



Frederica Academy Lower School

Student/Parent Information Handbook

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Mission Statement

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

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Foreword

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

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

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

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

Mission Statement

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

School Values

- To provide a vigorous academic and intellectual environment throughout the school.
- To encourage independence of thought in an atmosphere of mutual respect and consideration.
- To encourage the application of problem-solving techniques to academic and personal decisions.
- To provide opportunities to practice and develop leadership, sportsmanship, courtesy, dependability and integrity.
- To stimulate awareness of the needs of others and promote community service.
- To continue an appreciation of the Judeo-Christian heritage and a comprehensive understanding of religious thought.
- To develop, through practice, an understanding and appreciation of democratic principles.
- To encourage creative expression and appreciation of the fine arts.
- To provide training in appropriate social behavior and manners.

Admission

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

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

Lower School Admission Policies

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

Academics

Lower School Courses of Study

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

Students in the Lower School, grades Pre-K through fifth, are assigned to a teacher who has the major responsibility for their instruction. Grade level teachers work in teams and children will be taught by either teacher. The teaching responsibilities will vary by grade level. Music, art, physical education, computer, and Spanish are taught by specialist teachers.

Pre-Kindergarten & Kindergarten

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

Curriculum

Language Arts:

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

Reading:

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

Mathematics:

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

Mathematical concepts are introduced in a sequential order from concrete, manipulative experiences in the younger grades to more abstract concepts as the student moves through the program.

Science:

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

Social Studies:

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

Computer/Technology:

Computer education is integrated at all grade levels, beginning with how to use a variety of technological devices, to accessing and processing information. Teachers follow a clearly defined scope and sequence of technology skills, progressing through keyboarding, word processing, presentation, file management, research, ethical use of technology, and use of technology for creating end products to demonstrate mastery of both content and technology tools and programs. The classrooms are equipped with SmartBoards and document cameras.

Kindergarten through fourth grade have exclusive access to two carts of Chromebooks. Fifth graders engage in a one-to-one laptop program. Ozmo's, Lego robotics, modular robotics, iPads, and PCs are also used in a variety of ways to enhance and expand curriculum.

Music:

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

Art:

The art program offers a wide range of media and expressive opportunities for Frederica students in grades 1-5. Materials are amply provided, and the art department integrates visual and tactile experiences with a varied assortment of activities that are integrated with the class curriculum.

Physical Education:

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

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

Extended Day Program

Extended Day Program, is available for Frederica Academy students in Pre-kindergarten through fifth grade. The program begins at 1:00 p.m. and ends at 5:30 p.m. Students enter the program at the conclusion of his/her regular school day.

Extended Day Program is a full program that includes rest or quiet time for pre-school children and a balance of outdoor and indoor activities and play for Lower School children.

Spaces are limited. Registration forms must be completed and processed before a child is permitted to stay in the Extended Day Program. Registration forms are available in the school office or on the school's website. There will be an additional charge for those children picked up after 5:30 p.m.

Academic Information

Parent conferences and report cards serve as a basis for reporting academic progress. Conferences at some grade levels are scheduled more regularly than at others, but are used at all levels to maintain necessary communication between teacher and parent. Parents are encouraged to discuss the work of their children with the teachers.

To be sure of adequate time for a conference, an appointment should be made in advance.

Home visits, if desired, are available early in the school year by pre-kindergarten teachers in an effort to form more personal relationships with students and parents.

Academic Reports

Report cards are sent home every nine (9) weeks for grades 1-5. Progress reports are sent between each marking period in grades 4 & 5 outlining course curriculum. Classroom newsletters in grades 1-4 convey curriculum plans on a weekly basis. Pre-Kindergarten and Kindergarten teachers conduct face to face conferences with parents at the beginning, middle and end of each school year. Kindergarten students receive a final report card at the end of the school year.

Daily or weekly reports are issued as a concern arises in the area of academics or behavior. These reports are to be signed by the parents and returned to the teacher the following school day.

How to Schedule Additional Conferences

Parents are asked to avoid discussions with teachers before school begins each morning. Teachers need this time to prepare for the day and to look after the children who arrive to class. A specific time to talk can be scheduled through the Lower School Administrative Assistant.

The procedures for additional conferences are as follows:

- Conference between teacher and parent, can be initiated by either one. This can be a phone conference, although face to face conferences are preferred.
- Upon request, a school conference involving teacher, parent, and Lower School Director and (Head of School and/or tutor or professional specialist, if necessary) can be arranged.

