



**HIGH SCHOOL
PARENT/STUDENT
HANDBOOK
2010 – 2011**

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**TUPELO CHRISTIAN PREPARATORY SCHOOL
HIGH SCHOOL STUDENT HANDBOOK
2010 – 2011**

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**TUPELO CHRISTIAN PREPARATORY
HIGH SCHOOL**

ATTENDANCE

CLASS TARDINESS

A student who is not in class ready for work when class officially begins is tardy. If a student misses more than fifteen minutes of class, he is counted absent for that class period. The tardy accumulates regardless of the period (i.e. one tardy each in period 1, period 4 and period 6 would be 3 tardies.

TARDY CONSEQUENCES

The following represents the enforcement of the policy:

Tardies during each quarter:

On the 3rd, 4th, and 5th (each one) Tardy:

In any class or combination of classes will result in the student completing a Tardy Referral Notice (TRN), a Detention, and a Bible Perspective (BP).

On the 6th, 7th, and 8th (each one) Tardy:

In any class or combination of classes will result in the Behavioral Contract beginning. The student completes a TRN, a Detention (AD), and a BP.

On the 9th, 10th, and 11th (each one) Tardy:

In any class or combination of classes will result in the student receiving a TRN. Parent must walk student to his classes for a day.

On the 12th, 13th, and 14th (each one) Tardy:

In any class or combination of classes will result in the student receiving a TRN. Student is placed on Probation Due to Excessive Tardiness. In School Suspension (ISS) is assigned at parent expense.

On the 15th, 16th, and 17th (each one) Tardy:

In any class or combination of classes will result in the student receiving a TRN. One-day Out of School Suspension (OSS) is assigned. A swat by the parent is an option.

On the 18th (or more - each one):

In any class or combination of classes will result in the student receiving a TRN. If the parent opted to swat the student on the 15th tardy, a one-day OSS is assigned; otherwise, a three-day OSS is assigned. On the three-day OSS, the Admission Committee is notified.

HIGH SCHOOL ATTENDANCE

Tupelo Christian Preparatory School will not enroll married or divorced students.

The attendance policy for all High School students place a limit on the number of absences a student may have in a class in order to receive credit for that class.

ABSENCES

All students must be in attendance for a minimum of ninety percent of the classroom days each semester to receive credit. The Mississippi Code requires that no distinction is made between excused and unexcused absences.

On the fourth absence - A formal notice is e-mailed to the parent indicating that the student has used one-half of their allotted absences for the semester, and a copy is placed in teacher's box and in student's folder. For families without e-mail, a written notice or documented phone call is used to notify parents.

On the seventh absence – The parents are contacted and a meeting is scheduled to discuss the implications of further absences. The student is placed on Attendance Probation. Should the eighth absence occur in the semester, the Admissions Committee would review the student's attendance record and make a recommendation.

REASON FOR ABSENCE

After an absence, the parent is responsible for communicating the reason for the absence in the form of a written letter and signed by the parent or guardian. It is the responsibility of the student or the parent to request the opportunity to make up class work missed. A student who has been truant will receive a zero for class work missed.

APPEAL PROCEDURE

When a student is not in attendance for at least ninety percent of the school days, there is an appeal procedure

Appeal procedure is as follows:

- A student who is in danger of not meeting the ninety percent class attendance requirement, but who successfully meets the other course requirements (i.e. earns a passing grade) may appeal to the Headmaster for credit in the course at the end of the semester.
- The Headmaster must be petitioned for a waiver if a student fails to attend the ninety percent class attendance requirement. If the Headmaster refuses, the Admission Committee must be petitioned for the waiver.
- The appeal request petition must be given to the Admission Committee for initial review. They will recommend to the Headmaster whether the student should be required to make up

the class time and the work missed. Eligibility for credit due to extenuating circumstances is recommended only for extended personal illness, illness or death in the family, quarantine, weather conditions making travel dangerous, or any other extenuating circumstances acceptable to the Admission Committee.

- The Headmaster will review the recommendation of the Admission Committee and rule. The family is notified in writing of the Headmaster's decision.

ATTENDANCE AT ATHLETIC AND FINE ARTS EVENTS

We encourage all of our students to attend our athletic and fine arts events. Students need to dress appropriately at these events.

FAMILY/COLLEGE VISITS

TCPS encourages families to spend time together and to visit colleges; TCPS will excuse these with the understanding that:

1. Upon return the student must present the college's documentation of their visit.
2. Assignments must be made up according to the make-up policy for excused absences.
3. If such make-up work falls at the end of a grading period, an "I" is assigned for no more than one week. If by the end of one week the work is not made up, all incomplete work is given a zero.

AFTER SCHOOL WORK

Recognizing that it is between a student and the parents as to whether or not a student will seek outside employment during the year, therefore, if a student must work, we suggest that the student not exceed a workload of ten hours during the week. Tutorials should take precedence over work. Only seniors are permitted to be off campus 5th, 6th and 7th periods with parent permission and meeting all credit requirements for graduation.

MAKE-UP WORK

It is the responsibility of a student (or the student's parent) who is absent to request the opportunity to make up class work missed. Parents may call the office to request make-up work for a student beginning with the third day of absence by 10:30 A.M. to be picked up in the office after 3:05 P.M. It is requested that parents not ask for make-up work during a one or two day absence since the student is generally given the same number of days as he has been absent to complete missed work upon returning to school. Homework assignments are usually available by logging on to RenWeb. A student who has been truant or has an unexcused absence is not eligible for a passing grade for class work missed.

