St. Paul's Preparatory Academy

High School
Parent/Student Handbook
2026-2027



St. Paul's Preparatory Academy
A ministry of Faith Christian Center
6900 U.S. Highway 287
Arlington, TX 76001
www.stpaulsprep.com

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St. Paul's Preparatory Academy High School

This handbook covers the policies for the St. Paul's Preparatory Academy High School program. Revisions to this document may be made at any time as approved by the administration. All revisions made during the school year will be communicated electronically.

Mission Statement

The mission of St. Paul's Preparatory Academy is to provide a Christ-centered, college preparatory education focusing on Honor, Duty, and Loyalty while training students to succeed in every realm of life through leadership and service.

Non-Discrimination Policy

St. Paul's Preparatory Academy does not discriminate on the basis of race, color, or national/ethnic origin in the admissions process or in the administration of its policies and programs. In addition, no child will be treated differently from any other child of the same gender as determined at birth. Admissions are contingent upon available space, philosophy, and the willingness of the family to abide by school guidelines. The parents or guardians of a student shall commit to conducting themselves in a manner with the school's Biblical teaching on parenting.

Parents Defined

Throughout the Student/Parent Handbook the terms "parent" refers to a parent, legal guardian, or other person having lawful control of a student.

Enrollment

St. Paul's Preparatory Academy High School program only accepts students entering the 9th through 12th grades contingent upon specific criteria and circumstances. All appropriate paperwork and fees must be turned in before the admissions process can proceed including:

1. Enrollment application
2. Records from previous schools
3. Immunization and health records
4. Application fee
5. Student placement tests
6. Waiver

Once the requisite items are turned in and the prospective student tested, parents will be scheduled for a personal interview with an administrator prior to final admittance. Please notify the school at least two weeks prior to the start of the term should it become necessary to withdraw a student from the program. Former students applying for re-enrollment must follow all normal enrollment procedures.

After enrollment, St. Paul's Preparatory Academy reserves the right to dismiss any child that seems unprepared to succeed in this learning environment or if either the parent's or child's behavior toward a child, staff member, or another parent is deemed inappropriate. The decision for dismissal will be made after conferring with the parents, teachers, and administrators.

Admissions Testing

Students entering high school (9th – 12th grades) take the math, reading, and language portions of the Stanford Achievement Test. Additional testing in math may be needed for proper placement.

Provisional Acceptance

Records from previous schools or results from placement testing which indicate a significant academic difficulty may result in a provisional admittance. If the student proves to be capable of succeeding at St. Paul's Preparatory Academy, the provisional status may be lifted; however, if the student is unable to prove successful, another placement may be recommended.

Arrival and Dismissal Procedures

- Office Hours: 7:30 a.m. - 4:00 p.m.
- Classes run from 8:00 a.m. to 3:30 p.m.
- High School students may not be dropped off prior to 7:00 a.m. unless meeting a teacher for tutoring or for scheduled sports programs.
- Dismissal is 3:30 p.m. Any student not picked up by 3:45 p.m. will be sent to Study Hall and charged the appropriate fees.
- St. Paul's will only release students to parents and authorized individuals. They will not be released to ride-sharing services such as Uber, Lyft, etc.
- Consistent and prompt attendance is strongly encouraged as this promotes responsibility and accountability in our students and results in a more effective classroom experience. If a student will be late or absent, please call the office by 10:00 a.m. or email the office at attendance@stpaulsprep.com by 10:00 a.m.

Inclement Weather

It may be necessary to close or delay the start of school due to ice, snow, or other inclement weather. It may also be necessary to dismiss early. All closings, delays, and early dismissals will be delivered through our texting system, "Lion Alert". These weather alerts will also be posted to the St. Paul's Prep website and reported to the following area television stations:

- FOX 4
- NBC 5
- WFAA 8
- CBS 11

Parental Involvement

St. Paul's is a closed campus. However, education is most effective when parents and the school work harmoniously in support of the student. Therefore, parental involvement at St. Paul's is welcomed and encouraged. Parents are provided opportunities throughout the school year to become involved in the classroom and in support activities. Some of the programs and activities that are available for parent involvement are listed below.

- Book Fairs
- Fall Carnival
- Field Day
- Servathon
- Sports Activities
- Teacher Appreciation

Additional volunteer opportunities may become available during the school year. All parent volunteers are required to complete the Volunteer Service Application and a background check. Contact the school office for more information.

Classroom Visitations

We welcome visitors to our classrooms; however, we want to minimize the disruption to instructional time. Therefore, parents who wish to visit classes must adhere to the following guidelines.

- Contact the school registrar in advance to schedule a time to visit that coincides with the class you wish to observe.
- When you arrive for your classroom visit, sign in at the school office to obtain a visitor's badge.
- At the end of your visit, return to the school office to sign out.
- Because we are a closed campus, we cannot allow visitations during school hours from students who are not enrolled in St. Paul's Preparatory Academy.

Financial Information

Tuition and Fees

St. Paul's Preparatory Academy endeavors to keep affordable tuition rates for the benefit of each parent. For that reason, we conduct annual fundraising events and anticipate each student's and/or parent's participation in helping to raise necessary funds for designated school projects. St. Paul's Prep receives no federal assistance other than its tax-exempt status.

With advance registration, tuition for the school year is divided into ten equal payments beginning in July and ending in April or eleven payments beginning in June and ending in April. If registering late, tuition will be divided into equal payments starting at the time of admission with the final payment being made in April. Tuition is paid in advance; in cases of early withdrawal, refunds will not be issued.

Textbook fees are included in the tuition amount. Some honors classes will require additional novel purchases.

Payment Information and Overdue Accounts

Unless paid in advance, tuition payments are automatically debited from your account through the FACTS Financial System. If the automatic withdrawal is unsuccessful, a notification will be emailed and the payment reprocessed in ten days. If an account becomes more than 30 days delinquent, an email from St. Paul's Prep will be sent advising that the student may be dismissed if the account is not made current.

Report cards, test results, and transcripts will be withheld for any student who withdraws with an outstanding balance. In addition, a family's FACTS Family Portal may be temporarily suspended. Students may not be allowed to participate in graduations, school programs, special events, or sports programs until all tuition and fees are paid in full.

A $30 service fee will be automatically charged for any unsuccessful payments due to insufficient funds.

Students enrolled one day or more of any month will owe the full month's tuition.

Refund of Tuition and Fees

At St. Paul's, all tuition and other charges are based upon an estimated cost of providing educational services to all students enrolled. When you enroll your student, we execute an enrollment contract. Your signed and returned enrollment contract guarantees a space for your student and indicates that you will be responsible for payment of the tuition and fees associated with enrolling your student at St. Paul's Preparatory Academy.

If you find it necessary to withdraw your student after enrollment is complete, please contact the school registrar as soon as possible. Any tuition and fees collected before the date of withdrawal are nonrefundable and nontransferable. Refunds will not be issued for students who are dismissed or are withdrawn for disciplinary or academic reasons.

