



Student Handbook

2017-2018

THE MISSION OF PRIMACY IS TO EMPOWER AND MOTIVATE ITS STUDENTS
TO DEVELOP WISDOM, LIVE HEALTHFULLY, CARE FOR OTHERS, AND
KNOW GOD.

STUDENT HANDBOOK 2017-2018

INDEX

| | |
|---|----------|
| GENERAL INFORMATION | 1 |
| INTRODUCTION..... | |
| ACADEMIC PROGRAMS..... | |
| PHILOSOPHY & OBJECTIVES | 2 |
| THE MISSION..... | |
| ADVENTIST EDUCATIONAL PHILOSOPHY..... | |
| SCHOOL LEARNING OBJECTIVES..... | |
| ADMISSIONS | 3 |
| ADMISSIONS POLICY..... | |
| ACADEMIC PLACEMENT..... | |
| ADMISSION OF NEW STUDENTS..... | |
| REGISTRATION..... | 4 |
| PRE-REGISTRATION..... | |
| RETURNING STUDENT APPLICATION FEE POLICY..... | |
| LATE ADMISSIONS AND TRANSFERS..... | |
| RECOMMENDATIONS FOR TRANSFERS POLICY..... | |
| SCHOOL SERVICES | 5 |
| ACCIDENT INSURANCE..... | |
| EMERGENCY CLOSING..... | |
| FOOD SERVICE..... | |
| LOCKERS..... | |
| OFFICE HOURS..... | |
| TELEPHONE CALLS..... | |
| STUDENT PRINTING AND COPYING POLICY..... | |
| GENERAL GUIDELINES | 6 |
| ARRIVAL AND DEPARTURE TIMES..... | |
| DISMISSAL FOR LUNCH POLICY..... | |
| CLOSED CAMPUS..... | |
| CITIZENSHIP STANDARDS..... | |
| MANDATORY ENGLISH POLICY..... | 7 |
| COMMUNICABLE DISEASE..... | |
| COUNSELING SERVICE..... | |
| TECHNOLOGY USAGE..... | 8 |
| IPAD USAGE..... | |
| MEDICAL EMERGENCIES & MEDICATION..... | |
| PARENT COMMUNICATION..... | 9 |

| | |
|---|-----------|
| VISITORS TO THE SCHOOL..... | |
| PERSONAL APPEARANCE STANDARDS..... | |
| PRIMACY SCHOOL UNIFORM REGULATIONS AND DEFINITIONS..... | 10 |
| STUDENT LEADERSHIP..... | 12 |
| QUALIFICATIONS..... | |
| STUDENT ASSOCIATION..... | |
| SA DAY..... | |
| MUSIC PERFORMANCE POLICY..... | 13 |
| DISCIPLINE..... | 14 |
| DISCIPLINE POLICY..... | |
| SEARCH AND SEIZURE POLICY..... | |
| DISCIPLINE..... | |
| SUSPENSION..... | |
| EXPULSION..... | 15 |
| ACADEMIC DISHONESTY..... | |
| APPEAL OF SUPENSION OR EXPULSION..... | 16 |
| STUDENT CITIZENSHIP GRADE..... | |
| REVISING STUDENT CITIZENSHIP GRADE RECORD..... | |
| DUE PROCESS..... | |
| ATTENDANCE..... | 17 |
| ATTENDANCE PHILOSOPY..... | |
| EXCUSED AND UNEXCUSED ABSENCES..... | |
| COLLEGE VISITS POLICY..... | 18 |
| ACADEMICS..... | 19 |
| ESL PROGRAM..... | |
| GRADE POINT AVERAGE..... | 20 |
| INCOMPLETE AND OTHER GRADES..... | |
| GRADING SYSTEM..... | |
| CLASS ADD/DROP POLICY..... | |
| CLASS WITHDRAW POLICY..... | |
| COURSE AUDIT POLICY..... | |
| INDEPENDENT STUDY POLICY..... | 21 |
| CREDIT RECOVERY POLICY..... | |
| COURSE OVERLOAD POLICY..... | |
| ACADEMIC PROBATION..... | |
| CITIZENSHIP PROBATION..... | 22 |
| CRITICAL PROBATION TERMS FOR ATTENDANCE CITIZENSHIP GRADES..... | |

| | |
|---|-----------|
| PARENT-TEACHER CONFERENCES..... | |
| ACADEMIC PROGRESS REPORTS..... | |
| POLICY FOR ADVANCED PLACEMENT..... | 23 |
| AP STUDENT BOOK REQUIREMENTS..... | |
| SUMMER CLASSES..... | |
| GRADUATION REQUIREMENTS..... | 24 |
| STUDENT LABOR PROGRAMS..... | 25 |
| RECORDS..... | |
| TRANSCRIPTS..... | |
| HONOR ROLL AND PERFECT ATTENDANCE POLICY AND PROCEDURE..... | |
| NATIONAL HONOR SOCIETY..... | 26 |
| FINANCES..... | 27 |
| STUDENT ACCOUNTS..... | |
| STUDENT COPY / PRINTING POLICY..... | |
| FAMILY MULTIPLE STUDENT TUITION DISCOUNT..... | |
| EXAM FEES FOR CHANGES..... | |
| LATE PAYMENT PENALTY..... | |
| SCHOOL TEXTBOOKS..... | |
| TUITION AND FEES..... | |
| REGISTRATION FEE..... | |
| SENIOR GRADUATION FEE..... | |
| PRIMACY 12..... | 28 |
| DISTINGUSHIED PRIMACY AMBASSOR AWARD..... | |
| TPCA HOUSE MOST VALUBLE STUDENT AWARD..... | |
| TPCA SPIRITUAL LEADERSHIP AWARD..... | |
| TPCA EXCELLENCE IN COMMUNITY SERVICE AWARD..... | |
| SCHOOL HOUSES..... | 29 |
| THE PRIMCAY COLLEGIATE ACADEMY – | |
| TOMMY SULLIVAN HOUSE COMPETITION CUP | |

GENERAL INFORMATION

INTRODUCTION

The purpose of this handbook is to lay out the objectives of The Primacy Collegiate Academy (TPCA). This is a guide to school policy as well as a source of information regarding school standards and other aspects of school life. The information provided will answer most of the questions you have relative to the operation of TPCA. If you have further questions, please contact the school.

Primacy provides a distinctly Seventh-day Adventist education for its students.

Even though The Primacy Collegiate Academy is located in Taiwan, its cultural policy will reflect that of the United States-based Adventist Education Network (North America). It is the policy of Adventist Education Network of North America to utilize the resources of curriculum, instruction, teacher in-service, counseling, and guidance to reflect the racial, ethnic, linguistic, and cultural heritage of both historical and modern-day America.

The School address is:

The Primacy Collegiate Academy
No. 99, Meide Street
Taipei 11166 Taiwan
Tel: +886-28866-4000
Fax: +886-28866-4001
Website: www.tpca.tp.edu.tw

ACADEMIC PROGRAMS

Primacy offers several academic programs:

American High School Credit Program

Students enrolled in the standard American high school curriculum program earn American-certified credits towards either a Standard High School Diploma or a College Preparatory High School Diploma issued through Atlanta Adventist Academy in Atlanta, Georgia.

Students can also be enrolled in the programs that focus on studying English as a Second Language and work towards moving into the American high school diploma program.

****This 2017-2018 Student Handbook has some new revisions and policies, the updates will be marked as this****

PHILOSOPHY & OBJECTIVES

THE MISSION

The Mission of The Primacy Collegiate Academy is to empower and motivate its students to develop wisdom, live healthfully, care for others, and know God.

ADVENTIST EDUCATIONAL PHILOSOPHY

The Seventh-day Adventist educational system operates a worldwide system of over 7,800 schools, colleges, and universities in over 100 countries.

The Adventist education program is committed to educating mind, body, and spirit of each student. Adventists schools across the world have a standard curriculum, along with emphasis on spiritual and physical development. These disciplines are encouraged, pointing to an holistic approach to education, truly educating students for success and result in greater student achievement.

Students are educated to accept the concept of “service for others” as a principle of life, improving the character of each student to become contributing members in the home and community.

SCHOOL LEARNING OBJECTIVES

As outlined in our School Mission Statement, Primacy emphasizes our students’ growth in four major aspects of their lives. Our School Learning Objectives reflect these values and are incorporated in all of our subject-areas, classrooms, and throughout our school life.

We want our students to:

Develop Wisdom

- Be independent thinkers
- Communicate effectively through various methods
- Work as a team
- Be creative and persistent problem solvers
- Be explorers
- Be resourceful with technology

Live Healthfully

- Practice healthy habits and live a balanced life
- Avoid drugs, alcohol, and tobacco
- Take responsibility for your choices and actions

Care for Others

- Find and meet the needs in your community
- Respect yourself and others
- Be a positive influence

Know God

- Understand the Christian worldview
- Experience God’s love
- Determine the impact of the Bible and prayer in your daily life
- Apply critical thinking skills in making spiritual and moral decisions

ADMISSIONS

ADMISSIONS POLICY

The Primacy Collegiate Academy is open to all youth, regardless of religion, race, color or national origins. These students enroll with the sincere purpose of developing mentally, spiritually and physically while being willing to support the principles of conduct upon which Christian education is based.

