



# FIRST PRESBYTERIAN ACADEMY

## PARENT/STUDENT HANDBOOK

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This document contains official school policies on academics (including rankings), financials, dress code, and discipline.

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# OVERVIEW OF THE ACADEMY

## VISION

*The school IGNITES a passion for excellence in learning and INFUSES God's Word as a lens for learning, so our students may grow to IMPACT the world for Jesus Christ.*

## MISSION

*We are a Christian community dedicated to providing a premier college preparatory education, grounded in a Biblical world view, which develops character in students from varied backgrounds for a lifetime of learning and service.*

## Overview of First Presbyterian Academy

### FAITH STATEMENT

The Scriptures of the Old and New Testament, inspired by God, are of supreme and final authority in faith, life, and standards of education. (Isaiah 40:8; 2 Timothy 3:16-17; 2 Peter 1:21)

The Scriptures teach that...

- There is one God who eternally exists in three equal Persons – Father, Son, and Holy Spirit. (John 10:30; 2 Corinthians 13:14)
- God is the Creator and Sustainer of all things. He created the universe and all that is in it out of nothing. (Genesis 1:1)
- Jesus Christ, the only begotten Son of God, is the Eternal Word manifested in flesh. He was conceived by the Holy Spirit and born of the Virgin Mary. He is true God and true man. (Isaiah 7:14, 9:6; John 1:1-2, 14, 18, 3:16; Luke 1:30-35; Philippians 2:5-8)
- Christ died for our sins, and all who repent and believe in Him as Lord and Savior become children of God. (John 1:29; Romans 3:25-26; 2 Corinthians 5:14, Hebrews 10:5-19; 1 Peter 2:24, 3:18; 1 John 1:7)
- Christ rose from the dead, and He lives on high as Head of the Church and shall return to earth to judge the world and reign over all. At the second coming of Christ, all humanity will be physically resurrected: the saved to eternal life and the lost to eternal condemnation and separation from God. (Luke 24:36-43, 16:19-31; John 20:20; Acts 2:32; 1 Corinthians 15, 3:11-15; 2 Corinthians 5:8-10)
- The Holy Spirit is the Third Person of the Godhead. He convicts men of sin and regenerates believers unto a holy life. He is the Teacher of the Word of God. He is the Light of our minds, our affections, and our morals. (John 14:26, 16:7-11; Romans 15:13; 1 Corinthians 6:19-20)
- Man was originally created in the image and likeness of God, but fell through disobedience and as a consequence, lost his spiritual life and became dead in sin and subject to the power of the devil. This spiritual death has been transmitted to the entire human race so that every man needs regeneration of soul, body, and mind. The renewed man in Christ is enabled to worship and serve God and

to enjoy Him forever. (Genesis 1:1, 26, 2:17, 6:5; Psalm 14:1-3, 51:5; Jeremiah 17:9, John 3:6; Romans 3:10-19, 8:6-7; Ephesians 2:1-3; 1 John 3:5, 8)

- God has acted to save people who have rebelled against Him, not because of anything external compelling Him, but it is “according to His great mercy” that “He has caused us to be born again to a living hope through the resurrection of Jesus Christ from the dead.” (1 Peter 1:3; John 3:16)
- Salvation is by grace through faith alone. This saving faith is in the sacrificial and atoning life, death, and resurrection of Jesus Christ. (Galatians 2:16; Ephesians 2:8; Romans 5:1, 8-10, 19; John 11:25)
- The church, both universally and locally, is the spiritual body of which Christ is the Head. The church exercises Christ’s authority until His return. It is the church which is entrusted with the sacraments of baptism and the Lord’s Supper. (Matthew 16:18; Ephesians 1:22-23, 4:11-16; Colossians 1:18)
- The family is God’s agency for populating the earth with people who would love God and be loved by Him. Marriage and the family are God’s design and as such, they are not open to human re-negotiation or revision. (Genesis 1:26-28, 2:18-24; Ephesians 5:23)
- Those whom God has saved are sent into the world by Christ as He was by the Father. Those sent are ambassadors, commissioned to go make disciples and make Christ known to the whole world. (Matthew 28:18-20; John 15:8, 17:18, 20:21; Acts 1)

### OUR PHILOSOPHY

First Presbyterian Academy (FPA) was organized to operate without profit. This private school provides quality academic instruction characterized by academic excellence, Biblical integration, Bible study, and Christian standards for life. FPA believes that the home, the church, and the school should complement one another and promote each student’s spiritual, academic, social, emotional, and physical growth. All disciplines taught at FPA are instructed on the basis of excellent education rooted in research-based best practices as well as Biblical truth consistent with our Faith Statement.

## *Overview of First Presbyterian Academy*

### **OUR GOALS & CORE VALUES**

We believe that students' academic and spiritual development is predicated upon their relationship with Jesus Christ and enhanced by mutual respect among students, faculty, and staff. FPA believes that challenging expectations increases individual performance and that students learn best how to make appropriate academic and life decisions when they are part of a supportive, challenging learning environment.

The goal of FPA begins with the development of the intellectual and creative gifts of each student in a way that is pleasing to the Lord and affords each the best possible academic and professional future. It is also the goal of FPA that students grow spiritually through the development of godly lifestyles, characterized by love and service toward others, and deeply personal relationships with their Lord and Savior, Jesus Christ.

#### **Biblical Truth**

Scripture is the revealed word of God. It is taught as truth, integrated into every learning experience, and applied to decision-making at every level of the school.

#### **Academic Excellence**

Academic programming is rigorous and challenging; it pushes a student to reach full potential and prepares them to excel in high school, college, and beyond.

#### **The Gospel**

As a Protestant, Evangelical institution, we regard the gospel of Jesus Christ as integral to our outlook on life, and gospel-centered spiritual transformation as an essential aspect of learning.

#### **Personal Relationships**

The school exists to serve people and does so through personal relationships which exemplify dignity and respect. The school's day-to-day practices are a consistent model of integrity, efficiency, and accountability among faculty, staff, parents, children, and church administration.

#### **Stewardship**

The school's management of finances and other resources reflects an understanding that we are caretakers on behalf of God and those who support the school's mission.

#### **Christian Leadership**

The Academy values school administrators and faculty who model and inspire excellence through their Christ-like example, intellectual curiosity, lifelong learning and disciplined leadership.

### **PARENTS AS PARTNERS**

FPA is a missional school and believes that Christian education is a cooperative partnership between the school, parents, and students. Accordingly, the school depends on the support of its parents in order to truly carry out its mission to the glory of the Lord. We humbly request that parents partner with FPA and with their student(s) to support the school, and participate with the school through volunteer involvement and giving, understanding that tuition alone does not cover all operating expenses. FPA parents agree to support the school and pledge full cooperation with the school mission and vision as well as its policies, practices, and goals and to satisfy all financial obligations. We always welcome input from our parents, and we are always open to conversations that will benefit all students.

### **CHILD CUSTODY**

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of FPA will be on the safety and well-being of each student. Our instituted policies are set to further that goal.

#### **Custody Documentation:**

At the time of enrollment, the custodial parent will provide all relevant documentation concerning custody and/or visitation rights of each student enrolled at FPA. The custodial parent of an enrolled student has the ongoing responsibility to provide FPA any updated documentation relevant to changes in their custody and/or visitation rights. Updated documentation must be submitted to FPA within seven days of any change. If change occurs after school has dismissed for the summer, it is the responsibility of the custodial parent to provide updated documentation at least seven days before the beginning of the new school year.

#### **School Records:**

A non-custodial parent has the right to access school records related to his or her child unless prohibited by a legally binding document.

## *Overview of First Presbyterian Academy*

### **Dismissal and Early Dismissal:**

No student will be released to any person other than a custodial parent unless written permission is first given to FPA by the custodial parent, or a valid, legally binding document granting release to someone other than the custodial parent is on file with FPA. A parent cannot ask the school to withhold release of his or her child to the other parent or parent's representative without legally binding documentation.

### **Parent-Teacher Meetings:**

FPA will provide separate parent-teacher conferences for custodial and non-custodial parents if requested and if the school is notified within a reasonable period of time.

### **School Communications:**

It is the custodial parent's responsibility to communicate to FPA what school information (newsletters, activities, report cards, etc.) will be shared with the non-custodial parent.

### **Visits of Parents of Divorced/Separated Families:**

FPA is responsible to the individual who has legal custody of the student. Any deviation to this policy must be submitted in writing and filed with the student's records by the person having legal custody. If another individual wishes to have any information regarding a student (copies of report cards or other records of the student's performance, a conference, etc.) the individual with legal custody is to be notified prior to any arrangements being made by the requestor.

## **CRUSADER CONNECTIONS - Volunteering at FPA**

FPA Crusader Connections was created to nurture and support the teachers, staff, students and families at FPA. All parents and guardians of students currently enrolled are members of Crusader Connections, there are no membership forms or fees. These volunteers focus on teacher and staff appreciation in addition to school-wide community fellowship and events. Crusader Connections is led by a committee of volunteer leaders. If you would like more information on how you can volunteer and get involved, please contact the Main Office or Downtown Office.

## **NON-DISCRIMINATION POLICY**

FPA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FPA does not discriminate on the basis of race, color, biological gender, national or ethnic origin in the administration of its educational policies, scholarship, athletic, and school administered programs.

## **ACCREDITATION & MEMBERSHIPS**

- Cogna
- South Carolina Independent Schools Association (SCISA)
- Association of Christian Schools International (ACSI)
- Association of Supervision and Curriculum Development (ASCD)
- Greenville County Council of Teachers of Mathematics
- National Association for College Admission Counseling (NACAC)
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National Honor Society (NHS)
- National Junior Honor Society (NJHS)
- Phi Delta Kappa
- SCISA – 3A, Region 3 (Athletics)
- Southern Association for College Admission Counseling (SACAC)
- International Literacy Association

## **ORGANIZATION**

The Board of Trustees is a policy-making and strategic planning board and does not typically involve itself in daily school administration. FPA stands upon the foundations of Biblical truth and is supported by four pillars: Academics, Athletics, Fine Arts, and Service.



## Overview of First Presbyterian Academy

### **PRESCHOOL Downtown K2 - K4 and Main Shannon Forest K3 - K4**

The Academy's comprehensive preschool education is age appropriate and based on solid child development principles. The preschool addresses the child's development in the following areas: spiritually, socially, emotionally, physically, and cognitively. In our setting, the preschooler will have a stable environment and the opportunity to:

- Learn to work and play with others.
- Develop large and small muscle dexterity.
- Receive stimulation for creative mental development.
- Learn to deal with emotions in a developmentally appropriate fashion.
- Develop an understanding of God, Christ, loving, sharing, and other Christian values.

We believe play, small and large group activities, inquiry-based instruction, project-based learning are among the primary mediums for a preschooler's learning. The preschool provides a group setting in which the child can feel secure and can separate easily from parents.

The beginning of school should be a safe, fun, and age-appropriate educational experience. The Preschool offers these experiences and more in a Christian environment with flexible schedules to meet the needs of all families. Students will be loved and nurtured by teachers who recognize that children develop differently, acknowledging that every child will go through a cycle of developmental stages, but at a rate and pattern of growth particular to him or herself. The Downtown campus K6 program provides a transitional year for students who need additional time before entering 1st Grade.

### **LOWER SCHOOL | K5 – 5th Grade (Including Downtown)**

The Lower School is comprised of our Kindergarten and 1st – 5th Grades. In an effort to cultivate a successful Lower School experience, faculty and staff members integrate Christian principles and a Christian worldview throughout all aspects of the school day. We believe that God uniquely designed each child; therefore, all learn differently, and our desire is to embrace these differences. Through a combination of collaborative and creative teaching, we embrace learning through developmentally-appropriate activity, technology, and traditional teaching.

### **UPPER SCHOOL | 6th – 8th Grade (Middle) and 9th – 12th Grade (High)**

Our college preparatory program provides a strong foundation in Bible, Math, Science, History and English. A variety of Advanced Placement® courses across all disciplines are available to qualified students. FPA offers guidance services to assist students with the scheduling of courses, college applications, scholarship applications, standardized testing, transcripts, career exploration, and personal counseling.

FPA has created a distinct Middle School program that caters to the needs

of students in 6th through 8th Grade. This program fine tunes a students' organization, time management and study skills in a safe, student-oriented environment, while preparing them for the rigors of our high school. The full "experience" at FPA was created to enrich the lives of 21st-century students by shaping them into problem solvers, communicators, influencers, and persons of character. There are multiple leadership opportunities available for Upper School students. Our High School is designed to produce students who think in the highest categories, work hard, discern truth from fallacy and seek to impact the world for Jesus Christ.

## **HOURS OF OPERATION**

### **DOWNTOWN CAMPUS**

Office Hours | 7:30 a.m. - 3:30 p.m.

Preschool Hours | 8:00 a.m. - 2:15 p.m.

K5 Hours | 8:00 a.m. - 2:15 p.m.

K5, 1st, and Early Preschool Morning Carpool | 7:45 a.m. - 8:00 a.m.

Preschool Morning Carpool | 8:45 a.m. - 9:00 a.m.

Preschool Afternoon Carpool | 2:10 - 2:25 p.m.

K5 Afternoon Carpool | 2:10 - 2:25 p.m.

Late Stay | 2:30 p.m. - 3:30 p.m.

### **SHANNON FOREST CAMPUS**

### **LOWER SCHOOL & PRE-SCHOOL (K3-5th Grade)**

#### **Early Arrival | 7:15 a.m.**

Full Day | 8:10 a.m. – 3:00 p.m.

Half Day | 8:10 a.m. – 11:45 a.m.

Preschool Half Day | 8:10 a.m. - 12:30 p.m.

Late Stay | 3:00 p.m. - 5:30 p.m.

*\*Students may begin entering the classrooms at 7:50 a.m.*

### **UPPER SCHOOL (6th-12th Grade)**

#### **Early Arrival | 7:15 a.m.**

Full Day | 7:55 a.m. – 3:00 p.m.

Half Day | 7:55 a.m. – 11:30 a.m.

*\*Students may begin entering the classrooms at 7:40 a.m.*

### **SF CAMPUS OFFICE HOURS**

Regular operating hours are Monday through Friday from 7:30 a.m. until 3:30 p.m.

## Overview of First Presbyterian Academy

### SCHOOL MASCOT

The mascot is the Crusader. FPA defines a Crusader as one who exhibits great bravery and valor in thought, word, and deed; a passionate defender of the faith; a warrior for Christ; a devoted champion for Jesus. The FPA Crusader is clothed in the Armor of God and is most often seen mounted on horseback in full armor (Ephesians 6:10-18).

### SCHOOL VERSE

I can do all things through Christ who gives me strength. (Philippians 4:13)

### SCHOOL COLORS

The primary colors of First Presbyterian Academy are green and navy, and the accent colors are white and grey.

### ALMA MATER

Oh Shannon, we do pledge to thee  
That we will strive to be  
A testimony to the love  
Brought down by God above

Your motto in our hearts doth ring  
"All things through Christ" we sing  
As in His strength each day we live  
Our talents and time to give

God's Word as our standard  
Faithful our lives would be  
As onward in these truths we go  
Shannon Forest we sing to thee

In our own efforts failing  
But in Christ we succeed  
And true Crusaders we would be  
In every thought and deed

### POLICIES

#### CHILD ABUSE

Employees are obligated by law to report any incidents of suspected child abuse directly to the FPA administration. In the event that such a report is made, administration will notify the Department of Social Services, and an investigation may be conducted by the school and governmental authorities. The reporting individual is immune to any civil consequences and/or liability insofar as they follow procedure.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Throughout the school year, FPA may release for publication a student's name,

class, participation in officially recognized activities, and sports, degrees, honors awards, and post-high school plans without the consent of the student or parents. Under FERPA, parents have the right to inform the school within a reasonable time that they do not wish certain information be released without prior consent.

#### SOLICITATIONS & PETITIONS

No solicitation or petition of any kind will be permitted on FPA property at any time for any reason. Exceptions may be made only at the discretion of the administration. Failure to abide by this policy may result in legal action and/or harassment charges against the offending person(s).

### CLOSED CAMPUS POLICY

FPA operates as a closed campus during regular school hours. This means that once the school day has begun, no student may leave FPA property unless accompanied by a parent, by parental consent or in attendance of a school-sponsored event. A closed campus also means that no visitor may be present on school grounds unaccounted for or unsupervised for any reason. This applies to anyone not attending or employed by FPA.

#### PROCEDURES

The following safety procedures will ensure that all students are afforded the most secure, distraction-free learning environment possible and your compliance is appreciated. FPA requires that any visitor to our campus, including parents of current students, adhere to the following procedures during regular school hours, regardless of the nature of the visit.

- **MAKE YOUR PRESENCE KNOWN** by signing in with the appropriate school office receptionist – located in the Preschool, Lower School, and Upper School 200 Buildings.
- **IDENTIFY YOURSELF** by displaying your name on an official visitor tag during your visit.
- **BE ACCOMPANIED** by a school personnel member or appropriate designee while on campus.
- **GIVE NOTICE OF YOUR DEPARTURE** by signing out with the school receptionist at the conclusion of your visit.

## *Overview of First Presbyterian Academy*

### **ALUMNI**

Graduates of First Presbyterian Academy and Shannon Forest Christian School are welcome to visit campus during regular school hours. Any visiting alumni must follow the procedures outlined above upon arrival and are welcome to visit with faculty and former schoolmates when appropriate.

