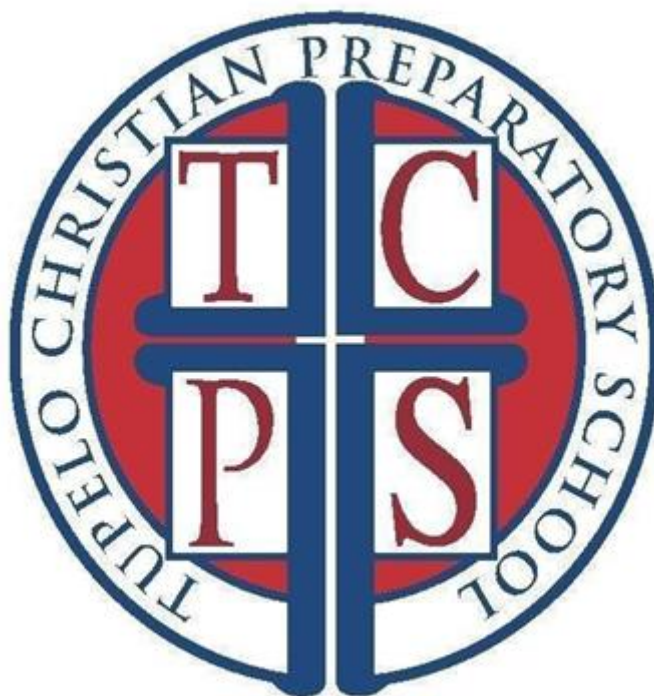


# **TUPELO CHRISTIAN PREPARATORY SCHOOL**

## **2018-2019 PARENT-STUDENT HANDBOOK**

### **Elementary School**



**CHRIST FIRST  
ACADEMICS SECOND TO NONE**

## **Parent/Student agreement to abide by handbook:**

At the start of each school year, we ask parents and students to review the handbook and sign the following agreement. The parent(s) or legal guardian(s) acknowledge that they have read this handbook and agree to abide by the rules and regulations stated herein as a condition of enrollment in TCPS.

We/I the undersigned parent/legal guardian of \_\_\_\_\_  
acknowledge that we/I have received, read, and agree to abide by all the rules and regulations set out in the student-parent handbook for the current year.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

### **About TCPS**

Since 1988, Tupelo Christian Preparatory School has been leading students, in partnership with Christian families, to know Christ and make Him known through rigorous academics, challenging athletics, stimulating arts and servant-hood activities. TCPS is dedicated to the glory of God and is founded on the belief that God is the source of all truth as revealed in the Person of Jesus Christ. All areas of learning (spiritual, academic, physical, and social) are taught from the biblically-based belief that truth is revealed in the Word of God. The Bible has prime significance in all subject areas.

## STATEMENT OF FAITH

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life. (2 Timothy 3:16-17; 2 Peter 1:20-21; Jude 3)
2. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; Luke 3:21-22)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true man. (Luke 1:30-35; John 1:18; 3:16; Philippians 2:5-11)
4. We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and, that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word and deed. (Genesis 1:26-27; 2:16-17; 3:6-19; Romans 3:10-23; 6:23; 7:18; 11:32; Galatians 3:22)
5. We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. (Romans 3:24-28; 5:8-10; 1 Timothy 2:5-6; 1 John 2:1-2)
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as High Priest and Advocate. (John 20:1-29; Acts 1:9-11; Ephesians 1:20-23; Hebrews 1:3; 2:17; 3:1; 4:14-16; 1 John 2:1)
7. We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness. (Acts 1:11; 2 Peter 3:1-13; Revelation 19:1-16; 20:1-6)
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God. (Romans 3:24-28; 8:9-11; 1 Corinthians 12:13; Ephesians 4:30)
9. We believe in the bodily resurrection of the just and the unjust, the blessedness of the saved, and the retribution of the lost. (1 Corinthians 15:51-58; 1 Thessalonians 4:13-18; Revelation 20:11-15; 21:22)
10. We, therefore, believe in:
  - A. The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension and Personal Glory of the Lord Jesus Christ.
  - B. The Personality, Deity, and Work of the Holy Spirit.
  - C. The personality of Satan.
  - D. The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers, and the Retribution of Unbelievers.
11. We believe the following concerning marriage, gender, and sexuality:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26, 27). Rejection of one's biological sex is an act of rebellion against God.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrew 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that it is imperative that all persons employed by the corporation in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9, 10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of the corporation.

I agree with the above TCPS faith statement:

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**Parent/Guardian Signature**

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**Date**

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## **GENERAL SCHOOL INFORMATION**

### **ABSENCES**

A student must be in attendance at least ninety percent (90%) of each school year to receive credit. If a student misses more than 18 days of school, the student placement committee will review the student's academic progress and determine whether that student may be promoted to the next school year. If a student has an extended absence (i.e. surgery, sickness) documented by a doctor's note, the committee may choose to not include those absences in the overall count.

