



FIRST PRESBYTERIAN ACADEMY

SHANNON FOREST PARENT/STUDENT HANDBOOK

2019-2020



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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. (Matthew 28:19-20; Mark 12:29; John 1:1, 14, 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 16:7-11; 3:6, 14, 17)
- 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, 5-30, 6:53; Romans 3:10-19, 8:6-7; Ephesians 2:1-3; 1 Timothy 5:6; 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)
- 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, 5:22-23; 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; Isaiah 54:5; Jeremiah 3:20; 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; Romans 10:14-15; 2 Corinthians 5:18-20; Colossians 4:2-6; 2 Timothy 2:14-26)

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 a student's 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 each student grows spiritually through the development of godly lifestyles, characterized by love and service toward others, and a deeply personal relationship 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. Reaching a student's full potential and preparing them to excel in high school, college, and beyond is our goal.

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 participates 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.

CRUSADER CONNECTION - Volunteering at Shannon

Crusader Connection 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 our Crusader Connection, there are no membership fees. These Crusader volunteers focus on classroom support, field trips, teacher appreciation and school-wide community fellowship. The Crusader Connection is led by a volunteer committee. If you would like more information on how you can volunteer and get involved, please contact the Main Office. Let's get connected!

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, national or ethnic origin in the administration of its educational policies, scholarship, athletic, and school administered programs.

Overview of First Presbyterian Academy

ACCREDITATION & MEMBERSHIPS

- AdvancED, Southern Association of Colleges and Schools, Council on Accreditation and School Improvement
- 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
- South Carolina Independent Schools Association (SCISA)
- SCISA – Class 2A, Region 1
- Southern Association for College Admission Counseling (SACAC)

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.

PRESCHOOL | K3-K4

The beginning of school should be a safe, fun, and age-appropriate educational experience. The Preschool at Shannon Forest offers these experiences and more in a Christian environment with flexible hours 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.

LOWER SCHOOL | K5 – 5th Grade

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. First Presbyterian Academy 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 student's 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 the 21st-century student by shaping them into problem solvers, communicators, influencers, and persons of character. Our high school is designed to produce students who think in the highest categories, work hard, discern truth from false and seek to impact the world for Jesus Christ.

Overview of First Presbyterian Academy

HOURS OF OPERATION

LOWER SCHOOL (K3-5th Grade)

Early Arrival | 7:15 am

Full Day | 8:10 am – 3:00 pm

Half Day | 8:10 am – 11:45 am

Late Stay | 3:00 pm – 5:30 pm

**Students may begin entering the classrooms at 7:50 am.*

OFFICE HOURS

Regular operating hours are Monday through Friday from 7:30 am until 3:45 pm.

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.

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

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

UPPER SCHOOL (6th-12th Grade)

Early Arrival | 7:15 am

Full Day | 7:55 am – 3:00 pm

Half Day | 8:00 am – 11:30 am

Late Stay | 3:10 pm – 5:30 pm

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

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.

Overview of First Presbyterian Academy

CLOSED CAMPUS POLICY PROCEDURES (continued)

- **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.

ALUMNI

Graduates of First Presbyterian Academy and Shannon Forest Christian School (1968-2018) 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:

- 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

CODE YELLOW LOCKDOWN

A CODE YELLOW lockdown is issued when there is a reason to believe that an incident may or will occur in the immediate future, but it is not yet in the school building.

CODE RED LOCKDOWN

A CODE RED lockdown is issued when a critical incident has occurred on campus or inside of the school building and an immediate emergency response is needed.

PARENT RESPONSIBILITIES DURING A LOCKDOWN:

- 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.*

GRADING SYSTEM

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

Letter Grade	Numeric Grade	GPA Weight	Letter Grade	Numeric Grade	GPA Weight
A+	100-97	4.0	C+	79-77	2.0
A	96-93	4.0	C	76-73	2.0
A-	92-90	4.0	C-	72-70	2.0
B+	89-87	3.0	D+	69-67	1.0
B	86-83	3.0	D	66-65	1.0
B-	82-80	3.0	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:

- V: Very Good
- S: Satisfactory
- N: Needs Improvement

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 ParentsWeb. 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.

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 (2nd - 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 days may be shortened during standardized testing and students will only be dismissed by the exam proctor after the time allotted for testing has ended.

DUKE TIP (7th Grade, 4th - 6th Grade)

The Duke University Talent Identification Program (TIP) focuses on the identification, recognition, and support of high-ability students, and offers qualifying 7th grade students the opportunity to take college entrance exams alongside high school students. FPA will notify all qualifying students of their eligibility to participate in Duke TIP at the start of their 7th Grade year. Annually, FPA boasts the highest percentage of qualifying students in the Upstate. Participation in the program is optional, but is highly recommended.