### **PARENT EMERGENCY GUIDE**

FPA strives to keep all students, faculty, and staff safe while they are on campus. The School Emergency Response Team (SERT) has established practices and procedures for the event of an emergency. Parents and students should be familiar with the procedures and should follow them in case of a school lockdown. Once a lockdown is put in place, police and SERT will work together to ensure the safety of everyone on campus. Once the situation has stabilized, parents will receive information in the following ways:

- Text Alerts through FACTS
- An email notification will be sent to all families subscribed to the weekly eBLAST
- A RenWeb email message will be sent to all parents and guardians
- General information may be posted to the school website homepage
- In a larger, more critical incident, the school will notify local media as the situation develops

### **PARENT RESPONSIBILITIES DURING AN EMERGENCY ON CAMPUS:**

- Check your email and phone as these will be the easiest way for the school to contact you during an emergency situation. Please refrain from calling the school directly as additional calls may hinder the ability of officials and administration to help keep everyone safe.
- Watch the local news media for updates.
- Refrain from coming to campus. Your child is in a secure area during a lockdown. School officials and law enforcement officials are working together to keep everyone safe. No one is allowed to enter or exit the school.
- Once the all-clear is given, parents will be notified and students and staff will be permitted to enter and exit the school buildings.

# ACADEMICS AT FIRST PRESBYTERIAN ACADEMY

*A First Presbyterian Academy education is unique.  
As a school we desire to provide our students with an  
education that roots them deeply in the Christian worldview,  
pushes them to think in the highest of categories,  
prepares them to interact with a world of difference,  
readies them to work hard and provides them with  
the space to own their education.*

## Academics at First Presbyterian Academy

### GRADING SYSTEM

In 1st - 12th Grade, FPA permanently records grades on a numerical scale and grades are assigned a letter value based on the following scale:

Letter Grade	Numeric Grade	GPA Weight
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-65	1.0
F	64-0	0.0

To receive a passing grade and earn credit in any yearlong course, a student must earn a two-semester average of 65 or above. Any student who receives a final grade of 64 or below in any non-elective course may be required to satisfactorily repeat that course in an approved summer school program; exceptions will only be made at the discretion of the administration.

For awarding Palmetto Fellows, LIFE and HOPE scholarships, FPA maintains weighted South Carolina Uniform Grading Scale GPAs internally.

Students in K5 will be assessed using a portfolio system, which will be reviewed with parents. K5 students will receive grades using the following scale:

- **M:** The student consistently meets or exceeds end-of-year expectations for this standard
- **P:** The student shows expected growth/progress in meeting this end-of-year standard
- **B:** The student is beginning to progress toward meeting this end-of-year standard
- **N:** The student needs intensive support at school and home to develop this end-of-year standard

*If left blank, this standard was not addressed or assessed during this reporting period*

### TRANSCRIPTS

All final grades earned in courses carrying Carnegie units will be permanently recorded on a student's academic transcript. All FPA transcripts will show

course title and level, along with the numerical grade earned. Requests for copies of transcripts may be made directly with the FPA Registrar.

Student records will NOT be released unless all applicable accounts are current, with no outstanding fees of any kind.

### REPORT CARDS AND PROGRESS REPORTS

The FPA school year consists of two semesters of approximately equal length with a reporting period every nine weeks. Report cards are issued at the end of each quarter, via Family Portal. A final hardcopy of the report card will be mailed home at the conclusion of the school year.

Mid-quarter progress reports are issued to every student during the first quarter; additional progress reports will only be issued for students displaying a significant change in academic or behavioral performance, or with any grade below a 70. A student's final course grade is established by averaging the grades earned each quarter and will appear on the final transcript.

### INCOMPLETE GRADES

Incomplete grades must be completed prior to the end of the following quarter or a failing grade of 64 will be recorded. Any incomplete grade received during the fourth grading quarter must be completed no later than the second week of June.

### INCOMPLETE GRADES DUE TO ILLNESSES

Any incomplete grade resulting from extended illness must be completed before the end of the following grading quarter or a failing grade of 64 will be assigned. Exceptions may be made in the case of extenuating circumstances at the discretion of the administration.

### PROMOTION AND RETENTION

FPA will annually review all student records to assess whether sufficient individual progress has been made, determining whether advancement to the next grade level of study is appropriate. Students in 1st - 8th Grade must pass all core subjects with a cumulative grade of 65 in order to be promoted to the next grade. Core subjects are identified as Bible, English/Language Arts, Reading, Science, Math, and Social Studies.

## *Academics at First Presbyterian Academy*

### **ACADEMIC PROBATION**

Any student who fails to maintain a minimum 2.0 GPA, or scores below 65 in any course during a nine-week quarter may be subject to academic probation. This period is intended to promote personal responsibility and demonstrate the realities of consequence. Students will be given a 4.5 week period to improve their grades. If the student fails to improve after this time, a written plan for academic improvement will be implemented for the student and progress will be monitored for an additional 4.5 weeks. If after 9 weeks the student is still unable to maintain a 2.0 GPA, the student may be dismissed from FPA.

Our hope is that this period will provide our students with valuable lessons in time-management and empower them with essential tools for college. A pattern of continued course failure and unacceptable academic performance for two consecutive quarters may warrant consideration as to the appropriateness of continued enrollment at FPA.

### **NEW STUDENT MONITORING PERIOD**

All new students to FPA will be monitored closely for the first month of school. Students who enter FPA on probation will be monitored for the first semester and be required to meet with administration every other week to check progress.

### **ACADEMIC TESTING**

#### **STANDARDIZED TESTING (1st - 9th Grade)**

This testing is administered each year in the spring semester. A national normative exam, the standardized test compares the academic progress of the FPA student with other students across the country. Through these evaluations, we are provided with a comprehensive scope of our students' capabilities at the national level and can better prepare them for a future of academic success. On average, our students score higher than the typical American student in the same grade, studying the same subject area. School day schedules may be modified while testing is underway. Currently, the school administers Iowa Assessments and the Cognitive Abilities test.

#### **PSAT (8th - 11th Grade)**

FPA requires that students in 8th - 11th Grade take the Preliminary Scholastic Aptitude Test (PSAT) every fall. The PSAT is approximately three hours long and is beneficial practice for the SAT. Students in 11th Grade will have the opportunity to qualify for the National Merit Scholarship Program based on their PSAT scores.

#### **SAT and ACT (10th - 12th Grade)**

The SAT and ACT are standardized tests that are used for admission to colleges and universities, as well as for NCAA eligibility. The ACT is an achievement test that measures what a student has learned in school, whereas the SAT is an aptitude test that measures reasoning and verbal abilities. It is recommended that FPA students take both tests. Students can take each test multiple times in order to increase their score(s). Students should begin taking the SAT and ACT in the fall of their junior year.

#### **ADVANCED PLACEMENT® (AP®) (9th - 12th Grade)**

FPA requires AP® students to take the National College Board AP® exam for the class in which they are enrolled.

Students are permitted to sit for a College Board AP® exam without taking the AP® course at FPA. There is an additional fee for the test. Students who choose to take an AP® exam after a non-AP® course will not be awarded AP® credit on their high school transcript.

# LOWER SCHOOL ACADEMICS

## *Academics at First Presbyterian Academy*

The Lower School is comprised of Kindergarten through 5th Grade. Our faculty and staff are committed to partnering with parents to provide a biblically based academic environment in order to prepare students to impact culture and society for Jesus Christ. In an effort to cultivate a successful Lower School experience, faculty and staff members integrate Christian principles and a Christian worldview throughout all aspects of the school day. God created all children differently from one another; therefore each student learns differently. Through a combination of collaborative and creative teaching, we embrace learning through developmentally appropriate activity, technology, and traditional teaching.



## Lower School – Academics at First Presbyterian Academy

### SPECIALIZED LEARNING PROGRAMS IN THE LOWER SCHOOL

#### IGNITE

The IGNITE pull-out program is designed to address the needs of high ability learners in 2nd, 3rd, 4th, and 5th Grade. Students are identified using GPA, nationally normed achievement scores and ability scores. A research-based curriculum, developed through the Center of Gifted Education at the College of William and Mary, is the basis of the program. Students meet during the regular school day for 3 to 3- 1/2 hours each week (dependent upon the grade level) in a small group setting. Qualifying students have the option to enroll in one or both semesters. Participants are responsible for materials covered and assignments missed during regular classroom meetings.

#### IGNITE Entrance Qualifier

- Single Factor Qualifier | A student with an ability index at or greater than 96% from a nationally recognized ability test gains an automatic invitation to the program
- Multiple Factor Qualifier | A student meeting two of the following dimensions\* may be accepted:
  - DIMENSION A | REASONING - Ability index at or greater than 93% from the Wechsler Intelligence Scale (WISC IV). Scores will be taken from current year tests and tests that are no more than one year old.
  - DIMENSION B | ACHIEVEMENT - Achievement at or greater than 94% in Total Reading and/or Total Math on a nationally recognized standardized achievement test. Scores will be taken from current year tests and tests that are no more than one year old.
  - DIMENSION C | PERFORMANCE - Successful classroom performance with a 3.5 overall GPA on a 4.0 scale.

*\*Students meeting Dimensions A and B, but possessing a performance GPA less than 2.76 may be admitted to the program under a nine-week probationary period. If the student is unable to meet a 3.0 GPA after nine weeks, they will be dismissed from the program. Students qualifying for the program using Dimension C must maintain a 3.0 GPA each nine-week quarter, or be placed on probation. The student will be dismissed from the program if a minimum 3.0 GPA is not met in the next consecutive nine-week quarter, followed by a minimum 3.5 GPA in the subsequent nine-week period.*

#### THE EXCEL PROGRAM

This program serves students with diagnosed learning disabilities, and visual or auditory processing difficulties in K5 - 5th Grade. The FPA Excel Program employs a variety of techniques developed by internationally known experts,

including Orton Gillingham methods to stimulate areas of weakness in perception and cognitive processing. Program participants must possess a minimum 100 full scale IQ (WISC), and submit a psychological evaluation, current within three (3) years. Entrance to the program is limited by availability based on classroom demographics. Individual sessions are available.

#### FIELD TRIPS

Field trips are generally educational in nature and students are expected to attend. Parental involvement during field trips is encouraged and parents may be asked to volunteer as chaperones or drivers. Participating parents will be asked to sign an agreement of understanding relating to their duties and responsibilities while on the trip. Parents that volunteer to drive on a field trip will be required to fill out a Volunteer Driver Form which will include a copy of their drivers license and insurance card. These forms must be filled out every year. Forms are shredded at the end of the school year. Siblings are not permitted to attend. Students will not be permitted to attend field trips unless a parent permission form is obtained.

Students in K5 - 5th Grade are required to purchase a matching FPA field trip t-shirt, and will be transported by bus or individual parents. Lower School students are not permitted to ride with any parent other than their own, unless otherwise indicated on the permission form signed by the parent/guardian.

#### ACADEMIC HONORS

Students will be recognized quarterly and named to the Principal's Honor Roll for all A's and satisfactory grades in related arts. Students are also recognized at the end of the year with either All A/B Honor Roll or All A Honor Roll.



# UPPER SCHOOL ACADEMICS

## *Academics at First Presbyterian Academy*

First Presbyterian Academy Upper School students engage in a daily balance of academic rigor and Biblical integration. The expectation of our students is to strive for excellence in all aspects of life and to impact the world for Jesus Christ. Our program provides skills that benefit a student's organization, time management and study skills in a safe, student-oriented environment. Faculty members are not only teachers, but also student advocates, encouragers, motivators and spiritual advisors. We provide students the space to own their education. Our graduates are question-asking, truth-seeking individuals who are ready for college and beyond.

## Upper School – Academics at First Presbyterian Academy

### UPDATED GRADUATION REQUIREMENTS

FPA offers 2 tracks for graduation. Students may graduate with a standard diploma after successfully completing and passing the required 25 courses. Students who complete additional coursework (beginning in the 8th Grade) and pass the prescribed 29 credits will graduate with distinction. Reference the chart below for additional information.

	Requirements for Graduation for Standard Diploma	Requirements for Graduation with DISTINCTION
English	4	5
Mathematics	4	5
Science	3	4
United States History	1	1
Government/Economics	1 (.5 of each)	1 (.5 of each)
Other Social Studies	1	1
Physical Education	1	1
Computer Science	1	1
Foreign Language	2	3
Fine Arts Elective	1	1
Additional Elective	2	2
Bible	4	4
<b>TOTAL CREDITS</b>	<b>25</b>	<b>29</b>

- English, Math, and Computer credits may be earned in the 8th Grade.
- 2 consecutive Foreign Language credits must be in the same language.

### ACADEMIC HONORS & RANKING POLICY

Students in 9th - 12th Grade will be ranked according to the South Carolina Uniform Grading Scale at the conclusion of each school year. The ranking is based on all academic classes at the end of each academic year. Class rank will be demonstrated on the official transcript of every student. Rank is not published for college admissions offices until the conclusion of the senior year on the final official transcript.

### VALEDICTORIAN AND SALUTATORIAN

The senior with the highest final GPA will be the Valedictorian of the graduating class. The senior with the second highest final GPA will be the Salutatorian of the graduating class. These honors are reserved for the students who have completed the five consecutive semesters preceding graduation at First Presbyterian Academy. Candidates must be enrolled in a minimum of six academic courses per year and exemplify the highest attributes of Christian leadership and integrity while a student at FPA. Final GPA will be calculated using the South Carolina Uniform Grading Scale (weighted).

### HONOR GRADUATES

In order to be recognized as an Honor Graduate, seniors must meet the following criteria prior to graduation:

- 3.5 Cumulative GPA
- No more than two final grades below 80 in any one academic year
- No final grade below a 75 on the high school transcript

## *Upper School – Academics at First Presbyterian Academy*

### **JUNIOR MARSHALS**

Four students will be honored as Junior Marshals at the end of their junior year at First Presbyterian Academy. This honor is reserved for the four students with the highest GPAs in the junior class. In addition, Marshals must have no final grades below an 86 and have attended FPA for three consecutive semesters preceding this recognition. Candidates must enroll in a minimum of six academic courses per school year and exemplify the highest attributes of Christian leadership and integrity.

### **UPPER SCHOOL HONOR ROLL**

Academic Honor Rolls are published quarterly. To be recognized on the Academic Honor Roll, Upper School students must have the following grade average:

- **High Honor Roll: 100 - 97 (A+)**
- **Honor Roll: 96 - 90 (A and A-)**

### **CARNEGIE UNITS**

Credits towards graduation are measured in Carnegie units. The Carnegie System is a standardized unit of measurement used to evaluate courses at the secondary level in terms of college entrance requirements. One Carnegie unit is equivalent to one year's study of a subject, or a minimum of 120 classroom hours. Courses lasting less than one year will be assigned partial Carnegie units, such as .25 or .5 credits. Carnegie units will be assigned to courses which warrant high school credit.

### **COURSE DISTINCTIONS**

FPA is a fully accredited college preparatory school and all course offerings are designed to prepare our students for the academic rigors and demands of college. High school courses receive one of three distinctions: Advanced Placement® (AP®); Honors (H); or College Preparatory (CP).

#### **ADVANCED PLACEMENT® (AP®)**

Advanced Placement® courses are college-level courses and the workload and

teacher expectations will reflect that designation. In order to enroll in an AP® course, students must have completed the required prerequisite courses, pass a placement exam, and receive a teacher recommendation. Students enrolled in an AP® course at FPA are required to take the appropriate national College Board AP® Exam in May. The exam is graded on a scale of 1 to 5, and a score of 3 or higher is considered passing. Colleges and universities often accept passing scores as class credit, though the requirements will vary from school to school.

#### **HONORS (H)**

Designed for the above average student, FPA Honors courses are taught at an accelerated pace with more exhaustive subject matter than CP courses. Students may participate in both Honors and CP courses; neither academic track is binding. Teacher recommendation is required for a student to enroll in an Honors course. Each year, teachers provide recommendations for the following academic year.

#### **COLLEGE PREPARATORY (CP)**

College Preparatory courses will reflect the workload and expectations of a college-prep level class and are intended to challenge the average student.

### **COURSE SELECTION**

Students may submit course requests for the approaching school year via RenWeb during the spring semester. Course selection requests will not be recognized until the school has processed the re-enrollment contract and deposit. Contracts received after the course selection deadline will be subject to course availability, regardless of initial student course request.

FPA cannot guarantee that all course offerings in a given semester or academic year will be available to all students. Extenuating circumstances, such as course failure or school transfer, may cause deviations from the traditional FPA course sequence and availability. Additionally, specific course sequence and combinations may not be possible due to scheduling constraints; additional elective limitations may occur due to core course selections and graduation requirements.

## *Upper School – Academics at First Presbyterian Academy*

### **COURSE SELECTION (continued)**

All course offerings are subject to enrollment and interest; a minimum of five students must be enrolled in any one course for the offering to remain valid, unless it receives an override by an administrator.

### **DROP/ADD**

Students in 9th - 12th Grade will have the opportunity to adjust their academic schedules beginning day one of the fall semester. The drop/add period will last 10 school days. Any course dropped after the allotted 10-day period may receive a grade of withdraw/failing (WF), and a numerical value of 64 will be assigned. The school administration may initiate a course withdrawal or a course level change after the drop/add period has ended without penalty to the student.

