



Student Handbook

Version 1.5

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

STUDENT HANDBOOK 2021-2022

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GENERAL INFORMATION

INTRODUCTION

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

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 Primacy 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 academy address is:

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Instagram: [primacy777](https://www.instagram.com/primacy777)
Line: <https://line.me/R/ti/p/OJIVi0ASKK>



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. A third option is the APID (Advanced Placement International Diploma).

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.

The Primacy Flex Academy

What is Flex Learning?

A flex academy combines the power of technology with traditional learning. It is a form of blended learning that allows a student to view their instruction via the internet while teachers are still available for help. Flex classes follow the content of our traditional classes. Each section of online content is delivered by teaching experts from around the world and assessments are taken online at the end of each short section and chapter. Each Flex course pushes rigor with an added research paper. Students can work as fast or slow as they need to master the content as they control how many times they watch and listen.

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.

EDUCATIONAL PHILOSOPHY

The Primacy education program is committed to educating mind, body, and spirit of each student. The Primacy curriculum places an emphasis on spiritual and physical development. These disciplines are encouraged, pointing to a 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.

ACADEMY LEARNING OBJECTIVES

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

Primacy develops students who:

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.

Primacy 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 Primacy pledges to observe all its regulations and to uphold the moral principles upon which the academy is operated, and to perform all assigned academy 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 academy if he/she deviates from the citizenship standards as outlined in the discipline section of this handbook. Parents and students are expected to support and uphold academy 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 Primacy program by completing the appropriate application form. The admissions committee will review the applications and schedule an interview with the applicant. 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.
- ❖ Standards may be different for Flex, Online, and short-term training programs.

Students will be placed in either the American curriculum high school, or the Academy Prep (ELL) program based on their English competency test scores and their previous institution's 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 occurs on a rolling basis. Students may adjust their course schedules up to one week after the start of a course. Registration includes:

- ❖ Signing up for classes and extra-curricular activities
- ❖ Downloading textbooks
- ❖ Picking up the Primacy 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.

LATE ADMISSIONS AND TRANSFERS

Primacy has an open transfer policy, meaning it welcomes students to transfer in throughout the academic year.

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 academic year. Students can be accepted into an American high school class understanding that they can enroll based on the following open enrollment rules*:

- ❖ Weeks 1-2 = Four traditional classes / no required Flex courses.
- ❖ Weeks 3-4 = Three traditional classes / one required Flex course.
- ❖ Weeks 5-9 = No traditional classes / one required Flex course (May take additional courses upon completion of each course).

*Administration reserves the right to review and make adjustments.

Transferring Out

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

ACADEMY SERVICES

ACCIDENT INSURANCE

A student accident insurance policy is carried by the academy on each student and is included in the registration fee. The academy 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 institutional and personal insurance companies. A copy of the policy is available in the academy office.

EMERGENCY CLOSING

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

FOOD SERVICE

Primacy offers no food service vendors. However, it does provide kitchen facilities for students who bring lunch. Off campus lunch privilege may be available to high school students who earn it by displaying exceptional character and who strictly adhere to high Primacy standards.

LOCKERS

Lockers may be available for student use. The lockers are property of the academy. 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 academy 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 academic 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 8:30 A.M. to 6:00 P.M. The office will close at 6:00 p.m. on Friday. Scheduling appointments after hours can be arranged by calling the office at (02) 8866-4000.

RECOMMENDATIONS POLICY

Recommendation forms and letters will only be given after a student has completed a minimum of full 18 weeks at Primacy. Students must request recommendations at one month prior to the due date. A basic report of student attendance and academic progress will be given for students applying for transfer before a full semester has been completed.

TELEPHONE CALLS

Students are allowed to bring their mobile phones to Primacy 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 academy 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.

GENERAL GUIDELINES

ARRIVAL AND DEPARTURE TIMES

Students are not to come on campus before 8:30 A.M. and should leave the campus by 6:00 P.M. Monday through Thursday and immediately after all Primacy functions end on Friday. Students may stay later for specific purposes as supervised by academy personnel.

