

# **FIRST PREPARATORY CHRISTIAN ACADEMY**

## **STUDENT/PARENT HANDBOOK REVISED 2022-2023**

*For no one can lay any foundation other than the one already laid, which is Jesus Christ.*  
I Corinthians 3:11 NIV

This Family Handbook is intended to serve as a convenient source of information about First Preparatory Christian Academy (FPCA). Please study it carefully together as a family upon receiving it, and keep it ready for reference during the year.

The following policies and procedures represent the most recent expression of the leadership of FPCA in order to provide for equitable and consistent treatment of students and families. To assure that FPCA achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its students and families under changing conditions. FPCA reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual any time.

Questions about policies and procedures should be directed to the school administration. It is the goal of FPCA to create an environment where Christ is honored every day and where there are few distractions to learning.

May God bless our school family as we work together to serve our Lord and Savior.

### **About First Preparatory Christian Academy**

First Preparatory Christian Academy, established in 1975, is dedicated to training the hearts and minds of children two years old through the twelfth grade. FPCA is located in the diverse community of Hinesville, Georgia, home of Fort Stewart's 3rd Infantry Division. First Preparatory Christian Academy is an independent, Christian academy that offers a rigorous and well-rounded college preparatory curriculum to all students regardless of race or national/ethnic origin. FPCA offers its students an education that rewards them for a lifetime. First Preparatory Christian Academy presents its students with a learning environment where they feel a part of a Christian community and are motivated and enthusiastic to learn. While at FPCA, students have the opportunity to participate in outstanding Academic, Athletic, and Fine Arts programs. As a result of our programs, FPCA students score consistently above the local, state, and national norms on standardized tests.

At First Preparatory Christian Academy, we not only enroll the students, but the family as well. Parental involvement is highly valued and essential to the success of our school family. With a myriad of family events, activities, and experiences, we strive to offer something for all. The supportive atmosphere, coupled with the sense of community and academic rigor, creates an environment that the students and families carry with them for the rest of their lives. We are family by C.H.O.I.C.E.—Committing to Honor Ourselves in Choosing Excellence!

## **The First Preparatory Christian Academy Mission Statement**

First Preparatory Christian Academy (FPCA) was founded on the principle of teaching the knowledge of salvation through Jesus Christ. FPCA develops within its students the intellectual skills and personal habits upon which responsible, successful, independent, and productive lives are built. FPCA strives to develop knowledge and character through both curricular and extracurricular offerings, to nurture the child's humanity—spirit, mind, and body—with a constant view toward the potential adult. The school's mission will be accomplished by involving the school, family, church, and community as one team preparing our young students to make responsible decisions, educated choices and to communicate effectively in a constantly changing world.

### **Vision Statement**

The vision of First Preparatory Christian Academy is to provide students with the highest possible quality of Christ-centered education that equips and challenges each student by implementing the most current academic resources, optimizing technology integration, and expanding the campus facilities. We continually empower our educators to be forward thinking and progressive learners to stay ahead of the contemporary trends in education. It is our goal to build upon our existing college preparatory curriculum and continue to improve the overall student experience to include new opportunities in fine arts, and diverse extracurricular activities. As a growing school, we advocate a strong connection with our current families and alumni to establish an ongoing relationship with past, present, and future generations.

### **The First Preparatory Christian Academy Belief Statements**

1. We believe that every individual has the right and the responsibility to learn.
2. We support the use of technology and its vast possibilities as we help students prepare for the future.
3. We believe in utilizing varied teaching methods to meet the needs of the individual learner.
4. We believe that self-esteem, self-confidence, responsibility, and a strong Christian foundation are the cornerstones of good citizenship.
5. We believe we should all have high expectations of ourselves and our students; to set and aspire to high goals, think creatively, communicate effectively, and take risks to help our students achieve the most that they can achieve.
6. We believe that students should learn to accept responsibility and the consequences of their choices.
7. We believe that we should endeavor to instill the love of learning and the desire for life-long learning in all of our students.
8. We believe that for a child to learn, he/she must first feel safe and secure in his/her environment. We believe that we should provide every child with a safe and secure learning environment.
9. We believe that education is a team effort and the responsibility of the school, home, church, and community.
10. We believe that children should learn to appreciate and respect the differences in all individuals.
11. Realizing that our technologically advanced society sends many messages to students through a variety of methods, we believe that children need to know that there are absolute truths that exist today and will exist forever. These truths are embodied in and taught by Scripture.

## **The First Preparatory Christian Academy Educational Philosophy**

FPCA represents a partnership among the students, parents and faculty. These partners are united in their commitment to the common objectives outlined in the Mission Statement.

Students and parents respect FPCA teachers, as role models and instructors, for their commitment to truth and their genuine concern for the children. Intelligence, creativity, responsibility and loyalty are characteristic of the faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from faculty regarding their children.

The Head of School, under the authority of the School Board, oversees the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders, the board members and Head of School advance FPCA's role as an institution dedicated to providing the best education for children.

FPCA recognizes each child as an individual who, by virtue of his/her humanity, is in community with all the other children in FPCA, regardless of age. By providing moral and ethical standards, FPCA prepares its students to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects its Maker. Every child is capable of achieving his/her potential to the fullest extent when afforded respect, fairness, kindness, discipline, and appropriate instruction.

### **Accreditation**

Accreditation is the recognition of schools for achieving and maintaining educational excellence and integrity. The designation of accreditation is awarded by regional and national organizations that set standards for educational and operational performance and then monitor schools' compliance with those standards. The notation of accreditation on a student's transcript adds to the perception of its validity and credibility when reviewed by a school or college or admissions officer.

First Preparatory Christian Academy PreK-12 is accredited by Cognia (formerly AdvancED), the parent organization of the Southern Association of Colleges and Schools (SACS). Cognia is the major accrediting agency in the southern United States and is a sister organization of other regional accrediting agencies across the country. Our school is also accredited with GAC – Georgia Accrediting Commission.

### **School Board**

The School Board governs FPCA. The FPCA school board meets the second Monday of every month. All meetings are open to the public. The primary function of the board is to set policy. The School Board reviews, analyzes, and revises policy where necessary.

The School Board oversees the Head of School who effectively implements the procedures that carry out the policies set by the School Board. The Head of School is responsible for carrying out the mission of the school and overseeing the academic and spiritual functions.

## **Statement of Religious Instruction**

FPCA's Christian tradition broadly guides the course of study and instruction. FPCA offers instruction based upon traditional, nondenominational biblical beliefs, values, and virtues that seek to develop the student's understanding of their relationship to God and their place in this world.

For lower school, a **weekly** Chapel service will be conducted by a guest speaker or teacher to meet the spiritual needs of FPCA students through Scripture, prayer, and song. Individual and class achievements are also recognized and rewarded at the last chapel of each month. Parents are encouraged to attend these services. Preschool students attend chapel once a month, led by a teacher or guest speaker, and participate in praise and worship through song and interactive Bible stories.

For upper school, a **weekly** Chapel service will be conducted by student leaders under the direction of the Bible teacher to meet the spiritual needs of FPCA students through Scripture, prayer, and song. Individual and class achievements are also recognized and rewarded at the last chapel of each month. One Chapel service each month will feature a guest speaker from outside our school. Parents are encouraged to attend these services.

## **The Lord's Prayer and Opening Exercises**

The Lord's Prayer is prayed by all students each morning in opening exercises in the homerooms. Pledges to the American Flag, Christian Flag, and the Bible are also part of this daily opening program. Students are expected to recite these pledges and prayers every morning. If a student decides not to participate, they should remain silent and reverent while standing until pledges are completed.

## **The First Preparatory Christian Academy Parent Teacher Organization**

The purpose of the Parent Teacher Organization (PTO) is to assist in coordinating volunteers that will serve both the classroom students and the teachers and assist in raising funds that will directly benefit and enhance the learning experience of students. The mission of this group is to promote Christian education and to create a greater fellowship among all parents, teachers, staff, and the student body. This organization is a valuable asset to FPCA. Every family who attends FPCA will be assessed a PTO fee of \$100. This must be paid during registration and CANNOT be divided up into payments.

## **FPCA Parents' Advisory Committee**

The FPCA Parents' Advisory Committee is made up of FPCA Parents and was created to provide a form for FPCA Parents (Stakeholders in the Academy) to discuss and have input into FPCA decisions involving curriculum development, student discipline, financial management, extracurricular activities, strategic planning, and policy decisions/development. This forum can also be used by the FPCA parent to voice concerns on issues that said parent may deem in need of attention or change. The FPCA Parents' Advisory Committee shall provide their input and recommendations to the FPCA Head of School and/or the FPCA School Board.

## **Fundraising Committee**

Policies and procedures have been put into place by First Preparatory Christian Academy to assure a coordinated, school-wide fundraising plan that supports the mission, objectives, programs, and current needs of the school. The FPCA School Board will appoint the Fundraising Committee each year.

Like other independent schools, FPCA is a business that makes its plans and projections based on enrollment. As such, we rely solely on the tuition of our students and the generous donations of families and community members in order to meet our operating expenses. Each year, the school's largest fund-raising effort is coordinated by the Fundraising Committee who contacts school families and local community members in regard to making tax-deductible donations to the school. Funds raised through these efforts are used for school advancement by way of making capital improvements in the school's facilities and meeting budgetary expenses. It is expected that each school family will give to the school beyond the amount of regular monthly tuition.

Individual classes, grade levels, clubs, teams, or other groups must receive permission from school administration before beginning any fundraising efforts.

## **Honor Code**

First Preparatory Christian Academy wishes to develop each student intellectually and spiritually. The value of academic honesty is of utmost importance in the development of each student. The following are examples of inappropriate actions:

- copying another student's work
- lending another student work to be copied
- plagiarizing
- using unauthorized notes
- giving or receiving help on a test or quiz
- talking during a test
- giving information about a test to a student who has not taken the test
- using a calculator, computer, cell phone, smart watch, or any other electronic device without authorization from a teacher on an assignment or test

First Preparatory Christian Academy expects each student to live as a responsible, trustworthy person who adheres to the FPCA Honor Code. All Upper School students must sign a pledge to follow the Honor Code at the beginning of each school year.

## **School Mascot and School Colors**

*School Mascot* – Highlander

*School Colors* – Navy Blue and White

## **Admission**

First Preparatory Christian Academy seeks to enroll students who manifest the desire and the commitment to being dedicated students in a Christ-centered learning environment based on a literal interpretation of the Bible and where moral absolutes are taught.

FPCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students of the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admission policy, financial aid programs, athletic and other school-administered programs.

FPCA reserves the right to dismiss any students whose attitudes, behaviors and/or performance, after thorough evaluation by administration, is deemed incompatible with the Statement of Faith and Mission Statement of the school. FPCA reserves the right to refuse admittance to any family it believes may cause disruption to the community spirit that exists among families currently involved in the school.

## **Registration and Enrollment**

### *Preschool Admission Policy*

1. Age requirement – Children must be two years old by September 1<sup>st</sup> to enter PreK-2, three-years old by September 1<sup>st</sup> to enter the PreK-3, and four-years old by September 1<sup>st</sup> to enter PreK-4.
2. Completion of Enrollment Application.
3. Student and parent interview with the Principal and/or Preschool director.
4. All children must be fully potty trained (except students entering PreK-2) and self-sufficient in the bathroom, including dressing and hand washing.
5. Birth certificate, Social Security card, and current immunization records must be presented upon time of acceptance.