### **SEMESTER EXAMS**

Exams will be given across 6th - 12th Grade at the end of the fall and spring semesters. The school day may be shortened during semester exams, and students will be dismissed only by the exam proctor after the testing period has ended. Students will be required to attend every testing period in which they have an exam; if a student does not have an exam and chooses to stay on campus, the student must remain in a supervised classroom for the duration of the exam period. Students are dismissed from campus after the testing period has ended and they have completed all assigned exams for the day.

#### **MIDDLE SCHOOL EXAMS (6TH - 8TH GRADE)**

Cumulative Tests will be given that cover Quarter 2 (semester 1) and Quarter 4 (semester 2); quarter tests count as two test grades.

#### **HIGH SCHOOL EXAMS (9TH - 12TH GRADE)**

Semester Exams will be given, which cover all material from the semester; exams count as 20% of the semester grade. High school courses taken in 8th Grade (Computer, Algebra 1 Honors and English 8 Honors) will have cumulative semester exams.

High school students that earn an A for the year in an academic course may have the opportunity to exempt the semester 2 exam; students must be in good standing with the school in all aspects.

Elective and related arts courses do not give quarter or semester exams.

### **EARLY DISMISSALS DURING EXAMS**

FPA will not permit early dismissals during exam periods, as they are exceptionally disruptive and severely hinder the performance of other students. It is our determination that dismissing students early from allotted exam times will deter them from applying careful consideration during exams, and prevent them from exercising their full potential. Administrative approval may be issued in the event of extreme illness or unavoidable emergency.

### **COLLEGE COUNSELING**

The goal of the FPA Office of College Counseling is to educate and equip students and families in the navigation of the college admission process through a commitment to partnership, guidance, and self awareness. We achieve this through creating an individualized, four year experience rooted in the pursuit of a personalized educational pathway best suited for the interest, strengths, and talents of every student. Through this process, students will be empowered to take ownership and feel personally responsible for their academic achievements.

### **NAVIANCE STUDENT**

Naviance is a comprehensive website for high school students that focuses on college and career planning. Naviance is linked with PowerSchool, a service that is used in the College Counseling Office to track and analyze data about college and career plans. Naviance will allow students to research college and career options, sign up for college visits, create and edit their resumes, and request transcripts for college applications. All FPA students in 9th through 12th Grade have a unique registration code and subsequent username and password. In order to access this site, contact the Director of College Counseling.

## Upper School – Academics at First Presbyterian Academy

### SENIORS

- All seniors must take at least 3 classes senior year, English, Math and Bible.
- Seniors must apply to a minimum of one college as a condition of graduation; applying to three colleges is strongly recommended.
- Student involvement in commencement exercises, including walking and receiving diplomas, is a privilege that may be withheld at the discretion of administration.
- Any senior failing one course may be allowed to participate in commencement exercises, but will not receive a diploma until the course is completed with a passing grade; all coursework needed for graduation must be completed prior to the start of the following academic year. Any senior failing more than one course will not be allowed to participate in commencement exercises.
- Participation in Class Day and Graduation (commencement exercises) is not optional and is a condition of graduation.
- All seniors will meet with the Director of College Counseling regularly, and should refer to the College Counseling Handbook for information on college admissions and financial aid.
- Diplomas will be handed out during the graduation ceremony as long as the student is in good standing academically and all fees and tuition have been paid.

### CONTINUING ARTS APPRECIATION (CAP)

All students in 9th - 12th Grade are required to attend two Fine Arts events during the academic year; one event must be an FPA program. All events will be turned in to the English Department, and an accompanying assignment must be completed.

### STUDENT SERVICES

Student Services, located in the 100 Building of the West Campus, is available to answer questions about and provide assistance with course selection, class

scheduling, standardized testing, and student records. The College Counseling Office is located within Student Services. Students and parents are encouraged to utilize the services offered through this office throughout the school year. Please note that official student records will not be released to parents, but copies are available by written request only. Student records remain the sole property of FPA.

### SPECIALIZED LEARNING PROGRAM IN THE UPPER SCHOOL EXCEL PROGRAM

This program serves students with diagnosed learning disabilities, and visual or auditory processing difficulties in K5 - 8th Grade. The FPA Excel Program employs a variety of techniques developed by internationally known experts, including Orton Gillingham methods to stimulate areas of weakness in perception and cognitive processing. Program participants must possess a minimum 100 full scale IQ (WISC), and submit a psychological evaluation, current within three (3) years. Entrance to the program is limited by availability based on classroom demographics. Students in 6th - 8th Grade participate in group sessions. *Students in 9th - 12th Grade may qualify based on a case-by-case basis and will participate in group sessions.*

### THE UPPER SCHOOL EXPERIENCE

The full experience at FPA was created to enrich the lives of the 21st-century student by shaping them into problem solvers, communicators, influencers, and persons of high character. At the High School level, we implement several distinct year-long programs with an emphasis on personal and social development, time management, exposure to various vocations and internships, the college application process, and community service.

## *Upper School – Academics at First Presbyterian Academy*

### **WINDY GAP (7th - 12th Grade)**

Every October, students in 7th - 12th Grade travel to Windy Gap, a Young Life Camp in Weaverville, North Carolina. Students and faculty participate in praise and worship, Bible study, games, and team building activities.

### **THE 11th GRADE YEAR (Junior Year)**

This program allows juniors the opportunity to examine college options, investigate areas of study, and become familiar with the college application process to be fully informed to make important decisions in their senior year. The program will provide students with the tools for selecting a college that best fits their educational/career goals. Participants will visit several colleges/universities, learn how to get information they need to make the best choice, and begin the application process. This program also includes several day trips to explore a variety of college settings. During these visits, students may receive tips from Admissions officers, sit in on college classes, and participate in student activities on a college campus.

### **THE 12th GRADE YEAR (Senior Year)**

Each student's extra-curricular experience at FPA culminates in an annual senior trip that is taken during the spring semester of each year. This trip is designed to give seniors a meaningful experience together before they graduate. Seniors will come back from this trip having had one last opportunity from the school to bond with one another and share an experience that will turn into life-long memories.

## **UPPER SCHOOL CLASSROOM EXPECTATIONS**

1. Students are expected to be on time and prepared for class.
2. Students are expected to respect their teacher as the authority of the classroom.
3. Students are expected to be seated in desks unless otherwise assigned by their teacher.
4. Students will be dismissed by the teacher, not by the bell.

# ATTENDANCE AT FIRST PRESBYTERIAN ACADEMY

*Attendance will be taken at the start of every school day and/or class period. First Presbyterian Academy will provide information and notification regarding student attendance, but it is ultimately the responsibility of the parents/legal guardians to monitor the number of days their student is in attendance.*

*Too many absences will affect your child's academic performance in detrimental ways.*

*There is no substitute for a child in class.*



## *Attendance at First Presbyterian Academy*

### **LOWER SCHOOL | K5-5TH GRADE**

FPA complies with the compulsory school attendance laws defined by the state of South Carolina. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

- The official record of attendance will be kept by the office staff.
- Students must be present for a minimum of two hours to receive half-day credit, and a minimum of four hours to receive full-day credit. (This can affect early dismissals as well as tardies.)
- Students will be allowed ten (10) absences that may be excused, unexcused, or a combination of both. Any student who exceeds ten absences may be required to repeat a grade. Every absence in excess of ten must be excused. Excused absences are defined as:
  1. Doctor's visit, accompanied by a note from a physician
  2. Serious, chronic, or extended illness verified by a doctor's statement within three (3) days of student's return to school
  3. Death in the immediate family
  4. Extreme hardships at the discretion of the administrator
- Students will have up to one week from the date of return to class to make up assignments, quizzes, tests, etc. when the absence is excused.
- All parent notes, regardless of reason, count against the 10 day absence guideline.
- Always bring a doctor's note, if applicable.
- Students must check in with the office staff if he/she arrives after the start of class. A tardy pass will be issued for entrance to a class.
- Always turn in excuse notes within three days of returning to school.

**Attendance Notice (5 absences/tardies)** A parent/caregiver may be sent a written notification when their child has been absent or tardy without an acceptable excuse for a total of five days. This serves as a first warning so parents are aware of the number of absences/tardies their child has.

**Attendance Warning (6-9 absences/tardies)** Students that exceed more than 5 absences/tardies may receive an Attendance Warning. A conference may be held

with the principal and/or head of school when a student has been absent or tardy 6-9 days in the school year.

**Attendance Watch (10+ absences)** A student with a third notice regarding habitual attendance related issues may be placed on Student Attendance Watch. During the Attendance Watch, the parent/guardians may be required to meet with the school principal and/or head of school to develop an Attendance Plan that establishes better attendance for the remainder of the school year. If the terms of the Student Attendance Watch are not met within the remaining time frame, the student may be placed on Attendance Probation, which may jeopardize their standing in school.

### **UPPER SCHOOL | 6TH-12TH GRADE**

- Class attendance is counted in every individual class. Students must be present for at least half of a class to be counted present. (This can affect early dismissals as well as tardies.)
- Students are allowed ten (10) absences in a year-long class and five (5) absences in a one-semester class.
- Absences in excess of this may result in loss of credit for the class. Every absence in excess of ten (10) must be excused with a medical note by a doctor.
- Parents will be notified once excessive absences reach the point of a student potentially losing credit. Once a student reaches this point, he/she will not be able to make up any work missed due to an absence, either excused or unexcused.
- Excused absences are defined as:
  1. Doctor's visit, accompanied by a note from a non-related physician
  2. Serious, chronic, or extended illness verified by a doctor's statement within three (3) days of student's return to school
  3. Death in the immediate family
  4. Extreme hardships at the discretion of the administrator
- Teachers do not have to allow students to make up work for unexcused absences; however, students will have two (2) days (per day absent) from the date of return to class to make up assignments, quizzes, tests, etc. when the absence is excused.
- All parent notes, regardless of the reason, count against the 10 day/5 day absence guideline.
- Always bring a doctor's note, if applicable.



## *Attendance at First Presbyterian Academy*

### **UPPER SCHOOL | 6TH-12TH GRADE (continued)**

- Students must sign in with the attendance clerk if he/she arrives after the start of class. A tardy pass will be issued for entrance to a class.
- Students must check in regardless of what period they arrive.
- Always turn in excuse notes within three days of your return to school.

### **PRE-ARRANGED ABSENCES**

It has been well documented in educational research that there is a direct correlation between student attendance and student achievement. FPA is also an accredited school and must maintain standards to uphold this accreditation. For these reasons FPA places great importance on the need for students to be in class.

The school calendar should be considered when planning vacations and family events in order to avoid excessive absences from school. FPA has built into the school calendar several extended breaks that are ideal times for planning vacations and family events. If a vacation is scheduled for days school is in session the following procedure should be followed.

- Written notification to the principal 2 weeks prior to the trip.
- Teachers must be given at least 1 weeks' notice for school work to be completed during the time away from school.
- Any work not completed during the time away from school should be completed within two (2) days after returning to school. After two (2) days the work may be counted as late.
- If the above process is not followed, and /or the vacation causes the student to exceed the allowable number of absences under the South Carolina code, the student may be placed on notice for attendance issues.

**NOTE** - A pre-arranged absence still counts as an unexcused absence (unless otherwise deemed "excused" by the administration), but it does allow the student to make up work and tests.

### **ABSENCE DUE TO SCHOOL ACTIVITY**

Students who are absent from class due to school activities such as field trips or athletic competitions will be responsible for assignments due, but our faculty will work with students to ensure their work is made up in a timely manner and with

a quality approach. It is always the responsibility of the student to inform the teacher in advance when he/she will be absent from class due to school activity.

### **COLLEGE VISITATION**

Juniors and seniors are permitted two (2) college visitation days per academic year. In order to take a college visit day, a student must submit a pre-arranged absence form to the front office and discuss the visit with the Director of College Counseling. Absences will only be excused upon receipt of official documentation from the college confirming the student's attendance.

### **EARLY DISMISSAL**

#### **DISMISSAL DUE TO FAMILY EMERGENCY**

In the event of a family emergency, please contact the appropriate school office and FPA will coordinate with your student to ensure that they are dismissed from classes and prepared to meet you in the necessary school office. Family emergency will warrant dismissal without disciplinary penalty.

#### **DISMISSAL DUE TO ILLNESS OR INJURY**

Early dismissals may be granted due to illness, injury, or fever. If a student becomes ill and feels that he/she is no longer able to function in the classroom, he/she should request permission to visit the appropriate school nurse to contact his/her parents.

### **LOWER SCHOOL**

Parents should notify the Lower School Office of their child's early dismissal prior to picking him/her up. Parents may not enter the classroom directly, but should pick up their child from the Lower School Office and sign them out with the appropriate administrative assistant. Students must be signed out by their parent/legal guardian in order to be dismissed; verbal notification to a teacher does not constitute parental authorization or receipt. Students should plan to take make up work with them upon dismissal. There will be no early dismissals after 2:45. Early dismissals will not be permitted during standardized testing.

### **UPPER SCHOOL**

Parents should notify the Main School Office of their child's early dismissal prior to picking him/her up. Parents should plan to meet their student at the Main School Office and sign them out upon the requested dismissal time. Student drivers must sign themselves out at the Main School Office before departing campus; failure to do so may result in disciplinary action. Students receiving an early dismissal in which they miss more than half of a class will be marked absent

## *Attendance at First Presbyterian Academy*

from that class and any additional classes until their return to school.

### **EARLY DISMISSAL UPPER SCHOOL (continued)**

Unauthorized early dismissals will not be tolerated, will result in disciplinary action, and a failing grade assigned for all work given during the period in which the unauthorized absence occurred. Student drivers may only sign out early with permission from parents due to illness or appointment. Student drivers may not sign out to pick up lunch.

**NOTE** - School Administration reserves the right to review a student's attendance at any time and make a ruling based on additional information.

### **MIDDAY DISMISSAL**

In the event of a midday dismissal due to inclement weather or unexpected emergency, parents will be notified by the school website, television announcement, and/or additional means of communication. Non-driving students will remain in their classrooms until parent/legal guardians have arrived. Driving students may be dismissed without the formal approval of a parent. No FlexTime (after school) will be available on days where a midday dismissal has been initiated.

### **TARDY POLICY**

#### **LOWER SCHOOL**

All students who arrive after 8:10am are considered tardy. If arriving after that time, the parent/caregiver must park, accompany their child to the front office and receive a tardy pass from the administrative assistant. Please refer to attendance/tardy policy for more information.

#### **UPPER SCHOOL**

The beginning of a school day is important to the success of each day. Please make every effort to have your child in class on time. Chronic tardiness will be addressed by the administration; four (4) or more tardies per grading quarter is considered excessive. Tardy totals reset each quarter and do not accrue for the year.

Any student arriving after the school day has begun (or after any class period has begun) must report to the Main School Office to receive a tardy pass prior to entering class. Students should supply a written excuse from a parent when applicable; a parental note does not guarantee that a tardy will be marked excused. A tardy due to an unavoidable emergency or medical appointment will be excused. Listed below are the consequences for unexcused tardies within one quarter of the school year:

- Tardy 1: Recorded but not addressed
- Tardy 2: Recorded but not addressed
- Tardy 3: One Absence in the class (3 unexcused tardies equal 1 absence)
- Tardy 4 & 5: One-day out of school suspension

\*For seniors, their 4th unexcused tardy will result in a loss of senior privileges for the remainder of the quarter. Their 5th will result in the loss of privileges for the semester.

**NOTE** - Any student missing more than half of the class period will be recorded as absent for the entire period.

# CONDUCT AND BEHAVIOR

*Students are responsible for their behavior and conduct both on and off campus, during and outside of school hours. Students may be held accountable at school for offenses which occurred elsewhere. FPA students, as a condition of enrollment, are expected at all times to behave in a way that is honoring to the Lord and glorifying to His name. While the school expects parents to manage their student's behavior off campus, the school reserves the right to seek further disciplinary action for off campus behavior, including, but not limited to inappropriate conduct on social networking sites such as Facebook, Twitter, Instagram, and Snapchat.*

## *Conduct and Behavior*

### **PHILOSOPHY**

At FPA, we endeavor to thoroughly teach what is right and pleasing to the Lord, while keeping correction appropriate. Anger has no place in correction or instruction. As referenced in 1 Timothy 1:5, the goal of our instruction is love, and it is this love that should motivate parents, teachers, and administration to take corrective actions that the student may not enjoy, but will ultimately benefit him/her in the future. This requires personal responsibility on the part of the student, a willingness to acknowledge wrongdoing, and accordingly, a desire to submit to and accept consequences. Correction is an important part of instruction and should be rooted in the love of Jesus Christ. While we are not perfect, we still strive to correct students in ways that reflect how our Lord loves us each day. Correction is part of discipleship and cannot be taken lightly. At FPA, we believe correction is also instruction and trust it with the same excellence.

### **STUDENT STATEMENT OF HONOR**

FPA strives to provide an environment in which students develop intellectually, socially, and spiritually and expects that all students behave with honor at all times. As an enrolled member of FPA, students acknowledge their commitment to the FPA standards of behavior by familiarizing themselves with this Parent/Student Handbook, and acknowledge their cooperation with the following statements:

#### **CONDUCT**

I understand that I am a representative of FPA and that my actions and behavior reflect upon the school. I understand that bullying in any form, including harassment via the internet, will not be tolerated by FPA, and I agree that I will treat my fellow students with dignity and respect at all times. I will adhere to the dress code as established by FPA, and agree to abstain from immoral action and unwholesome talk. I will strive to behave in a Christ-honoring way at all times. I understand that if I am a student driver, I am subject to the driving policies of the school anytime my vehicle is on school property, regardless of school hours, and agree to abide by all FPA driving regulations.

