li>Calculus</li> <li>AP Calculus AB</li> <li>AP Calculus BC</li> </ul>	
<b>SCIENCE</b> (4 Required Credits)	<ul style="list-style-type: none"> <li>Biology</li> <li>Honors Biology</li> </ul>	<ul style="list-style-type: none"> <li>Chemistry</li> <li>Honors Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Physics</li> <li>AP Biology</li> <li>AP Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>AP Biology</li> <li>AP Chemistry</li> <li>AP Physics 1</li> <li>Science Electives</li> </ul>	<ul style="list-style-type: none"> <li>Anatomy</li> <li>Astronomy</li> <li>Marine Biology</li> </ul>
<b>SOCIAL SCIENCE</b> (4 Required Credits for Class of 2025-2026) (3 Required Credits for Class of 2027+)	<ul style="list-style-type: none"> <li>World History</li> </ul>	<ul style="list-style-type: none"> <li>US &amp; World Affairs / World Geography</li> <li>AP World History</li> </ul>	<ul style="list-style-type: none"> <li>U.S. History</li> <li>AP U.S. History</li> </ul>	<ul style="list-style-type: none"> <li>Social Science Electives</li> </ul>	<ul style="list-style-type: none"> <li>Economics &amp; Finance</li> <li>History of Rock</li> <li>Leadership Theory &amp; Practice</li> <li>AP Comparative Government</li> <li>AP Macroeconomics</li> <li>AP Microeconomics</li> <li>AP U.S. Government</li> </ul>
<b>WORLD LANGUAGES</b> (3 Required Credits)	<ul style="list-style-type: none"> <li>Spanish I</li> <li>Honors Spanish II</li> <li>Latin I</li> <li>Honors Latin II</li> </ul>	<ul style="list-style-type: none"> <li>Spanish II</li> <li>Honors Spanish III</li> <li>Latin II</li> <li>Honors Latin III</li> </ul>	<ul style="list-style-type: none"> <li>Spanish III</li> <li>Honors Spanish IV</li> <li>Latin III</li> <li>Honors Latin IV</li> <li>AP Latin</li> </ul>	<ul style="list-style-type: none"> <li>Honors Spanish IV</li> <li>AP Spanish Language</li> <li>Honors Latin IV</li> <li>AP Latin</li> </ul>	

<b>FINE ARTS</b> (1 Required Credit for Class of 2025-2026) (0.5 Required Credit for Class of 2027+)	<b>Semester Electives</b> <ul style="list-style-type: none"> <li>Art</li> <li>Digital Design</li> <li>Graphic Design</li> <li>Popular Music Ensemble</li> <li>Popular Music Ensemble (Advanced)</li> <li>Popular Music Ensemble (Concert)</li> <li>Popular Music Ensemble (Performance)</li> </ul>	<b>Year-Long Elective</b> <ul style="list-style-type: none"> <li>Yearbook</li> </ul>
<b>BUSINESS, COMPUTER SCIENCE &amp; TECHNOLOGY SCIENCE ELECTIVES</b> (JavaScript I (0.5 credit): Required for Class of 2027+)	<b>Semester Electives</b> <ul style="list-style-type: none"> <li>Artificial Intelligence</li> <li>Intro to Business</li> <li>Cybersecurity I</li> <li>Cybersecurity II</li> <li>Engineering</li> <li>Engineering - Intermediate</li> <li>Engineering - Advanced</li> <li>JavaScript I</li> <li>Honors JavaScript I</li> <li>JavaScript II</li> <li>Honors JavaScript II</li> <li>Python I</li> <li>Honors Python I</li> <li>Python II</li> <li>Honors Python II</li> <li>Video Game Design</li> <li>Web Design</li> </ul>	<b>Year-Long Electives</b> <ul style="list-style-type: none"> <li>AP Computer Science A</li> <li>AP Computer Science Principles</li> </ul>
<b>PHYSICAL EDUCATION</b>	<b>Semester Elective</b> <ul style="list-style-type: none"> <li>Advanced Fitness</li> </ul>	
<b>HEALTH</b> (0.5 Required Credit)	Freshmen are required to take an online Health course if it has not been taken in Middle School.	