GRADUATION ATTENDANCE

All seniors who meet the requirements for graduation are required to attend the graduation ceremonies. All students (eighth - eleventh grades) are required to attend graduation ceremonies

to honor those that graduate and participate in the moving-up ceremony (please check the school calendar). Roll is taken. Students are required to dress semi-formal (girls in dresses and boys in ties and jackets). An unexcused absence for graduation will result in disciplinary action.

HIGH SCHOOL DAILY SCHEDULE

Beginning of School – 7:45 A.M.

End of School – 3:05 P.M. (Except those needing the .5 PE credit – 4:00 P.M.)

Passing time - 4 minutes

Length of Class - Period 50 minutes

Lunch - 25 minutes

Number of periods - 7

Advisory - 25 minutes

Special Classes at times designated by Administration

Chapel – 50 minutes - once a week on a rotating schedule

Athletics – In-season - Practices are held Monday through Friday after school. There may be a Saturday practice. There are no Sunday games or practice. To receive game and practice schedules call the Athletic office.

ACADEMIC

GUIDANCE PROGRAM

Tupelo Christian Preparatory School guidance program consists of individual and group services designed to give systematic aid to all students in achieving optimal development in spiritual, cognitive, emotional, social, and physical growth. The guidance program reflects and is consistent with the school's stated philosophy, mission, purpose, goals and objectives. School and out-of-school resources, in accordance with established policy, are used to implement the guidance program. The guidance and counseling service at Tupelo Christian Preparatory School consists of, but is not limited to, the following programs:

- Testing
- Individual counseling
- Group counseling
- Teacher in-service training
- Teacher Consultation

The school seeks to guide all students in proper directions beyond High School. The staff, faculty, and administration work conjunctly in providing guidance for High School students in spiritual needs, academic needs, and in seeking vocational direction.

The guidance program is central to the development and success of each student. Through the selection of appropriate courses and programs, students are prepared to enter college or another field of endeavor. The administration reviews student placement and organizes necessary conferences with parents, students, and teachers in order to facilitate student achievement.

The school web site: www.tcps.net contains resources such as college guides and also various resources on careers. Students and parents are always welcomed to visit the office to use any of the college materials with or without the aid of a counselor.

Parents and students should feel free to call to discuss a student's program or to make an appointment. 844-8604.

PLANNING FOR THE FUTURE

8th and 9th Grades

1. Think about career possibilities, and explore different occupations.
2. Find out which courses to take in High School to prepare academically for college.
3. Study, work hard, and do your best to earn good grades. Your performance in High School can play an important part in gaining you admission to college
4. Save money now to pay for school if you haven't already done so.

10th Grade

5. Think about selecting a school. Find out about the different types of schools, and decide which characteristics of schools are most important to you.
6. Prepare for school entrance exams (standardized tests). Take the PSAT and PLAN now in preparation for next year.

11th Grade

7. Gather information from schools. Write for brochures and catalogs, attend college fairs, and begin college visits.
8. Take the standardized tests. Retake the PSAT, for a shot at a National Merit Scholarship, and take the SAT and ACT in the spring.
9. Take the ASVAB for career placement information.

12th Grade

9. Finish gathering information on schools, select four to six you like best, and apply for admission. Retake the SAT and ACT if you aren't satisfied with your first results.
10. Apply for financial aid by filling out the Free Application for Federal Student Assistance (FAFSA). Consider all of your options for paying for school. Find out about scholarships and grants before taking out a student loan.

SELECTING A COLLEGE

1. Establish your goals and interests.
2. If you know what career interests you the most, find out what kind of education and training you'll need to work in that field.
3. Make sure you are academically prepared for college and that you've taken the standardized tests that may be required for admission.
4. Familiarize yourself with the different types of schools, and find out what characteristics to look for when selecting a school.
5. Choose characteristics that are important to you.
6. Gather information about schools.
7. Make a short list of the schools that possess the characteristics you're looking for and that best meet your goals and needs.

8. Request additional information from the schools on your list including an application for admission, costs, and financial aid.
9. Apply for admission to the four to six schools that top your list.
10. Visit Other Internet Resources for more information.

FUNDING FOR COLLEGE

1. Find out as much as you can about schools you are interested in attending. Request information on the costs of attendance, and try to calculate your school expenses.
2. Discuss options for paying for school. Also, talk to your High School counselor about applying for local or private scholarships. Many states also offer pre-paid tuition programs that are worthwhile to check out.
3. Request information and forms on financial aid, and complete admission applications.
4. Apply for financial aid. Start by completing the Free Application for Federal Student Aid (FAFSA), which will help determine your need for financial aid. You can get the form from your High School counselor or a financial aid office of a school you are considering attending.
5. Complete any other aid or admission forms required by the school.
6. Receive the Student Aid Report (SAR). This will summarize the information you completed on your FAFSA, and will include your Estimated Family Contribution. You need to review the SAR to make sure it is correct, and send it to the financial aid offices of the schools you wish to enroll.
7. Receive your award letter. The letter, which comes from the school's financial aid office, will let you know what kind of financial aid, and how much, you qualify.
8. Consider the financial options outlined in the award letter. These options may include: grants, scholarships, loans, and work-study programs.
9. Accept or reject all or part of the award package, and complete any other forms required by the school.
10. Reapply for financial aid each year you are in college or postsecondary training. If you filled out a FAFSA the year before, you will probably be eligible to complete the shorter Renewal FAFSA.