#### **COOPERATION**

I understand that my education is a cooperative undertaking among the school, my parents, and me. I pledge my full cooperation to the mission and philosophies of FPA. I agree that I will familiarize myself with the Parent/Student

Handbook, abide by all school policies, and submit myself willingly to the authority of the school.

#### **INTEGRITY**

I agree that I will not lie, cheat, steal, or copy the work of others. I understand that plagiarism will not be tolerated and that taking from copywritten material or electronic property, including websites and individual blogs without permission is illegal. I agree that I will strive for academic excellence in all things.

#### **TECHNOLOGY**

I understand that access to computing services is offered to students who act in a responsible manner and that FPA may revoke the privilege to use this education tool and/or take other disciplinary action as it deems necessary for inappropriate use of networking or computing equipment. I understand that all computers are to be used for academic purposes only and that use for personal reasons, including email or social networking, during school hours, is prohibited, even on personally owned devices.

As a student at FPA, I agree to submit my conduct, my cooperation, my integrity and my use of technology to the authority of the school and am willing to be held accountable by the authority of the school to ensure that each represents the school, me, and the Lord Jesus in an honorable and Godly way.

### **ALCOHOL, DRUGS, TOBACCO, AND VAPES**

FPA forbids the use of alcohol, tobacco, controlled substances, vapes and illegal drugs by students both on and off campus. Possession or use of these substances will be grounds for dismissal or other disciplinary action.

### **CARE OF FPA PROPERTY**

Damage to FPA property is a serious matter and punishable by law. Any materials that are issued to, rather than purchased by, the student during the course of the academic year remain the property of FPA; parents will be held responsible for any damage to or loss of issued property. Any materials returned late will be issued an additional late fee; any materials which are damaged or lost must be paid in full. Report cards and/or transcripts will not be issued until all accounts are current.

## *Conduct and Behavior*

### **TEXTBOOKS**

All textbooks should be treated with care and must be returned in good condition at the end of the school year. Students/parents are financially responsible for lost or damaged textbooks.

### **LIBRARY BOOKS**

Students are permitted to check out library books from individual classroom libraries. If a student loses or damages a library book, please contact the teacher as soon as possible. Parents will be notified in advance of any damage fees added to their account.

### **LOCKERS**

Students in 6th - 12th Grade have the privilege of using lockers during the academic year. Lockers may not be secured with a lock of any kind for any reason. The school reserves the right to inspect lockers and personal property as needed to ensure compliance with school policy. Neither necessary nor probable cause need be present for an inspection to take place as the locker remains the property of FPA. It is the responsibility of the student to keep his/her locker clean both inside and out at all times, including the proper disposal of lunch items and maintenance of spirit signs. Students should at all times respect the privacy and personal property of others. If a concern arises regarding the property of another, students should seek the involvement of a faculty member.

Painters tape must be used to secure items on the front of lockers. Spirit, athletic, and birthday signs must be approved by administration and must be cleaned off on a monthly basis.

### **POSTERS**

During the academic year, students may need to post information on campus for school sponsored events. All posters should look neat and presentable, in keeping with the guidelines set forth by the marketing department. Posters should be in good taste and use proper spelling and grammar. Cork strips in the hallways and the provided bulletin boards should be utilized. Students may place information on bathroom doors, stalls, mirrors, student lockers, and lunchroom walls as permitted. Division leaders must approve posters that are placed in the halls.

### **PETS**

Pets are not allowed on FPA property during school hours unless needed for instruction purposes or required for service. Exceptions may only be made at the discretion of the administration.

### **PETS AT OUTDOOR SPORTING EVENTS**

Pets must remain on a leash no more than six feet in length at all times and should never step onto the playing field. Owners are responsible for their pet and must clean up after it at all times. Should a pet cause harm to another individual, the pet owner will be subject to any legal or medical ramifications which ensue. Pets will not be granted entry into the gymnasium. FPA reserves the right to refuse entry to anyone for any sporting event.

### **PHYSICAL CONTACT**

There should be no inappropriate physical contact on campus during school-sponsored activities at any time, including Windy Gap, school dances, athletic events, and any other school event. Inappropriate physical contact includes, but is not limited to the following: hitting, biting, holding hands, embracing, displays of affection, kissing, and sitting on another's lap. Students should apply cautious judgment in the exercise of physical contact, regardless of whether the contact is romantic or violent in nature.

### **SOCIAL NETWORKING**

All community members, especially students, will be held accountable for their online behavior and conduct, including conduct occurring after the school day or away from campus. Online communications which are slanderous, defaming, lewd, or profane will not be tolerated by FPA, especially when directed at another student or the school in general. Such behaviors will be addressed by the administration and may warrant immediate disciplinary action by the school. Parents should be mindful of their children's online behavior and activities, as well as alert them to the dangers of the internet. Students' access to any social networking sites during regular school hours is prohibited unless requested by a teacher as part of a classroom activity; students who choose to violate this policy may face disciplinary action.

# ACADEMIC INTEGRITY

## *Conduct and Behavior*

Academic honesty and integrity are essential to excellence in education. Since assignments, exams, and other schoolwork are measures of student performance, honesty is required to ensure accurate measurement of student learning. Each student, parent and faculty member has a responsibility to promote an academic culture that demonstrates this concept.

## Academic Integrity — Conduct and Behavior

### VIOLATIONS OF ACADEMIC INTEGRITY

Cheating is misleading an instructor in some way so as to receive or attempt to receive credit for work not originated by the student or work performed with unauthorized assistance. Cheating includes, but is not limited to:

- Copying from another student's exam, assignment, test, or other coursework with or without his/her permission
- Unauthorized collaboration that violates the teacher's established expectations
- Allowing another student to copy his/her work
- Having another person take an exam, write a paper, or complete an assignment in your name
- Using unauthorized 'cheat sheets,' notations on desk, clothing, self, or personal technological devices (such as graphing calculators or cell phones)
- Revealing/receiving exam content, questions, answers or tips from another student
- Using technology inappropriately to complete coursework or exams - this includes Chat GPT or any other AI program
- Forgery of signatures or tampering with official records

Plagiarism is the use of passages, materials, words, or ideas that come from someone or something else, without properly naming the source. Any passage, material, word, or idea that is not your own must be presented in conjunction with the owner of the passage, material, word or idea. Failure to do so constitutes plagiarism and is considered cheating at FPA and any other academic institution.

Examples include, but are not limited to:

- Copying text or other materials from the internet or other source without citing them
- Paraphrasing items from a book or article without citing them
- The unauthorized use of translation services or devices
- Attempting to pass off someone else's work, imagery or technology as your own; purchasing or selling an assignment from another person or technological resource

### HONOR CODE

Students will be asked to sign an honor code on assignments and exams verifying that submitted work is the result of their efforts alone and that help was neither accepted nor provided to another.

The Honor Code: As a student of First Presbyterian Academy, I pledge:

- To neither give nor receive help on a test or graded assignment (before, during, or after) unless given permission by my teacher.
- To cite any outside sources and receive credit only for my work.
- To respect others as well as their personal property.

### ACADEMIC HONOR CODE

*On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.*

### CONDUCT HONOR CODE

*On my honor, I will uphold the values of FPA – honesty, integrity, responsibility, respect, and love – in my interactions with all members of the FPA community and all others.*

### VIOLATIONS OF THE HONOR CODE

All violations of the Honor Code have consequences appropriate to the circumstances. Similar violations will merit similar consequences. Violations of the Honor Code will accumulate across all subjects throughout the academic school year.

### FIRST OFFENSE

- Parent/guardian notified
- Zero points or F grade equivalent on the assignment
- Students and parents will be required to meet with the administrator and sign a behavioral contract accepting responsibilities and consequences
- Notification to any extracurricular coaches or directors (if applicable); consequences will be determined at their discretion
- The issue will be referred to any honor societies (if applicable)
- All current teachers of the student will be notified of the violation



## **VIOLATIONS OF THE HONOR CODE (continued)**

### **SECOND OFFENSE**

- 1-day suspension
- Parent/guardian notified
- Zero points or F grade equivalent on the assignment
- Students and parents will be required to meet with the administrator regarding the severity of the issue and sign a behavioral contract accepting responsibilities and consequences
- Notification to any extracurricular coaches or directors (if applicable); consequences will be determined at their discretion
- The issue will be referred to any honor societies (if applicable)
- All current teachers of the student will be notified of the violation

### **THIRD OFFENSE**

- Removal from course; the student will receive an F in the course that the infraction took place
- Parent/guardian notified
- Zero points or F grade equivalent on the assignment
- Students and parents will be required to meet with the administrator and sign a behavioral contract accepting responsibilities and consequences
- Notification to any extracurricular coaches or directors (if applicable); consequences will be determined at their discretion
- The issue will be referred to any honor societies (if applicable)
- All current teachers of the student will be notified of the violation
- The student will not be eligible for any academic awards
- The student and parents will meet with the Head of School to discuss the student's future enrollment at FPA.





# CONFLICT RESOLUTION

## *Conduct and Behavior*

First Presbyterian Academy believes that, as Christians, the Lord calls us to live together with one another in peace and genuine love. In the event of a complaint, conflict, or concern, the Bible commands us to resolve all disputes in a private manner, and to reconcile ourselves with one another. As laid out in 1 Corinthians and Matthew, conflicts among FPA persons are expected to be handled in accordance with biblical procedures and precepts.

### RESOLUTION PROCEDURES

1. If an issue arises regarding the school or a classroom situation, please speak to the person(s) directly involved first, per Matthew 18:15. The school recommends a face-to-face meeting to resolve all conflicts. Electronic communication, whether by phone or email, is an alternative method of communication and should be pursued only if a face-to-face meeting is impossible to schedule.  
*“So, if you are offering a sacrifice at the altar in the Temple and you suddenly remember that someone has something against you, leave your sacrifice there at the altar. Go and be reconciled to that person. Then come and offer your sacrifice to God.” (Matthew 5:23-24)*
2. If a satisfactory solution cannot be reached through initial communication or conference, an appointment should be arranged for the person(s) directly involved to meet with the appropriate Department Head or Administrator, at which point an amicable solution should be reached.  
*“And why worry about a speck in your friend’s eye when you have a log in your own? How can you think of saying to your friend, ‘Let me help you get rid of that speck in your eye,’ when you can’t see past the log in your own eye? Hypocrite! First get rid of the log in your own eye; then you will see well enough to deal with the speck in your friend’s eye. (Matthew 7:3-5)*
3. If the issue remains unsolved and the previous two steps have been taken, only then should the person(s) seek the involvement of the FPA Head of School. An appointment to meet with the Head of School must be made by the appropriate third party Department Head or Administrator.  
*“If your brother sins against you, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly I say to you, whatever you bind on earth, will be bound in heaven; and whatever you loose on earth shall have been loosed in heaven. Again I say to you, that if two of you agree on earth about anything that they may ask, it shall be done for them by my Father who is in heaven.” (Matthew 18:15-19)*
4. If a resolution remains absent after following the above steps, the last recourse for the unsettled concern would be a request from the person(s) directly involved to meet with the School Board, where both parties would be

available to present their written concerns; concerns will not be presented orally. Requests to meet before the School Board must be made in writing and submitted to the Administration for approval; the submission of a request does not guarantee that such a meeting will be granted. In the event that a meeting with the School Board is awarded, please note that the FPA School Board is a policy-making and strategic planning committee and therefore refrains itself from typical involvement in daily school administration. The Board will direct all inquiries, complaints, or suggestions to the appropriate staff member or Administrator for action; matters can be satisfactorily and expeditiously handled when addressed to the objective faculty or staff member who is closest to the concern. Concerns, conflicts, complaints, and disputes brought before the School Board must keep with the following process:

- The concerned person(s) must put their concern into writing and place it in a sealed envelope, addressed to the Chairman of the School Board.
- The Chairman, in consultation with the Board Executive Committee, will examine the submitted issue and may take one or more of the following steps:
  - Direct the matter to the FPA Head of School for action and response
  - Add the issue to the Board’s next agenda for review and response
  - Convene a special meeting of the Board to consider the matter and provide a response
  - Invite the person(s) who submitted the concern to appear before the Board for interview

*“If we claim we have no sin, we are only fooling ourselves and not living in the truth. But if we confess our sins to Him, He is faithful and just to forgive our sins and cleanse us from all wickedness.” (1 John 1:8-9)*

Please note that in the event of a conflict or dispute, all person(s) involved should pursue a resolution with the purpose of genuine reconciliation and harmony. Those who seek justice with a spirit of revenge are encouraged to seek assembly with a guidance counselor or church pastor.

*“Don’t just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good.” (Romans 12:9)*

# DISCIPLINE

## *Conduct and Behavior*

Discipline is inexorably linked with the process of discipleship; accordingly, the goal of disciplinary procedures is not to punish individuals, but rather to teach one personal responsibility, obedience to authority, the realities of consequence, and ultimate dependence upon God and His Word. Our biblical model for discipline can be found in 2 Timothy 3:16.

*All scripture is given of God and is profitable for doctrine, reproof, correction and instruction in righteousness.*

Discipline is the guided process whereby children are nurtured in the discipline and admonition of the Lord. The parent, who is the primary disciplinarian, delegates the authority to the school while the student is in attendance; the school in turn acts on behalf of the parents in partnership, as the authority in all school matters. FPA does not and will never utilize corporal punishment as a means of discipline.

## *Discipline — Conduct and Behavior*

As a condition of enrollment, it is expected that parents will give their full support and cooperation with FPA's discipline strategies.

A record will be kept of behavioral indiscretions and/or corrections for every student.

### **BITING POLICY**

In the event a child is bitten at school, we will take the following steps:

- The child who has been bitten will be comforted and tended to. The area will be cleaned and an ice pack applied if necessary.
- The child who did the biting will be taken aside and the teacher will help the child to understand that this is not acceptable behavior. The child will be redirected to an appropriate activity and closely monitored.
- Both parents (or guardians) will be notified of the incident by phone. A written incident report will also be sent home to both families.
- After all preventative steps have been taken by the teachers, and if the child continues to bite, the Director will call the parent to come pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time. It would also be helpful for the family to reach out to their pediatrician for some guidance and to rule out any extenuating circumstances.
- When the child returns to school, the child will be closely monitored. If the biting continues, the child may be withdrawn for the remainder of the school year.

### **CLASSROOM MANAGEMENT**

All Faculty members will have written management plans for their respective classrooms which identify expectations and consequences for behavior which parents can review with their students. Each teacher will address these management plans with their students at the start of the school year. Classroom management plans provide a foundation for the regulation and reinforcement of appropriate student behavior, and advise the parents of specific classroom procedures.

In the event that a student is behaving in such a way which violates the appropriate standards of behavior, and warrants disciplinary action on the part of the teacher, the following steps will be exercised:

1. Teacher will address the student away from all other students (preferably outside of the classroom), explaining why the behavior was inappropriate and reinforce the qualities of good behavior.
2. Teacher will remove the student from the class activity and repeat step 1 in greater detail, additionally supplying a note home (via email or hard copy) about the incident.
3. Teacher will contact parents directly and arrange for a parent/teacher conference to discuss the issue. Administration will be notified.
4. Teacher will refer the student to the appropriate administrator for additional support. A conference with the parent, student, teacher, and administrator will be scheduled to discuss the next step for the student.

If the inappropriate behavior continues, and the student repeatedly demonstrates that previous corrective measures have failed, FPA reserves the right to pursue academic suspension, at the discretion of the administration. In addition, behavior may result in expulsion. The steps above may be deviated from if the behavior is dangerous or violent in nature.

### **CORRECTIVE ACTIONS**

#### **DETENTION**

Detention is generally given as a consequence for a repeated offense by the student for failure to adhere to a previous correction or blatant disregard to appropriate behavioral conduct. In the event that a detention has been assigned, email communication will be sent home notifying the parents of the detention, including both time and location. Parents are responsible for ensuring that the student reports to detention at the designated time. Students earning four detentions in an academic school year will automatically receive one day of out-of-school suspension (OSS). A meeting with the Upper or Lower school principal will precede the OSS explaining the expectations set forth for the student by the school upon his/her return after the suspension.

#### **SUSPENSION**

FPA may assign suspension as an appropriate corrective measure; suspensions may be in-school suspensions (ISS) or out-of-school suspensions (OSS). Both types of suspensions will temporarily restrict students from attending class for a period lasting up to ten days.

## *Discipline — Conduct and Behavior*

### **SUSPENSION (continued)**

Students that receive three suspensions during the school year and demonstrate a consistent refusal to adhere to FPA's policies and procedures will be recommended for expulsion. Absences due to suspensions will be marked as unexcused and all missed course work must be completed for a maximum grade of 64. Suspension may be awarded at the discretion of the administration and/or Board of Trustees.

### **EXPULSION**

A student may be expelled at the discretion of the Administration. Expulsion demands that student be removed from the student body and continued attendance at FPA is refused. The administration and Board of Trustees reserve the right to expel any student from the school. Expulsion is only considered after all elements of discipline have been exhausted and the student has continued to demonstrate an unwillingness to adhere to the procedures and policies of FPA.

