

UPPER SCHOOL HANDBOOK 2025-2026

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.

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."

HONOR OFFENSES

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. This includes the use of AI or other resources without citing them.
- Stealing is the taking of anything without the consent of the owner. This includes "borrowing" any items from other students' lockers without their permission.

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

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 assessment.

HONOR VIOLATION PROCEDURES

When a student becomes aware of an Honor Code infraction, they are encouraged to urge the violator to self-report the incident to a member of the faculty, the Honor Council, or the Upper School Director.

Anyone reporting a possible Honor Code violation will be asked to submit a detailed and specific written statement describing the incident. Student reporters may request confidentiality.

Initial Review: Honor Council officers and faculty advisors will privately interview the student(s) suspected of the offense. If a written statement has not yet been submitted, one will be requested. The Honor Council and advisors will then determine whether sufficient cause exists to proceed with a formal hearing.

First Offense Guidelines:

If the offense is a first violation, the facts are clear, and the student admits to the infraction, the Honor Council and faculty advisors may issue a formal warning. In some cases, an academic and disciplinary consequence may also be assigned. However, a first Honor Code violation is not recorded on a student's permanent record.

If a second Honor Code violation occurs, both the initial and subsequent offenses will:

1. Be recorded on the student's permanent record, and
2. Be reviewed by the Honor Council, which may impose additional consequences.

Honor Council Hearing:

Students may choose a faculty or staff member to serve as their advocate during the hearing.

Disposition and Confidentiality:

Following the Honor Council hearing, the Upper School Director will be informed of the Council's findings. The student will then meet with the Director, who will determine and communicate the final consequences, based on the Council's recommendation. Every effort is made to treat both the hearing and its outcome as confidential.

Authority of the Head of School:

The Head of School may determine that a student's conduct warrants bypassing the standard Honor Council procedures. In such cases, the Head of School reserves the right to intervene, expedite, or alter the process as necessary.

Academic Integrity Clause:

Frederica Academy reserves the right to question the authenticity of student work or assessments that may be in violation of the Honor Code. If a student cannot reasonably defend or verify that the submitted work is their own, the matter may be referred to the Honor Council for further review.

If the situation is not deemed serious enough for an Honor Council referral, the teacher may assign an appropriate academic consequence. In such cases, the teacher must document the circumstances and the consequence clearly and thoroughly. These incidents will be tracked by the Honor Council and the Upper School Director and may be considered if the student is later brought before the Honor Council for a formal Honor Code infraction.

Repeated Violations and Administrative Discretion:

While a first Honor Code offense is typically treated as an opportunity for guidance and reflection, repeated violations are regarded with increasing seriousness and may result in disciplinary consequences, including suspension or expulsion from Frederica Academy.

In certain circumstances, the Head of School may determine that a student's conduct warrants a departure from the standard Honor Council process. In such cases, the Head of School reserves the right to intervene directly, accelerate proceedings, or bypass procedural steps as deemed necessary.

Communication Boundaries During an Honor Investigation:

Under no circumstances should a student accused of an Honor Code violation initiate contact with or discuss the case with a member of the Honor Council or with any student who may have reported the violation. This includes attempts to influence, confront, or question the individual(s) involved.

Any such action will be considered a breach of process and may result in additional disciplinary consequences. If the behavior rises to the level of harassment, it will be addressed as a separate disciplinary offense, in accordance with school policy.

Parent Communication Guidelines:

Parents are welcome to direct questions about Honor Council procedures to the student's teacher or a member of the Upper School Administration. However, they should understand that faculty and administrators are not permitted to discuss the details of a specific case or potential consequences prior to the Honor Council meeting. This policy is in place to protect the integrity, fairness, and confidentiality of the process for all students involved.

PLAGIARISM POLICY

Plagiarism is defined as taking someone else's work or ideas and presenting them as one's own. In simple terms, plagiarism is using another's words, ideas, or intellectual property—including content generated by assistive technologies such as AI—without

proper attribution.

Plagiarism reflects a lack of academic integrity and honesty. Students are strongly encouraged to consult their teachers with any questions about what may constitute plagiarism in a given assignment or context.