DISMISSAL FOR LUNCH POLICY

Students in good standing may be allowed off campus during their lunch period. Off campus lunch privileges will be earned through strict adherence to Primacy standards

CLOSED CAMPUS

Primacy is a closed campus. Once students arrive at the academy, they are not to leave campus until dismissed at the end of the day. The exception will be high school students in good standing excuses for lunch. High school seniors in good standing may apply for an adjusted schedule that allows them to be off- campus during instructional 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 instructional hours. Entrance into institutional premises will only be permitted if escorted by academy staff. Parents are requested to call in advance for access to classrooms during instructional hours.

CITIZENSHIP STANDARDS

The Primacy Collegiate Academy supports and maintains a modest philosophy of the 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 academy. 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 Primacy 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, Primacy will not permit dishonesty, theft, foul language, or other misconduct at institutional or academy-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 Primacy. The standard of good conduct is expected at Academy and at all Academy-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 the academy 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. Primacy discourages students from bringing valuable possessions to the academy or taking them on institutional outings and trips.
- ❖ Electronic devices may only be used for academic purposes. If these items are visible or in use in the Academy they will be confiscated. Confiscated electronics may be picked up from the office at the end of the Academy 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 academy office at the end of the academic day on the third day following the offense. Repeat offenses may incur fines or other discipline.

- ❖ When accidental damage to academy property occurs, and is reported immediately there will be no penalty other than restitution. Willful damage or destruction of academy property will call for restitution and additional discipline.
- ❖ The public display of affection on campus or during institutional activities is not allowed.
- ❖ Inappropriate sexual behavior or language will not be tolerated.
- ❖ Possession of weapons, dangerous objects, or explosive devices or anything resembling them 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 learning environment. They are not to use earphones while at the academy or on academy 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 academic 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.

COUNSELING SERVICE

It is the mission of the Primacy 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 for accommodation needs.

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 the academy 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.

An e-mail account will be provided each student. Students are expected to check this e-mail account on a daily basis for updates from Primacy. Students are expected to use the account responsibly. The account may remain active for six months after graduation or withdrawal from Primacy.

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 Primacy'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

DIGITAL DEVICE USAGE

All students must have a digital device for the purposes of digital textbooks and other classroom applications. In addition students are required to have a detachable keyboard and a rechargeable battery pack to extend usage. Students are expected to use the digital device for educational purposes while on Primacy's campus. 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' tablet content at any time.

MEDICAL EMERGENCIES & MEDICATION

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

Academy personnel are not permitted to give a student any medication. This includes non-prescription drugs such as a pain reliever.

Students who register a higher than normal temperature will be sent home for the day.

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.

COMMUNICABLE DISEASE

Parents are asked to notify the academy 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.

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 academic 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 FACTS SIS, the Primacy 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 ACADEMY

Parents and legal guardians are welcome to visit the academy at any time. A phone call to the academy a day ahead of time would be advisable. All visitors must check in at the office when they arrive at the academy during academic 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 instructional hours. If a parent needs to visit with the teacher, he/she should schedule time outside of instructional 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 Primacy 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. Primacy discourages the displaying of tattoos, multiple piercings, or other permanent body art; students displaying body art will be required to cover tattoos for all academy functions. Students who choose to add or display additional body art, particularly of an obscene or graphic nature, while a Primacy student may be asked to withdraw from the academy. Students are to comply with both the letter and the intent of the following appearance standards at all Primacy functions on or off campus, and may be asked to leave the academy 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 and skirts must be to the knee
- ❖ Shorts must be of modest length.
- ❖ 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 words

CLOTHES SHOULD BE SUCH THAT ALL UNDERGARMENTS CANNOT BE SEEN.

PRIMACY UNIFORM REGULATIONS AND DEFINITIONS

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

Item	Standard Quantity (Boys)	Standard Quantity (Girls)
Blazer	1	1
Sweater	1	1
Dress Shirt (Long Sleeves)	2	2
POLO Shirts - Blue and White	3	3
Khaki Pants	2	1
House Shirt	1	1
Skirt	-	2
Tie	1	1
(Tailored to size) Shorts	2	2
Hoodie	1	1
Letterman Jacket	1	1
ID Badge	1	1

Uniform Wearing Guidelines

- ❖ Primacy dress uniforms must be worn on all chapel days and on other days as announced by the administration.
- ❖ Students speaking in front of assembly, chapel, or who represent the school at a public gathering are expected to be in full winter dress uniform unless otherwise stated.
- ❖ 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 for boys while wearing blazer.
- ❖ 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 dress uniform.
- ❖ Girls must wear plain black dress style shoes with black socks, stockings, or knee high stockings when wearing uniform skirt.
- ❖ A Primacy uniform shirt must be worn under a Primacy hooded sweatshirt.
- ❖ Students are to wear the Primacy jacket, hoodie, or sweater if they are cold. Personal coats are allowed **over** these when students need more warmth.
- ❖ The **knee length khaki** shorts or uniform pants can be worn with sneakers on non-dress uniform days.