Homework

Homework becomes a formal part of the curriculum in the early grades. The intent of homework is to reinforce the learning experiences that occurred in school. In addition to preparing for the next day's class, the student develops independent study habits and work skills necessary for post elementary school. Homework is a necessary part of each student's academic program. All students should have daily homework assignments beginning in grade 1. Kindergarten students will complete a daily reading log. Parents are encouraged to discuss their child's performance and academic needs in relation to homework with the classroom teacher.

Student Guidelines for Behavior

A Frederica Academy student is expected to behave in a courteous manner at all times. Parents will be notified of inappropriate behavior.

Code of Manners

The Frederica Academy Lower School students and faculty have arrived at a code of manners that they feel is fair and important. All students are expected to abide by this code.

- We walk in the halls. Running is dangerous.
- We are quiet in the halls. Noise disturbs other classes.
- We clean up our lunch tables. No one likes to eat with someone else's mess.
- We say "please" and "thank you."
- We walk around groups engaged in conversation.
- We hold the door for adults and let them go through first.
- Boys let girls go first.
- We use the doorway to the right to prevent accidents.
- We learn people's names and use them. "Hey, you," "she" and "he" are rude.
- We observe the Golden Rule and are kind to others.
- We respect people for their inner selves, and we do not judge them by their clothes or possessions.
- We understand differences among people.
- Bullying and interrelational aggression are not tolerated. Children are encouraged to report incidents to teachers and are trained on strategies on how to support fellow students as a bystander.
- We bend over and pick up litter because we love and respect our world.
- We wait to speak. Interrupting is rude and shows a lack of respect.
- We include everyone. Leaving people out hurts feelings. We practice Social Consideration toward others.
- We do not wear hats inside the building.
- We do not chew gum in school.
- We keep our school clean. We take pride in our school.
- We respect the work of others. We keep our hands off bulletin boards, artwork and class displays.

Lower School Dress Code

Articles of outer wear and other objects belonging to the student should be marked for easy identification.

The faculty and administration retain the right to use their discretion regarding school dress. If inappropriate clothing is worn at school or school functions, the student may be required to call home for appropriate clothes.

Uniform Standards

Uniforms are mandatory for all Frederica Academy students enrolled in Kindergarten through fifth grade. Approved uniform items can be ordered from the Lands' End School catalog. When ordering, please keep the following standards in mind:

- Shirts, blouses, turtlenecks, vests, sweaters, polo dresses and jumpers must have the Frederica Academy monogram embroidered on them. Shirts must be tucked in. T-shirt sleeves should not be seen and/or be longer than the top uniform shirt. Students should not wear a long sleeve shirt underneath a short sleeve uniform shirt.
- Approved shirt colors include all the solid color choices that Lands End offers except black.
- Pants must be the chino style pants in navy or khaki. No stone color pants, especially in denim, and no cargo style pants that have pockets on the legs are permitted. Fourth and Fifth grade boys must wear belts. Shorts must be no shorter than 4 inches above the knee.
- A “field trip uniform” will be required for all students. This consists of khaki on the bottom (pants, shorts, skorts) and a green Frederica Academy shirt, sweatshirt, or sweater depending upon the weather.
- Shoes that fit properly and give good support should be worn. Sandals are permissible if they have a strap across the back. No platforms or clogs will be allowed. No shoes with “wheels” or cleats. Tennis shoes must be worn on P.E. days.
- Our Frederica Academy monogram can be placed on any item in the school catalog. However, only approved uniform items may be worn to school.
- There is no uniform requirement for outerwear that is worn outdoors. All sweaters and jackets worn in the classroom **must come from the approved uniform list and have the Frederica Academy monogram.**
- Hair must be well groomed and not extreme. Bangs should be neatly cut above the eyebrows. Boys' hair length should not exceed below the shirt collar. No hair dyes.

- No visible tattoos, including the “fake” ones. Boys may not wear pierced earrings.
- Girls may not wear “spaghetti” strapped dresses or backless dresses at anytime, including our special performances such as Grandparents/May Day and the Closing School Ceremony. Shorts must be no shorter than 4 inches above the knee.

The following two numbers are required when ordering items to be embroidered with the Frederica Academy monogram:

Monogram Reference #: 1011130K

Preferred School #:

9000-6357-9

Activities

Activities are designed to broaden student interests and to help develop aptitudes in academic subjects as well as in other areas. The variety of activity offerings is structured to help meet the needs of students socially, emotionally and morally in accordance with the school’s philosophy of maximizing the potential of each student. Many varied activities are offered to Lower School students. Listed are a few examples of what is available.