The Duke TIP Program also recognizes 4th - 6th Grade students in the top 5% of their grade level. Students may take the EXPLORE Test and subsequently enroll in CRISIS, a week-long program to develop leadership skills and collaboration in problem solving. Additionally, students have access to exclusive publications and online enrichment opportunities. FPA is a testing site for EXPLORE.

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 two hours long and is excellent 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®) (10th - 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 and 1st - 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

This program is specifically designed to meet the challenging needs of high ability learners.

The IGNITE program provides enrichment to 1st and 2nd Grade students as an inclusion program that meets once a week.

Additional instruction for qualified students in 3rd - 5th Grade is provided through a pull-out program, operating in two semesters. Qualifying students have the option to enroll in one or both semesters. The materials covered differ according to grade level, and subject matter alternates by semester. Instruction emphasizes the notion of concept and theory-development, and is intended to challenge students. Participating students will meet for 150-minute sessions, two times per week, each semester; 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 LEARNING DIFFERENCES PROGRAM (LDP)

This program serves students with diagnosed learning disabilities, and visual or auditory processing difficulties in K5 - 8th Grade. Students in 9th - 12th Grade are handled on a case-by-case basis. The FPA LDP 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 and group sessions are available.

C.A.R.E. CENTER

The Cooperation for Academic Reinforcement and Enrichment Center is the hub of our school. All FPA students will flow through our C.A.R.E. Center. The Center is designed to provide assistance to every student while allowing our faculty to do what they do best – teach. Students who need academic assistance, tutoring, or want to take an online class will do so through our C.A.R.E. Center.

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. Siblings are not permitted to attend. Students will not be permitted to attend field trips unless a parent permission form is obtained.

Students in PK4 - 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

Academic Awards are given to Lower School students that earned all A's for each quarter throughout the school year. Students are recognized for this achievement at the conclusion of the school year.

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

Beginning in 2017-2018, with the Class of 2021, FPA will offer 2 tracks for graduation. Students may graduate with a standard diploma after successfully completing and passing the required 25 courses. Students that 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.

	Current Requirements for Graduation through Class of 2020	Requirements for Graduation beginning with the Class of 2021	Requirements for Graduation with DISTINCTION beginning with the Class of 2021
English	4	4	5
Mathematics	4	4	5
Science	4	3	4
United States History	1	1	1
Government/Economics	1 (.5 of each)	1 (.5 of each)	1 (.5 of each)
Other Social Studies	2	1	1
Physical Education	1	1	1
Computer Science	1	1	1
Foreign Language	3	2	3
Fine Arts Elective	1	1	1
Additional Elective	3	2	2
Bible	4	4	4
TOTAL CREDITS	29	25	29

- Silva-Mester, when taken all 4 years of high school, will result in 1 unit of credit on the transcript. This credit may not be substituted for another credit in the requirements.
- 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

FPA does not report class rank until the final transcript is posted after graduation. Students in 9th - 12th Grade will be ranked according to the South Carolina Uniform Grading Scale; however, rank is not released to college admissions offices or to students until the conclusion of the senior year on the final transcript. Internal student ranking will be calculated using the South Carolina Uniform Grading Scale and used for the following:

- Palmetto Fellows, LIFE, and HOPE Scholarships
- Declaration of Valedictorian and Salutatorian at the conclusion of the 7th semester
- Declaration of Honor Graduates at the conclusion of the 7th semester
- Declaration of Junior Marshals at the conclusion of the 5th semester

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 preferred but not 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 is 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, they 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 which 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, 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. To learn more about the policies and guidelines of our office, please review the FPA College Counseling Handbook.

NAVIANCE STUDENT

Naviance Student is a comprehensive website for high school students that focuses on college and career planning. Naviance Student is linked with Naviance™, a service that is used in the College Counseling Office to track and analyze data about college and career plans. Naviance Student will allow students to research college options and career clusters, 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 are required to take a Math, English, Science, Social Science, and Bible course in their final year. (This policy will change with the graduating class of 2021.)
- Seniors must apply to a minimum of 3 colleges as a condition of graduation.
- 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 senior activities including Class Day, Baccalaureate, 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 not be handed out during the graduation ceremony; diplomas may be picked up from campus during the week following graduation.

