



Student-Parent Handbook 2010 – 2011

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School Governance

Board of Trustees

Edward L. Allen	
Cari A. Bryant	
Mark A. Butterworth	First Vice President
Charles M. Caravati Jr.	
Lewis W. Graves	Trustee emeritus
Richard M. Hazel	
Steven M. Hoover	
Kelly G. Johnson	
Bernard W. Mahon Jr.	
John F. McManus	
Karen A. Moschetto	Head of School, ex officio
Patricia N. Murphy	
Gregory T. Nedell	Second Vice President
Stephen G. Norair	President
Karen O'Donnell	President of the Parent-Faculty Association, ex officio
Elizabeth M. Quarles	Trustee emerita
Cedric Bernard Rucker	
Shaun M. Sullivan	
Andrew J. Topps IV	Secretary
Catherine M. Wack	Treasurer
Joseph R. Wilson	
Elizabeth F. Workman	

School Administration

Karen A. Moschetto	Head of School
Patricia B. Estes	Head of Lower School
Anthony J. Durso	Head of Upper School
Sara E. Butler	Middle School Instructional Coordinator
Dara C. Dawson	Middle School Dean of Students
Lori J. Adams	Director of Admission
Elizabeth W. Hunley	Director of Communications
Linda A. Catullo	Director of Development
Debra S. Lee-Rizzi	Director of Finance
J. Matthew Dawson	Director of Facilities and Operations
Brett T. Carroll	Athletic Director

Parent-Faculty Association Executive Committee

Karen O'Donnell	President
Patti Hoffman	Vice President
Ginnie Storage	Treasurer
Kristina Talbott	Secretary
Paula Kallay	Lower School Liaison
Lisa Reese	Middle School Liaison
Elizabeth Nedell	Upper School Liaison

2010-2011 Student Leadership Groups

Student Government

<i>President</i>	Kahlil Gedin
<i>Vice President</i>	Megan Sullivan
<i>Student Life Committee Chair</i>	Paige McDermott
<i>Honor Council Chair</i>	Austen Dunn
<i>Discipline Committee Chair</i>	Megan Sullivan
<i>Student Ambassadors Chair</i>	Sofie Wachtmeister
<i>SOFA President</i>	Courtney Hoffman

Student Life Committee

<i>Twelfth Grade Representatives</i>	Colleen Hughes, Paige McDermott
<i>Eleventh Grade Representatives</i>	Mary Rose Hazel, Mary Gray Johnson
<i>Tenth Grade Representatives</i>	Brandon Atkins, Alex Kangas
<i>Ninth Grade Representatives</i>	Nathan McDermott, Meghan Norair
<i>At-large Representatives</i>	Kahlil Gedin, Fitzhugh Johnson

Honor Council

<i>Twelfth Grade Representative</i>	Austen Dunn
<i>Eleventh Grade Representative</i>	Natalie Ducharme-Barth
<i>Tenth Grade Representative</i>	Matthew Kirchner
<i>Ninth Grade Representative</i>	Jase Davis
<i>At-large Representative</i>	Rory Dunn

Discipline Committee

<i>Twelfth Grade Representative</i>	Megan Sullivan
<i>Eleventh Grade Representative</i>	Blair Frazier
<i>Tenth Grade Representative</i>	Adam Abilmona
<i>Ninth Grade Representative</i>	Kendra Nedell
<i>At-large Representative</i>	Lindsay Dawson

Service Organization of Fredericksburg Academy (SOFA)

<i>President</i>	Courtney Hoffman
<i>Twelfth Grade Representative</i>	Emily White
<i>Eleventh Grade Representative</i>	Imani Jones
<i>Tenth Grade Representative</i>	Isabel Steven
<i>Ninth Grade Representative</i>	Rachael Hoffman
<i>At-large Representative</i>	Rachel Fried

Student Ambassadors

<u><i>Faculty Advisor</i></u>	Lori Adams
<i>Chair</i>	Sophie Wachtmeister

Middle School S.A.F.E. (Students Advocating For Equality)

<u><i>Faculty Advisors</i></u>	Barbara Hawkins, Michele Redding
<i>Eighth Grade</i>	Elma Adusei Poku, Mary Grace Frazier, Lars Kruus, Spencer Marshall, Alex Nguyen, Amanda Smithson
<i>Seventh Grade</i>	Bradley Hoffman, Brie Maurer, Jeffrey Pohanka, Caroline Ponchock, Win Sompayrac, Katy Sparks, Aleisha Thompson- Heinz, Carolyn Topps

Middle School Council

<i>Middle School Council representatives will be elected in September.</i>	
<u><i>Faculty Advisors</i></u>	Jennifer Garbutt, Richard McGrady

Mission and Philosophy Statements

Who We Are: A private, independent, prekindergarten through twelfth grade, coed, non-sectarian, college preparatory day school founded in 1992.

Our Mission: To provide an excellent college preparatory liberal arts education to able, motivated students.

Our Students: Our educational programs are designed to serve students whose intellectual abilities and academic skills are in the average and above average range for college bound students in independent schools nationally.

Our Goals:

To provide a nurturing environment where each student is guided toward his or her maximum intellectual, personal, extracurricular, and athletic development.

To symbolize the very best in independent education in the Commonwealth of Virginia through the academic accomplishments and personal example of our students.

Our Beliefs:

We believe that academic excellence results from outstanding teachers, high standards, small classes, an imaginative curriculum, and students and parents who value achievement.

We place, in addition to academics, a priority on developing the qualities of self-esteem, self-discipline, integrity, compassion, and respect for others.

Our Core Values:

- students are unique with individual strengths, weaknesses, and learning styles
- with thoughtful instruction, support, and challenge each student can reach his or her potential as an independent learner
- students must be taught with respect and dignity
- learning should be both broad and deep - including basic academic, study, and organization skills as well as higher levels of thinking
- learning affords students the opportunity to experience achievement and mistakes, success and failure, joy and disappointment - all of which contribute to healthy human development
- curricular programs should be designed to support student growth intellectually, emotionally, physically, and ethically - through a study of humanities, arts and sciences, and participation in demanding physical activity
- universal values of respect, responsibility, compassion, and honesty are essential for a productive and harmonious school community
- the Academy affirms the value of differences - in people, in ideas, and in actions, recognizing that such differences provide opportunities for greater understanding, appreciation, and growth

Honor Code

Fredericksburg Academy's Honor Code is designed to support the educational goals of the school. By promoting the values of honesty, trust, respect, and responsibility, the Honor Code supports a climate of integrity that serves as the very foundation for learning. The Honor Council in the Upper School, made up of faculty sponsors and student members, ensures that each student receives formal honor counseling and that all honor procedures are fairly conducted. Divisional Administrators and teachers work directly with students in prekindergarten through eighth grade on issues relating to honesty.

Non-Discrimination

Fredericksburg Academy does not discriminate in the selection of the Board of Trustees, in the employment of personnel, in the admission of students, or in the administration of the School's programming because of race, color, religion, national origin, sex, age, sexual orientation, or handicapped status in violation of existing state or federal law or regulations.

Equity and Justice

Faculty, staff, and students will not engage in activities which dishonor the race, gender, sexual orientation, national or ethnic origin, or religion of others. Such activities constitute a level of misconduct that will bring serious disciplinary consequences, possibly including suspension, expulsion, or, in the case of faculty, dismissal.

The teacher, coach, or administrator in charge will first report incidents of this nature to the appropriate Divisional Administrator who will investigate the nature of the offense. The Head of School or Divisional Administrator will see to immediate corrective action.

As with other types of misconduct, it is essential that students, faculty, and staff receive adequate counseling regarding the harmful nature of negative stereotyping, sexual harassment, gender bias, demeaning idiomatic expressions, or similarly improper characterization of racial, gender, ethnic, or religious groups. It is the Academy's intent to inform students, families, and staff of the harm of such actions and the need to condemn and correct them as soon as they occur.

What is Fredericksburg Academy?

Fredericksburg Academy is an independent school. By this we mean that our school is independent of any state or church control in setting its governance, mission, curriculum, and admission policies and in meeting its financial obligations.

Fredericksburg Academy is accredited by the Virginia Association of Independent Schools (VAIS). VAIS sets high standards for its participant schools, requires a full self-study and visitation every ten years, with an interim visit every five years, and shares information with member schools regarding topics of common interest and importance, such as legislative, legal, or demographic issues. Fredericksburg Academy was granted full accreditation in 1999 and reaccredited in 2009. The accreditation process for Virginia Association of Independent Schools has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education. At the national level, the VAIS accreditation process has received the highest recognition from the National Association of Independent Schools through the NAIS Commission on Accreditation.

Fredericksburg Academy sets its own mission. Each independent school is free to determine the mission that it will fulfill. For the Academy, this mission was established by the founders and the first Board of Trustees. Subsequent revisions proposed by the Long-Range Planning Committee were accepted by the Board in 1995. Our mission statement is the base from which the Board and Head of School set policy and make decisions.

Fredericksburg Academy is independently governed. The school's self-perpetuating Board of Trustees is its legal entity and governing body. This body establishes policy for the Academy and is financially responsible for it. The Board of Trustees appoints the Head of School, who is empowered by the Board to hire the rest of the faculty and staff and is responsible for the daily operations of the Academy.

Fredericksburg Academy is independently financed. In order to meet the costs of providing its educational program, the Academy charges an annual tuition for each enrolled student. To augment tuition, the Academy's Development Office directs an annual giving program and a variety of capital fund raising efforts. The Academy is incorporated as a non-profit tax-exempt 501 (c) (3) organization.

The School That Fredericksburg Built

Fredericksburg Academy is an independent school governed by a Board of Trustees. It establishes its own mission, provides for its own governance, and raises its own funds.

The Academy is as dynamic and as important an agent of change as the community whose name it bears, committed to preparing its students for the world of the new millennium.

- On September 8, 1992, after two years of thoughtful planning, the Academy opened its doors to 60 students in grades PK-8 under the leadership of its founding Head of School, Donald Woodruff. This first year, known as the “Pioneer Year,” stands as a tribute to the hard work and vision of those individuals determined to create an institution dedicated to the pursuit of knowledge, values, and a sense of community.
- During the first decade, the school experienced tremendous expansion in enrollment and facilities. The number of students increased to more than 400, including the first graduating class of seniors in the spring of 1997. In 1994, the Academy moved from the Breezewood area to its present location on Academy Drive. In 1995, Don Woodruff retired, and Elizabeth B. Hardy served as the Acting Head of School. The following year, Donald A. Reed was hired as Head of School, with Hardy serving as Assistant Head. Over the course of the next several years, the Academy assumed a larger area of the Academy Building as the school continued to expand, and eventually acquired ownership of the entire building and campus in 1997. The following year, the John and Virginia Hazel Sports Center was completed along with new playing fields, parking areas, playgrounds and courtyards. In the spring of 1999, the school received its initial accreditation by the Virginia Association of Independent Schools. The Constance Suzanne O’Connell Memorial Library and Computer Center was completed in the Lower School in 2001. In the fall of 2001, the Academy introduced the laptop program in the ninth grade, and expanded it into the entire Upper School the following year.
- During its second decade, the school continued the pattern of expansion and improvement of facilities. Enrollment increased to more than 500 students, and the Prelude and Phase I construction plans of the Second Decade Campaign were completed by the fall of 2004. These projects included the creation of two playing fields and three practice fields, four tennis courts, the Lower School playground, and the construction of the Arts and Sciences Building with art studios, science laboratories, a theater, and other performing arts practice areas. Plans for a humanities building and a second gymnasium remain a part of the long-range plan. After Don Reed retired in 2006, Robert E. Graves was hired as the new Head of School. In the spring of 2009, the school received its ten-year reaccreditation by the Virginia Association of Independent Schools. In April of 2010 Karen A. Moschetto was named the fourth Head of School after Mr. Graves resigned.

School Communication and Information

Fredericksburg Academy maintains a website and a web portal (Veracross) for parents and students. Together these provide the necessary information and also serve as vehicles for communication regarding school events, school policies, and other general issues. Also, the school uses email for important notifications and updates, so parents should ensure that their email addresses are up-to-date on their child(ren)’s emergency card(s). All parents receive a user name and password from the school’s Network Administrator to access the portal. The web address for the portal is: <https://portals.veracross.com/fa>

Please remember to check the Fredericksburg Academy website and the portal frequently for calendar updates, downloadable forms, and other important information.

The School Calendar

The school calendar is posted and updated on the Veracross portal.

The School Day

This year there are 170 School days; there are three half days. The standard teaching day is eight hours.