STANDARDIZED TESTS

There are three main standardized tests you should be familiar with and take if you are considering going to college. Check with the schools you're interested in attending to find out what test or tests they require you to take. Also, contact the testing agencies, or check your local bookstore for samples of past tests to become familiar with what to expect. You may also want to check out Internet resources at <http://www.mapping-your-future.org/features/resources.cfm> available on testing.

PLAN

PLAN is a tool to help students think about what they want their future to be like. To make good plans, students need good information--about themselves, about how their interests and abilities will fit into the world of work, and about how they can best prepare themselves to do the kind of work they want to do. Some students use PLAN to think about job possibilities for the future while others use it as a way to prepare for college.

Some students choose to take it during their freshman year. Sophomores are required to take it.

PLAN includes:

1. Tests in English, math, reading, and science reasoning that measure the academic skills and abilities students have developed to this point in their education.
2. An interest inventory: a student's preferences for a variety of work activities that will give them some clues to the kinds of occupations or jobs they might like.
3. Questions about themselves, their plans, their needs, and their goals.

ACT

The ACT is one of two standardized tests used by colleges as part of their admissions criteria. The test is designed to measure achievement in English, math, reading, and science. Scores for each section are averaged to create a composite score. A perfect score on the ACT Assessment is 36. Contact the school office for test dates, locations, and study materials to become familiar with test content and questions, or call the ACT information line at (319) 337-1000.

PSAT

The Preliminary Scholastic Assessment Test (PSAT) is a test that lets students compare their ability to do college work with the ability of other college-bound juniors. The test is good practice for the Scholastic Assessment Test (SAT), which is required by many colleges for admission. Taking the PSAT helps students plan for college. They can get an idea of how they will do on a college admissions test and can find colleges that seek students like them. Prepare for the PSAT and the SAT by doing a test question of the day everyday direct from the College Board on their web site.

The PSAT (Preliminary Scholastic Assessment Test) is a two-part, exam that is very similar to the SAT (Scholastic Assessment Test). The PSAT consists of two 25-minute verbal sections, two 25-minute math sections, and one 30-minute writing skills section. All TCPS students are required to take the PSAT in the fall of their junior year in High School. Some students choose to take it during their sophomore year. Scores from your junior year on the PSAT are used to determine National Merit Scholars; students who qualify for merit-based scholarships are distributed throughout the United States. Call the PSAT information line at (609) 771-7070.

SAT

The other standardized test used for admissions by colleges is the SAT. A perfect score on the SAT is 2400. The SAT test is a three-hour exam that measures verbal and math reasoning skills used for admission. Scores on each section range from 200-800 points. Contact the school office for test dates, locations, and study materials to become familiar with test content and questions or contact the Educational Testing Service for general SAT information at (609) 771-7600.

ASVAB – Testing for career preparation

The school administers the Armed Service Vocational Aptitude Battery (ASVAB) in the spring of a student's junior year. The results are shared with the student.

ACADEMIC DEVELOPMENT

Planning for college begins with choosing courses that will meet college entrance requirements and then making a serious effort to achieve at the highest possible level. Students meet with the Guidance Counselor or the Academic Dean each year to review plans and select appropriate courses. Although students are required to take the PLAN in grade 10 and the PSAT in grade 11, we recommend that students take the PLAN test in grades 9 and the PSAT in grades 10. Students bear the cost of all college entrance testing. Interpretative sessions are held with both students and parents after each test. To help students collect information, a college fair is hosted by ESF/ Parents Magazine at the Bancorp South Center for TCPS students for grades 9 – 12. TCPS will also bring college representatives on campus to meet with our students. The web links available on our web site makes the process of selecting a college easier. The school has a library of college catalogs and informational CD-ROMs.

GRADUATION DIPLOMAS

TCPS offers two diploma tracks, both are college preparatory. They are the College Preparatory Diploma and the Distinguished Achievement Diploma. Both diplomas require twenty-eight (28) credits to graduate. The Advanced Placement Endorsement can be earned in either of the diploma tracks.

COLLEGE PREPARATORY DIPLOMA – Recommended High School Program

TCPS requires twenty-eight credits to graduate (This includes 4 Bible credits and only 2 consecutive foreign language credits).

DISTINGUISHED ACHIEVEMENT DIPLOMA -- Advanced High School Program

TCPS requires twenty-eight credits to graduate (This includes 4 Bible credits and 3 consecutive foreign language credits).

ADVANCED PLACEMENT (AP) ENDORSEMENT – Students who wish to be an AP endorsed diploma candidate must take a minimum of 5 AP or dual credit courses in 4 academic areas during High School and score 3 or better on each exam and 85 or better in the dual credit classes.

GRADUATION STANDARDS AND REQUIREMENTS

There are some High School courses (i.e. Algebra 1, Physical Science, World Geography, Mississippi Studies, and Spanish 1) that may be taken for credit toward graduation requirements prior to entry into ninth grade. However, grade points that count toward graduation begin in the ninth grade. One unit of credit is equal to two semesters of course work (a maximum of 140 hours of classroom experience).

All students should begin required Bible, English, Mathematics, Science, and Social Studies courses in the semester in which they enter High School and continue those courses in sequence each semester until the requirements are met.