CONTINUING ARTS APPRECIATION (CAP)

All students in 9th - 12th Grade are required to attend two Fine Arts events during the academic year; one event should 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

THE LEARNING DIFFERENCES PROGRAM (LDP)

This program serves students with diagnosed learning disabilities, and visual or auditory processing difficulties in K5 - 8th Grade. The FPA LDP 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 character. At the high school level, we implemented 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 service (at the local, national, and international level).

Upper School – Academics at First Presbyterian Academy

THE SHANNON EXPERIENCE (continued)

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 9th YEAR

This year-long program equips freshmen with the skills that will take them through high school and beyond. Students will examine personal and social skills, time management, goal setting, and habit implementation.

THE 10th YEAR

This program for sophomore students exposes them to a variety of vocations through study, real-life experiences, job shadowing, and seminars with a focus on opportunities for future employment. The program consists of three components: the ASVAB, a career aptitude test; and 10-hours of job shadowing.

THE 11th 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 YEAR

This outwardly focused program allows the seniors to work on meeting the needs in the immediate community, the nation, and the world. This program enables students to look beyond their world to serve others. Students will travel to serve a struggling community in a tangible, hands-on manner. They will be

trained in cross-cultural experiences, focus on establishing relationships, learn how to raise support, and help plan activities for a 5-10 day mission trip.

SILVA-MESTER

Our desire is to enrich our students' experience, broaden their interest base and expose them to a range of potential future career paths. The Silva-Mester program supports student participation in internships and school-sponsored academic trips that would not be possible at other schools with a traditional static academic calendar. Silva-Mester takes place the first week of the spring semester, and annual participation in the program is a requirement of graduation. A course catalog will be released prior to Silva-Mester registration in the fall. Middle school students may participate in special programming for the duration of the week of Silva-Mester.

Every student in 9th-12th Grade will select two courses of study per Silva-Mester, and each class will meet on a daily basis for three hours. Students earn 0.25 units of elective credit each year of Silva-Mester. Over the course of four years, students will earn one Carnegie Unit of Silva-Mester electives.

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 | KINDERGARTEN-5TH GRADE

- The official record of attendance will be kept by the attendance clerk.
- Lower School students must be present 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 attendance clerk 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.

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 must be excused.

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 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 the reason, count against the 10 day/5 day absence guideline.
 - Always bring a doctor's note, if applicable.
 - 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.
 - Always turn in excuse notes within three days of your return to school.

NOTE - All absences beginning with the 6th day (one-semester courses) or 11th day (year-long courses) must be excused.

PRE-ARRANGED ABSENCES

Many times students know they are going to be absent due to family trips or personal enrichment. In order to be granted a pre-arranged absence, please follow these procedures:

- At least five days prior to the absence, the parent/guardian should write a note explaining the reason for the absence, the date of the absence, contact numbers, and a parent signature.
- The student should then go to the attendance clerk to pick up a Pre-Arranged Absence Form, attach it to the note, and take it to all the teachers for their signatures.
- Return the completed form and note to the attendance clerk for final approval and verification.

Attendance at First Presbyterian Academy

PRE-ARRANGED ABSENCES (continued)

- It is the student's responsibility to make arrangements for make-up work.

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 sports teams 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. Juniors will take 2 additional school trips to visit various college campuses, as part of the PURSUE program.

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 they are no longer able to function in the classroom, they should request permission to visit the appropriate school office to contact their parents.

LOWER SCHOOL

Parents should notify the Lower School Office of their child's early dismissal prior to picking them 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. 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 them 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 from that class and any additional classes until their return to school. 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.

Attendance at First Presbyterian Academy

TARDY POLICY

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.

LOWER SCHOOL

Students arriving after the school day has begun must report to the Lower School Office to receive a tardy pass prior to entering class.

UPPER SCHOOL

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: Verbal Warning
- Tardy 2: Verbal Warning
- Tardy 3: Parent Contact
- Tardy 4 & 5: Service project assigned by administration*
 - *To be served before, after or during school at the discretion of the administration*

*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 a honorable and Godly way.

ALCOHOL, DRUGS, AND TOBACCO

FPA forbids the use of alcohol, tobacco, controlled substances 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 on a weekly basis. If a student loses or damages a library book, please contact the appropriate multi-media specialist 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 events such as student council elections. All posters should look neat and presentable, in keeping with the guidelines set forth by marketing. Posters should be in good taste and use proper spelling and grammar. No poster should be placed on any glass door displaying a seal or symbol of the school, including the front doors of the Upper School Gymnasium and the 100 and 200 buildings. 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.

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
- 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 should 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 turns 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.

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 their 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. 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 Board of Trustees. 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.