*Honors Biology students with exceptional PreACT scores may be offered the opportunity to take AP Biology in the 10th grade, as deemed appropriate by US Administration.*

*Graduation requires a minimum of 20.5 credits for members of the Class of 2025-2026. Graduation requires a minimum of 19.5 credits for members of the Class of 2027-2028.*

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

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

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

All students who enrolled in an AP course, with the exception of seniors who submit an opt-out form, are required to take the College Board AP Exam. Failure to sit for a College Board AP Exam that has been ordered will result in the removal of AP designation on a Frederica Academy transcript.

Seniors who opt out of taking an AP Exam will be required to sit for a final assessment in that course. Seniors who wish to opt-out of the AP Exam must return their opt-out form to the AP Coordinator by October 22, 2024 to cancel their exam without a fee. Seniors who submit an opt-out form between October 23, 2024 and March 6, 2025 will be billed \$40 for the cost of their canceled exam. Failure to sit for an exam without submitting a form by March 6, 2025 will result in the removal of AP designation on a Frederica Academy transcript.

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

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

## **FACTS**

FACTS is Frederica Academy's Student Information System (SIS). Grades can be monitored through the system by both students and parents. Teachers routinely post homework assignments in advance on FACTS, allowing students the opportunity to manage their workload.

## **DROPPING AND ADDING COURSES**

During the first semester, a student may drop or add a course during the progress period of the course (September 10, 2024, 4.5 weeks), only with the approval of the Upper School Administration.

During the second semester, a student may drop or add a semester-long course by Friday of the third week of the semester (January 24, 2025), only with the approval of the Upper School Administration.

Courses, including AP courses, dropped during the drop-add period will not appear on a student's transcript. If the change is approved after the first progress period, a notation of "withdraw passing" (WP) or "withdraw failing" (WF) will be recorded on the student's transcript. After the deadline has passed, dropping courses will only be considered under extenuating circumstances.

## **EXAMINATIONS**

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

## **EXAM EXEMPTIONS**

Seniors may exempt the 2nd semester exam in a course if they meet one of the following criteria:

- 90 average for the course and a maximum of 4 absences for the 2nd semester
- 87 average for the course and a maximum of 2 absences for the 2nd semester

**Final exams in AP classes are at the discretion of the teacher.**

Loss of Exemption: Seniors who receive a Saturday detention for any reason, including tardies, will lose the opportunity to exempt exams. All decisions regarding exam exemptions are at the discretion of the Upper School Administration.

## GRADING SCALE AND TRANSCRIPTS

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

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

Course grades on the transcript are unweighted; however, the cumulative numeric and grade point averages are weighted on the transcript. Honors courses are weighted 3 points for numeric average and 0.3 for GPA. AP courses are weighted 5 points for numeric average and 0.5 for GPA. The weighted averages are only used to determine academic awards. All grades published on the transcript are reported as unweighted.

Colleges may choose to calculate GPA differently and may, therefore, arrive at a GPA figure different from that calculated by Frederica Academy. Upper School courses taken in Middle School will be on the transcript, but are not included in the Upper School numeric or grade point averages.

Year-long courses require a final year-end grade of 70 or above for the student to be awarded one Carnegie Unit of credit. A student who fails one semester, but passes the other semester (with an average of 70 or above for the year) will receive a full credit for the course. A student who passes first semester of a year-long course and fails the second semester, as a result of the second semester exam, will have the opportunity to retake the final exam if they were passing the class before the exam. A retake must be submitted within two weeks of the initial exam. A student who needs to make up a course should follow a plan created by the Upper School Administration.

## TRANSCRIPT REQUESTS

Requests for high school transcripts should be requested via the **Online Transcript Request Form** on the Frederica Academy Registrar webpage. Please allow three days for processing.

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

## CLASS RANK AND HONORS GRADUATES

Students will be ranked for internal use only – assigning academic awards. A student's weighted numeric average (on a 100-point scale using semester grades) will be the criteria in determining

such information. This weighted average will be for the first three quarters of the school year and include only the grades for academic courses. Grades for non-academic electives are not included in calculating any averages.