For meeting graduation requirements (credits, honors, and recognitions) a student is subject to the TCPS handbook requirements of their freshman year. A graduating student may choose a more recent TCPS handbook version. Should a student choose to follow the graduation requirements (credits, honors, and recognitions) from a more recent TCPS handbook, all credits, honors, and recognitions apply.

MINIMUM NUMBER OF COURSES

Students must be enrolled in a minimum of four (4) classes each semester. A student with four (4) classes is considered a full-time student. Tuition is the same for students taking four or more classes.

MINIMUM GRADES

Students must maintain an average of 70 or better in a subject for the semester to receive credit for a course. All semester grades are posted to the student's transcript. Passing grades do not replace a posted failing grade; instead it is listed separately on the transcript.

CREDITS

Credits are awarded by semester.

FALL SEMESTER

If a student fails the first semester of a course, the student may be permitted (by authority of the Admissions Committee) to take the second semester. The first semester failing grade will be averaged with the second semester grade when awarding credit for a course. If the student passes the second semester with a grade high enough to make the annual grade equal to or greater than a 70, credit will be awarded for both semesters. If the student passes the second semester but the grade is not high enough to make the annual grade equal to or greater than a 70, credit will be awarded for the second semester only. In the latter case the student will have to successfully retake the first semester.

SPRING SEMESTER

If a student fails the second semester of a course, that semester must be retaken successfully to receive the credit for that semester. The first semester grade, no matter how good, will not be averaged with the second semester when awarding credit for a course.

SUGGESTED SEQUENCE FOR COURSE REQUIREMENTS GRADUATION YEAR - 2014

FOUR YEAR PLAN

9TH	10TH	11TH	12TH
Bible	Bible	Bible	Bible
World Literature 1	World Literature 2	American Literature	British Literature
Math selection	Math selection	Math selection	Elective or Math Selection
Biology	Chemistry	Physics	Elective or Science Selection
World History 1	World History 2	U.S. History	Government/Economics
Other Language 1	Other Language 2	Other Language 3	Computer Selection
Fine Arts	Elective	Elective	Health/Speech
Elective	Elective	Elective	Elective

Course descriptions are comparable to the course descriptions listed in the Mississippi Curriculum Frameworks.

Non-school athletic involvement may count for PE credit – contact the Guidance Counselor for details.

The lowest level math that receives high school credit is Algebra 1

As the school grows and as students progress in the High School, they are given a greater variety of choice of electives. Each elective is limited in class size.

COURSE OFFERINGS (9 – 12)

BIBLE

Bible 1-3 and Senior Worldview

ENGLISH

World Literature 1 & 2, American Literature, British Literature, AP or dual credit English 11 & 12, ELECTIVES: Photojournalism (yearbook), Speech, Journalism (Newspaper)

MATHEMATICS

Algebra I (lowest level accepted for HS credit), Geometry, Algebra II, Advanced Math, Pre-Calculus, AP Calculus

SCIENCE

Biology, Chemistry, Physics, Anatomy and Physiology, Health

SOCIAL STUDIES

World History 1 & 2, U. S. History, AP U. S. History, Government & Economics,

OTHER LANGUAGES

Spanish I-III

FINE ARTS ELECTIVES

Art I-II

Vocal Music, Instrumental Music

TECHNOLOGY ELECTIVES

Computer Applications

Photojournalism/Desktop Publishing (yearbook)

PHYSICAL EDUCATION/ATHLETICS

A student may receive **ONLY** 2 full credits in PE toward the required 28 credits to graduate from TCPS.

.5 PE credits is required to graduate (state graduation requirement)

Physical Conditioning is reserved for non-athletes in order to meet graduation credits
This class will only be offered 2nd semester during 8th period for this school year. Non-athletes will be enrolled in physical conditioning 8th period, second semester only. For students who need the .5 PE credit by being enrolled in the Physical conditioning, the 8th period is part of the regular school day.

The following credits apply for students who participate in athletics:

Fall – .5 credits

Football, Slow Pitch Softball, Cheerleading, and Cross-Country

Spring – .5 credits

Basketball, Baseball, Fast Pitch Softball, Tennis, and Track & Field

To receive the .5 credit, a student must actively participate at least in **70** hours of practice, games, performance.

ON-LINE

ADDITIONAL ELECTIVE COURSES (On-line through the TCPS Switched-On program)

These are on-line elective courses that have an additional \$100 per course cost. A student must receive approval from the guidance office prior to enrolling. The following can be taken for High School Elective Credit:

BIBLE

Family & Consumer Science; Foundations for Living

ENGLISH

Speech: Essentials of Communication

SOCIAL STUDIES

Twentieth Century American History; The Civil War; The Story of the Constitution; Revised State History; Vietnam Era; and College Planner

MATHEMATICS

Consumer Math; Essentials of Math; and Integrated Math 1

SCIENCE

Earth Science; General Science; Health Quest; and Integrated Physics & Chemistry

OTHER LANGUAGES

French 1; French 2 (the French can replace the required two years of another language); Elementary Spanish; and Secondary Spanish (The Spanish on-line courses do not replace the required two years of another language)

TECHNOLOGY ELECTIVES

Business Computer Information Systems 1-A; and Business Computer Information Systems 1-B

