

FIRST PRESBYTERIAN CHRISTIAN ACADEMY

EXPERIENCE THE DIFFERENCE

2019-2020 Parent/Student Handbook



**308 East Court Street
Hinesville . GA . 31313
Phone: 912-876-0441 Fax: 912-369-6686
www.fpcahinesville.com**

After reading the First Presbyterian 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 2019-2020 First Presbyterian Christian Academy Handbook.

Student's Signature: _____

Date: _____

Parent:

I have read and understand the 2019-2020 First Presbyterian 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 2019-2020 *First Presbyterian Christian Academy Handbook*.

INTRODUCTION

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 Presbyterian 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 Presbyterian Christian Academy

First Presbyterian 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 Presbyterian 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 Presbyterian 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.

Here at First Presbyterian 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!

Statement of Beliefs

1. We believe that every individual has the right and the responsibility to learn.
2. We believe in 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 of students; we believe we should set and aspire to high goals, think creatively, communicate effectively, and take risks to help our students achieve the most that they can.
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 sources, 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.

Statement of Faith

We believe that the Bible is the only inspired, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He rose bodily from the grave and ascended into heaven where He sits at the right hand of God.

We believe that man was created in God's image and being descended from Adam inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.

Mission Statement and Vision

Mission Statement

FPCA is committed to a rich and challenging tradition of excellence through engaged learning, an integrated curriculum that reaches across disciplines and age levels, and a foundation in Christian faith. With a committed partnership of parents, staff, and community, FPCA is dedicated to making a positive and dynamic impact on the student. We recognize that each student is an integral member of our school family, with diverse backgrounds, creative minds, and unique abilities. FPCA seeks to develop the whole student by teaching critical thinking skills, encouraging innate talents, and establishing lifelong Christian values.

Our Vision

The vision of First Presbyterian 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

Philosophy and Goals of First Presbyterian Christian Academy

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 Presbyterian Christian Academy PreK-12 is accredited by AdvancED, the parent organization of the Southern Association of Colleges and Schools (SACS). AdvancED 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 Accreditation Agency.

School Mascot and School Colors

School Mascot – Highlander

School Colors – Navy Blue, Grey, Kelly Green, and White

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 different teacher to meet the spiritual needs of FPCA students through Scripture, prayer, and song. Individual and class achievements are also recognized and rewarded. Parents are encouraged to attend these services

For upper school, a **weekly** Chapel service held each Wednesday 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. One Chapel service each month will feature a guest speaker from outside our school. Parents are encouraged to attend these services.

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. Members of the School Board for the 2019-2020 school year are listed below.

Jerry Kicklighter
Matthew Cardella
Josh Wheeler
Larry Durrence
Wilda Kennedy
Jay Osteen
Chris Eason
Shelli Larkin

GENERAL POLICIES AND PROCEDURES

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3:17 NIV

Admission

First Presbyterian 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 schools. 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.

Class Placement

The placement of students in classes is the responsibility of the administration 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.

Fundraising/Marketing/Publicity

The costs involved in operating First Presbyterian Christian Academy frequently exceeds the amount that is charged in tuition and fees. Therefore, we ask that the school community support the ministry of the school above and beyond tuition and fees, as they are led by God to do so. This can be accomplished through voluntary tax-deductible gifts, in kind donations, participation in capital campaigns, fundraising programs of the school, or through estate planning to assist in meeting needs in the future. The Head of School or Principal must approve all fundraisers prior to being implemented.

The administration serves as the school's marketing, communications, and public relations office and is the official media contact. All media inquiries should be directed to the school administration at (912) 876-0441. In order to maintain consistency and to ensure the communication of accurate information, parents, students, faculty, staff, and coaches are not authorized to issue press releases or otherwise communicate for or in behalf of the school or any school program, team, or group unless specifically authorized to do so by school administration.

Permission to use a student's photograph for publication and marketing purposes is implied unless the school administration is notified in writing that permission is denied.

Hours of Operation

FPCA Hours of Operation	
6:00AM	Early morning care opens in the Media Center
7:30AM	Teachers Report
7:40AM	School Building Opens (Pre-K-12th)
8:00AM	School Begins (students are tardy at 8:00AM)
2:45PM	Preschool-2 nd Grade Dismissal
2:55PM	3 rd -5 th Grade Dismissal
3:00PM	6-12 th Grade Dismissal
3:00PM-6:00PM	Extended Care

Extended Care

Before-School Care

FPCA offers before school care for a fee starting at \$75 per month. Students requiring this service may enter the side door nearest the media center as early as 6:00 AM and 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.

Drop Off	Monthly Cost
6:00AM	\$70

After-School Care

FPCA After-School Program Objectives:

- Provide a quality after-school program where the basic needs of the child are satisfied. After-school participants receive help with school coursework, participate in planned activities and are fed a small snack daily. The FPCA after-school program is utilized primarily by working parents, and it is the goal of the program that each child works towards completing his or her homework during program hours so that the family unit can spend time together in the few hours left in the day after leaving the school.
- It is the goal of the after-school program to clearly communicate to the parent whether the child's homework is complete or incomplete and what projects, reports or tests are due the next day through the "FPCA After-School Form" or in the student's planner.

Pick-Up By...	Monthly Cost
4:00pm	\$70
5:00pm	\$80
6:00pm	\$95

Extended care fees are billed for the previous month of service, except for the month of May. The fee for May's extended care cost is due on the last day of school or the student'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 - **A late fee of \$5 per minute will be assessed for parents who pick up children after 6:00PM.** 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.

Terminating Service – Excessive tardiness in picking student(s) up will result in a student's suspension from the extended care program. All school rules and policies apply during the extended care hours. Students may receive disciplinary referrals for inappropriate behavior. Continued inappropriate behavior will lead to suspension from the extended care program.

Inclement Weather/School Closing

Closings and delays of school will be announced via Parent Alert and Facebook.

Parents always have the option of keeping students home if they consider travelling conditions hazardous. Students who do not attend school will be considered absent.

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.

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.

Parents' Advisory Committee

The FPCA Parents' Advisory Committee is made up exclusively of FPCA Parents and was created to provide a forum 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 they 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.

Registration and Enrollment

Admission Policy

1. Completion of Enrollment Application online.
2. Student and parent interview with Head of School or Principal; most recent report card, standardized test scores, and behavior reports are required at the admissions interview.
3. Birth certificate, Social Security card, and current immunization records must be presented upon time of acceptance.

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

Existing FPCA Students

Parents of students already attending FPCA are contacted during February to re-enroll for the following school year. This re-enrollment is to be accomplished by the third Friday in February with the payment of a non-refundable registration fee. This fee may be paid in three installments: one in February, one by March 1st, and one by March 15th.

Note: If parents enrolled at FPCA have not registered their child, executed a Financial Contract, and paid two installments of the registration fee by March 14th, it is assumed by FPCA that they do not intend to enroll their child for the following year. After March 14th, prospective new students are offered any openings.

New FPCA Students

After March 15th, parents of students new to FPCA may apply by completing an Admissions Application and paying the \$50.00 application fee. 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 List

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 February 15th, when openings are available, these families are notified and the process of pre-registration, including an interview, is initiated.

RenWeb

FPCA utilizes the RenWeb School Management and Communication Program. Parents can access their child's account balance, attendance records, discipline events, daily grades, progress reports, report cards, and homework. Students may also access RenWeb by providing their own email address. Information can be accessed at www.renweb.com by going to the parents' or students' web log in and entering your code provided to you by FPCA or by going to the school's website www.fpcahinesville.com and clicking on the RenWeb link or by downloading the RenWeb Home iPhone App from itunes. The RenWeb calendar contains the important dates for events and activities each month.

Teachers utilize RenWeb as the primary communication tool for parents. RenWeb should be checked at least weekly for updates. All parents are required to provide their email address to the school office. If the

parent has concerns, they should contact the teacher directly. If a parent does not have access to the internet, it is their responsibility to notify the school office.

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 satisfied.

Returned Checks

Checks are no longer being accepted for monthly tuition payments. When a check is used to pay for other fees and is returned to the school for insufficient funds, a \$35.00 returned check fee will be charged. Once First Presbyterian Christian Academy receives a returned check on your account, First Presbyterian Christian Academy will no longer accept a check from that account. Cash, money order, or cashiers' check will be acceptable.

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 of 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.

School Lunches

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 may bring their own lunch from home. However, if a student desires a hot lunch offered by the school, he or she should make prior arrangements with the Bookkeeper so that the correct number of lunches can be ordered. All lunches must be paid for in advance. The Bookkeeper will be in charge of receiving all monies relating to school meals.