1. There are seven reasons for which absences may be excused: personal illness, a serious illness in the family, death in the family, medical or dental appointments, court appearances, pre-planned absences, or absences due to providential hindrances. Unexcused absences could result in a zero grade given on all missed work.
2. Pre-approved absences: Parents need to request in writing or via the "elementary pre-approve" tab on our website [tcps.net](http://tcps.net) a minimum of two school days before the planned absence. These absences will be excused (however, they still count toward the 90% attendance policy). Parents and students are responsible for communicating with their teachers to find out if work due is required to be turned in prior to or upon return of the absence. The maximum number of school days that can be pre-approved at one time is five.
3. Students involved in school activities are not counted as absent. All missed work is due at the time scheduled by the student's teacher. Parents and students are responsible for communicating with teachers concerning the work needed to be made up, including tests or quizzes.
4. Five tardies count as one school absence.
5. A student is counted present for the school day if he/she attends a half day of school. The halfway point in the school day is 11:30 a.m.

### **ACADEMIC ACCOMMODATIONS**

Please contact the TCPS Guidance Office with your request for, or questions concerning, academic accommodations.

### **ACADEMIC PROBATION**

The purpose of academic probation is to give the student in academic difficulty the opportunity to improve his/her grades and a strong warning that he or she is in danger of not passing. Any elementary student who has a C or below in two classes will be put on academic probation. Students who are placed on academic probation will lose eligibility to participate in TCPS extra-curricular activities, including athletics and clubs, during the next quarter.

### **ACCIDENTS**

Every accident must be reported immediately to the person in charge and to the school office.

### **AFTER SCHOOL CARE PROGRAM**

All students remaining on campus after 3:30 p.m., who are not already working with a teacher or coach, will be escorted to after school care for further supervision. The cost of supervised after care is \$5.00 per hour until 5:30 p.m., and then \$1.00 per minute after 5:30 p.m. These fees will be charged per student.

### **ALARMS: FIRE, SEVERE WEATHER, AND LOCKDOWN**

Fire, tornado, and lockdown drills will be held during the year. As required by the State, emergency drills are held monthly at various times during the school day. The teachers and staff will acquaint the students with the proper procedures to be followed during these drills

### **ARRIVAL AND DISMISSAL OF STUDENTS**

Elementary School students may arrive at school beginning at 7:20 a.m. Students arriving after 8:00 a.m. are considered tardy. (Ref. **TARDINESS**)

1. Parents who have an Elementary and Secondary School student, please wait until 3:00 before arriving on campus to help with traffic congestion. Please pick up your Elementary student first in the Elementary line and then proceed to the High School or Middle School car line to pick up your Middle and/or High School student.
2. Elementary dismissal begins at 2:45 p.m.

### **ATHLETIC BOOSTER CLUB**

At TCPS we rely on the Athletic Booster Club to fund our Athletic Programs and to continue the development of our athletic facilities. We invite parent liaisons as well as all coaches and members to attend any of the monthly meetings.

### **ATHLETICS**

Because of Mississippi (MHSAA) athletic team guidelines, the elementary athletics program includes kindergarten through sixth grade students, even though sixth grade students are part of TCPS middle school. TCPS offers the following elementary sports: Football: 1st-6th grade, Cheerleading: Kindergarten - 6th grade, Swim: 1st-6th grade, Cross Country: 6th grade, Basketball 3rd-6th grade, and Bowling: 5th-6th grade.

### **BULLYING POLICY**

TCPS believes that all students are entitled to a school environment in which students treat each other with courtesy and respect. TCPS has an obligation to maintain an environment in which students are free to work, learn, and develop without fear of intimidation or humiliation as a result of unwarranted or unacceptable behavior from others. This compels us to protect and support the victim, strongly discipline the abuser, and help students and teachers create an atmosphere free from intimidation, harassment, harm or threat. For clarification: An isolated incident is considered a conflict that must be resolved while repeated incidents are considered "bullying." Examples of bullying may include, but are not limited to:

#### Physical:

1. Blocking access or movement.
2. Deliberate physical contact or injury to a person or their property.
3. Stealing or hiding an individual's books, or personal belongings.
4. Threats to harm an individual.
5. Visual displays that are derogatory, inappropriate or offensive.

#### Verbal:

1. Sarcastic comments or non-genuine compliments to an individual.
2. Inappropriate comments epithets, slurs, or jokes.
3. Mocking, taunting, or belittling.
4. Demeaning humor related to a student's race, gender, ethnicity, or personal characteristics.
- 5.

#### Cyber – Electronic (an act transmitted by means of an electronic device):

1. Sending inappropriate messages, pictures, or information.
2. Blackmail, extortion, or any unreasonable demands.
3. Using technology for any of those actions listed under verbal bullying.

### Sexual:

1. Unwanted sexual advances or propositions.
2. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, etc.
3. Verbal conduct such as making derogatory comments, epithets, slurs, and jokes.
4. Inappropriate personal questions.

Students who engage in bullying of another student at any time is subject to disciplinary action (refer to the DISCIPLINE POLICY section below). Teachers, parents, or other students who witness bullying, have reliable information of bullying, or feel they have been subject to bullying as defined by this policy, should report the incident immediately to the Guidance Counselor or Principal.

The appropriate designee will be responsible for following up the report to determine the need for disciplinary action. Should the incident be substantiated, separate meetings should be held with the bully, the victim, and their respective families to determine if disciplinary action is necessary, or if reconciliation to change behavior can occur. Consequences of proven incidents of bullying may result in direct supervision and counseling, and/or disciplinary action up to and including expulsion.