Discipline — Conduct and Behavior

CORRECTIVE ACTIONS EXPULSION (continued)

Any student may be automatically expelled at the discretion of the Board of Trustees 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.

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.

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. Midribs should not be exposed at any time. Middle School classes are required to wear a uniform purchased through the school.

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
- 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
- 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 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 or open-backed sandals 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, hoodies pulled over your head and sunglasses are not permitted to be worn in the building.
- 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.
- Female students may have their ears pierced, but no other visible body piercings are allowed. Male students may not wear jewelry in a visible body piercing.
- Visible body tattoos are not permitted.

K5 - 5TH GRADE STUDENTS for 2019 - 2020

- Hemmed khaki or navy pants/shorts/skirts/skortis (minimum fingertip length)
- Collared tops that are solid white, forest green, or navy. Tops can be short or long sleeved
- Girls may also wear polo knit dresses (white, forest green, or navy), or navy

or khaki jumpers. 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
- 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 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

DRESS CODE VIOLATIONS

The Violations of Dress Code are as follows:

- 1st Offense- Verbal Warning
- 2nd Offense- Verbal Warning and email communication to parents
- 3rd Offense- Morning (6:45 am) detention

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 their 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 WiFi
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 am-3:15 pm. Cell phones may not be on the FPA WiFi 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
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.
 - Sending/sharing inappropriate files with other individuals
 - Use of any social media application during class time
8. Students may not use their devices to record, transmit, or post photos or video 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
 - Suspension
 - Disciplinary Probation
 - Dismissal
 - Report to local authorities

Lower School students are required to leave phones in their bookbags during school hours. All phones must be turned off.

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 goals are that you, as parents should not be surprised by a grade or discipline issue. RenWeb should not be our only means of communication with you. You should expect emails, phone calls, notes and/or other forms of communication from our faculty and staff.

EBLAST

FPA issues twice weekly eBLASTS for updated communication and announcements through email. This is one of the primary methods of regular communication by the school. If you do not receive the weekly eBLAST, refer to shannonforest.com and register to receive the electronic newsletter by submitting your email address in the bottom right of the homepage.

PARENT CONFERENCES

Conferences between teachers and parents/guardians are available throughout the school year and may be scheduled on an individual basis as needed. Additionally, one school day each fall semester is dedicated to parent/teacher conferences for the whole school. First Presbyterian Academy encourages both parents/guardians to attend these meetings.

RENWEB PARENTSWEB

RenWeb ParentsWeb is a private and secure parents' 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. Should you lose your username and password at any time, please contact Student Services.

RenWeb offers an app for your smart phone. The one-time cost of approximately \$5.00 will provide you with instant access to all data stored in the ParentsWeb program.

POSTERS

During the academic year, students may need to post information on campus for events such as Student Council elections. All posters must be respectful to others, be in good taste, and use proper spelling and grammar. No posters should be placed on any of the glass doors displaying a seal or symbol of the

school (main doors to classroom buildings and gymnasium). 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

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 period 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, pediculosis (head lice), ringworm, and similar conditions must be treated before a student is permitted to return to school.

COMMUNICABLE DISEASES

FPA recognizes the importance of providing and maintaining a school environment which minimizes the risk of transmitting significant communicable diseases. Any child with a diagnosed communicable disease will not be permitted to attend the regularly scheduled school day. The diseases to which the policy applies include but are not limited to the following, which have been declared by the Department of Public Health to be contagious, infectious, communicable, and dangerous to the public:

- **Class I:** Measles, Meningitis, Meningococemia, Chicken Pox
- **Class II:** HIV Infection, Encephalitis, Viral Hepatitis, Salmonellosis, Shigellosis, Tuberculosis

EMERGENCY RECORDS

In order to attend classes at FPA, the Emergency Contact and Information section must be completed online through ParentsWeb.

IMMUNIZATION RECORDS

Immunization records must be current at the time of admittance to FPA, in accordance with the South Carolina Department of Health. It is the responsibility of the parents/legal guardians to maintain current immunization records on the student. All students, new and returning, must have current immunization records on file to attend classes at FPA.

HEALTH RELATED ISSUES (continued)

INCIDENT REPORTS

In the event of a minor accident or injury, an incident report will be made and maintained in the appropriate school office. Minor incidents may not warrant priority notification to the parents on the part of the school. In the event of a major accident or injury, parents will be notified as indicated in the Emergency Contact Information.

MEDICATIONS

No student is permitted to carry medication of any kind while on school property. A medical log will be maintained in each school office. Medications will only be returned to the parent/legal guardian and will never be sent home with the student. Any medication not picked up by the end of the school year will be discarded.