- ❖ 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 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. Garments under shorts should never be visible including leggings, jogging pants, stretch pants, tights, underwear, etc.
- ❖ 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 academy's campus.**
- ❖ All uniform parts must be kept clean and in good repair; not ripped, torn, faded or stained.

Regular Uniform Definition: (All year)

- ❖ Students may pick any of the Dress Uniform pieces along with all other uniform pieces to wear on regular uniform days.
- ❖ Polo shirts, khaki shorts, jeans, and hoodies are considered regular uniform and should not be worn during dress uniform days.
- ❖ Modest closed toed shoes may be worn with either the khaki shorts or the Blue Jeans. Flip-flops, open toed shoes, or shoes that are ripped or in disrepair may never be worn at the academy.

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, Primacy 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, Primacy 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 chapel 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.

Dress Shoes on dress uniform days must be a **plain, all black, dress style shoe** - not a sport or casual shoe.

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

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

Enforcement will be as follows:

- ❖ Students will be required to either go home and retrieve or 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 an academy 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 house 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 academy 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 academy 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 academic days and participation is required. Students will not be excused from these days, as they are a required attendance 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.

ACADEMY HOUSES

Students are divided into six house groups for the purposes of building community, engaging in social, academic and recreational intra-academy 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 academy (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 academy's philosophy and objectives. Respect for the rights of others, applicable local laws, insurance regulations, care of academy property, and Biblical standards are all considered in determining specific citizenship guidelines. Some academy rules are overtly spiritual in nature, while others are part of the need for orderly and safe conduct while at the academy.

SEARCH AND SEIZURE POLICY

Primacy administration and faculty are authorized to conduct search and seizure proceedings. Lockers, student book bags, and personal belongings are subject to these procedures. This also applies to electronic devices including but not limited to phones, computers, and tablets. If necessary, security personnel and/or local law enforcement might be called to provide assistance to the administration.

DISCIPLINE

It is our goal at Primacy to run a quality academy 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.
- ❖ We believe every student is responsible for being a good citizen in interactions in both face-to-face and electronic environments.

The procedures the administration and faculty normally follow to encourage the student who chooses not to fulfill the institutional 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.

Immediate and logical consequences may be initiated by administrator for corrective action of flagrant policy violations.

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

- ❖ Academic dishonesty (See Academic Dishonesty section)
- ❖ Repeated intimidation, even jokingly (bullying)
- ❖ Misuse of personal or Primacy 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 traditional classes for a minimum of three months to a maximum of one academic 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 Primacy property
- ❖ ****Possessing, carrying, distributing, using, selling illegal / controlled substances****
- ❖ Conviction of a felony
- ❖ Threats of violence or harm
- ❖ Academic dishonesty 3rd Offense
- ❖ Cyber-bullying; unauthorized access; hacking; etc.
- ❖ The addition of additional body art after enrollment of a graphic or obscene nature

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.*

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.

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.

All students are expected to give credit to sources for the use of words, pictures, and/or ideas. Refer to The Primacy Writer's Guide for clarification.

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 Primacy, the student, and parents stating that a 3rd offense in any class results in a failing grade in that class and expulsion from Primacy.
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 Academy, student, and parents stating that a 3rd offense in any class results in a failing grade in that class and expulsion from Academy.

5. 3rd offense
 1. Report in student record
 2. 3rd and final strike
 3. A failing grade in that class
 4. Expulsion from Primacy

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 year and will restart at the beginning of each fall semester.

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 academic 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.