Daily Schedule

The academic day for each division varies slightly. The start and end time for each is as follows:

Lower School	Begins 8:10 a.m.	Ends Mon.-Thurs. 3:10	Friday, 2:40
Middle School	Begins 8:00 a.m.	Ends Mon.-Thurs. 3:10	Friday, 2:40
Upper School	Begins 8:00 a.m.	Ends Monday through Friday, 3:14	

Lower School Schedule (Grades PK-5)

6:30	Before School Program begins; back doors open for participants
7:45	Front doors and classrooms open for all students
8:10 - 12:00	Instructional block
12:00 - 12:30	Lunch
12:30 - 3:05	Instructional block
3:10	End of academic day; start of After School Program (Mon. - Thurs.)*
*2:40	End of academic day; start of After School Program on Fridays

Middle School Schedule (Grades 6-8)

7:45	School doors and classrooms open
8:00-8:10	School begins with Homeroom
8:15 - 9:00	1st Period
9:05 - 9:50	2nd Period
9:50 - 10:00	Break
10:05 - 10:50	3rd Period
10:55 - 11:40	4th Period
11:45 - 12:30	Period X
12:30-12:55	Lunch
1:00-1:30	Activities Period
1:35 - 2:20	5th Period
2:25 - 3:10	Period Z
3:10	End of academic day (Mon.-Thurs.)*

*Friday (no Activities Period)

12:30-1:00	Lunch
1:05-1:50	5th Period
1:55-2:40	Period Z
2:40	End of academic day on Fridays

Upper School Schedule (Grades 9-12, Monday through Friday)

7:45 - 7:55	School doors and classrooms open
8:00 - 8:10	Community Meeting
8:13 - 9:03	1st Period
9:06 - 9:56	2nd Period
9:59 - 10:49	3rd Period
10:52 - 11:42	4th Period
11:45 - 12:35	5th Period
12:38 - 1:28	6th Period
1:31 - 2:21	7th Period
2:24 - 3:14	8th Period

Student Attendance Policies

Regular attendance and prompt arrival are essential to good progress in school. Students in grades prekindergarten through twelve and their parents are responsible for complying with the following policies:

- Lower School students should arrive between 7:45 and 8:10 a.m. Middle and Upper School students should arrive between 7:30 and 7:55 a.m. Lower School students who arrive before 7:45 and Middle School students who arrive before 7:30 a.m. will be admitted to the Before School Program in the Lower School building. Parents are charged a fee for this service.
- Should a student be unable to attend school for any reason, the School Receptionist must be notified by 8:15 a.m. The day the student returns to school, parents must submit a note explaining the absence. This should be addressed to the student's classroom teacher in the Lower School, to the advisor in the Middle School, and to the Attendance Secretary in the Upper School. In the Upper School, parents are encouraged to use email to contact the Attendance Secretary to notify the school of and/or explain an absence. The email address for the Attendance Secretary in the Upper School is usattendance@fredericksburgacademy.org. Teachers are directed to provide students the opportunity to make up their work in a timely manner for excused absences.
- Absences from school for the following reasons are excused absences: illness, doctor or dentist appointments, religious holidays, family emergencies, funerals, weddings of close family members, some honorary situations, and school-sponsored trips. Absences for reasons other than the above are unexcused.
Note: Absence due to disciplinary suspension will be classified as an unexcused absence.
- If a student's absence is excused, his or her teachers will assist him or her to make up the work with extra help sessions and assignments if necessary. Makeup tests will be given for those missed. All papers must be written and all tests taken before a trimester, semester, or final grade is given. If work with a teacher outside of class is needed, special times will be arranged. In the Upper School the initiative is left to the student to make arrangements for this kind of help.
- The following policy will be in effect for unexcused absences:
 1. The parents should notify the school at least seven calendar days prior to the absence by submitting a note to the School Receptionist, the Middle School Advisor, or the Upper School Attendance Secretary (email: usattendance@fredericksburgacademy.org). This note will then be forwarded to the appropriate Divisional Administrator. In the Middle School a student will be given a blue slip to take around to each teacher to notify them of the impending absence.
 2. Parents and the student must assume the burden and/or expense of makeup work, including outside tutoring, if necessary. If the student makes appropriate arrangements prior to the absence he/she may still receive full credit for the work missed.
 3. Cutting a class is a disciplinary offense, is considered an unexcused absence, and will be dealt with as the situation warrants by the Division Head or Middle School Dean of Students.
 4. Parents should anticipate that the academic record of a student may be jeopardized due to unexcused absences.
 5. All papers, quizzes, and tests submitted late due to an unexcused absence will be treated as late papers. Make-up tests will be at an appropriate time as determined by the teacher.
- When a student is ill, parents are requested to keep him or her at home rather than risk spreading the illness at school.
- If a student becomes ill at school, he or she must see the nurse before a parent will be called to take the student home. Upper School students must check in at the Upper School reception desk prior to going to the nurse.
- A child's presence in school is essential to his or her success. We urge parents to plan family trips within the four generous vacation periods provided in the school calendar.
- For anticipated absences, including doctor and other necessary appointments, a parent must write a note to inform the school and the student must contact his or her teachers at least one day prior to the absence. In the Middle School the student will then circulate a blue slip available from the Middle School Advisor. In the Upper School, an email should be sent to usattendance@fredericksburgacademy.org.

- A student who has been absent must contact each of his or her teachers upon returning to school, so that the teacher and student together can devise a plan for making up any missed work. Tests that are missed must be scheduled as soon as possible. Teachers reserve the right to give a completely different test to students who miss the one that is scheduled.
- Unless permission to leave the campus has been cleared through the school by a parent, a student is to be present on campus and in assigned locations from the beginning of the school day through the end of the final period each day. Unauthorized absence from school may result in disciplinary action including but not limited to suspension.
- If a student in the Lower or Middle School arrives or departs from school at any time other than the normal start or end of the school day, before leaving or returning to the classroom, a parent must sign him or her in or out on the clipboard provided at the Lower School reception desk. Upper School students may sign themselves in. Students may sign themselves out for approved appointments with permission from their parents.
- A student in attendance but unable to participate in the athletic or physical education programs must bring a note of explanation, preferably from a doctor.
- If a student in the Lower School accumulates more than five non-school related absences in a trimester, or if a student in the Middle School accumulates more than five non-school related absences in a class in a trimester, or if an Upper School student accumulates more than eight non-school related absences in a class during a semester, a meeting may be held with the parents and the Divisional Administrator. Additional absences may result in academic consequences. For example, a letter grade reduction or no credit for the class.

Morning Attendance

Advisors in Middle School and Upper School will take attendance at 8:00 a.m. and check student attire. If a Middle or Upper School student is not dressed appropriately, the teacher will follow the procedure outlined in the “Dress Code” section of this handbook. The lead teacher in Lower School will take attendance at 8:10 a.m. It is important that parents notify the school of a student’s absence prior to the start of the academic day.

Late Arrivals

In order to ensure correct attendance, any student arriving late to school must be signed in at the Lower School reception desk (Lower and Middle School), or at the Arts & Sciences receptionist desk in the Upper School.

Participation in Co-curricular Activities

In order to participate in co-curricular activities such as athletics, drama productions, and social events, a student must be present at school for a minimum of one-half of the academic day. Typically this means that a student must be at school and able to participate in all required activities by 11:30.

Student Arrival and Departure

Lower School

Faculty supervise the arrival of Lower School students at the curb in front of the entrance to the Lower School from 7:45 to 8:05 a.m. The Lower School faculty assists their departure from 3:10-3:25 p.m. (2:40-3:00 on Fridays.) After 3:25 (or 3:00 on Fridays) Lower School students without rides will be taken to the after school program (Falcon Club) in the Lower School building. A parent will need to park and enter the school to pick up students from the after school program. Parents are charged a fee for this service.

Middle and Upper Schools

Middle and Upper School students should be dropped off by 7:55 a.m. and picked up by 3:30 p.m. Middle School students who arrive between 7:30 a.m. and 7:45 a.m. must report to the Middle School MPR until they are dismissed to Homeroom. Students participating in the after school athletic program should be picked up at the Sports Center after practices or games. Middle School students who are not participating in the after school athletic program and who must wait past 3:30 for transportation, will be placed in the after school program (Falcon Club) at the parent’s expense. The Upper School will be cleared and locked at 5:45 p.m. Upper School students who are not participating in a school-sponsored activity should arrange for transportation before 3:45.

Parent Visits

We encourage Lower School parents to take an interest in the education of their children, and there are numerous ways that parents can volunteer to help with the Academy's programs. Lower School parents may visit their child's classes, but they must arrange such visits beforehand with the Division Head. We will do all that we can to facilitate such visits so they can be helpful for parents and not detract from the instructional program. Parents may not visit Middle and Upper School classes. If there are any concerns regarding a particular class, please contact the appropriate Divisional Administrator.

When Parents are Away

In the case of an extended absence of a student's parent(s) or guardian(s), it is important that the Academy be notified in writing. Information should include the name and telephone number of the party responsible for the student during this absence and where the parents and the temporary guardian can be contacted during the parents' absence.

Release of Students

Fredericksburg Academy will **not** release a child at any time to anyone other than those persons designated on the student emergency card except with the written permission of the parent. Please send a note to the school if your student will be going home with anyone other than a designated person.

Child Endangerment and Abuse

At times a student or parent will give a faculty member confidential information about him/herself or about another student. However, faculty members cannot guarantee confidentiality under the law. In fact, a faculty member is required by law to report to the Head of School or the appropriate Divisional Administrator (and the administrator to the proper authorities) any suspicion of child abuse. Furthermore, if a faculty member receives information that a student is in potential danger, either from him/herself or from another person, he is legally obligated to report it to the Head of School or a Divisional Administrator.

Leaving Messages

The Academy's policy regarding communication between students and parents during the school day is geared to promote student responsibility and to protect instructional time from unnecessary interruption. Parents who need to leave a message for a student should call the school or drop off a written note. Messages will be delivered to student lockers or by email. Messages related to carpool arrangements should be sent in as early as possible, preferably by noon. Messages related to emergencies may be directed to students through the appropriate Divisional Administrator. Students in the Lower School will not be allowed to call home for forgotten homework, swim suits, or other materials. **Middle School students may not use cell phones during the school day. Upper School students may use their cell phones only during their lunch period.**

Bus Service

Fredericksburg Academy offers a morning bus service for families who live off Route 3 in the western portion of Spotsylvania County and families who live in Stafford and downtown Fredericksburg. Families must turn in a completed bus registration form, conduct form, and the bus fee before a child will be permitted to ride the bus.

Conduct of Students

Rules of conduct as set forth in the Fredericksburg Academy Student-Parent Handbook apply at bus pick-up points and while students are on the bus. In addition to the rules of conduct in the handbook, the following rules apply:

- The driver is a member of the Fredericksburg Academy staff, and the driver's instructions must be obeyed.
- The driver is responsible for maintaining the bus schedule and will not wait past the scheduled departure time. If the bus is late, please call the Office of Facilities and Operations at 540.898.0020, extension 227.
- Only those students enrolled in the bus program may ride the bus.
- Students may be assigned seats at the discretion of Fredericksburg Academy staff.
- Distracting the driver's attention or tampering with or willfully damaging any part of the bus will result in disciplinary action by Fredericksburg Academy.

Safety Rules

- Stay off the roadway and away from parking lot traffic while waiting for the bus.
- Enter or leave the bus only by the front door, except in case of emergency.
- Do not throw objects inside the bus or outside the window.
- Keep head and hands inside the bus. Remain seated at all times.
- Do not bring on board objects such as special school projects that are too big to be safely held (or placed in an unoccupied seat).

School Transportation Suspension

School transportation is a privilege, not a right. The appropriate Divisional Administrator, as well as the Discipline Committee in the Upper School, will handle violations of bus rules, safety rules, or rules of conduct as stated in the Fredericksburg Academy Student-Parent Handbook. The appropriate Divisional Administrator may suspend a student's school transportation privilege.

Student Car Policy

In order for an Upper School student to drive to and from school, the student and parent must fill out and return a Fredericksburg Academy Student Car Registration Form to the Head of Upper School. A student must show a valid driver's license to receive this form. Forms must be turned in within one week of driving to school. Students may not leave school during the day without permission from a parent.

Upper School Student Parking

Student drivers are permitted to park in the lot adjacent to the Upper School building and the lot across the street next to the athletic fields. As part of the driver registration process, at the start of the year and then on an on-going basis, students are required to provide the school with the make, model, color, and license plate number of each vehicle they drive to school. Except for parking spaces assigned as part of the Annual Auction, parking is on a first-come-first-served basis. In addition to all applicable laws, student drivers are expected to exercise the utmost caution when entering, parking in, and exiting the parking lots. The parking lot is monitored fifteen minutes before the academic day begins and fifteen minutes after the academic day ends. Students may only go to the parking lot during the academic day with permission of a member of the faculty or administration. The school recommends students lock their vehicles when parked on campus. The parking spaces in front of the Upper School building and Athletic Center are not to be used during the academic day, but students participating in after school athletics and are returning to school after dark, may move their vehicles to those spaces before departing. Note: A student vehicle when parked on campus is subject to search and seizure.

