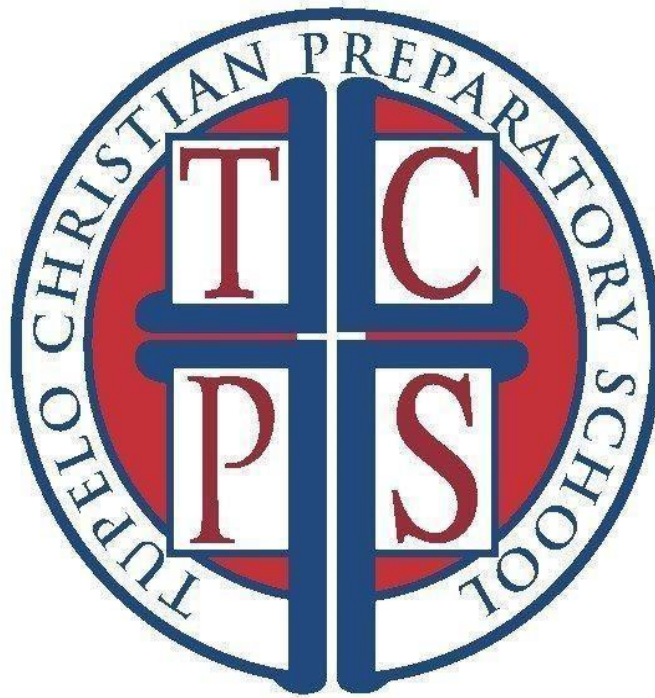


# TUPELO CHRISTIAN PREPARATORY SCHOOL

## 2018-2019 PARENT-STUDENT HANDBOOK

### Middle School



**CHRIST FIRST**

**ACADEMICS SECOND TO NONE**

## Introduction

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 a rejection of the image of God within that person.

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.

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**Parent Signature**

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**Date**

I have read the **2018-2019 Parent-Student Handbook**. I understand it is the guidelines used at TCPS and will be adhered to.

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**Parent Signature**

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**Date**

**Please sign and return this page to the TCPS Office by August 17, 2018.**

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## GENERAL SCHOOL INFORMATION

### ABSENCES

1. A student must be in attendance for a course at least ninety percent (90%) of each school semester to receive credit. **The only absences that do not apply are those excused by a Medical Doctor's note** submitted to the school office within two days of the student's return.
2. 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 (ref. note 1), court appearances, pre-planned absences, or absences due to providential hindrances. Any note after two school days may result in the absence being unexcused, even if it could have been excused by one of the seven reasons listed above.
3. Unexcused absences could result in a zero grade given on all missed work.
4. Parents need to request in writing or go to the website and request a pre-planned/pre-approved absence up to two "school days" before the absence, when possible. These absences will be excused (however, they still count toward the 90% attendance policy). 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.
5. Students involved in "school activities" are not counted as absent. All missed work is due at time scheduled. Students are responsible for communicating with teachers concerning the work needed to be made up, including test or quiz. Additionally, students who return from a sanctioned school related activity after 1:00 a.m. do not need to report until 2<sup>nd</sup> period the next morning. 1<sup>st</sup> period will be considered school activity. Students who miss 1<sup>st</sup> period are responsible for missed work and to turn in, upon arrival on campus, any work due for 1<sup>st</sup> block. Missed quizzes or tests during this 1<sup>st</sup> block will be required to be taken no later than the end of that same school day.
6. If a student misses one-fourth or more of a class period, the student is counted absent from that class. Work missed in that class is still due the same day.
7. If a student has an excused absence, the student must arrange with each teacher to make up all missed work, quizzes, and tests no later than the close of school of the day the student returns even if the student returns to school the same day as the absence. If any student's absence is excused and exceeds more than one day, the student has as many days to make up work and tests as he/she was absent. If a student is absent the day before a test, he/she will be expected to take it with the rest of the class on the test day.