### *K-12 Admission Policy*

1. Completion of Enrollment Application.
2. Student and parent interview with Head of School or Principal; most recent report card and standardized test scores are required at the admissions interview.
3. Birth certificate, Social Security card, and current immunization records must be presented upon time of acceptance. Form 3300, Eyes, Ears, and Dental is required for students in PreK4 and up.

Students interviewing for kindergarten will also be given a kindergarten assessment by the Lower School Director. Students interviewing for grades 1<sup>st</sup>-12<sup>th</sup> will be given a comprehensive online assessment in reading and math. The testing can be scheduled on the same day as the interview or at another time. Acceptance will not occur until the assessment and interview have been completed.

All students applying for admissions in grades 1<sup>st</sup> -12<sup>th</sup> grade will be evaluated on their academic and behavioral records (current and past) to ensure they are prepared to meet the rigorous curriculum standards and behavioral expectations of FPCA. They may not have any major violations on their disciplinary record. The Head of School has the right to make final decisions regarding student admissions and in accepting students whose character and academic abilities align with the mission and vision of FPCA.

Note: FPCA will honor the decision of other schools in retaining students. For example, a student who has been retained in 5<sup>th</sup> grade at another school will not be enrolled as a 6<sup>th</sup> grader at FPCA.

### *Existing FPCA Students*

Parents of students already attending FPCA are contacted during February to re-enroll them for the following school year. This re-enrollment is to be accomplished by March 1st with the payment of a non-refundable registration fee.

Note: If parents enrolled at FPCA do not have their child registered, executed a Financial Contract and paid the registration fee by March 1st, it is assumed by FPCA that they do not intend to enroll their child for the following year. After March 1<sup>st</sup>, prospective new students are offered any openings.

#### *New FPCA Students*

After March 1<sup>st</sup>, parents of students new to FPCA may apply by completing an Admissions Application. The application fee is \$50.00 for students in preschool and kindergarten and \$100 for students in 1<sup>st</sup> – 12<sup>th</sup> grade. Students in 1<sup>st</sup>-12<sup>th</sup> grade will complete a comprehensive online assessment in reading and math. An interview with an administrator will be scheduled by the Registrar. Upon acceptance, a non-refundable registration fee is due and this will secure a seat for their child for the next school year.

#### *Waiting Pool*

Application materials are made available in FPCA's office to parents seeking admission of students new to the school. The student's name is added to the appropriate grade's waiting pool and after March 1<sup>st</sup>, when openings are available, these families are notified and the process of pre-registration, including an interview, is begun.

### **Class Placement Policy**

The placement of students in classes is the responsibility of the Head of School, Principal, and/or Counselor, and incorporates the professional judgment of the faculty. Factors such as student needs, learning styles, interest and temperament are balanced with logistics that make a cohesive learning environment. Teachers and administrators collectively develop class lists with the goal of effective groupings with a diverse mix of student capabilities, personalities, gender and ethnic and cultural backgrounds. Parents are asked to refrain from making teacher requests.

### **Tuition and Fees**

A schedule of tuition and fees may be obtained in FPCA's office. FPCA has primarily four payment plans as follows:

1. A single payment of the annual tuition on or before June 1<sup>st</sup>
2. Two payments: One (1) due on June 1<sup>st</sup> and the other on December 1<sup>st</sup>.
3. 12 monthly payments due by the first of each month beginning June 1<sup>st</sup>.
4. 10 monthly payments due by the first of each month beginning August 1<sup>st</sup>.

### **Tuition Policy**

Tuition and other fees are necessary in order for FPCA to successfully fulfill its mission. Families are asked to meet their financial obligations in accordance with the standards of biblical stewardship.

FPCA observes the following tuition policy for families with students in grades PreK2-12:

- The application fee which covers processing is non-refundable.
- The enrollment fee which is collected to confirm your child's placement is non-refundable.
- The re-enrollment fee is non-refundable unless for any reason we do not re-admit your student.

- If a student withdraws for any reason, tuition is owed for the month(s) enrolled plus two additional months. For this purpose, a month is 20 school days. The appropriate credit(s) will be applied to the student's account and a refund will be issued when applicable. Military Clause: Military families who must relocate due to a reassignment should provide written notification and will not be held to the withdrawal policy.
- FPCA is entitled to be reimbursed for any attorney's fee and costs incurred in the collection process of any unpaid balance.
- Withdrawals after June 1 but prior to the start of the school year are subject to the following financial obligations:
  - After June 1- one month's tuition is due
  - After July 1- two month's tuition is due
- Requests for exceptions must be addressed to the Head of School, in writing, and will be considered only in extreme circumstances.
- Monthly tuition payments are made, via ACH or credit card, to FPCA and are due on the first of each month. A \$35 late fee will be assessed to all accounts not paid by the 1<sup>st</sup> of each month.
- If account balances become past due, the student will be withheld from classes until the delinquency is paid. If an account balance is outstanding at the beginning of the year, the student will not be allowed to start classes until the account is current. Report cards, test results, diplomas, and transcripts are held until all tuition and fees are paid in full.

### **Miscellaneous Expenses/Fees**

In addition to tuition, there are other fees for various services or activities during the course of the school year. These may include fundraisers, food service, athletics, band participation, class fees, school pictures, yearbooks, class functions, parking permits, and more. Most expenses are optional. The school makes every effort to keep these expenses to a minimum.

### **Responsibility for Debts**

Families are expected to meet all financial responsibilities promptly. This includes tuition and fees, lunch accounts, athletic fees, and other obligations. Records will not be released until all debts are paid. Failure to keep balances current will lead to a student being withdrawn from FPCA. Records will not be released until all debts have been satisfied.

### **Safe School Commitment**

FPCA is committed to establishing and maintaining a safe learning environment for its students. Therefore, FPCA reserves the right to routinely inspect and specifically search school buildings and grounds and anything brought onto school property or school facilities in accordance with the laws of the state.

### **School Facilities Notices**

#### *Asbestos Management Plan*

All buildings owned or occupied by FPCA have been inspected for asbestos containing materials by an inspector fully accredited by the state and the Environmental Protection Agency (EPA)

FPCA has adopted an asbestos management plan. You may schedule an appointment to review the plan by contacting the school office at (912) 876-0441.

### **Lost or Damaged Textbook Fees**

When textbooks are issued to a student, it is the responsibility of the student to care for the books. At the end of the year, all books will be returned and evaluated. If a book is lost, the student will be charged the replacement cost of the book. If a book is damaged during the year, the student will be charged a damage fee.

### **Lost, Late, or Damaged Media Center Book Fees**

When a student checks out a book from the media center, that book is the responsibility of the student. Lost, damaged and overdue book fees will be charged. A copy of said media center fees may be obtained from the media center.

*Note:* A student must clear their account before receiving records at the close of school. If a student transfers during the school year, he/she must clear his/her account and pay all monies that are due before his/her records can be transferred.

### **School Lunch**

FPCA families have the choice to bring a lunch from home or order from the monthly lunch program menu. Lunch forms are emailed to parents at the beginning of each month. They are due by the assigned due date, so that accurate counts can be provided to vendors. Parents are advised before the opening of school each year as to the cost of the school lunch and the name of the lunch provider(s). Students are NOT allowed to have food from other outside vendors delivered for lunch as long as the school is providing a meal option. All lunches must be paid for in advance. The front office will be in charge of receiving all monies relating to school meals. A \$25 fee will be charged to all late lunch forms.

### **Returned Check Policy**

When a check is returned to the school for insufficient funds or an ACH payment is declined, a \$50.00 returned check fee will be charged.

### **Financial Assistance**

Financial Assistance/Scholarship Application forms are available in FPCA's front office. Financial Assistance/Scholarship is extended on a limited basis and consists of primarily two types of financial assistance: (1) Financial Hardship; and (2) Minority Scholarships.

*Financial Assistance/Scholarship Guidelines* – The School Board will appoint a Financial Assistance/Scholarship Committee to review the financial assistance/scholarship applications. The Committee will consider the family's income, minority status, any extenuating family circumstances such as sickness, loss of employment, recent tragedy or crisis, and the student's prior discipline record and grades. The Committee will also consider what contribution the family and/or student will make to the school. The student's academic, musical and/or athletic ability may be considered as a factor by the Committee; however, no financial assistance/scholarship will be awarded purely for academic, musical or athletic purposes.

*Existing Students Deadline* – Financial Assistance/Scholarship applications from existing students are due at pre-registration and will not be considered after April 15th. Recipients will be notified by May 15<sup>th</sup>.

*New Students* – Financial Assistance/Scholarship applications from new students are due at registration. Recipients will be notified within thirty (30) days of acceptance to the school.

## **Student Dress Code**

### **General Guidelines**

The FPCA uniform is designed to achieve a handsome, businesslike appearance for its students and to free them from fashion trends and peer pressure. A committee of parents and administration developed the FPCA school uniform. Administration reserves the right to interpret when dress is in violation of code and address the students as needed. Students are to be in compliance once they arrive on campus for school until they leave campus for the day. FPCA students are expected to comply with the uniform policy during school sponsored events, including the travel to and from the events. Please remember the personal appearance of each member of the student body reflects upon the entire school. This prescribed uniform policy has been approved by the School Board for all students in grades PreK4 through 12. Every effort has been made to be clear. If an interpretation is to be made, the school administration will have the final say.

All students are required to be dressed in appropriately-fitting uniforms (online vendors include Land's End and French Toast). All garments are to have traditional fit and must be neat, clean, and in good repair. Any transparent, tight, form fitting, clinging, or oversized styles are not permitted. Alteration made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code. Logos, slogans or designs contrary to biblical principles are not permitted on any item. Any manner of grooming or dressing that imitates a subculture opposed to Christian principles is not permitted. Students should exemplify modesty and a Christian spirit at all times.

Boys:

1. Shirts must be tucked in.
2. No part of the attire should be tight or form fitting.
3. Undershirts must be solid white without lettering or designs.
4. One simple necklace will be permitted.
5. No metal studded jewelry, gauges or accessories are to be worn.
6. Boys may not wear earrings or any device resembling earrings. Clear spacers may be worn.
7. Hairstyles are to be neat, and well-groomed. Hair must be a natural color. Hairstyle extremes including dreadlocks, tails, spikes, unusual shapes, steps, cuts, lines or directions are not acceptable. Hair may not be a distraction and/or encumbrance within the learning environment. If given a dress code violation for hair, the student will have until the following Monday to have it resolved before being issued a second violation.
8. Boys' hair should be neatly cut. Hair cannot extend past the collar. The side length should allow the lobe of the ear to show. The hair may not cover the eyes.
9. Boys may not wear picks or combs in hair.
10. Boys are to be clean-shaven with no beards. No hats, scarves, or any other head covering are allowed.

11. No visible tattoos are allowed. This includes temporary tattoos.
12. All shoes must have a back and be closed toed. Shoes with laces must be properly tied.
13. Boys in prek2-12<sup>th</sup> grade are not permitted to wear make-up or paint their nails.