### **CARE OF BUILDINGS AND GROUNDS**

Student cooperation is needed and expected in caring for our buildings and our grounds.

### **CHECK IN/OUT**

Parents must sign in/out their child in the school office if their child arrives after 8:00 a.m. or departs before 2:45 p.m.. Elementary age students may not leave the building on their own for clubs, athletic practices, or dismissal. They must have written parent or guardian permission to be accompanied to the middle school or high school buildings by a high school age student, athletic coach, or adult and be walked up.

### **DANCES**

TCPS does not sponsor social dances.

### **DISCIPLINE POLICY**

Attending TCPS is a privilege that is granted to families willing to cooperate and adhere to the policies of the school. The school reserves the right, within its sole discretion, to refuse the admission of an applicant or to discontinue enrollment if a student or a family is in opposition to the policies of, or compromises the integrity of, the school.

### **Student Behavior Standards and Expectations**

#### ***Discipline Practices***

TCPS lives out a philosophy that emphasizes student responsibility, consistency, and Christian principles. It is the responsibility of the teacher to maintain a productive, engaging, and safe learning environment for all students. A clearly defined set of classroom rules, disciplinary consequences, and positive reinforcements are established at the beginning of school for each classroom. If necessary, a student may be referred to the Principal's office for disciplinary consideration and/or to the Guidance Counselor's office for emotional and behavioral support. Students may request an appointment to discuss personal and/or school issues with the counselor. TCPS reserves the right to send any student to the counselor at any time. Parents will be notified of any issues of a serious nature whenever a student is directed to the school counselor. The offenses that are referred to the Principal's office are listed below. In general, a student's first Principal visit is an opportunity for the student to show repentance, restitution, and



learning. Subsequent office visits result in increasing weight of consequences including in school and out of school suspension and expulsion.

### ***General Rules of Conduct***

Good conduct and social behavior is expected at school and at any school-sponsored event. Disciplinary action may follow an offense. Specific offenses that may result in disciplinary action include, but are not limited to:

1. Deliberate and/or repeated classroom disruptions;
2. Unauthorized use of personal electronic devices during the school day;
3. Profane or vulgar language;
4. Bullying;
5. Disrespect of person in authority or other students;
6. Truancy or leaving school without permission;
7. Altercations, verbal and physical;
8. Cheating and/or plagiarism (refer to the section on Academic Honesty below);
9. Possession of a weapon or implement that may be considered a weapon;
10. Theft;
11. Possession of an illegal substance;
12. Unwanted reference to another's physical appearance, religion, color, or ethnic origin;
13. Implicit or explicit threats against someone; or
14. Unsolicited gestures or comments.
15. Any violation of any policy as identified in this Parent/Student Information Guide and Handbook.

### **Academic Honesty**

Honesty (telling the truth) and integrity (the quality of being honest and trustworthy) are expected virtues of each student. Both cheating and plagiarism will result in disciplinary action.

### **Drug/Substance Abuse/Alcohol/Tobacco**

TCPS is considered a drug, alcohol, steroid, vaping, and tobacco free zone. TCPS will protect its students and campus as it relates to the possession, use, and/or distribution of drugs (legal or illegal), alcohol, and controlled substances. (Ref. **MEDICATION, FIRST AID, AND ANAPHYLAXIS**)

### **Harassment**

TCPS is committed to maintaining an environment that is free from all forms of intimidation, exploitation and harassment, including sexual harassment.

***Employee-Student harassment and Student-Student harassment is prohibited.*** If you experience or observe harassment, promptly report the matter to the office. All complaints will be promptly investigated.

***Confidentiality:*** Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials if warranted.

***Protection against retaliation:*** It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation.

### **Discipline Options**

Options are presented in alphabetical order and include, but are not limited to the following:

### ***Behavioral Probation***

A student would be placed on probation for the following: (1) Attitude – a rebellious spirit which is unchanged after much effort by the teacher, or a continued negative attitude and/or an influence upon the other students; and (2) Behavior – continued deliberate disobedience to a teacher/administrator or of school rules, or committing a serious breach of conduct inside or outside school that has a negative effect upon the school's testimony. Probation will last from August-December or January-May. (Students may lose privileges of activities, including athletics and clubs). At the end of the probation period, the Administration will reconsider the student and determine removal from probation, continuation on probation, or withdrawal from school. Students placed on probation at any time during two consecutive semesters may result in dismissal or withdrawal from the school.

### ***Detention***

A detention may be given to any student who violates a school rule. Students engaged in co-curricular activities would forfeit their activity to serve the detention.

### ***Expulsion/Withdrawal***

Any student whose conduct or attitude in or out of school that gives evidence that he or she is in opposition to the basic principles and purposes of the school, or who maliciously destroys school property, will be expelled or asked to withdraw from the school.

### ***In-School Suspension (ISS)***

If a student is given In-School Suspension (ISS), the student will be isolated from peers, and given both regular and extra work assignments. Students will complete all classwork including class assignments, quizzes, and tests during ISS. If the student is involved in any activities, that student will lose the number of days suspended of not being able to participate in those activities. When a student serves an in-school suspension, he/she is placed on behavior probation for 90 school days.