TPCA seeks to serve those who have a sincere desire to better their lives and to explore moral and social concepts and lifestyles. It should be understood that every student who presents himself for admission to TPCA pledges to observe all its regulations and to uphold the moral principles upon which the school is operated, and to perform all assigned school duties to the best of his/her ability.

Primacy does not knowingly admit students who violate its moral principles and the laws of the land. A student is liable to serious discipline or immediate dismissal from the school if he deviates from the citizenship standards as outlined in the discipline section of this handbook. Parents and students are expected to support and uphold school standards.

ACADEMIC PLACEMENT

Primacy administers both entrance and qualifying tests. In addition, it reserves the right to set additional academic and behavioral benchmarks as deemed advisable. The results of such tests will be used in determining placement in a study program most suited for the student's long-term development.

ADMISSION OF NEW STUDENTS

New students must make formal application to enter the TPCA program by completing the appropriate application form. The admissions committee will review the applications and the students will be notified of their acceptance in writing. All new students will be accepted on a probationary period, and could be placed on academic, citizenship, or attendance probation. (Please refer to the sections labeled "Academic Probation" and "Attendance and Citizenship Probation" for more details.) Admission is based on the following satisfactory criteria:

Acceptance Criteria

- ❖ Passing of in-house English competency tests
- ❖ Verification of completion of 8th grade from the former school with a minimum of a 2.5 GPA (75%)
- ❖ Transcripts from former or current school
- ❖ Completion of two recommendation forms.
- ❖ Financial clearance by enrollment department.
- ❖ Submission of current health records.

Students will be placed in either the American curriculum high school, or the High School Prep (ESL) program based on their English competency test scores and their previous schools' GPA.

Students with cumulative GPA below 2.5 may be accepted on a case-by-case basis with the understanding that they must improve their GPA in order to be recommended to US-based high schools and universities.

Primacy reserves the right to assign students to the level deemed most suited to their English needs. It also reserves the right to promote students based on their academic performance once they have enrolled.

REGISTRATION

Registration begins one week before and closes two weeks after the formal start of each semester. Registration includes:

- ❖ Signing up for classes and extra-curricular activities
- ❖ Downloading textbooks
- ❖ Picking up school uniform
- ❖ Attending orientation

Registration is completed when all fees are paid and all registration day checkpoints are met.

PRE-REGISTRATION

Students intending to return the next academic year will be encouraged to pre-register. Students who pre-register will have the right of first selection for classes, extra-curricular activities and other assignments.

RETURNING STUDENT APPLICATION FEE POLICY

Former students who left in 'good standing' with the school will be granted a half price application fee when applying to return.

LATE ADMISSIONS AND TRANSFERS

Primacy has an open transfer policy, meaning it welcomes students to transfer in throughout the school year. The only period when transfer students are not accepted is during the final month of each semester.

Late Admissions

Students applying to Primacy after the semester begins will be evaluated with the same standards as students applying before the beginning of a school year. Late Admission students can be accepted into an American high school class (to earn class credit) for the first 4 ½ weeks of each semester with the understanding that they:

- ❖ Must pay full tuition for the semester
- ❖ May be required to make up all learning activities and project assignments
- ❖ May be required to take make-up tests for missed classes
- ❖ Will receive a course grade based on their actual performance during the time they were in class

Students can join a High School Prep or ESL class at any time.

Transferring Out

Students can transfer to another school at any time by completing an official withdraw form that can be printed from the school website, and requesting that transcripts be sent to their school of choice.

RECOMMENDATIONS FOR TRANSFERS POLICY

Recommendation forms and letters will only be given after a student has completed a full semester at Primacy. A basic report of student attendance and academic progress will be given for students applying for transfer before a full semester has been completed.

SCHOOL SERVICES

ACCIDENT INSURANCE

A student accident insurance policy is carried by the school on each student and is included in the registration fee. The school will fill out the appropriate information on the insurance form. Parents are responsible to see that the form is completed by the appropriate personnel and filed with both school and personal insurance companies. A copy of the policy is available in the school office.

EMERGENCY CLOSING

Primacy will follow Taipei Municipal Department of Education guidelines for senior high school emergency school closings due to inclement weather. Closings will also be posted on the school website.

FOOD SERVICE

Primacy offers no food service vendors. However, it does provide kitchen facilities to help students who decide to bring lunch boxes to campus. TPCA also allows students freedom to leave campus (see "Dismissal for Lunch Policy" on page 6) to pursue other lunch alternatives. Students must be in good attendance, citizenship and academic standing to leave for lunch.

LOCKERS

Lockers may be available for student use. The lockers are property of the school. Students may not put stickers or write on or in them. Primacy also reserves the right to inspect any locker without prior notice when deemed necessary. The school will not be liable for any items lost, stolen, or damaged. If a student chooses to have a locker, he or she will also be issued a locker key. Students are encouraged to keep their personal belongings

and school materials locked for protection. Lost key replacement or locker damage will result in a key replacement or damage fee.

OFFICE HOURS

Primacy's main office will be open Monday thru Thursday from 8:00 A.M. to 6:00 P.M. The office will close at 4:00 p.m. on Friday. Scheduling appointments after hours can be arranged by calling the office at (02) 8866-4000.

TELEPHONE CALLS

Students are allowed to bring their mobile phones to school but must turn them off and keep them out of sight while in class, assembly, study hall, detention, and the library. Cell phones can be used for communication during passing periods and during lunch.

The school telephone is for business use and emergency calls only. Students and teachers will NOT be called from their classes to answer the telephone. However, messages will be conveyed to them.

STUDENT PRINTING AND COPYING POLICY

Copy accounts are issued to students at the beginning of the school year. Each student will also be able to print from school computers and will be given credit of 200NTD. Students will be charged 2NTD/page for black and white copies/printing and 10NTD/page for color copies/printing. Value can be added to the printing account in the Student Services office in increments of 100NTD.

GENERAL GUIDELINES

ARRIVAL AND DEPARTURE TIMES

Students are not to come on campus before 7:45 a.m. and should leave the campus by 6:00pm Monday through Thursday and immediately after all school functions end on Friday. Students may stay later for specific purposes as supervised by school personnel.

DISMISSAL FOR LUNCH POLICY

Students are allowed off campus during their lunch period. Failure to return on time may result in loss of the off campus privilege and will be considered an act of 'skipping school' which is subject to discipline that leads to detention, suspension and/or school probation.

CLOSED CAMPUS

Primacy is a closed campus. Once students arrive at school, they are not to leave campus until school is dismissed at the end of the day, except for lunch. Seniors in good standing may apply for an adjusted schedule that allows them to be off-campus during school hours when they are not in class. The privilege of a schedule adjustment must be approved by parents and administration and may be revoked at any time at the discretion of either. Alumni and visitors will only be allowed into the reception area during school hours. Entrance into school premises will only be permitted if escorted by school staff. Parents are requested to call in advance for access to classrooms during school hours.

CITIZENSHIP STANDARDS

The Primacy Collegiate Academy supports and maintains the ideals of the Seventh-day Adventist church in matters of morals, dress, and conduct. The standards for conduct are intended to improve the student's standing in society, elevate their character, ennoble their minds, and increase their happiness.

The following guidelines govern the entire curricular and extracurricular program of the

school. These guidelines are simple and straightforward, but are not meant to be all-inclusive. It should be the student's purpose to abide by the regulations of TPCA as a matter of *honor* and *respect*.

- ❖ Respect is to be shown at all times to God as our Creator and Redeemer and to teachers, staff, volunteers, and fellow students.
- ❖ The laws of the Republic of China's government are to be respected and obeyed.
- ❖ Considerable emphasis is placed on intangibles such as **attitude, character, cooperation, and positive contribution** to the spiritual, social and academic atmosphere of Primacy.
- ❖ To develop a strong moral character, TPCA will not permit dishonesty, theft, foul language, or other misconduct at school or school-related functions.
- ❖ Each student is to behave in a courteous and cooperative manner at all times. Any behavior that could result in physical harm to another will not be tolerated at TPCA. The standard of good conduct is expected at school and at all school-sponsored functions.
- ❖ All students are expected to meet their scheduled appointments and should never be in an unsupervised area. (See the attendance policy in this handbook)
- ❖ All items that are brought to school should be in harmony with Christian values and standards. Inappropriate items such as, but not limited to, offensive printed materials are not allowed and will be confiscated.
- ❖ Primacy is not responsible for personal possessions. Students are advised to keep their belongings with them at all times or place them in locked lockers. TPCA discourages students from bringing valuable possessions to school or taking them on school outings and trips.
- ❖ Electronic devices may only be used for academic purposes. If these items are visible or in use in the school they will be confiscated. Confiscated electronics may be picked up from the office at the end of the school day on the third day following the

offense. Repeat offenses may incur more serious penalties.