Any student may be automatically expelled at the discretion of the Administration for any of but not limited to the following inappropriate behaviors:

- The student's conduct is not in keeping with the best interest of the school and/or hinders the accomplishment of the school's mission.
- The student continually engages in open defiance or disrespect of authority, flagrant use of foul, profane and/or abusive language or gestures, theft, fighting, or sexual behavior or harassment.
- The student is found to be in possession of or under the influence of alcoholic beverages, tobacco products, vaping, or illegal substances.
- The student is charged or convicted of violating a county, state, or federal criminal law.
- The student demonstrates a pattern of inappropriate behavior, be it in word, deed or attitude.
- The student has a scholastic and/or behavioral record not in keeping with the high standards of the school.
- The student engages in physically or verbally violent behavior against another.
- The student is found to be in the possession of or threatening the use of a harmful weapon.

FPA considers student possession, use of, or the threat of the use of weapons

as a serious offense, and these actions will not be tolerated on school property, at school events, or any other time the student is affiliated with FPA. Students who possess a weapon, who carry, exhibit, display, or even draw any items which apparently or ostensibly portray a capability of producing bodily harm in a manner which under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including immediate expulsion.

### **PROBATION**

The probationary period is intended to promote personal responsibility and demonstrate the realities of consequence. Students may be placed on either academic or behavioral probation. During this time, students, parents and the school will engage in active communication while the student's academic and/or behavior progress is closely monitored and improvement is encouraged. A pattern of continued course failure and/or unacceptable behavioral performance for two consecutive semesters may warrant consideration as to the appropriateness of continued enrollment at FPA.

### **BEHAVIOR CONTRACT**

In the event of behavior probation, a behavior contract will be developed for the remainder of the term, which the student and the student's parents must agree upon. Violation of the behavior contract will result in a recommendation of expulsion.

### **SEVERE CLAUSE**

Automatic OSS may be assigned for severe behavior at the discretion of the administration. This includes but is not limited to any act of flagrant disrespect towards a faculty member or fellow student, whether by means of direct confrontation or online dissemination of opinion, violence towards another, or cheating on an assignment or exam.

### **HARASSMENT | BULLYING**

Any student engaged in any act of bullying or harassment, whether it be physical, verbal, virtual (cyberbullying) or visual, occurring on or away from campus will be subject to immediate disciplinary action, including expulsion. FPA will not tolerate harassment, including that of an online nature, in any way.

Students that have been expelled or withdrawn due to Administrative request are not allowed on campus. This includes standard school hours and after hour events such as Athletic competitions.

# DRESS CODE

## *Conduct and Behavior*

FPA desires our students' appearance to display modesty, professionalism and respect for themselves and others. The following dress code rules and guidelines are established to foster an environment of learning and respect, in alignment with Biblical principles. FPA understands dress code is a behavior procedure, but it can be a path to the heart. The dress code is a filter to the heart of all students and another way in which we partner with parents.

## *Dress Code — Conduct and Behavior*

Clothing must always be neat and modest; not a source of distraction or disruption based on the opinion of the administration.

The dress code applies to all FPA students during the school day. Additional dress code guidelines may be issued for field trips, class trips, dances, prom, or other school functions, and athletic events.

As new styles and clothing patterns develop, administration will make modifications consistent with the intent of this policy.

### **PARENTAL RESPONSIBILITY**

It is important for the parents to ensure their child is dressed in compliance with the published FPA Dress Code. The school administration views this as a parental commitment and responsibility and believes that dress code issues should be addressed and corrected at home rather than school.

### **ATHLETICS**

Appropriate standards of dress should be exercised in the selection of apparel worn during athletic practices or physical education classes. Shorts must be modest in length and fit. Athletic shoes must be worn, unless activities demand otherwise. Midriffs should not be exposed at any time. Upper School students enrolled in P.E. classes must adhere to a specific dress code issued by the teacher.

### **UPPER SCHOOL 6TH - 12TH GRADE SHIRTS/TOPS/OUTERWEAR**

The following shirts/tops are considered acceptable:

- Collared shirts
- Button-down shirts
- T-shirts with appropriate graphic designs
- Sweatshirts and hoodies (hood may not be worn during school hours)
- FPA Spirit Wear appropriate

Dress Code at Athletic Events:

- Tops that represent college teams or professional athletic teams

The following shirts/tops are considered unacceptable:

- Shirts that are too tight or overly baggy
- Shirts that have holes or frays
- Tank tops, tube tops, or halter tops
- Tops that display inappropriate phrases, symbols, or graphics
- Tops that represent other schools, either public or private
- Blankets are not allowed to be worn as jackets; pillows are not allowed in classrooms
- Tops that are sheer or see-through
- Tops that have an open back

### **PANTS/SHORTS/DRESSES AND SKIRTS (FEMALE STUDENTS) and PANTS/SHORTS (MALE STUDENTS)**

The following pants/shorts/dresses/skirts are considered acceptable:

- Neat and modest in fit
- No more than three inches above the top of the knee
- Jeans
- Khakis

The following pants/shorts/dresses/skirts are considered unacceptable:

- Leggings or jeggings
- Pants that are frayed, torn, or have holes
- Yoga pants
- Pajama pants or night clothes
- Sweatpants, joggers, or athletic warm-up pants
- Athletic or gym shorts
- Beachwear (including board shorts)



## *Dress Code — Conduct and Behavior*

### **SHOES**

- Athletic shoes must be worn during P.E. classes.
- 6th - 12th Grade students may wear flat-footed sandals as long as the sandal has a back strap. Flip flops or other beach-style slides may not be worn.
- Slippers or plastic pool-style shoes are not permitted.
- Shoes with heels exceeding 2 inches are not recommended.

### **MISCELLANEOUS**

- Makeup is not permitted on male students.
- Undergarments should not be visible.
- Hats or hoodies pulled over your head and sunglasses are not permitted to be worn during school hours.
- Earbuds and headphones may not be worn during the school day (this includes lunch, break, and class changing time).
- Extreme hairstyles and non-human hair color are not permitted.
- Hair should be neatly trimmed and well kept.
- Facial hair is permitted but must be well-groomed and maintained.
- Students may have their ears pierced; nostril piercings with small studs or hoops are allowed; all other nose piercings (including Austin Bar, rhino, septum, septril, etc) are not permitted. Please see administration for clarification.
- Visible body tattoos must be in good taste. The Administration and Faculty reserve the right to require that a tattoo be covered.

### **TK/K5 - 5TH GRADE STUDENTS**

- Hemmed khaki, navy, gray or blue/green plaid pants/shorts/skirts/skorts/leggings with pockets (shorts and skirts no more than 3 inches above the knee)
- Collared tops that are solid white, forest green, gray, or navy. Tops can be short or long sleeved
- Girls may also wear dresses or jumpers (forest green, navy, gray, white or khaki.) All tights and leggings worn under items need to be solid school colors
- Students must wear closed toed shoes or boots at all times.
- Coats and sweaters intended to be worn in the classroom should be in school colors

- Sneakers should be worn on days when PE is scheduled
- Jackets and coats for outside play do not need to be in school colors
- Clothing that conforms to the school dress code can be found at Target, Old Navy, Wal-Mart, Sears, J.C. Penney, Amazon or Lands' End
- No hats may be worn during the day, unless for special dress occasions.
- Fridays are "Spirit Wear" days (school t-shirts and sweatshirts are acceptable)
- Jeans may be worn on Fridays and should be free of rips, tears, and holes

\*Parents, it is your responsibility to see that your student comes to school each day dressed appropriately according to this Dress Code.

### **PRESCHOOL DRESS CODE**

Preschool students are permitted to wear age appropriate, modest clothing. Student clothing should be casual, comfortable and in good taste. It is very important that clothing be "bathroom friendly," including bottoms with elastic waists, no belts, etc. Students are required to wear closed-toe, closed-heel shoes every day. These requests are made for the safety of your child.

### **DRESS CODE VIOLATIONS**

The Violations of Dress Code are as follows:

- 1st Offense- Verbal Warning
- 2nd Offense- Disciplinary Referral
- 3rd Offense- Detention
- 4th and subsequent Offences- Out of School Suspension

### **FIELD TRIPS**

Students should be dressed in campus appropriate attire, as determined for student safety, even when participating in off-site field trips. Variations may be made at the discretion of the administration.

Students must understand that even on field trips they are "in" school and must adhere to all the guidelines of the school.



# PERSONAL DEVICE POLICY

## *Conduct and Behavior*

FPA is committed to preparing students to be literate, responsible citizens in a global economy. We seek to encourage technology as an accessible tool used to facilitate learning in a variety of ways.

## Personal Device Policy — Conduct and Behavior

FPA is committed to preparing students to be literate, responsible citizens in a global economy. We seek to encourage technology as an accessible tool used to facilitate learning in a variety of ways.

FPA expects technology to be used in a responsible manner. The school has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. FPA has a right to protect its network and technical resources. Any network user who brings his or her own personal device into the school building is required to adhere to the following stipulations for the device:

1. Students are allowed to bring devices from home, provided they are approved by FPA for the purpose of educational facilitation. Class devices must meet all of the following criteria:
  - Device cannot be a cell phone
  - Device cannot have 3G or 4G service and must be connected to FPA Wi-Fi
  - Each student can only have one (1) device connected to the FPA Wi-Fi
2. Device usage is only allowed at the request/monitoring of the teacher in select settings. Note taking during lecture/discussion should be done without the use of the student's device, unless otherwise noted.
3. Students are required to bring their device with a fully charged battery. Students are not permitted to charge their devices during the school day.
4. Cell phones are not allowed at any point for any reason during the school hours, from 8:00 a.m. - 3:15 p.m. Cell phones may not be on the FPA Wi-Fi at any time.
  - Students may use their cell phones during lunch, but still may not be on the FPA Wi-Fi.
5. The student takes full responsibility for his or her device and keeps it on his or her person at all times. The school is not responsible for the security of the device.
6. Inappropriate device and internet use is not allowed. Examples of inappropriate use:
  - Threats and/or cyber bullying of any kind
  - Using a device to plan a fight, cause harm, or commit a crime
  - Possession of illegal or inappropriate files
  - Sending/sharing inappropriate files with other individuals
  - Use of any social media application during class time
7. Student computers and approved devices will be subject to routine monitoring by teachers, administration, and technology staff. Students should have no expectation of privacy while using their computer/device to access the internet through FPA Wi-Fi.

8. Students may not use their devices to record, transmit, or post photos or videos of any person or persons on campus without the consent of the school and all parties involved.
9. As required by the Children's Internet Protection Act, FPA will use a filtering solution to block and monitor inappropriate websites and programming. The school cannot guarantee that access to all inappropriate sites will be successfully blocked at all times. It is the responsibility of the user to follow guidelines for appropriate use of the network and the internet. FPA will not be responsible for any problems suffered while on the network or the internet, and use of any information obtained through the internet is at the user's own risk.
10. Consequences for inappropriate use and/or a failure to adhere to the device policy will result in consequences including, but not limited to:
  - Detention
  - Dismissal
  - Suspension
  - Report to local authorities
  - Disciplinary Probation
11. Consequences for cell phone violations are as follows:
  - 1st offense - Disciplinary referral
  - 2nd offense - Detention
  - 3rd offense - Out of school suspension

### LOWER SCHOOL STUDENT CELL PHONE/SMART WATCH POLICY

Many students, even at the elementary level, are coming to school with cell phones and smart watches. Cell phones and smart watches are discouraged but if necessary may be brought to school. Students must follow the rules of cell phones and smart watches.

- Cell phones must be powered off and kept in backpacks.
- Smart watches may be worn on the wrist, however only used as a watch. Calling/messaging/gaming or other features may not be used during the school day.

If a student needs to contact a parent, they may ask their teacher or come to the office. If a student isn't feeling well, they should come to the office to see the nurse. Parents/Caregivers who need to contact their child in the case of an emergency should always do so by contacting the school office.

If a student is using their cell phone or smartwatch on campus, consequences will include: verbal warning, phone call home, cell phone/smart watch held in office for parent/caregiver to pick up, and/or loss of privileges. Students with health concerns that require the use of a cell phone (ex. diabetic monitoring) must provide medical necessity documentation to the health room.

# SCHOOL LIFE

*A First Presbyterian Academy student is known. No student, in any grade, will fall through the cracks. Whether you come to us from overseas or have been at Shannon since preschool, our faculty and staff partner with every student and parent during each year of the education experience.*

### COMMUNICATION

#### TEACHER COMMUNICATION

All FPA teachers are committed to community with families in a personal way. Our goal is to make sure that parents are not surprised by a grade or discipline issue. Our primary means of communication will be via our App with other means of communication including emails, phone calls, notes, and/or other appropriate forms of communication.

#### EBLAST

FPA issues weekly eBLASTS for updated communication and announcements via email. This is one of the primary methods of regular communication by the school. If you do not receive the weekly eBLASTS, go to [firstpresacademy.com](http://firstpresacademy.com), click on CONTACT US in the top menu bar and select eBLAST SIGN UP. Here you can register by submitting your email address.

#### PARENT CONFERENCES

Conferences between teachers and parents/guardians are available throughout the school year and may be scheduled on an individual basis as needed by the parent or the teacher(s).

#### FACTS FAMILY APP & PORTAL

FACTS Family App is offered through the secure FACTS family portal and will allow parents and students to easily access academic and school wide information specific to their children while protecting their children's private information. Our App will allow families to view their children's grades, attendance, homework, conduct, newsletters, and more. The app will also integrate our school and athletic calendars, as well as send notifications and announcements to parents, allow easy and convenient lunch ordering, access to billing, and more.

The FPA App is free to our families and will provide you with instate access to all up to date information pertaining to FPA.

#### POSTERS

During the academic year, students may need to post information on campus for school sponsored events. All posters must be respectful to others, be in good taste, and use proper spelling and grammar. Students should refrain from stapling or tacking posters, and tape should never be used directly on painted walls. Students may place information on bathroom doors, stalls, mirrors, student lockers, and lunchroom walls as permitted.

### HEALTH RELATED ISSUES

Your student should remain home if he or she has one or more of the following:

- Fever of 99.9 or above
- Diarrhea
- Vomiting
- Persistent coughing
- Conjunctivitis (pink eye)
- Impetigo
- Hand, Foot & Mouth Disease
- Head Lice

Any student who is absent from school due to illness should not return to FPA until the student is free from fever (without any fever reducing medication), repeated diarrhea or vomiting for a minimum of 24 hours. If prescribed an antibiotic, FPA asks that the student refrain from returning to school until the medication has been administered for a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, head lice, ringworm and similar conditions must be treated with a doctor's note saying that the student is safe to return and no longer contagious.

### IMMUNIZATION RECORDS

Every student must have a current immunization record on a South Carolina DHEC form on file with FPA at the time of enrollment. If moving here from another state, the school needs the immunizations transcribed to a South Carolina DHEC form, which can be done at the pediatrician's office or health department. In order to attend classes at FPA, new and returning students must have a current DHEC immunization form or notarized religious exemption from DHEC on file. It is the responsibility of the parent(s)/legal guardian to maintain current immunization records of the student.

### EMERGENCY MEDICAL PLAN

Should a medical emergency occur with your child, FPA will:

1. Call 911 immediately upon recognizing signs and symptoms that require immediate emergency attention
2. Notify parents/guardians concerning the child's condition and assure them that steps have been taken to secure emergency medical attention
3. Administer First Aid until emergency assistance arrives

### **MEDICATIONS**

A medical record is maintained in the medical portion of each student's FACTS account.

#### **OVER-THE-COUNTER MEDICATION**

FPA will secure a select amount of over-the-counter medications on campus. When enrolling or re-enrolling, the parent is able to provide consent for their student to receive over-the-counter medications while on campus.

#### **PRESCRIPTION MEDICATION**

No student is permitted to carry medication of any kind while on school property. Prescription medication needing to be dispensed to the student during the school day must be supplied to the school nurse/office by the parent/legal guardian. It needs to be in the original container, with the student's name clearly identified. The authorization for prescription medication form can be found in the nurse section of the Parent Portal of our website and must be turned in to the school nurse along with the medication.

#### **MEDICATION POLICY**

Prescription oral medicine can only be given by written permission and from the original container. Parents must walk medication into the nurse's office and sign it over to the nurse for dispensing to your child along with a completed Medication Form. Students should never bring medications to school in lunch boxes or any other container. A Medication Form with dispensing instructions must be obtained from the nurse's office.

### **EARLY STAY – Main Campus**

FPA students arriving prior to 7:50 a.m. (Lower School) or 7:40 a.m. (Upper School) must report to early stay. Early stay begins at 7:15 a.m. and students are grouped according to grade level. Lower School students should report to the Multi-Purpose Room on the East Campus. Upper School students should report to the Upper School Cafeteria. There is a charge of \$5/day per student for this service for K3 - 5th Grade students.

### **LATE STAY – Main Campus**

Late Stay is available daily for an additional charge for students in K3 - 5th Grade. The fee for 3:15 p.m.-5:30 p.m. is \$10/hour. Students that remain on campus after the regular school day has ended must attend Late Stay, unless supervised by a parent. Students will be grouped according to grade level during Late Stay and must report to their designated locations within 15 minutes of the end of school.

Late Stay participants will be notified of their designated location. There will be a late fee of \$15 per every 15 minutes past 5:00 that will be automatically charged to the student's account. Parents/caregivers are expected to pick their students up promptly by 5:30pm. Students may be temporarily suspended from the Late Stay Program for a period determined by the school administrator if students are not picked up by the designated time.