Sometimes the school may requests that no nut or peanut products be brought for lunches or snacks. The school has several students with peanut and nut allergies that are so severe that the students only need to smell the products to go into a life threatening situation. If you have any questions regarding this policy, please feel free to contact the school office at (912)876-0441.

Security

The only access into the main school building during school hours is through the front office entrance. All other doors will be locked. All parents, guests, and other visitors must report to the front office to sign in

and receive a name badge to wear while on campus. Visitors must also sign out, return their badge, and leave the school campus through the main entrance.

Gates to the pre-school area and Social Hall are also locked. If you are dropping off a lunch, please bring the lunch to the front office or place in the commons areas on our “lunch rack.”

FPCA’s main building housing preschool through Grade 12 is a locked building. The doors automatically lock after the tardy time of 8:00AM in the morning. To access the building after the Tardy Bell rings, students must buzz the front office and sign in to the front desk. 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 outside Pre-Kindergarten classrooms are locked promptly at 8:00AM. Gates located outside the Pre-Kindergarten corridors are also closed at that time. If a parent, teacher, or administrator must enter or exit the Pre-Kindergarten facility after 8:00AM, please make certain that the gates are properly secured.

Summer Reading Program

All students entering Kindergarten-12th grade at FPCA are required to participate in the school’s summer reading program. Students will be provided with an approved reading list for their grade level. From this list, students must read the required number of books during summer vacation and complete the appropriate assignments for their grade level. Assignments will be due on the first day of school.

Traffic Safety

It is imperative that all drivers travel in a slow and controlled manner while on campus. Please observe all traffic laws and be vigilant in watching for children. The safety of our students is a great concern. All students are to be dropped off and picked up at locations designated for each school level.

Tuition Assistance

Tuition assistance awards for families with students in grades PreK4-12 are based on the family’s demonstrated need as determined by the Financial Assistance Committee which is appointed by the School Board. The Committee will consider the family’s income, any extenuating family circumstances such as illness, loss of employment, recent tragedy or crisis, and the student’s prior discipline record and grades. Renewals are not automatic, so families must apply each year. Applications for financial assistance for existing students are due at preregistration and will not be accepted for consideration after March 15th. For students new to FPCA, financial assistance applications are due at the time of enrollment.

Tuition Assistance discounts may be awarded to a maximum of 50% of full tuition on a per student basis, except in unusual cases as approved by the Board.

Students must maintain a minimum total GPA of 75% per quarter. If a student’s GPA falls lower; the amount of Tuition Assistance *may* be reduced (determined by the School Board). Students who raise their total GPA back up by the next quarter *may* be considered again for Tuition Assistance; however the parent, guardian or student will be responsible to meet any financial obligations in full until that time.

Financial accounts must remain in good standing. If the account becomes delinquent the Board may rescind, at their discretion, any or all tuition assistance.

Disciplinary Actions

After 3 disciplinary violations that result in either a detention or visit to the office and deemed to be major enough for loss of tuition assistance (to be determined by the Head of School) the student and parent/guardian will have to appear before the Academic Review Team (ART) and School Board to determine the amount of loss to Tuition Assistance (25%, 50%, 75% or 100%).

Major violations (to be determined by Head of School and School Board) will result in the immediate loss of tuition assistance and any other disciplinary action will be taken.

This Policy DOES NOT override other policies already in effect at FPCA.

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 PK2-12:

- 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, 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 1st 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.

Website

The official website for First Presbyterian Christian Academy is located at www.fpcahinesville.com. Permission to use a student's photograph for publication and marketing purposes is implied unless the administration is notified in writing that permission is denied.

Section II

Elementary, Middle, and High School Policies and Procedures

ACADEMICS

Grade Reporting and Grading Scale

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:

FPCA Grading Scale		
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 21st 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 two full grades 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

E= Excellent

1. Always prepared for class and on time.
2. Always uses behavior appropriate to the classroom activity and contributes to the learning process.
3. Always cooperative when instruction is given.
4. Always displays personal integrity and a servant's heart.
5. Always displays a positive and respectful attitude towards adults and peers.

S= Satisfactory

1. Prepared for class and on time.
2. Uses behavior appropriate to classroom activity and contributes to the learning process.
3. Cooperative when given instructions.
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.

Academic Recognition

FPCA recognizes three levels of honor roll students and posts the results quarterly in school publications and sends the names to the local paper:

Headmaster's List	Students receive the grade of 95% or higher in all courses and receive the marking of an "S" or higher in all specials classes.
High Honor Roll	Students receive the grade of 90% or higher in all courses and receive the marking of an "S" or higher in all specials classes.

Honor Roll

Students receive the grade of 85% or higher in all courses and receive the marking of an “S” or higher in all specials classes.

Homework

1. Students should expect regular homework assignments. Homework is assigned for the following reasons:
 - To increase self-reliance and self-discipline;
 - To reinforce and extend classroom learning;
 - To provide practice in skills and problem solving;
 - To provide opportunities for special projects, such as book reports, compositions and special research projects.
2. Assignments are to be completed on time and written properly. Good grammar, neatness, and correct spelling are expected on all assignments. Work will be evaluated for its neatness, legible presentation, as well as the accuracy of its content. Sloppiness, carelessness and thoughtless content will not be allowed. Such work will be returned to the student for revision.
3. Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
4. Appropriate use of internet resources is encouraged. Information copied directly from Internet sites will be considered cheating.
5. The time required for homework will vary with the pace of the individual students and his or her course load. The amount of work required for honors and Advanced Placement courses is greater. Suggested amount of homework per night:

Suggested Amount of Homework Per Night	
Kindergarten	15-20 minutes
1st-3rd Grade	25-35 minutes
4th-5th Grades	35-45 minutes
Middle School	60-90 minutes
High School	60-90 minutes

6. Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade reflecting a penalty.

Late Work

Students are expected to complete and turn in all work at the beginning of the class period of the due date. **Assignments that are turned in late will be assessed a fifty percent (50%) penalty on the first class period.** Assignments turned in two class periods after the due date become the discretion of the teacher.

It is the student’s responsibility to ensure that all work is turned in. Because of the educational value of all assignments, all work is expected to be completed even if the assignment is late and the grade is penalized.

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 6th – 12th grade caught cheating on a major assessment, will be issued a zero for that assignment and given an out of school suspension for the next day.

Repeat offenders can expect increasingly severe consequences to include being referred to the Administrative Review Team and lose of extracurricular activities.

Promotion/Retention

Satisfactory progress and developmental readiness determine promotion of student to the next grade. A student may need to repeat a grade in order to master the material, or he or she may not be developmentally ready for the next grade.

Elementary School

Students in Kindergarten are promoted based upon successful completion of required skill sets. Kindergarten students must also earn an S (Satisfactory) in both reading and math skill sets. Students in

first through fifth grade must earn a final passing grade in reading, mathematics, and all but one other subject area to be considered making satisfactory progress.

Middle School

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

High School

To be promoted to the next grade, a student must earn:

- 6 credits to be a Sophomore;
- 13 credits to be a Junior
- 19 credits to be a Senior
- 26 credits to graduate

Summer Courses: All course work must be approved by the school and completed before school starts.

Academic Probation

A student who fails to pass six of his or her eight courses for the semester will be placed on academic probation and will not be allowed to participate in any extracurricular activities.

Academic Warning- A student is placed on academic warning for failing to pass six units in a quarter.

Academic Probation- A student is placed on academic probation for failing to pass six units for two consecutive quarters.

Academic Expulsion- A student who fails to pass six 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 test 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.

A student may be exempt from their finals if they have earned an A in the class.

Tutoring

FPCA recognizes that all students learn differently. The school provides opportunities for academic support to work with teachers and families to serve students who struggle. Tutoring availability is based upon teacher recommendation. Parents may contact the teacher to set up a conference if they feel their child needs additional assistance.

Elementary school students with a C in a class will be required to attend tutoring in the class. If a parent refuses tutoring for their student, they must sign a statement indicating that they do not wish for their student to receive tutoring, knowing that they are in danger of failing the class. Middle and high school teachers will recommend tutoring for students with a “C” average and below.*

*Students who have a C in class due to lack of effort, not turning in classwork or homework, will not be offered tutoring.

Textbooks

Tuition includes a rental fee for the use of textbooks. An additional fee or replacement charge will be assessed for damaged or lost books. Textbooks must be returned or paid for prior to taking the exam for that course.