### ***Out of School Suspension***

A student may be suspended from school prior to or after a parent/Principal conference. The student will lose his or her privilege of attending any and all school-related activities or events both on and off-campus during the period of suspension. A readmission conference with the parent or guardian will be necessary for the student to return to school. When a student is suspended from school and re-admitted, he or she will be placed on behavioral probation for 90 school days. The Principal has the authority at all times to suspend a student. The length of suspension will be one to five days as determined by the Principal.

### ***Parent /Guardian Pick-Up***

Inappropriate or aggressive behavior, or behavior that interferes with the learning of another student, will not be tolerated. In the event of repeated disruptive behavior, a parent or guardian may be required to take the child home for the remainder of the day and to meet with an administrator before the student returns to school.

### **Appeal Process for Disciplinary Decisions**

If a parent would like to appeal a decision (other than dismissal), the appeal must be made to the Principal. If the parent disagrees with the decision of the Principal, he or she may appeal that decision to the Headmaster. The decision of the Headmaster is final.

### **DRESS CODE**

The purpose of our standards of appearance is to provide an appropriate educational environment that glorifies God while allowing students to dress comfortably, within limits, to facilitate learning.

#### **Definition of Dress Code**

## 1. Uniform

- a. School's Approved Vendor: *All clothing uniform items except shoes, socks, and belts must be ordered from our school's approved uniform vendor* by logging into the vendor's website using the TCPS access portal. Through this portal, the uniform vendor will only make available those items that are approved by the school.
- b. TCPS Logo: All tops, shirts, blouses, sweaters, blazers, jumpers, and dresses must have an official TCPS logo. TCPS uniform shirts must be worn underneath the jumper. This official logo is stitched on by the school's uniform vendor.
- c. The basic description of the boys' uniform includes khaki colored pants and shorts, with polo style knit shirts in red, white, or navy. Boys may also wear button down oxford white and light blue shirts. Boys' polo-style shirts may be tucked in with a belt; however, oxford shirts must be tucked in with a belt. Sweaters, blazers, and vests are optional in red or navy.
- d. The basic description of the girls' uniform includes khaki colored pants and shorts, with polo and other feminine style shirts in red, white, or navy. Girls may also wear white and light blue blouses. Girls' polo-style shirts may be tucked in with a belt; however, all blouses must be tucked in (and if wearing pants, then with a belt). Girls also have the option of wearing skirts and skorts in khaki, navy, and TCPS plaid that are **no more than 3" above the knee**. All girls may wear polo style dresses. Sweaters and blazers are optional in red or navy.

## 2. Shoes / Socks / Belts

- a. All shoes, including tennis shoes, must be predominantly black, brown, gray, navy, red, or white and must not include lights. Shoes must be closed-toed and not open in the back (no toe shoes, flip flops, or mule shoes). Boots may be worn only with pants or skirts. Girls' heels are not to exceed 3". For PE in the gym, students must wear tennis shoes or rubber soled shoes with closed toes and heels.
- b. If socks are worn, approved colors are predominantly black, brown, gray, navy, red, or white. Girls may also wear solid black, navy, gray, red, or white tights or leggings. Leggings must come to the ankle when worn with dresses, skirts, and skorts.
- c. Belts must be a solid color without an oversized buckle.
- d. Shoes, socks, and belts are available to order from our school's approved uniform vendor, but may also be purchased from other sources.

## 3. Jewelry / Body Art / Headwear

- a. No piercing other than ears and no visible tattoos or body art. No distracting or unsafe jewelry.
- b. Boys are not allowed to wear earrings, nor are they allowed to have any visible piercings. Sunglasses, hats, and other headwear are not to be worn indoors.

## 4. Hair and Makeup

Students' hair must be kept neat and be conservative in style and color with no neon dyes or shaved patterns. Boys' hair must be worn no longer than two inches below the top of the collar, and must be out of the eyes. It can cover the ears. Girls may wear hair accessories provided they do not distract or are unsafe. Hair accessories are available to order from our school's approved uniform vendor, but may also be purchased from other sources. Make-up should be conservatively applied and should not draw undue attention to the individual student.

## 5. Outerwear

If outerwear (e.g. a jacket, hoodie, sweatshirt, etc.) is to be worn inside a building, then it must bear an official TCPS logo (Crest, Shield, TC or TCPS). These items are available

in red, navy, grey, and white from our schools approved vendor, as well as provided by our athletic programs and the official TCPS Spirit Store. TCPS Letterman Jackets are allowed to be worn inside the building as well. At all times, an approved dress code shirt/top must be worn underneath all outerwear.

## **6. Overall Appearance**

Students should always be clean and wear clothing that is body size appropriate (not too conforming or baggy), modest (not revealing), neat, clean, and in good repair (no frays, tears, or holes). Undergarments should be worn in an appropriate manner and should not be visible (including undergarment lines).

### Casual Friday

On Fridays, excluding Special Events (see below), students may wear their school uniform pants, shorts, skirts or skorts with a TCPS t-shirt or a TCPS athletic jersey, jacket, hoodie, or sweatshirt.