### **LATE STAY - Downtown Campus**

Arrangements must be made through the Office to allow your child to stay until 3:30 p.m.

**Cost of Late Stay service:** \$10 per hour, per child from 2:15 - 3:30 p.m.

Please be prompt in picking up your child from Late Stay. Late pick-ups will incur a fee.

### **LUNCH PROGRAM - Main Campus**

FPA provides student lunches by means of a vendor system. Various local restaurants will provide meals on designated days, and students will have the option to order meal items on a weekly or daily basis. Students are also able to bring their lunches from home. Order forms are available on the school's website. Daily items are also offered, and food is available for purchase during scheduled Upper School break periods.

#### **OTHER ALLERGIES AND SENSITIVITIES**

Due to allergies and sensitivities by both students and teachers, scented lotions, hand sanitizers, essential oils, scented candles and perfumes are not permitted.

#### **LOWER SCHOOL**

Students in K5–5th Grade eat lunch in the Lower School Multi-Purpose Room (MPR). Exceptions may be made at the discretion of the administration. Lunch ordering is available through the FPA App. Please do not send caffeinated beverages in student lunches. Caffeine free carbonated beverages are fine. Parents are welcome to attend lunch with their student; please adhere to the campus visitation policies prior to entering the MPR.

#### **UPPER SCHOOL**

Upper School students eat lunch in the US Cafeteria. 6th–12th Grade students order their lunch in one of two ways: Daily - order in 1st Period class; Weekly - submit lunch order form and payment to front desk by 8:30 a.m. Students ordering lunch on a daily basis pay onsite during lunch time. Students may NOT start a running tab. Food deliveries from outside vendors or restaurants are prohibited.

### LUNCH PROGRAM - Main Campus (Continued)

#### HALF DAYS & LATE STARTS

Lunch will not be provided on half days (dismissal at 11:30 a.m.). On days with a late start due to inclement weather or otherwise, students should plan to bring their lunches instead of ordering them.

#### SNACKS

K5 – 5th Grade students should bring a healthy, low-sugar snack to school each day to be eaten during the designated snack time. It is helpful for parents to identify the item as a “snack” when packing your child’s lunch.

### BIRTHDAYS

#### INVITATIONS

Birthday party invitations may only be distributed at school if the entire class is invited to attend the party. If the entire class is not invited, please use the postal service to deliver your invitations; the carline is not an appropriate method of invitation distribution.

#### LOWER SCHOOL

Individual birthday parties will not be held at school, although birthday snacks may be distributed during morning break, lunch, or recess. Parents are permitted to bring a special birthday treat for the entire class at the discretion of the child’s teacher; please do not provide goodie bags or party favors.

#### UPPER SCHOOL

Individual classroom parties will not be held at school. Students are permitted to distribute birthday snacks at morning break or lunch.

### CAR LINE PROCEDURES – Main Campus

#### LOWER SCHOOL

Students in the Lower School arriving between the hours of 7:15 – 7:50 a.m. should report to early stay. The main entrance at the upper level parking lot will be open at 7:15 a.m. Students should report to the Multi-Purpose Room (MPR), where they will be supervised until classes begin and students are dismissed at 7:50 a.m.

#### Drop Off Locations | 7:50 - 8:10 a.m.

- All other Lower School Students: upper level car line

#### Drop Off Procedures

- Students will be met by greeters beginning at 7:50 a.m. Students should exit the car on the passenger side closest to the building.
- For safety reasons, students should not walk through the parking lots between 7:45 – 8:10 a.m.
- Cars using the upper car line should exit to Snipes Road via the 1st drive into the Lower School.
- Cars with students in grades 3-5 are also welcome to drop off in the Lower roundabout lot in the morning after 7:50 am.
- To ensure the safety of our students, please refrain from cell phone use in the carline.

#### Pick Up Procedures

- All other students will be dismissed to the upper level lot. Pick-up locations will not change.
- Each family will be given a print display with the family name. It should be placed on the dashboard as students walk through the carline. Keep this in your car at all times and display it prominently on the dash for the staff members to see in the afternoon carline. If you need another tag for additional drivers, call the Lower School office. If you are carpooling with another family, place both names visible in the dashboard of the vehicle.
- We will form five lines of cars for students. A staff member will direct you as you enter the parking lot. Please keep cars as close together as possible so we can fit the maximum number of cars in the upper lot.
- Please turn off your cell phone once carline pick up begins.
- You may keep your motors running until our doors open to bring students outside. At that point, all cars must be turned off. Even though your car is in park, all engines must be turned off before students can walk to the cars.
- Do not restart your engine until all students have safely returned to the building. A teacher will motion or signal when you may begin to move. At that time, you may restart your car.
- Remain in your car the entire time. If you need to enter the building, please park in the employee side lot.

#### Rainy Day Dismissals

- When weather permits us from walking students through the car line, please remain in your cars.

## *School Life*

- Pull cars up slightly beyond the first brick pillar. A second row of cars should pull up parallel on the other side of the median closest to the building.
- Students will be escorted to the first eight cars, and then those cars will be dismissed together. The next eight cars can pull forward to be loaded.
- This process will be completed until the dismissal is complete.
- Please model patience and kindness as we safely dismiss our students in less than desirable conditions.

\*Please do not block Snipes Road during dismissal or other cars may be required to circle around the block.

### **UPPER SCHOOL**

Students in 6th-9th grade should be dropped off and picked up in the Upper School car line located along the north side of the Upper School buildings. Access to this car line is located along Shannon Lake Circle. Cars will form two lines and students will be supervised by faculty members until 15 minutes after the end of school. Late stay is not provided for Upper School. Parents should make arrangements to pick up students at the end of the school day. 10th-12th grade students will drop off in the circle in front of Middle School. Diagrams of all carline travel paths are located in the Parent Portal of our website – [www.firstpresacademy.com](http://www.firstpresacademy.com).

## **STUDENT ACTIVITIES**

### **ATHLETICS**

Students across all grade levels will have the opportunity to participate in athletic programs. FPA has offerings in intramurals, middle school, junior varsity, and varsity sports. For a complete list of athletic offerings and eligibility requirements, refer to the First Presbyterian Academy Athletics website or the Athletic Handbook.

## **SCHOOL FUNCTIONS**

### **OUTSIDE DATES**

FPA may sponsor various school functions, including dances, throughout the academic year. At the discretion of the administration, FPA students may invite non-First Presbyterian Academy students to attend specified school functions, such as the Junior-Senior Prom or the Homecoming Dance. No invitee may be over the age of 20, and a parental permission form must be submitted in advance. Invited dates are subject to additional background checks and will be held to the same standards of behavior and conduct as our FPA students.

### **ATTIRE**

Student dress for school functions such as Homecoming and the Junior-Senior Prom should follow the First Presbyterian Academy standards of modesty and dress. Ladies' dresses should not bare the midriff, upper thigh, or back below the bottom of the ribs; they should not be excessively tight or revealing, especially in the chest area.

## **PHOTOGRAPHS AND PUBLICITY**

Throughout the year, photographs of the students may be taken and published in newspapers, brochures, magazines and in online sites promoting the school. If you do not want your child's picture taken or used, it will be your responsibility to notify the Office within 10 days of the first day of school. If no notification is given, it will be assumed that your permission is granted. School pictures will be taken in the fall and spring.

## **STUDENT ORGANIZATIONS**

### **KEY CLUB**

Key Club is an international student-led organization that provides its members with opportunities to volunteer and serve, build character, and develop leadership. At First Presbyterian Academy, Key Club is one of the most popular extracurricular activities for 9th – 12th Grade students. Key Club members meet regularly throughout the year to plan various projects, discuss service opportunities, and raise awareness for needs on a local and global level.

### **CENTRAL SPIRIT COMMITTEE**

The Central Spirit Committee is a group of student leaders committed to the interests of the student body. As they strive to be the voice of all students, they bring the needs, opinions, and concerns of the students to the school administration. CSC gives students an opportunity to develop leadership skills, participate in school activities, and learn how to stand out among their peers. They work with community leaders to incorporate service projects that will increase the school's impact on the Greenville area and even the world. Central Spirit is also responsible for many of the social activities (dances and parties) at First Presbyterian Academy. One of the most exciting weeks of the school year is Spirit Week during which CSC organizes activities, events, and fundraisers for each day of the week.



## STUDENT ORGANIZATIONS (continued)

### HONOR SOCIETIES

Students in 7th – 12th Grade are eligible for membership in either the National Junior Honor Society or the National Honor Society. Students will be assessed for acceptance into these societies based upon the areas of scholarship, service, leadership, and character. Students must have a comprehensive 3.5 GPA and complete an application for consideration into NJHS or NHS.

### SERVICE LEARNING

Service learning is one of the four pillars of FPA, along with Academics, Athletics, and Fine Arts. At FPA, we long to nurture a desire within our students to serve others around the world in the name of Jesus. We believe that in order to empower our students to impact the world for Jesus Christ, it is necessary to first present them with knowledge about places locally and in the world where God's Word is shared and provide them with opportunities to get involved.

#### IMPACT | 7th – 12th Grade

IMPACT Service allows students to partner with local non-profit organizations to complete service projects throughout the school year. Students in 7th – 12th Grade are divided into IMPACT teams at the start of each academic year. Two (2) school days are devoted to service projects throughout the Greenville County area which allows students to gain hands-on experience and firsthand knowledge of local organizations who serve the community.

#### SERVICE HOURS | 7th – 12th Grade

Annual service hours are required for all students in 7th – 12th Grade. Two (2) school days of IMPACT service will count toward ten (10) hours of service requirements; the remaining difference is the responsibility of the student to complete individually outside of school. Service hours completed during the summer will be applied to the following school year only. Information about service opportunities will be shared through student-wide emails and eBLAST announcements throughout the year.

All student transcripts will indicate the number of hours earned. Students earning more than 300 cumulative service hours will receive a silver cord to wear at graduation.

Failure to complete the required service hours each year will result in a failing grade in their current Bible class.

### SERVICE HOURS REQUIREMENTS

#### Total | 162 hours

7th Grade   22 hours	10th Grade   28 hours
8th Grade   24 hours	11th Grade   30 hours
9th Grade   26 hours	12th Grade   32 hours

### CAP CREDITS

**Students must fulfill their CAP requirement to pass their English course.**

CAP requires that students do the following:

1. All students must attend **TWO** cultural events during the 2023-2024 school year—one FPA event and one outside event. This includes plays, musicals, concerts, art exhibits, cultural festivals, museums, etc... Students should have pre-approval from their current English teacher before attending and receiving credit for the event. Attendance of the events should take place between August 2023 and May 2024.

Events that count include:

- All FPA Upper School concerts and plays
- Performances at other schools, churches, theaters, etc...
- Dance performances
- Symphonies, orchestras, etc...
- Cultural festivals
- Art exhibits
- Museums

Events that DO NOT count include:

- Trips to the zoo
- Mainstream concerts
- Movies
- Any performance that you perform in
- Field trips that were taken during regularly scheduled class days

## *School Life*

2. Students must type a 200 word summary of the event to be turned in to their current English teacher. All entries should be typed using MLA format and follow the general rules of spelling and mechanics. The summary should include the following:

- title of the event
- date of the event
- location of the event
- a summary of the event
- a personal response to the event

3. Students must have documentation of the event. This can be a brochure or ticket stub. If neither is available, a parent signature confirming that they attended the event would suffice.

4. All essays must be turned in to your current English teacher by May 1. **Failure to complete the assignment will result in a failing grade for the year.**

If you have any questions or concerns, please contact your English teacher. Students who have only attended FPA for one semester will only need to fulfill one credit.

### **STUDENT DRIVER REGULATIONS**

Driving a vehicle and parking on campus is a privilege and responsibility granted to licensed drivers only. Students wishing to drive to school must register their vehicle and license with the Student Services Office located in the 100 Building of the West Campus. Upon receipt, an FPA parking permit must be prominently displayed. Students must adhere to the published driving regulations. Students who fail to comply with the following regulations will be the subject of disciplinary action and may forfeit their driving privileges at the discretion of the administration.

- Obey the traffic directions of faculty, staff, administration, and safety patrol persons
- Be courteous at all times
- Obey the campus-wide speed limit of 5 mph
- Jack rabbit starts, spinning of wheels, reckless operations, or any other

driving deemed dangerous by administration is prohibited

- Obey all signs and printed restrictions
- Obey the one-way traffic pattern in the parking lots
- Unauthorized driving on campus, congregating or loitering in the parking lots/cars is not permitted
- Students must park in their assigned parking spaces. Students may not park their vehicles in the Faculty/Staff or visitor spaces on the West Campus. Parking in or near the athletic fields is prohibited
- Upon arrival to school, students are to immediately lock their cars and enter either the building or early stay
- No student or passenger is permitted to return to the vehicle during the school day for any reason, including during lunch break and break periods, unless permission is granted from an administrator
- Students may only drive the vehicle they have registered with the school; students may not drive a vehicle belonging to another student
- The school reserves the right to require the removal of inappropriate license plate, bumper sticker, decal, emblem, or affixed item to the vehicle
- The school reserves the right to conduct routine searches of student vehicles without necessary or probable cause to ensure adherence to school policies

# DOWNTOWN CAMPUS

*The Academy Downtown offers programs for children K2 - K4, Transitional Kindergarten, & Kindergarten. This handbook covers rules applicable across all campuses, ensuring consistency and fairness. However, we've also included specific guidelines just for our downtown location to better meet the needs of that community.*

### **SAFETY POLICIES & PROCEDURES**

#### **Early Dismissal/Parties**

Any parent or guest who enters the building will need to:

- Stop at the front desk to sign in as a visitor.
- Secure a visitor's badge.
- Place the visitor's badge to an outside layer of clothing.
- Return the badge to the office and sign out when exiting the building.

This applies to all parties and early dismissals. There are no early dismissals after 2:00 p.m.

#### **Safety Procedures When Visiting The School**

When visiting the school, please stop at the front desk to sign in and receive a name tag. The name tag must be visible at all times while visiting classrooms or designated areas. Please stop by the office to sign out once your visit has concluded. Students have been prompted to "Ignore the Door." Do not try to get a student to open a door for you to access the building. These procedures are in place to provide an additional layer of security for the school.

### **HEALTH AND ILLNESS POLICIES**

#### **Sick Child Checklist**

Your child should remain home if he or she has one or more of the following:

- Fever of 99.9° or above
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea
- Vomiting
- Hand, Foot & Mouth Disease
- Head Lice

Any student who is absent from school due to illness should not return to

FPA until the student is free from fever, repeated diarrhea or vomiting for a minimum of 24 hours without any fever reducing medication. If prescribed an antibiotic, FPA asks that the student refrain from returning to school until the medication has been administered for a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, head lice, ringworm and similar conditions must be treated with a doctor's note saying that the student is safe to return and no longer contagious.

**Children must be fever, diarrhea, and vomit free for 24 hours before returning to school.**

#### **MEDICATION POLICY**

Prescription oral medicine can only be given by written permission and from the original container. Parents must walk medication into the nurse's office and sign it over to the nurse for dispensing to your child along with a completed Medication Form. Students should never bring medications to school in lunch boxes or any other container. A Medication Form with dispensing instructions must be obtained from the nurse's office.

#### **NUT/PEANUT-FREE CAMPUS POLICY**

FPA – Downtown is a nut and peanut-free campus. We will not serve any nut/peanut products, or those that may be cross-contaminated, to any child in our care. We ask that parents adhere to this policy and not send any nut/peanut products or items that may be cross-contaminated in their child's snack or lunch.

\*Please note, Krispy Kreme Doughnuts and most baked goods are made in facilities that process products that may contain nuts. If these items are sent to school, we will always call the parent of a student with a nut allergy to see if they are allowed to have the treat.

## *Downtown Campus*

### **OTHER ALLERGIES AND SENSITIVITIES**

Due to allergies and sensitivities by both students and teachers, scented lotions, hand sanitizers, essential oils and perfumes are not permitted.

### **PHOTOGRAPHS AND PUBLICITY**

Throughout the year, photographs of the children participating in our program may be taken and published in newspapers, brochures, magazines and in online sites promoting the school. If you do not want your child's picture taken or used, it will be your responsibility to notify the Office within 10 days of the first day of school. If no notification is given, it will be assumed that your permission is granted. School pictures will be taken in the fall and spring.

### **BIRTHDAYS**

Birthdays are important to children. Parents may send a special treat (i.e. cookies, cupcakes, party napkins, etc.). **Please contact your child's teacher to schedule birthday parties so to not disrupt the academic schedule.** We urge you to keep refreshments very simple and as healthy as possible.

**PLEASE DO NOT SEND HARD CANDIES, BALLOONS, AND ITEMS CONTAINING NUTS AND/OR PEANUT PRODUCTS. If you choose to purchase birthday cupcakes or other baked good, remember to consult the peanut-free information provided by the bakery.**

Bakery Items: Please note that bakeries, such as Publix, state that their products are NOT nut-free. This is because of the risk of cross-contamination.

### **NON-SCHOOL PARTY INVITATIONS**

Party invitations for out-of-school parties may not be distributed or verbalized in school unless there is an invitation for each child in the class.

### **END-OF-YEAR PARTIES**

K2 - K3: End-of-year parties are special events. FPA does not allow K2 and K3 parties to be held off campus.

K4 - 1st: Classes are permitted to have off-campus year-end parties. However, as with all field trips, off-campus events must be pre-approved by the administration and coordinated in advance by/with the classroom teachers. All field trip policies apply.