REQUIRED CREDITS –
GRADUATION YEARS: 2013 – 2014

COLLEGE PREPATORY DIPLOMA –
RECOMMENDED HIGH SCHOOL PROGRAM

The required credits are:

COURSE		CREDITS
Bible		4.0
English		4.0
Mathematics		4.0
Algebra I	Minimum level for credit	
Algebra II		
Geometry		
Pre-Calculus or Advanced Math		
Science		4.0
Biology		
Chemistry		
Physics		
Anatomy & Physiology or Other		
Languages other than English	Same language	2.0
Spanish		
Social studies		4.0
World History	2.0	
U.S. History	1.0	
U.S. Government	0.5	
Economics	0.5	
Physical Education		0.5
Health Education		0.5
Computer Science		1.0
Fine Arts		1.0
Vocal		
Instrumental		
Art		
Theater Arts		
Speech		0.5
Electives		2.5
TOTAL		28.0

***COLLEGE PREPERATORY DIPLOMA –
RECOMMENDED HIGH SCHOOL PROGRAM – NARRATIVE***

A student must demonstrate proficiency in the following.

1. **Bible** – four credits. The credits must consist of Old Testament Survey, New Testament Survey, Church History, and Worldviews
2. **English Language Arts** – four credits. The credits must consist of: World Literature I, II, American Literature, Senior English (British Literature or, AP English, or Dual Credit English)
3. **Mathematics** – four credits to include Algebra I, Algebra II, Geometry, and either Advanced Math or Trigonometry/Pre-Calculus
4. **Science** – Four credits to include at least one credit from Biology, Chemistry, and Physics. Physical science may be counted in the required number. The fourth credit may be selected from any science course approved by TCPS.
5. **Social studies** – three and one-half credits. The credits must consist of World History I & II (two credits), United States History Studies since Reconstruction (one credit), and United States Government (one-half credit). World Geography and Mississippi Studies are required for graduation.
6. **Economics** – one-half credit. The credit will consist of Economics with Emphasis on the Free Enterprise System and its benefits.
7. **Physical education** – one-half credit to include Foundations of Personal Fitness. A student may not earn more than two credits in physical education toward graduation requirements.
 - a. TCPS may allow a student to substitute certain physical activities for the one-half required credits of physical education. The substitutions must be based on the physical activity involved in athletics, drill team, marching band, cheerleading and, dance.
 - b. TCPS may award up to two credits for physical education for appropriate private or commercially sponsored physical activity programs conducted on or off campus. The student must apply to the Headmaster for approval of such programs, which may be substituted for graduation credit in physical education. Such approval may be granted under the following conditions:
 - i. Olympic-level participation or competition, which includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the Headmaster to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.
 - ii. Private or commercially sponsored physical activities, which include those certified by the Headmaster to be of high quality and well supervised by appropriately trained instructors. Student participation of at least sixty-seven hours per semester must be required. Students certified to participate at this level would not be dismissed from any part of the regular school day.
8. **Health** education – one-half credit

9. **Fine arts** – one credit, which may be satisfied by: Art, Theater Arts, Choir, Band and Orchestra
10. **Languages** other than English – two credits. The credits must consist of Level 1 and 2 in the same language.
11. **Speech** – one-half credit, which may be satisfied by Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation.
12. **Electives** – two and one-half credits. The credit must be selected from any course approved by TCPS. Driver's education is not accepted as credit for graduation.
13. All students are required to take a Bible class each semester.
14. A student must earn at least 28 credits to complete a TCPS High School program. Credit for a class may be awarded without prior instruction (Credit by Examination). College Board advanced placement courses and Dual-credit may be substituted for requirements in appropriate areas.

**TCPS DISTINGUISHED ACHIEVEMENT DIPLOMA –
GRADUATION YEARS: 2014
ADVANCED HIGH SCHOOL PROGRAM**

The required credits are:

COURSE		CREDITS
Bible		4.0
English Language Arts		4.0
Mathematics		4.0
Algebra I	Minimum level for credit	
Algebra II		
Geometry		
Pre-Calculus		
Science		4.0
Biology		
Chemistry		
Physics		
Advanced Biology, Chemistry or Physics		
Languages other than English	Same language	3.0
Spanish		
Social studies		4.0
World History	2.0	
U.S. History	1.0	
U.S. Government	0.5	
Economics	0.5	
Physical Education		0.5
Health Education		0.5
Computer Science		1.0
Fine Arts		1.0
Vocal		
Instrumental		
Art		
Theater Arts		
Speech		0.5
On-Line Electives		1.0
Other Electives		0.5
TOTAL		28.0

***TCPS DISTINGUISHED ACHIEVEMENT DIPLOMA –
ADVANCED HIGH SCHOOL PROGRAM – NARRATIVE***

In addition to meeting the College Preparatory Diploma, the Recommended High School Program requires a student to demonstrate proficiency in the following:

Mathematics--four credits to include Pre-calculus, Trigonometry, or Elementary Analysis

Languages other than English--three credits, the credits must consist of Level 1, 2, and 3 in the same language.

Science – Four credits to include at least one credit from Biology, Chemistry, and Physics. Physical science may NOT be counted in the required number. The fourth credit may be selected from any advanced science course approved by TCPS.

On-Line Elective--one credit. The elective has to be approved by the guidance office

Elective--one-half credit. The elective cannot be local credit courses such as driver's education, office aid, or study hall.