- Musical and grade level productions are presented throughout the school year.
- A Christmas musical and Grandparents Day program are presented by the Music Department featuring all Lower School students in grades first through fifth.
- Various field trips to points of interest and areas of study.
- Fourth grade and Fifth grade students raise and lower the flag daily.
- Third through Fifth grade students have the opportunity to develop leadership skills when they lead Friday morning meetings.
- Lower School Field Day is in the spring.
- A closing ceremony is held each year on the last day of school for grades 1st-5th.

Attendance

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

Students should not arrive to school before 7:45 a.m. unless specific arrangements are made with the Lower School Director.

Students will not be dismissed on a regular basis from school earlier than 3:00 p.m. for any non-school related activities.

Absences

In case of illness, students should be kept at home. Parents are to call the front office by 9:00 a.m. to report their child's absence. Should the illness of a student cause absences of more than two days parents may call the front office to request classwork which can be done at home. Each grade level will give specific instructions to parents regarding make-up work at the start of school. If an extended medical leave is necessary, the student will be given a pass/fail grade unless tests are administered by the teacher.

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

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

Family Travel

It is fortunate that many Frederica students will be receiving valuable educational experiences outside the classroom as they travel with their parents. However, students who miss class while traveling with parents are required to meet the same standards as those who remain in class. Also note that while some homework may be assigned prior to departure, a great deal of discussion, explanation and oral classwork cannot be duplicated.

Make Up Work Due to Absences

- Classwork and homework missed due to a single day's absence must be made up within two (2) school days.
- Classwork and homework missed due to two or more days' absences must be made up within five (5) school days.
- Classroom tests missed due to a single absence should be administered by the teacher on the day the student returns to school, or other arrangements may be made by the teacher.
- Travel absences should be avoided during ERB and OLSAT testing (See school calendar for test dates).
- All make-up tests due to absences longer than a single absence will be administered by the teacher within two days unless other arrangements are made by the teacher.
- Students who will miss one or more classes during a day because of extracurricular travel are required to turn in assignments due that day prior to leaving. Travel is a privilege based upon good standing in the classroom. Should the planned activity be cancelled, the student is responsible for the class assignments, be they homework, classwork, quizzes or tests.

Tardiness

Frederica Academy students need to be punctual.

- Being habitually late to school is not acceptable and places a student at a disadvantage in readiness for the day's responsibilities. Tardy students are to report to the Lower School office located in the library foyer for a classroom pass. A pattern of tardiness will result in a conference between parent and teacher and possibly the Lower School Director.
- Any child who arrives after 8:00 a.m. must be accompanied by his or her parent to the LS Assistant's desk to assure that they will safely join their class at the proper location.
- Changing Classes: Students changing classes, or going to specialist classes, should go directly to the class without delay. Tardies will be reported and rules governing late school arrival will prevail.
- Returning Papers: Promptness in completing assignments and in returning homework, library books, report cards and papers signed by parents is expected.
- Parents are requested to make an effort to schedule medical and dental appointments after school hours so classes will not be missed.

Policies and Procedures

Assembly

The Lower School Assembly is held once a week. This meeting normally includes announcements, pledge to the flag, devotional and special recognition. At times, classes present short programs. The students are in charge of these meetings.

Carpool Dismissal Procedure

Due to the large number of students being dismissed at the same time, the following rules must be obeyed:

- Parents should inform the Lower School Administrative Assistant, by phone or with a written note, if a child is to be picked up by someone who is not on the regular scheduled "pick-up-plan".
- Students will stand or sit in class groups quietly during pick-up time. The designated car pick-up place is in front of the administration building. Students are not allowed to walk unattended to the Upper or Middle School parking lots.
- Students are not allowed to cross Murray Way during carpool.
- Drivers are to stay in line and move up as loaded cars leave the line. Please do not pass the pick-up line to park in the spaces in front of the Lower School to avoid waiting in line. This causes traffic problems when the flow must stop for you to back out of the space.
- Please refrain from using cell phones during pick-up.
- Students should be picked up promptly. Those left after regular carpool time will go directly to the Extended Day Program at 3:10 p.m.
- Parents should notify the office when there is an unexpected delay in the pick-up of students.
- Teachers will be on duty during carpool pick-up to supervise students.

Classroom Visitation

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

Deliveries

Deliver all homework, books or other items to the front office. Every item should be clearly labeled with the student's name. Remember, all visitors must sign in through the front office for a visitor's pass. The Lower School receptionist will take all items to the child's classroom.

Please do not bring fast-food to your child for lunch. Please do not deliver lunches to school. Please pack a lunch, buy a lunch or order a lunch. This will encourage planning and independence while avoiding delivery confusion and even unnecessary indulgences.