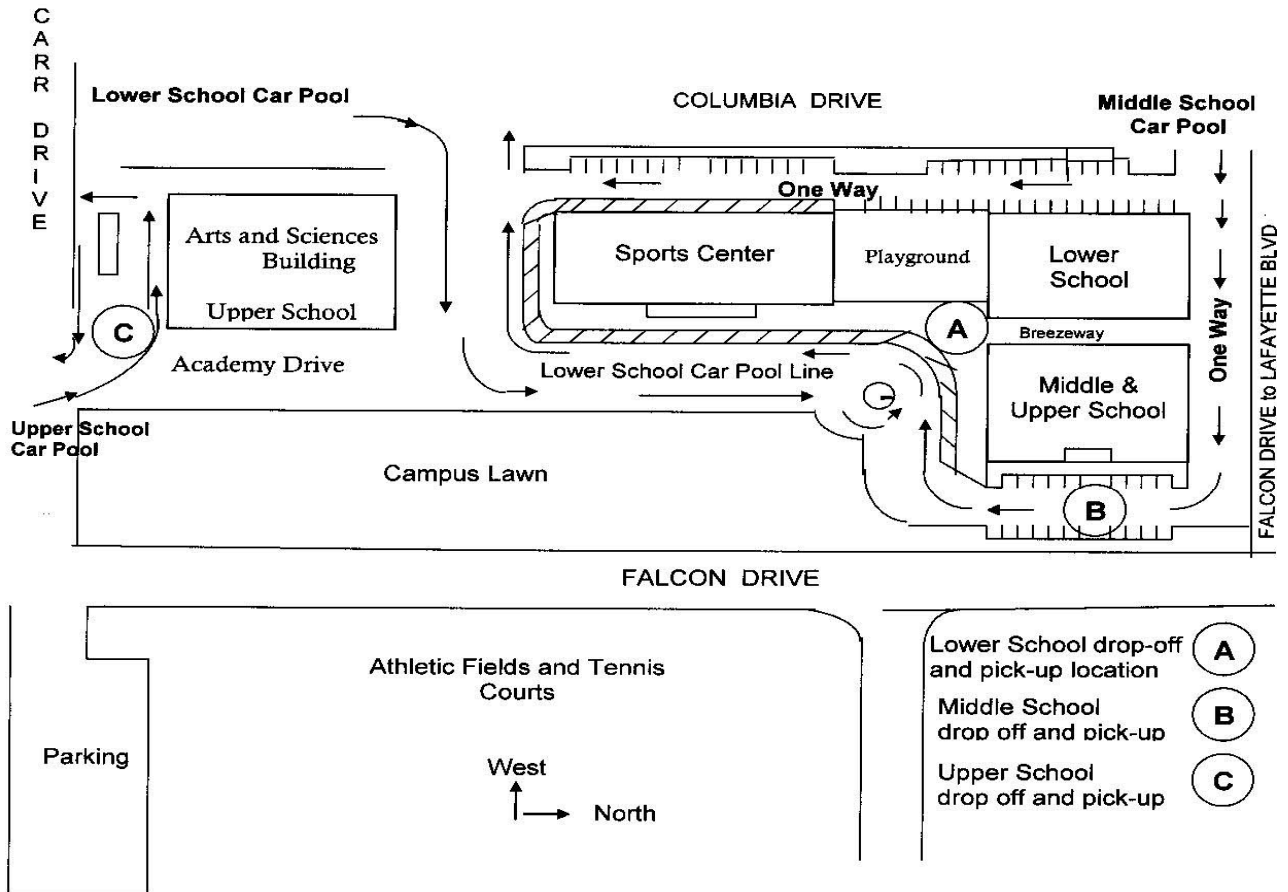
School Closing Policy

When weather conditions make it necessary to close school or delay opening, an announcement will be published on the FA website (www.fredericksburgacademy.org) and announced on B101.5 FM, WFLS 93.3 FM, WGRQ 95.9 FM, and 104.5 FM. We also email parents (using email addresses provided on the emergency card) and use an automated call service to notify families of any change in our schedule due to inclement weather. The automated call service will use a family's main household phone number. If you would prefer to be contacted on a different number, please contact the School Receptionist. We will make every effort to initiate the automated call service, post the announcement on the website, and air the announcement on the radio by 6:30 a.m. Please continue to listen (and check email and phone), however, for possible changes in the original announcement, as weather conditions may change rapidly. If no specific announcement is made about Fredericksburg Academy, you may assume that school is opening on schedule. You may also call the school's phone number, listen for the recorded greeting, and then press "1" for a special message about changes in the school's opening or closing.

In the event that an early closing becomes necessary once the school day has begun, the school will post an announcement on the school website and on the radio stations listed above and will use the automated call service and email notification. On any ensuing day of poor weather conditions, we will plan to have an announcement on the website and radio by 6:30 a.m., as well as a message on the school's phone at extension "1."

When the Academy opens late due to inclement weather, before-school care in the Falcon Club will not be available. When the Academy is required to close early due to inclement weather, after-school care in the Falcon Club will not be available; however, school personnel will remain at the school until each child is picked up.

Carpool Map



Student Dress Code

Students are expected to abide by the dress code. In the case of a dress code violation in the Middle or Upper School, a faculty member will inform the student of his or her error. To help avoid future violations, the faculty member will speak to the student and notify the Head of Upper School or Middle School Dean of Students. The student will be asked to call a parent to obtain appropriate attire from home, if possible. Should a Lower School student fail to observe the dress code, the school will contact the parent to explain the inappropriateness of the attire. All faculty and administrators are responsible for enforcing the dress code throughout the school.

If dress code violations continue, a Middle School student will receive a lunch detention and the Dean of Students will inform the student's parents of the violations and ask for their assistance. In the Upper School, if dress code violations continue students may be sent to the Discipline Committee. The ultimate authorities on matters of dress code are the Divisional Administrators.

A student may lose the privilege of wearing denim on Fridays, serve a detention, or face additional disciplinary action for excessive dress code violations.

Lower School

The dress code for our youngest children is based on our concern for safety, independence, and modesty. The following guidelines are suggested for these students:

Prekindergarten and Kindergarten

- Pull-up pants or shorts, rather than pants with belts, should be worn to facilitate bathroom use.
- Girls need to wear shorts or tights under dresses and skirts so they can play actively.
- Camouflaged clothing may not be worn.
- Tennis shoes are recommended. Students should not wear sandals, clogs, croc-style shoes, shoes with wheels, or flip flops.
- Socks should be worn and shoes should stay securely on feet during active play.
- Hanging straps on clothes should be removed.
- Denim of any color may be worn on Friday only.

In order for your prekindergarten or kindergarten child to participate in P.E. activities he/she MUST wear exercise attire and non-marking athletic sneakers on P.E. days. These sneakers should be kept at school, brought in the backpack, or worn on P.E. days.

Grades 1 - 5

Students are always to have a neat, clean appearance and to observe the following guidelines.

- Clothing with logos is permitted provided the logo is appropriate for school.
- Bare midriffs and low necklines are not permitted.
- Crop, tank, or halter-tops may not be worn.
- Form-fitting pants may not be worn unless an over-shirt covers the hips.
- Camouflaged clothing may not be worn.
- Opened-toed footwear, croc-style shoes, shoes with wheels, or clogs should not be worn, for reasons of safety.
- Dresses, shorts, or skirts must be no shorter than mid-thigh.
- On physical education days, students must wear shorts or sweat suits and non-marking athletic sneakers. There will be no dressing out except for swimming.
- Fridays are denim days. Clothing made of denim may be worn on these days only.

Middle and Upper School Dress Code Grades 6 - 12

Fredericksburg Academy students are to have a neat, clean appearance at all times and should abide by the following overall guideline: Student dress and appearance are to be in good taste, neither distracting nor offensive to other students or members of the faculty, and appropriate for schoolwork.

General

- Denim of any color may be worn only on Fridays.
- Clothing that is frayed, excessively baggy, dirty, drags on the floor, or has hanging straps may not be worn.

- If a commercial logo appears on an article of clothing, it may not be bigger than a credit card and may only appear once. Note: Middle and Upper School students may wear clothing with commercial logos larger than a credit card on Fridays.
- Very short, form fitting, midriff- or back-baring, or otherwise revealing clothing may not be worn.
- Athletic-style clothing may not be worn. Note: On game days, team members, with the permission of the Athletic Department, may wear uniform jerseys.
- Camouflage clothing of any kind may not be worn.
- Pants, shorts, and skirts must remain above the hip on their own or be held in place by a belt.

Shirts, Shorts, Skirts, Pants, and Dresses

- Students may wear a solid or patterned collared or un-collared shirt, a Fredericksburg Academy logo tee shirt, or a logo tee shirt of a college or university.
- Graphic or slogan clothing may not be worn.
- Dress shirts designed to be tucked must be tucked in.
- Students may not wear un-tucked shirts below the hip.
- Whether students are standing or sitting, shirts must meet the top of pants, shorts, or skirts.
- Skirts, shorts, and dresses must be no shorter than mid-thigh when seated, even when worn with leggings
- Spaghetti/halter strap shirts or dresses may not be worn. Sleeveless shirts or dresses are permitted provided the straps are 2 inches thick and undergarments are not visible.
- Slits on skirts, shorts, and dresses must not extend above mid-thigh.
- Fronts of shirts must cover cleavage.
- Students are permitted to wear transparent tops provided an appropriate top is worn underneath.

Accessories

- Chains may not be worn to attach wallets to pants or for any other reason.
- Hats may not be worn in the building at any time.
- If a student wears a hooded sweatshirt, the hood must remain down.
- Athletic sandals, flip-flops, Crocs, or shoes with wheels are not permitted.

Accessories Upper School Only

- Male students may wear leather flip-flops only if they wear a tucked-in, collared shirt and dressy shorts or pants.
- Female students may wear leather flip-flops only if they wear dressy skirts, shorts, pants, or dresses.
- Flip-flops may not be worn with denim or athletic attire.

Field Trip Attire

The field trip sponsor or coach will indicate to students and parents which of the following is appropriate.

- Dressy: For males, solid colored dressy slacks, shirts, shoes, socks, sport coats, and tie. For females, dressy slacks, skirts, dresses, stockings or tights, and shoes.
- School dress: Normal school attire. All dress-code guidelines apply.
- Casual: As determined by the trip sponsor.

Backpacks/Book Bags

Due to concern about the weight of backpacks/book bags, Middle School students may only use a backpack when bringing their supplies to and from school, or when traveling to and from the Arts and Sciences Building. Otherwise, they may not use backpacks during the course of the day.

Snack and Lunch

Students in prekindergarten through twelfth grade are encouraged to bring a healthy snack to eat during morning break.

Except when special lunches are purchased through the Academy's lunch program, students bring their own lunch. Lunch boxes, thermos jugs, etc., must be marked with the student's name. Parents are asked not to bring special or fast-food lunches to school for their student, except for a special occasion when the entire class is included.

Lower School students are not allowed to use the drink or snack machines at any time, except when accompanied by a parent. Students may drink water in classrooms.

Middle and Upper School students may use the drink and snack machines before and after school and during break and lunch time. No food may be eaten during class in the Middle School, though students may drink water. Upper School students may be allowed to eat during class with faculty approval.

Please note: Microwave ovens and refrigerators are not available for student use except in the Upper School as designated by the Division Head.

Health

Health and Student Emergency Card

Each student must have a physical examination record on file in the School Nurse's office prior to the start of the school year. Students must also have a Student Emergency Card, which is to be completed, signed by the parents, and returned to the office no later than the first day of school. Students who do not have completed forms will be prohibited from attending classes until the forms are on file, in accordance with state law.

School Nurse

The School Nurse is on duty during every school day in the Health Room, located in the Lower School building. Her hours are from 7:45 a.m. to 3:45 p.m.

Accidents and Illness

Should students become ill or be injured, they will be taken to the Nurse. When the Nurse is not on duty, they will be taken to the School Receptionist or the appropriate Divisional Administrator. In the case of a minor illness or accident, the school will make every effort to contact a parent, guardian, or other person designated by the parents on the student's Student Emergency Card.

In the event of a serious medical emergency involving an illness or injury, the school will call 911 and the child will be transported to a hospital emergency department. A diligent effort will be made to contact the parents, other designated individuals, or the student's physician. In the event that none of these people can be reached, emergency treatment will be given, as authorized through the medical release portion of the Student Emergency Card.

Medications

In cases where a student must take medication during school hours, the following guidelines must be observed.

- Medications are dispensed by the School Nurse or by the School Receptionist when the Nurse is not on duty.
- Drugs, medications, or vitamins are not to be held in a student's possession.
- Students requiring emergency non-prescription medication (i.e. Tylenol, Advil, ointments, creams, etc.) during school hours will only have such medications distributed following contact with the appropriate parent or guardian.
- All students requiring medication on a regular basis during school hours must do ALL of the following:
 1. Present a written "Consent To Administer Medication" (Part I of "Request and Authorization for Administration of Medication" form) signed by the parent or legal guardian
 2. Present a Physician's Medication Authorization Order (Part II of "Request and Authorization for Administration of Medication" form) completed and signed by the prescribing doctor legally permitted to write prescriptions
 3. Have the medication brought in by an adult in the original prescription bottle properly labeled by a registered pharmacist as prescribed by law (over-the-counter medication must be in the original over-the-counter container). NO medications will be accepted in other containers (baggies, plastic kitchen containers, re-used bottles from other medications, etc.)
 4. Present a separate Physician's Medication Authorization for each medication.

Fredericksburg Academy has the right to refuse to accept or administer medication if any of the stated requirements are not followed.

Communicable Disease

It is the responsibility of any person in the school (including faculty, staff, and students and their parents) to report immediately to the Divisional Administrator any health condition that may call for special measures to protect the health of other persons.

Counseling Services

Counseling is available to serve students on a limited basis. The School Counselor offers short term individual and group counseling sessions to those who are experiencing intermittent difficulties adjusting to academic, social, interpersonal, or family issues. It is the Counselor's goal to help students resolve these areas of difficulty in a timely and productive manner. This goal can often be accomplished in a few sessions or by meeting with a student over a more extended period of time for periodic check-ins. Should a student require more extensive psychological treatment, the parents or guardians will be notified of such a need. If a recommendation is made for additional counseling, it would be the parents' obligation to follow through and seek additional treatment for their child.

Confidentiality, Safety and the Limits of Confidentiality

Virginia Law protects the confidentiality of the relationship between a student who is seen in the counseling department and his/her counselor. Privileged information can only be disclosed with the written consent of the student. However, the law mandates that confidential information may be disclosed in circumstances where the health and safety of the individual or the community is threatened.

Fredericksburg Academy recognizes that the years during childhood and adolescence can be a confusing, emotional time of life. Students often require guidance and counseling around a variety of topics such as peer and family relationships, academic problems, and every day social issues. Ironically, one of the greatest risks pertains to young people's need for privacy which may result in their reluctance to discuss the aforementioned topics with adults. This reluctance may deprive them of information and services that would be beneficial to their well being, as well as their health and safety. Although we recognize the need for privacy and confidentiality, we are also aware that privacy may not always be in the best interest of the student; therefore, we have adopted the following guidelines regarding confidentiality.