Communication and Notification

1. Communication is of the utmost importance in promoting cooperation between parents and the staff of St. Paul's Preparatory Academy in providing the best educational experience possible for the students. For that reason, St. Paul's Preparatory Academy faculty and staff welcome constructive communication from parents at any time.
    a. St. Paul's weekly email will provide information regarding school events, as well as any other important information. Important calendar dates are also available in the FACTS Family Portal.
    b. Please inform the teacher or administrators of any situation or change in routine that might affect your child's classroom behavior or performance. Faculty and staff can be contacted through their school email. Most emails will be responded to within 24 hours during school days.
    c. Conferences can be scheduled by contacting the school office or the faculty member you wish to meet with.

d. Our staff's family time is precious, so we ask that you refrain from calling staff at home or addressing school issues at church.
e. The school registrar is not free to leave the office to deliver messages or to call parents on behalf of other parents. Please make any needed after school arrangements before the start of the school day.

2. St. Paul's Preparatory Academy employees are trained on recognizing the symptoms of abuse and stress. Furthermore, it is required by law to report suspected abuse or neglect (sexual, physical, or emotional) to Child Protective Services. This information is kept in the strictest confidence between the reporting staff member, the administrator, and the Child Protective Service representative. Child Abuse Hotline: 800-252-5400.

Health Records

The Health Record Form, which confirms a student's current immunizations, must be signed by a doctor and provided to the school prior to the student's first day of school at St. Paul's or if state requirements change.

Immunizations

Students must be vaccinated as required by the State of Texas as follows:

- DTP/DtaP: Five doses, including one received on or after the child's 4th birthday. All doses must have been received prior to entry into K5. Four doses are required prior to entry into K5 Prep.
- MMR: One dose received on or after the child's 1st birthday. Must have a total of two doses prior to entry into K5.
- Hepatitis A: All students in K5 Prep through 7th grade are required to have two doses. The first dose must have been received on or after the first birthday.
- Hepatitis B: Three doses are required for all students in K5 Prep through 12th grade.
- Polio: Four doses including one received on or after the child's 4th birthday. All four doses must be received before entry into K5. Three doses are required for any student younger than 4.

- Hib: A complete series of Hib vaccines or one dose given on or after 15 months of age is required for all students under 5 years of age.
- Prevnar/PCV: Students in K5 Prep are required to have had two doses of pneumococcal vaccine with only one dose required if the 1st dose was given on or after the 1st birthday and the child is not deemed to be high risk by the physician.
- Varicella/Chicken Pox: Date of illness or vaccine must be documented for all students in K5 through 12th grade. All students entering K5, 1st, 7th, and 8th grades will be required to have two doses. If the first dose is received after age 13, two doses are also required if the student has not had chicken pox.
- Td Booster: All students entering the 7th and 8th grades will be required to have a booster dose of Tdap vaccine if it has been five years since their last dose of the tetanus vaccine. Students in the 8th through 12th grades are required to have a booster dose of Tdap if it has been ten years since their previous dose of the tetanus vaccine.
- Meningococcal Vaccine: All students entering 7th grade, or students in 8th through 12th grades who do not have documentation for the vaccination at the mandatory grade level, will be required to have one dose of meningococcal vaccine.

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received prior to the first day of school. Current immunization records and conscience exemption forms must be on file with the school registrar prior to school attendance.

Health Screenings

State law requires that all new students and any children entering K5 Prep, K5, 1st, 3rd, 5th, and 7th grade classes must be screened for vision and hearing difficulties within the first 120 days of school. Screening by an independent agency is available within the allotted time frame for all children in the above age groups. You will receive a notification letter prior to screening. Failure to provide any of the above documentation will be grounds for dismissal.

Spinal screening is required for all students entering 6th and 9th grades or for any new student without documentation of screening for the last mandatory grade.

Risk for Type 2 Diabetes/Acanthosis Nigricans screening is required for all students entering 1st, 3rd, 5th, and 7th grades.

Student Emergency Contact Form

Student emergency contact information is required for every student at the time of enrollment. Please notify the school of any changes in the supplied information for emergency contacts by updating the information in the FACTS Family Portal. If there are any major changes in your student's health including recent major medical procedures, changes in medication, etc., notify the school office immediately. In case of an accident or sudden illness, every attempt will be made to reach a parent; however, in the event that a parent cannot be reached, the listed contact person will be called.

Illness

Students with the following symptoms will be sent home from school:

- Temperature of 100° or higher
- Vomiting
- Diarrhea
- Severe coughing
- Unknown rash
- Or repeated visits to the school nurse.

For fevers below the 100° threshold, parents will be called to discuss the student's symptoms and the proper action to take for the welfare of the student and the other students in the school. Students should be free of the aforementioned symptoms for at least 24 hours before returning to school. In the case of a fever, the student should be symptom-free for 24 hours without the use of fever-reducing medication. Students sent home with one of the listed symptoms will not be

allowed to return to school the following day without approval from the nurse's office. Students who are sent home with fever or rash must check-in with the school nurse the morning they return prior to attending class.

In consideration of other students and staff, please do not send your student to school if he or she has any of the following symptoms or conditions:

- Fever
- Persistent cough or sneezing
- Persistent runny nose with green mucous
- Rash
- Conjunctivitis ("pink eye")
- Infectious condition

In the case of head lice, the student will be re-admitted to school only after he or she has been treated with the proper lice killing shampoo and the eggs and live bugs have been combed out. Students who had head lice will need to be checked by the school nurse before returning to the classroom.

In the event a student contracts a communicable disease, it is expected that the parents will notify St. Paul's as soon as possible. A written release from a physician will be required before the student is permitted to return to school.

Hospitalizations

Students will not be allowed to return to school following a hospitalization for illness or injury until the school nurse has received an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, on activity or otherwise, for the student.

First Aid and Medication

First Aid

A school nurse is on staff and teachers are provided first aid kits equipped with bandages and antiseptic to assist students with cuts and abrasions. Students are required to have a pass from a teacher to visit the school nurse, except in an emergency.

Incident Reports

If an accident or injury occurs during school hours, the faculty or staff member who was supervising your student at the time will complete a written Incident Report. This will be signed by the school nurse or an administrator and kept on file in the school office.

Medication

In order for your student to receive any medication (over-the-counter or prescription) at school, an Authorization for Administration of Medication form (available on the website) must be completed and on file in the office. Additionally, these guidelines must be followed:

1. Medication must be kept in the school office and is not permitted to be left in your child's backpack, locker, or classroom.
2. Medication must be in its original container and labeled with your child's name. If necessary, please have your pharmacist label a second bottle for school use.
3. Medication will only be dispensed in the amounts according to the label.
4. If medication is left for a student who is under the recommended age specified on the original container, a written note from the student's physician must be turned into the office.
5. Medication must not have passed the expiration date.
6. If your child uses a nebulizer and/or inhaler that stays in the office, we must have an Authorization for Administration of Medication form in the office and a physician's prescription on file.
7. Over-the-counter medication will only be given on a routine basis if a note from the student's physician is on file in the office.

Texas State Law allows students with asthma to carry and self-administer their own inhalers provided certain conditions are met including having an Authorization for Administration of Medication on file in the school office.