Girls:

1. Shirts must be tucked in unless the shirt has curved hemlines.
2. No part of the attire should be tight or form fitting.
3. Undershirts must be solid white without lettering or designs.
4. One simple necklace will be permitted.
5. No metal studded jewelry, gauges or accessories are to be worn.
6. Girls may wear simple bracelets and one pair of earrings no larger than 1 and 1/2inch. They must be a conservative matching pair and worn one per earlobe.
7. Hairstyles are to be neat, and well-groomed. Hair must be a natural color. Hairstyle extremes including dreadlocks, tails, spikes, unusual shapes, steps, cuts, lines or directions are not acceptable. Hair may not be a distraction and/or encumbrance within the learning environment. If a student is given a dress code violation for hair, the student will have until the following Monday to have it resolved before being issued a second violation.
8. Girl's hair must be neatly trimmed, off the face, and may not be closely shaved in part or full.
9. Girls may not wear picks or combs in hair.
10. No hats, scarves, or any other head covering are allowed.
11. No visible tattoos are allowed. This includes temporary tattoos.
12. All shoes must have a back and be closed toed. Shoes with laces must be properly tied. For dress down and spring picture day, girls may wear sandals (no flip flops).
13. Girls are permitted to wear hair bows, barrettes, headbands, etc. and they must be FPCA plaid or one solid color from the FPCA plaid.
14. Upper School girls are permitted to wear conservative and appropriate makeup, which does not include goth, face art, glitter, or any other distracting face wear. Lower School girls are not permitted to wear make-up.
15. Girls are permitted to wear nail polish, but nails cannot be excessively long and nails should be clipped and clean. Lower School girls are not permitted to wear fake nails.

**FPCA recognizes that there will be instances that are not clearly spelled out in the dress code. FPCA reserves the right to make the final determination on what is acceptable and unacceptable.**

### **Uniform Code for Outerwear**

All students may only wear FPCA uniform outerwear on campus.

Sweater-Grey or Navy cardigan with FP logo or the school crest embroidered on the left chest area.

Sweater vest- Grey or Navy sweater vest with FP logo or the school crest embroidered on the left chest area.

Jacket- Grey or Navy jacket with FP logo or the school crest embroidered on the left chest area.

In the event of extremely cold weather (below 40 degrees), students are permitted to wear winter coats that are not FPCA colors or embroidered with the logo when they are outside for playground, P.E. or break. These are not permitted inside the building.

### **PE Uniform**

Students enrolled in physical education courses (PreK4-12<sup>th</sup> grade) are required to wear the approved FPCA PE attire during class. The approved FPCA physical education wear are blue athletic shorts and a grey t-shirt with FPCA logo. These should be purchased through the athletic department at Open House. When the weather is cooler, students may opt to wear long-sleeved grey t-shirts or sweatshirts with FPCA logo and/or grey or navy sweatpants. Students not abiding by the PE dress code will adversely affect their grade and they will be sent to the front office for the correct P.E. uniform. Their account will be charged as follows:

- P.E. shirt \$20
- P.E. shorts \$20

### **Dress Down Day**

On dress down days, students may have the option to wear their FPCA uniform shirt or a school approved FPCA spirit shirt with jeans, or have a full dress down day but following all dress code guidelines.

1. Shoes must be worn at all times, tied securely, and firmly anchored to the feet. No shower shoes, bedroom shoes, shoes with wheels, slippers, roller blades, or crocs are allowed.
2. Shirts must be long enough to be tucked in even if they are not tucked in (no bare midriffs).
3. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, or pictures or words that are determined to be distracting or demeaning to others by the school's administrators.
4. All shirts/dresses/tops must be fitted around the arm so that undergarments are not exposed. Dresses and tops may be sleeveless but should come to the edge of the shoulder. No low-cut, revealing shirts are allowed.
5. Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings inside the building are not permitted.
6. Leggings of any kind are not permitted.
7. Shirts and pants must be free of deliberate holes and tears. Jeans should not be too tight or revealing in anyway.
8. Shorts, skirts, and jumpers must have a sewn hem and must not be more than four inches above the top of the kneecap. Splits in skirts must follow the same rule.
9. Pants must be worn at the natural waist. They cannot be inappropriately revealing or oversized and baggy, to allow sagging of the pants.
10. Sheer garments are not permitted.
11. If pants, shorts, or skirts have straps which fit over the shoulders, the straps must be fastened in front and back of and must be worn on the shoulders.
12. Casual shoes are allowed with backs and closed toes. Boots are allowed with a one-inch heel for lower school students and two-inch heels for upper school students. Girls may wear sandals for dress down and spring picture days. No flip flops or crocs will be permitted.
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### **Themed Spirit Days**

Students must adhere to the spirit of the FPCA dress code.

## Upper School Official FPCA Dress Uniform

On designated days, such as Chapel, students are to be in official dress uniform throughout the school day and are not allowed to wear any other article of clothing with the dress uniform. Teachers may give students permission to remove their blazers during classroom activities. Students may remove their blazers during their lunch and break. The official FPCA Dress Uniform may be requested for special events. Please note that used blazers with the Highlander logo embroidered on them will be allowed through the 2019-2020 school year.

### Semi-Formal and Formal Functions (Homecoming Dances, Inductions, Prom, etc.)

Standards apply to all FPCA students and their guests. All clothing should be modest and appropriate for the event. Tight, clinging, form fitting, cleavage exposed, or midriff-exposed clothing is not allowed. Dresses that are excessively low-cut, clinging or form-fitting, or cut-out are not permissible. Dress separates are allowed if the dress parts touch when standing regularly. If your dress cannot touch, the dress separate gap is too large and not allowed. Dress length should be no shorter than five inches from the knee. Guidelines are subject to change.

### Non-Compliance with the Dress Code

Students out of dress code will receive a dress code violation if it is determined that the violation is not of a serious nature. The school administration reserves the right to handle each situation of non-compliance on its own merit. Final determination of appropriate dress for students is the responsibility of the FPCA administration.

### Uniforms for Males

<b>Boys</b>	<b>Lower School (PK4 to 5)</b>	<b>Upper School (6 to 12)</b>
<b>Slacks</b>	Khaki or navy uniform slacks are to be appropriately fitted at the waist, seat, and length. Slacks are to be traditional in style and not tight or form fitting.	Khaki or navy uniform slacks are to be appropriately fitted at the waist, seat, and length. Slacks are to be traditional in style and not tight or form fitting.
<b>Shorts</b>	Khaki or navy uniform shorts are to be appropriately fitted at the waist and seat and are to be no shorter than the top of the kneecap while standing. Shorts are to be traditional in style and not tight or form fitting.	Khaki or navy uniform shorts are to be appropriately fitted at the waist and seat and are to be no shorter than the top of the kneecap while standing. Shorts are to be traditional in style and not tight or form fitting.
<b>Oxford Shirts</b>	White oxford shirt with short or long sleeves with button-down collar. Shirts must be embroidered with FPCA on the left collar.	White oxford shirt with short or long sleeves with button-down collar. Shirts must be embroidered with FPCA on the left collar.
<b>Polo Shirts</b>	Navy or white polo shirt with short or long sleeves. Shirts must be embroidered with the FP logo on the left chest area.	Navy or white polo shirts with short or long sleeves Shirts must be embroidered with the FP logo on the left chest area.
<b>Belt</b>	Brown or black belt with traditional length and	Brown or black belt with traditional length and

	buckle. (PK4 exempt)	buckle.
<b>Shoes</b>	All shoes must have a back and no open toes. No crocs allowed.	All shoes must have a back and no open toes. No crocs allowed. On chapel days, brown or black dress shoes or brown Sperry-style boat shoes must be worn. Dress shoes may have up to a one-inch block heel.
<b>Socks</b>	Solid white, black, khaki, or navy socks. All socks are to extend above the top of the shoe.	Solid white, black, khaki, or navy socks. All socks are to extend above the top of the shoe.
<b>Tie</b>	None Needed	Official school plaid tie or bowtie.
<b>Blazer</b>	None Needed	Classic Navy Blazer embroidered w/ the school crest.

### Uniforms for Females

<b>Girls</b>	<b>Lower School (PK4 to 5<sup>th</sup>)</b>	<b>Upper School (6<sup>th</sup> to 12<sup>th</sup>)</b>
<b>Skirt</b>	FPCA plaid, navy, or khaki uniform skirts may be not shorter than four inches from the top of the kneecap. Privacy shorts required.	FPCA plaid, navy, or khaki uniform skirts may be not shorter than four inches from the top of the kneecap. Privacy shorts required.
<b>Jumpers</b>	FPCA plaid, navy, or khaki uniform jumpers may be no shorter than four inches from the top of the kneecap. Jumpers must be worn with a collared shirt. Privacy shorts required.	<b>Not permitted</b>
<b>Slacks</b>	Khaki or navy uniform slacks are to be appropriately fitted at the waist, seat, and length. Slacks are to be traditional in style and not tight or form fitting.	Khaki or navy uniform slacks are to be appropriately fitted at the waist, seat, and length. Slacks are to be traditional in style and not tight or form fitting.
<b>Shorts</b>	Khaki or navy uniform shorts are to be appropriately fitted at the waist and seat and are to be no shorter than four inches from the top of the kneecap. Shorts are to be traditional in style and not tight or form fitting.	Khaki or navy uniform shorts are to be appropriately fitted at the waist and seat and are to be no shorter than four inches from the top of the kneecap. Shorts are to be traditional in style and not tight or form fitting.
<b>Oxford Shirts</b>	White oxford shirt with short, long, or 3/4 sleeves with button-down collar. Shirts must be embroidered with FPCA on the left collar.	White oxford shirt with short, long, or 3/4 sleeves with button-down collar. Shirts must be embroidered with FPCA on the left collar.
<b>Peter Pan Collared Shirts</b>	White shirt with short, long, or 3/4 sleeves and Peter Pan Collars. Shirts must be embroidered with FPCA on the left collar.	<b>Not Permitted</b>
<b>Polo Shirts</b>	Navy or white polo shirt with short or long sleeves. Shirts must be embroidered with the FP logo on the left chest area.	Navy or white polo shirt with short or long sleeves. Shirts must be embroidered with the FP logo on the left chest area.

<b>Belt</b>	Brown or black belt with traditional length and buckle. (PK4 exempt)	Brown or black belt with traditional length and buckle.
<b>Shoes</b>	All shoes must have a back and no open toes. No crocs allowed. Dress shoes are not to have a heel.	All shoes must have a back and no open toes. No crocs allowed. On chapel days, brown or black dress shoes or brown Sperry-style boat shoes must be worn. Dress shoes may have up to a one-inch block heel.
<b>Socks</b>	Solid white, black, khaki, or navy socks. All socks are to extend above the top of the shoe. In cold weather- navy, white, or black tights or leggings with same-colored socks may be worn.	Solid white, black, khaki, or navy socks. All socks are to extend above the top of the shoe. In cold weather- navy, white, or black tights or leggings with same-colored socks may be worn.
<b>Tie</b>	None Needed	None Needed
<b>Blazer</b>	None Needed	Classic Navy Blazer embroidered with the official school crest.