Fredericksburg Academy's intent when providing counseling services is to protect the best interest of the student to the greatest degree possible. In that regard, Fredericksburg Academy tries to protect the privacy of the student, unless this protection actually places the school community at risk. In those instances of potential risk, some level of disclosure would be necessary, but only to those who are most closely and directly responsible for the care and safety of the students or who are entitled to notice as a matter of law. In general, Fredericksburg Academy's staff will always encourage students to seek the advice and assistance of their parents or guardians as a primary source of support, while at the same time observing and respecting the privacy interests of the student.

Mental Health Leave

In some cases, a child's emotional needs may need to be assessed by an outside practitioner or in a day treatment or in-patient treatment at a mental health facility. If this is the case, the parents or guardians must notify the School Counselor of the student's need to take a leave from school. Parents or guardians would need to share information regarding the mental health issues and length of leave required for the child and be willing to sign a release of information for the School Counselor to collaborate with the outside counselor or agency. Upon receiving this information, school personnel would meet to review issues concerning the student's academic work. Fredericksburg Academy will make every effort to work with the student and the family in hopes of easing any undue burden placed on the student during his or her leave.

In order for a student to be eligible to return to school after a mental health leave, the following steps must be followed:

1. Parents must provide the school with a treatment or discharge summary, including any recommendations made from a private practitioner or a treatment program.
2. A re-entry meeting involving the parents or guardians, student, Divisional Administrator, Advisor, and School Counselor must take place prior to the student's re-entry.
3. During the re-entry meeting, the treatment or discharge summary will be reviewed to determine the level of support required for the student's successful return and completion of the school year. Should the student need

more support than available at Fredericksburg Academy, school personnel may make an additional recommendation to the parents/guardian.

Field Trips

Field trips are an integral part of the curriculum at Fredericksburg Academy. Trips are designed, approved, and funded with the purpose of enriching the classroom experience. Students are, therefore, expected to attend when a trip is planned for their class; those who do not attend must remain at home. For some trips, students will travel in private cars driven by parents and other volunteers; for others a bus will be used. The cost of most field trips, except for meals and spending money, is covered by tuition. Written parental permission must be received before each trip. Students are expected to dress appropriately and to arrive on time for departure.

Lower School Field Trip Guidelines

- Since the field trip is an extension of the classroom, teachers are always in charge and are ultimately responsible for the safety and learning of the students.
- Parent volunteers are often needed to assist the teachers in providing close supervision of the students and, in some cases, to provide transportation. The number of parents needed or able to be accommodated will vary with the nature of the trip and the form of transportation.
- When a younger sibling attends a field trip, the chaperoning parent cannot give his or her full attention to students. Therefore, it is not always possible to invite younger siblings on field trips. The teacher(s) organizing the trip will indicate on which trips younger siblings can be accommodated.
- Prior to the trip, the teacher assigns each student to an adult. That student must stay with that adult for the entire trip. The number of children assigned to each adult participant will vary with the type of trip.
- For trips where parent volunteers provide transportation for children, their own and others, the following rules apply.
 - In the vehicle each child must be seated (not kneeling) and wear a seat belt at all times.
 - There can be no side trips for food, drinks, or gas while traveling to or from the Academy.
 - Several days prior to the trip, the organizing teacher will need to know the make, license plate number, cell phone number, and number of seat belts available for the vehicle.
 - Smaller children should not be seated where the deployment of an air bag could possibly cause injury.
 - The vehicle must be in good working order.
 - The driver must carry a valid driver's license.
 - The driver must be clear of any DUI violations.
 - Car seats must be used if required by law.
 -

Before and After School Programs (Falcon Club)

Philosophy and Objectives

In keeping with the Academy's mission, the Falcon Club, the Academy's before and after school program for students in prekindergarten through eighth grade, strives to provide a nurturing environment and places a priority on developing such qualities as self-esteem, self-discipline, integrity, compassion, and respect for others. The Falcon Club is safe and convenient with an atmosphere that is friendly, warm, and home-like.

Calendar and Hours

The Falcon Club operates on those days when the Academy is open and is closed on those days when the Academy is closed due to inclement weather. **The before school program will not operate on days when there is a delayed opening of school due to inclement weather; the after school program will not operate on days when school closes early due to inclement weather.** Programs begin Tuesday, August 25 at 6:30 a.m. for students in grades 1 – 8, and Wednesday, August 26 for students in prekindergarten and kindergarten.

The before school program operates from 6:30 a.m. – 7:45 a.m. There is no admittance before 6:30 a.m. The after school program operates from dismissal (3:10, M-Th., and 2:40, Fri.) until 6:00 p.m. The program will be open from 11:45 a.m. – 6:00 p.m. when there is early dismissal due to a half-day teacher workday, but will not be open for early dismissals before a holiday or break. The program will operate from 8:00 a.m. – 4:00 p.m. on full teacher work days and Lower School conference days. Advance registration is required for all half-days and all full-days, and the Falcon Club must meet its 10-student minimum in order to open on these days.

Registration Requirements

Your completed FA Student Emergency Card will serve as your registration for the Falcon Club. **In accordance with State regulations, official proof of age and identity must be presented prior to attendance. Acceptable proofs of age and identity include certified birth certificates, hospital birth records, passports, and VA public school records. All documents must be originals. Photocopies are not acceptable.** (Students who have been previously registered for before school, after school, or Summer Programs will have proof of age and identity on file.) Notation will be made of the document presented and all records will stay in the possession of the parent or guardian. Documents may be presented to the School Receptionist or to the Falcon Club Director. Registration for full days and half days is required one week in advance, and all registrants will be billed regardless of participation. Please email or call the School Receptionist or the Falcon Club Director (bpatton@fredericksburgacademy.org) to register.

Fees

The program is on a pre-paid basis. Parents may prepay or put Falcon Club charges on their FACTS account with tuition. Rates are below:

- Morning Care (6:30 a.m. until 7:45 a.m.) for the year is \$990.00
- Afternoon - Full Time (from dismissal until 6:00 p.m.) for the year is \$2, 475.00
- Afternoon - Half Time (from dismissal until 5:00 p.m.) for the year is \$1,650.00

We offer coupon cards for those who use the Falcon Club on an occasional basis:

- 30 for 5-coupon card for before school care (6:30-7:45 a.m.)
 - \$60 for 10-coupon card for before school care (6:30-7:45 a.m.)
 - \$90 for 5-coupon card for full after school care (dismissal-6:00 p.m.)
 - \$180 for 10-coupon card for full after school care (dismissal-6:00 p.m.)
 - \$375 for 25-coupon card for full after school care (dismissal-6:00 p.m.)
 - \$60 for 5-coupon card for partial after school care (dismissal-5:00 p.m.)
 - \$120 for 10-coupon card for partial after school care (dismissal-5:00 p.m.)
 - \$250 for 25-coupon card for partial after school care (dismissal-5:00 p.m.)
 - \$30 for 5-coupon card for ONE HOUR after school care
 - \$60 for 10-coupon card for ONE HOUR after school care
- ***2 Half Time coupons may be combined for 1 Full Time coupon

Half Day (11:45 a.m.- 6:00 p.m.) Teacher/Professional Work Day is \$50.00

Full Day (6:30 a.m.- 6:00 p.m.) Teacher/Professional Work Day is \$60.00

Drop-ins are allowed with proper notification. The rate is \$8.00 per hour. Frequent drop-ins will be required to purchase a coupon card.

A late fee of \$10.00 per ten-minute interval is charged after 6:00 p.m. for the first three occurrences. After the third late pick-up, the fees are doubled. After six late pick-up occurrences, Falcon Club privileges will be suspended and future use of the program will be determined by the Falcon Club Director.

Policies

The programs may be used by Fredericksburg Academy students on a regular or occasional basis. The after school program may also be used on a drop-in/emergency basis. If you are not a regular participant please notify your child's teacher or the Falcon Club Director in writing, by email, or by phone when you plan to have your child attend.

For safety reasons Lower and Middle School students are not permitted on the Academy campus after school unless they are part of an organized and supervised activity or are with a parent. All Middle School students on campus after dismissal and not participating in such an activity must report to the after school program.

Friends and siblings of Fredericksburg Academy students visiting the campus must be accompanied and supervised by an adult at all times.

Any student arriving before 7:45 a.m. or not picked up at school dismissal will be brought to the program for supervision and parents will be billed accordingly.

For early drop-off before 7:45 a.m. and late pick up after 5:00 p.m., please use the locked door at the back of the building. Ring the buzzer located to the left of the door for admittance.

Students attending the before school program must enter the school accompanied by an adult. Parents or other authorized adults must sign the student in and out daily.

At the time of pick up from the after school program, an authorized adult must sign out students. No one may pick up a student other than adults listed on the Student Emergency Card. If a special situation requires that someone else pick up your child, we must receive prior instructions including the name of the adult and his or her relationship to the child. Adults should be prepared to present ID in the event that a staff member does not know them. Parents or authorized adults failing to sign out from the after school program will be charged the maximum rate.

Students who are sick cannot attend the programs. If a student becomes sick while in the program, the parents or emergency contact will be notified to pick up the child immediately. If a parent is unable to pick up the child within 45 minutes of contact, a back-up caregiver (local) must be available to pick up the child and provide sick-child care on their premises until a parent arrives.

Students may bring a morning snack to the before school program. An afternoon snack is provided daily. On half days the hot lunch program is not available and students must bring lunch. On full days students should also bring lunch. We encourage healthy foods. Please note that microwaves and refrigerators are *not* available for student use. **Students should dress appropriately for the weather. We will be going outside daily unless it is raining, less than 20°, more than 100°, or a code red day.** All other Fredericksburg Academy dress code rules apply.

The guidance and discipline used in the programs will be preventative. We will use redirection and positive reinforcement. There will be no physical punishment. Lower School students may be removed from the group for a brief “time-out”, but will not be shamed or isolated from sight. Middle School students may be given detentions. Specific policies exist for biting and physically aggressive behaviors, which will be discussed with parents, if necessary.

In the event that a student does not adapt to the program, parents will be asked to withdraw the student.

Academic Policies and Expectations

Fredericksburg Academy expresses its graduation requirements in terms of the minimum required. However, in keeping with our mission, we anticipate that every graduate will exceed the minimum expected and will pursue a challenging and well-balanced curriculum throughout the Upper School years.

Minimum graduation requirements for a Fredericksburg Academy diploma are:

English	4 credits
Fine Arts	1 credit
Foreign Language	3 credits of a single language in the Upper School
History	3 credits (World I and II and United States)
Mathematics	3 credits (through Algebra II)
Science	3 laboratory credits in the Upper School
Senior Exhibit	1 credit
Additional Electives	3 credits
Athletics	4 credits (2 seasons for 9 th , 10 th , & 11 th ; 1 for 12 th)
Total	25 credits

Credit is awarded for the successful completion of a semester’s or full year’s study, which requires that students meet both assessment and attendance standards. Students may receive credit toward graduation if, as a Middle School student, they take a course which carries Upper School credit (examples: Algebra I or Spanish IA and IB combined). A student is expected to take a minimum of five core academic courses for each of his or her four Upper School years.

Exams are taken in most credit-bearing courses. Seniors may be exempt from second semester exams in classes in which they have an A average for the year and no more than ten non-school related absences. No partial credit will be awarded for any course which is not completed. Students fulfill their athletic requirement for graduation through participation in interscholastic athletics. For ninth- through eleventh-graders, this requirement is met by participation in two out of three seasons of athletics each year. Twelfth-graders are required to participate in one season of athletics. Students may petition the Athletic Director and the Head of the Upper School to fulfill the athletic requirement with an outside athletic program. Students who need medical release from the athletic requirement must submit a letter from a physician. The Athletic Director is responsible for tracking and communicating with the Divisional Administrator each student's completion of the athletics requirement.

Homework Policy

Homework is an integral part of every student's responsibility at Fredericksburg Academy. It is given to prepare for upcoming classes and/or to reinforce skills learned in the classroom and to establish independent work habits. The nature and amount of homework assigned becomes progressively more demanding as students move from one grade to the next.

Homework requires a consistent home schedule with a regular time to work and a place free from distractions. In keeping with the Honor Code, we expect students to complete and turn in homework as assigned. Parents are asked to encourage and guide their children in the completion of homework, and to ensure that all work is the product of the student's efforts. In the case of absence or illness, it is the student's responsibility to make up work that was missed. On average, students in kindergarten through second grade receive up to 30 minutes of homework per night. Students in grades 3-5 average 60 minutes per night. Middle School students will average approximately 20-25 minutes of homework per subject per night. Upper School students will average approximately 30-40 minutes of homework per subject per night. Advanced Placement and upper level classes often require more work to be completed outside of class. Homework assignments are listed in Veracross by each teacher in the Middle and Upper Schools.

Students in Upper School should expect to be assigned homework (in the form of assignments given over a typical weekend) over school breaks and holidays. Note: Assignments given in Advanced Placement courses may be more demanding in terms of length and complexity. Students in Middle School will not be assigned homework other than reading. No major assignments will be due for Middle and Upper School students during the two days immediately after the conclusion of these breaks, and teachers will refrain from assigning work that requires students to use the Internet or collaborate in groups during school breaks and holidays. Lower School students will not be assigned homework during school breaks and holidays but are encouraged to continue reading.