Parents are responsible for dropping off any medications with the school nurse. Parents are required to pick up the medication from the nurse at the end of the school day unless an alternate plan has been approved by administration.

Emergency Preparedness Plans

St. Paul's Preparatory Academy has plans for emergency evacuations and severe weather safety in accordance with Texas State Law requirements. Documentation of emergency plans and drills is available in the school office. Evacuation and safety drill charts are posted in each classroom.

Evacuation practices are conducted and recorded in an orderly fashion. Fire drills are held monthly throughout the year in accordance with state and local guidelines. Students are instructed in proper escape routes and procedures during the first week of school.

If we are required to evacuate the premises for any reason, we will first attempt to contact parents, if time is not a factor. If time is a factor, we will begin loading students on the vans and in cars to transport them to Fielder Church – South Oaks.

Fielder Church – South Oaks
5925 US Highway 287
Arlington, TX 76017

Dress Code

St. Paul's Preparatory Academy has chosen to implement a dress code policy by the adoption of a uniform program. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through the Flynn O'Hara Uniforms. Flynn O'Hara can assist you with the required components for each grade level. The Flynn O'Hara website is found at www.flynnohara.com (School Code TX 233).

General Dress Code Guidelines

1. Students are expected to be dressed neatly and modestly at all times.
2. St. Paul's sweatshirts and jackets may be worn over the required uniform shirt during the school day.
3. Distracting hairstyles or hair coloring is not permitted.
4. Tattoos and/or body piercings are not permitted.
5. Pants must be worn above the hips.
6. Undergarments should not be visible when standing, sitting, or moving.
7. Clothing should be clean, neat, and of the appropriate size. Excessively tight or overly baggy clothing of any kind is not permitted.
8. Uniforms are not required at before-school or after-school activities (sporting events, fine arts, etc.), but the standards of dress must be maintained.

Dress Code Guidelines for Girls

- Skirt length should be no shorter than 2 to 3 inches above the knee.
- Modesty shorts in school colors must be worn under skirts at all times.
- Camisoles in school colors may be worn under uniform shirts and blouses.
- Shoes must have a closed toe and heel. The heel height must be less than 2 inches. No flip-flops, clogs, slippers, cloth bottom shoes, wedges, mules, sling backs, boots of any type or moccasin-style footwear may be worn.
- Opaque tights and leggings in solid uniform colors are acceptable. No glitter or patterns.
- Jewelry should be modest. No more than two earrings are allowed to be worn on each ear. No cuff earrings, gages, nose piercings, or other facial piercings are permitted.

- Hair accessories should be modest and in school colors.
- Hair pieces that are not distracting are allowed.

Dress Code Guidelines for Boys

- Shirts must be tucked in at all times.
- White t-shirts without graphics or writing may be worn under uniform shirts.
- Belts with no embellishments must be worn with pants.
- Hair should be styled conservatively. Distracting designs shaved into hair are not permitted.
- Hair needs to be cut above the collar in the back and above the eyebrows in the front.
- Faces must be clean shaven; facial hair of any kind is not permitted.
- Students are not permitted to wear pants with rips, holes or torn hems.
- No earrings or facial piercings of any kind are permissible.
- Jewelry should be modest and not oversized.
- No nail polish or color on nails is permitted.

Chapel Dress

- Girls: Plaid skirt with a white oxford shirt, red tie, navy sports coat, white knee socks (no sport socks), and tan, brown, or black leather dress shoes (non-athletic flats, loafers, or Mary Janes). Ties must be tied in a Windsor knot no lower than the second button of the oxford shirt. No sweatshirts or non-chapel jackets may be worn on chapel day.
- Boys: Khaki slacks with a white oxford shirt, red tie, dark belt, navy sports coat, solid color dress socks (no sport socks), and tan, brown, or black leather non-athletic dress shoes (oxfords or loafers). Ties must be tied in a Windsor knot no lower than the second button of the oxford shirt. No sweatshirts or non-chapel jackets may be worn on chapel day.

Spirit Day Attire

Certain days will be designated as Spirit Days. On Spirit Day, St. Paul's branded t-shirts and sweatshirts may be worn with uniform slacks or the uniform skirt as appropriate.

Students may be allowed to wear blue or black jeans on specified days. Jeans must be without holes or patches and be modest in cut and fit. Only St. Paul's branded jackets are allowed.

Field Trip Attire

Field trip attire is chosen to reflect the type of activity to be expected during the trip; therefore, teachers will communicate the appropriate dress before the field trip.

Lunch

Parents are to provide a well-balanced lunch for their child. Lunches must be ordered from the Faith Christian Center Café in person and placed before 9 a.m. the day the lunch is to be served. Lunches must be paid for at the time of ordering in cash or by credit card. The Café can be reached by phone at 817-561-3433.

Because of medical reasons, parental permissions, and time limitations, we discourage parents from providing lunches for entire classes.

Lunches brought from home must be carried in a disposable container or a lunch box. Family members may bring lunches to students; however, individual deliveries from outside vendors (e.g. DoorDash, UberEats, etc.) will not be accepted. Refrigerators and microwaves are not available for student use.

Students in 6th grade eat in their classrooms. Students in 7th through 12th grades eat in Club Rock. 12th grade students may be permitted to eat in the Café or on the patio, weather permitting.

Water Bottles

Water bottles of 24 ounces or smaller are allowed to be in students' lockers during school hours and may be taken to lunch areas during lunch time only. No glass bottles or squirt bottles are allowed.

Special Activities

Field Trips

Field Trips taken during the school year are fun and informative learning experiences designed to enrich the curriculum of St. Paul's. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. The following rules apply to field trips:

1. Field Trips are for current St. Paul's students only.
2. Any student on disciplinary probation may be excluded from field trips.
3. School rules, regulations, and policies are in effect on all field trips.
4. Proper attire for the field trip will be communicated by the sponsoring teacher.
5. Parent volunteers are secured in advance and must have all forms completed and turned in – as outlined below.

Field Trip Volunteers

Parents who wish to assist with transportation must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license. Any parent who wishes to chaperone a field trip must have completed a background check prior to the activity.

Birthdays

We understand that your student may wish to celebrate with his or her classmates. If you wish to provide birthday refreshments at school, we ask that you follow these guidelines:

1. Contact Mrs. Rockwell (grockwell@stpaulsprep.com) prior to the date on which you wish to bring treats.
2. Send enough refreshments so your child can share with his or her entire class.
3. Be aware that birthday treats will only be served at lunch in your child's designated lunch area.
4. Send individual-sized treats, such as cupcakes or cookies, which can be eaten in a timely manner.

5. Birthday treats should be left in the principal's office where the student may pick them up at lunch time.
6. Flowers, balloons, etc. should not be delivered to school as they can cause a distraction.

Prom

St. Paul's hosts a prom for 9th through 12th grade students. Former students who have been expelled or withdrawn due to any violation of the Student Code of Conduct cannot attend prom. Any student serving out of school suspension at the time of prom may not be allowed to attend prom. All guests must be interviewed and approved by the administration.