### Dress Code Violations

Dress code violations will be addressed by the Head of School or Principal. If they determine a violation has occurred, the student will then be instructed on the proper remedy for said violation. If a student is not wearing the proper shirt, socks, or belt, they will be given an appropriate one from the front office and their account will be charged as follows:

- FPCA embroidered polo shirt \$25
  - Socks \$5
  - Belts \$25
  - P.E. shirt \$20
  - P.E. shorts \$20

### Book Bags

Rolling book bags are no longer permitted for students in K-12<sup>th</sup> grade as they cause too much damage to the main building's tile floor and are too bulky to properly store when not in use. Upper school students have lockers for their books and have ample time to go to lockers between each class period. Lower school students have cubbies in their classrooms which are too small to accommodate rolling book bags. Upper school students should keep their bookbag in their locker or designated area assigned by the classroom teacher. Upper school students are not allowed to keep their bookbag next to their desk. Teachers will make every effort to ensure that students' homework assignments are posted on Renweb so that they will know which books should be taken home each afternoon, thus preventing students from having to take home every book every afternoon.

### Lockers and Locks

Each student in 6<sup>th</sup>-12<sup>th</sup> grade is assigned a locker. Every student must have a combination lock on his/her locker. All locker combinations must be given to the homeroom teacher at the beginning of the school year. If administration needs access to a locker and the combination has not been given, the lock will be cut off and disposed of at the expense of the student.

## **Conduct and Discipline**

FPCA recognizes that good conduct of students in school promotes their education on campus and good behavior off campus.

To ensure uninterrupted learning, FPCA maintains a policy of referrals and detentions with parental notification. The FPCA goal is to work closely with parents to uphold standards of courtesy, respect, and helpful behavior.

### **Preschool Behavior Policy**

Teachers will establish a classroom management policy to follow each day of school. This will be posted in the classroom. When teachers have exhausted all classroom measures to control student behavior, the student will be sent to the Head of School or Principal. The Head of School or Principal will call the parent to discuss the behavior and the student will be placed on a two-week probationary period in which he/she must show exemplary behavior in order to remain an FPCA student. Upon the third referral, the student may be expelled from FPCA.

Preschool students are expected to:

- o Sit quietly when instruction is being given
- o Keep hands and feet to them selves (no hitting, biting, pinching, or pulling hair).
- o Be respectful to everyone
- o Be potty trained (except preK2)
- o Display good Christian manners
- o Follow directions
- o Use polite words and action (no inappropriate language)

### **Kindergarten – 12<sup>th</sup> Grade Discipline Policy**

Referrals are issued for, but not limited to, the following:

- Cutting class
- Leaving an assigned seat or classroom without permission
- Leaving campus without permission
- Disrespecting a student, teacher, or staff member
- Disrupting class
- Excessive talking
- Destruction of property
- Unacceptable language
- Rudeness or discourteousness
- Roughhousing or fighting
- Public display of affection (i.e. hugging, holding hand, kissing)
- Lying, cheating, or stealing
- Plagiarism
- Loitering after school
- Inappropriate dress
- Internet policy violation
- Conduct unbecoming an FPCA student

Intimidation or bullying of a fellow student  
Fighting  
Possessing or using tobacco in any form on campus  
Pulling fire alarm falsely  
Inappropriate physical contact

#### Zero-Tolerance Offenses

1. Bomb threat
2. Physically assaulting a teacher or staff member
3. Possession of a weapon or contraband
4. Possession of or being under the influence of alcohol or illegal drugs
5. Sexual misconduct or harassment to include inappropriate exposure or sexual behavior on school grounds or at school functions
6. Conviction of a crime

Any student who commits a Zero-Tolerance Offense will be sent to the Head of School's or Principal's office and suffer severe punishment at his/her discretion after an evaluation of the totality of the circumstances. Punishment may include suspension from school until a thorough investigation has been completed. Then, after said investigation, the student may be expelled from FPCA; however, a student may appeal to the Administrative Review Team in writing within two (2) school days from the date of the suspension. (See Section on Appeals to Administrative Review Team below.)

#### **Administrative Review Team**

Students who exceed the number of referrals allowed pursuant to FPCA policy will be subject to immediate suspension from school and face expulsion. The Administrative Review Team will conduct an investigation of all evidence to include the student's records, all previous referrals, teacher statements, etc. The student may appeal to the Administrative Review Team in writing within two (2) school days from the date of the suspension. The appeal should state why the student should not be expelled from FPCA and should notify the Administrative Review Team as to whether the parent and student will attend the Administrative Review Team's meeting on the respective student's case. The parent and student may attend the Administrative Review Team's meeting and show cause as to why the student should not be expelled.

#### **Drug and Alcohol Policy**

FPCA is committed to educating and graduating drug-free students. Illegal substance use, including alcohol and illicit and prescription drugs, endangers one's potential for education and life. Such use jeopardizes the safety of all students and the quality of our educational community.

FPCA does not condone illegal conduct. It is against the law for individuals under the age of twenty-one to be under the influence of, to use, to purchase, to distribute, or to be in possession of alcoholic beverages. It is also against the law for persons at any age to use, possess, purchase, distribute, or be under the influence of un-prescribed controlled substances. Such behavior by students while attending FPCA is strictly prohibited.

#### **Abusive Behavior**

Abusive behavior is defined as negligence or exploitation of a child or any act that causes physical injury or involves sexual molestation or sexual exploitation. Teachers and staff members of FPCA will report to the Department of Family and Children Services any suspected incident of child abuse, including negligence, physical abuse, molestation, or exploitation.

FPCA prohibits retaliatory behavior against any complainant or any participant in the complaint process. Anyone who engages in retaliatory behavior will be subject to the same punishment as the perpetrator.

### Off-Campus Behavior

First Presbyterian Christian Academy is the school of choice for many families because of its positive culture and image. For this reason, administrators have an obligation to be protective of the school’s culture and image. Therefore, students at FPCA are expected to exhibit Christ-like behavior both at school and away from school.

<b>Disciplinary Action for Tardies</b>	<b>Disciplinary Action for Dress Code Violation</b>	<b>Disciplinary Action for Cell Phone/ Electronic Devices Violation</b>
<ul style="list-style-type: none"> <li>• 5 unexcused tardies = \$25 fine billed to students’ account</li> <li>• 10 unexcused tardies = \$50 fine billed to students’ account</li> <li>• All accounts will be billed by the bookkeeper.</li> <li>• Excessive tardies past 10 will be addressed by administration in the form of a behavior contract. If the student is a student-driver, they will lose driving privileges and a parent must drive them to school.</li> <li>• Tardies are cumulative for an entire semester and are reset at the end of each semester.</li> <li>• Tardy to school is arriving after 8 a.m. and tardy to class is showing up late to a scheduled class after the student has already been present at school.</li> <li>• If a student comes to</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense = warning (teacher must document in Renweb)</li> <li>• 2<sup>nd</sup> offense = If a student is not wearing the proper shirt, socks, or belt, they will be given an appropriate one from the front office and their account will be charged as follows:  <i>*FPCA embroidered polo shirt \$25</i>  <i>*Socks \$5</i>  <i>*Belts \$25</i>  <i>*P.E. shirt \$20</i>  <i>*P.E. shorts \$20</i> </li> </ul> <p>Multiple dress code offenses will be considered disrespect and will be addressed by administration.</p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense = cell phone will be confiscated, and parent may pick up cell phone from front office</li> <li>• 2<sup>nd</sup> offense = cell phone will be confiscated, and parent may pick up cell phone from front office, \$25 fine charged to account</li> <li>• 3<sup>rd</sup> offense = cell phone will be confiscated, parent may pick up cell phone from front office, \$50 fee charged to account, one day of ISS</li> <li>• 4 offenses or more = one day of OSS for each offense and a plan of action will be developed between student, parents, and administration</li> </ul>

<p>class after 8 a.m. without a tardy slip, they are to be sent back to the office to obtain a tardy slip.</p>		
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### **Progression of Corrective Measures**

1. After School Detention- Students may receive after school detentions for level I or II classroom infractions. After School Detentions will be documented on RenWeb. If a student is issued four After School Detentions during one semester, the student will be given a discipline referral and receive one day of suspension in lieu of the After School Detention.
2. Discipline Referrals- Students may receive discipline referrals for a variety of infractions. After applying the steps of the classroom discipline policy, the teacher may issue a discipline referral and send the student to the office.

Administrators and other faculty members may also issue discipline referrals. Parents may be notified when their student receives a discipline referral. The accumulation of discipline referrals leads to increasingly severe punishment.

Each incident will be handled individually and, excluding severe/major offenses, generally the punishment will proceed as follows:

- 1<sup>st</sup> offense: Referral requiring parent signature and conference with student and parent. Punishment may include after school detention, in or out of school suspension, or undocumented community service.
- 2<sup>nd</sup> offense: Referral requiring parent signature and conference with student and parent. Punishment may include after school detention, in or out of school suspension.
- 3<sup>rd</sup> offense: Referral requiring parent signature and conference with student, parent, and Head of School. Punishment may include in or out of school suspension.
- 4<sup>th</sup> offense: Referral requiring parent signature issued and conference with student, parent, and Head of School and possible expulsion from FPCA.

Note: Level I and Level II referrals are cumulative for an entire semester and are reset at the end of each semester but remain on the student’s discipline record. (A semester equals two (2) nine-week grading periods or two (2) quarters.) Level III and Level IV referrals are cumulative for an entire school year and will remain on the student’s discipline record.

#### 3. After School Detention

An after-school detention is a 40-minute detention held after school from 3:05 until 3:45 pm as assigned by administration and will be expected to report to the designated faculty or administrative staff member. Students assigned an after-school detention will serve on

the following day (i.e. Assigned on Monday, will serve on Tuesday). Students may not reschedule their detention. If the student does not show up for the scheduled After School Detention, he/she will be issued a ISS. Students who are tardy will not be admitted.

After School Detention begins promptly at 3:05 PM.

4. Suspension- The student may be assigned in (ISS) or out of school (OSS) suspension. If a student is assigned ISS, there is a \$50 per day fee.

Students may not participate in any extracurricular activities on the days they are assigned ISS or OSS.

If a student is issued an OSS for any discipline reason, all work for the day of suspension will receive a zero.

Note: School administration may limit the options available to the student in accordance with the severity of the offense. If a parent/teacher conference is requested and the parent refuses to show up or respond, the student will not be allowed to attend school until the meeting has occurred.

### **Academic Honesty**

FPCA seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing—will be treated with utmost gravity. Students in Grades K through 5<sup>th</sup> will suffer the punishment their teacher deems appropriate. Students in Grades 6<sup>th</sup> through 12<sup>th</sup> will receive an out-of-school suspension and a zero on any assignment and/or test in which they are caught cheating or plagiarizing. All Upper School students must sign a pledge at the beginning of the school year to adhere to the school's policy of academic honesty.

### **Bullying**

Bullying or harassment of students by any person, in any form, at any time will not be tolerated and is hereby prohibited. Bullying comes in many forms, to include:

- Calling hurtful names
- Being picked on
- Deliberately punching, hitting, or bumping
- Teasing
- Spreading rumors about someone
- Mocking
- Repeatedly putting someone down
- Threatening
- Taking or damaging property

If a student is being bullied, he/she should:

1. Tell the other student to stop by clearly stating that the behavior is unwelcome.
2. Walk away and stay away from the other student.
3. Report the incident to a teacher, staff member, coach, or administrator who will then address the incident according to the school's disciplinary policy.