### ACADEMIC ACCOMMODATIONS

Please contact the TCPS Guidance Office with your request for or questions concerning 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 continuing at TCPS.

**The criteria for academic probation is as follows:**

1. Students who fall below a 2.0 (a "C" average) during a semester will be placed on academic probation for the next semester.

2. At the end of each semester, grades will be evaluated to identify those students who are at risk of being placed on academic probation. These students will meet with the Principal and/or Guidance Counselor to determine what can be done to assist the student.
3. Students who are placed on academic probation will lose eligibility to participate in TCPS extra-curricular activities, including athletics, during the next semester. At the end of the next semester, students who meet the 2.0 grade point average for the semester, will be taken off probation and allowed to participate in extra-curricular activities. If the student is placed on two consecutive semesters of probation (including the second semester of one academic year and the first semester of the next academic year), the student will be recommended for non-continuance at TCPS.

### **ACCIDENTS**

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

### **AFTER SCHOOL STUDY HALL PROGRAM**

All students remaining on campus after 3:40 p.m., who are not already working with a teacher or coach, will be escorted to after school study hall for further supervision. The cost of supervised study hall is in line with the Elementary After School Care Program: \$5.00 per hour until 5:30 p.m., \$5.00 for 5:30 p.m. to 5:45 p.m., and then \$1.00 per minute after 5:45 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**

High School students may arrive at school beginning at 7:20 a.m. Students arriving after 7:45 a.m. are considered tardy. (Ref. **TARDINESS**)

1. Parents who have an Elementary and Middle School student, please wait until 3:10 before arriving on campus to help with traffic congestion. Please pick up your Middle School student first in the Middle School line, then follow the car line to the Elementary School pick up line.
2. Parents who have a Middle and High School student, please wait until 3:15 before arriving on campus to help with traffic congestion. Any Middle School student that remains after 3:40 will report to After School Study Hall unless involved in a school sponsored activity and under the direct supervision of an adult. There is an additional charge to be paid for this service (refer to **AFTER SCHOOL STUDY HALL PROGRAM**).

### **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.

### **ATHLETIC ELIGIBILITY**

There are three qualifying sets of requirements for a student-athlete to be eligible to compete on an athletic team at TCPS. First, the student must meet the eligibility requirements of the MHSAA (obtain details by contacting the MHSAA or by talking with our Athletic Director). Second, the student must meet the eligibility requirements of TCPS as described in the **ACADEMIC PROBATION** section above.

Third, the student must meet the daily attendance requirement as described in the CHECK IN/OUT section below. Please note that a student may also lose his or her athletic eligibility due to disciplinary action.

### **ATHLETICS**

Students are encouraged to participate in TCPS athletics. Refer to the TCPS Athletic Handbook for information.

### **AUDIO RECORDING OF LECTURES**

Students who need extra help in classes may make audio recordings of class lectures with permission from the teacher. The purpose of recording is only for recording the teacher's lecture so the student can review it at home. If the device is being misused, the teacher will take up the device and turn it in to the Principal. The parent may pick up the device at the end of the day or at their convenience. (Refer to the ELECTRONIC DEVICES section)

### **BULLYING POLICY**

TCPS has an obligation to maintain an environment in which students are free to work, learn, and develop without fear of intimidation or humiliation; therefore, any student who engages in bullying of another student at any time is subject to disciplinary action with TCSP Administration.

### **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 (excluding Athletic Sign Out). Students who are checking out must immediately leave campus. Students are not permitted to check out and back in during the lunch period unless accompanied by their parent or legal guardian. Exceptions must be approved by Administration.

Concerning a student's daily participation in extra-curricular activities: If a student attends classes from first period until 11:30 a.m., the student is eligible to participate in sports or other co-curricular activities for the day. If a student is absent from school in the morning, but checks in no later than 11:15 a.m. and attends classes for the remainder of the academic day, the student is eligible to participate in sports or other co-curricular activities for the day. Students who do not meet this time requirement are not eligible to participate in sports or other extra-curricular activities for the day unless a medical doctor's excuse is presented to the office. Exceptions to this rule will be evaluated by the Administration.