### **TEACHER RECOMMENDATIONS**

Many physicians, counselors, testing centers and private schools require that a student's teacher complete forms evaluating his/her academic development, conduct, and absentee rate. Our teachers are happy to complete any forms necessary. These forms should be submitted by the parent to the teacher for completion. Once complete, the forms will be sent directly to the requesting party from the school office. The completed forms will not be returned to the parents.

### **DEVELOPMENTAL REQUIREMENTS**

Children entering our three-year-old and older classes must be daytime potty trained prior to the beginning of school. Special circumstances must be discussed with an administrator.

### **BEST FIT POLICY**

Every effort is made to accommodate the needs of every child. Once your child has been in attendance for one month, he or she will be assessed to determine how best to meet his or her individual needs. At that time, we reserve the right to recommend other options or placements for your child.

### **BACKPACKS**

Parents need to provide either an appropriate sized backpack for their child or we would suggest a tote bag from Land's End. Land's End sells a medium, solid color, open top or zip top Canvas Tote. Many colors are available, but we suggest the true navy to be in school colors. The school logo is also available to put on the tote bag.

## *Downtown Campus*

### **SPECIAL SCHOOL SUPPLIES**

Each child needs to furnish a large package of Clorox wipes for the classroom. K2 parents also need to furnish diapers for your child.

If special supplies are needed for the classroom, you will be notified by your child's teacher at the beginning of the school year and/or as necessary throughout the year.

### **DIAPERING POLICY**

Staff shall check diapers and clothing at a frequency that ensures prompt changing when necessary.

### **WHAT NOT TO BRING TO SCHOOL**

In the Preschool, we understand that a child may need to bring an item to school that provides comfort and security for that child. These items are to be labeled clearly. It will be recommended to the child that the security item remain in his/her cubby for safe keeping.

Because toys can be lost or misused by other children, they are not permitted unless specified by the teacher for Show and Tell. Certain items such as toy guns, swords, and electronic play devices have no place on school grounds.

### **FIELD TRIPS**

Field trips, an integral part of the curriculum, are taken by the K4, TK, and K5 classes. You will be asked to sign a permission trip form to allow your child to attend these trips. Most trips will involve an additional cost.

The cost of each field trip will be added to your FACTS account once you have signed up to attend the event.

**Chaperones:** K5 - 1st parents who drive students on field trips must provide the office with a copy of their driver's license and insurance card. K4 parents must drive their own children. Chaperones should consider that they are also representatives of First Presbyterian Academy, and we ask that they dress as such.

In the event you are a parent chaperone, please do not bring your child's siblings along. As a parent chaperone, your responsibility is to assist in caring for specific children assigned to you. When a sibling is along, your attention is

diverted from your responsibility as a chaperone. This is a safety issue.

### **OUTDOOR WEAR**

Dress your child appropriately for outdoor play every day. Recess is an extremely important aspect of their development, and we want to make sure that children get a healthy dose of fresh air each day that it is not raining and the temperature is above 32°F. Label jackets, coats, sweaters, and any other items that might be removed during the day.

### **EXTRA CLOTHING**

Every child must have a zip-lock bag containing extra clothing, including socks. Playtime and occasional accidents can leave your child in need of a change of clothes. The clothes should be appropriate for the season. All clothing should be labeled with your child's name.

### **CAR LINE PROCEDURES – Downtown Campus**

You will be given two carpool name tags at the beginning of school. Keep this in your car at all times and display it prominently on the dash for the carpool attendants to see. If you need an additional tag, call the school office.

**No child will be dismissed from our care to an adult other than a parent or authorized caregiver, without the written consent from the parent or guardian. Each child must have a Carpool Authorization Form on file with the school. We make no exceptions to this rule and will check anyone's driver's license whom we do not recognize.**

Safety is a major concern for us and we appreciate your understanding in protecting your children and your abiding by these procedures.

Cars will enter the parking lot via Richardson Street and proceed down the parking lot towards Academy Street. Cars will then loop around the median and drop off students at the sidewalk that leads to the FPA entrance. Students will enter through the double glass doors. Cars will then exit back out onto Richardson Street. Pick-up will follow the same pattern.

## **MISCELLANEOUS POLICIES**

A brief snack time will be observed in each classroom. In an attempt to meet the dietary needs of the children, snacks will be discussed at Curriculum Night. Per DSS regulations, fruit and veggies must be cut into bite-sized pieces or they become a choking hazard. Also, two and three-year-olds may not be served popcorn.

Children need to bring a nut-free lunch from home. Children enjoy finger foods such as sandwiches, cheese and crackers, fruit, etc.

Do not send food that has to be heated and label all cups, lunch boxes, and non-disposable items.

Please send ice packs in lunches because we do not have the ability to refrigerate all of the children's lunches.



# ADMISSIONS

*Enrollment at FPA is a privilege. FPA reserves the right to refuse enrollment, reenrollment, or continued enrollment to any student who fails to support the mission, policies, procedures, and programs of the school. Additionally, failure on the part of the parent to likewise support the school and its mission, policies and procedures, may incur dismissal of the student. It is the expectation of this school that all members of the FPA family cultivate a spirit of respect and support, both at and away from campus.*

## *Admissions*

### **POLICY**

Admission is open to any student regardless of race, color, national or ethnic origin, or religious preference who demonstrates qualities such as, but not limited to, the potential to succeed within FPA's rigorous college preparatory curriculum, an appropriate level of social maturity, the desire to partner with FPA in fulfilling its mission, and the ability to satisfy required school standards.

### **NON-DISCRIMINATION**

First Presbyterian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. FPA does not discriminate on the basis of race, color, biological gender, national or ethnic origin in the administration of its educational policies, scholarship, athletic, and school administered programs.

## **ADMISSIONS PROCESS**

### **APPLICATION**

Applications for enrollment at FPA are accepted throughout the year as long as there is space available, however if there are no open seats available, the application will be placed on a wait list. To be considered, families must first attend a school tour before completing and submitting a New Student Application along with the application fee. After the application has been received, the Admissions Department will request school records from the student applicant's current school. After the application has been received, rising 2nd through 11th Grade students will be invited to attend a shadow day at FPA, during which they will be partnered with a Crusader Student Ambassador who is from the same grade level.

### **ADMITTANCE**

FPA does review past academic performance, standardized testing results, attendance record, and behavioral records for every applicant. We recognize that grades earned elsewhere are unique to each student and program, and this is taken into consideration during the evaluation process. FPA reserves the right to administer additional testing during the application process if deemed

necessary for appropriate placement. If critical information is withheld (ex. learning differences diagnosis) during the enrollment process, we reserve the right to release the student.

### **FAMILY INTERVIEW**

At FPA, we desire to partner with the family in the educational experience. Accordingly, a family interview may be part of the final phase of the FPA application. This time of fellowship ensures that every Crusader family is engaged in the mission and continued success of our school, and most importantly, our incredible students.

### **ENROLLMENT PACKET**

Upon acceptance, parents must complete the Enrollment Packet online and pay the applicable fees, indicating their selected method of payment and payment plan. Students will not be enrolled in classes until the Enrollment Packet has been completed and the enrollment fee has been paid.

## **CONDITIONS**

### **LOWER SCHOOL**

Students must be five (5) years of age prior to or on September 1 in order to be eligible for enrollment in K5.

### **EXCEL PROGRAM**

Students in 1st – 11th Grade must indicate whether they will be seeking admittance into the Excel Program at First Presbyterian Academy on their application and submit all psychological and academic evaluations for review.

### **PRESCHOOL K2 - K5**

Children enrolled in any of our preschool classes must have turned the appropriate age by September 1st. For example, to be eligible for enrollment in the K2 class, the student must have turned age 2 on or before September 1st.

## **INTERNATIONAL STUDENT ENROLLMENT**

Check the First Presbyterian Academy website for information for international students.

### **TRANSFER CREDITS**

First Presbyterian Academy reserves the right to determine the merit of transferred credits earned elsewhere based upon compatibility with the requirements of the FPA curriculum. All credits accepted for transfer, including GPA and numerical grades, will be averaged into the student's cumulative GPA at First Presbyterian Academy. Students enrolled at FPA, wishing to pursue a course of study at a separate institution, such as the Fine Arts Center, while maintaining their enrollment status, must receive administrative permission, in advance, in order to receive credit for the course at FPA.

### **RE-ENROLLMENT**

The opportunity to re-enroll in FPA for the following year will become available in late fall. Until an application for re-enrollment and the corresponding fees have been received, the student will be ineligible to select or register for courses for the following year.

### **FORMER STUDENTS**

Students who have been disenrolled from FPA for two semesters or less may reapply to FPA by means of contacting the Director of Admissions. Any student who has been disenrolled for more than two semesters will be considered a new student and must apply for reacceptance using the New Student Application. Former acceptance does not guarantee future admittance into FPA.

### **SUMMER SCHOOL**

Any student who receives a final grade of 64 or below in any non-elective course may be required to satisfactorily repeat that course in an approved summer school program; exceptions will only be made at the discretion of the administration. Students are permitted to take a maximum of two courses for credit with any pre-approved summer program.

### **WITHDRAWALS/DISENROLLMENT**

It may become necessary for a student to withdraw from FPA during the academic year. Should a parent/legal guardian choose to withdraw a student for any reason, parent and/or guardian should request a meeting with their child's administrator and the child's administrator.. All financial obligations must be fulfilled before official records are released.

Please see the financial policy section of this handbook for more details.

# FINANCIAL | TUITION AND FEES

*We desire to make Christian education available to all families who passionately desire their children to learn and know Christ at First Presbyterian Academy.*

### **POLICIES**

- The New Student Application fee is due upon submission of the New Student Application.
- The New Student Enrollment fee is due upon acceptance, submission of the New Student Enrollment Packet, and prior to the beginning of classes.
- The annual Re-Enrollment fee is due upon submission of the online Re-Enrollment Packet and prior to enrollment in future classes.
- Annual payments and/or annual memberships refer to the annual schedule and calendar of the FPA academic year, running July – June.
- All monthly tuition payments must be arranged through RenWeb/FACTS.
- There will be no refunds given for temporary absences.
- All fees, including application and enrollment/re-enrollment fees, are non-refundable.
- Additional programs, extracurricular options, academic electives, and enrichment activities may incur additional costs.
- Credit Card payments made in the Business Office, either in person or over the phone, will incur a fee equal to 3% of the amount charged.
- There will be a \$35 charge for returned checks and FACTS drafts.
- Changes to payment draft dates require written notice to the Business Office five business days prior to the draft date.

### **PAYMENT PLANS**

First Presbyterian Academy provides three separate plans for tuition payments; parents may choose to pay annually, each semester, or monthly. All plan selections must be indicated in the Enrollment Packet. Additional arrangements may be made at the discretion of the administration. For detailed information regarding payment options, contact the Business Office.

Families are encouraged, but not required, to enroll in the Auto Pay feature in FACTS for incidental fee payments.

### **LATE PAYMENTS**

Due dates for all fees are firm, and students will not be assigned classes until all applicable fees are paid and a payment plan has been agreed upon with the Business Office.

Failure to meet established payment deadlines for tuition will result in a \$35 late fee.

Failure to meet payment due dates for fees will result in a \$10 late fee.

Failure to meet payment deadlines for field trips and athletic fees will result in the student not participating in the trip, or in practices or games.

### **PAST DUE POLICIES**

Accounts that are 30 days past due will necessitate a Letter of Notification to the financially responsible parent(s)/guardian(s). The student(s) will not be permitted to attend classes, take semester exams, receive progress reports or report cards, participate in any school functions, including graduation exercises and/or athletics until the account is made current.

Accounts that are 60 days past due will require the withdrawal of the student(s). FPA is under no obligation to provide educational services or activities after payments become 60 days past due. The student(s) cannot re-enroll until the account is made current. No records, recommendations, or transcripts of any student(s) will be released to any person or institution until all debts due to the school have been paid in full.

Accounts that are 60 days past due will be turned over to a collections agency. The financially responsible parent(s)/guardian(s) will be responsible for any fees or interest charged by the collections company.

A student re-enrolling for the subsequent school year will not be accepted, nor will a space be reserved, until the previous year's account is paid in full.

Any request for financial aid will not be considered unless the student's account is current.

### **CONSEQUENCES OF PAST DUE ACCOUNTS:**

All past due accounts, if not paid in full by the last day of the school year, will incur the following:

- The school will hold final report cards and transcripts.
- In the case of a senior, the school will not issue a diploma or a final transcript until the account is paid in full.
- In the case of a transfer, the school will not release the records associated with a past due account to any other school until the account is paid in full.

### **TUITION ASSISTANCE**

We desire to make Christian education available to all families who passionately desire their children to study at FPA. Accordingly, our Board of Trustees has budgeted tuition assistance for families based upon financial need. In order to provide families with complete confidentiality and objectivity, our school utilizes the services of FACTS Grant & Aid Assessment, a service of FACTS Management Company, Inc. The amount of money designated by the Board of Trustees is limited. Financial aid is awarded on an annual basis only; families must reapply annually and should not assume that the same amount will be awarded each year.

### **APPLYING FOR FINANCIAL AID**

Families who complete their application and submit all required documentation by April 18, 2025, will be given priority and a decision by May 30, 2025. Families who complete their application and submit all required documentation between April 19, 2025 and June 20, 2025 will have their applications reviewed and a decision communicated by July 14, 2025.

### **DISCOUNTS**

Various opportunities are available for discounted tuition at First Presbyterian Academy. Tuition discounts may not be combined to exceed 40% of the total cost. For additional information regarding payments and discounts, please contact the Business Office.

### **MULTI-STUDENT DISCOUNTS**

Two enrolled students | 4% discount applied to second student's tuition

Three enrolled students | 7% discount applied to third student's tuition

Four enrolled students | 9% discount applied to fourth student's tuition

Five enrolled students | 5th student free; all other students regular tuition

### **ALUMNI DISCOUNT**

Graduates of First Presbyterian Academy at Shannon Forest are eligible for a 10% discount on each child's tuition at FPA.

### **CLASS DUES**

Students at First Presbyterian Academy will be responsible for class dues at the start of their junior and senior years. This one-time, non-refundable payment of class dues is mandatory, whether or not the student plans to attend or participate in class functions.

### **WITHDRAWAL & DISENROLLMENT**

A Withdrawal/Disenrollment Form must be completed by the parent and/or guardian for each child prior to the official release of any report cards, transcripts, and school records.

In terms of refunding any tuition amounts resulting from student withdrawal, regardless of whether that withdrawal is initiated by the parent(s)/guardian(s) or school personnel, the following policies apply:

#### **GENERAL REFUND POLICY PRESCHOOL GRADES K2, K3, K4**

1. If an enrolled student is withdrawn on or before July 15, no tuition is owed.
2. If an enrolled student is withdrawn on or after July 16, but prior to the student's first day of school, half a month of tuition will be owed.
3. If an enrolled student is withdrawn on or after the first day of school, and the family provides a written 30-day notice of withdrawal, tuition owed will be adjusted through the end of the calendar month in which the student is enrolled, beginning in August.

4. If an enrolled student is withdrawn on or after the first day of school, and the family does not provide a written 30 day notice of withdrawal, tuition owed will include the calendar month in which the student is enrolled and the following calendar month (enrollment begins in August).

### **STUDENT WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES PRESCHOOL GRADES K2, K3, K4**

Rarely are exceptions granted to the General Refund Policy. When they are granted, however, they may only be granted by the FPA Head of School after receiving a written request from the parents after initiating the withdrawal of the student with the Preschool Director. In such cases, he/she will limit exceptions due to the following extenuating circumstances:

1. Death or disability of at least one custodial parent.
2. Significant income change (defined as 50% or more reduction in the gross annual income of the primary income earner).
3. Physical household move of a minimum of thirty (30) miles from the current FPA campus.
4. FPA Administration has determined that the school can no longer meet the educational needs of the student.

*School records will not be released to any other school until: Tuition owed is paid, incidental fees owed are paid, and all school-owned materials (including library books) are returned.*

### **GENERAL REFUND POLICY K5 - 12TH GRADE**

1. If an enrolled student is withdrawn between April 1, 2024 and July 31, 2024, the \$500 Withdrawal Fee will be assessed.
2. If an enrolled student is withdrawn between August 1 and the last day of the first semester, the \$500 Withdrawal Fee will be assessed and tuition owed will be adjusted on a per month basis for the actual months enrolled, beginning in July.

Example: If a student is withdrawn at any time in September, the family is expected to pay the monthly tuition rate for July, August and September plus the withdrawal fee of \$500.

3. If an enrolled student is withdrawn at any point during the second semester, the \$500 Withdrawal Fee will be assessed and the entire tuition amount for the second semester will be owed.

The above policy covers all normal reasons for student withdrawal, including, but not limited to the following:

- Requests by the parent(s)/guardian(s) to withdraw student
- Student on probation (behavioral or academic)
- Student withdrawal in lieu of expulsion OR expulsion

### **STUDENT WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES K5 - 12TH GRADE**

Rarely are exceptions granted to the General Refund Policy. When they are granted, however, they may only be granted by the FPA Head of School after receiving a written request from the parents after initiating the withdrawal of the student with either the Lower School or Upper School Principal. In such cases, he/she will limit exceptions due to the following extenuating circumstances:

1. Death or disability of at least one custodial parent.
2. Significant income change (defined as 50% or more reduction in the gross annual income of the primary income earner).
3. Physical household move of a minimum of thirty (30) miles from the current FPA campus.
4. FPA Administration has determined that the school can no longer meet the educational needs of the student.

