



QUICKSTART GUIDE

UPPER SCHOOL

ARRIVAL & DISMISSAL TIMES:

Early Arrival | 7:30 am

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

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

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

HOURS OF OPERATION:

Regular operating office hours are

Monday - Friday from 7:30 a.m. - 3:30 p.m.

PARENT PORTAL:

Your one-stop resource on our school website for important school information, calendars, forms, supply lists, lunch ordering, handbooks, academic resources, and more.



Current 2026-2027 policies can be found in Student Handbook in the Parent Portal of the school website.

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

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

EMAIL - Student Email: All students will receive a firstpresacademy.com student email address. Emails will be distributed during Orientation.

LOCKERS: Locker assignments will be included on the Student Schedule for Middle School Students. Middle School lockers are located in the 200 building. High School lockers are available upon request and 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.



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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 2026-2027 policies found in Parent/Student Handbook on the school website. See Parent/Student Handbook

SCHOOL SUPPLIES: Grade level lists are available on the Parent Portal.

SUMMER READING LIST: See PARENT PORTAL - Summer Reading Lists

AFTER SCHOOL CLUBS AND ACTIVITIES: These programs will start after school at 3:15 pm. - 4:30 pm Registration is required and billing will be through your FACTS account



AFTER SCHOOL ENRICHMENT

STUDENT SCHEDULES: Student schedules will be available on FACTS. If you need to make a change to your schedule, contact Brent King bking@firstpresacademy.com.

CRUSADER NEWS: FPA issues the weekly Crusader News each 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 Crusader News, please email Director of Communication at sprice@firstpresacademy.com.

FPA 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.



FPA APP - APPLE STORE



FPA APP - GOOGLE PLAY

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.



FACTS FAMILY PORTAL

IMPORTANT DATES for NEW FAMILIES:

- **New Parent Orientation - Monday, August 10 | 3-4 PM** | New Student Orientation will be held on Monday, August 10, 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.
- **Back to School Bash - Monday, August 10 | 4-6 PM** (Immediately 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 grab some FPA Spirit wear!
- **First Day of School - Wednesday, August 12, 2026** (Half Day dismissal at 12:00 p. m.)