Academic Policies

Class Placement

Students in 9th through 12th grades may be given individualized schedules based on academic skills grouping in the area of math. Placement will be determined using standardized test scores, skill assessments, yearly test averages, and teacher recommendations. For students new to St. Paul's, information obtained during the admissions process will be used for placement.

General Academic Policies

- Students must achieve an average of 70% or higher in their coursework for each semester to earn credit. Failed courses do not earn credit and must be repeated.
- Semester exams count for 20% of the semester average.

Grading Scale

The grading scale used by St. Paul's for 9th through 12th grade students is as follows:

A+	97-100	B+	87-89	C+	77-79	F	0-69
A	93-96	B	83-86	C	73-76		
A-	90-92	B-	80-82	C-	70-72		

Online Grade Portal and Report Cards

Parents with students in 9th through 12th grades will have access to their child's progress by utilizing the online grading system, FACTS. Grades are updated by the end of the day each Monday. A username and password are required to access this system. Detailed information for setting up an account is provided to parents at the beginning of the school year. If you need assistance accessing your account or experience difficulty with the online portal, contact the school registrar (lrichards@stpaulsprep.com).

Report cards for students in high school are issued and mailed home at the end of each grading period. Report cards for the previous nine weeks quarter may also be accessed through the FACTS Family Portal.

Exemption Policy for Semester Exams

Students may exempt the semester exam in a number of classes in which they attain an average grade of 90% or better. The number of exams that may be exempted is based on grade level.

- Seniors may exempt exams from all classes if they meet the requirements.
- Juniors may exempt up to three exams if they meet the requirements.
- Sophomores may exempt up to two exams if they meet the requirements.
- Freshmen may exempt one exam if they meet the requirements.

Homework

The primary purpose of homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life – with increasing time and

diligence required as a student progresses through each grade. In general, homework serves as skill practice, enrichment, and application of a given unit of study. Students are informed of major projects or assignments in advance and may need to dedicate time during weekends to complete them.

Missed or Late Work Policy

For an excused absence, students have one day for each day they are absent to make up any missed work or missed tests. Any work assigned prior to the absence is due on the day the student returns to school.

Assignments (classwork and homework) are given a due date. An assignment not turned in on the due date is considered late. If an assignment is turned in one day late, 25 points will be deducted from the earned grade. Assignments not completed by the day after the due date will receive a grade of zero. Students who continue to miss assigned due dates may be assigned detention.

Student Agenda Spiral

At the start of each school year, students are given a student agenda spiral in which to record homework assignments and class schedules. Students in 9th through 12th grades are required to record all homework assignments in their spiral. Parents are encouraged to review assignments daily and to contact the teacher if there are any questions about the schedule or homework assignments. In order to assist in creating accountability and responsibility, students may be required to attain a parent signature on their spiral.

Honors and Dual Credit Classes

Freshman, sophomores, juniors, and seniors are able to participate in offered Honors classes, if they meet the requirements. Honors students must also complete additional summer reading and assignments. The Honors courses are more rigorous to ensure that your child is learning the skills, concepts, and habits needed for college. Students enrolled in Honors classes will have additional work to be completed during the school year outside of scheduled class time. Guidelines for specific courses are listed below:

Honors

- Math – Honors Algebra I, Geometry, Algebra II, Pre-Calculus, and Calculus are available to students who complete the summer work and pass the Honors test for the class administered in August. Students in Honors Math will continue in the program provided they maintain a yearly average of 85%.
- English – Students must complete the summer reading and assignments. Students must read additional novels during the school year and complete assignments pertaining to the novels. Students in Honors English will continue in the program provided they maintain a yearly average of 85%.
- History – Students must complete the summer reading and assignments. Students in Honors History will continue in the program provided they maintain a yearly average of 85%.
- Bible – Students must complete the summer reading and assignments. Additional assignments and book reports may be required during the school year. Students in Honors Bible will continue in the program provided they maintain a yearly average of 85%.

Dual Credit classes are offered to St. Paul's students in partnership with Evangel University at a cost of approximately $195 per class or $65 per credit hour. Juniors and seniors who meet the requirements may enroll in the online Dual Credit classes, taking up to two classes each semester. Students will attend the St. Paul's classes but will sit at designated computers and will complete Dual Credit work at that time, although additional time in the evenings and on weekends may be needed to complete tests, quizzes, and coursework. The classes offered are chosen by St. Paul's administration and may change from year to year. Once enrolled in Dual Credit classes, a student may also take an additional Dual Credit summer course from Evangel if approved by a St. Paul's administrator. Students may earn up to thirty college credit hours during the junior and senior years. The requirements to participate and continue in the Dual Credit program are listed below.

Dual Credit

- Student must have a recommendation from the academic board.
- Student must maintain a GPA of at least 3.50.
- It is strongly recommended that student takes honors courses as a sophomore to further demonstrate academic capability for advanced coursework.
- Student must show responsible habits of studying and turning in classwork, homework, and projects in a timely manner.
- Student must portray honorable character traits, such as integrity and good citizenship.
- Student must maintain a minimum grade of 80% in each course to continue in the Dual Credit program.
- Student must be approved by administration each semester.
- Student and parent must sign an accountability agreement.
- Parent is responsible for advanced payment of the classes taken by student.

Adding or Dropping Courses

To add or drop an elective, an official Change of Elective Request slip must be obtained from the academic counselor and signed by the instructor, parents, and counselor within the first two weeks of the beginning of the elective course, if the class is available.

Honor Roll

Honor Roll calculations are based on the number of As in the nine-week quarter grades for the current school year and do not reflect the cumulative GPA.

Academic Probation

Students are placed on academic probation if they receive an F in any class at the end of a semester. Parents will be informed of the probationary status. Once notified, a student will remain on academic probation for one calendar year (12 months/two semesters).

During this time, St. Paul's faculty will make every effort to assist the student in making the necessary academic improvement. A student may not earn an F for the semester in any subject during the probationary period. If such grades do reoccur during this period, the student may not be allowed to re-enroll for the following school year.

Repeating Failed Courses

If a student fails any semester of a full credit class, that semester must be repeated during the summer and passed in order to receive credit for the course. Credit will be granted to the student, but the GPA will not be changed. Summer work is completed through on-line courses and/or through assignments determined by the administrator. The full cost of registration and fees will be the responsibility of the student and parents. Credit Recovery is available in specific cases as determined by an administrator.

Credit Transfer Guidelines

Middle School Credits

Algebra I taken in 8th grade is included on the high school transcript but is not included in GPA calculations.

Transferring Credits from Other Schools

St. Paul's will accept credits from accredited high school programs providing the following criteria are met:

- Specific courses that meet St. Paul's requirements will be credited as such.
- Any credits that do not meet St. Paul's requirements or do not correlate with offered courses will be acknowledged as elective credits.
- Home-schooled students will be evaluated through credit by exam or by proof of course completion by the home school provider.