OVER-THE-COUNTER MEDICATION

FPA will secure a select amount of over-the-counter medications, including hand sanitizer, on campus. Parents must provide written consent in order for a student to be eligible to receive over-the-counter medication on campus.

PRESCRIPTION MEDICATION

Prescription medication needing to be dispensed to the student during the school day must be supplied to the appropriate school office by the parent/legal guardian, in the original container, with the student's name clearly identified. All prescription medications will be maintained by the appropriate school office and will only be administered with written permission from the parent/legal guardian.

LONG TERM MEDICATION

Any student taking medication for a period longer than three (3) weeks must have written permission from both the parent/legal guardians and the prescribing physician. Permission forms may be acquired at the appropriate school office.

EARLY STAY

FPA students arriving prior to 7:50 am (Lower School) or 7:40 am (Upper School) must report to early stay. Early stay begins at 7:15 am 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. Early stay is free of charge and monitored by a faculty/staff member.

LATE STAY

Late Stay is available daily for an additional charge for students in K5 through 8th Grade. 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.

LUNCH PROGRAM

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 and early stay.

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. Students should submit their lunch orders and payments in advance. 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.

LUNCH PROGRAM (continued)

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 am. 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.

HALF DAYS & LATE STARTS

Lunch will not be provided on half days (dismissal at 11:30 am); however, Upper School students may order lunch on Gold Wednesdays (dismissal at 1:00 pm). 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

LOWER SCHOOL

Students in the Lower School arriving between the hours of 7:15 – 7:50 am should report to early stay. The main entrance at the upper level parking lot will be open at 7:15 am. Students should report to the Multi-Purpose Room (MPR), where they will be supervised until classes begin and students are dismissed at 7:55 am.

Drop Off Locations | 7:50 – 8:10 am

- K5 students: lower level car line circle
- 1st – 2nd Grade students: upper or lower level car line
- 3rd – 5th Grade students: upper level car line

*Lower level is permitted for those with younger siblings

Drop Off Procedures

- Students using upper or lower level car lines will be met by greeters beginning at 7:55 am. 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 7:50 – 8:10 am.
- Parents parking to enter the building between 7:50 – 8:10 am should do so in the employee side lot or in the lower level lot.
- Cars using upper car line should exit to Snipes Road via the gravel driveway.

Pick Up Procedures

- Students in 1st – 5th Grade without younger siblings will be dismissed at the upper level car line. Students with a K5 or K5 sibling will be picked up at the lower circle. If a younger sibling does not attend all five days, the older sibling will still be picked up at the lower circle. Pick up locations will not change.

School Life

CAR LINE LOWER SCHOOL Pick Up Procedures (continued)

- Each family will be given a print display with the family name. It should be placed on the dashboard as students walk through car line. If you are carpooling with another family, place both names visible in the dashboard of the vehicle.
- We will form six 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.
- 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.
- Pull cars up slightly beyond the first brick pillar. A second row of cars should pull up parallel on the other side of the medial 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 do not block Snipes Road during dismissal or other cars may be required to circle around the block.

UPPER SCHOOL

Students should be dropped off and picked up in the Upper School car line located along the north side of the Upper School buildings. Please do not drop off in the circle. 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. At this time, students will be sent to supervised late stay. Parents will need to pick up their student from late stay, and an additional charge may be applied depending on the duration of the student's time in late stay. Students may not be dropped off or picked up in the semi-circle located in front of the gym.

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.

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.

STUDENT COUNCIL

Student Council 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. Student Council 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. Student Council 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 Student Council organizes activities, events, and fundraisers for each day of the week. Student Council members are elected by their peers each year.

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, character. Students must have a comprehensive 3.5 GPA and complete an application for consideration into NJHS or NHS.

PREFECT PROGRAM

First Presbyterian Academy is premiering a new student leadership program this fall called the Prefect System. Prefects are students selected from the senior class who are leaders and possess a high degree of commitment to the school's values and ideals. Prefects will not carry the power of authority over other students but will serve as Christian role models for our school community in their various areas. These students will serve in the areas of the chapel, academics, student action, student life, and unity of school.

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. The service learning program is organized into three complementary, age-appropriate programs: CONNECT, BRIDGES, and IMPACT.

CONNECT | K5 – 5th Grade

During the school year, our Lower School students "connect" with our community by collecting goods for those in need. This may include, but is not limited to, non-perishable items, turkeys, clothing, and other gifts as they are brought to the attention of the classroom teachers and Lower School administration. CONNECT groups also partner with Upper School students in cooperative initiatives around our community.