- ❖ Cell phones are to be turned off while in class, assembly, study hall, detention and using the library. They must be out of sight, and if they ring, buzz, or otherwise disturb a class, they will be confiscated. Confiscated phones may be picked up from the school office at the end of the school day on the third day following the offense. Repeat offenses may incur fines or other school discipline.
- ❖ When accidental damage to school property occurs and is reported immediately there will be no penalty other than restitution. Willful damage or destruction of school property will call for restitution and additional discipline.
- ❖ The public display of affection on campus or during school activities is not allowed.
- ❖ Inappropriate sexual behavior or language will not be tolerated.
- ❖ Possession of weapons, dangerous objects, or explosive devices is not permitted and will result in immediate suspension and possible expulsion. Imitation or toy weapons are not permitted and may result in suspension.
- ❖ ****The use, possession, or distribution of tobacco, alcoholic beverages, non-prescribed drugs, narcotics, and controlled dangerous substances by Primacy students is prohibited and is cause for immediate suspension and possible expulsion. Suspected students will be asked to take a drug test.****
- ❖ Students are encouraged to be totally engaged in the school environment. They are not to use earphones while at school or on school related trips and functions except as assigned and supervised by a teacher for their class, or as permitted by announcement by the principal.
- ❖ Students must realize the existence of additional classroom rules and will be held accountable for the individual rules as outlined by the teacher in addition to those outlined in this policy.

MANDATORY ENGLISH POLICY

Students must speak English at all times throughout the school day. Failure to do so will cause an infraction notice to be reported to the student services office. Repeat offenses will result in loss of privileges, student restrictions and other

corrective plans at the discretion of the administration.

Required parent meetings and student suspensions will be given as the failure to follow this requirement continues to accrue.

COMMUNICABLE DISEASE

Parents are asked to notify the school office regarding communicable illnesses and conditions including but not limited to chicken pox, SARS, encephalitis, mononucleosis, measles, mumps, meningitis and other like diseases, which may present potentially serious health problems for those who come in contact with the disease and/or disease carrier.

COUNSELING SERVICE

It is the mission of the TPCA faculty and staff to care for the emotional, social, academic, and spiritual well-being of Primacy students while preparing them for college application, entrance and success.

Students at Primacy have access to a counselor who can provide personal counseling, academic advisement and accountability, guidance in choosing high schools and colleges overseas, and preparation for college and careers, including SAT and TOEFL registration and preparation and college application.

Students may be referred out for more involved testing of academic achievement, learning differences, ADD, or assessment for mental health conditions, medication, and any other psychological or academic needs that the Primacy counselor is unable to provide.

Services to parents may include advice on college preparation, communication, behavior management, as well as question and answer sessions to address parent needs and promote parent awareness.

Primacy strives to ensure its environment is safe and supportive for all of its students no matter their background, family situation, or personal struggles. If administration identifies safety concerns involving a student's mental health and

his/her thoughts or behavior towards themselves or others, the student's parents will be notified. Students who are struggling with depression, self-injurious behaviors, suicidal ideas or plans, and/or suicide attempts may be required to attend counseling and/or be placed on administrative leave from school to ensure the safety of the individual and the collective student body. The administrative leave may last until a professional counselor determines the individual is stable enough to return to the educational environment and/or until administration deems that the issue has been adequately resolved.

TECHNOLOGY USAGE

Primacy provides its students with internet access through campus-wide high-speed Wi-Fi services. This connection to the internet is designed as a learning tool by which teachers and students can access global educational resources to supplement the library and their in-class learning.

It is the policy of Primacy that all technology used to access the internet is to be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of the network and e-mail privileges of the user.

Individual users, students and adults, are responsible for their use of the network. The internet and the technology used to access and utilize its resources are for educational use only.

A responsible network user will:

- ❖ Use language that is considered appropriate
- ❖ Be polite
- ❖ Send information that other users will not find offensive
- ❖ Conform with copyright laws and always give credit to the author of the material used
- ❖ Refrain from tampering with the system or adding, altering, deleting or destroying anyone's files, data, software, or hardware.
- ❖ Will NOT use the system for any illegal or commercial activity

A responsible network user must be aware that:

- ❖ Use of the network and e-mail is a PRIVILEGE and not a RIGHT
- ❖ The Primacy network is to be used only for educational purposes
- ❖ Any material downloaded on the school's system is not guaranteed to be private
- ❖ It is important to log off the computer at the end of each session so another user cannot use your password or account information
- ❖ Persons issued an account are responsible for its use at all times
- ❖ Students should never reveal personal information about any user, such as address, telephone number, credit card numbers, national identity number, etc.
- ❖ Food and drink are not allowed in the computer labs
- ❖ Violation of any of the above policies will result in possible loss of internet privileges and/or disciplinary action

IPAD USAGE

All students must have an iPad for the purposes of digital textbooks and other classroom applications.

Students are expected to use the iPad for educational purposes while on the school's campus. iPad misuse during class or on campus such as gaming, chatting (instant-messaging), or surfing the web at non-designated times is subject to infractions or other discipline. Administration, faculty, and staff have the right to view students' iPad content at any time.

MEDICAL EMERGENCIES & MEDICATION

In case of medical emergencies, Primacy staff will contact ambulance services or a local hospital as necessary.

School personnel are not permitted to give a student any medication unless it is a prescription given by a doctor, in its original container, with a signed note that includes directions from a parent. This includes non-prescription drugs such as Tylenol. In an emergency, authorization may be given over the phone by a parent.

Parents are to provide up to date information in relation to medical conditions or the health status of their kids for any changes that happen after the initial required enrollment physical.

PARENT COMMUNICATION

Open communication and cooperative, supportive relationships will create the most positive and effective climate for learning. Parents are encouraged to establish open lines of communication with teachers. It is best to do this early in the school year rather than waiting until there is some concern or a problem that needs to be resolved. Parents are welcome to visit in the classrooms. Parents are also encouraged to check students' attendance and assignments through Renweb, the TPCA student management system.

Please call in advance and make arrangements to visit the classroom or make an appointment to talk with the teacher.

If a difficult situation arises, please talk directly to the person involved. If it is a classroom situation, it would be necessary for parents and teachers to talk together first. Administration will be available to help open lines of communication, clear up misunderstanding, and help to resolve problems.

Every effort should be made to solve problems at the lowest possible level in a kind and direct manner. Problems are not as effectively solved and solutions not found as quickly and easily when perceived problems are circulated before serious attempts are made to discover a mutually satisfying solution. Student's observations should be considered and respected. However, teachers and parents should not assume they have all the relevant information for a decision until they all talk together.

VISITORS TO THE SCHOOL

Parents and legal guardians are welcome to visit the school at any time. A phone call to the school a day ahead of time would be advisable. All visitors must check in at the office when they arrive at the school during school hours. Visitors must sign in and out of the logbook, and receive and wear a pass.

Teachers are not available to visit with parents during school hours. If a parent needs to visit with the teacher, he/she should schedule time outside of school hours so teachers can concentrate on their students and classes. When possible, please make appointments to meet with the principal, vice principal or program director.

PERSONAL APPEARANCE STANDARDS

Participating in a school function is an important experience demanding an atmosphere and spirit of thoughtfulness and respect that begins with how an individual prepares his or her personal appearance at the beginning of the day. This means the clothes they wear, the way they style their hair, the accessories they choose, and the make-up they apply to appear natural and holistic. Students are to comply with both the letter and the intent of the following appearance standards at all school functions on or off campus, and may be asked to leave school or the particular activity until they comply:

For Administrative Approved 'Casual Day' Dress

- ❖ No extremely baggy or tight clothing.
- ❖ Clothes must be in good repair (not ripped, faded, or frayed)
- ❖ Dresses, skirts, and shorts must be to the knee
- ❖ No low-cut blouses, shirts, or tops and no tank or tube tops
- ❖ T-shirts may be plain colored or have designs, but should not contain logos or writing
- ❖ Clothes should be such that all undergarments cannot be seen.

PRIMACY SCHOOL UNIFORM REGULATIONS AND DEFINITIONS

Note: All Students Must Have a Complete Uniform Set As Listed Below:

| Item | Standard Quantity (Boys) | Standard Quantity (Girls) |
|---------------------|--------------------------|---------------------------|
| Jacket | 1 | 1 |
| Sweater | 1 | 1 |
| Long Sleeve Shirts | 2 | 2 |
| Short Sleeve Shirts | 2 | 2 |
| Polo Shirt | 3 | 3 |
| Khaki Long Pants | 2 | 1 |
| Skirt | - | 1 |
| Tie | 1 | 1 |
| House Shirt | 1 | 1 |

Uniform Wearing Guidelines

- ❖ Students are expected to wear their uniform at all times unless announced otherwise by the administration.
- ❖ Dress shirts must be tucked in at all times.
- ❖ Skirt length should *cover* the knee when standing. **No short skirts allowed.**
- ❖ Boys must wear black belts and plain black dress style shoes when wearing pants.
- ❖ Girls must wear plain black dress style shoes with black socks, stockings, or knee high stockings when wearing pants or skirt.
- ❖ TPCA hooded sweatshirts are the only permissible ‘hoodies’ allowed to be worn with the uniform.
- ❖ A school uniform shirt must be worn under a school hooded sweatshirt.
- ❖ Students are to wear the school jacket, hoodie or sweater if they are cold. Personal coats are allowed **over** these when students need more warmth.
- ❖ Students are allowed to purchase their own **knee length** khaki shorts **that closely match the color of the pants.** The **knee length khaki** shorts can be worn with sneakers or sandals.