To graduate with honors, a student must have a cumulative 4-year average of 90 or above in academic classes. Averages will be calculated using semester grades.

The Valedictorian and Salutatorian of the graduating class must attend Frederica Academy for their junior and senior year. The Valedictorian is the student with the highest cumulative weighted numeric average in academic subjects from ninth grade through the third quarter of senior year. The Salutatorian is the student with the second highest numeric average.

## ACADEMIC HONORS

The Head of School and the Honor Roll are calculated on a semester basis.

- The Head of School's List recognizes students whose weighted numerical average is 90 or above in all academic classes.
- The Honor Roll recognizes students whose weighted numerical average is an 85 or above with no unweighted grades below 80.

## HONOR SOCIETIES

Frederica Academy has three honor societies: National Honor Society, Sociedad Honoraria Hispánica, and International Thespian Society.

### National Honor Society

The National Honor Society (NHS) is a nationwide organization for high school students, recognizing students for their scholarship, leadership, service, and character.

*Prior to applying for induction a student must provide written documentation that he/she has met the following leadership and service requirements:*

- leadership roles, at least one
- individual community service activity, at least one
- community service involvement, demonstrated continuously

*To be inducted a student must additionally meet the following academic and honor requirements:*

- No more than 7 absences in a class in a given semester during the prior year



- Evaluation of absences will be reviewed from February 1, 2024 to May 16, 2024 for the Fall 2024 induction ceremony
- Cumulative non-rounded numeric average of 90 or higher for Juniors and 85 or higher for Seniors
- Be in the 11th or 12th grade
- Have completed at least two full semesters at Frederica Academy
- Be of good character with no Honor Council Violations for one full year prior to induction
- Receive two supporting Upper School Teacher Recommendations
- Take the appropriate course load as approved by the College Counselor

Students must follow the National Honor Society's policies to remain in good standing. This includes but is not limited to completing at least ten hours of community service each year, maintaining an average of 85 or higher, and continuing to exercise good leadership and character.

#### **Sociedad Honoraria Hispánica**

The Sociedad Honoraria Hispánica (SHH) is an academic honor society focused on Spanish language excellence in high school. Frederica Academy's chapter is named "Caballeros."

*To be eligible for membership, students must meet the following criteria:*

- Student must be actively enrolled in an upper level Spanish class (Spanish IV or higher)
- Student must have a numeric average of 85 or above in Spanish by the end Quarter 1 progress report period
- Students must maintain an 85 average or higher - an evaluation of grades will be conducted at the end of Quarter 2
- Student must have completed at least three years of Spanish and must be in 11th grade
- Transfer students must have spent one full semester in the program at any high school before eligibility
- Student must have an overall numeric average of 85 or higher and be members of the National Honor Society
- Student must never have failed a class due to attendance
- Student must have a good behavior record and no discipline issues on record

#### **International Thespian Society**

The International Thespian Society is an honor society for theatre students. The society aims to advance the standards of excellence in theatre. Frederica Academy's Troupe is: #8989.

Membership is achieved by complying with all induction criteria, as defined in the troupe handbook. The Thespian Point System is the official guideline for awarding induction points.

### **GRADUATION CORDS AND STOLES**

The following cords and stoles are approved by the US Administration and are permitted to be worn on Frederica Academy's graduation day:

#### **Honor Cord**

Seniors earning a weighted cumulative average of 90 or greater are eligible to receive an Honor Graduate Cord at Frederica Academy's graduation.

#### **Red Cross Cord**

Seniors who have partnered with the Service Council and have received a minimum of 8 points with the Red Cross are eligible to receive a Red Cross Cord. Points are earned by volunteering, recruiting, and donating, and are tracked by the School Nurse.

#### **Service Cord**

Seniors having 100 recorded hours of Community Service during high school are eligible to receive a Service Cord at Frederica Academy's graduation. All hours must be recorded in FACTS by the end of the 3rd quarter of a student's senior year. Hours will be reviewed by Upper School Administration.