### **COURSE PRE-REQUISITE REQUIREMENTS**

In order to help guarantee student academic success, these courses have the following pre-requisites:

1. Pre-Algebra (7<sup>th</sup> grade): Orleans-Hanna Algebra Readiness Placement Test grade of a 70% or higher with sixth grade Math teacher recommendation.
2. Algebra I (8<sup>th</sup> grade): Pre-Algebra yearly average grade of an 80% or higher and Department Head approval.

#### SIXTH GRADE COURSE SCHEDULE

All sixth graders will take the following core courses during the school year: Language Arts, Reading, Science, History, Math, and Bible. Special courses students take are P.E., General Music, General Art, and Computer/Technology.

SEVENTH GRADE COURSE SCHEDULE

All seventh graders will take the following courses during the school year: English, Math 7 or Pre-Algebra, Life Science, History, Old Testament Survey, and an elective.

EIGHTH GRADE COURSE SCHEDULE

All eighth graders will take the following courses during the school year: English, Pre-Algebra or Algebra I, Earth Science, History, New Testament Survey, and an elective.

**COURSE SELECTION OPTIONS AND SCHEDULE CHANGES**

All courses offered will match up with the Approved Courses for the Secondary Schools of Mississippi as published by the Mississippi Department of Education, Office of Curriculum and Instruction with a few exceptions, Bible courses being one. A TCPS enrolled student will not be allowed to obtain credit for a class that is required for TCPS graduation at an off-campus institution or online.

**CREDITS TRANSFER POLICY (STUDENT RECORDS)**

Credits for transfer-in students will be added to the transcript if received from an accredited institution or program approved by the Administration as follows:

1. Concerning Grade Scale. TCPS will convert letter grades to approved mid-scale numerical grades when only a letter grade from the previous school is provided.
2. Concerning GPA. The quality points transferred will be recorded according to converted numerical grade and the type of class the student completed (e.g. AP, Honors, etc.).
3. Concerning Transferred Honors Classes. All classes are recorded on the student’s TCPS transcript as indicated on the transferred transcript from the previous school. All honors classes are recorded as such; however, any extra quality points toward GPA do not transfer unless TCPS offers the same honors class with extra quality points.

**DANCES**

TCPS does not sponsor social dances.

**DIPLOMA PLANS, REQUIREMENTS, AND GRADUATION REQUIREMENTS**

TCPS offers a college preparatory diploma to graduate, Twenty eight credits are required. For students to receive the Distinguished Achievement Diploma, they must complete the following: (1) three consecutive years of the same foreign language, or two consecutive years of one foreign language and two years of another foreign language, (2) at least Trigonometry/Pre-Calculus, and (3) Biology II, Chemistry II, or Physics.

<b>Department/Courses</b>	<b>College Preparatory Diploma Credits Needed</b>
Bible <sup>1</sup>	4.0
English	4.0

<sup>1</sup> All students are enrolled in a Bible course for each year enrolled at TCPS. Students who transfer in to TCPS do not have to make up any Bible credits.



Math <sup>2</sup>	4.0
Science <sup>3</sup>	4.0
Social Studies	4.0
Foreign Language <sup>4</sup>	2.0
Physical Education <sup>5</sup>	0.5
Speech	0.5
Health	0.5
Computer Science	1.0
Fine Arts	1.0
Electives	2.5

### **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.

#### ***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;

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<sup>2</sup> Algebra I, Geometry, and Algebra II are required. For the Distinguished Achievement Diploma students are required to have at least the Trigonometry/Pre-Calculus class.

<sup>3</sup> Science courses required for the College Preparatory Diploma include Biology I (NLT the 10<sup>th</sup> grade) and Chemistry I; while courses required for the Distinguished Achievement Diploma include Biology I (NLT the 10<sup>th</sup> grade), Chemistry, and Physics/Biology II/or Chemistry II.