Graduation Requirements

St. Paul's offers one program of study for high school students: The Recommended Diploma with Distinguished Level of Achievement in Multidisciplinary Studies. All

courses taken at St. Paul's aim to prepare students for continuing their education. Additional courses and advanced measures are available for students pursuing a more rigorous level of study. In order to graduate, St. Paul's requires additional credits together with the Recommended Diploma with Distinguished Level of Achievement in Multidisciplinary Studies. The credits are as follows:

- 4 Bible (1 per year in attendance)
- 4 English
- 4 Math (4 taken in 9th-12th grades)
- 4 Science (Biology, Chemistry, Physics, Anatomy or Dual Credit Science.)
- 4 History (Social Science)
- 3 Foreign Language (Same)
- 2.5 Test Prep/College Readiness
- ½ Health
- ½ Speech
- 2 Physical Education (1 sport per year minimum)
- 2 Fine Arts
- 1 Computer Applications
- 1-2 Electives

TOTAL: 32.5-36.5 Credits

Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative grade point averages (GPA) of seven and one-half semesters and will be finalized at a designated cut-off date in March. Students must have attended St. Paul's Preparatory Academy for their junior and senior years to be eligible for this honor. St. Paul's reserves the right to revoke valedictorian or salutatorian status if that student's GPA drops significantly during the final ninth week term. Final GPAs for transcripts are calculated based on the cumulative eight-semester grade point averages.

Graduation Honors

Eligibility for honors at graduation is based on the cumulative GPA for all eight semesters of high school. Each type of honors and the corresponding GPA requirement are as follows:

- Honors: 3.25 to 3.49 GPA
- High Honors: 3.5 to 3.74 GPA
- Highest Honors: 3.75 to 4.0+ GPA

Testing

All students participate in standardized testing to assess year-to-year progress. These tests include the PSAT, SAT, PreACT, and the ACT.

All students in 10th and 11th grades are registered by St. Paul's to take the PSAT. This is practice for the College Board's Scholastic Aptitude Test (SAT) which is required by most colleges and universities for admission consideration. The PreACT test is administered to all students in the 9th and 10th grades. This is practice for the ACT exam. All seniors are required to take the SAT and ACT in the fall at St. Paul's, and all juniors are required to take the SAT and ACT in the spring at St. Paul's.

Textbooks

School-owned textbooks assigned to students are to be returned at the end of the year or upon withdrawal of the student. Students should report any existing damage on textbooks at the time they are assigned to them. Parents are responsible for replacement costs of lost or damaged textbooks as determined by the guidelines below. Report cards are held until all fines are paid.

- A fine equal to the replacement cost of the book will be charged if the book is significantly damaged. Significant damage is considered to be any damage which would exclude the book from use, e.g. broken binding, missing pages, etc.
- A fine equal to 50% of the replacement cost of the book will be charged if the book has minimal damage. Minimal damage includes torn pages, partially broken binding, damaged cover, etc.

Supplies

The supply list for high school students can be found on the St. Paul's website (www.stpaulsprep.com). All school supplies should be purchased prior to the start of the term and brought to Orientation.

Attendance Policy

It is expected that all students arrive promptly for the start of their classes and remain the entirety of the school day with exceptions being made for emergencies, appointments, preapproved absences, and illness. The staff of St. Paul's keeps an accurate record of all absences. The record of absences is recorded on the report card. The Texas Education Code states that students must be in attendance a minimum of 90% of the school year or the students run the risk of repeating the grade level.

Absences

The following procedures apply to absences:

1. The school office must be notified by email (attendance@stpaulsprep.com) or phone (817-561-3501) no later than 10 a.m. if a student is going to be absent. The notification must include the reason for the absence.
2. A student who is present at 10 a.m. when attendance is taken will be counted as present for the day.
3. Students will receive missed assignments directly from their teachers. It is the student's responsibility to request make-up work from the teachers.
4. Students must make up all work missed due to absences. Students or parents are required to make arrangements with the teachers for missed work according to the Missed Work Policy (p. 22).

Types of Absences

- *Release from Class*: Absences which are initiated by the school and given prior approval by an administrator such as college trips and school sponsored activities are not reflected on the report card. Students are responsible for collecting and completing any missed work.
- *Excused Absences*: An absence is excused if it is due to student illness, an unavoidable emergency, doctor's appointment, or a death in the family. In order to excuse an absence, a written excuse in the form of an email from a parent (or treating physician in the case of a doctor's appointment) must be received within 24 hours of a student's return to school.

If an emailed excuse is not received, the absence will be counted as unexcused and carry the academic penalties associated with such absences.

- *Pre-Approved Absences*: Approval for absences for the purposes of family vacations, church retreats, or mission trips must be requested by email from the administrator at least two weeks in advance. These absences are recorded on the report card but do not carry any academic penalties. All makeup work must be requested from the teachers at the time of the request. Students are allowed up to five pre-approved days of absences.
- *Pre-Approved College Visits:* Juniors and seniors may take up to three college visits per school year that will not affect perfect attendance, if pre-approved three days prior to the visit. If pre-approval is not obtained, the visit will count as an absence. The student is responsible for collecting and completing any missed work.
- *Unexcused Absences*: All other absences are unexcused and are recorded on the student's FACTS Family Portal. Any work missed due to an unexcused absence is considered late.
- *Tardy*: Any late arrival to the start of the school day is counted as a tardy. Tardies may be excused following the same guidelines as absences. An accumulation of three unexcused tardies counts as an absence for the purposes of perfect attendance awards. In the event of excessive tardies, an administrator will contact the parents.

Tardy Policy

Students are expected to be in their seats and ready for the start of the day by 8:00 a.m. In order to be on time, students should be dropped off no later than 7:50 a.m. Students who arrive late should check in at the front desk before proceeding to class. Any notes excusing a late arrival should be handed to the front desk monitor. Tardies are reflected in the students' grade in the "Prompt and Prepared" grading category. Late arrivals are reset at the beginning of each nine-week grading period.

The policy regarding disciplinary action for tardy arrival to school is as follows:

- 1st – 3rd Unexcused Tardy – Warning to student
- 4th and subsequent Tardies – Email to parent
- Note: Arriving more than 30 minutes late to 1st Period is considered excessive and may result in additional consequences.

Arriving late to classes other than 1st Period (unexcused) will result in the following consequences:

- 1st – 2nd Late to Class – Warning
- 3rd Late to Class – Parent notification
- 4th and subsequent Late to Class – Detention and parent notification
- Excessive lates to class may result in additional consequences due to truancy up to and including Saturday School.

Athletics Programs

All students in 9th through 12th grades must participate in at least one team sport offered by the school each year. A physical and the appropriate forms must be on file with the Athletic Office prior to the first practice of the sport in which the student is participating. Athletic forms and handbook are posted on the St. Paul's website: www.stpaulsprep.com. The practice attire for all athletes is specified by the coach, but must be modest.

Eligibility for Participation

Competitive sports can contribute to a well-rounded education; however, such activities are a privilege and should support and not detract from a student's education. Therefore, participation in such extra-curricular activities has eligibility requirements.

1. Students must maintain a 70% or higher in all classes.
2. A student who has a 69% or lower in any class will be ineligible for participation in games for a period of three weeks. The student will not be allowed to attend practices, but must attend games. The unattended practice times should be used for studying to raise the subject grade.
3. After three weeks, a progress report will be gathered. If the student has raised all grades up to the minimum standard, he or she will regain eligibility.