- ❖ Khaki shorts that look worn, torn, or dirty are not allowed and cannot have writing or large logos.
- ❖ Students should not roll up their pants to follow a fashion trend; pants are to be worn as pants.
- ❖ T-shirts worn under any uniform shirt must be **plain white with no writing.**
- ❖ Students who are wearing polo shirts should make sure that their undershirt doesn’t hang below the polo shirt.
- ❖ No sagging or baggy pants/ shorts allowed.
- ❖ Sew name tags or label your uniform pieces for identification purposes.
- ❖ Any alterations made to the uniform should only be to adjust the fit—such as hemming pants to the correct length. Alterations should not change the style of the uniform nor should it cause the uniform to be outside of the uniform guidelines.
- ❖ **Student ID Badges are considered part of the required uniform and must be worn around the neck at all times students are on the school’s campus.**
- ❖ All uniform parts must be kept clean and in good repair; not ripped, torn, faded or stained.

Summer Dress Uniform Definition: (August – October & March – June)

Boys – Black dress style shoes, khaki pants, black belt, short or long sleeve dress shirt.
(This is the minimum requirement. The tie, sweater and/or jacket can be included.)

Girls – Black dress style shoes, khaki pants or skirt, short or long sleeve dress shirt.
(This is the minimum requirement. The tie, sweater and or jacket can be included.)

Winter Dress Uniform Definition: (November – February)

Boys – Black dress style shoes, khaki pants, black belt, short or long sleeve dress shirt, school tie and jacket.
(This is the minimum requirement. The sweater can be included.)

Girls – Black dress style shoes, khaki pants or skirt, short or long sleeve dress shirt, school tie and jacket.

(This is the minimum requirement. The sweater can be included.)

IMPORTANT NOTES:

All students must have a complete uniform set.

Students must wear the dress uniform as listed above on assembly day, or other days when the dress uniform is requested /required, except when announced otherwise.

Students may **NOT** wear khaki pants other than the actual uniform pants.

Shoes must be a plain, all black, dress style shoe - not sport or casual shoe.

Primacy hoodies are **NOT** part of the dress uniform and should not be worn on dress uniform days.

When you purchase **KNEE LENGTH** khaki shorts they **MUST be very close in color to our school pants, not too tight or loose.**

It is the responsibility of the parents/guardians to cooperate with school regarding their students complying with the uniform policy.

Enforcement will be as follows:

- ❖ Students will be required to purchase the missing uniform part to be in compliance with the standards of that day.
- ❖ Repeat offenses will result in more serious consequences.

STUDENT LEADERSHIP

QUALIFICATIONS

Many organizations function on campus with student leadership and faculty sponsorship. Students are encouraged to become involved in these organizations and broaden their experience. In order to hold Student Association or class offices, students must maintain a minimum current monthly GPA of 3.0, must not receive a letter grade lower than C- (70%), and have a minimum of a 70% citizenship grade. Senate representatives must maintain a minimum current monthly GPA of 2.5 and must not receive more than one C- grade on their most recent grade report.

STUDENT ASSOCIATION

Primacy students are free to represent themselves through the formation of their Student Association (SA). As a student-led organization, SA exercises the power to govern various extracurricular activities such as clubs, festivals, parties, assemblies, and other such events that will bring students together in a friendly atmosphere. Executive Council will be led by a core group of 5 students:

- **President:** responsible for overseeing all SA activities, leading the meetings of the Executive Council, and representing the student body.
- **Executive Vice President:** responsible for leading and chairing the Senate, assist in the production of a school yearbook, and assisting the President in all of the President's requests.
- **Social Vice President:** responsible for planning at least three (3) community-fostering events per semester.
- **Treasurer:** responsible for keeping an accurate record of Student Body Fund transactions.
- **Communication Director:** responsible for keeping accurate records of all the meetings of the Executive Council and publishing and maintaining the SA's digital newsletter.
- **Pastor:** responsible for providing prayer at the opening and closing of all SA events, suggesting ways to encourage all member of the student body, and assisting all members of the Executive Council as possible.

Supporting the Executive Council is the Senate, the official liaisons between the SA and the student body. The senate is composed of up to two representatives from each house—Blue, Green, Black, Gray, White, Yellow. Their duty to their classmates is to present to the Executive Committee all issues (questions, complaints, suggestions, or praises) of the class they represent. Their duties as a part of the Student Association, is to communicate to the student body on behalf of the officers (regarding events and other relevant information). Students with concerns and/or suggestions about school issues, activities, or policies should feel free to approach their Senator, who will help to answer or seek a solution for the student.

SA DAY

To encourage and further develop the physical and social aspects of each student, the school has two 'Student Association Days' built into the academic calendar. These days will be planned by the elected SA officers and approved by the administration. These days are considered school days and participation is required. Sometimes a small fee is attached. Students will not be excused from these days, as they are a required school day and part of the American high school curriculum and experience. The days usually involve group games and activities that promote teamwork and cooperation and will incorporate social activities and recreation.

SCHOOL HOUSES

Students are divided into six house groups for the purposes of building community, engaging in social, academic and recreational intra-school challenges and to have clear groups defined for leadership purposes.

MUSIC PERFORMANCE POLICY

The following are music performance guidelines for talent shows:

1. A song performed in a language other than English must receive additional approval.
2. Lyrics must receive prior approval before auditions.
3. Avoid songs with inappropriate sexual language or implications including songs that require or promote sexually-driven dances.
4. Avoid heavy Rock, Hip Hop, or Pop songs with loud beats.
5. Choose music with lyrics that:
 - ❖ Inspire people to be better.
 - ❖ Respect the moral values of a Christian school (as reflected in the Ten Commandments of Exodus 20).
 - ❖ Encourage people who are sad or lonely with a positive message.

- ❖ Talk about problems but provide a positive solution.
- ❖ Focus on pure love, not from a sexual point of view.
- ❖ Teach a lesson about true friendship.
- ❖ Promote an attitude of unselfish love for others.
- ❖ Help people see how beautiful life is or can be.
- ❖ Convey a positive message.
- ❖ Set a good example for others to follow.

For all public performances, a review committee will be formed by the principal or principal designee to include a minimum of 5 members. There shall be at least one representative from (a) administration, (b) the spiritual life team and (c) the faculty. Other members should include employees with known musical backgrounds and expertise. The listed guidelines are to be judged in the framework of appropriateness and ability.

DISCIPLINE

DISCIPLINE POLICY

Primacy wishes to develop a strong Christ like character in every student and enable them to develop self-control, self-government and responsibility. The basic guidelines for student conduct grow out of the school's philosophy and objectives. Respect for the rights of others, applicable local laws, insurance regulations, care of school property, and Biblical standards are all considered in determining specific citizenship guidelines. Some school rules are overtly spiritual in nature, while others are part of the need for orderly and safe conduct while at school.

SEARCH AND SEIZURE POLICY

Primacy administration and faculty are authorized to conduct search and seizure proceedings. School lockers, student book bags, and personal belongings are subject to these procedures. If necessary, school security personnel and/or local law enforcement might be called to provide assistance to school administration.

DISCIPLINE

It is our goal at Primacy to run a quality school program where discipline is not an issue. To that end, our behavior goals are based on the following beliefs:

- ❖ We believe that learning increases when there is good behavior.
- ❖ We believe that no student has a right to interfere with another student's learning.
- ❖ We believe that every student can behave well.
- ❖ We believe that our success is measured by how well we teach students to be self-managers.
- ❖ We believe that our standards for behavior should be those taught in the Bible. Jesus emphasized that we "should love one another," (John 13:34) and that we should even "love our enemies" (Matthew 5:44). Our behavior should be gracious, kind, patient, and respectful.

- ❖ We believe that when students misbehave, they should be given a chance to "fix" the effects of their misbehavior.
- ❖ We believe every student is responsible for maintaining an emotionally safe environment, free from intimidation, negative speech, and disrespect.

The procedures the administration and faculty normally follow to encourage the student who chooses not to fulfill the school standards are listed below. Understand that the teacher reserves the right to modify the application of each step as his/her creativity and the character of the student indicates.

All teachers and staff members of Primacy are part of the discipline team. Respect must be shown to them at all times. Teachers have the right to use their judgment on issues of classroom management.