Late Work Policy

The following procedures are to be employed for late essays, research papers, book reports, or any other major tests and assignments. They may also be used for other assignments at the teacher's discretion:

1. For each academic day the assignment is late, it will be reduced by one letter grade.
2. In the Lower and Middle Schools, after two academic days, the teacher must report the tardy assignment to the parents. In the Upper School, teachers must inform the advisor of work that is more than five days late.
3. A grade of incomplete, "I" may be recorded when a grade cannot be calculated because required work is missing.

Make-up Work Policy

After an excused absence of one day, a student would have a one-day grace period in which to turn in or make up work. After two days there would be a two-day grace period, and after three days, a three-day grace period. After such a grace period, the late assignment rule would apply for every succeeding 24-hour period. Such a grace period would not apply to students returning from an unexcused absence due to suspension, or in cases of assignments or tests announced prior to an unexcused absence. Unless there are extenuating circumstances, and there is agreement between student and teacher, no extension longer than two times the number of days missed may be granted.

Tutoring Policy

Teachers can be available to help students during various parts of the day throughout the divisions of the school (before school, during lunch, activities period, planning periods, study halls, unscheduled time, and after school).

Teachers will make an effort to provide this extra, and sometimes individualized, help in this manner. There are times, however, when the teacher or the school will suggest or require outside tutoring in order for a student to make sufficient progress in a particular academic area. Generally, such tutoring for hire should not be done by the student's teacher at the Academy. In special circumstances, such tutoring may take place at the Academy with the approval of the Head of School.

Study Halls

Study Halls provide opportunities for Middle and Upper School students to accomplish schoolwork or to obtain extra assistance from a teacher. Study halls are generally held in classrooms under the supervision of a faculty member. Study halls must be quiet, and students must be seated on a chair at a desk or table and working at all times.

As a college preparatory school, Fredericksburg Academy believes that students must learn to manage their time responsibly and productively. In an effort to help students develop this skill, Upper School students are not uniformly assigned to study halls. As such, all students have unscheduled time during the academic day. During unscheduled time, students may have a snack, eat their lunch, or study independently or in groups. If studying, students may use the Lobby, Commons, hallways, area in front of the Arts and Sciences Building, and, as long as a teacher is present, classrooms. If eating, students may use the Commons and area in front of the Arts and Sciences Building. By disrupting classes, interfering with other students, and/or neglecting their work, students who prove themselves unable to make responsible and productive use of unscheduled time will be assigned to study halls. Upper School students are to refrain from going into the Lower and Middle School unless they are attending a class or have the express permission of the Division Head. Moreover, students who have been identified by their Division Head, teachers, or advisor as needing to be supervised during study time will be placed in a study hall.

Middle and Upper School Advisors

The advisor program is of major importance in the Middle and Upper Schools. Faculty members in these divisions serve as advisors. All students in grades 6-12 are assigned an advisor from the team of faculty who sponsor each class.

The advisor's role is to serve as an adult advocate for each advisee and as a critical liaison between advisee, parent, and school. The advisor/advisee relationship will involve principally academic matters, but also involves the personal, emotional, athletic, and social life of the student. The Divisional Administrator will designate times for the advisor to meet with his/her group of advisees during the school year. In addition, the advisor will need to create times to meet with individual advisees. Ideally, the advisor/advisee relationship will develop into a mutually supportive and enriching one. In the Middle School, advisors will conduct parent conferences in October, and write an advisor report at the conclusion of the third trimester. In the Upper School, advisors will call parents at the start of the second semester, and 9th grade advisors write an advisor report at the first interim period of the second semester.

College Counseling

The College Counselor works with students in selecting colleges and completing the application process. This work includes:

- Basic preparation for the PLAN, PSAT, and the SAT
- Helping to identify those colleges and universities which are a good match for each student and helping students plan visits and interviews
- Helping to identify sources of financial aid
- Guiding the student and parents through the application process
- Counseling the student until the final decision is made
- Organizing financial aid workshops and college night programs
- Holding individual meetings with tenth and eleventh grade students and their parents

Fredericksburg Academy's College Counseling Handbook, a guide to resources on the Internet, and additional information are available from the college counseling office and on the school's webpage.

Disclosure Policy

It is the policy of Fredericksburg Academy that, when we are asked directly about a student's disciplinary history, we will notify colleges and universities of serious infractions resulting in out-of-school suspension (OSS) or dismissal. If we are not asked, we adhere to our own reporting policy: we reserve the right to reveal OSS punishments in the Counselor letter for the purpose of showing the student's growth and maturity as seen in comparing the student before the punishment to the student after the punishment. If a student's academic or citizenship standing changes substantially at any time during the senior year, we notify the colleges and universities to which the student has applied. We expect and counsel students when they are asked directly, on the application or in any other form of communication, if they have been suspended, to provide colleges and universities a written account of what happened and how they have been affected.

Library

The Middle and Upper School Library and the Constance Suzanne O'Connell Memorial Library in the Lower School maintain a collection of books, magazines, newspapers, CD ROM's, and videos for Upper, Middle, and Lower School students. All students have access to the collection and the libraries maintain separate areas for age-appropriate fiction (picture books, juvenile fiction, and fiction).

Students may borrow items for a period of two weeks, and faculty for one month. Reference books and periodicals do not circulate. While daily fines are not charged for overdue library materials, students with overdue books may not check out additional items until overdue items are returned. Notices are sent home to request the return of overdue materials. A fee of \$25.00 per item is charged for each item not returned by the end of the school year.

Under the Library's Book Donation Program, for as little as \$25, you can donate a book or books to Fredericksburg Academy's Lower or Middle School libraries. For each donation of \$25, the donor may choose the book in consultation with our librarian, and a bookplate recognizing the honoree will be placed inside each book. This is an excellent idea for birthdays, special occasions, and gifts from grandparents or special friends. If you are interested in participating please contact the Director of Development for details.

Assessment

Reporting

In kindergarten through third grade, report cards will be sent home in the student's backpack or book bag three times during the academic year. In grades four through twelve, report cards will be available online to all parents. Fourth through eighth grade teachers will report three times during the academic year. Upper School teachers will report two times during the academic year. In prekindergarten, reports will be sent home twice during the academic year.

Lower School

The balance of rigor and nurture that is characteristic of Fredericksburg Academy's curriculum is reflected in the Lower School's system of reporting. The younger students are evaluated against their own cognitive and social development, but as they mature, students are evaluated in comparison with a more objective rubric. In kindergarten through grade three, the indicators used for reporting progress are "secure," "developing," and "beginning." In grades four and five, the letter grades A through F are used for academic courses. Report cards for students include narrative comments about each student's progress.

Middle School

Middle School students receive the letter grades A through F in academic courses. Teacher comments accompany grades for the first and second trimesters, whenever the student earns a grade of C or below, or if a student's grade rises or falls more than one letter grade. Middle School advisor reports are written at the end of the third trimester.

Upper School

Upper School students receive the letter grades A through F in academic courses. Teacher comments accompany grades for the first and second semesters, whenever the student earns a grade of C or below, or if a student's grade rises or falls more than one letter grade. Upper School advisor reports for 9th grade students are written at the first interim period of the second semester.

Interim Reports

An “interim” provides an update of student progress at scheduled times during the marking period. It provides an essential early warning of difficulties and represents our interest in keeping everyone abreast of all issues relating to a student’s progress. It can report outstanding or inappropriate conduct in the classroom, a learning success or failure, or outstanding or poor academic effort. After the sixth week of school or the sixth week after a student’s arrival, the parents of each new student receive an interim report written by the teacher of each academic course or the classroom teacher.

Marking System

The following grading scale is used by faculty to evaluate students in fourth through twelfth grades. While percentage grades can appear on written work, only letter grades are used in progress reports.

A+	98-100	
A	93-97	High Honors
A-	90-92	
B+	88-89	
B	83-87	Honors
B-	80-82	
C+	78-79	
C	73-77	Satisfactory
C-	70-72	
D+	68-69	
D	63-67	Unsatisfactory
D-	60-62	
F	0-59	Failure
Other Grades	INC (incomplete) P (pass) F (fail)	W/D P (withdraw pass) W/D F (withdraw fail) W/D M (withdraw medical) AU (audit)

Under extenuating circumstances, a student may receive a grade of incomplete in a course for a particular marking period. Unless other conditions are agreed to by the Head of the Upper School and the teacher, the student must make up the work missed within two weeks after the end of the marking period or the incomplete will become a grade of F. Grades of pass or fail are awarded for the athletics requirement. Grades of withdraw pass, withdraw fail, withdraw medical, and audit are awarded only under special circumstances and with the approval of the Head of Upper School.

Honors and High Honors

An Upper School student with all semester or final grades at or above A- will be recognized as receiving High Honors. An Upper School student with all semester or final grades at or above B- will receive Honors. Middle School students will receive High Honors or Honors recognition for end of the year grades only. The lists of those students receiving High Honors and Honors will be published in the *FA Weekly*.

Advanced Placement Classes

Acceptance into an Advanced Placement class is accomplished through a process which begins in the spring. Students complete and submit an intent-to-enroll form. A faculty committee then reviews the intent-to-enroll form and all related academic work. Students are notified by the Head of Upper School or their advisor of their acceptance at the end of the school year. Students who are not accepted into an AP class may appeal the decision to the Head of Upper School. AP summer work will be distributed to students at the end of the school year. A student taking an AP class, who consistently fails to do the required work and meet minimum grade standards, may be removed from the class. Students taking an AP class are required to sit for the AP Exam for that class for which there is a fee. An AP student who does not sit for the exam has a failing exam grade calculated into his or her second semester average and loses the AP designation on the transcript.

Academic Review and Probation Policy

In keeping with the mission statement of the Academy and with individual faculty goals to foster success for every student, the faculty has established a process to identify and support a student having academic difficulty. A Middle or Upper School student whose over-all average falls below C-, or a student who shows a significant drop in performance, may be placed on Academic Review status by their Divisional Administrator.

- A student in grades 6 - 8 on Academic Review will work closely with his or her advisor, teachers, and parents to design and implement strategies for improving performance.
- A student in grades 9 - 12 on Academic Review will meet with his or her advisor on a weekly basis, will circulate a weekly report (the Academic Review Comment Sheet) to any teacher in whose class his or her grade warrants supervising, and will return the report with a parent signature to the advisor. On behalf of the school, the advisor will coordinate measures which will help to ensure every opportunity for the student to redeem his or her performance.

Should the student's performance progress to a level acceptable to the Divisional Administrator, teacher, advisor, and parent, Academic Review status will be discontinued. However, should the student fail to improve his or her performance by the end of the marking period, he or she will be placed on Academic Probation. A meeting of the Head of School or Divisional Administrator, advisor, parents, student, teachers, and any other pertinent professionals will determine an appropriate set of support procedures and their monitoring. If these procedures fail to improve the student's performance, it may be necessary and appropriate for the student to be dismissed or withdrawn from the Academy.

Standardized Testing

Throughout the year students participate in various types of standardized testing. Actual dates of these tests appear in the school calendar. A summary of the types of tests is as follows:

Grades 2, 3, 5, 6, and 8: ERB, Educational Records Bureau's Comprehensive Testing Program IV (in the spring)

Grades 6 and 8: WRAP, Writing Assessment Program administered (in the spring)

Grade 10: PLAN test in October

Grade 11: PSAT in October

Grades 11-12: SAT I once during each year (the March SAT is required for Juniors)

Grades 11-12: AP and SAT II subject tests in May/June

Physical Education and Athletics

Physical Education and Athletics

The goal of the Fredericksburg Academy physical education and athletic program is to maximize the athletic experience and develop the full athletic potential of all students. We attain this goal through the teaching and learning of basic sport skills with emphasis on participation, sportsmanship, teamwork, competition, and playing opportunities.

Physical Education

Lower School students have physical education classes two or three times per week depending upon their grade level. Students in grades 3-5 have two units of swimming during the school year. Students in grades PK-5 do not change clothes for physical education (except for swimming) but should wear safe, comfortable, and appropriate clothing and non-marking sneakers to school on physical education class days. Students who need to be excused from participation in physical education class must bring a note from a parent and/or physician.

Middle School students have physical education classes two or three times per week. Students must dress for physical education classes in the prescribed uniform, most of which is available through the school store, the Falcon's Nest. This uniform consists of FA athletic shorts and t-shirts, socks, athletic shoes, and a one-piece swimsuit for girls and swim trunks for boys. Appropriate dress and participation are reflected in a student's grade. Students who need to be excused from participation in physical education must bring a note from a parent or physician. Students not participating in physical education class might not be eligible for any athletic contests held on the same day. Eighth grade students may opt out of P.E. when they are participating on an Academy sponsored athletic team.

Upper School students fulfill their physical education requirement through participation in athletics. The philosophy of the athletic program in the Upper School is to provide a rigorous athletic program that develops the habits of discipline and teamwork. Students who need to be excused from participation in athletics must bring a note from a physician.

Athletic Requirement

When a student contributes to a team physically and emotionally, that participation becomes a positive experience. FA supports a no-cut policy at all levels, unless the facility limits the size of the roster. The aims of the Middle School and Junior Varsity teams are skill development and preparation for the next level. Therefore, play is encouraged as much as possible as long as it not deemed detrimental to the child physically and/or emotionally. At the Varsity level, each coach is encouraged to be cognizant of an individual athlete's opportunity to participate in games. At any level, if a student-athlete does not follow team expectations, his/her playing time may be limited. Please note that potential playing time may be adjusted if the coach believes that there is a safety concern for the individual athlete.

In the Middle School, students are required to participate in at least one extracurricular activity beyond the academic day. Participation in interscholastic athletics is one way to fulfill this requirement.