### Special Events

1. *Awards Day, Grandparent's Day, Pastor Appreciation Day, Picture Day, NHS Induction, etc.*  
The dress code for these special event days will be Monday through Thursday dress code even if the special event falls on a Friday.
2. *Special Occasions, i.e. Homecoming* For these occasions boys often wear sports coats while the girls wear “dressy” dresses or formals. The following standards apply for these very special occasions:
  - a. The backs of dresses should be no lower than halfway between the bottom of the shoulder blades and the waist.
  - b. The bust line may not be revealed in any way. While straps are not required, dresses must be high enough and stay up.
  - c. The length of all dresses, skirts, and slits may be no higher than 3” above the knee in both the front and back. Please ensure that dresses and skirts remain modest while sitting.

### Enforcement

If a student is not in dress code, the student will be sent to the office to contact his or her parents to bring the appropriate clothing.

### Exceptions

The Principal may allow a deviation from the dress code policy for other special events or situations that may arise during the school year.

## **ELECTRONIC DEVICES**

Electronic devices may be used only for educational purposes with the teacher’s permission. If a device activates, the teacher will take up the device and deliver it to the Principal. At the first offense, the parent of the student will be notified that the device was taken up and the parent may pick up the device no later than 4:00 p.m. At the second offense, a \$25 fine will need to be paid when picking up the device after 3:00 p.m. At the third offense, the device will be kept by the principal for two days and a \$50 fine will need to be paid. Other offenses will result in disciplinary action by Administration.

## **END OF YEAR AWARDS - ELEMENTARY**

1. **Chess Club** and **Maker’s Club** (STEM/STEAM club) give participation awards.
2. The various **sports awards** honor a student’s participation in any of our elementary sports.
3. **Accelerated Math Awards** or **Splash Math Awards** are given to students in grade 2 and above who complete a full library of objectives for their particular grade.

4. Any student that participates in the **Reading Counts** program receives a certificate
5. The **Perfect Attendance Award** honors those students who have been present every day of the school year.
6. **Specials Awards (Art, Music, Computer, and PE)** are given to the top two students in each homeroom who have shown excellence in the areas of effort, quality of work, diligence, and behavior.
7. **The Eagle Award** is awarded to the top boy and girl in each homeroom who have shown both excellent athletic skill and outstanding sportsmanship in PE
8. **The Character Award** is presented to students to honor a godly character trait that their teachers have seen consistently and repeatedly displayed in them throughout the school year
9. **Honor Roll – (begins in 3rd grade) The Honor Roll is an annual recognition. The different Rolls are:**
  - a. **Head of School’s Honor Roll:** a student must make the Headmaster’s Honor List each grading period of the school year.\*
  - b. **Principal’s Honor Roll:** a student must make the Principal’s Honor List or the Headmaster’s Honor List each grading period of the school year.\*
  - c. **Citizenship Honor Roll:** a student must make the *Outstanding Citizenship Honor List* (in conduct at least one O without any N, or U) in conduct grades each grading period of the school year.\*
10. **Fruit of the Spirit Award**– Presented to a boy and girl in each classroom who excel in displaying the Fruit of the Spirit.

#### **ENTRANCE AND ADMISSION**

It is the policy of Tupelo Christian Preparatory School not to discriminate on the basis of the applicant’s race, color, sex, or national or ethnic origin. The following is general admission information:

1. K4 and K5 students must be their respective ages on or before September 1. First grade students must be six years old on or before September 1.
2. Students will not be considered for admission to TCPS who have been expelled or withdrawn from other schools for disciplinary or academic reasons and/or have a history of the following: drug or alcohol related issues; aggressive, abusive, or disrespectful behavior; sexually immoral behavior; or inability or unwillingness to perform academically at grade level. Students must have a clean disciplinary record for one year prior to being considered for admission and must demonstrate that they will be a positive influence on the student body.
3. In order to help ensure elementary student success we have implemented the following:
  - a. A student will not be admitted if he or she has been retained for two years;
  - b. A student coming from homeschool or non-accredited school will be given an entrance test to help determine placement;
  - c. An entering K5, Pre-1, or 1<sup>st</sup> grade student must complete academic testing;
  - d. An entering 2<sup>nd</sup> – 5<sup>th</sup> grade student coming from an accredited school who has an 80 or above in the core subject areas (Reading, Language Arts, and Math) will not need to be tested for grade placement;
  - e. An entering 2<sup>nd</sup> – 5<sup>th</sup> grade student coming from an accredited school who has 70 –79 in one or more of the core subject areas will need to be tested at the requested grade level to determine proper placement; and
  - f. An entering 2<sup>nd</sup>- 5<sup>th</sup> grade student coming from an accredited school who has below a 70 in one or more of the core subject areas will not be admitted to the grade level in question but may be considered for admission at the previous grade if presently age appropriate.
  - g. Any remedial or supplemental summer course work that addressed areas of student academic or behavior concerns must be submitted to the student placement team at least two weeks prior to the start of school for consideration in a student’s grade placement or admission.
4. For all students with academic accommodations: Due to our limited resources, prior to acceptance the Teacher Support Team will evaluate the recommended accommodations and report to the appropriate Principal and family those accommodations TCPS can meet. The family will then be better equipped

to decide if TCPS can help their child be academically successful prior to their child's application being sent to the Admissions Committee.