SUSPENSION

Suspension is not being allowed to attend classes for a limited number of school days- either in school (ISS) or out of school (OSS). Students can automatically be suspended for infractions regarding safety, disrespect, and non-compliance. The principal has the authority to suspend a student for up to 10 school days after gathering information from the administrative team, program director, and/or teacher(s) involved. Activities that could cause suspension include (but are not limited to):

- ❖ Disrupting school or classroom activities
- ❖ Tampering with school records
- ❖ Leaving school without permission or cutting classes excessively
- ❖ Sexually harassing another person
- ❖ Threatening another person with bodily harm
- ❖ Possessing a controlled substance
- ❖ Damaging private or school property (or threatening to do so)
- ❖ Use of alcohol and/or tobacco on or around school campus, in our school uniform, and/or with other TPCA students

- ❖ Academic dishonesty (See Academic Dishonesty section)
- ❖ Repeated intimidation, even jokingly (bullying)
- ❖ Misuse of personal or school technology

NOTE: It is the student's responsibility to determine what learning requirements will be missed due to his or her suspension and will communicate with the instructor for completion.

EXPULSION

Expulsion is not being allowed to attend school for a minimum of three months to a maximum of one school year. The principal can recommend a student be expelled only for the most extreme infractions. Activities that could cause expulsion include (but are not limited to):

- ❖ Possessing a firearm
- ❖ Using a dangerous weapon or object for no reasonable use in a threatening manner
- ❖ Assault and battery
- ❖ Sexual assault
- ❖ Stealing private or school property
- ❖ ****Possessing, carrying, distributing, using, selling illegal / controlled substances****
- ❖ Conviction of a felony
- ❖ Threats of violence or harm
- ❖ Academic dishonesty 3rd Offense

Note: *Threats of violence or harm cannot be excused, even as a 'joke'. All related comments will be taken seriously by administrative rule.*

Note: *Failure to complete the terms of Critical Probation results in automatic expulsion.*

ACADEMIC DISHONESTY

Primacy demands its students to have a high standard of personal conduct and think independently. This requirement is necessary in order for a student to be truly prepared for life and any continued education. When students are academically dishonest it jeopardizes the integrity of their education.

Academic dishonesty can take many forms, including, but not limited to, taking or giving answers to an assignment, conferring with other students, stealing assessment answers, taking answers into an assessment, plagiarism, and other forms of falsification.

Students with instances of academic dishonesty will be subject to the following actions:

1. 1st offense (minor)
 1. Report in student record
 2. Teacher determines the appropriate corrective response
2. 1st offense (major) -
 1. Report in student record
 2. Strike 1 of 3
 3. No credit on assignment
 4. Parent and Administration notified
3. 2nd offense (same course as 1st offense)
 1. Report in student record
 2. Strike 2 of 3
 3. Will be dismissed from that class and receive a failing grade
 4. A Statement of Understanding must be signed between school, student, and parents stating that a 3rd offense in any class results in a failing grade in that class and expulsion from school.
4. 2nd offense (different course than 1st offense)
 1. Report in student record
 2. Strike 2 of 3
 3. Suspension
 4. A Statement of Understanding must be signed between school, student, and parents stating that a 3rd offense in any class results in a failing grade in that class and expulsion from school.
5. 3rd offense
 1. Report in student record
 2. 3rd and final strike
 3. A failing grade in that class
 4. Expulsion from school

An example of a **minor** offense includes a level of impulsivity such as copying a peer's assignment right before class.

An example of a **major** offense includes a level of premeditation such as taking answers into a test.

Teachers and administration have the right to determine whether an offense will be considered a minor or major offense.

Note: Strikes will accumulate throughout each academic school year and will restart at the beginning of each fall semester.

APPEAL OF SUSPENSION OR EXPULSION

If a student and the parent/guardian disagree with the suspension or expulsion, they may appeal the decision to the Primacy Administrative Committee (AdCom). Student records must reflect actual occurrence and may not be appealed.

STUDENT CITIZENSHIP GRADE

Each student receives a citizenship grade at the midterm and end of each semester. Daily citizenship is recognized to reward positive behavior and is viewed by schools in the U.S. as an indication of student attitudes, maturity and cooperation. The citizenship grade reflects the entire school day, in class and out of class. The grade is comprised of a poll of your behavior by all employees (50%) and from behavior infractions (50%) during the semester.

TPCA uses the following guide for assessing citizenship:

- A is outstanding influence/contributions
- B is mostly positive influence/contributions
- C is not too positive, but not too negative
- D is mostly negative influence/contributions
- F is overtly negative influence/contributions

How to Maintain a High Citizenship Grade

- Use iPad for learning purposes
- Speak English only
- Be on time for classes
- Wear your ID badge daily

- Wear your uniform properly
- Help people around you
- Do your part in keeping the school clean
- Use respectful language
- Treat everyone with kindness and respect
- Be humble when you achieve excellence
- Be aware of and abide by all school rules

NOTE: Infraction penalties against the citizenship grade can be recovered by providing 30 minutes of service as determined and scheduled by the administration.

For more information on the student conduct grade and how it may impact your future school applications, please ask the principal or the student counselor.

REVISING STUDENT CITIZENSHIP GRADE RECORD

The school is open to work with students who show true willingness to improve their future conduct. To revise a student's record, the student will set up a meeting with the principal, the student's counselor and the student's parents. At this meeting, an activity or a series of activities will be chosen for the student to accomplish. Once the requirements have been met, the student citizenship grade can be revised.

DUE PROCESS

The most serious disciplinary actions are carried through the Administrative Committee, which consists of the principal, vice principal(s), and other staff members appointed by the administration. A student may request to have a teacher or staff member of his/her choice added to the committee in the event he/she becomes involved in some incident requiring disciplinary action. A student may, upon request, state his/her cause in person before the committee. This courtesy is also extended to parents of the student undergoing disciplinary action.

ATTENDANCE

ATTENDANCE PHILOSOPHY

In order for the Primacy staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.

Attendance Guidelines

- ❖ All attendance records are permanent and are recorded on a student's transcript.
- ❖ Attendance records are per grading period (one term) and are not cumulative.
- ❖ Attendance records will start upon a student's first registered day in a term.
- ❖ It is the student's responsibility to contact the teacher in order to determine the possibility of making up work due to an unexcused absence.
- ❖ Attendance will be taken for all off campus activities.
- ❖ *****Students will receive an *unexcused tardy* for entering class following the bell and/or arriving up to 14 minutes for a 90 minute class, or 6 minutes for a 45 minute class, after the start of class.*****
- ❖ *****If a student is 15 or more minutes late for a 90 minute class, or 7 minutes for a 45 minute class, he/she will be marked *absent*. The student is still expected to attend class.*****
- ❖ *****Receiving 3 unexcused tardies will be treated as equal to 1 unexcused absence and will be subject to the same consequences.*****
- ❖ Any student with 6 unexcused absences in a course for the semester will receive a grade of "NC" ("No Credit") if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive an "F".
- ❖ If a student misses more than 14 classes per course, per semester for any reason, excused or unexcused, during a grading period he/she will receive "NC" for all classes in that term.
- ❖ Sleeping in class is NOT allowed. Students will be encouraged to wake up and if they cannot remain awake they will be sent home with unexcused absences.

TARDIES

Excused

- ❖ Being tardy due to a medical reason or appointment. (Doctor's note is required)
- ❖ Being tardy because you were detained by another teacher, etc. (Teacher's note is required)
- ❖ ******Being tardy due to bus or MRT transportation problems or traffic accident (MRT documentation may be obtained from the station Help Desk)******
**Limited to 3 excuses per semester which can be used without question for any reason. However, the parent/guardian MUST a written note giving the reason*

Unexcused

- ❖ Being tardy due to lack of real concern or failure to keep track of time.
- ❖ *****Tardiness due to talking with friends, waiting for the elevator, waiting for your lunch at a restaurant, or failure to plan effectively, etc.*****
- ❖ *******Being tardy before or after a school function (e.g. Sports, SA Activities, Tours, Trips, Leadership and / or Spiritual Retreats, etc.)*****
***Note: A student may not participate in a school function / activity if they miss school or any scheduled class on the day of travel or the day of that school function/activity unless they have a written note from a doctor. And a student who is absent from school/class or tardy to their first class on the day after a school function/activity will be unexcused, unless they have a written note from a doctor.*

ABSENCES

Whenever an absence occurs it must be communicated to the school as soon as possible by phone, email or message.

When a student returns from an absence, they must print an excuse form from the Primacy website, fill it out, obtain the correct signatures, and return it to the office within 3 days of the absence. The same form is used when an absence needs to be arranged in advance.

Students will be given the opportunity to make up work for excused absences.

Excused absences may include:

- ❖ An illness or injury that prevents the student from attending school. The illness or injury must be verified by a health care provider in writing. (More than two consecutive days, a doctor's note is required) (*Parents/guardians are limited to 3 illness excuses per semester without a doctor's note*)
- ❖ A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis.
- ❖ Court or passport/visa appearances. (Documentation is requested)
- ❖ Medical or psychological tests during the school day. The parent must show evidence (such as a note or receipt from the health center).
- ❖ Religious holy days.
- ❖ Other extraordinary situations approved by the school Administrative Council.