#### **Sociedad Honoraria Hispánica Cord**

Seniors inducted into the Spanish Honors Society and who completed up to AP Spanish Language and Culture are eligible to receive a Spanish Honor Society Cord at Frederica Academy's graduation.

#### **International Thespian Society Cord**

Seniors inducted into the Society who, during their senior year, earn a minimum of 10 Thespian points (100 hours of service) and have demonstrated both onstage and backstage participation during the course of their Thespian Society tenure.

#### **National Honor Society Stole**

Seniors who have remained in good standing within the National Honor Society are eligible to wear a National Honor Society Stole at graduation.

**Only the above approved cords and stoles may be worn on graduation day.**

## ACADEMIC PROBATION

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

- In order to advance to the next grade, a student in the 9th grade must have passed at least 5 Carnegie Units.
- In order to advance to the next grade, a student in the 10th grade must have passed at least 10 Carnegie Units.
- In order to advance to the next grade, a student in the 11th grade must have passed at least 15 Carnegie Units.
- In order to graduate, a student in the 12th grade must have passed at least 20.5 Carnegie Units.

If these conditions are not met, academic probation is created to outline the necessary steps to reach promotion status.

## HOMEWORK POLICY

Homework reinforces concepts and introduces material to be used in class. All students have a study period and may attend tutorial to support homework assignments. Teachers routinely post homework assignments in advance on FACTS, allowing students the opportunity to manage their workload. A student should speak directly with their teacher if they find themselves spending unusually long periods of time completing assignments. As a college preparatory school, out of class assignments are a necessary part of learning time management, independent thinking, and organizational skills for success.

Frederica Academy understands the academic demands that are placed upon each student. An Upper School student will not be required to take more than two tests in one day. **Students should communicate directly with teachers if they have more than two tests in a day in order to arrange an alternative testing date.**

Frederica Academy encourages open communication between students, teachers, and advisors to help each student manage his or her personal workload. High school students who are enrolled in AP and upper-level Honors courses may have a more strenuous workload due to the rigor of the courses. Faculty strives to adjust and assess homework assignments across departments as needed.

Frederica Academy Upper School students who consistently perform more than two hours of homework outside of school to their detriment, should follow the protocol listed below:

1. Assess whether time during the school day in both study periods and tutorials is being used to its fullest.
2. Determine if study environment at home is academically productive.
3. Discuss with his/her teacher and advisor problems or concerns.
4. Evaluate class placement to determine if student is taking correct level of course.
5. Meet with teachers to discuss study skills strategies.

## ONLINE COURSES

Online elective courses may be taken by juniors and seniors through Fuel Education, Georgia Virtual School, or Johns Hopkins CTY at the student's expense. Online courses may not take the place of required courses offered on campus. Students interested in learning more about online courses must contact Upper School Administration to receive an application. Applications must be approved by Upper School Administration. Please see the Upper School Director for more information.

## DUAL ENROLLMENT

**Juniors** who meet the criteria below are eligible to enroll in one of the approved dual enrollment courses at the College of Coastal Georgia each semester.

**Seniors** who meet the criteria below are eligible to enroll in two of the approved dual enrollment courses at the College of Coastal Georgia each semester.

- Applicant must have a minimum unweighted GPA of 3.0 in core curriculum classes (English, Science, Math, Social Science, and Foreign Language).

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

## ACADEMIC SUPPORT

### TUTORIAL

After school tutorial is offered every Monday, Tuesday, Wednesday and Thursday from 3:20-3:50 p.m. in the teacher's classrooms.

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

**Frederica Academy teachers may not be hired as tutors for the classes they teach.**

### STUDENT ACCOMMODATIONS

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

Upper School students who receive accommodations may also apply for accommodations through the College Board and ACT for standardized testing accommodations. The Learning Specialist can submit student documentation for such requests; however, it is important to note that the College Board and ACT may not grant the same accommodations a student receives in school.

### NASH ACADEMIC CENTER

The Nash Academic Center provides a quiet place for studying and collaborating on projects. Students must check in with the teacher on duty in the Academic Center during their study period. Attendance will be recorded by the teacher.