Requirements for Graduation

First Presbyterian 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:

Credits Required for Graduation			
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 honor graduate, earn 3 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 award 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 Presbyterian 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**.

ARRIVAL/DISMISSAL FROM SCHOOL

First Presbyterian Christian Academy, in compliance with Georgia law, expects all students to attend school regularly. Regular and punctual attendance is essential for a student’s success. Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

Middle Daily Schedule

Monday, Tuesday, Thursday Friday		Wednesday/Activity Bell
First Period	8:00 - 8:50	CHAPEL- 8:10 – 8:50
Second Period	8:50 - 9:40	8:50 - 9:40
Third Period	9:45 - 10:35	9:45 - 10:35
Fourth Period	10:35 - 11:25	10:35 - 11:25
Lunch	11:30 – 12:05	11:30 – 12:05
Break	12:05 – 12:15	12:05 – 12:15
Fifth Period	12:20 - 1:10	12:20 - 1:10
Sixth Period	1:10 - 2:00	1:10 - 2:00
Seventh Period	2:05 - 3:00	2:05 - 3:00
Dismissal	3:00	3:00

High School Daily Schedule

Monday, Tuesday, Thursday Friday		Wednesday/
First Period	8:00 -9:40	CHAPEL 8:05 - 8:50
Second Period	9:45- 11:20	9:45- 11:20
Third Period	11:20-12:50	11:20-12:50
Lunch	12:50 – 1:25	12:50 – 1:25
Fourth Period	1:30-3:00	1:30-3:00
Dismissal	3:00	3:00

Arrival

FPCA will accept responsibility for students arriving as early as 7:40AM. No supervision of students is provided prior to 7:40AM unless enrolled in Before Care. If the student arrives prior to 7:40AM, he or she

will be required to report to before care in the Media Center and his or her school account will be assessed the appropriate fee.

Pre-K 4 through grade twelve is located in the main school building. Morning drop off is in front of the main building for all students. A staff member will be in front of the main building to receive the students. **Upon entering the school building, students are to be in proper uniform and report to their classrooms.**

Students who are not in their classroom by 8:00AM are considered to be tardy. Tardy slips must be obtained from the school office before the child will be admitted to class.

Late Arrival to School

It is important for students always to be on time to school and class. Being prompt demonstrates self-discipline, responsibility and maturity. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits, which are characteristics of success and good citizenship in every walk of life.

Lateness is usually considered a form of disrespect and lack of adequate planning. Whenever a student enters a class late, the learning process is either interrupted or delayed for all students in the class. Since school years are the habit-forming years of life, it is crucial that attention be given to the importance of promptness. By being prompt, students demonstrate and practice desirable behaviors of adult life.

A good rule of thumb is to plan to be at school by 7:45AM. This plan provides a cushion of several minutes to deal with unavoidable delays encountered en route. Any student arriving after the 8:00AM bell must enter the building at the front office entrance, sign in at the office, and receive a tardy slip. The reason for the late arrival will be recorded. Parents must write notes or send notes from the doctors, etc.

No student will be admitted to class without an admission slip if he or she has arrived after the tardy bell.

Middle and high school students arriving prior to the start of third period are responsible to see the teachers of the classes they missed to turn in work due on that day, take scheduled tests and get assignments due the following day. No additional time will be allotted for the completion of work.

Students arriving at school after 8:00AM are tardy and absent from each class missed for more than 15 minutes

Tardiness

Students are expected to arrive in their classrooms prior to class start time. Those who fail to do so are tardy. This lateness either delays the beginning of class activities or creates an unnecessary interruption in the learning process for all students. It is a matter to be taken seriously.

Grades 1st-5th:

- Unexcused Fifth Tardy (per semester): Lunch detention and \$5 fee per tardy
- Unexcused Tenth Tardy (per semester) : Lunch detention and \$10 fee per tardy
- Unexcused Fifteenth Tardy and beyond: Central detention and \$20 fee per tardy

Grades 6th-12th:

- Unexcused Fifth Tardy (per semester): Lunch detention and \$5 fee per tardy
- Unexcused Tenth Tardy (per semester) : Lunch detention and \$10 fee per tardy
- Unexcused Fifteenth Tardy and beyond: Central detention and \$20 fee per tardy

Truancy

Truancy is being absent from class without the knowledge of parents or the school. Students cannot accumulate more than 8 absences a semester.

Dismissal

Pre-School & Elementary School

Elementary school students will be dismissed at 2:45PM or 2:55PM. Students in kindergarten through 5th grade will be picked up in front of the main building between 2:45PM and 3:00PM. Vehicles leaving the main building must turn right onto East Court Street between 3:00PM and 4:00PM to help facilitate the flow of traffic away from the building.

Middle and High School

Students shall remain in their final class until dismissed by their teachers at 3:00PM. High school students are allowed to stay in the high school portion of the school building until 3:30PM. After 3:30PM all parts of the building are off limits unless the student is involved in an after school activity supervised by a faculty member or in after school care.

Pick-up Areas

Students in kindergarten through 8th grades will be picked up in front of the main building between 2:45PM and 3:00PM. Vehicles leaving the main building must turn right onto East Court Street between 3:00PM and 4:00PM to help facilitate the flow of traffic away from the building.

Elementary school students not picked up by 3:00PM and middle and high school students not picked up by 3:15PM or under direct teacher supervision by that time will be taken to Extended Care and his or her school account will be assessed the appropriate fee.

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

Definition of Absence

Elementary School

Absence is defined as missing more than half the school day. Absences due to school-sponsored activities will not be included in the cumulative count. All other absences including absences for family trips, college days, personal illness, suspensions from school, etc., will be included in the cumulative count. Students who accumulate more than ten absences per semester must provide documentation to the Attendance Appeals Committee.

The school has the responsibility to teach students academic subjects as well as desirable habits of living. Continued excessive absences deprive the school of its opportunity to perform this task.

If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed;

- Notify the Head of School of the dates on which the student will miss at least one week in advance.
- The Head of School will contact the teacher and identify the impacts of the student missing those specific dates of class. We request that vacations not be taken at the end of a grading period.

Middle and High School

Absence is defined as missing 30 minutes of class time. Absences due to school-sponsored activities will not be included in the cumulative count. All other absences, including absences for family trips, college days, personal illness, suspensions from school, etc., will be included in the cumulative count. Students who accumulate more than 8 absences in an individual class per semester must provide documentation to the Attendance Appeals committee.

Attendance Appeal

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. Because these factors are so important to successful academic progress, students who accumulate more than 10 absences in a class for a semester may face academic penalties and may fail the class for the semester due to excessive absences. This policy will be applied to each class separately.

Students who exceed the 10-absence limit in any class in a semester are required to file an appeal in order to earn credit for the course(s) missed. Students will be asked to account for the reasons for the absences, providing documentation whenever possible. The Attendance Appeals Committee, which is composed of school administration and teachers, will evaluate the submitted records and determine if an academic penalty will be assessed and what that penalty will be.

The documented reasons for appeal may include but shall not be limited to:

1. Absences due to extended illness and/or hospitalization and can be documented with a certificate of illness issued by a licensed physician.
2. Extended illness or hospitalization of an immediate family member.
3. Death within the immediate family.
4. Legal issues (such as court appearances, depositions, etc.).
5. Natural Disasters.
6. Absences related to parental requests not exceeding five (5) days.

Procedure for Applying for an Attendance Appeal:

1. The school will notify parents of students who have accumulated more than 10 absences (excused or unexcused, this does not include school sponsored activity) from a class in a semester.
2. Instructions, forms, and the due date for documentation of reason for absences will be provided to families.
3. The completed application shall be submitted to the administration on or prior to the due date.
4. The Attendance Appeals Committee shall review the student's documentation, render a decision and notify the student, parents, and teacher.

Parental Responsibilities

FPCA is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must call the school by 9:15AM. Upon the student's return to school, parents are asked to submit a note supporting the absence.

1. Encourage prompt and regular attendance. Please schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.
2. When your student is absent, call the office before 9:15AM to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of the absence. Provide a signed note with date and reason for absence for student records.
3. Request a list of homework assignments on days when it is necessary for your student to be absent from school by calling the office before 9:15AM the morning of the absence. Homework will be ready for pick up in the school office after 2:30PM.
4. Provide a signed excuse for all appointments. Only those appointments with excuses from doctor's offices, etc, will be marked as Medical and excused.
5. Students absent due to illness will have the number of days absent plus one to hand in make-up work. Regularly scheduled tests such as spelling, vocabulary, or a test that had been announced prior to the absence, will be given on the day of the return to school.