5. The school does not replace the home or the church. All three should be complementary, which means that home, school, and church should be in agreement with biblical philosophy and teaching. Therefore, the school partners with born again, Bible believing, Christ honoring parents in the education of their children. It is a requirement that at least one parent has personally received Jesus Christ as his/her Savior and Lord

### **FIELD TRIPS**

No student is to be allowed on an off-campus trip without specific parental permission (secured by the teacher by written permission slip). All those who transport students on school field trips need to leave a copy of their driver's license and insurance in the school office. We create a new file each school year.

### **FINANCIAL POLICY**

Refer to the TUITION AND FEES section below.

### **FUNDRAISING**

Any class, club, or other school-related group (e.g. PTF, Boosters, etc.) involved in fundraising must first clear a project through the Development Director's Office. All moneys and accounts must be maintained in an activity account specifically for that purpose.

### **GRADING SYSTEM**

The school grading system is set up on a quarterly basis. Report cards are issued four times a year after each nine-week grading period. Progress reports are issued at four and one-half week intervals between grading periods.

The following scale is used in the elementary school for grades 1-5:

A 93-100      B 85-92      C 77-84      D 70-76      F 0-69

The following scale is used in the elementary school for Pre-K, Kindergarten, and Pre-1st:

A - The student has **accomplished** this skill at a mastery level. (93-100 – equivalent to a traditional "A")

B - The student is showing progress and **beginning** to develop this skill. (80-92 – equivalent to a traditional "B" or high "C")

N - The student **needs** improvement and extra support in this skill. (70-79 – equivalent to a traditional low "C" or "D")

U - The student is functioning below grade level at an **unsatisfactory** level and needs intensive and additional support at school and at home. (69 and below – equivalent to a traditional "F")

The following scale is used in specials classes:

O Outstanding

S Satisfactory

N Needs Improvement

U Unsatisfactory

### **GYM AND ATHLETIC FIELD GUIDELINES**

The following guidelines are in place to help us care for these facilities and for the protection of our students.

1. No unauthorized use of the gym or multi-purpose room is permitted. All usage must have prior approval. For reservation information, call 844-8604.

2. Inappropriate use of equipment or facilities may result in termination of privileges. Restitution will be required for any damages.
3. Any child 12 and under must be accompanied by an adult at all times.
4. The gym equipment closet/storage and concession stand are for authorized use only.
5. Please consume only food or drinks purchased from the concession stand during athletic events.
6. No food or drinks are allowed on the basketball court during games. Only plastic water bottles are permitted.
7. Food and drinks in the bleachers are a privilege. Please don't litter. Use the trash cans provided.
8. Please refrain from hanging on to rims and nets.
9. Use of ball/equipment in the hallways or cafeteria is not allowed.
10. For safety reasons, no pets are allowed in the gym or at the athletic fields.

### **HOMEWORK AND OTHER ASSESSMENTS**

When a student is absent, parents may call the office and request work to be available for pick up after 2:30 p.m. Assignments are available and can be retrieved on [www.RenWeb.com](http://www.RenWeb.com).

### **HONOR ROLLS**

Only courses that receive a numeric grade are averaged in computing the GPA for the Honor List and Honor Roll. In no case will a student be eligible for the Honor List and Honor Roll, regardless of overall average, who has received a failing grade.

#### **Honor List**

The Honor List is compiled after each grading period. The different Lists are: (1) Head of Schools' Honor List, all Grades 93 or above. (2) Principal's Honor List, all Grades 85 or above.

#### **Honor Roll**

The Honor Roll is an annual recognition. The different rolls are:

1. Head of Schools' Honor Roll: A student must make the Head of Schools' Honor List each grading period of the school year.
2. Principal's Honor Roll: A student must make the Principal's Honor List or the Head of Schools' Honor List each grading period of the school year.

### **LUNCH PROCEDURES**

TCPS contracts with a third party food company to sell hot lunches. Computer accounts are maintained for every student. Charging is not permissible. Low balance notices will be sent to parents by the Cafeteria Manager. If a child's lunch account balance drops to a negative amount, lunch ordering privileges will be suspended until money is deposited to bring the account to a positive balance. Make checks payable to the third party food company. Additionally:

1. If a parent needs to drop a lunch off for a child, please do it at the office.
2. Students will be responsible for making sure the lunchroom area is clean before leaving.
3. Parents are welcome to eat lunch with their children. Please check in the office to obtain a Visitor's Pass.
4. Students are not permitted to check out and back in for lunch unless accompanied by their parent, legal guardian, or pastor.
5. The elementary school is a peanut free environment due to the number of students with allergies. Please do not send items with peanuts in your child's lunch.