IMPORTANT: Some parents think that any absence will be excused as long as the parent sends a note. **This is not true.**

Unexcused absences

The following are examples of— even when the parent sends a note:

- ❖ Family vacation.
- ❖ Overseas trip.
- ❖ Extension of a religious or cultural holiday beyond the designated day or days on the school calendar.
- ❖ Absences due to skipping class, waking up late or lack of educational concern, etc.
- ❖ **Being absent before or after a school function (e.g. Sports, SA Activities, Tours, Trips, Leadership and/or Spiritual Retreats, etc.)

COLLEGE VISITS POLICY

Seniors are granted college visits with the understanding that:

1. Trips are encouraged to be scheduled over school holidays;
2. Proposals must be submitted justifying the plans for days being absent;
3. Plans must be outlined prior to departure for making up the missed academic work;
4. A college visit verification letter from the institutions visited must be provided upon return.

When the criteria have been met, the school will record 'SA' for school activity for the days absent.

ACADEMICS

ESL PROGRAM

Primacy operates an English as a Second Language program for students who aim to study American high school-level courses but initially do not have the requisite English language skills.

Students applying to Primacy will be given a series of English competency evaluation tests covering grammar, writing, reading, and listening comprehension. Students who meet the minimum US high school English standard will be accepted into the TPCA American high school program.

Students who test in at a lower English level will be placed in the High School Prep or Pre- Open High English program. The ESL program is divided into three levels:

High School Prep 1 (HSP1): This program supports students with basic English language experience who need to expand their vocabulary and develop their reading comprehension, writing, conversational, and technical skills.

High School Prep 2 (HSP2): This program focuses on students who have a fair understanding of the English language, but need ongoing support as they continue to build their verbal and written English communication skills. Students will begin "Open High" classes to help them learn in the context of an American high school.

Pre-Open High (POH): This program supports students who have a functional understanding of English language, but need training in refining the technical aspects of their language ability. This final stage before the "Open High" program allows students to continue practicing while applying their language ability in an American high school curriculum.

Students are placed in these levels based on testing scores:

Changes in Level Placement

| Level | Reading | Grammar | Writing | Listening | Total |
|--------------|---------|---------|---------|-----------|-------|
| HSP1 | 12 | 16 | 9 | 9 | 32% |
| HSP2 | 16 | 22 | 13 | 14 | 45% |
| POH | 20 | 27 | 18 | 21 | 60% |
| OH | 25 | 38 | 23 | 23 | 75% |
| Total | 35 | 50 | 30 | 30 | 100% |

Progression in the program is based on language proficiency demonstrated through performance in both academics and the language placement exams. Each semester students will take two rounds of testing: one at mid-term (a trial test), and one at the end of the semester. Students must pass the language test in all categories and must have a 71% "C" grade or above in all required language classes to be considered for advancement. A student's attendance record and his citizenship grade will also be taken into account to make a decision.

No student will be moved into a higher level except at the beginning of a new semester.

No student will be allowed to skip a level.

Description of ESL Levels

HSP1 students will take five ESL classes with no high school credit per semester: Writing, Reading, Grammar, Conversation 1, and Religion. Besides these subjects, HSP1 students will also take two credit classes.

HSP2 students will take four ESL classes per semester, none of which offer high school credit: Writing, Reading, Grammar, and Conversation 2. In addition to these subjects, HSP2 students will take three credit classes: Religion and two subjects of their choice, such as Mathematics (at appropriate level), Art, Photography, Music, and/or Drama.

POH students will take three ESL classes: Reading, Writing, and Grammar. Passing these three classes and passing the language test at the Open High level will equal an earned credit for first semester of English 1. POH students will also take Religion and Introduction to Communication, one other core class such as Algebra I and up to two electives.

GRADE POINT AVERAGE

A grade point average (GPA) is an accumulated average of a student's grades. It is based on all A, B, C, and F grades recorded on a student's transcript. A student's grade point average is calculated by dividing all quality points by total letter grade credits earned (A, B, C, and F). This is based on the value of A represented by 4 quality points, B represented by 3 quality points, C represented by 2 quality points, and F represented by 0.

INCOMPLETE AND OTHER GRADES

A grade of "I" (Incomplete) is given for work by a student that is incomplete for a given class. A teacher will enter a default grade that the student will receive if incomplete work is not made up by the end of the next term, or summer following spring semester.

A grade of "NC" (No Credit) is given for classes that a student is enrolled in but has not participated enough to receive credit.

A grade of "AU" (Audit) is given for classes a student voluntarily participates in for no credit.

GRADING SYSTEM

The grading system used is: A-Excellent; B-Above Average; C-Average; F-Failure; I-Incomplete work, AU-audit.

| Minimum % | Letter Grade | GPA |
|-----------|--------------|------|
| 100-93 | A | 4.00 |
| 92-90 | A - | 3.67 |
| 89-87 | B + | 3.33 |
| 86-83 | B | 3.00 |
| 82-80 | B - | 2.67 |
| 79-77 | C + | 2.33 |
| 76-73 | C | 2.00 |
| 72-70 | C - | 1.67 |
| 0-69 | F | 0.00 |

CLASS ADD/DROP POLICY

A student may submit an Add/Drop request form within the established two-week Add/Drop timeframe at the beginning of the semester with no penalty for course changes. A second Add/Drop change request within the established two-week timeframe can be submitted by paying a 1,500NTD fee.

Administrative schedule changes may occasionally be initiated by TPCA (due to class size, availability, etc.); they will NOT count against those allowed by students.

Students enrolling later than the first day of class must make changes within the established two-week policy.

CLASS WITHDRAW POLICY

Students requesting to withdraw from classes must receive the permission of the Registrar, parents/guardian, and the teachers(s). The student will receive a Withdraw Pass (WP) or Withdraw Fail (WF), depending on his or her performance up to the point of withdrawal.

COURSE AUDIT POLICY

Students may audit a class at TPCA by meeting the following criteria:

- ❖ Must fill out an Audit Request Form.
- ❖ Must have achieved Honors or higher status as recognized by Primacy.
- ❖ Must have teacher approval.
- ❖ Must recognize that audits are on a 'space available' basis.
- ❖ Must follow the attendance and behavior policy as required for any other class.
- ❖ Must sign and have parents sign a statement of understanding that an audited class receives no credit towards graduation.
- ❖ Must understand that audit requests will only be granted after the beginning of the semester ADD/DROP deadline.
- ❖ Must understand that assignments are not required and it is up to the individual instructor's discretion if TEST TAKING is permissible.

Records of Audits:

- ❖ Attendance of audited courses will count towards the student's attendance grade.
- ❖ A 'successful' audit will receive a course title listing and an AU grade on the TPCA generated course record.
- ❖ An 'unsuccessful' course audit will receive no record on the transcript.

INDEPENDENT STUDY POLICY

Students may only take independent study courses by approval of the administration. Independent study courses that exceed the educationally acceptable limit of classes taken per semester (7 plus 1 study hall, not including Bible) will require a course overload request. All independent study courses will be charged a tuition fee as they require professional supervision and are outside the agreement of TPCA providing traditional classroom instruction. This policy does not include independent study courses taken due to school initiating the process due to administrative purposes.

CREDIT RECOVERY POLICY

*Credit Recovery is available to students who have failed a class during their high school career. Credit Recovery allows a student to retake the portion of the class where they failed to master the learning objective or objectives required in the class. The Primacy Collegiate Academy uses several approved methods to complete this credit. Upon completion and passing of any credit recovery course work, the grade of C- will be recorded on the transcript with the course name and the indication that this was a 'credit recovery'. The original class remains on the transcript, but the F will no longer affect the GPA. If a student wishes to retake the entire class from a AAA approved school, the grade given will be the grade recorded with indication that this was credit recovery. The original class remains on the transcript but the F grade no longer affects the GPA.

**There is a tuition fee for credit recovery.*

ATTENDANCE RECOVERY POLICY

Credit recovery is available to students who are passing academically but failed to earn credit due to attendance. The method of recovering the lost attendance will be at the discretion of school administration. Students will be required to pay a credit recovery fee before having credit for the class reinstated.

COURSE OVERLOAD POLICY

A course overload is considered taking more courses than are taught in a standard academic day. Course overloads must be requested and will only be granted by administrative AND parent approval. A student's needs and academic, attendance, and citizenship record will be taken into consideration by the administration when making the decision for the course overload.

MASTERY IN LEARNING

Mastery in learning is NOT about laziness, re-doing assignments or tests, or waiting until the last minute to take part in learning. Mastery at TPCA is to give students the opportunity to try their best the first time and to feel the motivation to learn more and prove it. It is what takes a student from good to great. Learning is to last an entire lifetime and we encourage students to try again and again to learn something until time is up. Students who do not make honest efforts to learn throughout the semester are not likely to succeed at TPCA. Students who make the most of every opportunity to learn are likely to do well at TPCA and everywhere.