Code of Conduct

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an integral part of this training. St. Paul's expects all participants in the Athletic Program – including coaches, players, parents, and spectators – to represent St. Paul's in a manner that is pleasing to God. Participants should be respectful of others both on and off the field. Opposing teams and their fans should be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

Sports-Related Absences

Students participating in after-school, extra-curricular activities must be present at school for at least 4 class periods, unless they have gained permission from the Principal's office. Circumstances arise where students have doctor's appointments, family emergencies, college visits, etc. Yet, it is stressed that students cannot be expected to physically participate when they are not well enough to physically attend classes throughout the day. This policy also applies to practices.

School Services

It is the mission of St. Paul's Preparatory Academy to prepare students at all grade levels to be information literate and lay the foundation for them to be life-long learners and seekers of God's truth. Toward this end, we seek to inspire, motivate, and challenge them through the use of the printed word and the use of technology.

Library

Students at St. Paul's Preparatory Academy have access to the school library from 8 a.m. to 4 p.m. Students can utilize the computers and books contained within the library for research and access to reading material for classes. While the library maintains an open-door policy, it may be reserved at specific times by the faculty for the use of their classes.

There is a limit to the number of books a student may check out at any time based upon their grade level. Once that limit is reached, no other books can be checked out until the others are returned. Books are loaned out for a specific period of time. A renewal system is available if a student needs an extension of the time limit.

Any lost or damaged books or equipment must be replaced at the cost of the parents. Charges are paid through the Front Office. Any outstanding balances will result in the withholding of the final report card and school records until all such fines are paid.

Lost and Found

All personal possessions including outerwear, school uniforms, class materials, lunchboxes, musical instruments, sports equipment, etc. should be labeled with the student's name. Lost and found items will be kept in the maintenance closet and can be claimed by a parent or student. Any items which bear the St. Paul's logo and remain in the Lost and Found at the end of the school year will be washed and sold in August. All other items will be taken to Mission Arlington.

After School Study Hall

The After School Study Hall program is available for all students in 6th through 12th grades for an additional cost. Attending the Study Hall program is considered a privilege and all students who attend must adhere to the Student Code of Conduct. Students who are repeatedly picked up late may be removed from the program.

Student Code of Conduct

At St. Paul's, we believe God has ordained that the primary responsibility for teaching children right behavior and attitudes belongs to the parents. St. Paul's Preparatory Academy reinforces the lessons learned at home by providing an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. The faculty is responsible for defining behavioral boundaries, appropriate to the developmental capabilities of the student, consistent

with the Biblical principles upon which the school was founded. Because the Code of Conduct is based upon Biblical principles, it is expected that students follow the guidelines at all times on-campus and off-campus, during the school year, and summer vacation.

At the beginning of each year, teachers advise students of all the school and classroom rules, as well as the classroom procedures they will be expected to follow. A student who disobeys school or classroom rules or verbal instructions given by a teacher will be subject to disciplinary measures appropriate to their age and development, including the loss of privileges, separation from the class, or visits with the administrator. Decisions regarding disciplinary action are final and made at the discretion of the teacher and administration.

The purpose of discipline is the instruction of proper behavior and the restoration of the student to right-standing with God, the faculty, and their fellow students. Any disciplinary action taken by the administration or faculty has that mission at its heart.

General Guidelines

It is the expectation that all students at St. Paul's Preparatory Academy will behave in a proper fashion at all times within the classroom and during school activities. It is also expected that students will conduct themselves in a manner that reflects their Godly foundation, their testimony, and the testimony of the school both in and out of school. Disciplinary action will be taken for any violations of the Student Code of Conduct that take place whether at school or elsewhere. The Student Code of Conduct is located on the final page of the handbook. Students are expected to:

- Maintain a positive attitude toward the school, their instructors, other students, and the Code of Conduct. They should understand that they have been given the privilege of a Christian education and often many sacrifices have been made to allow them this opportunity.
- Display honorable character in honesty, morality, kindness, courtesy, integrity, and all spoken and written communication.
- Be punctual in attendance to all classes, chapels, special programs, lessons, and appointments.

- Obey and respect all authority. Disruptive attitudes are not tolerated.
- Abstain from participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual activity, or promoting such practices.
- Abstain from inappropriate displays of affection.
- Refrain from aggressive physical contact with faculty or students. This includes, but is not limited to pushing, hitting, kicking, scratching, spitting, and biting.
- Refrain from verbal aggression, including coercion, intimidation, and any verbal behavior that inhibits learning.
- Complete all homework, classwork, quizzes, tests, exams, and any other assignments with integrity and without the assistance of another student's work. The possession of another student's work is considered cheating.
- Refrain from committing plagiarism. An essay or paper need not be identical to the original to be considered plagiarism. A student who plagiarizes will be subject to discipline and penalties. Work turned in that has been generated by Artificial Intelligence without reference to its source will be considered plagiarized material.
- Avoid borrowing another's possessions without permission.
- Refrain from bringing electronic devices (cell phones, ear buds, smart watches, tablets, laptops, and handheld video games) that are not allowed during class time. All electronic devices brought to school should be turned off (not put on silent) and left in the student's locker.
- Toys and other possible distractions should be left at home.

Academic Integrity

Academic integrity is a crucial part of student education. St. Paul's expects students to show their abilities and mastery of the subject material in each of their courses. Students are expected to work through the curriculum by completing lessons, answering questions, and studying for quizzes, tests, and exams. Students are expected to rely solely on their own preparation for the quizzes, tests, and exams.

Because students have so much available information through technology, we rely on

parents to ensure there is appropriate supervision as the student works through each of the courses without the use of websites or other resources that facilitate plagiarism or cheating. All written papers are subject to AI and plagiarism detection.

Students are responsible for preventing the giving or receiving of assistance (written, oral, electronic, or otherwise) on quizzes, tests, exams, final evaluations, or class assignments that are to be graded as the work of a single individual.

Depending on the offense, consequences for enrolled courses might include zero for the assignment(s) in question, failing a unit, failing the course, removal from Honors classes, National Honor Society probation, suspension, or expulsion from St. Paul's. In addition, student-athletes will be allowed to practice with their teams but will **not** participate in games.

Minor Infractions: Level 1

The following is not an exhaustive list. These behaviors are those that interfere with an individual's learning process and are to be handled within the classroom.

1. Minor Classroom Disruptions and/or Violations of Classroom Rules
2. Chewing Gum on School Premises
3. Possession of Electronic Devices (smart watches, videogame systems, etc.)
4. Possession/Use of Cell Phone During School Hours
5. Dress Code Violations
6. Disobeying Instructions Given by Faculty or Staff
7. Unauthorized Use of School Equipment (chalkboards, dry erase boards, electronic devices, etc.)
8. Loud or Disruptive Behavior in Hallway, Restrooms, and/or Café
9. Missing Homework/Incomplete Homework/Not Prepared for Class
10. Off-Task Behaviors
11. Verbal Arguments with Staff or Other Students

Level 1 Consequences

May include any or all of the following:

- Verbal Warning (limit 3 per nine-week quarter)
- Confiscation of Prohibited Items
- Parent Contact

(Confiscated phones are returned for a $25 fee.)