Bullying can be hard to prove and the punishment for bullying is severe. The school does not want to punish a child for the offense of bullying without ample evidence, but the school has a duty to protect all students from being bullied. In an effort to meet this school objective, the school has implemented the use of a No Contact Order. In the event of continued bullying, administration will create a No Contact Order between all parties involved. A conference will occur with the parents and students in which everyone will sign a No Contact Order for a decided amount of time. If the No Contact Order is breached, disciplinary action to include suspension or expulsion will occur.

To protect all parties, the No Contact Order may be used after a pattern of suspected bullying can be shown. The evidence does not have to be conclusive, but rather simply suggest a pattern of bullying. It does not mean that either party is guilty, but simply means the evidence suggest that there may be bullying and out of an abundance of caution a No Contact Order will be utilized to protect the student who may be a bullying victim. The No Contact order does not go in either students permanent file, as it is not a finding of guilt, but is rather an action taken by the school to prevent a student from being a victim of bullying without having to prove it conclusively.

### **Student Search and Seizure Policy**

Teachers and administration have the right to search a student and their belongings (to include lockers, purses, bookbags, and sports bags) if they have reasonable basis to believe a student has something on their person that is illegal or forbidden by school policy. If it is believed a student has something on their person, the search will only include asking the student to empty their pockets or what they may be hiding under clothing. Any illegal or forbidden items will be confiscated, and parents will be contacted. If it is determined that further searching is needed, parents will be contacted to come to school and check their child.

### **Plagiarism**

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. *Plagiarism is cheating and a major violation of the disciplinary code.* Discipline procedures for plagiarism include, but are not limited to: office referral, zero on the assignment, parent conference, a day of suspension, and expulsion.

Examples:

- Having another person write your paper for you and turning it in as your work
- Turning in or copying another student's work as your own
- Copying a paper from a source without proper acknowledgement
- Copying materials, words, or ideas from a source, supplying the acknowledgement, but not using quotation marks
- Paraphrasing materials, words, or ideas from a source without using proper documentation
- Buying a paper from a research service or term paper mill
- Turning in a paper from a "free" term paper website.

How to avoid plagiarism in your writing:

- Document all direct quotations. Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.

- Document information you have paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style (MLA, APA, Chicago Manual, etc.) required by the course instructor.
- Consider Biblical instruction: *Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth* (2 Timothy 2:15, NIV).

Note: Sources include periodicals (magazines, journals, newspapers), Internet sites, databases, CD's, books, brochures, letters, television programs, films, artwork, musical compositions, speeches, charts, maps, organizations, individuals, and any other printed or unprinted forms of communication.

Issues of cheating and plagiarism are taken seriously at FPCA. Any incident on an assignment, test, project, etc. will result in the student receiving a severe punishment. Note that the taking of and the giving of answers are considered cheating and both will result in disciplinary action.

### **Cheating**

The parents of a student caught cheating will be notified immediately. Discipline procedures for a student in the 6<sup>th</sup> – 12<sup>th</sup> grade caught cheating on a major assessment, will be issued a zero for that assignment and receive a discipline referral.

Repeat offenders can expect increasingly severe consequences to include suspension and loss of extracurricular activities.

### **Grading**

Parents receive interim progress reports approximately every four and one-half weeks during the quarter and receive full report cards at the end of every nine-week quarter regarding their children's academic standing and citizenship. A student's grades may be obtained twenty-four (24) hours a day via [www.renweb.com](http://www.renweb.com). A link to Renweb is available at our school's web site which is [www.fpcahinesville.com](http://www.fpcahinesville.com). Once an assignment has been given, teachers have 5 business days to have the grade entered into Renweb.

Report cards for all elementary, middle, and high school students, for both academic achievement and conduct (elementary only), will be sent home with the student after each nine-week period. At the end of the school year, report cards will be released to the students IF all obligations have been met.

The chart below outlines the FPCA grading scale for numerically issued grades:

<b>FPCA Grading Scale</b>	
Grades	GPA
A = 90-100	4
B = 80-89	3
C = 70-79	2
F = 0-69	0

The grading scale of E, S, N, and U is used for conduct, work and study habits and special area classes, which include physical education, Spanish, music\*\*, art, and computer for elementary school students. Students who meet the course objectives will receive a satisfactory rating. Students will receive an E only if they demonstrate proficient or exemplary performance with the course objectives,

- Music – Music grades are based on criteria in five areas: Rhythm/Beat, Instruments, Singing, General Music Knowledge, and Participation.
- Physical Education – Grades in physical education are compiled based on sportsmanship, performance, participation/dressing out and skill.
- Art – Art grades are based on performance, contributions, skill set criteria/rubrics and participation.
- Computer – The computer curriculum is designed to foster 21<sup>st</sup> Century skill. Grades for computer are based on points earned for various assignments given during the class.
- Spanish – Spanish grades are based on vocabulary, grammar, cultural knowledge, and class participation.

\*\*Participation in the seasonal music program performances is required for all students. The student’s grade will be lowered one full grade for lack of program participation.

The chart below outlines the FPCA grading scale for skill set based grades for kindergarten students:

FPCA Skill Set Based Grading Scale	
E	= Excellent
S	= Satisfactory
N	= Needs Improvement
U	= Unsatisfactory

Conduct Grades
<p>E= Excellent</p> <ol style="list-style-type: none"> <li>1. Always prepared for class and on time.</li> <li>2. Always uses behavior appropriate to the classroom activity and contributes to the learning process.</li> <li>3. Always cooperative when instruction is given.</li> <li>4. Always displays personal integrity and a servant's heart.</li> <li>5. Always displays a positive and respectful attitude towards adults and peers.</li> </ol> <p>S= Satisfactory</p> <ol style="list-style-type: none"> <li>1. Prepared for class and on time.</li> <li>2. Uses behavior appropriate to classroom activity and contributes to the learning process.</li> <li>3. Cooperative when given instructions.</li> </ol>

4. Displays personal integrity and a servant's heart.
5. Displays a positive and respectful attitude towards adults and peers.
6. Maturing in spiritual growth and Christian example.

N= Needs Improvement

1. Needs regular warnings regarding behavior and voice.
2. Preparation for class is inconsistent.
3. Disrupts the concentration and attention of others.
4. Shows inconsistent self-control.
5. Disrespectful attitude towards adults and peers.

U= Unsatisfactory

1. Unprepared for learning.
2. Disrespectful and disruptive to the learning environment.
3. Lack of progressive improvement in behavior.

### **Weighted Grades**

Each grade level should weight their categories the following way:

Elementary (1<sup>st</sup>-5<sup>th</sup> grade)

- Classwork -25%
- Homework- 10%
- Quizzes/Projects – 25%
- Exams/Tests – 40%

Middle School (6<sup>th</sup>-8<sup>th</sup> grade)

- Classwork – 15%
- Homework- 10%
- Quizzes/Projects- 25%
- Exams/Tests- 50%

High School (9<sup>th</sup>-12<sup>th</sup> grade)

- Classwork- 15%
- Homework- 10%
- Quizzes/Projects- 20%
- Essays/Tests- 55%

Note: Middle and High School teachers have the option of switching the weights for homework (10%) and classwork (15%).

### **Late Assignments**

*Grades K through 5<sup>th</sup>* - Late assignments will be handled at the discretion of the teacher.

*Grades 6<sup>th</sup> through 12<sup>th</sup>* - Late assignments will receive 25 points off per day. If the assignment has not been turned in after 2 days, the student will receive a zero.

Note: This policy does not apply to students who are absent from school. Please see the makeup work policy.

**Academic Warning** - A student is placed on academic warning for failing to pass five (5) units in a quarter.

**Academic Probation** - A student is placed on academic probation for failing to pass five (5) units for two (2) consecutive quarters.

**Academic Expulsion**- A student who fails to pass five (5) units for the year is subject to expulsion.

### **Standardized Testing**

The school counselors work with students and families regarding preparation and registration for standardized and pre-college testing. All students in kindergarten through the eleventh grade are given a standardized test in the spring of each school year. Additionally, the PSAT 10, PSAT 8/9 will be offered to students in the eighth, ninth, and tenth in October and/or January. Parents should make every effort to have their child in school during testing week.

FPCA also will offer ACT and SAT twice a year at the school during the normal school hours. These tests do require fees.

### **Semester Exams**

Semester exams are administered in the upper school to measure the students' retention of the material studied and to give the students experience in taking comprehensive tests. These exams are given the last four days of each semester. All students are required to be dressed in uniform for exams and will not be permitted into an exam without meeting the standards of the dress code.

### **Academics and Extra-Curricular Activities**

NOTE: Students who are on academic probation may not participate in sports or other extra-curricular activities. FPCA is a member of GISA and follows the rules of this Association with respect to the above. A full copy of the GISA Interscholastic Rules and Regulations can be found at [www.gisa-schools.org](http://www.gisa-schools.org). Student athletes who are in jeopardy of becoming ineligible will be referred by school administration to the athletic director. The athletic director and student will develop a plan of action with goals to improve the student athlete's academic success.

### **Promotion/Retention Policy**

*PreK* - Students in PreK-4 and Kindergarten are promoted based upon successful completion of required skill sets. PreK-4 students must earn an S (Satisfactory) on all Pre-K sets in order to be promoted. Kindergarten students must earn an S (Satisfactory) in both reading and math skill sets.

*1<sup>st</sup> - through 8<sup>th</sup> Grade* - Promotion, grade-level advancement and course credit shall be based on academic achievement and demonstrated proficiency of the subject matter of the course or grade

level. However, there are rare occasions when it would be in a child's best interest to be promoted or retained. In this case, a team consisting of the Head of School, Principal, teacher, and parent will confer to review the overall academic achievement of the student and any extenuating circumstances.

Grades 1<sup>st</sup> through 5<sup>th</sup> - Students in Grades 1<sup>st</sup> through 5<sup>th</sup> must earn a final passing grade in reading, math and all but one other subject to be eligible for promotion.

Grades 6<sup>th</sup> through 8<sup>th</sup> - Students in Grades 6<sup>th</sup> through 8<sup>th</sup> must master grade level curriculum objectives with a yearly average of 70 or above. Promotion will be based on the student passing a all academic courses (English/Language Arts, Mathematics, Science and Social Studies), , and passing at least three (3) of four (4) electives (Spanish, Bible, Art/Music/PE/Computer, etc.).

Grades 9<sup>th</sup> through 12<sup>th</sup> - The promotion/retention policy does not apply to students in these grades. These students will pass or fail based on their grades.

High school students will be promoted based on the number of credits earned each year. Students are eligible to earn 7 credits per year (English/Literature/Composition, Mathematics, Science, Social Studies, Bible, Spanish, and sequence of Art/Music/Computers/Physical Education or any combination of the sequenced electives). Below is the list of course credits required for classification at each grade level:

Sophomore	Minimum of 7 credits
Junior	Minimum of 14 credits
Senior	Minimum of 21 credits

Students are required to earn a minimum of 26 credits to be eligible for graduation and 28 to graduate with distinction. Of those 26 credits, four must be in English, four in mathematics, four in science, four in social studies, two in foreign language (Spanish), and one in physical education/health, one in fine arts/computers, and three in Bible.