Primacy uses the following guide for assessing citizenship (note that this grading scale differs from academic assessment):

- 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

- Demonstrate leadership
- Take ownership to improve Primacy
- Serve fellow students and community
- Use iPad for learning purposes
- Promote and maintain an English speaking environment
- Actively demonstrate and encourage punctuality to all Primacy appointments
- Wear your uniform & ID properly with pride
- Do your part in keeping Primacy clean
- Use respectful language
- Treat everyone with kindness and respect
- Be humble when you achieve excellence
- Uphold all institutional rules and expectations

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 Academy applications, please ask the principal or the student counselor.

REVISING STUDENT CITIZENSHIP GRADE RECORD

Primacy 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 academy staff at all points in the process. One of the most vital points is that of student attendance.

Attendance Guidelines

- ❖ All attendance records are permanent and are recorded on a student's transcript.
- ❖ Attendance records are per 60 instructional hour 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 amount of 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 be removed from the traditional class setting and enrolled into a flex period.(high school program only)
- ❖ If a student misses more than 14 classes per course, per semester for any reason, excused or unexcused, they will receive a grade of "F" Failing Grade or "NC" No Credit
- ❖ 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 provide 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 on the day before or after of a Primacy function (e.g. Sports, SA Activities, Tours, Trips, Leadership and /or Spiritual Retreats, etc.)**** Unless they have a written note from doctor.**

ABSENCES

Whenever an absence occurs it must be communicated to the Academy 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 required to meet all course objectives regardless of excused/unexcused absences. Consideration for absences will be given. Contact the academy administration. Let us provide the opportunity to maintain academic success.

Excused absences may include:

- ❖ An illness or injury that prevents the student from attending class. 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 grading term 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 instructional 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 academy Administrative Council.

IMPORTANT: If you need alternative arrangements, please speak with an academy administrator.

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 academic calendar.
- ❖ Absences due to skipping class, waking up late or lack of educational concern, etc.
- ❖ **Being absent on the day before or after a Primacy 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 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 academy will record 'SA' for Primacy activity for the days absent.

ACADEMICS

HIGH SCHOOL ELL PROGRAM

Primacy operates an English Language Learner program 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 Primacy American Open High 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 ELL 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
HSP 1	12	16	9	9	32%
HSP 2	16	22	13	14	45%
POH	20	27	18	21	60%
OH	25	38	23	23	75%
Total	35	50	30	30	100%

The Versant English Placement Test, an online assessment used by academic institutions around the world to measure students' speaking, listening, reading, and writing skills for placement, is used to place students into the following levels to meet individual levels and corresponding needs:

CEFR A1: HSP 1

CEFR A2: HSP 2

CEFR B1: POH

CEFR B2, C1, or C2: Open High

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 70% "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. Students must pass the course, attendance requirements, and the exam to move on to the next level. Failure to pass in one of these three areas will prevent the student from moving up. Due to the nature of a block schedule, students moving up a level and enrolled in a course that transcends shorter grading terms of other courses will complete the course previously enrolled in.

No student will be allowed to skip a level.

Description of ELL Levels

HSP1 students will take five ELL 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 ELL 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 ELL 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.

Testing Requirements/ Progression Requirements:

- Progression in the program is based on language proficiency as demonstrated through performance in both academic and language placement exams.
- A student's attendance record for both supplemental classes and regular academic classes will be considered for program progression.
- Testing and placement will take place at the end of each academic quarter.
- Students are not allowed to skip an ELL level.

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. Grades of D can be transferred in for credit but are not part of the Primacy grading scale. 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.

High School Program AP® Courses

AP® Courses and other honors level courses with extensive rigor will be weighted with a +1.0 GPA for all grades C or higher. Thus an A would earn 5.0 GPA, a B 4.0 GPA, and a C 3.0 GPA.

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, WP-Withdraw Passing, P-Pass, NC-No Credit

Minimum %	Letter Grade	GPA	WGPA
100-93	A	4.00	5.00
92-90	A -	3.67	4.67
89-87	B +	3.33	4.33
86-83	B	3.00	4.00
82-80	B -	2.67	3.67
79-77	C +	2.33	3.33
76-73	C	2.00	3.00
72-70	C -	1.67	2.67
0-69	F	0.00	0.00

CLASS ADD/DROP POLICY

A student may submit an Add/Drop request form prior to and through the end of the first week of instruction of the start of any course as determined by the school calendar. A student may complete one free Add/Drop form per academic year. Additional Add/Drop forms will require a 1,500 NTD change fee.