Examples of plagiarism include, but are not limited to:

- Copying and pasting text from a website, online article, or any form of digital media without citation
- Transcribing content from printed materials, such as books, magazines, newspapers, journals, or encyclopedias, without crediting the source
- Downloading or purchasing all or part of a paper from the internet or using multiple sources to assemble a paper without proper attribution
- Manipulating or rewording someone else's text just enough to present it as original work
- Submitting the same or substantially similar work for multiple classes or years without the explicit permission of the current teacher (self-plagiarism)
- Using artificial intelligence or other assistive technologies to produce or rewrite content without acknowledging the use of such tools

Teachers reserve the right to question the authenticity of a student's work. If concerns arise, the student will be asked to explain or provide evidence that the work is original. If the student is able to sufficiently defend the work as their own, no report will be filed. (See Academic Integrity Clause)

However, if the work cannot be verified as original, the matter may be referred to the Honor Council for further review. Frederica Academy may also utilize third-party services to screen for plagiarism and detect improper use of online sources. As technology continues to evolve and become embedded in the learning process, questions about source use—including video, music, film, websites, and AI—can become complex. While it is not possible to anticipate every situation, the school maintains a clear standard: a student should never submit someone else's work as their own.

When in doubt, students should ask their teacher for guidance.

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, Dean of Students, 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 or Dean of Students 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.

Lunch Detention

Lunch detentions will take place during the Upper School lunch period. Students will be required to meet the Dean of Students in the Berte Bistro, 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 with the Academic Center teacher

during a study period

- Failure to present an ID or key card during a random check
 - Wearing AirPods or headphones in the Academic Center without permission
 - Playing games on a Chromebook during the school day
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 the Dean of Students, room 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. 1st & 2nd violation for: possession of cellphone
4. 3rd Offense for:
 - Failure to sign in/out
 - Code of Conduct
 - Class disruption
 - Playing games on a Chromebook during the school day

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. 3rd or subsequent violation for: possession of cellphone
4. Harassment of any kind
5. Habitual Code of Conduct violations

Suspension for a specific number of days may be administered at the discretion of the Upper School Director and Dean of Students 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 and well as loss of privileges. Membership on athletic teams can also be removed at the discretion of the Upper School Director and Athletic Director.

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

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

To promote student engagement and build a strong sense of community, Frederica Academy maintains a focused and respectful learning environment by restricting cellphone use during school hours.

Policy Expectations:

- Students are not permitted to use or access cellphones during school hours, from 8:15 a.m. to 3:20 p.m.
- Cell phones must be turned off and kept in the student's backpack or locker throughout the school day.
- Students may NOT seek or receive permission from teachers or any other faculty/staff members to use their cellphones during school hours.
- Should a student need to contact a parent or guardian during the school day, they must do so by obtaining permission to use the phone provided in the Upper School Office.
- If a faculty or staff member hears a student's phone make noise or vibrate, or observes that it is not turned off and properly stored, the phone will be confiscated and the appropriate disciplinary consequences will be applied.

Consequences for Violations:

- First Offense: The student will have a morning detention, and parents will be notified.
- Second Offense: Student will serve a morning detention and will be required to check in their phone with the Dean of Students every morning for one week. Parents will be notified.
- Further Violations: A Saturday detention will be imposed, and parents will be notified.

Communication During School Hours:

Athletic coaches and club advisors have been advised to use email as the primary method of communication during the school day, as students will not have access to their cellphones.

Emergency Communication:

Students needing to reach parents during the day must do so through the Upper School Office. Parents should direct urgent communication to the school's main office.

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 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 finger tips
- Skorts: gray, navy or khaki; must extend to finger tips
- Dresses: gray, navy, plaid or khaki; must extend to finger tips
- Shorts: gray, navy, khaki or white chino style (no denim); must extend to finger tips
- 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
- Sweatshirts and jackets: only FA branded outerwear, including FA athletic jackets, sweatshirts, and fleeces, may be worn

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
- Navy blue, khaki, or gray chino shorts or pants
- Sweatshirts and jackets: only FA branded outdoorwear, including FA athletic jackets, sweatshirts, and fleeces, may be worn

Additional Uniform Information:

- 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
- Beginning in February, seniors may wear college shirts from which they have been admitted into on Fridays
- Administration must approve all athletic team dress up or down days
- Girls may wear black, navy blue, white, or gray leggings or tights under uniform bottoms
- Cargo shorts or pants are not permitted
- Undergarments, including compression shorts, should not be visible
- Heavy coats and rain jackets are permitted as weather requires. These jackets can be worn outside but should be removed during class time
- Students should periodically check the Upper School Lost and Found for missing items

Additional Dress Code 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.
- For safety reasons, flip-flops, sandals, and Crocs are only permitted on designated Upper School dress-down exam days. These types of footwear pose a hazard, particularly in Science labs and active learning environments.
- 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 that displays violent, sexual, drug- or alcohol-related, antisocial, inappropriate, or politically charged messages or imagery is prohibited.
- Hats of any kind, including hooded sweatshirts, may not be

worn in buildings.