Designated Areas

During home athletic contests, certain areas of the school grounds and buildings are off-limits to the students.

These areas include:

- The Upper and Lower School hallways,
- The Lower School playgrounds and basketball court, the gym (except during games),
- The soccer practice field, the soccer playing field (except during games), and the softball/baseball field (except during games).
- Parents: Please do not schedule "play dates" on our school playground during school hours or extended day hours.

The lobby of the gym will be open for access to the restrooms.

There is no supervision of students except at the game area.

The school cannot be held responsible for injuries to students who violate this rule.

Health and Welfare

Illness At School

Any student who becomes ill during the school day should report to the school nurse. The nurse will determine whether or not the student should remain at school, go home or get emergency treatment. Every effort will be made to contact the parent or guardian. To prevent transmission of illness, every effort should be made to come and pick up a sick child. Children who are sick should not be sent to school.

Medical Policy

Parents are required to complete the Student Health Information and Consent Form for each student for each new school year. This form provides the school with emergency contact information, health history, and consent for emergency medical care.

- Students entering Frederica at kindergarten or pre-kindergarten must present a certificate (GA Form 3300) stating that eye, ear, and dental examinations have been done within the past year.
- In addition, students entering Frederica at kindergarten or pre-kindergarten must also present a certificate (GA Form 3231) showing that immunizations are up to date.
- Any student, regardless of grade level, who enters Frederica Academy from another school must present a certificate (GA Form 3300) stating that eye, ear, and dental examinations have been done within the past year.
- In addition, any student, regardless of grade level, who enters Frederica Academy from another school must also present a certificate (GA Form 3231) showing that immunizations are up to date.
- If a student has been identified with lice or nits (eggs) a parent/guardian will be called to pick up the student. The school nurse must clear the student before he/she can return to the classroom.

Prescription Medication Policy

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

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

Lunch-Time Visits

Parents may have lunch with their children. Please send a note, or call the Front Office before coming, to let us know your plans. It is also advisable to limit these visits to two or three a year. Birthdays and special occasions are good times to plan a visit.

Lunches And Snacks

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

Multiple sugary and starchy foods for lunch and snacks, such as gummy bears, cookies, fruit roll-ups, high sugar beverages, Doritos, etc. are not good choices for lunches and snacks.

We ask parents to strictly limit these items by eliminating them from lunch or snack bags or serving a small quantity of only one item per day. We urge all families to comply; in this way, our children will not be tempted by other children's selections.

The school nurse is an excellent resource for ideas for healthy lunches and snacks. Lists of suggestions will be sent to all families at the start of the school year. We appreciate your cooperation.

Morning Exercises

Frederica Academy firmly believes that God belongs in school. Each class begins the day with a prayer or a thought for the day. The pledge of allegiance to the flag is also a part of morning exercises.

Parties

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

- There will be no surprise parties for faculty or birthday parties for students.
- Party invitations are not to be given out at school. Inviting everyone but omitting one or two children (in a classroom or gender group) from an invitation list is very upsetting to the children and is not permitted within our Social Consideration Policy.
- By prior arrangement with the teacher, birthday refreshments may be shared with the class usually during lunchtime or recess. Swimming parties are not allowed during school hours.
- Please do not collect money for teacher gifts.

Sign-In and Sign-Out Policy for Students

Students who find it necessary to leave the campus for unavoidable reasons during school hours must bring a written excuse and sign out in the Lower School office located in the library foyer prior to leaving campus. Parents must not go to the classroom for their child, but must report in at the Lower School office. The teacher will be called, and the student will be sent to the office to meet the parent.

Supervision

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

Technology Code of Conduct

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

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

Telephone Usage

Students may not make personal calls. With teacher permission, emergency calls may be made on the classroom phone. Calls made from the office phone must be cleared through the office personnel, and a note from the teacher will be required.

Students are not allowed to bring cellular phones, beepers, or other electronic communication devices to school. Laser pens are not permitted.

Trip Policies

The following policies were adopted by the Administrative Committee on May 27, 1997, and are in effect for all Lower School trips from this date unless amended by the Administrative Committee.