*Permanent Records* - The permanent record of the student promoted or retained by the team will reflect the action as "Administrative Promotion or Retention." Nothing in this procedure shall be interpreted to limit the number of grades a student can repeat. No administrative promotion can occur without the Head of School's agreement.

*Note:* A student may be retained or denied re-entry into school if he/she has 20 or more absences during the school year. The decision will be at the Head of School's discretion after an evaluation of the student's grades and circumstances surrounding said absences. Administration will review absences quarterly and address excessive absences with students and parents.

### **High Honor Roll/Honor Roll**

*Grades 1<sup>st</sup> through 12<sup>th</sup>* – Students with all grades of 85 or higher will make *Honor Roll*; students with all grades of 90 or higher will be placed on the *High Honor Roll List*; students with all grades of 95 or higher will be places on the *Headmaster's List*. A quarterly All A's Honor Roll Breakfast will be held for students that receive High Honor Roll or Headmaster's List.

### **Salutatorian / Valedictorian / Honor Graduates**

To be considered for salutatorian or valedictorian, students must have been enrolled as a student in good standing at FPCA during their entire junior and senior years. All high school credits will be used in calculating the salutatorian and valedictorian for each graduating class. Calculations will be made at the conclusion of seniors' third nine week grading period.

To be considered for honor graduate status, students must have passed every class the first time it was taken and must maintain an overall average of 90 for all high school credits. All high school credits will be used in calculating honor graduates.

### **Requirements for Graduation**

First Preparatory Christian Academy strives to create opportunities for academic excellence while remaining in compliance with the current requirements. Therefore, requirements for graduation are subject to revision as state expectations change. Currently, students must complete 29 credits (32 for distinction) to graduate. One credit is given to each subject taught three periods weekly for the entire year. The following credits are required at FPCA for graduation:

<b>Credits Required for Graduation</b>			
Course	Number of Credits	Course	Number of Credits
Bible	4	Health/PE	1
Computer or Fine Art	1	History	4
Elective	5	Mathematics	4
English	4	Science	4
Foreign Language	2	Social Studies	4

Each semester, grades are given for two grading periods and then for the semester. The semester grade is the combination of the two prior grading periods and the semester exam. The grade for the semester exam stands on its own.

### **Diplomas**

FPCA offers two academic diplomas for graduation: College Preparatory and College Preparatory with Distinction. The College Preparatory with Distinction diploma is for students who are willing to complete a more academically challenging course load. To qualify for this diploma, students must fulfill all the requirements for an honor graduate, earn 2 consecutive credit hours in a foreign language, earn a credit in physics, and successfully complete 2 advanced placement courses, 1 advanced placement course and 2 dual enrollment courses, or 4 dual enrollment courses.

#### **Graduation Honors**

- **Honor Graduate (Gold Cord)**

To be considered for honor graduate status, students must have passed every class the first time the class was attempted, graduate with a College Preparatory diploma, and received an overall average of 90% or better for all high school credits. All high school credits attempted will be used in calculating the average.

- **Honor Graduate with Distinction (Gold and Blue Cord)**

To be considered for honor graduate with distinction status, students must have qualified for honor graduate status and have completed the following courses successfully the first time: 3 consecutive credit hours in a foreign language; chemistry and/or human anatomy and

physiology; 2 Advanced Placement courses, 1 Advanced Placement course and 2 dual enrollment courses, or 4 dual enrollment courses.

- **Salutatorian and Valedictorian**

To be considered for salutatorian or valedictorian, students must have been enrolled as a student in good standing at FPCA during his or her entire junior and senior years. All high school credits will be given consideration in determining the salutatorian and valedictorian; but strength of schedule will also be considered. Honors, Advanced Placement, and dual enrollment courses along with required credits will be more highly weighted than electives and non-honors, Advanced Placement, and dual enrollment courses. Salutatorian and valedictorian must graduate with a College Preparatory with Distinction diploma. Calculations will be made at the conclusion of seniors' third nine weeks grading period and be based on the overall percentage grade (not the overall GPA).

- **Bible (White Cord)**

A student must have earned one Bible credit for every year enrolled at the school. The student must have an average of 85% or higher in the courses. The student must also demonstrate exemplary Biblical character both at school and throughout the community with an obvious dedication to the student's chosen church. The student must also demonstrate a heart and hunger for Biblical knowledge and wisdom. The student must have a recommendation from his or her Bible teacher and one recommendation from his or her pastor.

- **English (Light Blue Cord)**

A student must have earned four credits in English with an average of 93% or higher with no course receiving below an average of an 80%; taken either AP Language and Composition, AP Literature and Composition, or 2 dual enrollment courses; one teacher recommendation.

- **History (Red Cord)**

A student must have earned four credits in history with an average of 93% or higher with no course receiving below an average of an 80%; taken either AP World History, AP United States History, AP Government, or 2 dual enrollment courses; one teacher recommendation.

- **Science (Green Cord)**

A student must have earned five credits in science with an average of 93% or higher with no course receiving below an average of an 80% and one teacher recommendation.

- **Mathematics (Lavender Cord)**

A student must have earned four credits while in high school in mathematics with an average of 93% or higher with no course receiving below an average of an 80%. Only the following courses will be allowed to count for credits for the purpose of honor cords are Algebra I, Algebra II, Geometry, Trigonometry, Pre-Calculus, Calculus, and dual enrollment courses. A student must also have one teacher recommendation.

- **Foreign Language (Orange Cord)**

A student must have earned four credits in a foreign language with an average of 93% or higher with no course receiving below an average of an 80%. Of these four credits, three must be consecutive in the same foreign language. The fourth credit may be a fourth credit of the same foreign language, an AP course, or a dual enrollment course. The student must also have a teacher recommendation.

- **Fine Arts (Pink Cord)**

A student must have earned three credits in fine arts courses with an average of 93% or higher with no course receiving below an average of an 80% and one teacher recommendation.

- **Service (Red, White, and Blue Cord)**

A student must have completed 100 or more hours of community service while in high school.

- **Literary (Silver Cord)**

A student must have competed on the school's official literary team for two years or have won a region or state title in an event.

- **Williams' Award**  
Students who have had continuous enrollment at the school from the start of kindergarten through the twelfth grade will receive the Williams' Award.
- **National Honor Society Stole**  
A student must be a member in good standing.
- **Interact Sash**  
A student must be an active member in good standing.

### **Baccalaureate and Commencement**

Students eligible for graduation must attend the Baccalaureate service (typically the Sunday preceding graduation), Commencement practice, and must meet all financial and service hour obligations.

Seniors who fail to meet the requirements for graduation will be permitted to attend all senior activities leading up to graduation, but will not be permitted to take part in Baccalaureate and Commencements. An FPCA diploma will be awarded when the requirements are met.

### **Community Service Hours**

Community service is an important component of the FPCA curriculum. We recognize the importance of instilling the value of giving back to our community. Through community service, our students will learn responsibility, compassion, and generosity. We believe that by involving our students in the community, we are teaching them valuable lessons that help shape them into good citizens of the future.

Students may not receive any type of payment for this work, and work may not be done for direct family members. Half of the required hours must be served in the community and not at FPCA. Service hours must be properly documented and submitted to the appropriate school director or guidance counselor. Hours must be submitted within a year of completion to receive credit. No credit will be granted for work during school hours.

The required number of community service hours every year in high school is 15. In order for promotion to the next grade level, students must have a total of 15 hours documented on their transcripts. A total of 60 hours is required for graduation from FPCA.

### **Advanced Placement Courses**

At First Preparatory Christian Academy, the aim of Advanced Placement (AP) courses is to provide challenging academic, college-level classes for Sophomores, Juniors and Seniors. The Advanced Placement Test is an important part of each class because it allows capable students the opportunity to gain college credit and is a motivating factor for all students.

Students must receive acceptance into an AP class and will be evaluated on the basis of academic performance, motivation, and commitment. Students enrolled in AP classes are highly encouraged to take the AP exam at the end of the course. The AP testing fees (approximately \$95) will be collected in **September**.

### **Parent and Teacher Conferences**

Parent and teacher conferences are scheduled two times each school year. These times are designated for discussing the student's academic achievement and citizenship. Of course, parents and teachers are welcome to request conferences throughout the year. Teachers and parents may also communicate progress, concerns, etc., via e-mail, telephone conversations, and progress notes sent home with the student.

### **School Hours of Operation**

6:00a.m. – Early morning care opens in Media Center  
7:30a.m. – Teacher's report  
7:40a.m. – School buildings open (Pre-K – 12<sup>th</sup>)  
8:00a.m. – School begins (students are tardy at 8:00a.m.)  
2:45p.m. – Pre-school through 2<sup>nd</sup> grade dismissed  
2:50p.m. – 3<sup>rd</sup>-5<sup>th</sup> grade dismissed  
3:00p.m. – 6<sup>th</sup> – 12<sup>th</sup> dismissed  
6:00p.m. – Extended Care ends

### **Arrival and Departure Procedures**

**PreK2-PreK3** - The PreK2-PreK3 wing is located behind the main building. In an effort to relieve traffic in front of the main building and for the convenience of all families, PreK2-PreK3 parents are asked to use the parking area adjacent to Memorial Drive for morning drop-off and after school pick-up. Parents must accompany PreK2-PreK3 students to their homeroom by 8:00a.m. If a student arrives after 10 a.m., they must have a doctor's excuse. Parents must pick up their children by 3:00 p.m. Students not picked up by that time will be taken to Extended Care and parents will be billed for that service.

**PreK4 through Grade 12<sup>th</sup>** These classes are located in the main building. Morning drop-off is in front of the main building and all students should enter the building through the front doors only. Students can be dropped off starting at 7:40 a.m. A teacher or administrator will be on duty to receive your child into the school building where all teachers will be waiting at their classrooms to welcome them.

*Pick-up Areas* – Students in preK4 through 5th grades will be picked up in front of the main building between 2:45-3:10 p.m. Vehicles leaving the main building must turn right onto East Court Street between 2:45 p.m. and 4:00pm to help facilitate the flow of traffic away from the building. **Students not picked up by 3:10p.m. or under direct teacher supervision by that time will be taken to Extended Care and parents will be billed for that service.**

When a child is to ride home with someone other than the customary driver, the parent must submit in advance an email to the front office. The permission slip must specify both the driver's name and a description of the vehicle.

### **Attendance Policy**

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline.

*Sign-In* – The first bell rings at 7:40 a.m. to notify students when they are permitted to enter the building. The second bell rings at 7:55 a.m. as a warning for students to begin making their way

into the classrooms. A third bell (the tardy bell) sounds at 8:00 a.m. Any student not in the appropriate room at the sounding of the second bell is considered tardy and must sign-in at the front office to be counted present for that school day. A child who signs in after 11:45 a.m. will be counted absent for the day and the permanent record will reflect said absence.

*Sign Out* - Students who are dismissed from school early, for any reason, must be signed out from the front office by the responsible adult. Any child checked out prior to 11:45 a.m. will be considered absent for that day and the permanent record will reflect said absence.