## **MEDICATION, FIRST AID, AND ANAPHYLAXIS**

To ensure safety for students who must use prescription and/or over-the-counter medication during school hours, follow the steps below:

### **For prescription and/or over-the-counter medications:**

1. Complete the correct form for prescription or over the counter medication.
2. Use a separate form for each medication if a prescription. List over the counter medications on one form if possible.
3. Return this form to the school office along with the medication. Please note the following:
  - a. Prescription(s) must be in a pharmacy labeled original container stating the child's name, physician's name, date of prescription, and name of medicine. OTC medicine must be in the original bottle with the student's name clearly identified
  - b. Students may not carry medication on campus. Therefore, prescription medication needs to be brought to the school by the student's parent/legal guardian and given to the office. Inhalers are considered an exception. EpiPens need to be provided by parents and kept in a key location to help ensure immediate access should it be needed.
  - c. The parent should provide medicine for their child to take at school.

### **Injuries, illnesses and diseases:**

1. **Minor Injuries:** Basic first aid treatment is administered by the school office or school nurse.
2. **Major Injuries:** TCPS utilizes the Tupelo Fire Department and Rescue Unit when needed. Parents will be notified as quickly as possible.
3. **Illness:** Please take care in sending any student suspected of illness to school since we do not have facilities to care for them. *Students are to be free of fever for 24 hours (without the aid of fever-reducing medicine such as Tylenol) before returning to school.*
4. **Communicable Diseases:** Any child who is diagnosed, either by appropriate laboratory testing or through diagnosis of any licensed health care provider, as having an infectious, communicable disease will be evaluated for suitability to remain in the classroom. The Administration will make the final determination.
5. **Emergency Phone Numbers:** Please be sure that all contact information is current in RenWeb. It is imperative that we be able to reach you in an emergency.

## **OFFICE HOURS**

Office hours are Monday through Friday, 7:30 a.m. until 4:00 p.m. (Summer office hours are Monday through Thursday, from 9:00 a.m. to 2:00 p.m.). The school's main telephone number is (662) 844-8604.

## **PARENTAL CONDUCT**

It is expected that parents will set a behavioral example for the students. Any parental harassment of faculty or staff may be considered grounds for termination of the student's enrollment contract. Any parents whose behavior or conduct might subject them to such action will be so advised by the school. Retention or re-enrollment may be denied to a student if, in the opinion of the school, the behavior of a parent or guardian is disruptive or injurious to the school or its reputation. TCPS also reserves the right to dismiss a student when, in the opinion of the school administration, the student's parents or guardians have conducted themselves in a manner that is not conducive to the creation or maintenance of a constructive partnership between parents/guardians and the school.

## **PARENT-TEACHER CONFERENCES, ADMINISTRATIVE CONFERENCES**

Parent-teacher conferences are encouraged at any time during the year and may be initiated by the teacher or parent. Please schedule conferences during the teacher's planning period or after school. To facilitate conferences, parents are asked to call the school office and leave a message for the teacher or email the teacher they wish to see. The teacher will respond at his or her earliest convenience. If a conference is



desired with all of the student's teachers, then the parent should call the Principal or Guidance Counselor who will help coordinate the meeting date and time. A parent may request an administrative conference after an issue has first been addressed via a parent/teacher conference.

### **PARENT-TEACHER FELLOWSHIP (PTF)**

This organization exists to support the spiritual and academic development of our students in a manner that is glorifying to God.

### **PLAGIARISM**

TCPS views plagiarism as a serious offense. Plagiarism is representing material as being the work of the student, when it is in fact the work of others. Thus, it involves dishonesty.

We view cheating (such as copying answers on a test, from notes, a book, or another student, or copying homework assignments) the same as plagiarism.

Plagiarism is treated as a serious offense because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity.
2. Plagiarism is an attack on academic integrity in that the student is seeking to circumvent the learning process and receive grades which he or she has not earned.

### **RE-ENROLLMENT**

Students who are presently enrolled in TCPS are given first opportunity to re-enroll for the upcoming school year. Current enrollment does not guarantee enrollment for the next year. Re-enrollment must be done yearly, and the re-enrollment fee must be paid before a place is reserved for your child for the upcoming school year. Siblings of current students who desire to begin attending TCPS must apply as new students (contact the office for a New Student Application Packet), and will be given priority of registering before the open enrollment date for families not currently a part of TCPS. Please note that even though a student may have a slot for the upcoming school year, the family's financial account must be current prior to the student beginning classes.

### **RENWEB/PARENTSWEB**

RenWeb and ParentsWeb is a private and secure website that allows you to see complete academic information specific to your child. You can view your child's grades, attendance, homework, conduct, as well as other useful school information. You can also communicate with teachers and other school staff online. You must provide a valid email address to the school prior to accessing your child's information. Please contact the Admissions Office if you have any questions about this service.

### **SCHOOL CLOSING**

In the event school needs to dismiss early, be cancelled, or have a delayed opening, we will utilize the following means of communication: School website, Twitter and Facebook accounts; School texting program; WTVA and WCBI television stations. In the event of school cancelation or delayed opening, the Head of School and Administrative Team will make that decision no later than 6:30 a.m. the day of the weather event. Due to the reality that so many of our families live outside Tupelo and travel from all parts of Lee County, we usually rely upon what Lee County Schools decide vs. Tupelo Schools (because Lee County surveys a greater number of roads for us). However, do not assume that if Lee County Schools decide to close that we will automatically decide the same; please always watch and listen for a specific listing for TCPS. We will always attempt to go with a delayed opening over a closure since this means we do not need to make a day up. If school is closed, we will need to make up the missed day unless the State Department of Education tells us we do not need to.