In the Upper School, students in the ninth, tenth, and eleventh grades must participate in two seasons of interscholastic athletics. During their senior year, students are required to participate in one season of interscholastic athletics. Students can fulfill the requirement by participating on a team as an athlete or as a manager. In order for a season to count toward the athletic requirement, the student-athlete or team manager must participate in at least 70% of the team's practices and games. In lieu of participating in interscholastic athletics for one of their required seasons, students have the option of participating in the FA Fitness Club or an outside activity/outside sports team (approved by the Athletic Director). Students who wish for their outside activities/sports teams to count toward their athletic requirement must see the AD for the appropriate form. For sports that are offered at FA, students are expected to participate on the Academy's team in lieu of or in conjunction with a team outside of school.

Please see the Athletic Handbook for a more detailed description of the Athletic program. The Athletic Handbook is distributed by team coaches to Middle and Upper School students and is also available in the Athletics section of the Fredericksburg Academy website, www.fredericksburgacademy.org.

Important Traditions

Community Events

The Upper School Retreat (September) gives students and faculty an opportunity to discuss important community values in September during this overnight event.

Spirit Week (October) is a time when the entire school comes together to show its FA spirit. The Student Life Committee and Middle School Council organize theme days for the Upper and Middle Schools, and all School students participate in Spirit Day and the pep rally.

Homecoming (October) is a celebration of FA spirit for the entire school community, including alumni, who are invited back for the athletic events. The Upper School typically organizes a Homecoming bonfire and dance.

Fall Carnival (October) is a wonderful tradition at FA involving class-sponsored booths and family time. The Parent-Faculty Association sponsors and organizes this community celebration. It is a FUN-raiser for the school.

Middle School Community Service Day (November) is a day when the entire Middle School comes together to work on a project to benefit a community organization. In the past, the Middle School has focused its efforts on the SPCA.

Holiday Breakfast (December) is a Parent-Faculty Association-organized event for Lower School families featuring a pancake breakfast, crafts, and music.

Pride Week (January) is a time when the entire school comes together to show its FA spirit. The Student Life Committee and Middle School Council organize theme days for the Upper and Middle Schools.

Grandparents and Special Friends Day (March) is an all school event celebrating grandparents and special friends. Falcon Fest (April or May) is a student-organized event that brings underprivileged children to the campus to play games and socialize with Academy Middle and Upper School students. This annual event is held in the spring.

Spring Fest and Auction (March) a dinner and an opportunity to bid on various items. This is the main fundraising activity for the school.

Prom and After Prom (April or May) is a celebration for the Upper School. The Upper School typically organizes a dance and after prom activities.

The Perch (May) is an annual outing for students in eighth through twelfth grades, and includes various outdoor activities, such as swimming and volleyball.

Field Day (May or June) is organized by the Parent-Faculty Association for the Lower School. The day features field games and activities and a special lunch.

Student Social Events

In the Lower School, if a parent wishes to have a small, limited celebration in honor of a child's birthday, the parent should first contact the teacher to schedule the event. Birthday celebrations are limited to snack or lunch time in order to preserve academic time.

During the school year, students may want to have an out-of-school party. Please help your child learn to be compassionate by including all children in the class.

- Any invitations delivered at school must be handed out by the teacher and include the whole class or all of the members of one sex. Being one of the few excluded from a party can be a crushing disappointment.
- Parents should bear in mind that invitations delivered at school sometimes do not arrive at home.

In the Middle and Upper Schools student leadership groups in each division are responsible for planning and putting on social events. Faculty are responsible for chaperoning social functions. Except for After Prom, parents do not chaperone social functions. Faculty and the classes sponsoring the events will mutually agree upon rules for these functions.

An Upper School student wishing to bring a guest to a school-sponsored event such as the Prom is required to complete, submit, and have approved a guest permission form. Such guests may not be over the age of twenty.

School Publications

The *FA Weekly* is an email newsletter that provides essential information for the upcoming school week. The *FA Weekly* is emailed to parents every Friday using the primary email address for each parent provided on the student emergency card.

The Talon, the Academy's yearbook, and *The Falcon Flier*, the school newspaper, are produced by journalism students in tenth through twelfth grade. The newspaper publishes six to eight issues each school year for Middle and Upper School students.

Elegos is the Upper School's literary and arts magazine and is published annually.

Guiding Principles of Behavior

Concept of Good Behavior

Fredericksburg Academy is a community that operates on the basis of mutual trust, responsibility, and respect. We teach and reinforce self-respect, respect for others, sensitivity to the good of the community, and care of the physical environment. The development of this standard of behavior is a continuous process that supports and sustains all other aspects of school life. When any member of the school community is disrespectful or displays behavior that erodes the positive school climate we strive to create, the entire community is diminished.

The academic work, extracurricular activities, and social and emotional progress of Middle and Upper School students is the responsibility of the appropriate Divisional Administrator.

Search and Seizure

As Fredericksburg Academy is a private institution, students and student lockers, backpacks, and vehicles are subject to search and seizure.

Honor Code

The purpose of the Honor Code at Fredericksburg Academy is to foster an environment of trust and respect throughout the school, and to cultivate in each student a sense of individual integrity and responsibility. The quest for knowledge can only succeed when students are honest with themselves and with others, both in their academic work and in their relations with each other. Consistent honesty, in turn, promotes a climate of mutual trust and respect that allows for the free exchange of ideas and forms the foundation for learning. Teachers and coaches make every effort to help students to see the ethical consequences of their decisions and to help them learn from their mistakes.

At the beginning of each academic year, students in grades 6 – 8 sign honor pledge cards. Students in grades 9 – 12 sign a communal honor pledge displayed outside the Reed Theater.

Honor Pledge

I, as a student at Fredericksburg Academy, do hereby accept the Honor Code. I have read the Honor Code, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from lying, cheating, and stealing. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my expulsion from the Academy. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor Code myself and helping others to do so.

In Middle and Upper School, in addition to the pledge signed at the beginning of the year, students write out and sign the following statement on their work: "I have neither given nor received unauthorized help on this work." In the Lower School the Honor Code is discussed and beginning in fourth grade the students write out and sign the statement.

The Honor System in the Upper School

Mission Statement

The Fredericksburg Academy Honor Council, which is comprised of five elected student representatives and two faculty advisors, ensures the integrity of the school's Honor System. The Honor Council educates the student body about the importance of the Honor Pledge and how the Honor Council operates. Its function is to oversee implementation and address violations of the Honor Code. The Honor Council strives to maintain a community of trust where students feel secure and confident in their academic environment.

The Honor System

The Honor System was designed to make Fredericksburg Academy a safe and enjoyable place to learn. The system is made up of three parts: the Honor Code, the Honor Pledge, and the Honor Council. The goal of the Honor System is to promote good citizenship and develop a sense of honor among students.

The Honor Code

The Honor Code requires that students at Fredericksburg Academy do not lie, cheat, or steal. At the beginning of the year, each student signs the Honor Plaque stating that he or she agrees to abide by the Honor Code.

Violations of the Honor Code:

Lying

- Telling a lie to anyone
- Misleading others by withholding a truth

Cheating

- Copying work from another student's test, homework, or any other assignment
- Using any unapproved sources for assignments (such as online computer translators, other people's ideas, maps on classroom walls, etc.)
- Plagiarizing papers or reports, using sources without correct citation
- Using any source without giving appropriate credit

Stealing

- Taking and/or using someone else's personal property without permission (includes borrowing or going through lockers or desks)

The Purpose of the Honor Code

The Honor Code exists for the protection of Fredericksburg Academy students. The Honor Code makes our school unique and sets us apart from other schools. In maintaining an honor system, it is important to create an understanding among our students about the benefits of living in an honorable community.

Benefits of our Honor Code:

- No locks are needed on students' lockers
- Students can leave possessions unattended in the school building without worrying that they will be taken or tampered with
- Students can be confident that their peers have not cheated on assignments
- The Honor Council gives the school a feeling of safety and an atmosphere of trust

A Way of Life

An Honor Code is important in every facet of life. At every age a person has a code of honor to live and work by.

- Many colleges have honor systems that their students are expected to follow. An honor code in high school prepares students for similar codes of conduct in college
- Many work places have honor codes, such as in military, academic, and financial careers
- Honor is part of the law; for example, copyright infringement and plagiarism are illegal

The Honor Council

The Honor Council is made up of four class representatives, one from each grade, one at-large member, and two faculty members who serve as advisors.

The Process

The process begins when students report themselves or a witness reports a possible violation of the Honor Code to an Honor Council member, faculty sponsor, or Divisional Administrator. The Divisional Administrator interviews the accused student and appropriate witnesses to determine if evidence supports the need for an Honor Council proceeding. The Divisional Administrator may also consult with the sponsors of the Honor Council. These administrators are responsible for gathering information about the case and presenting it to the Honor Council. If it is determined that an Honor Council proceeding is required, the Divisional Administrator informs the accused student of the charge and the meeting time. The student should not discuss the case with anyone but his or her parents or advisor. The Divisional Administrator will contact the parents to inform them of the required meeting, the charge, and to answer any procedural questions. The details of the case will not be discussed at length at this time.

The meeting of the Honor Council is held at school as promptly as possible. Middle School students meet with the faculty sponsors and the student chair of the committee. Upper School students meet with a minimum of three Honor Council members and one sponsor. A student may wish to have his or her advisor present during the Honor Council proceedings—not as a "defense counsel" but as a supporter. The advisor is the only person allowed to accompany an accused student in a Council proceeding. The accused student comes before the Honor Council prepared to discuss the charges.

The student is then questioned by the Honor Council members. Lying to the Honor Council will result in much harsher consequences. The Honor Council may call in any other witnesses regarding the violation. After the accused student and the witnesses have all been interviewed individually, as many times as necessary, the Council reviews all facts, rules on the guilt or innocence of the accused, and decides on a recommended consequence. During the deliberations, the Council works to establish a consensus regarding the facts of the case and the recommendations for consequences. The Honor Council members will take as much time as is necessary to decide by a majority vote if the student is innocent or guilty. The Honor Council then makes a recommendation to the Head of the Upper School. The final decision regarding consequences rests with the Head of School. The Head may accept the recommendation in full or in part, may call back the Council to reconsider the matter, or may decide upon entirely different consequences. Depending upon the severity of the violation, the case may be referred to the Head of the School for final consideration. All hearings are completely confidential.

The Head of School or Divisional Administrator informs the accused student, advisor, and parents of the consequences. A summary letter is placed in the student's file, given to the advisor, and sent to the parents. The Divisional Administrator is responsible for implementing any consequences.

Consequences

The Honor Council members make a recommendation to the administration regarding the consequences for a violation. Possible consequences include detention, in-school suspension, out-of-school suspension, and expulsion. Often a student will be asked to write a letter of apology to the person affected by the violation. Sometimes a student will lose social privileges, such as the opportunity to go on a school sponsored trip. A letter detailing the violation and consequences will be sent to the student's parents by the Head of the Upper School and kept on file until the student graduates.

The Honor Pledge

I have neither given nor received unauthorized help on this work.
Student Signature

The Pledge

- Write out the entire pledge on every graded assignment, quiz, test, and exam
- Do not share your work in any form
- Make sure all of your work is your own
- If you use another source, cite it
- The word “unauthorized” refers to any help that is not given or approved by the teacher
- Your signature demonstrates that you agree with the Honor Pledge and that you give your word to its academic integrity

Discipline Committee

The Discipline Committee exists to support the concept of good behavior on the part of all students in sixth through twelfth grade and to provide a joint faculty-student forum in which disciplinary and dress code issues may be discussed. The Discipline Committee reviews continued or severe cases of inappropriate behavior and dress code issues as deemed necessary by the Division Head or Middle School Dean of Students. The primary function of the committee is to help educate students about expectations of the Academy.

The process begins when the Division Head or Middle School Dean of Students receives information from a student or faculty member that a possible violation has occurred. The Division Head or Middle School Dean of Students interviews the accused student and appropriate witnesses to determine if evidence supports the need for a Discipline Committee proceeding. The Divisional Administrator may also consult with the sponsors of the Discipline Committee. The Division Head or Middle School Dean of Students is responsible for gathering information about the case and presenting it to the Discipline Committee. If it is determined that a Discipline Committee proceeding is required, the Divisional Administrator informs the accused student of the charge and the meeting time. The student should not discuss the case with anyone but his or her parents or advisor. The Division Head or Middle School Dean of Students will contact the parents to inform them of the required meeting, the charge, and to answer any procedural questions. The details of the case will not be discussed at length at this time.

The meeting of the Discipline Committee is held at school as promptly as possible. A minimum of three Discipline Committee members and one sponsor must be present. A student may wish to have his or her advisor present during the Discipline Committee proceedings—not as a "defense counsel" but as a supporter. The advisor is the only person allowed to accompany an accused student in a Council proceeding. The accused student comes before the Discipline Committee prepared to discuss the charges. Middle School students meet only with the faculty sponsors and the student chair of the Discipline Committee.

After the accused student and the witnesses have been interviewed individually, (as many times as necessary) the Committee reviews all facts, determines the guilt or innocence of the accused, and decides on a recommended consequence. During the deliberations, the Committee works to establish a consensus regarding the facts of the case and the recommendations for consequences.

A member of the Discipline Committee reports the recommendations of the Committee to the Division Head or Middle School Dean of Students and the Head of School. The final decision regarding consequences rests with the Head of School. The Head may accept the recommendation in full or in part, call back the Committee to reconsider the matter, or may decide upon entirely different consequences.