Student Responsibilities

We ask that students make every reasonable effort to be at school promptly every day. When absent, if possible, complete homework and other assignments prior to returning to school; students are accountable for make-up work missed each day absent.

Students are to see their teachers for make-up work upon returning to school. Realize that make-up work may not be the same as assignments given to students who were in class. Teachers may alter assignments in attempt to compensate for the class lecture and discussion that were missed. Students should also be prepared to meet with teachers during lunch and before and/or after school to give teacher the opportunity to help catch up them up on missed assignments.

Extended Illnesses

When a student is absent due to illness or hospitalization for more than five days, the following guidelines should be followed:

1. The parent should contact the school as soon as they become aware that the student will be absent for several days. The following information will be requested:
 - a. Doctor's statement of reason for absence
 - b. Location of the student (home, hospital, etc.)
 - c. Approximate length of absence
 - d. School work and materials needed
2. Schoolwork should be picked up and dropped off in the office at the end of each week.
3. If the student is to be absent more than ten school days, the school will have the option to release the student to a homebound instructor. In this situation it is the responsibility of the parents to engage a qualified teacher to work with the school and student during the extended illness so that the student may receive credit for work completed.
4. Parents should notify the school administration two days prior to the student's return to class so that the school can make efforts to ease the student's return to school.
5. Upon return to school, the following information is required:
 - a. A signed release from the doctor
 - b. An up-to-date evaluation of the student's academic progress from the homebound teacher
 - c. A list of medication the student will be taking at school
 - d. A written description of permissible and non-permissible behaviors.

Changes in Dismissal

If your child is going home by means other than their normal carpool, parents are to provide the following in writing to the teacher or office the morning of the change:

- Student name
- Grade level and teacher
- Date
- Normal carpool along with changes
- Phone number where parents can be reached in case of questions

Early Dismissal

Students are required to take any quiz or test and turn in work due in classes to be missed prior to leaving school. Students who expect to leave school early for any reason are to present a note from their parents to the school secretary prior to the start of school. If no note is presented, parents must physically come in the building to sign the student out.

The note is to include the following information:

- Student's full name;
- Date and time of departure;
- Means of departure (parent pick up, student driving, etc.);
- Estimated time of return (if returning during that day);
- Reason for leaving early;
- Parent signature and phone number.

Telephone calls requesting early dismissal will be accepted only in cases of emergency. Dismissals for emergencies require the authorization of an administrator.

All students sign in and out through the front office. Parents should avoid early departure if at all possible. If the student misses thirty minutes or more of class for an early dismissal he/she is considered absent. Students are not allowed to leave campus for lunch unless they have been granted a special senior privilege.

Please stagger the time for appointments so the student does not accumulate absences in the same class(es).

Illness During the Day

Students who become too ill to remain in class or need to take medication kept in the office must be given a pass by his or her teacher. The office will require a teacher note/pass.

All students needing to go home because of illness must have been seen in the office prior to being dismissed from school. Students with a fever of 100 degrees or higher and those remaining in the office for more than one period will be sent home. If home contact cannot be made, the student will remain at school unless contact can be made with an emergency number that has been provided by the parents, or the illness or injury is serious enough to call an EMS unit.

Students must be fever-free (less than 100 degrees, unmedicated), diarrhea/vomiting-free, and symptom free for 24 hours before returning to school. Unmedicated means that no drugs such as ibuprofen (Motrin, Advil) or acetaminophen (Tylenol) have been given to the student. Students who return to school after having had a documented fever or vomiting/diarrhea in the previous 24 hours or have been ill with the same at home in the previous 24 hours, will be sent home.

Time spent in the office is considered an absence from class.

All course work for classes missed during time spent in the office is to be turned in that day. Students may be required to take quizzes and tests missed while in the office before they leave school that day to avoid misuse of the office.

Over-the-counter medication (such as Tylenol, Ibuprofen, cough medication, Tums) will be provided by the school. These medications can be administered by the office staff if permission has previously been given by the parents.

To administer prescription medication, a Prescription Medicine To Be Given At School Form must be completed, signed by a parent, and brought in with the medicine. All prescription medications must be properly labeled with the name of the student, name of medication, and method of administration. Medication improperly labeled will not be administered. In addition, a new form must be completed if there are any changes to the original instructions. This form can be obtained from the office.

Students who regularly take medication that is given by the office may go to the office during break or lunch by obtaining a pass from his or her teacher. All prescription and non-prescription medications taken while on campus must be kept in the office and must be administered by the office staff. Students may not provide any medication for other students. Students needing medicine must fill out appropriate form to allow school to store and administer medications.

Updated immunization records, physical examination, and birth certificates, as required by Georgia state law, must be on file in the school office in order for the student to continue enrollment at FPCA.

Make-up Work

Homework/Classwork:

When a student misses classes, valuable classroom instruction and discussion that cannot be made up is lost. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction. Teachers may expect students to do all the work assigned, as well as additional work to compensate for missing class instruction. Failure to complete the make-up assignments will be reflected in the student's grade for that period. If you are requesting homework, please email your child's teacher by 9:30AM. Whatever homework available may be picked up at 2:45PM.

Test/Quizzes:

Students are eligible to receive full credit for make-up work. **This work will be made up at the rate of days absent plus one day not to exceed five school days.** Please note, this is school days, not class periods. In other words, if a student misses two days he/she shall have two school days plus one for a total of three school days in which to make up the work. Students with subsequent absences during the five school days following the original absence will meet with teachers to plan a reasonable schedule for completion of the missed work.

A student may be expected to take quizzes or tests on the day he/she returns. For example, if on Friday teachers announce a test for Tuesday and the student misses class on Tuesday, the student may be expected to make up that test on the day of return to class.

In cases of early dismissal, students are required to turn in work due in classes to be missed prior to leaving school.

Students missing class due to suspension from school will be expected to do all assignments made to the students who are present and adequate make-up work to cover the missed instruction. However, a grade for those assignments will not be given.

Late Work Policy for Major Projects

If a student is absent on the day a scheduled test, quiz, assignment or long-term project (book report, term paper, etc.) is due, the following procedure will be followed. Regardless of the reason for the absence, the assignment must be turned in or the quiz/test must be taken on the day of return to school. Parents are encouraged to contact the teacher on the day it is due. Teachers will assess severe penalties for major assignments turned in late.

Students arriving prior to the end of the day are responsible to see all teachers to turn in work due on that day and to get assignments due the following day. No additional time will be allotted for the completion of work.

Extracurricular Events

Students are required to attend school the day of an extracurricular event in order to attend that event. If an event is on the weekend, students are required to be in attendance the day before. "Attendance" is defined as attending at least 2 out of 4 class periods that day, unless otherwise preapproved by an administrator.

CONDUCT

Behavior Guidelines

Discipline at First Presbyterian Christian Academy is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in scripture.

After exhausting all efforts within the classroom, a teacher may find it necessary to send a student to the office for one or more of the following actions:

1. Discussion of the problem.
2. Development of behavior contracts (parents informed).
3. After school detention or appropriate work (parents informed).
4. Central detention
5. Conference with teacher, parents, and/or administration.
6. Saturday School
7. Out-of-school suspension.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the student. When parents have a question, they should contact their student's teacher immediately. Often a conference or note can eliminate the difficulty, should the problem continue, the administration should be consulted.

The administration, after consulting with all parties, has the right to evaluate any unacceptable behavior and administer the appropriate disciplinary action. Persistent unacceptable behavior could result in a student being placed on Disciplinary Probation with the ultimate possibility of expulsion from school.