Administrative schedule changes may occasionally be initiated by Primacy (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 one week of enrollment.

CLASS WITHDRAWAL POLICY

All class withdrawal requests must be made at least one week before the start of final exam. Students requesting to withdraw from classes must meet with the registrar for counseling and guidance. Parents have final authority to approve or deny the withdraw. Students that have a passing grade will receive a Withdraw Pass (WP). Students with a failing grade, may be transferred into a related Flex Academy class until they achieve a passing grade, and will receive a WP. Withdraw/Failure is not an option.

COURSE AUDIT POLICY

Students may audit a class at Primacy 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.
- ❖ Students enrolling later than the start of a grading period may appeal to audit traditional courses without a transcript record in lieu of taking a Flex course.

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 Primacy generated course record.
- ❖ An 'unsuccessful' course audit will receive no record on the transcript.

REASONS FOR 'TRADITIONAL' STUDENTS TO ENROLL IN FLEX CLASSES*

1. Student out of sequence in required classes due to transfer credits or language program progression.
2. Scheduling conflict between required classes.
3. Hole in schedule with no elective or required class options available.
4. Desire to enhance curriculum to build stronger transcript.
5. Enrolling past the start date during the traditional semester.
6. Medical or family related circumstances that cause frequent or prolonged absences.

7. Personal or professional pursuits (music, elite sport, etc....) that require frequent or prolonged absences.

8. Need to establish academic standing at acceptable level for regular admission.

9. Desire to have the freedom to move at their own academic pace, either faster or slower.

*Enrollment in all Flex courses must be approved by administration prior to the start of the course.

ADMINISTRATIVE MOVEMENT OF STUDENT FROM TRADITIONAL TO FLEX CLASSES

Students can be moved from their traditional class setting to a Flex class for the following reasons (not intended as a comprehensive list):

1. Attendance issues.
2. Poor academic performance in the regular classroom setting.
3. Professional opinion that shifting student into independent Flex learning would enhance the larger classroom dynamic.
4. Suspensions or expulsions where options are needed for students no longer in good standing to attend but demonstrate interest and aptitude in program completion.

TRANSCRIPT DESIGNATIONS

Primacy class learning objectives are not intended to be random content and optional learning. It is important to master all content and learning objectives. Students will only pass a course by mastering all curricular standards of the course.

Primacy will use the following designations in addition to our grade scale on our transcripts:

Incomplete (**I**) – Life circumstances, recognized and approved by the academy, got in the way of the student completing all the required assignments within the time constraints of the semester. They were given the equivalent of the next 'academic term' to complete the work or the grade would go to the 'default grade' calculated on what they did accomplish against the entire semester requirements.

Withdraw Passing (**WP**) – students not wishing to finish a course may withdraw from the course if

they have a passing grade. Please reference the Class Withdrawal policy.

No Credit (**NC**)

Pass (**P**) – Does not affect GPA.

Audit (**AU**) – Voluntary participation in class. Does not affect GPA.

Failing Grade (**F**) – Students did not meet the required assessment values to reach the specific standards of the class as outlined by the teacher and against the required curriculum standards of the institution by percentage and letter grade.

ATTENDANCE CREDIT RECOVERY

Students who received a grade less than they desire may take advantage of our Take and Replace policy to retake a course and earn a higher grade. Students who received No Credit (NC) in a course due to poor attendance may take a Flex Academy Credit Recovery Course instead of retaking the entire semester. Credit Recovery for attendance No Credits costs 9,000 NT and proves to be a more affordable option in time and tuition than retaking an entire course.

Students with 2 Attendance Credit Recovery Flex courses will need to drop one course in the next grading term (quarter) and add an additional study hall.

COURSE OVERLOAD POLICY

A course overload is considered taking more courses than are taught in a standard academic year. 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. A standard course load in an academic year is 8.5 credits. Approval is required to take a course load over 8.5 credits. Additional tuition will be due for course loads of 8.5 credits and above.

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 Primacy 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 should make an honest effort to learn throughout the semester. Because all course content and objectives must be passed to earn credit. Mastery deadlines each grading term will be published in accordance with the school calendar.