ACADEMIC PROBATION

Academics and learning are one of the major purposes of our school. Grades are a direct reflection of a student's progress. When a student is struggling academically, the school has a responsibility to help that student refocus his/her attention. Academic probation is designed to help the student prioritize his/her time. Students will be placed on academic probation at the end of each quarter if he/she:

- ❖ Is participating in course credit recovery due to a prior 'Failing' grade and/or
- ❖ The cumulative grade average is 2.49 or below
- ❖ Has earned an F grade in any course in the most recent semester

The following actions will be taken when a student is placed on academic probation:

- ❖ The school will send a letter to notify parent(s) and student of the probation and its terms. A parent of the probation student must attend all parent-teacher conferences to discuss the situation and help create a plan for improvement.
- ❖ The student will remain on academic probation until he/she receives a term grade above the limit for probation.
- ❖ The student may lose privileges and/or extracurricular activities.

CITIZENSHIP PROBATION

Students will be placed on citizenship probation at the end of each term when he/she:

- ❖ Receives a grade lower than a C in citizenship.
- ❖ The school will send a letter to notify parent and student of the probation and its terms. Parent of a probation student must attend all parent-teacher conferences to discuss the situation and help create a plan for improvement.
- ❖ The student will remain citizenship probation until he/she receives a term grade above the limit for probation.
- ❖ The student may lose privileges and/or extracurricular activities.
- ❖

ATTENDANCE PROBATION

Student will be placed on attendance probation when they demonstrate inability to manage their own time and be at their regularly scheduled appointments consistently.

Probation will include an individualized plan for accountability as determined by the administration.

CRITICAL PROBATION TERMS FOR ATTENDANCE, CITIZENSHIP, GRADES

When students are on some form of probation for consecutive semesters and are failing to show a pattern of improvement, they can be moved to

critical probation and their enrollment can be in jeopardy.

During Critical Probation a student will only be allowed to stay in school on a three week basis. At the end of each three weeks the school administration will make the decision if they will be allowed to return for the next three week assessment. The decision will be based on the following:

1. The student maintained a C average (75%) on all assignments and tests.
2. The student was present and on time for all classes and appointments.
3. The student maintained a positive and respectful attitude toward staff and school rules.
4. The student met weekly with the guidance counselor/vice-principal at a time mutually scheduled.
5. The student did not exert a negative influence on other students.
6. The parent(s) must attend the parent-teacher conference scheduled at term break should the student reach the point of probation review after nine weeks.

If the Administration receives a negative report on any of these stipulations, the student will be expelled from school for the rest of the semester and will receive no credit.

PARENT-TEACHER CONFERENCES

Regularly scheduled parent-teacher conferences will be held once a semester at the academic midterm. Parents of students receiving an F grade in any class are required to meet with the teacher(s) involved. The office will arrange these appointments, in advance. These conferences are crucial for teachers to share any news about student progress and work in class. It is also most helpful for parents to share their perspective to assist the teachers.

ACADEMIC PROGRESS REPORTS

The academic year consists of two eighteen-week semesters. Mid-term grades are issued at the end of the first nine weeks of each semester. Final grades are issued one week after the end of the semester. Final grades are the only grades that

appear on the student's permanent record (transcript).

The grades on the mid-term grade report are not recorded in the permanent record nor do they affect the grade point average. Rather, they indicate the current level of academic performance and may guide the student in completing the course requirements.

Academic progress can be checked regularly through the RenWeb student management system. Academic progress reports will be sent by email every three weeks, with the mid-term and final grades provided after the completion of the 9th and 18th weeks of each semester.

POLICY FOR ADVANCED PLACEMENT®

Advanced Placement® (AP®) exams offered at Primacy will be limited to those relating to the AP® classes we offer. TPCA students must be Enrolled in, or have previously completed, an AP® course to qualify for exams administered by TPCA.

Besides prerequisite requirements already in place, a student must have a cumulative GPA of 3.0 or higher to enroll in an AP® course. A student who wishes to take AP® and has lower than a 3.0 GPA must make a written appeal to the administration.

Students are NOT required to take the relevant AP® exam but must report to their intent and financially commit 2 weeks prior to the reporting deadline (date to be communicated each year).

A student must have been enrolled in an equivalent AP® course at another location in order to transfer into the AP® course at any time past the standard, acceptable enrollment period.

AP® STUDENT BOOK REQUIREMENTS

Book fees for AP® classes are not included in the current fee structure for books. Students can purchase their own books. Required resources for each AP® course will be provided prior to enrollment in an AP® class.

SUMMER CLASSES

Summer classes are offered to provide students with additional language training or assist students in earning credits toward graduation. These sessions are not required and enrollment is voluntary. The classes will vary from summer to summer as the class schedule is based on teacher availability and student need. The summer class schedule will be posted each May at which time students eligible for the offered course(s) may enroll. (Eligibility for a class in the summer is determined by the same standards as during the school year and published in our Course Catalog.) If students are interested in participating in summer sessions, please visit the Registrar to indicate your interest.

Class Structure

Typically the first summer session occurs each June and the second session each July. A semester's credit can be earned by participating in a class for 4 hours a day for 4 weeks OR 8 hours a day for 2 weeks. Class times and lengths will vary.

Summer Class Attendance

Because of the intense nature of each summer class, students must be committed to attending as the schedule requires and being on time. Tardies and absences of any kind (excused or unexcused) are unacceptable and could quickly result in significant drops in a student's grade (due to missing crucial information and assignments) and/or receiving a "No Credit" or "F" grade for the class. Making up any missed work is up to the individual teacher's discretion.

All other Attendance guidelines are the same as during the school year. (Please see Attendance section).

GRADUATION REQUIREMENTS

The Primacy Collegiate Academy operates as a branch campus of Atlanta Adventist Academy (AAA) in Atlanta, Georgia, USA. Therefore, students attending Primacy must meet the graduation requirements of AAA and The State of Georgia in order to receive a diploma. Through AAA, TPCA offers two diplomas whose requirements are listed below.

| GRADUATION REQUIREMENTS | | |
|--|---|--|
| Department | Standard Diploma | College Preparatory Diploma |
| English* | <ul style="list-style-type: none"> ✓ One unit (two semesters) of each of the following classes must be taken: English I, English II, American Literature (English III), and British Literature (English IV) ✓ NOTE - ESL level English classes <i>do not earn credit</i> | |
| Mathematics* | <ul style="list-style-type: none"> ✓ Must include 1 year (2 semesters) of Algebra I, Algebra II, and Geometry ✓ Must include 1 year (2 semesters) of one of the following: Survey of Math, Statistics, Pre-calculus, or AP Calculus <p><i>*Students who demonstrate Algebra I capability may request to take an “advanced-math” track.</i> <i>*Students with low standardized math performance may take; Foundations of Algebra or Integrated Math</i></p> | |
| Social Studies & Economics* | <ul style="list-style-type: none"> ✓ Must include 1 year (2 semesters) of a Social Studies Elective ✓ Must include 1 year (2 semesters) of World History ✓ Must include 1 year (2 semesters) of American History or AP US History ✓ Must include 1 semester of Economics and 1 semester of either American Government or AP American Government | |
| Science* | <ul style="list-style-type: none"> ✓ Must include 1 year (2 semesters) of Physical Science ✓ Must include 1 year (2 semesters) of Biology I ✓ Must include 1 year (2 semesters) of Chemistry ✓ Must include 1 year (2 semesters) of an elective science. <p><i>Students may request to take an “advanced-science” track.</i></p> | |
| Health/Phys Ed | ✓ One semester of Health and two semesters of PE is required | |
| Technology | ✓ A total of 1 year (2 semesters) is required | |
| Religion | ✓ One course is taken each semester a student is enrolled at Primacy | |
| Electives | ✓ A total of 4 semesters is required | |
| Fine Arts | ✓ A total of 3 semesters is required | |
| Service Learning | ✓ 20 hours of service learning is required per year | |
| Foreign Language | | ✓ A total of 2 years (4 semesters) of the same language is required |
| TOTAL | 27 Credits | 29 Credits(& minimum of 2.67GPA) |

**All of these areas require four years or eight semesters of credited study.*

STUDENT LABOR PROGRAM

Each student will be assigned tasks to complete on a daily basis during the 10th period. Quality of task completion as well as attendance will be assessed towards the required service learning credit that is required for graduation.

Students who are enrolled under reduced tuition agreements with the administration will provide additional work study service to the school in the amount of one 45-minute class period per day for each regular school day (approximately 3 1/2 hours per week). Work schedules will not interfere with classes and will be arranged by the school administration.

RECORDS

Permanent Records

Permanent student records contain the following items: Basic identifying information, academic transcript, college entrance exam scores, attendance record, accident reports and health record, and record of release of permanent record information.

Temporary Student Records

Temporary student records include all information not required to be in the student permanent record, and will include a release of temporary record information.

Cumulative Records

The cumulative records will be sent to another high school upon written request from a parent or legal guardian. Students who are 18 years of age and above must sign this written request. Release of records requests will be stored in the temporary file.

Access to Records and Inspection Rights

Parents or their designate may access a child's record. A student assumes all rights and privileges accorded to parents upon turning 18. A student has the right to access, inspect, and copy permanent records and access temporary records.