Level 1 – Minor

Offenses

- Computer/Device violation
- Defiance of faculty authority

- Hazing
- Gambling
- Inappropriate Behavior
- Inappropriate public display of affection
- Locker Violations
- Dress Code violations
- Parking lot violation
- Slander
- Sleeping in class
- Tardiness
- Use of offensive language
- Violation of Athletic Conduct Policy
- Violation of classroom rules
- Violation of personal property policy
- Violation of spectator behavior policy

Disciplinary Action

- Verbal reprimand (warning in renweb)
- Contact Parent
- Student sent home
- Mandatory parent conference
- Central Detention
- Lunch Detention
- Saturday School *
- Disciplinary ART meeting
- Expulsion

***The school will assess of \$40 fine for Saturday school**

Level II – Intermediate

Offenses

- **Continuous of Level I Offenses**
- Bringing discredit to FPCA
- Bullying/Harassment
- Fighting
- Leaving school grounds without permission
- Petty theft
- Physical or verbal altercation
- Procession or transfer of obscene material
- Providing false information to school employee
- Reckless driving
- Skipping class while on campus
- Truancy
- Forgery
- Vandalism
- Verbal, written, or electronic threat or harassment

Disciplinary Action

- Contact Parent
- Student sent home
- Central Detention
- Saturday School *
- Disciplinary ART meeting
- Suspension from school (1-5 days)
- Referral to law enforcement
- Financial Responsibility
- Expulsion

***The school will assess of \$40 fine for Saturday school**

Level III – Major

Offenses

- **Continuation of Level I and II offenses**
- Battery
- Conviction of a crime
- Grand theft
- Fire alarm activation
- Direction obscene language to a school employee
- Inciting or participating in a major student disorder
- Major threats
- Procession of firearm

- Procession of a knife
- Possession, use, transfer, or under the influence of alcohol
- Possession, use, transfer, or under the influence of drugs
- Possession, use, transfer, or under the influence of vape and/or e-cigarettes
- Sexual misconduct
- Tampering or damage of school software
- Property damage

Disciplinary Action

- Disciplinary probation
- Suspension from school (2-10 days)
- Expulsion
- Referral to law enforcement
- Financial Responsibility
- Mandatory ART meeting

Level IV – Flagrant

Offences

- Bomb Threat
- Sexual Battery
- Procession of firearm on persons/personal belongings
- Sale of illegal drugs, drug paraphernalia, or unauthorized prescription medication.
- Terroristic threats

Disciplinary Action

- Disciplinary probation
- Mandatory ART meeting
- Expulsion
- Referral to law enforcement
- Financial Responsibility

Cell Phone Violation

- 1st Offense = Lunch Detention
- 2nd Offense = Central Detention
- 3rd Offense = Saturday School
- All subsequent offenses = Suspension

Dress Code Violation

- 1st Offense = Warning (document in Renweb)
- 3rd Offense = Lunch Detention

- 5th Offense = Central Detention

Disciplinary Consequences

- Five Unexcused Tardies = One lunch detention
- Three Uniform Violations = One lunch detention
- Three Lunches Detentions per quarter = Central Detention
- Three Central Detentions per semester = Saturday School
- Three Saturday Schools per semester = One day suspension

Progression of Corrective Measures

1. Lunch Detention- Students may receive lunch detentions for level I or II classroom infractions. Lunch detentions will be documented on RenWeb. If a student is issued four lunch detentions for the same infraction during the course of one semester, the student will be given a discipline referral in lieu of the lunch 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:

- Referral requiring parent signature and conference with student and parent. Punishment may include lunch detention, Saturday School, in or out of school suspension, or undocumented community service.
- Referral requiring parent signature and conference with student and parent. Punishment may include detention, Saturday School, in school suspension or out of school suspension.
- Referral requiring parent signature and conference with student, parent and Head of School. Punishment may include Saturday School, in school suspension, or out of school suspension.
- Referral requiring parent signature issued and conference with student, parent, and Head of School and possible expulsion from FPCA.

Note: Referrals are cumulative for an entire semester; all referral counts 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.)

3. Detention/Saturday School- Detention is held on designated Saturday mornings at 8:00AM. It is suggested that students arrive on campus by 7:45AM. Students arriving after 8:00AM or not arriving in dress code will not be admitted. Students may access the building only through the main school entrance doors.

Saturday School is a four hour detention at a cost of \$40 payable that day. Those who fail to report to Saturday School will be assigned the following Saturday. If more than two Saturday Schools are missed, student will be called in for conference with parents and possible suspension will be a result of missed assignment. Students who accumulate more than three different Saturday School infractions may face

suspension or withdrawal from school. Misbehavior in detention/Saturday school is a major violation of the discipline code and such actions may result in another disciplinary assignment.

Students arriving out of dress code, without payment, or sleeping or disrupting will be sent home and will be reassigned to Saturday School on the next scheduled day. The student will not receive a refund and will be required to pay for the additional Saturday School.

4. Central Detention

A central detention is a 45 minute detention held before school as assigned by administration. Students will be assigned a day of detention (Friday morning) the week prior to serving the Central Detention. Students will be allowed to reschedule ONE central detention per semester. If the student does not show up for the scheduled Central Detention, he/she will be issued an additional Central Detention. Students who are tardy will not be admitted.

Central Detention begins promptly at 6:45 AM on Friday mornings.

5. Suspension- The student may serve out-of-school suspension.

Students may not be on campus the day of the suspension and they may not participate in any extracurricular activities.

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.

Important: Many colleges ask the school and the applicant whether the applicant has ever been suspended from the school. The FPCA staff will answer these questions truthfully and expect students to do the same. The school will report out-of-school suspensions that have resulted from serious honor violations, such as lying, cheating, stealing or other unethical behavior. The school will report all major violations of the discipline code to colleges to which a student has applied, regardless of the time of year in which it occurs.

Classroom Standards

Students are expected to be on time and properly prepared each day. Each teacher will establish the rules for classroom behavior that shall prevail in his or her classrooms. Students are to comply with these expectations, both academically and behaviorally.

DRUG/ALCOHOL/TOBACCO POLICY

Philosophy

First Presbyterian Christian Academy recognizes the hardship created by drugs and alcohol at the individual and the community levels. In so doing, we unite to provide a drug free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs and alcohol any time while on campus or at any off-campus FPCA event. In accordance with this, we will maintain a no tolerance policy towards drug and alcohol use.

Drug and Alcohol Policy

The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drug.

- Possession/Use First Offense

When a student is found for the first time, in possession of, under the influence of, using drugs or alcohol, or paraphernalia on the way to or from school, at school, before, during, or after a school-sponsored event, the unauthorized substance or paraphernalia will be taken away from the student. The use of a Breathalyzer may be employed to student(s) suspected of being under the influence of alcohol at school or school related activities. The police may be contacted whenever any individual is found in possession of illegal substances or is in violation of the law. Parents will be contacted to take the student home. If emergency services are needed, such services shall be contacted and the expense borne by the student and their family.

- Disciplinary Action First Offense

Any student who is found in possession of or under the influence of drugs or alcohol shall be suspended from school for five school days and may be socially suspended (i.e. extracurricular activities) for up to 30 calendar days. As a condition of continued enrollment, the student, at the expense of the student's family/guardian, is required to meet with a drug/alcohol counselor or psychologist. Upon completion of counseling the student must submit a professional assessment to the school administration. The student shall be subject to random drug/alcohol testing, also at the family's expense for the duration of enrollment of FPCA. The school is bound by law, as are individuals and families, and it will act in compliance with the law when circumstances indicate certain actions are necessary.

NOTE: Should a family refuse the recommended professional treatment (including random drug testing), the school may permanently dismiss the student from First Presbyterian Christian Academy. Please refer to section G.2 for information regarding monies owed should disciplinary action be needed.

- Possession/Use Second Offense

Any repeated violation of the school's drug/alcohol policy will result in the automatic dismissal from First Presbyterian Christian Academy.

- Trafficking/Buying/Selling

If a student is found to be trafficking- buying, giving away or offering to trade, sell or give away alcohol/drugs, or anything passed off as drugs on the way to or from school, at school, before, during, or after a school-sponsored event, the student will be dismissed immediately from First Presbyterian Christian Academy without the option of retuning. The parents will be notified and the police may be contacted.

While the school recognizes the need for compassionate treatment of those addicted and seeking help, the school also upholds the policy of not using drugs/alcohol anytime while on campus, at an off-campus FPCA event, or while representing the school in any manner. In accordance with this, the school will maintain a no tolerance policy toward drug and alcohol use.

- Search of Personal Property

Inspection of personal property including (but not limited to) lockers and their contents, clothing pockets, backpacks, and cars may be conducted by school administration or their designee for any reason, at any time, without notice and without student or parent consent.

Tobacco Policy

The Frist Presbyterian Christian Academy School Board recognized that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities.

- Tobacco Use is Prohibited

No student is permitted to use any tobacco product:

1. In any building, facility, or vehicle owned, leased or rented by FPCA.
2. On any school grounds and property - including athletic fields and parking lots – owned, leased or rented by FPCA.
3. At any school-sponsored or school-related event on campus or off.

- Tobacco Products

Tobacco products are defined to include cigarettes, chewing tobacco, cigars, cigarillos, e-cigarettes, vaping products, cigarette packages, or smokeless tobacco containers. Tobacco use includes smoking, chewing, dipping, use of electronic nicotine delivery systems, or other combustible tobacco products.