These students must:

1. Sign up and be recommended by the Academic Dean and core teachers in the fall of their junior year.
2. Take four (4) math, four (4) science, and three (3) foreign language (same language) courses. Math must be taken in High School and must include Pre-calculus, Trigonometry, or Elementary Analysis. Science must include Biology, Chemistry, Physics and an advanced level science.
3. Take a minimum of one credit through an approved on-line source.
4. Be a member of the National Honor Society.
5. Score a minimum of 24 ACT or 1650 SAT

6. **Advanced measures:**

The measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. A student must achieve any one of the following three:

Original research/project:

- Judged by a panel of professionals in the field that is the focus of the project; or
- Conducted under the direction of mentor(s) and reported to an appropriate audience; and
- Related to the required curriculum.

OR

Test data:

- A score of three or above on The College Board Advanced Placement examination in any AP course or;

- A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation, as part of the National Hispanic Scholar Program of The College Board, or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation.

OR

College courses:

- A grade of 3.0 or higher on courses that count for college credit

OTHER WAYS TO EARN CREDIT

- Students may earn a maximum of two (2) units of credit through correspondence, virtual school, seven-star, or other approved non-traditional courses.
- Advanced Placement (AP) exams. Students taking an AP class are required to take the AP exam in that course. Testing is done on the Tupelo Christian Preparatory School Campus. **Students must score a three or better to receive TCPS AP credit**
- Dual credit (earning High School and college credit at the same time) by taking college courses.
- College-Level Examination Program (CLEP).
- When a student takes certain High School courses while in Junior High School, the grade earned is not used in determining the student's High School GPA.
- Online courses:
 - reserved for elective or replacement credits
 - may take online courses in the summer
 - must be approved by the administration
- A student may choose to take courses on a pass or fail basis if the course is beyond his graduation requirements. Students must declare to do so on the first day of class. These grades are not included in the student's grade point average (GPA).

DUAL CREDIT

A dual credit course is a High School course in which the curriculum has been enhanced to meet the requirements for both college credit and High School credit. Requirements for acceptance into dual credit courses are as follows:

1. Be recommended by administration.
2. Must score a minimum of the following:
ACT: 16 (Minimum 17 English or 17 Math)

There is college registration charge per course per semester. There may be an additional book cost for each semester of dual credit. The college determines these costs. In order for a dual credit course to be offered at the TCPS campus during any given year the teacher must be approved by the college.

Students enrolled in dual credit classes are expected to perform at the college level in their class work and attendance. Any student who does not meet the expectations and requirements of the college instructors may be dropped from receiving the college credit. Any student not making at least a semester grade of an 85 or better will not receive the extra GPA weighting. End of semester grades are the only grades recorded in these classes.

LOCAL CREDIT COURSES

Local credit courses are courses that are not listed in the Mississippi Curriculum Frameworks but are approved by TCPS. Local credit course grades are not included in the student's GPA (grade point average) for determining Valedictorian or Salutatorian rankings or other honors or awards based on the student's GPA. Students may count only two (2) student aide credits toward graduation. Grades for this elective are recorded as a Pass or Fail.

COURSE CREDIT

The semester average for any course must be 70 or above for credit to be received. When a student receives a failing final course average (69 or below), that course must be repeated. If a student withdraws from a course after the fourth Friday of a semester, a "WF" is entered on the permanent record with a grade of 50.

SUMMER SCHOOL AND FAILED COURSES

Students who fail any required course at TCPS will need to make up the failed course in an approved summer school program (including on-line courses) the following summer. It is the responsibility of the student and parent to arrange for all make-up courses and to provide the grade to TCPS immediately. Replacement credits are granted, but no grade is removed from a transcript even if the course is repeated. No TCPS student may enroll in summer school or any outside course and transfer the credit to TCPS without written consent from the Academic Dean or Headmaster prior to enrolling in the course.

STUDENT TRANSFER INFORMATION

A student transferring into Tupelo Christian Preparatory High School from another accredited school must meet the graduation requirements of Tupelo Christian Preparatory School (TCPS) to be eligible for a TCPS diploma. A senior, at minimum, must successfully complete the entire last semester to receive a diploma from TCPS. The Headmaster will have the authority to review exceptions and approve or deny the request for a diploma.

Provisions for transfer students as it relates to Bible credits - transfer students who are deficient in Bible requirements may request to substitute other course work as an alternative for the Bible requirement. The Headmaster will have the authority to approve or deny this request.

Transferred students that have at least 20 credits but are deficient in one or more required credit areas may graduate by petitioning the administration no later than December of their senior year. The administration will notify student and parents of the decision.

Student Transfer from non-accredited (including Homeschool) schools:

A student transferring from a non-accredited school must successfully pass all courses in their first full semester at Tupelo Christian Preparatory School for the credits from their non-accredited courses to transfer. Students who fail any class in their first semester at Tupelo Christian Preparatory will have to meet with the administration to determine which course of action to take to transfer credits. The decision of the administration is final.

CHANGES IN GRADUATION REQUIREMENTS

There may be changes and new interpretations in the future that could not be included at the time of publication. Students should check with the administration in order to be sure their plans are accurate and current.

RESIDENCY REQUIREMENTS FOR GRADUATION HONORS

A senior must fully complete the last four semesters of course work at TCPS as a full time student to be considered for Valedictorian or Salutatorian honors or any other Tupelo Christian Preparatory honors based on class rank.