BRIDGES | 6th Grade

Students in 6th Grade participate in a special service learning program called BRIDGES. This program, recognized by Association of Christian Schools International (ACSI) as a recipient of the Award of Excellence, seeks to build relationships with local elder partners, thus bridging the gap between the generations. Students partner with residents of a local assisted living facility. BRIDGES participants write about their experiences and those of their elder partners, culminating in the development and production of a book that is given as a gift to each elder partner.

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.

School Life

SERVICE LEARNING IMPACT | 7th – 12th Grade (continued)

IMPACT teams will also meet with CONNECT groups (K5 – 5th Grade) after returning from each IMPACT Day to share their experiences and serve as mentors for our younger Crusaders.

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 | 185 hours

7th Grade 22 hours	10th Grade 28 hours
8th Grade 24 hours	11th Grade 30 hours
9th Grade 26 hours	12th Grade 55 hours*

**This includes one IMPACT Service Day (5 hours) and the Senior Mission Trip (50 hours). Students who do not attend the mission trip will be required to fulfill their hours through local service projects.*

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 visitors 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 or 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

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, national or ethnic origin in the administration of its educational policies, scholarship, athletic, and school administered programs.

APPLICATION PROCESS

Applications for enrollment at FPA are accepted throughout the year. To be considered, students must first attend a school tour and supply a completed online New Student Application and fee. Once the application has been received, applicants will need to supply a copy of all academic and behavior records, including report cards, standardized testing, any psychological evaluations, immunization records, and student transcripts. Potential students, in current 1st – 11th grade, will then be invited to attend a shadow day at FPA, during which they will be partnered with a current student in their peer group.

ADMITTANCE

FPA does review past academic performance, standardized testing results, and behavioral records for every applicant. We recognize that grades earned elsewhere are often 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.

FAMILY INTERVIEW

At FPA, we not only seek to support the Christian home, but to partner with our

families in the educational experience. Accordingly, a family interview is required as 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.

LEARNING DIFFERENCE PROGRAM (LDP)

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

HOMESCHOOL PARTNERSHIP

The FPA Homeschool Partnership program seeks to support families choosing to primarily educate from home, by providing the opportunity to enhance their academic curriculum and expand their social experiences through part-time enrollment at First Presbyterian Academy in 6th – 12th Grade. While a full school day at First Presbyterian Academy consists of seven (7) class periods, part-time students are eligible for enrollment in a maximum of three (3) courses per semester. The majority of FPA's course offerings span both the fall and spring semesters, and part-time students enrolled in year-long courses must participate in both semesters to receive credit. Students in 6th – 12th Grade may select from the courses provided during the specific school year.

HOMESCHOOL PARTNERSHIP (continued)

CONDITIONS

Partnership candidates must declare the desired services and/or courses they hope to take at FPA during the application process; course availability will ultimately be a condition of acceptance.

PROCESS

Homeschool applicants may be required to submit to academic and placement testing during the admissions process. Partnership applicants must participate in the same application process as full-time students.

INTERNATIONAL STUDENT ENROLLMENT

Check the First Presbyterian Academy website for information/handbook 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 January each spring semester. 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 dis-enrolled from FPA for two semesters or less may reapply to FPA by means of contacting the Director of Admissions. Any student who has been dis-enrolled 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. 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 to the school within ten (10) business days and prior to the beginning of classes.
- The annual Re-Enrollment fee is due upon submission of the online Re-Enrollment Application 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 June – May.
- Tuition and re-enrollment forms must contain the SSN of the applying student(s) and the party responsible for payments. No class registration requests will be processed until such information has been provided.
- All monthly tuition payments must be arranged through RenWeb/FACTS.
- There will be no refunds made for temporary absences.
- All fees are non-refundable.
- Additional programs, extracurricular options, academic electives, and enrichment activities may incur additional costs.

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 arranged with the Business Office and indicated on the Enrollment Contract. Additional arrangements may be made at the discretion of the administration. For detailed information regarding payment options, refer to the Business Office.

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.

PAST DUE POLICY

The following policy applies to past due accounts.

30 DAYS PAST DUE:

An account that is 30 days past due will receive a notice from the school indicating that the holder of that account has an additional 7 days to balance the account. If the account is not balanced out in the additional seven-day period, then the holder of that account will be assessed a 1% late fee on the balance due of the account.