- Vapping and E-Cigarette Products

If it is determined that any vaping fluid/e-cigarette contains any substance that can be classified as a narcotics, the violator will fall under the Drug and Alcohol Policy guidelines. If it contains only tobacco products, the violator will fall under the Tobacco Use Policy guidelines.

Disciplinary Actions

*Actions taken under this policy are for the entire length of student's enrollment at FPCA
(not on a per year basis)*

1st Offense: Parent notification, essay on why tobacco products are unhealthy to be given to the Head of School. A fine of \$100 will be paid to the school before student is able to return.

2nd Offense: Parent conference, Two-Day in school suspension (work detail). A fine of \$250 will be paid to the school before student is able to return.

3rd Offense: Three-day out of school suspension, loss of half tuition assistance (if applicable). A fine of \$500 will be paid to the school before student is able to return.

4th Offense: Five day-suspension, loss of total tuition assistance (if applicable). A fine of \$750 will be paid to the school before student is able to return.

Over-the-Counter and Non-Prescription Drug Policy

The possession, distribution, or use of over-the-counter medications or natural substances (including herbal remedies, caffeine pills, or any other substances that has the potential to alter one's moods or behavior) is not allowed.

All medication, pills, over-the-counter drugs, or anything that resembles the aforementioned must be dispensed through the school office with written parental permission. Violation of this policy is a major violation of the discipline code.

Discipline Policies

The School Board and the administration of First Presbyterian Christian Academy believe that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm but fair and moral/spiritual values are emphasized within a loving, caring Christian atmosphere.

It is our belief that students learn self-discipline through four aspects which reflect God's principles of human behavior.

1. ORDER is the organization which provides a good environment for learning.
2. TRAINING is the process of practicing what is right.
3. CORRECTION is the discouragement of wrong behavior.
4. PRAISE or AFFIRMATION is used to encourage students to continue in obedience.

Discipline Committee

A Discipline Committee made up of faculty and administration is in place for the purpose of dealing with severe discipline problems. The committee tracks the progress of students demonstrating continued disciplinary infractions and makes recommendations to the faculty and parents in regard to guiding students to accept responsibility for behaviors. The committee will make recommendations to the Administrative Review Team, if necessary.

Administrative Review Team

The Administrative Review Team is made up of administration, faculty, parent, and school board members for the purpose of dealing with severe or continuous discipline problems. Students who exceed the number of referrals allowed pursuant to FPCA policy or commit a serious offense 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. and meet with the Discipline Committee, if appropriate. The parent and student may attend the Administrative Review Team's meeting and show cause as to why the student should not be expelled.

Positive Student Relationship/No Bullying Allowed

In accordance with the mission of FPCA, efforts are made to help students develop positive, respectful relationships with others. Appropriate interaction is taught and reinforced so students may learn how to relate to their peers in a constructive manner.

Students who fail to be kind and respectful of others will be corrected. FPCA will not tolerate bullying behaviors in our school. Bullying behaviors may be verbal, physical, or social.

- Bullying: Intentional and repetitive verbal or physical mistreatment that is characterized by a desire to gain power over another.
- Direct Bullying: Overt physical or verbal aggression and/or intimidation such as name calling, punching, threatening physical violence, slapping, kicking, etc.
- Indirect Bullying: Characterized by the goal of social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim.

The severity of consequence will be in direct relation to the severity of the bullying behavior.

The consequences for bullying behavior may include:

1. Verbal warning with discussion and parent notification.
2. Denial of activity (eating lunch with classmates, recess, field trips, etc.), along with parent notification.
3. Detention and required sessions with the school counselor or documented help from outside source.
4. Central Detention
5. Suspension: 1-3 days of in school or out of school suspension.
6. Dismissal from FPCA.

Disciplinary Probation

Students who have demonstrated difficulty complying with the disciplinary code may be placed on disciplinary probation for a semester. The placement of a student on disciplinary probation signifies the recognition that this student requires direct supervision, attention, and assistance to maintain patterns of behavior that are conducive to the learning environment of all students.

The Discipline Committee will review the student's progress at the end of the semester. If the student has corrected the previous behavior problems he or she will be released from probation. If the student fails to demonstrate improved judgment and self-control while on probation he or she may be referred to the Administrative Review Team for possible expulsion. If the student has demonstrated improved behavior but has not fully satisfied the committee that the pattern of unsatisfactory behavior has been corrected, he or she may remain on probation for an additional semester or may be referred to the Administrative Review Team for possible dismissal. No student may remain on disciplinary probation for more than two consecutive semesters.

SOCIAL MEDIA USAGE

Purpose

First Presbyterian 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 our 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. Of 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 you 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 birthdates, 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.
-

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 PK4 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 which may be purchased from Pro Feet (111 E. Hendry Street, Hinesville), Lands' End at www.landsend.com/school (FPCA preferred school code 900108408), or at the FPCA Used Uniform Shop. 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, spacers, or any device resembling earrings.
7. Hairstyles are to be neat, and well-groomed. Hair must be a natural color. Hairstyle extremes including tails, spikes, unusual shapes, steps, cuts, lines or directions are not acceptable. Hair may not stand more than three inches from the head. Hair will be measured and observed as it naturally falls during regular school activities. 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 hair cannot be put into pony tails or "man buns".
10. Boys may not wear picks or combs in hair.
11. Boys are to be clean-shaved with no beards or mustaches. Sideburns may not extend beyond the lowest part of the ear opening. The sideburn base must be a clean-shaved, horizontal line.
12. No hats, scarves, or any other head covering are allowed.
13. No visible tattoos are allowed. This includes temporary tattoos.
14. All shoes must have a back and be closed toed. Shoes with laces must be properly tied.

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 tails, spikes, unusual shapes, steps, cuts, lines or directions are not acceptable. Hair may not stand more than three inches from the head. Hair will be measured and observed as it naturally falls during regular school activities. 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.
14. Girl's hair must be neatly trimmed, off the face, and may not be closely shaved in part or full.
15. Girls may not wear picks or combs in hair.
16. No hats, scarves, or any other head covering are allowed.
17. No visible tattoos are allowed. This includes temporary tattoos.
15. All shoes must have a back and be closed toed. Shoes with laces must be properly tied.
16. Girls are permitted to wear hair bows, barrettes, headbands, etc. and they must be FPCA plaid or one solid color from the FPCA plaid.
17. Upper School girls are permitted to wear conservative and appropriate makeup as permitted by parents and school administration. Colors must be limited to light shades.
18. Girls are permitted to wear one solid color nail polish. Nails must be an active length, no longer than ½ inch long. Nails should be clipped and clean.

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 FPCA or the school crest embroidered on the left chest area.

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

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

PE Uniform

Students enrolled in physical education courses 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 logoed with FPCA. These are available for purchase in the FPCA Uniform Shop or through Lands' End. When the weather is cooler, students may opt to wear long-sleeved grey t-shirts or sweat shirts and/or grey or navy sweat pants both logoed with FPCA. Students not abiding by the PE dress code will adversely affect their grade.

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. The width of the strap over the shoulder must be at least two (2) inches. 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 two 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, so as to allow sagging of the pants. Belts must be worn if pants, skirts, or shorts have belt loops. Belt buckles must not be oversized nor have any writing that is considered offensive;
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.

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, formfitting, 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 as long as 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

Boys	Lower School (PK4 to 5)	Upper School (6 to 12)
Slacks	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 of 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 of form fitting..
Shorts	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.
Oxford Shirts	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.
Polo Shirts	Navy or white polo shirt with short or long sleeves. Shirts must be embroidered with FPCA on left chest area.	Navy or white polo shirt with short or long sleeves Shirts must be embroidered with FPCA on left chest area.
Belt	Brown or black belt with traditional length and buckle. (PK4 exempt)	Brown or black belt with traditional length and buckle.
Shoes	Brown, black, or navy dress shoes; or solid white tennis shoes, solid black tennis shoes, solid grey tennis shoes, a combination of white and black tennis shoe, or white tennis shoes with navy or black trim. Dress shoes are not to have a heel.	Brown or black dress shoes; brown Sperry-style boat shoes. Dress shoes may have up to a one inch block heel.
Socks	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.
Tie	None Needed	Official school plaid tie or bowtie.
Blazer	None Needed	Classic Navy Blazer embroidered w/ the school crest.