The appropriate Division Head or Middle School Dean of Students informs the accused student, advisor, and parents, of the consequences. A summary letter is placed in the student's file, given to the advisor, and sent to the parents. The Divisional Administrator is responsible for implementing any consequences.

Upper School Discipline System

In general, an afternoon detention may be assigned to a student for a variety of inappropriate behaviors, including but not limited to dress code infractions, improper mobile phone use, arriving late to school and/or class, and being disruptive. During an afternoon detention, the assigned student will be assigned clean-up duty and/or another task designated by the Head of Upper School. If the inappropriate behavior is repeated and/or extreme, a student may be sent to the Discipline Committee for a hearing.

A student who is late-unexcused to school and/or to class four (4) times may be assigned an afternoon detention. A student who accumulates four (4) detentions within a calendar month may be sent to the Discipline Committee for possible additional consequences, including but not limited to different dress code stipulations, loss of unscheduled time, Saturday morning detention, ISS, and/or OSS.

In-School Suspension (ISS) is a serious consequence intended to make it clear that the student is still welcome at school, but that the student's behavior has raised concern about his or her desire and ability to remain a member of the community. During an ISS, a student must still come to school but will not attend classes. Class absences due to ISS are considered unexcused. So, while a student is still expected to complete and turn in all work due the day of the ISS, he or she will not receive credit for that work. During an ISS, a student may be allowed to complete and turn in the work that is due that day and/or may be assigned a task to complete. Having to serve an ISS disqualifies a student from seeking an elected or appointed student leadership position during the current school year.

Out-of-School Suspension (OSS) is a very serious consequence intended to make it clear that the student is temporarily not welcome at school, and that the student's behavior has raised serious concern about his or her desire and ability to remain a member of the community. During an OSS, a student may not come to school. Class absences due to OSS are considered unexcused. So, while a student is still expected to complete and turn in all work due the day of the OSS, he or she will not receive credit for that work. Having to serve an OSS disqualifies a student from seeking an elected or appointed student leadership position during the current school year. For additional implications of OSS relating to the college application process, see the Disclosure Policy on page 26.

Guidelines for Student Behavior

The following rules apply to ALL students (except where noted) at ALL times during the school day. Students will be responsible for other rules as they are established. Students may not:

- use, be in possession of, or distribute tobacco, alcohol, or drugs on campus or at school functions
- bring firecrackers, knives, or guns to campus (toy guns, water guns, and replicas of guns included)
- harass, assault, or abuse others, physically, verbally, or sexually
- destroy or deface school property or the property of others
- use profanity or other inappropriate expressions at school
- engage in inappropriate sexual conduct on campus; public displays of affection are limited to hand holding
- enter a "White Flag" area (an area designated for faculty and staff only) without permission
- eat in unauthorized areas
- chew gum in the Lower and Middle Schools during the academic day without teacher permission.
- leave the school grounds without permission; Upper School students must receive permission before going to the parking lot during the school day
- use toys or music playing devices during the academic day unless in conjunction with an authorized class or activity (Middle and Upper School)
- Lower School students may not bring toys or music playing devices to school unless in conjunction with an authorized class or activity.
- use mobile phones during the academic day. Upper School students may use mobile phones when they are eating lunch or unscheduled time. At all other times, phones must be silenced and stored out of sight.
- play games on mobile phones, PDAs, or computers during the school day (Middle School students)
- carry sports equipment in the hallways or to class—equipment must be stored in a locker

At times, students may fail to meet the behavioral expectations set for them by the Academy. In most cases, the faculty member who views an incident will respond to it. Appropriate discipline (detention, etc.) will be assigned accordingly. In the Middle and Upper Schools, the Discipline Committee, Middle School Dean of Students or the Upper School Division Head working with the student, teacher, advisor, and parents will handle more serious behavioral problems.

A student who brings non-prescription and/or prescription drugs (please see the section on Medication), alcohol, or tobacco products to the FA campus, or to any school-sponsored activity, will be subject to disciplinary review with penalties up to and including dismissal from the Academy. Likewise, any student who arrives at school or any school-sponsored function under the influence of alcohol or drugs, or whose behavior indicates the possibility that he or she is under the influence of these substances, will be subject to disciplinary review with penalties up to and including dismissal from the Academy.

Whether on or off the Fredericksburg Academy campus students are expected to conduct themselves in an appropriate manner at all times. Students who engage in inappropriate or illegal conduct off-campus while representing Fredericksburg Academy or while engaging in activities readily identifiable with Fredericksburg Academy will jeopardize their status in the school community. Disciplinary action for such conduct is at the discretion of the Head of School and the appropriate Divisional Administrator.

Technology

To enhance the learning experience of Upper School students, Academy families participate in an IBM purchasing program sponsored by the school. Students lease a new IBM ThinkPad with Microsoft Office, Inspiration, and Symantec Antivirus installed. These machines also have wireless network cards to enable students to access the school's network and Internet from anywhere in the buildings. Included in the lease are theft and non-warranty repair coverage (cost as specified in the laptop agreement) and in-school support. The lease also includes a loaner if the student's machine needs to be sent for repairs.

The Academy technology program is established for the use of the students, faculty, and staff. Though computer use is an individual activity, it can affect the entire school community. Therefore, all must be aware of the privileges and responsibilities that accompany computer use. In following the spirit of the Honor Code and the school's disciplinary expectations, students are expected to show respect and responsibility when using the Academy's technology resources. Students must also sign the Academy's "Acceptable Use Policy". Students found in violation of these guidelines may have their computer privileges revoked and may face disciplinary action. The following are examples of prohibited actions and do not adhere to our "Guidelines for Student Behavior."

- False or Malicious Communication: Any disrespectful communication (email or otherwise) or mean, untrue, or inflammatory statements that may be injurious to a person's reputation. Using an alias or pretending to be someone else would violate the acceptable use policy.
- Students are reminded that any inappropriate or illegal behavior on the Internet that is readily identifiable with Fredericksburg Academy could lead to disciplinary action up to and including dismissal.
- Students may not use any software such as proxies to circumvent the filter.
- Inappropriate Access: Visits to any illegal, inappropriate, or "adult" Internet sites. Students are expected to use good judgment when using the Internet.
- Downloading Software: Downloading/installing software, programs, firewalls, or personal files such as music, video, or game files to the school's server. Copying the school's software is considered theft.
- Downloading any files through peer-sharing applications. Students cannot have any peer sharing software loaded on their laptops.
- Modifying Software and Data: Any modification of software and/or data loaded on the school's computers and/or servers.
- Vandalism: Includes use of unlicensed software; deleting files or programs that do not belong to the individual; changing network/logon or workstation settings; breaking or removing computer accessories.
- Invasion of Privacy: Access to folders, files, and communications not belonging to the individual.

Students are limited to the educational use of space on the server. The technology staff reserves the right to purge any unnecessary files.

Email: All Upper and Middle School students are provided with a Fredericksburg Academy email account.

Lower and Middle School students may only use computers for academic purposes and when supervised. All on-campus computers, including Upper School laptops, have internet filtering software. Violations are reported to the Divisional Administrator. Middle School students may not use personal laptops in classrooms unless prior

permission has been obtained. Middle School students must get permission to use their wireless internet cards to access the school's network from the Network Administrator, Middle School Library Associate, or their classroom teacher.

The Upper School's curriculum is designed to include the use of technology. Upper School students must bring their fully-charged laptops to school every day and treat their laptops with care and respect. Students are required to keep their laptops in cases when transporting them.

Student Leadership

Honor Council

The Honor Council consists of five student members and two faculty sponsors. The student members represent students in ninth through twelfth grade; each grade has one representative, and one representative is elected by the student body at large. Members of the Honor Council must be capable of sustaining close scrutiny of their school and personal lives to exemplify honorable living. They must be sensitive to the fact that, as those who hold peers accountable for the standards of the Honor Code, their own adherence to these standards must be above reproach. Members of the Honor Council provide honor counseling to all students in the Middle and Upper Schools.

Upper School Discipline Committee

The Discipline Committee consists of five student members and two faculty sponsors. The student members represent students in ninth through twelfth grade; each grade has one representative, and one representative is elected by the student body at large. Members of the Discipline Committee must be capable of sustaining scrutiny of their school and personal lives. As those who hold peers accountable, they must themselves live up to the standards of the code of good behavior. In the event that the Discipline Committee must convene, the following procedure is followed as closely as possible.

Upper School Student Government

The purpose of the Student Government is to support the administration, faculty, and students at Fredericksburg Academy. As part of this support, the Student Government will represent to the faculty and administration the students' opinions on proposals and previously set rules and guidelines. This group is comprised of our elected President, Vice President and the Chairs of our student leadership organizations (the Student Life Committee, the Honor Council and the Discipline Committee) and the chair of Student Ambassadors and SOFA. Students meet on a regular and as-needed basis with their faculty sponsor to gather student concerns and to bring issues from the faculty and administration that need student input.

Upper School Student Life Committee

The Student Life Committee (SLC) consists of faculty sponsors and ten student members. The student body elects the President and each grade elects two class representatives. In addition, two at-large members are elected from among the Upper School student body. The SLC meets to organize and coordinate social events.

Service Organization of Fredericksburg Academy (SOFA)

This Upper School organization helps to plan and publicize community service opportunities for students throughout the Fredericksburg area.

Student Ambassadors

Students in seventh through twelfth grade are eligible to be student ambassadors. Student Ambassadors work to help support the Director of Admission and to promote the school at community functions. In addition to giving tours to prospective students and families, student ambassadors serve as ushers at school functions and host prospective students.

Middle School Council

The Middle School Council is an elected committee of Middle School students that assists in the shaping of that division of the Academy. Students in grades 6-8 elect Council representatives who meet regularly to consider issues affecting their classmates and to plan community-building and social events for the Middle School.

Middle School S.A.F.E. (Students Advocating For Equality)

S.A.F.E. is a program designed to help Middle School students resolve social conflicts. Faculty sponsors work with and train Middle School mediators to help guide other students through the process. Referrals and recommendations are made by students and faculty. Faculty sponsors then decide if the conflict is appropriate for peer mediation. Students are then counseled through the process of peer mediation, so long as both parties are willing to be a part of the process. Peer mediation only involves issues not directly under the umbrella of honor or discipline issues, such as rumors, gossip, and teasing. The process includes four steps: 1) introduction to the rules, 2) storytelling, 3) brainstorming for solutions, and 4) writing an agreement. Student mediators contact participants to follow up about a week after each mediation. Mediations are strictly confidential, and faculty sponsors and mediators take their responsibility very seriously. S.A.F.E. members also produce several presentations throughout the school year covering topics that help promote a safe and inclusive school community.

Elected Student Positions

Student representatives are elected by their peers in the Middle and Upper Schools. Students are self-nominated and representatives are chosen from among the nominees by secret ballot. Middle School Council members are elected in the fall. In the Upper School, elections for SOFA, the Discipline Committee, Honor Council, Student Life Committee, and Student Government are held in the spring for the following school year. Candidates for elected office must be reenrolled for the next school year and must file Intent-To-Run form with the Upper School Head. Students may campaign for one week prior to the election. During election week, candidates give a speech stating their intent and answer questions from the student body. Voting takes place by secret ballot and the names of the elected representatives are announced at Community Meeting. If a sitting member of the Student Government, Honor Council, Discipline Committee, or Student Life Committee is found guilty of a serious violation, that member may be required to step down from his or her position for the current semester and the next semester. A new candidate for election must not have had a violation that resulted in an in- or out-of-school suspension or any major consequence from either the Honor Council or Discipline Committee within the current or previous semester.

Offices and Policies

Tuition, Fees, and Insurance

As outlined in the Fredericksburg Academy Enrollment Contract, signed by parent(s)/guardian(s), the obligation to pay the tuition and fees for the full school year is unconditional. After June 1, no portion of tuition and fees paid or outstanding will be refunded or canceled in the event of withdrawal, dismissal, suspension, or absence.

The Academy offers three payment plans that are outlined on the Tuition and Fee Schedule. Any family that does not select Option 1 (Payment in Full) must register with FACTS Tuition Management. Additionally, families who have chosen Options 2 or 3 and all families receiving financial aid are required to participate in the Tuition Refund Plan. This insurance program will protect *a portion* of the family's annual financial obligation. The Tuition and Fee Schedule, as well as information and instructions for FACTS and The Tuition Refund Plan have been sent to all families as part of the enrollment package. Please read all materials thoroughly and contact the Business Office if you need any assistance.

A Student Accident Plan is offered to all Academy families and is optional.

Tuition payments (Option 1 only) and fees may be paid by cash or check. A check returned for insufficient funds will incur a fee of \$5.00.

Personal Data Security Policy

The security of personal data is increasingly important in the digital age. Fredericksburg Academy is committed to preventing identity theft. The school collects personal information on a need-to-know basis. It has adopted the

following policies covering the personal information of its students, employees, persons, and firms with whom it does business. This policy includes, and is not limited to:

- Social Security numbers
- Driver's license numbers
- Financial account numbers (i.e. checking accounts)
- Debit or credit card numbers

The School will limit access and distribution of this personal information to employees and selected contractors (such as hospitals and physicians, and payroll and insurance companies) on a need-to-know basis.

Off-site use of the personal information by a school employee is not permitted except on a needs basis (such as student health forms traveling with an athletic team).

Personal information in either paper or electronic format will be deleted or destroyed on a regular basis when the school no longer needs the information.

School employees who handle personal data will be regularly trained to identify and appropriately respond to activities that may signal possible identity theft.