- Hair may not be extreme in style or color.
- Students who report to the Dean of Students before school begins to address a uniform issue may borrow a uniform for the day without consequences. Borrowed items must be returned at the end of the school day.

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 7:20 a.m. to 5:00 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 are required to carry their issued key card and student

ID card at all times during the school day. Replacement key cards are available for \$25, and replacement student ID cards are \$10, both of which can be obtained through the Upper School Office.

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 and receive a lunch detention.

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

RESTRICTIONS

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.

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.

- Seniors are assigned parking spots in the Upper School parking lot.
- Juniors may either be assigned a parking spot in the Upper School parking lot or assigned to park in the East Campus Parking Lot.
- Underclassmen should apply to park in the East Campus

Parking Lot in the Upper School Office.

- All students must park in their assigned locations and are not permitted to park in unassigned spots.

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.

Under no circumstances should a student play games on their Chromebook during the school day.

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.

Students may not keep over-the-counter medication in their procession while at school. Only life-saving medications the School Nurse is aware of a student being prescribed should be carried on a student's person.

Students should only visit the nurse's office if they are in need of medical support from the school nurse. Unnecessary visits disrupt the nurse's ability to provide timely care to those who need it.

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
- 10 absences from class: Meeting with Upper School Administration

Regular attendance is necessary for full participation in class. Excessive absences will negatively impact a student's participation grade, as frequent absences reduce opportunities to engage, contribute, and stay current with class activities.

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.

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. This includes absences due to school activities. To do so, students must email their teachers and attendance@fredericaacademy.org to notify them of the dates they will be absent. Failure to notify a teacher of a planned absence may impact a student's participation grade in that class.

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]

COLLEGE VISITS

Students requesting an absence due to a college visit must complete the College Visit Request Form located in their Google Classroom page. Failure to submit the form will result in the college visit being coded as an absence (A).

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 communicating with teachers are the sole responsibilities of the student. Pre-announced deadlines are expected to be met, regardless of absence or circumstance, unless explicitly discussed with the teacher and approved by the administration.

General Guidelines:

- **One-Day Absence:** Work should be completed and submitted on the day the student returns to school.
- **Extended Absences:** Students must proactively email their teachers to determine expectations. Students have a period equal to the number of days missed to complete all make-up work, including quizzes and tests, unless otherwise arranged with the teacher and/or Upper School Administration.
- **Planned Absences (e.g., athletics or extracurricular activities):** Students must email their teachers in advance of the absence to coordinate assignments, assessments, and deadlines.
- **Exam Review Days:** Students who miss a review session for an exam are still required to sit for the exam on the originally scheduled date.

Assessment Make-Up Policy:

- Students who miss a quiz or test must arrange to take the assessment during a scheduled after-school or morning make-up session.
- **After-School Sessions:** Mondays, Wednesdays, and Thursdays
- **Morning Sessions:** Tuesdays and Fridays

Locations will be posted weekly in Corn Hall and shared in daily announcements.

- **Punctuality:** Students who arrive late to a scheduled make-up session will not be given additional time to complete their assessment.
- **Rescheduling:** If a student must reschedule a makeup assessment, they must contact the teacher in advance via email to arrange a new date.
- **Two-Week Deadline:** All makeup assessments must be completed within two weeks of the original assessment date. Failure to do so will result in a grade of zero (0).
- **Late Completion Penalties:** If a student fails to sit for an assessment on the prearranged day, the highest possible grade will be 80%. For each subsequent missed session, 5 points will be deducted from the maximum potential score

Attendance Concerns:

- Repeated patterns of absences on days of tests or quizzes will be referred to the Upper School Administration for review and possible disciplinary action.

ACADEMICS

GRADUATION REQUIREMENTS

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

FINE ARTS (1 Required Credit for Class of 2025-2026) (0.5 Required Credit for Class of 2027+)	Semester Electives <ul style="list-style-type: none"> Art Digital Design Graphic Design Popular Music Ensemble Popular Music Ensemble (Advanced) Popular Music Ensemble (Concert) Popular Music Ensemble (Performance) Yearbook AP 2D Art and Design 	
BUSINESS, COMPUTER SCIENCE & TECHNOLOGY SCIENCE ELECTIVES (JavaScript I (0.5 credit): Required for Class of 2027+)	Semester Electives <ul style="list-style-type: none"> Artificial Intelligence Intro to Business Cybersecurity I Cybersecurity II Engineering Engineering - Intermediate Engineering - Advanced JavaScript I Honors JavaScript I JavaScript II Honors JavaScript II Python I Honors Python I Python II Honors Python II Video Game Design Web Design 	Year-Long Electives <ul style="list-style-type: none"> AP Computer Science A AP Computer Science Principles
PHYSICAL EDUCATION	Semester Elective <ul style="list-style-type: none"> Advanced Fitness 	
HEALTH (0.5 Required Credit)	Freshmen are required to take Frederica Academy's modular-based 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 2026. Graduation requires a minimum of 19.5 credits for members of the Class of 2027 and beyond.