*Excused Absences* - Absences that are considered excused are as follows:

1. personal illness and when attendance in school would endanger a student's health or the health of others;
2. a serious illness or death in the student's immediate family that necessitates absence from school;
3. attendance at family or friend's funerals;
4. a mandate by order of governmental agencies, including induction physical examinations for service in the armed forces, or by a court order;
5. a recognized religious holiday;
6. conditions that render attendance impossible or hazardous to the student's health or safety;
7. medical, dental, or legal appointments that cannot be scheduled outside school hours; or
8. attendance at an FPCA sponsored function approved by the Head of School or Principal. Students are not allowed to attend field trips and other functions of their siblings and be considered excused from their classes. Field trips are planned for age-appropriate participation; parents are encouraged to accompany the child on his/her field trip but are discouraged from having other siblings attend.

*Written Excuses* - Excuses for absences should be written by the parent, signed by the parent, and specifically state the reason for the absence. All excuses shall be dated and given to the front office upon the student's return to school. If a student is absent from school with parent permission for a reason not approved by the school, the student's absence will be considered "unexcused."

Note: All absences, regardless of the reason for the absence, will be considered as part of the twenty (20) days limitation for promotion consideration.

### **Make-Up Work Policy**

Students with excused absences should request makeup work from the teachers upon return to the school. Parents may also request, prior to 12:00 noon on the day the student is absent, that assignments be sent to the office for parent pickup. Parents may obtain these assignments from the front office between 3:30 p.m. and 4:00 p.m. if a prior request has been made.

Acquiring the assignments and submitting them in a timely manner are the responsibility of the student. Students who do not submit work missed due to absence within three (3) school days from their return to school will receive a zero for that assignment if that assignment was graded for the rest of the class. In the case of a prolonged absence or good cause shown, a teacher may extend the three-day deadline at the teacher's discretion.

### **Tardies**

Tardies are discouraged. When students are habitually tardy, their schoolwork may suffer. They will also miss important classroom activities that begin the school day, including devotional or the morning program.

*Penalty* - When a student accumulates five (5) unexcused tardies, he/she will receive a \$25 fine billed to their account. When a student accumulates ten (10) unexcused tardies, he/she will receive a \$50 fine billed to their account. All accounts will be billed by the bookkeeper.

*Preschool and Kindergarten* – Students who arrive after 8:00a.m. are considered tardy and they must be escorted by a parent to the office to receive a tardy slip.

*Grades 1<sup>st</sup> through 12<sup>th</sup>* - Students who arrive after the tardy time of 8:00a.m. must report to the office and receive a tardy slip prior to going to class. A student who arrives late and reports to class without a tardy slip will be sent to the office, the parent called, and the tardy recorded.

### **Homework and Projects**

Meaningful homework assignments are an important part of FPCA’s curriculum. Teachers are to assign quality homework for each school night, within the following guidelines:

- Kindergarten: 15-20 minutes
- Grades 1<sup>st</sup> through 3rd: 25-35 minutes
- Grades 4<sup>th</sup> through 5th: 35-45 minutes
- Grades 6<sup>th</sup> through 8th: 60-90 minutes
- Grades 9<sup>th</sup> through 12th: 60-90 minutes

*Note 1:* The times shown are for an average student who remains on task. Of course, the

time may vary by several minutes for each student.

2. Not all homework is written. Some homework assignments are non-written and

said homework time shall be spent reviewing notes, texts, studying assigned

material, reading, etc. as directed by the teacher.

3. From Friday to Monday is considered one school day.
4. Homework and projects may be assigned during long weekends, but they are not

to be assigned the day of a vacation period to be due the day classes resume.

### **Tutoring**

Teachers will be available for tutoring in their classrooms after school until 3:45 p.m. on Mondays, Tuesdays, and Thursdays. Students who need additional help may stay, free of charge, for these tutoring sessions to receive additional academic instruction. NOTE: Students who waste their time in class will not be allowed to use these tutoring sessions as a catch-up session.

### **Counseling Services**

The school counselor will be available to assist students with a wide range of services ranging from academic to personal concerns. Students will be given the opportunity to learn from outside resources as well as to participate in individual and/or small group counseling, as well as classroom guidance activities. The counseling office strives to promote academic as well as career information and social development. The counselor serves all students Pre-school through 12<sup>th</sup> grade. Students may also be referred to the School Pastor for guidance and any needed faith-based counseling.

### **The First Preparatory Christian Academy Media Center Mission Statement**

The FPCA media center seeks to be a repository of knowledge by acquiring, maintaining, and offering the best literary works and resources. The media center is a place for students to discover and explore. The media center promotes research and reading in an environment conducive to contemplation and seeks to foster worthy and age-appropriate leisure reading.

### **Media Center**

*Media Center Orientation* - All students receive media center orientation during the first month of school. At this time, students are advised of specific media center rules regarding the use of the media center's resources, checking out and returning materials, and appropriate media center behavior. Most media center materials are available to be borrowed if they are not reference works and if they are not reserved for use by a class.

*Checking Books Out* - Students in Kindergarten through 5th may check out two books for one week.

*Accelerated Reader* – Students in K-5 will participate in the Accelerated Reader program (AR). This program encourages students to read more frequently. The students will check out books and then take tests on them to accumulate points. The students will be recognized in Chapel for their success.

*Parent Protest of a Media Center Book* – If a parent wishes to protest the presence of any particular book in the media center, he./she may obtain a Media Book Protest Form from the front office, fill it out, and then return it to the Head of School's office for consideration.

### **Summer Reading Program**

All students entering Pre-K-12<sup>th</sup> grade at FPCA are encouraged to read during the summer. Students will be provided with a suggested reading list for their grade level.

### **Social Media Usage**

#### **Purpose**

First Preparatory Christian Academy understands the importance of teachers, students, and parents extending the collaborative learning environment of the school by utilizing the continuous evolving technology connected to the internet "social media"- such services as Facebook, Twitter, Tumblr, Wikipedia, blogging, Snapchat, Instagram, and many other online tools through which people connect and share information. With this in mind, FPCA has developed the following guidelines to provide directions for faculty, staff, students and the school community when participating in online social media activities.

We encourage innovative use of technology that supports our mission and educational goals. However, to the extent that faculty, staff, parents, and members of the school community represent FPCA to each other and to the wider community, participation in all aspects of social media should be done responsibly. Moreover, issues concerning the proper respect for the privacy of our students, confidentiality of sensitive information, and respect for copyrights and trademarks are all very important to understand before participating in an online social environment.

The intentions of the FPCA social media guidelines is to support employees and students as they participate in the various and constantly evolving world of social media and strive to create an atmosphere of trust and individual accountability, It is critical that we all understand that anything posted online by faculty/staff, students and their parents are a reflection on the entire FPCA family. The school's mission and obligation is to strive for an inclusive environment that allows out students to be compassionate and confident. By accessing, creating, or contributing to various platforms such as, but not limited to; Facebook, Twitter, blogs, podcasts, discussions, wikis, or other social media for classroom or school use, you agree to abide by these following guidelines. We also have existing structures in-house to do many of the same services provided by these public social media services that are not public by default and provide the same tools and technology for the students and community. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to school administration before you make use of such media.

## **Guidelines**

### Use Good Judgement

Think about the type of image that you want to convey on behalf of the school when you are posting to social networks and social media sites. Remember that what you post will be viewed and achieved permanently online once you hit the "publish" button. On sites where you publicize your professional affiliation, make sure that your profile adheres to established criteria.

### Provide Value

Think about what you have to offer the community- whether it is thoughtful, relevant blog posts, newsy tweets, or homework help- and focus on providing that consistently. Look for opportunities on these social sites to offer recommendations or services to engage patrons and provide value to your community. Do not be an Internet "troll" by posting or passing along mass email forwards and urban legends (funny stories, videos, non-school photos and other "SPAM").

## **Copyright and Fair Use**

- Respect copyright and fair use guidelines.
- Hyperlinking to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. If you are reposting photos, videos, music, text, artwork, or any other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
- When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.
- Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission- even if they are photos of you

and for which you paid. Most photographers will charge a little extra for “digital rights” to photos.

### **Profiles and Identifies**

- Remember your association and responsibility to FPCA in online social environments. If you identify yourself as a school employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students in terms of the image, purpose, and mission of the school.
- Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No confidential identifying personal information, such as full names, addresses, or phone numbers should appear on blogs or wikis or other social media.
- Be cautious how you set up your profile, bio, avatar, etc. The same guidelines apply to this information as well as substantive content you post.
- When uploading digital pictures or avatars that represent yourself, make sure you select an appropriate image. Also remember not to utilize protected images.
- Any tagging or identification of FPCA students in posted photos should not include the student’s full name or personal information.

### **Social Bookmarking**

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to tag or describe the bookmark.
- Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.
- Be aware that sites and locations you direct others to map also have content that might not relate or be appropriate for educational use.

### **Student Guidelines**

Due to the wealth of new social media tools available, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students at FPCA should adhere to when using web tools in the classroom or in any way related to the classroom or school activities. This often includes non-related social media activities that have the potential to impact the school’s culture and classroom environment as you represent the school even when you are not posting on social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the school.

1. Be aware of what you post online, social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or future employers to see.
2. Follow the school’s code of conduct when writing online. It is acceptable to disagree with someone else’s opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your passwords with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Following, linking, or “friending” official social media sites of the school are acceptable and encouraged.
6. Following, linking, or “friending” personal accounts of faculty/staff is not acceptable. We do not allow current students to have “friend” relationships with faculty/staff members.
7. Do your own work! Do not use other people’s intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other’s thoughts. IT is good practice to hyperlink to your sources.
8. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify that you have permission to use the images, videos, songs or other clips.
9. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity. Pretending, in any way, to be another student, faculty/staff member, or anyone else is strictly prohibited.
10. Blog, wiki posts, and discussions should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else’s work, be sure it is in the spirit of improving the writing.
11. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a member of the FPCA faculty/staff right away.
12. Students who do not abide by these terms and conditions may lose their opportunity to take part in projects, lose their access to future use of online tools, and jeopardize their status as an FPCA student.

### **Parent Guidelines**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. FPCA encourages parents to participate in such projects when appropriate and requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school community but will be a model for our students as well.

Parents should adhere to the following guidelines:

1. Parents will not attempt to destroy or harm any information online.
2. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
3. Parents are highly encouraged to read and/or participate in social media projects.
4. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
5. Parents should not upload or include any information that does not also meet the student’s guidelines above.
6. Parents should model appropriate behavior for their children online, both inside and outside the confines of the school. Any disagreement or need for clarification about FPCA policies, faculty/staff, or other families should not be handled in public forums like social media.

### **Security**

FPCA's main building housing PreK4 through Grade 12 is a locked building. The doors automatically lock after the tardy time of 8:00 a.m. in the morning. To access the building after the Tardy Bell rings, students must enter at the front door. All parents and visitors must buzz into the front office and identify themselves and the reason for the visit before entering the building. In addition, there are security cameras at all entrances and in all hallways.

All Pre-Kindergarten classrooms are locked promptly at 8:00 a.m. Gates located outside the PreK2-PreK3 corridors are also closed at that time. If a parent, teacher, or administrator must enter or exit the PreK2-PreK3 facility after 8:00 a.m., please make certain that the gates are properly secured.

### **Parents' Web Site**

FPCA utilizes the RENWEB School Management and Communication Program. Parents can access their child's attendance records, discipline events, daily grades, homework and lesson plans. This information can be accessed at [www.renweb.com](http://www.renweb.com) by going to the parents' web log in and entering your code provided to you by FPCA or by going to the school's website [www.fpcahinesville.com](http://www.fpcahinesville.com) and clicking on the RENWEB link. The school website contains a calendar with important dates for events and activities each month. Every Sunday evening, parents of students in 1<sup>st</sup>-12<sup>th</sup> grade receive an email with an updated progress report of their child's grades.