Uniforms for Females

Girls	Lower School (PK4 to 5th)	Upper School (6th to 12th)
Skirt	FPCA plaid, navy, or khaki uniform skirts may be no shorter than four inches above the back crease of the knee and cover the knees while sitting. Privacy shorts required.	FPCA plaid, navy, or khaki uniform skirts may be no shorter than four inches above the back crease of the knee and cover the knees while sitting. Privacy shorts required.
Jumpers	FPCA plaid, navy, or khaki uniform jumpers may be no shorter than four inches above the back crease of the	Not permitted

	knee and covers the knees while sitting. Jumpers must be worn with a collared shirt. Privacy shorts required.	
Slacks	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 of 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 of form fitting.
Shorts	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.	Not Permitted
Oxford Shirts	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.
Peter Pan Collared Shirts	White shirt with short, long, or 3/4 sleeves and Peter Pan Collars. Shirts must be embroidered with FPCA on the left collar.	Not Permitted
Polo Shirts	Navy or white polo shirt with short or long sleeves. Shirts must be embroidered with FPCA on left chest area.	Navy or white polo shirt with short or long sleeves. Shirts must be embroidered with FPCA on left chest area.
Belt	Brown or black belt with traditional length and buckle. (PK4 exempt)	Brown or black belt with traditional length and buckle.
Shoes	Brown, black, or navy dress shoes; or solid white tennis shoes, solid black tennis shoes, solid grey tennis shoes, a combination of white and black tennis shoe, or white tennis shoes with navy or black trim. Dress shoes are not to have a heel.	Brown or black dress shoes; brown Sperry-style boat shoes. Dress shoes may have up to a one inch block heel.
Socks	Solid white or navy knee high socks are to be worn with skirts and jumpers. In cold weather- navy, white, or black tights or leggings with same colored socks may be worn. Solid white or navy socks that extend above the top of the shoe are to be worn with shorts and slacks.	Solid white knee high socks are to be worn with skirts. In cold weather- navy, white, grey, or black tights or leggings with same colored socks may be worn. Solid white or navy socks that extend above the top of the shoe are to be worn with slacks.
Tie	None Needed	Official school plaid cross tie.
Blazer	None Needed	Classic Navy Blazer embroidered with the official school crest.

ADDITIONAL INFORMATION

Abuse: Reporting and Investigating Suspected Child Abuse

First Presbyterian Christian Academy complies with all Georgia state laws and regulations in reporting and investigating cases of suspected child abuse.

Books and Sports Storage

Books and sports bags are to be properly stored at all times. Teachers may request students to place their book or sports bags in a designated place in the classroom during class time and tests. Bags that are not properly stored or abandoned will be confiscated.

Personal Technology

It is the desire of First Presbyterian Christian Academy to provide a distraction free environment for learning. Certain rules and policies have been established to assist the school in ensuring the prevention of school disruptions.

All electronic devices are to be turned off and put away in a designated area when the student enters the classroom each period. If a student needs their phone due to a medical concern, they may leave it on them, but must adhere to the cell phone policy. If the device is out without teacher permission it will be taken up and the student will be written up according to the cell phone policy. First offense is a lunch detention, second offense is a central detention, third offense is a Saturday school. Further offenses may result in the device being banned for that student.

It is recognized that personal technology is a purposeful and prominent part of the lives of our students. The use of any technology by any person carries a great deal of responsibility that can directly impact teaching, learning, and behavior. As a result, the following expectations for all students will apply:

1. No student may use personal technology in a classroom without consent from the teacher assigned to that room. This is to include any activity that involves any form or use involving a personal technology device. Example: Checking the time will be considered a violation if not given expressed consent of the teacher that permits technology use.
 2. Teachers have the permission of the administration to create and administer individualized technology policies for the classroom in which they are assigned. It is the student's obligation to know their individual teachers' policies.
 3. Enforcement of any teacher's classroom policy will be under the following guidelines:
 - a. Upon any offense, the teacher may confiscate any technology and impose lunch detention and provide parent notification.
 - b. If student demonstrates after three incidences that they cannot abide by the expectations of his/her teacher(s), the student will be referred to the school administration where the student will be subject to revocation of personal technology possession and use during the school operating hours and assigning of a minimum of one hour of after school work detail. Continued violations may result in subsequent disciplinary actions.
 - c. If any of the preceding offenses prior to a referral to administration involves a breach of the Honor Code, the Technology Usage Policy, or other event that may be interpreted as causing a distraction to the learning environment, the offending student(s) will be referred to school administration where determination to severity, intent, and resulting school disruption will be considered in assigning appropriate consequence.
 - d. Students are not permitted to use personal technology during the school day to include outside areas, class changes, lunch, break, and during study hall periods. Any use of personal technology in changing room or shared restroom will be deemed a major disciplinary violation. At no time may a student engage in any form of verbal or digital communication with a parent, another student, or other recipient during the school day. Violations of this can result in severe consequences because it can interfere with the school's ability to conduct required actions during
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the course of the day, emergency situations, and secured teaching/testing activities thus bringing endangerment and liability issues to First Presbyterian Christian Academy students, staff, and faculty.

Students are expected to use sound judgment when using any personal technology and abide by the expectations presented. All students and parents will sign a form agreeing to abide by the above Personal Technology Plan.

During school hours students are to have their cell phones and other electronic devices TURNED OFF and placed in either their locker or book bag where they are to remain throughout the school day. The only exception is the teacher permission for the device to be used as an active part of classroom instructions.

The school office will receive emergency phone calls from parents and students will be allowed to make emergency phone calls from the school office.

Cell phones in the possession of students during the school day will be collected by staff and turned in to school administration. Should a student be observed with a cell phone during any testing session (whether or not the student had completed his/her test), the student may receive an automatic zero on the test.

Chapel

Chapel is a time of worship through music and Christian speakers who have been invited to speak to the students. Chapel is to be observed in a respectful manner (no talking or studying) and special dress for high school students is required. Chapel is typically held on Wednesdays and parents are invited to attend.

Conferences

Conferences between parents, students, and members of the school staff are encouraged. Parents may schedule a conference by contacting the front office. We ask that parents do not schedule conferences through individual teachers, but rather through the front office. All conferences will be scheduled within a 48 hour notice. Conference Sheets will be placed in teachers boxes.

Emergency Procedures

Personal: Every student is to have emergency information on file at FPCA making it possible for the school to contact someone in the family or other designated adult at all times. Fire/Tornado/Disaster/Intruder Drills: Classroom teachers will ensure all students know and understand the procedures for all drills. Procedures are located in each classroom and drills are conducted periodically.

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 interior 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.

Extracurricular Activities

Students are required to arrive at school prior to THIRD period in order to attend and participate in after school activities. If students are absent from school then they may NOT participate in after school activities, to include sporting practices or games.

Athletics

The athletic program at First Presbyterian Christian Academy is an integral and vital part of the total school education program. Its purpose is to make positive contributions to the physical, social, emotional, and spiritual development of the participants, the spectators, the school, and the community.

All students are encouraged to attend athletic events and participate in the program. At the present time, FPCA offers opportunities in the following sports:

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Girls and Boys Basketball	Baseball
Boys and Girls Cross Country	Cheerleading	Clay Target Team
Girls Volleyball	Girls and Boys Swimming	Girls and Boys Golf
MS Softball	Wrestling	Girls and Boys Soccer
Swimming		Girls and Boys Tennis
		Girls and Boys Track

Each sport at FPCA has an athletic fee required for participation. The students are required to pay the full athletic fee prior to participating in the sport. Students who have not paid the athletic fee will not be allowed to participate.

Sport	Fee
Baseball	\$100.00
Basketball (girls and boys)	\$100.00
Cross Country	\$60.00
Archery	\$100.00
Wrestling	\$100.00
Cheerleading	\$100.00
Clay Target Team	\$100.00

Golf	\$50.00
Soccer (girls and boys)	\$100.00
Softball	\$75.00
Tennis (girls and boys)	\$65.00
Track and Field	\$65.00
Volleyball	\$85.00
Swimming	\$100.00

FPCA is a member of the Georgia Independent Schools Association (GISA) and has a full athletic program. FPCA has both middle school and high school teams. Eligibility for the middle school team starts in 5th grade for most sports. Eligibility for the high school team starts in 8th grade at the coach's discretion.

According to GISA rules and FPCA regulations, student athletes must maintain certain grade requirements. All sports uniforms must be cleaned and returned to the respective team coach 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.

Eligibility to participate in interscholastic competition, the student must be in compliance with GISA rules and regulations. GISA eligibility requires students to pass a minimum of five academic classes each year.