- All drivers are to have proof of valid driver's licenses, proof of valid automobile insurance, and a GA Motor Vehicle Report for a 3-year record.
- A cell phone is to be taken on the trip for emergency calls. Rental and school-owned vehicles are to be inspected before departure and immediately upon return. Any damage is to be documented and reported to the Business Manager as soon as possible.
- Upon return, the students, under supervision of the driver, are to clean the interiors of the rental and/or school-owned vehicles.
- Every passenger is to have and wear a seat belt; no one is permitted not to wear his/her seat belt during transportation.
- For every fifteen (15) students there will be at least one (1) chaperone. Ratios are lower for younger students.
- Every student passenger is to go and return by the transportation provided by the school. Written permission by 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.
- Parental permission forms are required for all trips, seasonal or individual.
- Transportation priorities are:
 - a) bus with professional driver,
 - b) school-owned buses with faculty, staff and/or parent drivers,
 - c) rental vans with faculty, staff and/or parent drivers, their and/or parent drivers,
 - d) automobiles with faculty, staff and/or parent drivers.
- When hotel accommodations are required, all students and chaperones are to be in a block of rooms when possible.
- Students are expected to come to school on time the day following a trip.
- For any extracurricular activity/class trip/sports trip, the Prescription Medication Policy will be followed. Please have your health care provider fill out a prescription medication form for your child if they will require prescription medication on any school sponsored trip.

Visitor Policy

All visitors, including parents, must first go to the Lower School office located in the library foyer. Parents are asked to see teachers by appointment since teachers need to give their full attention to the students under their supervision.

General Information

Campus Preservation

In order to maintain the beauty of the campus, all members of the community share responsibility for keeping the area free of litter. Student assistance is specifically needed in keeping the campus free of trash and leftover food.

Change of Address

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

Gifts

Classes are requested to refrain from collecting funds to purchase a gift for a teacher or an administrator.

Guardian Information

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

Media Center Hours

The media center is open until 4:00 p.m. on school days. Students go to the media center on a regular basis during regular school hours for general library-use and information processing instruction, story time, checking out materials and research depending on the grade level.

Personal & School Property

Frederica Academy students need to take care of their property as well as school property and that of others. It is very important that children learn to use and handle materials, books and other school property carefully. Personal neatness is expected in the care of classroom materials. Willful destruction of either school property or that of others will be subject to severe disciplinary action.

Lower School Daily Schedule

School begins at 8:00 a.m.

(Teachers will be in their classrooms at 7:50 a.m.)

NOTE: For the safety of your children, please do not drop students off before 7:45 a.m. Students, with or without their parents, should not be in the Lower School hallway before this time.

Pre-Kindergarten	8:00 a.m. - 1:00 p.m.	
Kindergarten	8:00 a.m. – 2:00 p.m.	
Grades 1-5	8:00 a.m. – 3: 00 p.m.	
Lunch	10:55 a.m. – 11:25 a.m.	1st – 3rd Grades
	11:25 a.m. – 11:55 a.m.	4th – 5th Grades

The school's extended day program will be available the first day of school and dismissed everyday at 5:30 p.m. **Registration applications must be completed before students can attend the program.**

- Students in PK through 1st grade are grouped together and are located in the PK classroom or Art room. Students in grades 2-5 are grouped separately and are located in the Spanish classroom.
- **Drop in care is available but space is strictly limited to a total of 18 students in each group. Space on a specific day for drop in care can only be made through a phone call by parents to Catherine Holt, ext. 111, by 2:00 p.m.**
- There is an additional charge when children are picked up after 5:30 p.m.
- Registration applications must be complete before students can attend the program. Applications can be found on the school website at <http://www.fredericaacademy.org/SchoolLife/FastProgram>

Emergency Information

In the event of a hurricane, other severe weather occurrence or emergency situation necessitating a school closing, Frederica Academy will consider the Glynn County School System's decision; however, Frederica will make an independent decision to close school and/or evacuate. Our decision will be posted immediately on the website so please check it often. School officials will contact all parents via Alert Now, which will send pertinent information to the home, cell and business phone along with text messages and emails in relation to emergency closings.

Hurricane:

Generally, hurricane warnings will be forecast in ample time for a school closing to be announced before students and staff depart for school. Please listen to local radio and television broadcasts for school closing information.

In the event of an emergency closing when school is in session, and depending on the circumstances, adhere to the following:

Tornado:

All students and staff should move quickly to an interior area of the building (away from doors and windows) and crouch and take cover.

Bomb Threat:

All students and staff will immediately evacuate the facilities by fire signal to a safe distance away from buildings. Personnel will notify campus security and the police.

Fire:

All students and staff will be alerted by fire signal and immediately implement fire drill procedures. Personnel will notify fire and police.

Intruder:

Personnel will protect students by any means available to them. The school will go into a lock down mode if an intruder is in the building. Campus security and the police will be notified immediately.

In the event of a school closing or emergency situation, please do not call the school. We will need all lines available for outgoing calls to emergency personnel.

If you have a question as to school closings **after office hours**, we will use the voice mail recording to give closing details.



Frederica Academy

Enriching the Mind, Body and Spirit.