60 DAYS PAST DUE:

An account that is 60 days past due will receive a notice from the school indicating that the holder of that account has an additional 7 days to balance the account. If the account is not balanced out in the additional seven-day period, then the holder of that account will be assessed a 2% late fee on the balance due of the account.

90 DAYS PAST DUE:

An account that is 90 days past due will receive a notice from the school indicating that the holder of that account has an additional 7 days to balance the account. If the account is not balanced out in the additional seven-day period, then the holder of that account will be assessed a 3% late fee on the balance due of the account.

OVER 90 DAYS PAST DUE:

If after the seven-day grace period following the 90 days, the account still remains past due the school will have no choice but to remove the student (s) from class until the account is paid in full. If the account is not balanced in an additional seven days, then the school will be forced to turn the account over to a collective agency.

CONSEQUENCES OF PAST DUE ACCOUNTS:

All past due accounts if not balanced by the end of the 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

Applications are available on factstuitionaid.com and **must be completed by April 1**. The school will not accept applications after the April 1st deadline. All accounts must be current and the student(s) must be enrolled/re-enrolled prior to applying for financial aid.

DISCOUNTS

Various opportunities are available for discounted tuition and/or fee payments 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 refer to 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 are eligible for no application fee and 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 general refund policy applies:

GENERAL REFUND POLICY

1. If a student is withdrawn prior to June 1, no tuition liability will be assessed for that student. If a tuition payment has been made for that student, the entire amount will be refunded.
2. If a student is withdrawn on or after June 1 and prior to his/her first day of school, tuition liability will be equivalent to 25% of the annual tuition for that student.
3. If a student is withdrawn on or after his/her first day of school and prior to the first day of the second semester, the tuition liability will be equivalent to 50% of the annual tuition for that student.
4. If a student is withdrawn at any time during the second semester, the tuition liability will be equivalent to 100% of the annual tuition for that student.

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

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

WITHDRAWAL & DISENROLLMENT (continued)

STUDENT WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

Rarely are exceptions granted to the established General Refund Policy. When they are granted, however, they may only be granted by the FPA Head of School. 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. Any other reason deemed “extenuating” by the FPA Head of School.

In the cases listed above, the tuition amount assessed to the parents will be prorated to the day of withdrawal, thus rendering the General Refund Policy non-applicable. However, it should be clearly understood that a minimum of 25% of the tuition amount will be assessed, even if one of the five (5) extenuating circumstances listed above come into play, unless otherwise stated by the Head of School.

Furthermore, school records, grades, or transcripts will not be released to any other school if a student withdraws without meeting each of the following three conditions:

- All tuition payments are current
- All fees are paid
- All textbooks / library books returned

**Effective for new families enrolled after January 16, 2018*

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 will be comprised of students in 6th – 8th Grade and JV and Varsity teams are comprised students in 9th – 12th Grade. Students in 7th – 12th Grade may compete at the JV and/or Varsity levels as the sport and enrollment allows.

COMPETITION LEVELS/SEASONS

Fall

Boys' Soccer
MS

Girls' Volleyball
MS, JV, Varsity

Cross Country
Varsity (Boys & Girls)

Swimming
Varsity (Boys & Girls)

Men's Volleyball
Varsity, Club Level

Winter

Boys' Basketball
MS, JV, Varsity

Girls' Basketball
MS, Varsity

Cheerleading
Varsity

Jr. Crusaders
6th Grade Basketball

Spring

Boys' Baseball
MS, Varsity

Boys' Soccer
Varsity

Girls' Soccer
MS, Varsity

Golf
MS, Varsity (Co-Ed)

Track
Varsity (Boys & Girls)

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. Conduct/Attitude Eligibility
4. Participation Policy
5. Two Sport Athletic Participation
6. 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 7th and 8th Grade students moving up to Junior Varsity or Varsity teams will be as follows:

In cases of exceptional skill level and maturity, 7th and 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.
- Student athletes are expected to maintain a 2.5 GPA without any F's on the most recent report card. 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 will 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.

Disciplinary Regulations/Consequences (continued)

- Athletes receiving a detention will serve that detention regardless of game schedule. Any athlete receiving 3 detentions in one season will 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.

Breaking 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 both coaches and Athletic Director.

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 will result in forfeiture of a Varsity Letter for that season.
- Excessive unexcused absences will 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 MS & HS 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

First Presbyterian Academy will provide or make arrangements for all travel to and from games. All team members will travel to and from games as a team. Any travel, following the completion of a contest, that is not with the team must be granted with the coach's approval and written permission from a parent or guardian. The Athletic Department will make all travel arrangements. At no time is a student allowed to transport another student to/from an athletic competition.

