

FIRST PRESBYTERIAN ACADEMY

New Family Quick Start Guide



Upper School - Shannon Forest Campus

NOTE: Current 2022-2023 policies can be found in Parent/Student Handbook in the Parent Portal of the school website - www.firstpresacademy.com.

ARRIVAL & DISMISSAL TIMES

Early Arrival | 7:15 a.m.

Full Day | 7:55 a.m. - 3:00 p.m.

Half Day | 7:55 a.m. - 11:30 a.m.

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

BELL SCHEDULE

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

BLUE/GREEN SCHEDULE INFORMATION

Shannon Forest Upper School (Middle and High School only) has implemented a modified block schedule one week each month. During these weeks, students will attend their normal schedule on Monday, Tuesday, and Wednesday (7 periods per day, 50 minutes per class). On Thursday, students will attend periods 1 - 3, each class will be 90-minutes long and students will be dismissed at 12:45 p.m. On Friday, students will attend periods 4 - 7, each class will be 90 minutes long and students will be dismissed at 3:00 p.m. Students will eat lunch at school.

See **PARENT PORTAL - UPPER SCHOOL** - Blue/Green Schedule Information

See **PARENT PORTAL - UPPER SCHOOL** - Blue/Green Day Calendar

CALENDAR

See **PARENT PORTAL - CALENDAR** - Printable Calendar & Important Dates

CALENDAR – IMPORTANT DATES for NEW FAMILIES

Back to School Day - Monday, August 15, 2022

Back to School Day is an opportunity for parents and students to meet their teachers, familiarize yourself with your schedule, find your locker and ask questions. *(Be sure to pick up your free Crusader Nation t-shirt.)*

An eBLAST will be emailed with more details about times and location.

New Student Orientation – Tuesday, August 16, 2022

New Student Orientation is an opportunity for new students to walk through your schedule and meet your teachers. ALL 6th Grade students are STRONGLY encouraged to attend. All new 7th - 12th Grade students have the option to attend. Drop off is at 9:00 a.m. with pick up at 10:30 a.m.

- 6th Grade students will meet in Building 200, Room 209
- 7th - 12th Grade students will meet in Building 100, Room 105

First Day of School - Wednesday, August 17, 2022 (Half Day)

First Blue/Green Day - Thursday, August 25, 2022 (Blue) and Friday, August 26, 2022 (Green)

CARLINE PROCEDURES

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 in front of the Gymnasium. Access to this car line is located along Shamrock Lane. Cars will form two lines and students will be supervised by faculty members until 15 minutes after the end of school.

See Parent/Student Handbook (page 42)

See Parent Portal - ADMINISTRATION - Carline Diagram

DRESS CODE

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

See Parent/Student Handbook (page 34)

EARLY STAY

Students arriving prior to 7:40 a.m. must report to Early Stay. Early Stay begins at 7:15 a.m. and is monitored by a faculty member. Upper School students should report to the Upper School Cafeteria.

EBLAST

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

EMAIL - Student Email

All students will receive a [firstpresacademy.com](http://www.firstpresacademy.com) student email address.

HOURS OF OPERATION

Office Hours

Regular operating hours are Monday through Friday from 7:30 a.m. until 3:45 p.m.

LOCKERS

Locker assignments will be included on the Student Schedule (available on the Family Portal/RenWeb in mid-July). Middle School lockers are located in the 200 building. High School lockers are located in the 100 building.

See Parent/Student Handbook (page 25)

LUNCH PROCEDURES & ORDER FORMS

Upper School students eat lunch on campus in the Upper School Cafeteria. Individual food deliveries to students from OUTSIDE vendors or restaurants are prohibited.

See PARENT PORTAL - LUNCH - Upper School

FAMILY PORTAL VIA FACTS

Family Portal is a private and secure parent portal that allows parents to view academic information specific to their

children while protecting their children's information from others. You can see your child's grades, attendance, homework, and conduct. The log in and password given to you during the Admissions process is the same log in and password you will use throughout the year. Family Portal offers an app for your smart phone for a one-time cost of \$5.00.

STUDENT SCHEDULES

Student schedules will be available on RenWeb mid- July. If you need to make a change to your schedule, you will contact Lisa Anderson at landerson@firstpresacademy.com.

SCHOOL SUPPLIES

Grade level lists will be available on the school website.

See [PARENT PORTAL - School Supply Lists](#)

STUDENT DRIVERS

Students wishing to drive to school must register their vehicle and license with the Student Services Office located in the 100 building of the Upper School Campus. Upon receipt, an FPA parking permit will be issued and must be prominently displayed in the windshield of the car. **Students must adhere to the published driving regulations located in the current 2022-2023 policies found in Parent/Student Handbook on the school website.**

See [Parent/Student Handbook \(page 45\)](#)

SUMMER READING LIST

See [PARENT PORTAL - Summer Reading Lists](#)