Major Infractions: Level 2

The following is not an exhaustive list. These behaviors are those that interfere with the learning of other students.

1. Persistent Minor Infractions
2. Persistent Misbehavior in the Classroom (prohibiting instruction)
3. Persistent Disruptive Behavior in the Restrooms, Hallways, and/or Café
4. PDA (Public Displays of Affection) Between Friends and/or Dating Couples (handholding, hugging, kissing, etc.)
5. Use of Profanity/Inappropriate Gestures
6. Use of Disrespectful Language (racial slurs, derogatory language)
7. Verbal or Written Aggression Towards Staff Member or Student
8. Cheating/Lying/Stealing/Unauthorized use of AI
9. Physical Aggression without Causing Serious Injury
10. Extreme Non-Compliance
11. Excessive Tardies and/or Lates to Class (4 or more)
12. Property Damage

Level 2 Consequences

May include any or all of the following (not necessarily in this order):

- Before/After School Detention (limit 3)
- Confiscation of Prohibited Items
- Parent Conference
- Saturday School
- Disciplinary Probation
- Out of School Suspension

Major Infractions: Level 3

The following is not an exhaustive list. A student creating a hostile environment for a student/staff member or themselves must be removed from the classroom to the office or an alternate location. Chronic is defined as repeated documented offenses.

1. Violation of the School Code of Conduct
2. Continued Classroom Disruption and/or Violations of Classroom Rules
3. Continued Use of Profanity/Inappropriate Gestures
4. Continued Use of Disrespectful Language (racial slurs, derogatory language)
5. Bullying/Sexual Harassment (in person or on social media)
6. Continued Cheating/Lying/Stealing/Unauthorized use of AI
7. Using/Possessing/Distributing Illegal Drugs, Controlled Substances, Alcohol, Vaping Products, or Tobacco Products
8. Displaying/Viewing/Posting Offensive or Inappropriate Material with the Use of an Electronic Device
9. Additional Offenses of PDA (Public Displays of Affection) Between Couples and/or Dating Couples (handholding, hugging, kissing, etc.)
10. Fighting/Physical Aggression Causing Serious Injury or Violent Confrontation (physical or verbal)
11. Violating Safety Regulations (tampering with fire alarms, using matches, lighters, firecrackers, or calling 911 with undue cause)
12. Gambling
13. Sexual Impurity
14. Truancy
15. Extreme Property Damage
16. Possession/Use/Distribution/or Threat of Any Type of Weapon on School Grounds, regardless of the design intent

Level 3 Consequences

May include any or all of the following (not necessarily in this order):

- Confiscation of Prohibited Items
- Disciplinary Meeting with Parents, Staff, and Administrator(s)
- Disciplinary Probation

- Suspension
- Expulsion

Discipline Methodology

Students shall be treated fairly and equitably. Discipline shall be based on the careful assessment of circumstances in each case. Factors to consider include the seriousness of the offense, student's age, attitude, the level of disruption, and frequency of misconduct. The process below outlines the usual steps taken for disciplinary action.

1. Teachers are the first line of authority in addressing behaviors and will take minor disciplinary actions for Level 1 infractions such as verbal warnings, moving of seat, and communication with parents.
2. If problems persist or a student commits a Level 2 infraction, a school administrator will become involved. At this point, disciplinary actions may include before/after school detention, parent conference, confiscation of prohibited items, disciplinary probation, Saturday School, and out of school suspension.
3. If continued disregard for rules and guidelines persist or if a student commits a Level 3 infraction, a disciplinary meeting with the parents, staff, and administrator(s) will be required. Disciplinary actions taken at this step in the process may include suspension and disciplinary probation, or expulsion.

Definition of Disciplinary Terms

Disciplinary Action

Disciplinary action may include the forfeiture of privileges, separation from the class, phone calls home, parent conferences, Saturday school, out-of-school suspension, removal from athletic teams, disciplinary probation, or expulsion from school. Parents will be informed of any disciplinary action taken.

Detention

Detentions are given when students fail to comply with school regulations and are usually served before school. Failure to report to detention on time or disruptive behavior during detention may result in further disciplinary action. If a student fails to attend an assigned detention, two detentions will be served in its place. Morning detentions are served from 7:00 a.m. to 7:45 a.m. After school detentions may be assigned depending on the circumstances.

Saturday School

Saturday School takes place from 7:00 a.m. to 9 a.m. on the assigned Saturday. The fee for Saturday School is $30 due at the time of arrival on the designated day. Students who arrive after 7:05 a.m. will not be permitted to stay for Saturday School and will be assigned a new day. Students attending Saturday School must:

- Arrive in uniform at 6:55 a.m.
- Pay $30 upon arrival.
- Bring school supplies (pen and paper) to complete assigned work.

Suspension

Suspension is the withholding of a student's privilege to attend classes for a set period of time in order to reflect upon the seriousness of his or her behavior and take the necessary steps to correct the behavior and/or attitude that led to disciplinary action being taken. Suspension will be in the form of out-of-school suspension. A student who is suspended will be immediately placed on disciplinary probation. A re-admission conference between the parents and an administrator is necessary before a student's return to classes.

Students given an out-of-school suspension will be unable to attend classes or participate in any school-sponsored activities for the term of their suspension. The student is required to make up any work that is missed during their suspension and may receive a score of 50% for the completed assignments. Any student who

serves a suspension may not exempt any exams during the semester the consequence was served.

Disciplinary Probation

Students who accumulate a series of minor infractions or who commit a major infraction will be subject to disciplinary probation. While on probation, the student's behavior will be closely monitored by the faculty and school administration. Disciplinary probation may include the denial of privileges or participation in school activities and programs. Methods to address behavioral change may be recommended. Any student who is unable to meet the standards of St. Paul's will be dismissed from the school.

Expulsion

Expulsion is the dismissal of a student from St. Paul's Preparatory Academy. Expulsion is required if it becomes apparent that the school is not able to meet the needs of a student; the student or family is unable to abide by the guidelines set forth in the Parent/Student Handbook, including the Student Code of Conduct; or if a student's behavior is preventing classroom instruction. When expulsion is recommended, a date for withdrawal will be set and the withdrawal procedure will be implemented immediately.

Technology Acceptable Use Policy

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources. St. Paul's Preparatory Academy (SPPA) provides computer devices, networks, and other technology resources to faculty, students, and staff in order to meet its mission of academic excellence and the administration of the school. Failure to comply with these policies will result in the limitation or revocation of user privileges and possible disciplinary actions.

All students, employees, and third parties must adhere to this policy. The policy applies to technology resources owned or leased by St. Paul's Preparatory Academy and all devices that connect to school networks or used on school grounds. St. Paul's reserves the right to confiscate and analyze any device that connects to SPPA network resources.

By authorizing the use of technology resources, SPPA does not release control over materials on the system or contained in files on the system. There is no expectation of privacy related to information stored or transmitted over the network or in the server. St. Paul's reserves the right to access, review, copy, store, or delete any files stored on computers and all employee or student communication using the SPPA network. Technology administrators and other personnel may review files and messages to maintain system integrity, to ensure users are acting appropriately, to prepare responses for public record requests, or to disclose the information to law enforcement or other legal authorities.

