



NEW FAMILY QUICK START GUIDE

UPPER SCHOOL | 6TH - 12TH GRADE

NOTE: Current 2025-2026 policies can be found in Student Handbook in the Parent Portal of the school website.

APP : The FPA App is designed to streamline communication with teachers, facilitate the lunch ordering process and provide essential updates about school activities and events. Search "First Presbyterian Academy" in the App Store and download the "First Presbyterian Academy" APP.

ARRIVAL & DISMISSAL TIMES

Early Arrival | 7:30 am

Full Day | 7:55 am - 3:00 pm

Half Day | 7:55 am - 12:00.

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

BELL SCHEDULE: See **PARENT PORTAL - UPPER SCHOOL** – Upper School Bell Schedule

CALENDAR: See **PARENT PORTAL - CALENDAR** - 2025 - 2026 School Calendar

IMPORTANT DATES for NEW FAMILIES

- **New Student Orientation – Monday, August 11, 2025 3:00-4:00 P.M.** | New Student Orientation will be held on Monday, August 11, from 3:00 - 4:00 pm. This is an opportunity for new students to meet with Student Services, get a tour of the school and locate their classes. All new Students and Parents will meet in the Upper School Cafeteria.
- **New Parent Orientation – Monday, August 11, 2025 3:00-4:00 P.M.** | New Parent Orientation will be held in the Upper School Cafeteria. This is an opportunity to hear from our Head of School, Upper School Principal, Registrar/ Director of College Counseling, and other members of our Administration.
- **Back to School Bash - Monday, August 11, 2025 from 4:00-6:00 P.M. (Following Orientations)** | Back to School Bash is an opportunity for parents and students to meet their teachers, familiarize yourself with your schedule, find your locker and ask questions.
- **First Day of School - Wednesday, August 13, 2025 (Half Day dismissal at 12:00 p. m.)**

CARLINE PROCEDURES: All students that are picked up at carline will report to the Shamrock Rd. side of campus for pickup at 3:00 pm. Students cannot be picked up at the main parking lot in front of the school. There will be two lines to help parents line up properly on the first day of school. Please be vigilant and follow the directions of FPA employees. See **Parent Portal - ADMINISTRATION - Carline Diagram**

UPDATED CELL PHONE POLICY: To help create a focused and distraction-free learning environment, students are not permitted to use or display cell phones at any time during the school day. Phones must remain turned off and completely out of sight (in backpacks, lockers, or other designated storage) from the moment students arrive on campus until dismissal.

We understand that many students use their phones to communicate with parents before and after school, and they are welcome to do so outside of school hours. However, during the instructional day, our priority is to promote active engagement, face-to-face interaction, and academic success without the distractions that personal devices can bring.

If you need to reach your child during the school day, please contact the front office, and we will be happy to assist you.

DEVICE POLICY: The school has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing systems. Policies regarding conduct and behavior with personal devices can be found in the Parent/Student Handbook. [See Parent Portal – Upper School Information – Bring Your Own Device Policy](#)

DRESS CODE: 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. [See Parent Portal – Administration - Dress Code](#)

EARLY STAY: Students arriving prior to 7:40 a.m. must report to Early Stay. Early Stay begins at 7:30 a.m. and is monitored by a faculty member. Upper School students should report to the Upper School Cafeteria.

CRUSADER NEWS eBLAST: FPA issues a weekly eBLASTS on Sunday 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, please email Director of Communication at sprice@firstpresacademy.com.

EMAIL - Student Email: All students will receive a firstpresacademy.com student email address. Contact Tracie Blair at tblair@firstpresacademy.com.

HOURS OF OPERATION: Office Hours: Regular operating hours are Monday - Friday from 7:30 a.m. until 3:30 p.m.

LOCKERS: Locker assignments will be included on the Student Schedule. Middle School lockers are located in the 200 building. High School lockers are located in the 100 building. [See Parent/Student Handbook](#)

LUNCH PROCEDURES & ORDER FORMS: Lunch orders can be made on the FPA App. Upper School students eat lunch on campus in the Upper School Cafeteria. Individual food deliveries to students from OUTSIDE vendors or restaurants are prohibited.

FAMILY PORTAL VIA FACTS: Family Portal is a private and secure parent portal that allows parents to view academic information specific to their children while protecting their children's information from others. You can see your child's grades, attendance, homework, and conduct. The log in and password given to you during the Admissions process is the same log in and password you will use throughout the year. Your FACTS family portal is connected to your FPA App.

STUDENT SCHEDULES: Student schedules will be available on FACTS. If you need to make a change to your schedule, contact Lisa Anderson at landerson@firstpresacademy.com.

SCHOOL SUPPLIES: Grade level lists will be available on the school website. [See PARENT PORTAL - School Supply Lists](#)

STUDENT DRIVERS: Students wishing to drive to school must register their vehicle and license with the Student Services Office located in the 100 building of the Upper School Campus. Upon receipt, an FPA parking permit will be issued and must be prominently displayed in the windshield of the car. **Students must adhere to the published driving regulations located in the current 2024-2025 policies found in Parent/Student Handbook on the school website.** [See Parent/Student Handbook](#)

SUMMER READING LIST: [See PARENT PORTAL - Summer Reading Lists](#)



**SCAN HERE TO ACCESS
TO THE PARENT PORTAL**