Maintenance and Destruction Schedule

Records will be reviewed on a regular basis or upon a change in a student's attendance, to verify entries and to eliminate or correct all out-of-date, inaccurate, unnecessary, or irrelevant information. Temporary records may not be kept any longer than five months after graduation or withdrawal. They will be destroyed at that time. Permanent records of students will be maintained for no less than six years after student transfer, withdrawal or graduation.

TRANSCRIPTS

Five transcripts of school credit will be issued without charge. A 150NTD charge will be required for all further transcripts. A transcript will not be issued if the student has an unpaid bill at TPCA.

HONOR ROLL AND PERFECT ATTENDANCE POLICY AND PROCEDURE

TPCA Honor Roll & Perfect Attendance Roll was developed to give outstanding students the recognition they deserve.

Honor Roll

Being named to the **Honor Roll** indicates the achievement of high academic standards and citizenship. It also indicates a commitment to high moral and ethical behavior reflective of respect and understanding towards oneself and others.

The Honor Roll is determined at the end of each semester.

The following guidelines are used to determine **Honor Roll** eligibility:

- ❖ The student must have a **G.P.A 3.9-4.0** for **High Honors With Distinction**, **3.5-3.89** for **High Honors** and a 3.25-3.49 for **Honors**.
- ❖ The student must not have failing grades (F/WF).
- ❖ The student must not have any citizenship grades below a C.

Perfect Attendance Roll

Each student that has perfect attendance for the semester will qualify for the Perfect Attendance Roll. Perfect attendance is defined as a semester in which he/she has not missed anytime at school for any reason, excused or unexcused.

NATIONAL HONOR SOCIETY

The Primacy Collegiate Academy has developed and maintains a chapter of the National Honor Society (NHS). TPCA has an established five-member Faculty Council to administer the selection, discipline and dismissal procedures of the chapter that are consistent with the rules and regulations of NHS Constitution.

Selection Process:

Any student in Grades 10-12, with a 3.5 GPA may request a candidate form at the Registrar's Office, complete by September 15th in the fall of each school year term. Faculty council's review of all candidate forms: Academics, Leadership, Community Service, and Character will determine the students that will receive an invitation join the National Honor Society.

Each member of NHS will be responsible for the following List of Obligations:

1. Dues – yearly dues will be required.
2. Maintaining Standards:
 - A. GPA Minimum: 3.50
 - B. Citizenship Grade Average: B
 - C. 10+ Hours Community Service
 - D. Growth in Leadership qualities and roles.

3. Required ATTENDANCE at NHS Meetings
 - A. 1st Quarter: Chapter Community Service
 - B. 2rd. Quarter: Induction & By-Laws Review
 - C. 3th Quarter: Student Research Project Expo
 - D. 4th Quarter: Academic Leadership Seminar
 - E. Any additional meetings called by NHS members and faculty council.
4. Individual Service Project:
 - A. One yearly, self-led 10 hour project.
 - B. NHS member must submit proposal to faculty council by October 15th - Fall Semester of each school academic year and completed within the first semester.
 - C. Approval must be granted by faculty council.
5. Chapter Service Projects:
 - A. One 3 - 5 hour GROUP project, planned by NHS membership
 - B. Carried out during Spring Semester of each school academic year.
6. Induction: Attend yearly induction ceremony.

GRADUATION CORDS

Upon graduation, seniors are honored with different cords for different achievements:

- Blue - 4YR
- Gold - GPA
- Pink - Class Officer
- Green - SA Officer and SA Senators
- White - Int'l Mission Trip
- Black- Local Mission Trip (overnight or multi-day)
- Silver - Study Tour
- NHS - Stole Collar

FINANCES

STUDENT ACCOUNTS

Every successful school must operate on a sound business basis. Before a student is enrolled in the school, a parent or guardian must accept financial responsibility for the student by signing an agreement stating that the account will be paid by the designated timetable.

Accounts must be kept current. Any account, which becomes 30 days overdue, will necessitate the withdrawal of the student from TPCA.

Student fees must be paid by wire transfer.

No transcripts will be provided to students or other schools for those who have outstanding balances. In addition, term-end report cards to other schools will not be issued for students whose accounts are outstanding.

Registration fees are outside of the term charge structure and will be due at registration.

STUDENT COPY/PRINTING POLICY

There will be NO refunds for any remaining value on copy and printing accounts. *See page 5*

FAMILY MULTIPLE STUDENT TUITION DISCOUNT

Families with multiple students attending TPCA are eligible for a discount. The oldest student pays full tuition, the second student receives a 10% discount, and additional students receive a 15% discount. This discount is for tuition only, and does not affect books, fees, dues, etc.

EXAM FEES FOR CHANGES

Final exam time changes require a 1,500NTD fee per exam. Time changes for exams need approval.

LATE PAYMENT PENALTY

All accounts not paid by the first week of the term will be assessed a 1,500NTD/per student late fee. Accounts 10 days in arrears will receive a reminder statement. Any account becoming 30 days overdue will necessitate the withdrawal of the student from TPCA.

SCHOOL TEXTBOOKS

Books will be issued for all courses by paying a 5,000NTD book fee. The book fee includes certain technology apps, book licenses, and the yearbook.

TUITION AND FEES

Please request Tuition and Fees Schedule document from the finance department.

REGISTRATION FEE

The TPCA registration fee is 35,000NTD .

SENIOR GRADUATION FEE

Senior students will be charged a graduation fee in the amount of 9,000NTD. The fee is non-refundable and to be paid on registration day of the spring semester of the students senior year.

PRIMACY 12

The Mission of The Primacy Collegiate Academy is to empower and motivate students to develop wisdom, live healthfully, care for others, and know God.

DISTINGUISHED PRIMACY AMBASSADOR AWARD

The Primacy Ambassador Award is presented to grade 11 and 12 students who exemplify what it means to be a Primacy student. The recipients(s) of this award have shown significant preparation for their future by adhering to and proving that they have met a certain number of the 12 fundamental pillars of a Primacy Education. Individual attention to and evidence of mastery in a certain number of the 12 pillars qualifies a student to receive one of the three levels of this distinguished award.

Any Primacy student wishing to be considered for any level of this award should provide evidence that they have met a standard of excellence in a designated number of Primacy 12 categories.

- ❖ Distinguished level awardees have demonstrated mastery in all 12 categories.
- ❖ Gold level awardees have demonstrated mastery in all 10-11 Primacy standards
- ❖ Silver level awardees have demonstrated mastery in at least 9 Primacy standards
- ❖ Bronze level awardees have demonstrated mastery in at least 8 Primacy standards

Attendance
Citizenship
Grades
Test Scores
Course Selection
Extracurricular Activities
Leadership
Community Service
International Experience
Industry
Creativity & Entrepreneurship
Health & Fitness

TPCA HOUSE MOST VALUABLE STUDENT AWARD

The TPCA House MVP Award acknowledges a single student in each house who has made a significant and positive impact to the daily operation of their house through initiatives, interactions and contributions to the TPCA community.

TPCA SPIRITUAL LEADERSHIP AWARD

The TPCA Spiritual Leadership Award is bestowed upon a student who has demonstrated the ability to be a spiritual leader. Nominees for the award are a living example for faculty, staff and students of the primacy goal to know God. This award recognizes a student who has made a public commitment to serve God, who has led out in spiritual programming, and who has demonstrated spiritual leadership.

TPCA EXCELLENCE IN COMMUNITY SERVICE AWARD

The Excellence in TPCA Community Service Award is presented to a TPCA student who has demonstrated a devotion to volunteering through campus or community involvement. The recipient of this award has made a positive difference in the greater Taipei community and has inspired others to think about how they might contribute to make the areas they live in a better place.

SCHOOL HOUSES

Students are divided into six house groups for the purposes of building community, engaging in social, academic and recreational intra-school challenges and to have clear groups defined for leadership purposes. The Houses compete against each other in friendly events throughout the school to win the coveted Tommy J. Sullivan Cup.

THE PRIMACY COLLEGIATE ACADEMY, TOMMY J SULLIVAN HOUSE COMPETITION CUP

Tommy J. Sullivan is a former English language and physical education teacher at Taipei Adventist Preparatory Academy, the predecessor of The Primacy Collegiate Academy. As a part time employee he did not receive the full complement of benefits that came with full time employment. Even so, he gave generously of his time and his pursuit of excellence was evident every day. He was loyal to the mission of the school, supportive of his colleagues, and an innovator of opportunities for all students. At a time of great challenge in the history of the school Mr. Sullivan stood up among his peers to tell a group of visitors of the things the school does for its students, employees, and for the community. As his voice rose against the noise of external opposition that was looking for a way to cause him harm, his positive influence was undeniable and set the course for the school to become what it is today. Mr. Sullivan credits his work ethic, dedication and faithfulness to tasks before him to lessons learned in his youth while growing up on a dairy farm in Canada.

The House Trophy is an actual milk container from his childhood farm. In honor of his dedication, loyalty, innovation, perseverance, and continual pursuit of excellence, we are honored to have the Student Association House Competition Cup be officially known as: “The Primacy Collegiate Academy, Tommy J. Sullivan House Competition Cup.