## **SCHOOL COMMUNICATIONS**

The following means of communication are provided:

1. School web site – [www.tcps.net](http://www.tcps.net).
2. Daily Announcements (available daily on the TCPS website, as well as emailed).
3. Twitter – [www.twitter.com/tcpslive](http://www.twitter.com/tcpslive)
4. RenWeb – online tool to obtain homework assignments, account information, test scheduling, special event information, lunch menus, etc.
5. Special mailings.
6. Throughout the school year, students will bring home notices, reports, papers, etc. If a notification requires a signature, please return it promptly the next school day.
7. Parents may contact the teacher if they have any questions or concerns about their child. After parents have met with the teacher, a meeting may take place with the principal. If the problem is still unresolved, the situation is presented to the Headmaster in an effort to work out a final solution.

## **SEARCH AND SEIZURE OF STUDENT PROPERTY**

All school property, including student lockers and cubbies, is subject to search by school staff. TCPS staff may search backpacks or other personal belongings of a student if such staff member has a belief, reasonable under the circumstances, that such may contain weapons, illicit materials, or materials that threaten another student. Staff may search student phones or computers if there is suspicion of an infraction of the Technology Acceptable Use Policy.

## **SPIRITUAL LIFE**

Our spiritual motto is “learning and living in response to God’s Word.” We place a strong emphasis on Biblical Integration in every grade and course a student takes. Every class, every activity, every team, and every chapel at TCPS exists to glorify God. As a result, at the heart of our mission is a desire to see TCPS glorify God by not only preparing students to represent Him in whatever capacity He calls them to serve Him in the future, but also now, while they are students at TCPS. Students in grades 1 through 5 attend a chapel worship service once a week. We invite pastors, children’s ministers, and others who are instrumental in the discipleship of children to speak at school chapels. Please contact the school office if you would like to recommend a chapel speaker or volunteer to speak at an upcoming chapel.

## **STANDARDIZED TESTING**

Standardized testing is one of many tools TCPS uses to evaluate how we are doing with classroom instruction at each grade level, the vertical alignment of our curriculum, and student preparation for university level work. As a result, these tests are not optional for the student.

## **TARDINESS**

Students are tardy if they are not in class when the 8:00 a.m. bell rings. The following reasons for being tardy to school will be excused:

1. Early morning doctor/dentist appointments (note from doctor or dentist required that morning)
2. Late arrival due to illness (note from parent required that morning)
3. Five tardies equals one absence.

If a note is not presented that day, then the tardy is considered “tardy unexcused.” Failure to obtain a note by the following day will result in the tardy remaining unexcused. In the elementary school, five unexcused tardies are counted as one absence (See Absentee Policy). After five unexcused tardies, the guidance counselor will contact the family to obtain the family’s plan to help their child arrive to school on time. After two subsequent tardies, the family will need to meet with the principal to determine whether or not an adequate parent/school partnership is in place to permit continued enrollment of the student.

### **TEXTBOOKS**

At no time is a student to write in, tear, soil, or turn under pages of any textbook. Fines will be assessed for damages and losses. Students may be charged a fee for excessive wear on books. No textbooks will be issued to any student while the payment for lost or damaged textbooks is outstanding. Report cards will not be issued to any student until penalties have been settled. All textbooks must be returned at the end of the school year or upon withdrawal from TCPS.

### **TRANSCRIPTS**

Parents can request transcripts through the Guidance Counselor or through office staff.

### **TUITION AND FEES**

1. TCPS families have three payment options: (1) Annual Payment – The entire tuition and building fee amount is billed on June 1, preceding the school year, and is due on June 10th. There will be no charging privileges unless there is a current bank draft on file. (2) Semester Payment – The tuition and building fee is billed in two payments on June 1 and December 1, preceding each semester, and are due June 10th and December 10th respectively. Charging privileges are the same as the Annual Payment Plan. (3) Monthly Bank Draft – A bank draft must be set up to cover tuition, building fees and other charged miscellaneous expenses. All fees and expenses will be billed on the first of each month, commencing on June 1, of the preceding school year and ending May 1. The account will be drafted on the 10th of each month. If a student registers after June 10th, the missed payments may be paid in full at registration or spread over the remaining months.
2. Any other payment option not mentioned above will have to go before the School Board for approval and will be examined on a case by case basis on its merits alone. Those families desiring another payment option need to meet with the Finance Office to complete a written request, which will be submitted to the Board for approval.

### **VISITORS**

Prospective students of TCPS, alumni, and other guests are welcome to visit our TCPS campus. Those guests who are not parents or alumni must have been invited and obtained prior permission from the Administration. Upon any visitor's arrival at school, he or she should obtain a Visitor's Pass in the school office by leaving a key ring or other personal item in exchange for the pass. The pass must be worn at all times while on campus. Those guests visiting campus should dress professionally and modestly.

### **WITHDRAWALS**

Withdrawals from TCPS must be made through the office. Please note if withdrawing during the school year, tuition will be billed for the month of withdrawal, plus the next two months.