*School records, grades, and/or transcripts will not be released to any other school until: Tuition owed is paid, incidental fees owed are paid, the withdrawal fee is paid, and all school-owned materials (including textbooks, library books, and athletic uniforms) are returned.*



# ATHLETIC HANDBOOK

*At First Presbyterian Academy, the culture of the classroom extends into the Athletic realm. We value our coaches as much as we do our teachers. They are mentors in the development of team work, sportsmanship and Christian character. The school provides fall, winter and spring sports options at the Varsity, Junior Varsity and Middle School levels. Intramural athletics are also available for Lower School students. First Presbyterian Academy is honored to partner with you in raising your child and consider participation in Athletics an awesome opportunity to experience God's goodness and grace.*

## Athletics Handbook

The primary purpose of the Athletic Department is to enhance the mission statement of First Presbyterian Academy (FPA) through athletic participation. To achieve this, the Athletic Director and Head of School will evaluate programs seasonally, according to the following guidelines:

1. A program must have a positive impact toward accomplishing the mission and vision of the school.
2. Enrollment must support the number of participants required to field a program.
3. Generally, Middle School Teams are comprised of students in 6th – 8th Grade and JV and Varsity teams are comprised of students in 9th – 12th Grade. Students in 6th – 12th Grade may compete at the JV and/or Varsity levels as the sport and enrollment allows.

### COMPETITION LEVELS/SEASONS

Fall	Winter	Spring
Boys' Soccer <i>MS</i>	Boys' Basketball <i>MS, JV, Varsity</i>	Boys' Baseball <i>MS, Varsity</i>
Girls' Volleyball <i>MS, JV, Varsity</i>	Girls' Basketball <i>MS, JV, Varsity</i>	Boys' Soccer <i>Varsity</i>
Cross Country <i>MS, Varsity (Boys &amp; Girls)</i>	Cheerleading <i>Varsity</i>	Girls' Soccer <i>MS, Varsity</i>
Swimming <i>Varsity (Boys &amp; Girls)</i>	Jr. Crusaders <i>6th Grade Basketball (Boys' &amp; Girls')</i>	Golf <i>MS, Varsity (Co-Ed)</i>
		Track and Field <i>MS, Varsity (Boys &amp; Girls)</i>

### ATHLETIC ELIGIBILITY

The administrative regulation regarding eligibility for participation in athletics at First Presbyterian Academy is divided into six areas:

1. Age/Grade Eligibility
2. Academic Eligibility
3. SCISA Physical Eligibility
  - All students are required to complete a yearly physical examination to ensure he/she is physically capable to compete.

- Parents and students are responsible to turn in completed SCISA physical forms to the Athletic Department before the start of a sports season. Required SCISA physical forms are available on the FPA website under Parent Portal.
- Athletes who fail to turn in all SCISA forms will cannot participate in practices and games until the forms have been turned in.

4. Conduct/Attitude Eligibility
5. Participation Policy
6. Two Sport Athletic Participation
7. Varsity Lettering

### AGE/GRADE ELIGIBILITY

Our goal at FPA is for every level of athletic competition, Middle School, Junior Varsity, and Varsity, to be a positive experience for each of our students. It is also our goal to have as many participants as possible. In order to accomplish these goals, our policy concerning 6th through 8th Grade students moving up to Junior Varsity or Varsity teams are as follows:

In cases of exceptional skill level and maturity, 6th through 8th Grade students may have an opportunity to participate on a Junior Varsity or Varsity team. This will be at the discretion of the Athletic Director, in consultation with student, parents and coach.

### ACADEMIC ELIGIBILITY

- All students must be in good academic standing before participating in a sport.
- A student in 9th - 12th Grade must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible.
  - Students below the 9th Grade must pass four (4) subjects each grade period/semester.
  - A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester.
  - A student who is repeating a course for which he/she has previously

## *Athletics Handbook*

received credit cannot count this course as one required for eligibility. The Athletic Director and Head of School have the authority to adjust this standard on a case-by-case basis, with the best interest of the student in mind.

- All students must be enrolled as full-time students.
- A student may not participate in an athletic activity unless that student is in school for at least half of the school day. Any exceptions to this policy must be pre-approved by the Athletic Director.

### **CONDUCT/ATTITUDE ELIGIBILITY**

#### **Disciplinary Regulations/Consequences**

- The disciplinary regulations for all students as outlined in the FPA Parent/Student Handbook will be enforced.
- Conduct unbecoming a participant will result in disciplinary action proportionate to the seriousness of the offense. Hazing and threatening other students is cause for removal from the athletic program. Inappropriate behavior or language on the field of play may result in a suspension from that team for a portion of, or for the remainder of the season.
- Athletes electing to quit a team during a season must petition the Athletic Director to be reinstated and may not try out for another team until their previous commitment has concluded.
- Athletes receiving a detention will serve that detention regardless of game schedule. Any athlete receiving three detentions in one season may be just cause for removal from that team. Each case will be treated on an individual basis.
- Unacceptable conduct within the classroom, on the field of play and among peers may also be a basis for ineligibility. This is at the discretion of the Athletic Director and Upper School Principal.
- All cases of Out of School Suspension (OSS) concerning an athlete will be reviewed on an individual basis, and the determination as to whether the athlete will be suspended from that sport for the remainder of the season will be at the discretion of the Athletic Director.

Any of the above can result in dismissal from the team and the forfeit of a Varsity Letter at the discretion of the coach and the Athletic Director.

### **PARTICIPATION POLICY**

Students accepting a spot on a FPA athletic team are expected to be at all practices and competitions. They are also expected to be on time, fully prepared and present for all practices and competitions. Exceptions to this policy (other than illness) must be preapproved by the coach. Multiple infractions will lead to reduced playing time and possible removal from the team.

### **TWO SPORT PARTICIPATION**

Students are encouraged to participate in only one sport per season. Exceptions will be made based on a case-by-case basis and must be approved by the parents, the coaches, Athletic Director, and Upper School Principal.

### **VARSITY LETTERING**

- Varsity Letter eligibility will be established by the criteria set up with each individual coach. Simply being a member of a varsity team does not automatically qualify a student for a Varsity Letter.
- Academic suspension or OSS may result in forfeiture of a Varsity Letter for that season.
- Excessive unexcused absences from class or the team may result in the forfeiture of a Varsity Letter.

\*\* All determination for meeting eligibility requirements will be at the discretion of the Athletic Director.

### **ATHLETIC ASSOCIATIONS**

First Presbyterian Academy is a member of the CMSC for Middle School and SCISA for Middle School & High School and as such agrees to abide by the policies outlined by each organization.

### **24-HOUR RULE**

Because of the highly emotional nature of any athletic-related conversation,

FPA will implement a 24 hour rule for all discussions between parents and coaches. We respectfully ask all parents to not contact any coach 24 hours prior to the start of a contest or for 24 hours following a contest. Any adversarial conversation prior to a contest could both distract our coaches from job-related tasks as well as skew their decision making abilities during the game. Because most coaches are highly competitive people, and because most parents are very passionate about their kids' activities, we don't want coaches and parents having a conflict-based discussion in the emotional hours immediately following a game. Often, these confrontations escalate unnecessarily and don't end in resolution. Our goal is to provide a 24 hour cushion after the game for both parents and coaches to reflect on the night and to be able to calmly address any problems. Of course, there will be exceptions to the 24 hour rule. We will address those on a case-by-case basis.

### **TRAVEL**

The FPA Athletic Department will provide or make arrangements for all travel to and from games. Any athlete wanting to drive to a game or meet will need written approval from a parent or guardian and the Athletic Director.

Overnight trips may be part of the Athletic Program. Athletes may be requested to help cover the cost of food, transportation and/or lodging. These trips are a school-sponsored function and will be governed by school rules as listed in the FPA Parent/Student Handbook.

### **DRESS CODE**

Guidelines for traveling dress code will be established at the beginning of each season and will be enforced. These guidelines will flow out of the school's dress code philosophy. The Athletic Director reserves the right to disallow an athlete to travel to an away game if their attire is not in compliance with the standard dress code.

### **RULES AND REGULATIONS GOVERNING ALL ATHLETIC TEAMS AT First Presbyterian Academy**

Believing that one of the basic values of participation in High School sports is for

the player to be brought under a system of requirements to which he/she must conform to participate, each coach will be expected to enforce the following minimum rules in all sports at First Presbyterian Academy. (Note: These are minimum requirements and each coach may elect to add other requirements for his/her particular team.) It will be the Athletic Director's responsibility to make sure each coach is informed of these minimum requirements for the teams and is enforcing these requirements. Further, it will be expected that each candidate be given a written copy of these expectations and that a copy be sent home to each player's parents soon after team rosters are determined. Each coach should spend some amount of time with his/her team discussing and emphasizing these requirements.

- A practice schedule will be communicated weekly.
- Each athlete is expected to attend every practice unless excused from that session prior to the practice. Permission to miss practice must be granted by the coach or in the case of teams coached by someone outside the school, an emergency permission may be secured from the Athletic Director.
- Missing any practice without prior notification of the coach could result in loss of playing time and forfeiting your Varsity Letter. (Only very unusual exceptions would be reconsidered.)
- If a student is physically unable to participate in practice, but is in attendance at school he/she will be required to attend and watch practice, unless excused by the coach.
- It is expected that athletes will be on time for practice.
- Each coach will establish and hand out guidelines with expectations for that season and for earning a Varsity Letter prior to the first scheduled contest.

### **OUR VISION:**

The First Presbyterian Academy (FPA) Athletic Department exists to provide its students with athletic opportunities that allow them to do the following:

- To honor God in the way they play a sport
- To play and compete at the highest level
- To develop fundamentally, physically and spiritually

- To grow and improve in a particular sport or sports
- To prepare to play at the next level in a particular sport, if the opportunity exists

### **THE FPA ATHLETIC PLAY POLICY:**

For the protection of all FPA student athletes, the following requirements must be met in order for a student to participate in any FPA sport:

- Students must be academically eligible
- Students must commit to attending over 90% of practices and games
- Students must be in the necessary physical condition to practice and play

### **THE FPA ATHLETIC COMPETITION POLICY:**

The FPA Athletic Department reserves the right to make decisions regarding coaches, players and teams in order to position each team and player to compete with excellence and for the glory of God. The FPA Athletic Department is committed to assuring our community that each student-athlete will be properly coached and prepared to compete at the highest level.

In order to do this, the FPA Athletic Department will, at times, have to make decisions that could result in the decrease or increase of players and teams. These decisions, while rare, are necessary in order to position each of our student-athletes and athletic teams to successfully compete in a safe, healthy and fair manner against other schools in the South Carolina Independent School Association. When decisions like this are necessary, the coach and Athletic Director will personally meet with the family to discuss the decision and the best options available to the student moving forward.



*First Presbyterian Academy*

# **STAFF/STUDENT INTERACTION GUIDELINES**

## STAFF/STUDENT INTERACTION GUIDELINES

The interaction between employees and students is a vital part of our school culture at First Presbyterian Academy (FPA).

Educators serve in many capacities: teachers, coaches, mentors, and disciplers and because of this dynamic, it is encouraged that relationships between FPA staff and students are mutually respectful. However, we understand the vital need for boundaries. The purpose of these guidelines is to provide clear boundaries and direction regarding appropriate conduct between staff and students. These guidelines are not intended to serve as an exhaustive list of requirements or limitations. Rather, the purpose of these guidelines is to:

- Provide staff with clear guidelines and expectations, which provide guidance in conducting themselves in a manner that reflects FPA's high standard of professionalism.
- Bring attention to sensitive and potentially problematic matters that can arise in staff/student relationships
- Provide specific boundaries related to situations and conduct bearing potential inappropriate overtones, implications and consequences that are not acceptable norms of behavior.

In conjunction with these guidelines, all employees agree to and sign a personal lifestyle statement each year. The purpose of this statement is to clarify that all employees are expected to live a Christ-honoring lifestyle that bears the fruit of the Holy Spirit. The document addresses church membership, conflict resolution, moral principle rooted in Scripture, standards for behavior and Christ-likeness, and a commitment to follow the Lord.

At the center of a healthy school is the need to maintain a school culture in which students, staff, and parents understand their responsibility to report misconduct without fearing retaliation. It is the job of the Administration to support students, staff, and parents when they report possible misconduct. All community members should err on the side of caution and report behaviors that may seem strange or unsettling; if you see something, say something.

It is important that each staff member understand and utilize the guidelines provided to avoid situations that could prompt suspicion by parents, students, colleagues, and administrators. Accountability and transparency are vitally important in confirming that actions of staff members remain above reproach. Failure to follow guidelines will result in disciplinary action and potential dismissal from the school.

### BOUNDARIES•

For the purpose of these guidelines, the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with students. Crossing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust. Crossing boundaries erodes the ability of the staff member to effectively educate students.

### DEFINITIONS OF UNACCEPTABLE BEHAVIOR AND ACCEPTABLE BEHAVIOR WITH PARENT PERMISSION•

Some activities may seem innocent from a staff member's perspective, but can be perceived as unacceptable from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, or conduct that is ethically or morally compromising.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in these guidelines. It is crucial that all employees learn this policy thoroughly and thoughtfully apply the lists of acceptable behaviors and refrain from unacceptable behaviors in their daily activities. Although good-natured, heartfelt interaction with students certainly fosters learning, student/staff interactions must always be guided by appropriate boundaries regarding locations, behaviors, and intentions. Employees will review these guidelines on a yearly basis and agree to them by signing a copy of the guidelines.

### UNACCEPTABLE BEHAVIORS•

In the context of the previous paragraphs, the following partial list of behaviors shall be considered violation of this policy:

- Giving gifts to an individual student that are of a personal or intimate nature;
- Unnecessary physical contact with a student in either a public or private situation;
- Being alone with a student on campus or away from the school without explicit permission and knowledge of one's supervisor and/or the student's parents;



## STAFF/STUDENT INTERACTION GUIDELINES

- Making or participating in sexually inappropriate comments;
- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for an employee's benefit; personal illustrations and stories may be inserted into academic lessons, but should be directly related to the classroom objective and shared with the class as a whole.
- Discussing an employee's own personal troubles or intimate issues with a student;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Being alone in a car with one child;
- Non-school related use of social media with or about students;
- Excessive attention toward a particular student;
- Sending communications to students of a personal nature if the content is not about school activities;
- Being alone in a room with a student at school with the door closed and window blinds closed;
- Failing to keep the appropriate administrator informed when a significant issue develops involving a student's welfare;
- Using inappropriate language/profanity in the presence of students;
- Students should not seek personal advice in a one-on-one setting from staff members of the opposite sex; staff members will redirect students that seek such advice.

### BEHAVIORS THAT ARE UNACCEPTABLE WITHOUT PARENTAL PERMISSION\*

- Giving students a ride to/from school or school activities;
- Allowing students in your home;
- Communicating with students other than by using school technology (i.e. communicating via personal email, cell phone, or social media) other than during a field trip or other school activity after receiving parent permission;
- Communicating with students outside of regular school hours on matters

other than appropriate and relevant school business; or

- Sending emails, text messages, or letters to students if the content is not about school matters.

### ATHLETIC GUIDELINES

- Coaches will not hold individual private practices with athletes without the express permission of the parents; standard team practices are published each week as part of the school's calendar.
- In situations where a coach and a student are on a bus without other athletes (for example, all other athletes ride home with their parents), the coach will text an administrator to alert them of the situation; the student will alert their parent; once the coach and athlete arrive back at school, a follow-up text must be sent to alert all parties that the coach and student are back on school property.
- Coaches will also have additional staff and/or parents in meetings that involve individual athletes.
- We understand that text communication may be necessary between coaches and athletes throughout the season; all communication should be appropriate and relevant to the specific sport.
- If a coach plans an additional activity, such as an open gym, the coach must alert the Athletic Director or other administrator regarding the additional event.

### DUTY TO REPORT\*

If an employee finds him/herself in a difficult situation related to boundaries, the employee should ask for advice from a supervisor or administrator. When any employee becomes aware of another employee crossing appropriate boundaries with a student, the employee must report the matter to his or her supervisor. In some circumstances, employees will also have the duty to report such conduct in accordance with the mandated reporter requirements.

### STEPS TO REPORT

If a parent, student, or staff member is made aware of potential inappropriate

## *STAFF/STUDENT INTERACTION GUIDELINES*

behavior, he/she must report the behavior to a school administrator, a school counselor, or directly to a reporting agency (DSS or Law Enforcement Agency). When reports are made to school administrators or school counselors by a student or staff member, the parents of the student involved will be contacted and included in the investigation. Transparency and communication are vitally important. Should law enforcement need to be involved, school officials and parents should report accordingly. It is important to note that reports do not need 'proof' in order to report. Reporting possible misconduct is vitally important for the safety of the students.

\*Some definitions and guidelines are being used with permission from Almanden Country Day School in San Jose, California

### **FPA HANDBOOK DISCLAIMER**

The FPA Parent/Student Handbook is subject to revision and will be evaluated annually by the administration of First Presbyterian Academy. This handbook was last evaluated and revised in May of 2021. This handbook is intended to provide guidelines to parents and students in our school. FPA administration reserves the right to revise this handbook without prior notification in part or in whole at any time.

Please contact FPA with any feedback regarding the Parent Student Handbook at **864.678.5107**.