The technology resources are to be used solely for the purposes of administration and education. Any use of resources for commercial or illegal activities is strictly prohibited. SPPA is not responsible for any user's inappropriate use of technology resources nor shall the school be held liable for financial obligations incurred by users. SPPA is not responsible for ensuring the accuracy, age-appropriateness, nor usability of any information found on the internet.

Technology User Responsibilities

Students are responsible for:

- the protection of their accounts and passwords.
- any use of their accounts and use of network resources.
- being honest while online.
- their language and the way they treat people online.
- their conduct on all online sites, social media, or other apps.
- protecting other people's property and information online.
- following the SPPA Code of Conduct when viewing or publishing anything online.
- protecting the security of SPPA technology resources.
- protecting school property.
- the conscientious use of school resources.

Media Viewing

The primary purpose and objective of St. Paul's Preparatory Academy is to train students in the knowledge of God and the Christian way of life, while simultaneously giving students an excellent academic education. In order to better support this purpose and objective of St. Paul's, parents are required to agree to restrict the media viewing of their children. Parents agree to restrict their child from viewing NC-17 or R-rated movies. Parents also agree to restrict their child from viewing TV-MA, 16+, TV-14 or similar ratings of television, cable, or streaming services.

Legal Policies

State guidelines, as well as St. Paul's Preparatory Academy policies, require that the school be a smoke-free, alcohol-free, weapon-free, and drug-free environment. Because of the risks to children, discretion will be used when releasing children to anyone who shows signs of being under the influence of drugs, alcohol, or other controlled substances.

Parents must provide legal documentation to the school on pertinent information regarding children, such as restraining orders, custodial documentation, changes in persons who are allowed to pick up the student, and any other sensitive information that could affect the student.

Security

St. Paul's Preparatory Academy policies are in place for the protection and safety of students, staff, and visitors. The maintenance of a secure school is a collaborative effort of the administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies are in place to ensure the welfare of all persons in the school.

A thorough background check is submitted through the state of Texas as required by licensing for all staff and volunteers. Additionally, all staff members are thoroughly investigated prior to the interview process. Prospective staff members must submit recent

personal, business, and educational references. Upon the successful completion of this inquiry, the administration will conduct a personal interview with all prospective staff members. St. Paul's Preparatory Academy chooses, through prayer and careful consideration, those who join our staff.

St. Paul's retains the right to utilize third party resources including but not limited to security guards, police departments, or canine units to establish a secure zone on the St. Paul's campus.

Closed Campus

St. Paul's Preparatory Academy maintains a closed campus. All visitors must enter the building at the main entrance by the Café. All other doors leading into the buildings will remain locked during the school day to provide maximum security for all students.

No persons shall be allowed access to school grounds including classrooms, hallways, restrooms, or the gymnasium without prior approval from the administration. All visitors must check in at the front desk and receive a visitor's badge which must be worn in a visible location at all times while on campus. Before leaving the campus, each visitor must check out at the front desk.

Gang-Free Zone

A gang-free zone – which includes such locations as schools, playgrounds, and video arcade facilities – is an area in which gang-related activity is subject to an increased penalty under individual state laws. These laws typically prohibit any kind of gang-related criminal activity within 1000 feet of a school or child care facility.

Sexual Harassment

St. Paul's Preparatory Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is both a violation of the law and St. Paul's policy. Sexual harassment in any form is not tolerated. We recognize that males and females can both be the victim of or perpetrator of sexual harassment. It is an issue

that may affect any member of the St. Paul's community and will be dealt with promptly by the administration.

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a trusted teacher or administrator. Parents or students who observe such behavior are also encouraged to report the matter to a school official. All reports will be promptly investigated.

Drugs, Controlled Substances, Alcohol, and Tobacco Policies

St. Paul's Preparatory Academy is a drug, alcohol, and tobacco free zone and has a zero-tolerance policy in regards to the possession, use, or distribution of illegal drugs, controlled substances, alcohol, and vaping or tobacco products. The misuse or sharing of over-the-counter drugs is also prohibited. Students connected to, in the presence of, or associated with any drug-related person is subject to expulsion.

Weapons

The possession, use, distribution, or attempted distribution (by gift, sale, or other means) of any type of operable or inoperable weapon is expressly forbidden. This includes firearms, knives, mace, tear gas, pepper spray, bullets, fireworks, and other explosives. Toys designed to look like a weapon or the use as a weapon of any item, despite design intent, will be treated as a violation of this policy. The threat of using a weapon will be treated as a violation of this policy. An exemption to this policy may be granted for school projects with prior administrative approval.

Search of Students

Students, their lockers, and their motor vehicles are subject to searches by school officials. Outer clothing, pockets, lockers, personal belongings, book bags, purses, and any other items that can carry or conceal items are included in this policy.

Personal electronics are also subject to search or monitoring while on campus or at any school-related activity. Additionally, any postings made on the Internet or other

electronic media may be monitored, including the use of social media platforms such as X, Facebook, Instagram, TikTok, instant messaging apps (Snapchat etc.), or personal websites. Such monitoring includes but is not limited to all verbiage, direct messages, pictures, graphics and videos.

Vehicle Use on Campus

The use of motor vehicles on campus is a privilege granted by St. Paul's Preparatory Academy. Students and parents are required to follow all traffic signs while on St. Paul's campus. The speed limit on campus is listed as 15 mph. Any parent or student who does not adhere to these traffic regulations may have their privileges to drive on campus revoked. High school student parking is allowed only in the east parking lot.

EPA Inspection

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 2006, we received a letter from the architects officially stating that the facilities of St. Paul's Preparatory Academy are asbestos free.

Student Code of Conduct
St. Paul's Preparatory Academy
Junior High and High School

St. Paul's Preparatory Academy (SPPA) holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit gives us the power to live a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

SPPA must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All the activities of the Christian must reflect the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32).

A sense of the need for spiritual growth in the light of these principles has led St. Paul's Preparatory Academy to adopt the following standards which are believed to be conducive to the environment that best promotes the spiritual welfare of the student. SPPA therefore requests each student, whether at home, at school, or elsewhere to:

1. Refrain from participating in worldly activities such as swearing, indecent language, smoking, possession or use of liquor/drugs/tobacco, vaping, gambling, stealing, cutting, pornography, premarital sex, homosexuality or other sexual perversions.
2. Refrain from harassment or fighting, regardless of provocation.
3. Maintain Christian standards in courtesy, kindness, honesty, morality, integrity, and modest attire.
4. This code of conduct carries over to activities on the Internet or cell phone applications. Any inappropriate activities posted on or through the Internet (Facebook, X, Snapchat, TikTok, etc.) or ungodly speech, actions, or sexting sent via text messages will be subject to administrative action.

Students are expected to abide by these standards throughout their enrollment both during the school year and during vacation months. Students who choose to be out of harmony with the SPPA Student Code of Conduct or any student who has been arrested by authorities may be subject to administrative action.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____