ACADEMIC PROBATION

Academics and learning are one of the major purposes of our academy. Grades are a direct reflection of a student's progress. When a student is struggling academically, the academy 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 grading term if he/she:

- ❖ has earned a failing grade in the most recent grading term or is participating in Credit Recovery.
- ❖ The cumulative grade average is 2.49 or below.

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

- ❖ The academy 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.
- ❖ Probation status will be reviewed at the conclusion of each grading term.

CITIZENSHIP PROBATION

Students will be placed on citizenship probation for meeting one of the following criteria:

- ❖ Immediately at the recommendation of the Discipline Committee
- ❖ Receives a grade lower than a C in citizenship at the end of a nine week grading term.
- ❖ The academy 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.
- ❖ Probation status will be reviewed at the conclusion of each grading term.
- ❖ 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.

- ❖ Probation status will be reviewed at the conclusion of each grading term.

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 traditional classes on a one to three-week basis at the discretion of the Discipline Committee. At the end of each Critical Probation period the Primacy administration will make the decision if they will be allowed to return for the next probation period 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 Primacy 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 the academy 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. Both parents and students are required to attend these conferences together. 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 multiple concurrent semesters of 9 week, 18 week, and 36 week terms. Progress report of current grades in each course will be sent home via FACTS SIS approximately

every three weeks. Final grades are the only grades that appear on the student's permanent record (transcript) and will be mailed home after each grading term with the report card.

The grades on the progress 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. Some grades on the report card may be progress reports of concurrent semesters not yet finished.

Academic progress can be checked regularly through the FACTS student management system (SIS).

POLICY FOR ADVANCED PLACEMENT®

Advanced Placement® (AP®) at Primacy will be limited to those relating to the AP® classes we offer. Primacy students must be enrolled in or have previously completed an AP® course to qualify for exams administered by Primacy. Non-Primacy students may take the exam at Primacy provided they register for the exams before Primacy exam registration closes. Space to non-Primacy students will be limited to space and availability of resource. Non-Primacy students will be responsible for registering any SSD accommodations they require with the College Board by the College Board's time table and notify Primacy before they order an exam through us.

Non-Primacy students will be required to attend our Pre-Administration Meeting and will have to participate in the practice exam.

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 included in the current fee structure. 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 academic 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 academic year. (Please see Attendance section).

SERVICE LEARNING PROGRAM

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

STUDENT LABOR PROGRAM

Students who are enrolled under reduced tuition agreements with the administration will provide additional work study service to the academy in the amount of one 45-minute class period per day for each regular academic day (approximately 3 1/2 hours per week). Work schedules will not interfere with classes and will be arranged by the academy 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 20 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 20. 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

Transcripts of earned credit will be issued without charge to all-inclusive tuition paying students. A transcript will not be issued if the student has an unpaid bill at Primacy. Please note students are responsible for postage fees associated with sending transcripts.

HONOR ROLL AND PERFECT ATTENDANCE POLICY AND PROCEDURE

Primacy 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 nine week grading period based on progress report grades.

The following guidelines are used to determine

Honor Roll eligibility:

- ❖ The student must have a **GPA 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 be enrolled in a minimum three for credit courses not including citizenship or service learning.
- ❖ The student must not have failing grades.
- ❖ 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 this institution for any reason, excused or unexcused.

NATIONAL HONOR SOCIETY

The National Honor Society trains students to become leaders. Students work to provide leadership and support school growth of Academics, Leadership, Service, and Character. The Primacy Collegiate Academy has developed and maintains a chapter of the National Honor Society (NHS).

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 academic 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.

Primacy 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.

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
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 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 academic year.

6. Leadership Seminar
7. Power Station:
Each member will help peer tutor both
Primacy and community students
8. Induction: Attend yearly induction ceremony.

HIGH SCHOOL GRADUATION CORDS AND REGALIA

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 & Tassel
Primacy Ambassador Award Pins -
Gold, Silver, and Bronze
Medal - Valedictorian
Medal - Salutatorian

FINANCES

STUDENT ACCOUNTS

Every successful educational institution must operate on a sound business basis. Before a student is enrolled in the academy, 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 Primacy.