Financial Aid

Fredericksburg Academy is able to award limited financial aid to families who demonstrate financial need. Requests for financial aid are based on information submitted by the family to School and Student Services by NAIS. This information serves as a basis for determining a family's reasonable contribution to their student's education and in turn their demonstrated need.

Re-enrollment

A student making satisfactory progress in accordance with Fredericksburg Academy's mission statement will be offered a reenrollment contract for the coming year. In order to ensure a place for that student, the contract should be returned to the Business Office with the required non-refundable deposit by the due date specified.

Development Office

Annual giving is Fredericksburg Academy's first fundraising priority. Each year, the Academy appeals to alumni, current parents, parents of alumni, grandparents and friends to support the Annual Fund. Gifts to the Annual Fund that are unrestricted are crucial to the Academy as it strives to provide an exemplary education for all students. Like most independent schools, tuition payments do not cover the full cost of educating a child. Proceeds from the Annual Fund go toward bridging the gap, and along with tuition, endowment income, and other income such as facility rentals, are used to ensure a balanced operating budget from year to year. Unrestricted gifts enhance the Academy's ability to build and sustain a team of gifted faculty, provide innovative programs, and have an immediate impact on the lives of students and faculty and staff. The appeal runs with the Academy's fiscal year, July 1 to June 30.

Periodically, the Academy has a campaign to solicit funds for a particular capital improvement project. These capital gifts are one-time or multi-year pledges for endowment funds, major equipment (i.e. school buses), and capital projects (i.e. improvements to the building and grounds). Currently, the Academy just completed the first year of the Campaign for Tomorrow. As with all strong independent schools, Fredericksburg Academy relies on generous contributions from its constituents to enhance a quality education. These gifts—and the income generated from them—will continue to be critical as the Academy strives to expand its educational mission and facilities.

Gifts are tax-deductible as allowed by law. A variety of giving opportunities are available for every financial and tax situation.

Gifts to Faculty and Staff

Many parents wish to express their thanks to faculty, staff, or coaches by giving a gift of appreciation. Most often these gifts of appreciation are presented at holiday time and at the end of the school year, or to coaches at the end of the season. Sometimes contributions are solicited from family members in the class or on the team in order to give a larger gift.

Solicitations for a group gift are permissible with strict adherence to FA's gift-giving policy as follows:

- No one shall be required to either give an individual gift to a faculty or staff member or to contribute to a group effort for the same purpose.
- When solicitations for group gifts are made it should be clearly stated that contributions are voluntary, and that \$20.00 is the maximum contribution.
- Any exceptions to these guidelines must be cleared through the appropriate Divisional Administrator.

Parents are also encouraged to honor faculty and staff members through the donation of a book to the school's libraries. Book gifts may also be designated in honor of students and other individuals. Details are available from the Development Office.

The School Store

Fredericksburg Academy operates a school store, the Falcon's Nest, for the convenience of parents and students and for the sale of specific curricular materials (Lower School math tool kits, consumable workbooks and calculators) and logo items. The store, located near the Falcon Drive entrance to the Middle School building, accepts cash, personal check, or credit card. In addition, each student has the option of an individual debit account. Store hours are 7:45-1:45, Monday-Thursday and 7:45-3:00 on Friday.

Smoke-Free Campus

Fredericksburg Academy is a smoke-free campus. All visitors to the campus are expected to refrain from using any tobacco products on or around the school grounds.

Teacher Certification

Many teachers at Fredericksburg Academy are certified—that is, they hold teaching certificates issued by the state of Virginia or another state's department of education. While this is necessary in order to teach in public school systems, it is not a designation that the Academy requires. Instead, at Fredericksburg Academy, as at most strong independent schools, we expect our faculty to be qualified to teach their particular discipline. We identify qualified teachers as those having a college degree with a concentration of courses in the particular area in which they are hired to teach, having successful experience in teaching, and having the commitment and personal qualities to work collaboratively with students and with other teachers. These are the standards by which the Academy makes decisions to hire and retain faculty.

Accreditation

In Virginia the process of accreditation of non-public schools is carried out by professional organizations recognized by the state to perform this function. For Fredericksburg Academy that accrediting agency is the Virginia Association of Independent Schools (VAIS), whose accreditation standards are among the highest in the nation.

VAIS requires that a new school be in existence at least five years before it may apply as a candidate for accreditation. Within two years of the date that candidacy is granted, a school must complete an intensive self-study, examining its own strengths and areas for improvement and assessing the degree to which the school complies with the VAIS standards. Fredericksburg Academy received candidacy status in June 1997. During the following two years the faculty engaged in the self-study. Fredericksburg Academy was granted full accreditation by VAIS in June 1999. The Academy received continuing full accreditation after the VAIS five-year interim review in the spring of 2004. The Academy's ten-year reaccreditation was successfully completed in April 2009.

Parent-Faculty Association

The purpose of the Parent-Faculty Association is to provide a network to support the educational and extracurricular activities of the school and to promote community spirit, communication, and mutual support among parents, faculty, and students. All parents and guardians of students and all faculty at Fredericksburg Academy are members. There are no dues.

Parents are encouraged to become actively involved in the school as volunteers. Opportunities include helping in the homeroom or classroom or becoming an athletic booster. Volunteers are also essential to the success of such annual events as the Fall Carnival, Holiday Breakfast, Spring Auction, After Prom, and Teacher Appreciation events. The Parent-Faculty Association provides various social and fundraising events throughout the year as well. The PFA holds several general membership/town hall meetings each year. Dates and times are listed on the school calendar at www.fredericksburgacademy.org.

More information on the Parent Faculty Association, including the PFA Handbook, is available in the Parents section of www.fredericksburgacademy.org.

Faculty and Staff Assignments

<u>Name (First Year at Fredericksburg Academy)</u>	<u>Assignments</u>
Adams, Lori (2008) A.B., Ripon College	Director of Admission
Altman, Catherine (1997) B.F.A., Virginia Commonwealth University	Fine Arts Department Coordinator Middle and Upper School Art
Atkins, Camille (2005) B.S., Virginia Commonwealth University M.S.L.S., Catholic University	Librarian
Blashford, Katie (2005) B.A., University of Virginia	Senior Exhibit Coordinator
Brady, Tammy (2005) B.S., Iowa State University	Kindergarten Lead Teacher
Bushman, Kimberly , (2005) B.A., Mary Washington College B.L.S., Mary Washington College	Fourth Grade Lead Teacher
Butler, Sara (2008) B.S., Bemidji State University	Middle School Instructional Coordinator Mathematics Department Coordinator Middle School Mathematics
Calloway, Laurene (1994) B.A., Mary Washington College	Lower School Music and Movement Teacher
Carpenter, Ralph (2002)	Maintenance Staff
Carroll, Alice (2002) B.A., Appalachian State University	Fifth Grade Lead Teacher
Carroll, Brett (2006) B.S., Mississippi University for Women	Athletic Director
Catullo, Linda (2008) B.A., Susquehanna University M.Ed., Arizona State University Ph.D., Florida Atlantic University	Director of Development
Chamberlain, Catherine (2007) B.S.N., Florida International University	School Nurse
Cooley, Deborah (2005)	Lower School Associate
Dawson, Dara (1996) B.S., Appalachian State University M.S., Mississippi State University	Middle School Dean of Students Middle School Science Global Explorers Coordinator

Dawson, J. Matthew (1999) B.S., Campbell University	Director of Facilities and Operations
Diskin, Lisa (2006) B.A., University of Toledo	School Receptionist
Drebes, Gail (1993) B.A., Concordia University	Prekindergarten Lead Teacher
Ducharme-Barth, Michele (2002) B. A., Education, University of Montreal M.A., San Diego State University	Third Grade Lead Teacher
Durso, Anthony (2007) B.A., Haverford College M.A., Wesleyan University	Head of Upper School Director of College Counseling
Eckerson, Jeffrey (2006) B.A., Ursinus College	Upper School History Summer Program Coordinator
Eschen, Elizabeth (2008) B.A., Providence College M.M., Boston University	Middle and Upper School Choral Music
Estes, Patricia (1996) B.S., Ohio State University	Head of Lower School
Evans, Jennifer Clark (1999) B.A., Rhodes College M.A., Virginia Commonwealth University	Upper School English
Evans, William (1999) B.A., Virginia Commonwealth University M.A., Virginia Commonwealth University	Fourth Grade Lead Teacher
Gaines, Mark (2008)	Maintenance Staff
Garay, Karen (2000) B.S., Kutztown University	Fifth Grade Lead Teacher
Garbutt, Jennifer (2003) B.S., Indiana State University B.S., University of Texas	Middle and Upper School Mathematics
Garcia, Debra (2005) B.S., Cornell University M.S., Rutgers University	Science Department Coordinator Upper School Science
Grabfelder, Deborah (1995) B.S., University of Missouri M.Ed., University of Missouri	Second Grade Lead Teacher
Harmon, Diane (1994) B.S., Miami University of Ohio	Kindergarten Lead Teacher

Hawkins, Barbara (2006) B.S., East Stroudsburg State College M.S., George Mason University	Middle School English
Haymes, Abigail (2009) M.T., University of Virginia B.A., University of Virginia	Lower School French Teacher
Higgs, Karen (2001) B.A., Mary Washington College	Lower School Spanish Teacher
Hoppel, Kris (2005) B.S., Pennsylvania State University	Upper School Mathematics
Hunley, Beth (2004) B.A., Mary Washington College M.Ed., University of Mary Washington	Director of Communications Newspaper
Hunter, Katrina (2009)	Maintenance Staff
Hutton, Cuthbert (2008) B.S., University of the South	Middle School Science
Kolotos, D. Darlene (2000) B.S., University of Maryland	Lower School Technology Teacher
Kuckuck, Teresa (1994) B.S., Old Dominion University	Network Administrator
Lau, Elizabeth (2008) B.S., Virginia Commonwealth University	Third Grade Associate
Lee - Rizzi, Debra (2007) B.S, San Jose State University	Director of Finance
Light, Laura (2006) B.A., University of Virginia M.T., University of Virginia	First Grade Lead Teacher
Llufrio, Michele B.A., Wheeling Jesuit University M.S., Loyola College	Second Grade Associate
Manthei, Kari (2006) B.A., Luther College M.Ed., St. Mary's University	Third Grade Lead Teacher
McGrady, Richard (2010) B.A., James Madison University	Middle School English
McNabb, Robin (2002) A. S., University of Evansville	Falcon's Nest Manager
Moschetto, Karen (1996) B.A., Purdue University M.S., Purdue University	Head of School

Nobles, Susanne (1995) B.A., Duke University M.Ed., Virginia Commonwealth University	English Department Coordinator Upper School English Yearbook
O'Connell, Sharon (2010) B.S., Bridgewater College	First Grade Lead Teacher
Patton, Betsy (2008) B.S., Northern Arizona University	Falcon Club Director
Pohanka, Catherine (2005) B.A., Mary Washington College	Foreign Language Department Coordinator Middle School French Middle School History
Porter, Sheila (2006) B.A., University of Mary Washington	Payroll/Accounts Receivable
Potter, Ann (2005) B.A., Mary Baldwin College	First Grade Associate
Pristas, Todd (2007) B.A., Waynesburg College	Middle and Upper School Theater
Redding, Michele (1998)	Middle and Upper School Library Technology Teacher
Reynolds, Mirinda (2007) B.F.A., Virginia Commonwealth University	Lower School Art Teacher
Riedl, Martha (2007) B.A., Mary Washington College M.S., Old Dominion University	Resource Center Teacher
Rosnick, Patty (2004) B.L.S., Mary Washington College	Fifth Grade Lead Teacher
Ross, Larry (1999)	Maintenance Supervisor
Schattgen, Marnie (2004) B.S., William Woods University	Assistant to Head of School
Sentipal, Nancy (1999) B.A., University of Michigan	Second Grade Lead Teacher
Silbert, John (2003)	Maintenance Staff
Silbert, Karen (1993)	Prekindergarten Associate
Sorrells, Vivian (2009)	Maintenance Staff
Soybel, Anne (2002) B.A., Southern Connecticut State College	Substitute Coordinator
Titus, Benjamin (2007) B.M., Longwood University	Middle and Upper School Instrumental Music

Valentine, Susan (1994) B.S., East Carolina University M.A., Mary Washington College	Upper School French
Varipapa, Robert (2009) B.S., Washington and Lee University	Upper School Science
Vellenga, Christine (2006) B.A., Carleton College M.A., University of Illinois	Middle and Upper School Latin Middle School History
Walsh, Lisa (1995) B.A., Mary Washington College	Registrar and Assistant to Head of Upper School
Wamsley, Keith (2004) A.B., Cornell University M.A., Mary Washington College	Upper School History Upper School Latin
Warner, Linda (2008) B.A., University of Minnesota	Upper School Spanish
Weissman, Carol (1997)	Accounts Payable/Payroll
West, Shelley (2006) B.S. University of Maine M.Ed., Virginia Commonwealth University	Resource Center Associate School Counselor
Whitlock, Anne (1998)	Kindergarten Associate
Whittier, Victoria (2007) B.A., Washington and Jefferson College	Middle and Upper School Spanish Upper School Journalism
Wilbrandt, Heidi (2007) B.A., Davidson College	History Department Coordinator Middle and Upper School History
Wilcox, Rosemary (2005)	Kindergarten Associate
Wilson, Alpana (1995) B.S., Calcutta University; M.A., M.B.A., Kent State University	Upper School Mathematics
Wimble, Sheila (1998) A.A., Shepherd College	Aquatics Director PE Coordinator
Wood, Sue (1992)	Receptionist, Sports Center & Arts and Sciences Building