### **Illness**

Children who become ill in class may proceed to the front office, with assistance, for parental notification. They will be required to remain on campus until picked up by a parent.

*Twenty-four Hour Rule* - A child with a contagious illness must remain home until he/she has been **symptom free for twenty-four (24) hours**. Do not send your child to school sick. Of course, this does not apply to non-contagious illnesses such as headaches, etc. Any student that has a fever of 100 degrees or higher will be sent home. They must be fever free without medication for 24 hours before returning to school.

*First Aid* - FPCA is able to provide only routine first aid for children who become ill or injured at school.

### **Medications**

*Non-Prescription* – FPCA keeps Children's Tylenol, Tylenol, cough drops and Pepto-Bismol on hand for student use. However, a consent form authorizing the school to administer non-prescription medication must be signed by the parent.

*Prescription* – Prescription medication is kept and administered in the front office. Prescription medication can be administered by FPCA only when a completed Medical Authorization Form, signed by the parent and physician, is on file.

### **Field Trips**

FPCA considers field trips an important aspect in the total development of each student. Off-campus field trips provide students with opportunities to use previously acquired knowledge and

skills. FPCA faculty and parents are always included as chaperons on these trips. Because field trips are designed to be age-appropriate and to reinforce the academic learning, FPCA discourages parents who participate in the field trip from taking siblings of the student for whose class the trip is planned.

### **Messages to Students from Parents**

Messages of an emergency nature only are delivered to students during the school day.

### **Delivery of Items Via Outside Vendors**

Parents and students are asked not to have items delivered to FPCA via outside vendors. Such items include, but are not limited to, balloons, flowers, food, etc.

### **Food and Snacks**

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times.

*Pre-School through 2<sup>nd</sup> Grade* - Snacks are a very important part of the school day for our younger children. Each parent in the class (PreK2-PreK4) has the responsibility for providing snacks on a rotating basis. If a parent fails to provide snacks on his/her child's snack day, the school will purchase snacks for that day and will bill the parent for the purchased snacks. Students in Kindergarten-2<sup>nd</sup> grade should bring their own snack.

*Grades 3<sup>rd</sup> through 12<sup>th</sup>* - When permission has been granted, students may bring food for consumption. If food is a part of a classroom presentation within a student's school project for grade purposes, food may be brought for consumption during this activity that occurs during the school day. Students in 5<sup>th</sup>-12<sup>th</sup> grades have access to vending machines during certain hours of the day and may get food or drinks as permitted by their teachers.

### **Lost and Found**

Lost items should be reported to the front office and found items should be turned in to the front office.

### **Use of FPCA Telephone**

Students must obtain permission at the front office for using FPCA's telephone. Outgoing calls should be of an urgent nature and should be kept brief. Forgetting homework does not constitute an emergency.

### **Cell Phones**

Lower School students must keep cell phones turned off and in book bags during school hours. Upper School students must keep cell phones turned off and in their locker during school hours. If a student's phone goes off during the school day, he/she will be required to turn it in to the teacher and will receive a referral. The cell phone must be picked up by a parent.

- 1<sup>st</sup> offense = cell phone will be confiscated, and parent may pick up cell phone from front office

- 2<sup>nd</sup> offense = cell phone will be confiscated, and parent may pick up cell phone from front office, \$25 fine charged to account
- 3<sup>rd</sup> offense = cell phone will be confiscated, parent may pick up cell phone from front office, \$50 fee charged to account, one day of ISS
- 4 offenses or more = one day of OSS for each offense and a plan of action will be developed between student, parents, and administration

*Note:* Students who allow others to borrow their cell phone during school hours will be treated as one using a cell phone and receive a referral as well. Possession of a cell phone between 8:00am and 3:00pm constitutes use of the phone and it will be confiscated, and a referral given to the student.

### **Electronic Equipment**

Students are not to bring electronic equipment—ipad, laptop, headphones, etc.—to campus, except for class use as authorized by the teacher. Students who are participating in sporting events which require travel may bring electronic equipment for use on the bus. However, this is done at your own risk – the school is not responsible if it is lost, stolen, or damaged. If electronic equipment is visible at school between 8:00am and 3:30pm, it will be confiscated, and a referral will be given to the student.

### **Fire Drills**

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom on the Fire Emergency Evacuation Plan. Students should then proceed to the designated evacuation site nearest their exit and stand silently while the teacher takes attendance. When the return signal sounds, everyone should return to class quietly. In case of an actual fire, students will remain in a designated area on the campus until they receive further directions and parent notification has taken place.

### **Tornado Drills**

When an announcement is made, all students are to go quickly and quietly by class to the approved school location displayed in the classroom on the Tornado Emergency Procedure Evacuation Plan. Students should then position themselves on their hands and knees, facing the exterior wall. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent notification has taken place.

### **Inclement Weather or Emergency Situation Announcements**

Delayed openings and school-day cancellations are announced by 6:30 a.m. on local radio and television stations (Savannah). FPCA will send messages through Renweb Alert Manager explaining the status of our school via text. In addition, you may check FPCA's web site for this information.

### **Celebration of Special Occasions**

Birthdays

Students in PreK2-5<sup>th</sup> grade may bring in cupcakes to celebrate their birthday during snack or lunch. Parents must communicate with the classroom teacher to make arrangements.

### Halloween

There is no formal observation of Halloween at FPCA. Uniforms are worn as usual, and face masks are not permitted.

### Thanksgiving

Thanksgiving is celebrated in similar ways as Christmas, but instead of parties in the classrooms, the entire school enjoys an outdoor “feast” on the last attendance day before dismissing for the Thanksgiving Holidays.

### Christmas

Christmas is celebrated in a number of ways—through seasonal devotionals in the classrooms, during the morning program, in our Chapel Program, and by parties held in the elementary and pre-school classrooms.

### Valentine’s Day

Children in Kindergarten through Grade Five are permitted to exchange valentines with their classmates. Class lists are provided, and children who choose to present valentines must include everyone on the list so that each child receives the same number.

## **Visitors**

For the safety and protection of our students, all visitors, including parents from all grade levels, must report to the front office prior to entering a classroom.

## **Athletics**

FPCA is a member of the Georgia Independent Schools Association (GISA) and has a full athletic program to include basketball, volleyball, baseball, softball, soccer, tennis, track and field, golf, and cheerleading.

FPCA has a middle school team and a high school team. Eligibility for the middle school team starts in 6<sup>th</sup> grade. Eligibility for the high school team starts in 8<sup>th</sup> grade at the coach’s discretion.

Students participating in sports may wear their jersey to school on days in which there are home games. On away game days, students must come to school wearing their jersey with uniform bottoms. Students will stay in their school uniform until they reach their destination at which time they will change into their sports uniform.

All sports uniforms must be dry cleaned and returned to the respective team coach in the dry cleaning bag at the end of the season within 10 school days of the end of the season. Students failing to return uniforms will not receive report cards until they are returned or paid for.

## **Student-Athlete Honor Code**

The following Honor Code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner

that would interfere with the objectives listed below, will be subject to an immediate return home (**at the expense of the parent**) and other consequences including barring from future competition, suspension from practice, or dismissal from the team.

1. As an FPCA athlete, your first allegiance is to your school team. If you choose to compete in recreation leagues or with other traveling teams, you may not miss FPCA practices or competitions to attend those events. No team meetings and/or practices may be missed. Be punctual to all meetings and warm-up times. If you place the needs of other teams above those of your Highlander team, you will be asked to withdraw from FPCA teams.
2. FPCA team members should be respectful of their peers, coaches, and parents. Any FPCA team member not acting in such a manner will be asked to change or cease that behavior. If that team member fails to comply, he/she will be asked to leave and disciplinary procedures will follow.
3. FPCA will travel as a team and as individual families in order to compete against our opponents. Everyone is expected to behave in an exemplary manner. The reputation of FPCA, as well as the other athletes with you, is dependent upon your behavior.
4. Varsity athletes (8<sup>th</sup> [at Coach's discretion] 9<sup>th</sup> -12<sup>th</sup> grades) are expected to wear their blazers and ties when traveling to away games and represent the school in the utmost fashion. Junior varsity athletes (6<sup>th</sup> – 8<sup>th</sup> grades) will wear their school uniform to away games.
5. The coaching staff and Athletic Director hold the final word on any rules, regulations, or disciplinary action.
6. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or banned substance of any kind will not be allowed. In addition, any team member found or suspected to be in the **presence of others** (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from FPCA.
7. Any damages or thievery incurred at a hotel will be at the expense of the athlete(s) assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. Make all long distance calls on a credit card or collect.
8. Athletes are responsible for clean-up of their equipment. If an athlete does not clean up their equipment in an appropriate manner, an appropriate punishment will be enforced.

### **Extended Care Program**

#### Before-School Care

FPCA offers before school care (6a.m.-7:40a.m.) for a fee of \$100 per month. Students requiring this service may be dropped off in front of the main building as early as 6:00am and they will report to the Media Center. Please make sure your child has eaten breakfast before being dropped off or brings something to eat as no snacks will be provided by the school.

#### After-School Care

FPCA After-School Program Objectives:

- Provide a quality after-school program where the child receives a snack, receives help with and completes homework, participates in planned activities.
- The FPCA after-school program is utilized primarily by working parents and it is the goal of the FPCA after school program that each child complete their homework at the after school program so that the family unit can spend time together in the few

hours left in the day between the end of the after school program and the child's bedtime.

- It is the goal of the after-school program to clearly communicate to the parent whether the child's homework is complete or incomplete.

*Extended Care Hours and Fees:*

3:00p.m.-4:00p.m. \$100

3:00p.m.-5:00p.m. \$125

3:00p.m.-6:00p.m. \$150

*Drop-in Care* \$20 (students that use this more than 5 times per month will be billed for the full month)

*Morning and Extended Care* 6:00a.m.-7:40a.m. and 3:00p.m.-6:00p.m. \$200

Extended care fees are billed for the previous month of service, except for the month of May. The fee for May's extended care costs is due on the last day of school or your child's report card will not be issued. Please note that FPCA reserves the right to suspend your child from extended care if payments are not made in a timely fashion.

*Tardy Parents* - For parents who consistently pick up their children more than 15 minutes late, a **late fee** will be charged for the subsequent full hour. Consistently late is defined as three times in any one month. A late fee of \$5 per minute will be assessed for parents who pick up children after 6:00pm.

**After reading the First Preparatory Christian Academy Handbook with your son(s) and/or daughter(s), sign, detach, and return this form to your student's homeroom teacher.**

**Please print.**

Student's Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Student:

I have read the 2021-2022 First Preparatory Christian Academy Handbook.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent:

I have read and understand the 2021-2022 First Preparatory Christian Academy Handbook. I have also discussed the contents of this handbook with my son/daughter.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THANK YOU FOR RETURNING THIS FORM TO YOUR STUDENT'S  
HOMEROOM TEACHER WITHIN ONE WEEK OF RECEIVING THE 2022-2023  
*First Preparatory Christian Academy Handbook.*