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.

FAMILY MULTIPLE STUDENT TUITION DISCOUNT

Families with multiple students attending Primacy 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 Primacy.

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

KELLY KAO PRIMACY STUDENT AWARD

The Primacy Collegiate Academy strives to educate students in four major areas of growth which include the physical, spiritual, mental, and social. Many students can show mastery in one these defined areas without having mastered all four. Exceptional students excel in each of these four core areas. Kelly Kao (class of 2018) demonstrated her ability to excel in all four areas, but did so with humility and grace. Kelly looked beyond herself and was imbued with compassion and a love of service for others. Her efforts and accomplishments at Primacy laid the foundation for true education.

The Kelly Kao Primacy Student Award is presented to the student who excels in all areas of school life with a spirit of service and love, ultimately seeking, and finding true education not only for themselves but for those around them.

PRIMACY HOUSE MOST VALUABLE STUDENT AWARD

The Primacy 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 Primacy community.

PRIMACY EXCELLENCE IN COMMUNITY SERVICE AWARD

The Excellence in Primacy Community Service Award is presented to a Primacy 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.

PRIMACY EXCELLENCE IN SPORTSMANSHIP AND ATHLETICS AWARD

The Primacy Excellence in Sportsmanship and Athletics Award is given to a Primacy student who demonstrates the ability to live up to

the Primacy mission statement on the court or the field by representing God and caring for others, all while demonstrating a superior skill and knowledge of athletics. While involved in athletic pursuits the recipient of this award demonstrated good character, maintained a high-quality academic record, and has been a role model for future Primacy student-athletes.

PRIMACY SPIRITUAL LEADERSHIP AWARD

The Primacy 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, led out in spiritual programming, and demonstrated spiritual leadership.

PRIMACY ACADEMIC EXCELLENCE AWARD

The Primacy Academic Excellence Award is presented to the student who demonstrates excellence in the pursuit of knowledge both in and out of the classroom. The recipient of this award has achieved the highest academic honors and is an inspiration to others as a model of discipline, diligence, and work ethic.

PRIMACY DEVELOP WISDOM AWARD

The Primacy Developing Wisdom Award is presented to the student who demonstrates excellence in the pursuit of usable knowledge both in and out of the classroom. Giving high attention to their academic studies the recipient of this award has achieved the highest honors and is an inspiration to others as a model of the discipline, diligence, and hard work needed to succeed.

ACADEMIC HOUSE COMPETITION

Students are divided into six house groups for the purposes of building community, engaging in social, academic and recreational intra-academy challenges and to have clear groups defined for leadership purposes. The Houses compete against each other in friendly events throughout the academy 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 academy, supportive of his colleagues, and an innovator of opportunities for all students. At a time of great challenge in the history of the academy Mr. Sullivan stood up among his peers to tell a group of visitors of the things the academy 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 academy 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.

Student Handbook Acknowledgement Form

After reading the Parent / Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student (s) and return this page to school office. To access an online copy visit the following link: www.tpca.tp.edu.tw
Printed copies will be available upon request.

PARENT ACKNOWLEDGEMENT

As a parent or guardian of The Primacy Collegiate Academy (“Primacy”) student, I acknowledge the Student Handbook and the policies contained within, are available to me through The Primacy Collegiate Academy website.

I have reviewed the Primacy Handbook with my student in an effort to promote a better understanding of Primacy rules and expectations.

I acknowledge receiving and /or being provided electronic access to the Student/ Parent Handbook and policy on student behavior. I have read these materials and understand all rules, and responsibilities and expectations.

I understand that the Student/ Parent Handbook and academy policies may be amended during the year and that such changes are available on the School academy website or in the office.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the academy, policies, and procedures.

Signature of Parent Guardian

Date

STUDENT ACKNOWLEDGEMENT

As a Primacy student, I acknowledge the Student Handbook and the polices contained within, are available to me through the Primacy Academy website.

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and policy on student behavior.

I have read these materials and understand all rules, and responsibilities and expectations.

I understand that the Student/ Parent Handbook and Primacy policies may be amended during the year and that such changes are available on the Primacy website or in the office.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with Primacy rules policies, and procedures.

Signature Name (Printed)

Student ID #

Signature of Student

Date