<sup>4</sup> Foreign Language requirement for the College Preparatory Diploma consists of two consecutive years of the same language, while the requirement for the Distinguished Achievement Diploma consists of three consecutive years of the same language, or two consecutive years of one language and two years of another language.

<sup>5</sup> Participation on a Varsity level athletic team may be used in lieu of this requirement. Other options may exist but must receive prior approval from Administration.

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.

#### Off-Campus Behavior

Any student involved in activities which are out of harmony with the Christian standards and school policies during evening, weekends, or holidays could face disciplinary action with TCPS Administration.

#### 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 any leadership positions). 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 student/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 re-admission conference with the student and his or her parent will be necessary for the student to return to school. School work must be completed during the suspension; however, no grade higher than 75% may be earned. 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.

### **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, and dresses must have an official TCPS logo. When wearing a jumper, the TCPS logo must be either on the jumper or on the collar of the blouse that is 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

- E. All shoes, including tennis shoes, must be predominantly black, brown, gray, navy, red, or white. 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".
- F. If socks are worn, approved colors are predominantly black, brown, gray, navy, red, or white. Girls may also wear solid black, navy, red, gray, or white tights or leggings. Leggings must come to the ankle when worn with dresses, skirts, and skorts.
- G. Belts must be a solid color without an oversized buckle.
- H. 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

No piercing other than ears and no visible tattoos or body art. No distracting or unsafe jewelry. 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. Facial hair is allowed as long as it's short and neatly trimmed. 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 outer wear (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 outer wear.

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.
3. *High School Sponsored Retreats, Athletic, or Recreational Activities*  
Regular school clothes, warm-ups, sweats, or other recreational wear are appropriate. Shirts are not to be rolled up, nor shorts rolled down in a manner that reveals the midriff. If swimming is a part of the school event, then swim suits must be modest in appearance. A non-white long top must be worn at all times over two-piece swimsuits. Please refer to the “Overall Appearance” comments above, and ensure that all items avoid a contradictory position to the Christian Worldview philosophy of TCPS (including anything that can be interpreted as being suggestive, obscene, or offensive).

#### Physical Education/Strength & Conditioning

All students are to wear modest shorts and t-shirts.

#### 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.

### **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. 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.
2. All students will be given an entrance test in writing and math. These tests allow the administration to make a decision where the student needs to be placed in the appropriate grade or courses.
3. For all students with academic accommodations: Due to our limited resources, prior to acceptance, the Child Study Team will evaluate the recommended accommodations and report to the principal and family the accommodations TCPS can meet. With this information, the family can decide if TCPS can help their child be academically successful prior to their child's application being sent to the Admissions Committee.
4. 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.
5. Be mindful of registration windows to not only take advantage of the discount on the registration fee, but also secure a spot for your child. Also note that the registration fee amount is determined by when the complete application is received in the Admissions Office (which includes an attached registration fee). Contact the Admissions Office for dates.

### **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). Ref. Field Trip Drivers' Guidelines

### **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 fund raising 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:

A 90-100      B 80-89      C 70-79      D 66-69      F 0-65

Students receive one-half credit for each semester course in which they earn a passing grade. Both course entries will be shown on the student's transcript and will be calculated into the student's GPA. Dual Credit and AP courses are worth a +1 GPA quality point per semester.

### **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 allowed on the court during games. Only plastic water bottles 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 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 SOCIETIES AND SERVICE CLUBS**

Students may qualify for membership in the National Jr. Beta Club (6<sup>th</sup>-8<sup>th</sup> grades) and the National Jr. Honor Society (7<sup>th</sup>-9<sup>th</sup> grades).

#### **The National Junior Beta Club**

Criteria for National Junior Beta Club:

1. Students must maintain an 80% average each grading period in each course.
2. Students must complete a minimum number of service hours (check with club sponsor for details).
3. Students must have been in attendance at TCPS for at least one full grading period to induction for membership.