Students exempt from World Language requirements due to a qualified diagnosis and a Frederica Academy Learning Profile are required to complete 2 credits in Computer Science.

Course Load and Scheduling

A standard course load for a semester includes five academic courses and one elective.

Seniors enrolled in three or more Advanced Placement (AP) courses are permitted to have two study periods to support their workload.

Each spring, students meet with the Upper School Administration to select courses for the following school year. For detailed information on Honors and AP course registration requirements, students and families should consult the Upper School Course Description Catalog.

Frederica Academy Advanced Placement Philosophy

Frederica Academy encourages students to pursue academic challenges that align with their interests, abilities, and college goals. Advanced Placement (AP) courses offer rigorous, college-level instruction and demand a higher level of commitment than standard or Honors courses.

Sophomores and juniors enrolled in AP courses are required to sit for the College Board's AP Exam in May.

Seniors may opt out of taking the exam during the school's published opt-out period.

Failure to sit for an exam that has been ordered by the AP Coordinator will result in the removal of the AP designation from the student's transcript.

While the course grade is the most accurate measure of a student's performance, AP Exam scores can further demonstrate subject mastery and may result in college credit. Students are expected to approach their AP Exams with seriousness and integrity, doing their best to reflect the knowledge they have gained.

During the drop/add period, if a student's progress indicates

that they have been misplaced or are not performing at a level comparable to the rest of the class, the AP teacher may recommend that the student be withdrawn from the course and placed in a non-AP section. A teacher may also recommend this placement at the midpoint of the academic year if warranted by the student's performance and progress. This recommendation supersedes a student's or family's request for placement in the course.

Grading and Communication

Frederica Academy uses a semester numerical grading system. Parents and students receive a weekly detailed grade report every Sunday afternoon via the school's learning management system.

Academic Placement Policy

Upper School faculty recommend course placements for students each academic year based on their performance, work habits, and readiness for the level of rigor required.

If a student is not recommended for placement in an advanced, honors, or AP-level course, the family may choose to override the recommendation by completing an Academic Placement Waiver. This form indicates the family's understanding that the student was not recommended for the course and acknowledges the decision to enroll the student against faculty advice.

By signing the waiver, the family accepts responsibility for the student's placement and the academic expectations of the course.

AP Exam Opt-Out Policy for Seniors (Class of 2026)

Seniors enrolled in an AP course who choose not to sit for the corresponding AP Exam may be required to take a final assessment in that course during the regular exam schedule in May.

To officially opt out of an AP Exam, students must submit a signed AP Exam Opt-Out Form to the AP Coordinator by one of the two designated deadlines:

Round 1 Opt-Out Deadline: October 9, 2025

- No fee will be charged.
- The student will be removed from the AP Exam order without penalty.

Round 2 Opt-Out Deadline: March 6, 2026

- A \$40 cancellation fee will be billed to the student's account.
- This reflects the College Board's fee for canceled exams after the initial ordering deadline.

No opt-out requests will be accepted after March 6, 2026. Students who do not sit for an AP Exam and have not completed the opt-out process by the deadline will not be refunded and may be subject to an additional school-based assessment requirement.

Note: Opt-out forms must be signed by both the student and a parent/guardian and submitted directly to the AP Coordinator.

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 9, 2025, 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 23, 2026), only with the approval of the Upper School Administration.

Courses, including Advanced Placement (AP) courses, dropped during the official drop-add period will not appear on a student’s transcript.

If a course change is approved after the first progress period, a notation of either “Withdraw Passing” (WP) or “Withdraw Failing” (WF) will be recorded on the student’s transcript, based on the student’s performance at the time of withdrawal.

Once the withdrawal deadline has passed, course drops will only be considered under extenuating circumstances and require approval from the Upper School Administration.

Frederica Academy strongly encourages students to make thoughtful and realistic course selections. Students are discouraged from enrolling in courses—particularly AP and honors-level courses—if they are not confident in their ability to successfully manage the expectations and workload.

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
- 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 87 or above in Spanish by the end of the 4.5 week grading report period in

the second quarter

- 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
- Recommendations are required if a student is not a member 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 or Honor Code violations 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 who complete 100 or more documented hours of community service during their high school years are eligible to receive a Service Cord to wear at Frederica Academy's graduation ceremony.