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:

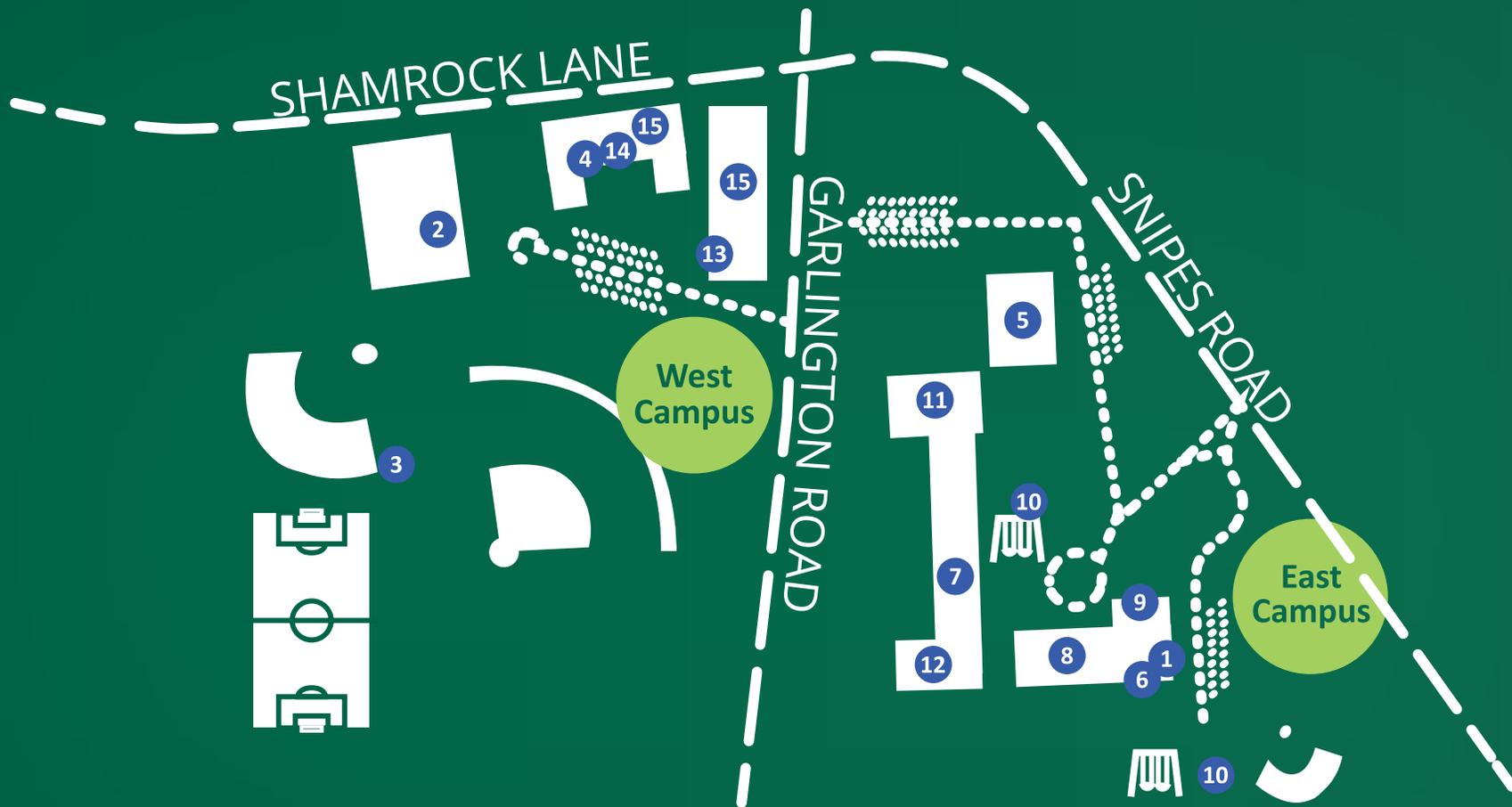
For the protection of all FPA student athletes, the following requirements must be met in order for a student to participate in any FPA sport:

- 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 students-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.



1. Admissions Office

2. Athletic Offices, Activity Center & Cafeteria

3. Athletic Fields

4. Business Office

5. East Campus Gymnasium

6. East Campus Administrative Office & Reception

7. Lower School Annex

8. Lower School Classrooms

9. Multi-Purpose Room

10. Playground

11. Sanctuary

12. Shannon Beginnings

13. West Campus Administrative Offices

14. West Campus Reception

15. Upper School Classrooms

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 July 2019. 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**.