#### **National Junior Honor Society**

Criteria for National Junior Honor Society:

1. Students must maintain a 3.7 cumulative GPA.
2. Students must maintain an 85% average for each grading period in each course.
3. Students must have been in attendance at TCPS for at least one full grading period prior to induction for membership.

See club sponsor for more information.

## **LOCKERS**

Students are assigned lockers. Items contradictory to the philosophy of TCPS will be removed from lockers if discovered. The abuse of lockers may result in the loss of locker privileges. Only magnets are allowed on lockers. No tape or glue is allowed on the outside or inside of lockers.

## **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.

## **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.
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 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.

### **NINE WEEKS TESTS**

Nine weeks tests will be given to students in grades 6-8<sup>th</sup> in the following subject areas: English/Language Arts, History, Bible, Math, and Science.

Students taking High School classes in Algebra I, Technology Discovery, and MS Studies/Geography have the opportunity to be exempt the last 9 weeks. To be exempt from this test, students must obtain a 94% average for the semester and have no unexcused absences.

### **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.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are encouraged at any time during the year and may be initiated by the teacher or parent. 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.

### **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.

### **PARENTAL CLASSROOM VISITS**

Parents are not permitted in classrooms without prior Administrative approval.

### **PHONE CALLS AND MESSAGES FOR STUDENTS**

If it is necessary to get an important or urgent message to a student at school, please contact the office at 844-8604.

### **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.

With widespread Internet access, it is very easy for students to plagiarize. But ease of access does not justify violation of scholarly standards, nor does it legitimize violation of the ninth commandment.

TCPS imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences.

- **Academic penalties:** The penalty for plagiarism will be a zero on the assignment, and a requirement that the assignment be re-done properly (with no grade).
- **Disciplinary penalties:** Plagiarism will result in a conference with the student and parents. The student will be put on behavior probation for 90 days, and the student may lose any leadership position in a club or sport.

### **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 NLT 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. If a problem arises, 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.

### **SEX EDUCATION**

The reproductive system will be introduced at the junior high level and will be taught in high school health classes and Anatomy and Physiology. Direct instruction about human sexuality should be introduced in the home. TCPS will use a biblical worldview in support of God's plan for relationships.

### **SPIRITUAL LIFE**

While we have a Bible Department which continues to refine the scope-and-sequence of Bible classes students take from K4 through 12<sup>th</sup> grade, we place a strong emphasis on Biblical Integration in every grade and course a student takes. Every class, every activity, every team, 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.

### **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.

### **STUDENT RECOGNITIONS AND HONORS**

Students must not have had any discipline records during the course of the year. These awards are:

Academic Awards: given to the highest academic grade overall and outstanding achievement in that specific subject area.

Principal Awards: given to students who demonstrate outstanding Christian leadership skills.

Christian Character Awards: given to one boy and one girl in each grade who demonstrate Christian character and leadership, a Christ-like attitude, and is an encouragement to his or her classmates, teachers, and administration.

### **TARDINESS**

At 7:40 a.m., the warning tardy bell rings as a reminder for students to make their way to class. Students are tardy if they are not in class when the 7:45 a.m. bell rings. Those who arrive to 1<sup>st</sup> period class late need to sign in at the office. 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)

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. Once a student reaches three

unexcused tardies to 1<sup>st</sup> period class in a grading term, the third unexcused tardy results in “one unexcused absence” for that period. (See Absentee Policy)

Students who are tardy three times to a class (2<sup>nd</sup> through 5<sup>th</sup> period) will serve a detention with the teacher.

### **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**

Students can request transcripts through the Guidance Counselor or the office if the Guidance Counselor is not accessible. TCPS will communicate to colleges, universities, and scholarship committees the GPA or ranking format that best benefits the student.

### **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, a Visitor’s Pass is to be obtained in the school office. 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.