GRADUATION WITH HONORS DESIGNATION

All students may graduate with honors by completing 28 credits and having an overall 3.5 GPA. Those students will be recognized (in the graduation program) as follows:

Cum Laude	3.5 – 3.74
Magna Cum Laude	3.75 – 3.99
Summa Cum Laude	4.0 or better

GRADUATION RECOGNITION CORDS

- *Red (honors)* – GPA 3.5 with 28 credits (Cum Laude, Magna Cum Laude, Summa Cum Laude)
- *Tri-cord (red, white, and blue)* – Attended TCPS 12 consecutive years
- *Gold (BETA)* – current member

GRADUATION RECOGNITION STOLE

White Stole (NHS) – current member

GRADUATION RECOGNITION DIPLOMA SEALS

- *Distinguished Achievement Diploma*

Those students earning the Distinguished Achievement Diploma will have a notation signifying this honor affixed to their diploma and announced at graduation.

- *Advanced Placement Diploma*

Those students earning the Advanced Placement Diploma will have a notation signifying this honor affixed to their diploma and announced at graduation.

- *HEART MINISTRY* hours of
100 – 119: White seal;
120 – 139: Red seal;
140 – 199: Blue seal;
200+: Eagle seal

GRADUATION SPECIAL DISTINCTION

Valedictorian and Salutatorian

The Valedictorian and Salutatorian are the students with the highest and second highest grade point averages that have received credit for at least a combination of two AP classes or two dual credit classes. The student must not have any category III conduct offense during his/her senior year.

If the GPA's are the same to the hundredth, then the following criteria would be compared in order:

1. Number of AP/Dual Credit courses completed successfully
2. Number of On-line courses completed successfully
3. Annual numerical averages
4. Semester averages
5. Exam grades

If a tie remains then there would be more than one valedictorian and/or salutatorian for that class.

GRADUATION RECOGNITION AWARDS

EPISTLE OF CHRIST

This is the highest honor TCPS bestows on a student. Seniors are recommended by the faculty and staff of the school for this award based on II Corinthians 3:2-3. The characteristics on which the recipient is determined are:

1. Spiritual maturity
2. Spiritual commitment
3. Servant's heart and attitude
4. Positive leadership
5. Positive encouragement
6. Genuine concern for the well being of others
7. Genuine contentment in every situation
8. A spirit of cooperation
9. A genuine love of God and His word
10. A desire to serve God in all circumstances
11. Active in his/her own church

JAKE MILLS FOUNDERS'

The faculty presents this award to the male and female senior that best exhibits the traits of the founders of Tupelo Christian Preparatory School:

1. Dedication and commitment to Jesus Christ,
2. Leadership that is biblically based,
3. Abandonment to the task God directs to be accomplished,
4. Faith in God for the future,
5. Vision to see God's future and
6. Endurance in the face of challenge

GRADUATION MINISTRY HONORS RECOGNITION

Students who go above and beyond the required service hours for Bible will receive special recognition (seal on the diploma) at graduation:

	White	Red	Blue	Eagle
Number of hours (over the four year period of high school)	100	120	140	200

Heart Ministry (White, Red, Blue, or Eagle) Honor: All hours (the required 5 hours plus any others accumulated during each quarter) will be counted toward graduation ministry honors recognition. A single mission trip or any week long ministry can account for a maximum of 40 hours toward graduation requirements.

COMMUNICATION OF ACADEMIC PROGRESS AND REQUIREMENTS

It is a goal of TCPS to have the school staff and parents join together in helping to motivate students and to instill in them a desire to strive for academic mastery and meaningful achievement in their course work. Strong communication systems between home and school are emphasized as an important part of this policy:

- As the instructional leader of TCPS, the Headmaster has the responsibility to ensure appropriate grading practices.

- Students and parents or guardians are informed at the midpoint of each grading period of the student's academic work. Students are required to have a progress report signed by their parent or guardian and returned to their advisory teacher
- Parents need to understand that failure to receive an unsatisfactory report does not guarantee a passing grade because a teacher cannot always foresee failing work that might occur at the end of a reporting period.
- Grades are recorded in an orderly, appropriate and timely manner.
- TCPS will provide information to students on study skills and test-taking skills.
- TCPS encourages sharing information with parents about a student's exceptional progress and their achievement, and about their individual accomplishments.
- Parents may request conferences with teachers and administrators of the school.

Parents of Secondary students can request a conference with their students' teachers at any time. Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call or email the request to the teacher. A conference should be scheduled at a time convenient for both the parents and the teacher. Whenever possible, the parents should communicate with the teacher before contacting the Academic Dean. The Academic Dean is available for parent-teacher conferences following the initial parent-teacher contact.

GRADING PHILOSOPHY

The purpose of grading is to communicate directly to students the degree to which they have demonstrated both mastery of the standard course of study as well as concepts and skills for thinking, living, loving, and leading as Christians. The parents and the school share a mutual responsibility for assisting students in their achievement and success. To support this concept, TCPS holds to certain basic premises as consideration is given to those concepts that are related to student evaluation:

- Each student is treated equitably; grades are determined for individual assignments as well as for each grading period.
- Each teacher will develop a clearly defined grading procedure. A copy is distributed to students at the beginning of each course so they are aware of the way in which they are evaluated.
- Open channels of communication are encouraged between parents and students and the school community.