In addition to the GISA requirements, FPCA requires that students must have a passing grade in all classes at each grading period in order to participate in interscholastic competitions, including practices. This includes all athletics, cheer, and literacy. Students who fail one or more classes will be put on academic probation until the next report card. Academic probation will consist of mandatory tutoring and bi-monthly progress report checks. If you are failing two classes or more, you will be on academic probation, but unable to participate in interscholastic competition. At the progress report check, if a student is passing they will then be eligible to participate in sports. However, a student will still be on academic probation until the following academic quarter.

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 or 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.
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4. If FPCA is fined by GISA due to misconduct during a game, the student(s) involved in the misconduct will be required to pay any and all resulting fines.
5. Varsity athletes (8th -12th grades) are expected to wear their blazers and ties when traveling to away games and represent the school in the utmost fashion. Middle School athletes (5th – 8th grades) will wear their school uniform to away games.
6. The coaching staff and Athletic Director hold the final word on any rules, regulations, or disciplinary action.
7. 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.
8. 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.
9. 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.

Student Organizations

The following are some of the clubs and organizations active at FPCA: High School Honor Society, Middle School Honor Society, Drama Club, Art Club, Interact, Archery Club, Fellowship of Christian Athletes, Y Club, Academic Team, Reading Bowl Team, Student Council, TOTS (Teachers of Tomorrow), Patrols, and Literary Team.

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 chaperones on these trips. All students are encouraged to attend field trips. Many field trips are planned as part of a lesson that is being taught and grades may be given as part of the field trip. If a student does not attend, an alternate assignment may be given. Efforts are made to keep the expense of field trips as reasonable as possible. All expenses of field trips are the responsibility of those participating. Written parental permission must be received in order for students to participate.

- No student is allowed on an off-campus trip without specific written parental permission.
- Students may not leave a field trip with a parent or another student without written notification.
- Students will wear uniforms on field trips unless otherwise informed by the supervising teacher, coach, or administrator.
- Field trips are designed to be age-appropriate and to reinforce the academic learning. FPCA does not allow siblings to participate in field trip because it takes away from the student for whose class the trip is planned. Sponsors must give their full attention to the care of the students.

Guidance

The counselors are specialists who help students and parents with academic, college, and personal concerns. Students are welcome to drop in any time during office hours, but it is suggested that an appointment be made if the counselors' services are needed for more than a few minutes. Students must have their teacher's permission to visit a counselor during class time.

Media Center

The FPCA Media Center is continuously expanding its media collection to meet the needs of all students in all academic areas. With its computers, Internet access, reference books, magazines, and audio-visual materials and equipment, the Media Center has a lot to offer students and teachers.

Students may use the Media Center before and after school and during the school day with a pass from their teacher provided that space is available. Teachers will schedule whole classes in advance and should not send more than four students at a time unannounced.

The Media Center is intended to be a place where students and teacher can come to do serious work and for students to get help with research projects. Those whose purpose does not fit this description may be asked to return to their classroom so as not to disturb others. No eating or drinking is allowed in the Media Center.

Lockers

Lockers will be assigned to students at the beginning of each school year. Lockers are not to be damaged in any way, inside or out. Pictures hung in lockers may be attached with magnets or sticky tack. Do not use any type of tape or paint on the lockers. No inappropriate posters, pictures, or slogans are permitted inside or out. Students who damage lockers will be held responsible for the cost of repairing the lockers. Tampering with any locker is unacceptable.

Students must use locks purchased through FPCA. Students must keep their lockers locked at all times and should not reveal their combination to other students. FPCA accepts no responsibility for the loss or damage of any personal property placed in a locker including but not limited to textbooks, calculators, and personal items including electronic devices. A detention may be assigned for failure to have the locker locked. Locks can be purchased for \$10.00. Non-school approved locks will be cut off.

The school reserves the right to open any school lockers at any time. Periodic locker inspections will be conducted to insure reasonable neatness and proper care of lockers.

Lost and Found

Students who have found articles should immediately take them to the school office. Lost articles may be claimed before or after school. Personal items that remain unclaimed after 30 days will be donated to charity.

Messages

If it is necessary to send a message to a student at school, call the school office with the student's name, grade, and a concise message. The student will be given the message at the earliest convenient time. Classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent. Students may not make or receive calls or text messages on cell phones during the school day. Cell phones are to be kept in lockers turned off or on silent.

Parent Dress at School Events

Since all adults are to be models of modesty before our students, we ask that parents please be vigilant of their dress. In light of current styles, we ask that traditional norms of modesty be demonstrated in skirt length, neckline, and style. Please avoid necklines that reveal cleavage and short or tight fitting apparel while on campus or attending school related events.

Pranks and Vandalism

Any act that disrupts the school day, damages school property, creates a hardship for school personnel, or breeches the discipline code may result in legal action, serious disciplinary action (including dismissal from school), financial restitution, and fines.

Pranks and vandalism are not a tradition, rite of passage, or something we will take lightly.

Senior Class/Graduation Fee

Senior students will pay an additional fee to cover the expense of graduation. The fee of \$130 covers the cost of diplomas, diploma covers, cap and gown, and more.

Student Parking

A parking tag for the car, at the cost of \$10.00, will be provided upon registration of the student driver. Students are required to park in their assigned lot. Parking tags must be displayed on all cars while parked on the school premises.

Parking on campus is a privilege, not a right, and those who fail to adhere to the policy or fail to drive appropriately may face disciplinary action, violation fees, and/or the forfeiture of driving to school. Parking spaces are limited; all students may not be able to park on campus.

FPCA Student Parking Policy and Code of Conduct

1. All Parking Permits expire at 3:45PM on the last day of the school year.
 2. Hours of parking permit enforcement are Monday through Friday from 7:00AM to 4:00PM (with the exception of handicapped parking and rules pertaining to safe driving practices, which are enforced at all times).
 3. Parking permits are not considered valid unless they are displayed on the dashboard of the vehicle.
 4. A student parking permit limits parking to behind First Baptist Church for Sophomores and Juniors and the Court Street parking lot at First Presbyterian Christian Academy for Seniors. Parking in any location other than in a designated student parking area is prohibited and subjects you to a citation and/or revocation of driving privileges and/or disciplinary consequences.
 5. Parking at FPCA is a privilege and may be revoked by administration for safety and/or disciplinary reasons.
 6. The FPCA Student Code of Conduct is in effect at all times. Violations may result in a revocation of your parking permit as well as other disciplinary consequences. Examples of these violations include, but are not limited to, reckless and/or unsafe driving practices.
 7. The school retains authority to conduct routine patrols of the student parking area and inspections of the exteriors and visible interiors of student automobiles within the designated parking area. The school also maintains the right to inspect the interior of student automobiles whenever a school authority has reasonable suspicions to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections will be conducted without notice, without student consent, and without a search warrant. If you fail to provide access to the interior of your car upon request by a school official, you may be subject to disciplinary action and revoking of your parking privilege.
 8. The school is not responsible for the vehicle or its contents. You are advised to leave vehicles locked at all times.
 9. Once parked, you are not permitted to remain in the car or return to the parking lot during school hours without authorization from the administration.
 10. The parking lot is a restricted area. There is to be no loitering or visitation in the parking lot without an administrator's permission.
 11. The no smoking or possession of tobacco products regulation also applies to the parking lot.
 12. Tardiness resulting from not being able to find a parking space will not be excusable.
 13. Parking permits are nontransferable. Additional decals can be obtained for other cars, and replacement decals are available upon request for a change in vehicles for an additional fee.
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14. Excessive late arrivals to school, excessive absences from school, or continued disciplinary infractions result in driving privileges being revoked by the school's administration.

Textbooks

Tuition includes a rental fee for the use of textbooks. An additional fee will be charged for damaged books. If the textbook is lost, students will be charged for the replacement price of the book.

Visitors

All visitors are asked to make arrangements with the school office in advance of the visit. Classroom or special activities may limit the number of visitors at any one time.

All visitors are required to sign in at the front office upon arrival and wear a badge while on campus. Visitors are required to sign out and return the badge before leaving school.

- Visitors at Lunch

Student visitors at lunchtime are generally welcome, but arrangements must be made at least one day in advance and approved by administration. Due to the large number of requests to shadow, lunch visitors are prohibited on days when public schools are not in session.

- Visitors During the School Day

Only students seriously interested in attending FPCA will be allowed to shadow during the day. Other visitors may come for lunch only (see above for guidelines for approval).

Water Bottles

Students are permitted to bring and drink only water (no other drink or additive allowed) in teacher approved classrooms. The water must be in its original container. Containers must have a lid that can be closed.

Updates and Changes

FPCA reserves the right to make changes and modifications to these guidelines as necessary throughout the year.