Eligibility Requirements:

- All service hours must be logged in FACTS by the end of the third quarter of a student's senior year.

- Students must submit a Service Cord Application by the third-quarter deadline. The application should include a summary of service activities and reflections on the impact of their service.
- Hours and applications will be reviewed and verified by the Upper School Administration.

Service must be voluntary, unpaid, and benefit the broader community. Hours completed for disciplinary purposes or through family businesses do not count toward the total.

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 academic Carnegie Units (credits).
- In order to advance to the next grade, a student in the 10th grade must have passed at least 10 academic Carnegie Units (credits).
- In order to advance to the next grade, a student in the 11th grade must have passed at least 15 academic Carnegie Units (credits).
- 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 Office Hours 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 Upper School students who consistently spend more than two hours on homework per night to the detriment of their well-being or other responsibilities should follow the steps outlined below:

1. **Evaluate Time Management at School:** Reflect on how study periods and Office Hours are being used. Ensure that all available school-day time is being used productively.
2. **Assess the Home Study Environment:** Consider whether the at-home study space is conducive to focus and learning.
3. **Communicate with Teachers:** Speak directly with teachers about specific challenges, concerns, or patterns that may be impacting workload.
4. **Review Course Placement:** Discuss with teacher(s), Upper School Administration, or the Director of College Counseling whether the student is appropriately placed in each course, especially if the workload feels unmanageable.
5. **Seek Support for Study Skills:** Arrange a meeting with teachers to explore study strategies and organizational tools that may improve efficiency and reduce time spent on homework.

ASSESSMENT POLICY

Frederica Academy recognizes the academic demands placed upon Upper School students and supports a balanced, healthy approach to managing assessments.

Students will not be required to take more than two major assessments in one day.

- A major assessment is defined as either one test or two quizzes, as two quizzes are considered equivalent to one test.
- If a student has more than the equivalent of two major assessments scheduled on a given day, the student should communicate with their teachers at least 24 hours in advance to arrange an alternate testing date.

Teachers will make reasonable efforts to coordinate across departments and avoid scheduling multiple significant assessments on the same day.

Students in AP and Honors courses may experience an increased workload due to course rigor. Faculty members are mindful of this and strive to adjust assignments and timelines accordingly when conflicts arise.

Frederica Academy encourages proactive communication among students, teachers, and advisors. Students are expected to self-advocate and work directly with their teachers when facing an excessive assessment load.

ONLINE COURSES

Online elective courses may be taken by juniors and seniors through approved online platforms at the student's expense. Frederica Academy will only pay for online courses taken as a result of a scheduling conflict. 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) and have earned an 85 in at least one semester of an AP course.

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.

Students enrolled in courses at the College of Coastal Georgia must adhere to the College's policies and procedures. Frederica Academy is only responsible for submitting transcripts, assisting with course selection, and managing registration. Students who require academic accommodations are responsible for submitting all necessary documentation directly to the College of Coastal Georgia to ensure their needs are met.

Students should be aware that grades earned in dual enrollment classes may appear on a college transcript and may be calculated into a student's cumulative college GPA. Students should approach these courses with the same seriousness and commitment as any other academic class.

ACADEMIC SUPPORT

OFFICE HOURS

After school Office Hours are 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 Office Hours 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.**

GUIDED STUDY PERIOD

Students whose academic performance requires additional support may be assigned to a Guided Study Period. During this time, Academic Center Instructors will receive weekly updates regarding student grades and progress. If a student is failing a class, they will be required to sit near the teacher on duty in the Academic Center during their assigned study period. This

structure is designed to provide accountability, one-on-one support, and a quiet environment for focused learning. Guided Study Period is not a disciplinary measure and will not appear on a student's permanent record.

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.

Only students approved for one-on-one testing accommodations are permitted to complete assessments in the Upper School Learning Center.

NASH ACADEMIC CENTER

The Nash Academic Center offers a quiet, structured environment for independent study and academic collaboration. Students assigned to a study period must check in with the teacher on duty; attendance will be recorded.

Usage Guidelines:

- Freshmen and sophomores are limited to the first floor of the Academic Center during study periods.
- Students may store lunches in the Academic Center refrigerator but are not permitted to eat in the kitchen or any area of the Academic Center. Food and drink (excluding water) are prohibited throughout the Academic Center.
- Makeup assessments may not be administered in the Academic Center under any circumstances.
- Students must follow all policies posted 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 during Office Hours 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.

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.