Freshmen and sophomores may only use the first floor of the Academic Center and must put their cellphones in the cellphone holder at the beginning of the period. **The rules of the Center are clearly posted, and students are expected to follow them.**

Students may store their lunch in the Academic Center's refrigerator but are not permitted to eat in the kitchen. All students are prohibited from eating in the Nash Academic Center.

## SCHOOL COUNSELING

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

- Prevention - The School Counselor will assist in the development and delivery of mental health, Social Learning and wellness interventions, programs, and training
- Intervention - The School Counselor will provide direct, solution focused mental health services to students and families and crisis intervention, when necessary
- Resourcing - The School Counselor will coordinate referrals to school and community support services

### *Reasons to Contact the School Counselor:*

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

### *How a Student Meets with the School Counselor:*

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

## COLLEGE COUNSELING

The mission of Frederica Academy's college counseling center is to foster students' academic, intellectual, and personal growth, while helping them find a college that matches their academic talents and fits their interests as well. Navigating today's college process requires careful planning and preparation. **The College Counseling Handbook** addresses school policies regarding college counseling and shares details about the counseling conducted at each grade level.

## COMMUNICATION

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

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

### STUDENT-TEACHER COMMUNICATION

Open communication is integral to healthy and productive relationships among students, parents, and teachers. Below are guidelines for communication as situations occur.

Students need to be proactive in their education and learn to advocate for themselves. They should personally speak with their teacher in tutorial or at other appropriate times when they have concerns in the following areas:

#### Academics:

- make-up work, including homework, quizzes, and tests
- concerns about volume of homework
- failed or lower-than-expected assessments
- test conflicts
- impending absences, including sports
- honor code violations or concerns

Teachers communicate regularly with students and parents through FACTS, email, and personal contact.

#### Interpersonal:

- bullying
- concerns about classroom participation
- concerns about social interactions in and out of the classroom

The School Counselor is always available to deal with interpersonal situations that are beyond the realm of the classroom teacher.

#### Academic Performance and Effort:

- delinquent assignments and assessments
- failed or lower-than-expected assessments
- excessive absences and tardies
- inappropriate behavior which interferes with the learning of other students

Parents should encourage their children to communicate with their teachers first.

If the concerns persist, the parents should contact the teacher by email, and when necessary, schedule a phone call or conference. If there is no resolution, the Upper School Director can be contacted.

### PARENT CONFERENCES

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

Parents are encouraged to schedule conferences with teachers to discuss their child's academic or behavioral performance in the classroom. A parent should never go directly to the teacher's room or attempt to detain a teacher to discuss a school problem while the teacher is involved in the supervision of students.

## STUDENT LIFE

### ATHLETICS

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

### COMMUNITY SERVICE

Giving back to one's community and assisting others in need is an essential component of the Upper School's motto: **"To whom much is given, much is expected."**

Students are encouraged to record their service hours in both their FACTS portal and SCOIR resume. Regularly scheduled club events and responsibilities, club meetings, and all club member commitments are not counted towards service hours. Only service external to the US division is acceptable to record in students' FACTS portals.

### EXTRACURRICULAR CLUBS

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

## TRIP POLICIES

- Students are expected to come to school on time the day following a trip. For extracurricular activities involving excessive travel, students are expected to check in no later than nine hours after returning to campus.
- Upon return to school, students under supervision of the driver are to clean the rental and school-owned vehicles' interiors.
- Every passenger is to have and wear a seatbelt.
- Every student passenger is to go and return by the transportation provided by the school. Written permission from a parent for alternative means of transportation to or from a school-sponsored event may be approved on rare occasions.
- All school rules regarding tobacco, alcohol, and drug use by students and chaperones are in effect and enforced as though the students were on campus.
- Students may not drive a school-owned vehicle.

## SAPP HALL AND KNIGHTS TABLE CAFE

**Sapp Hall** - Students purchasing breakfast, snacks, or lunch must use their school ID to bill their account. Cash may also be used.

**Knights Table Cafe** (Concession Stand) - The concession stand will be open during break, lunch, and after school for the purchase of snacks. Debit and credit cards, cash, and students' ID's for billing may be used.