BASIS FOR GRADES

State legislation and our policies mandate a certain basis for grades which includes:

- Numerical scores for each Secondary course are based on student performance on examinations, essays or papers, performances, projects and/or other criteria appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework and class participation are specific examples of such criteria.
- Actual numerical scores will apply to daily, project, test, end of grading period and final exam grades. Weighted grades apply to GPA semester averages on report cards and transcripts.
- Grades will reflect academic achievement and are neither based on, nor adjusted for, non-academic criteria such as discipline, tardiness, participation in student activities or attendance except as provided for in the handbook.
- Mastery of the standard course of study, as well as criteria set by the teacher that is in keeping with the philosophy, mission and purposes of the school, is demonstrated by a minimum of 70% per semester per subject.
- Grades are based on a numerical scale of 0 – 100; **no work will receive more than 100 (even when bonus points are added)**
- Passing grades will reflect scores of 70 or above.

CLASSIFICATION REQUIREMENTS

Sophomore (10th grade) 7 credits completed

Junior (11th grade) 13 credits completed

Senior (12th grade) 20 credits completed

HIGH SCHOOL GRADING SCALES

LETTER GRADE	A	B	C	D	F
NUMERIC GRADE	93-100	85-92	75-84	70-74	Below 70
GRADE POINT AVERAGE (GPA)	4	3	2	1	0

Courses taken on a pass/fail basis are not included in calculating GPA.

CLASS RANK

Class rank Grade point averages will determine rank in class with a standard 4.0 for an A. All courses will have a difficulty factor assigned to them as follows:

Regular course – 0.0

Honors and Pre-AP– 0.5

AP course (Score of 3 or better) or dual credit course (Score of an 85 or better) – 1.0

WEIGHTED GRADES

Advanced Placement (AP) classes are weighted on a 5.0 scale (+1) (Transfer students will have their credits transferred on the Tupelo Christian Preparatory School transcript according to our system).

Prior to enrolling in an AP class, students must agree to take the AP exam offered in May and personally pay (at time of enrollment in the class - nonrefundable) for the AP exam.

Students taking AP will receive AP credit only if the student scores a minimum of a 3 on the AP Exam. AP classes are weighted as 1.0 point on a 5.0 scale (i.e. in a non-AP class a 95 is an A and an A is a 4.0, in AP that grade point would be 5.0). The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. On the report card and transcript an “AP” is noted next to the grade posted. The 1.0 is not shown for that specific class on the report card or on the transcript, but is reflected in semester and final averages on both the transcript and report card. The recorded "AP" indicates that the 1.0 points are to be added for honor list purposes and for purposes of class rank and other honors and recognition related to grade point averages.

If the student in an AP course receives an AP exam score of 1 or 2, the 1.0 point is not added to the report card and the transcript, and no "AP" is recorded.

Dual Credit classes are weighted on a 5.0 scale (+1) (Transfer students will have their credits transferred on the Tupelo Christian Preparatory School transcript according to our system).

Prior to enrolling in a Dual Credit class, students must agree to take the ACT exam offered prior to the beginning of the year when the Dual Credit Class is taken. A minimum of an ACT score of 16 is required for admissions as a Dual Credit student. The student must personally pay for the ACT exam.

Students taking Dual Credit will receive Dual Credit only if the grade average from each semester is 85 or better. Dual Credit classes are weighted as 1.0 point on a 5.0 scale (i.e. in a non-Dual Credit class a 95 is an A and an A is a 4.0, in Dual Credit that grade point would be 5.0). The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. On the report card and transcript a “DC” is noted next to the grade posted. The 1.0 is not shown for that specific class on the report card or on the transcript, but is reflected in semester and final averages on both the transcript and report card. The recorded “DC” indicates that the 1.0 points are to be added for honor list purposes and for purposes of class rank and other honors and recognition related to grade point averages.

If, at the end of the year, a student in an Dual Credit course receives a semester grade average lower than an 85, the 1.0 point is not added to the report card and the transcript, and no “DC” is recorded.

Pre-AP courses are those core courses designated as Pre-AP in our section entitled **Course Offerings (9-12)**.

Honors and pre-AP classes are weighted on a 4.5 scale (+.5) (Transfer students will have their credits transferred on the Tupelo Christian Preparatory School transcript according to our system).

PRE-AP

Students taking Pre-AP by contract and students in a Pre-AP class will receive Pre-AP credit only if the grade average from each semester is 85 or higher. Pre-AP by contract and Pre-AP classes are weighted as .5 points on a 4.5 scale (i.e. in a non-Pre-AP class a 95 is an A and an A is a 4.0, in Pre-AP that grade point would be 4.5). The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. On the report card and transcript a "P" is noted next to the grade posted. The .5 is not shown for that specific class on the report card or on the transcript, but is reflected in semester and final averages on both the transcript and report card. The recorded "P" indicates that the .5 points are to be added for honor list purposes and for purposes of class rank and other honors and recognition related to grade point averages.

If, at the end of the year, a student in a Pre-AP course receives a semester grade average lower than an 85, the .5 points is not added to the report card and the transcript, and, no "P" is recorded. Students who score 85 or better in these classes typically will do well in our AP and dual credit courses their Junior and Senior years.

Pre-AP courses are those core courses designated as Pre-AP in our section entitled **Course Offerings (9-12)**.

PROCEDURE FOR SCHEDULE CHANGES

1. The student will obtain a schedule change form from the guidance office.
2. He will fill out the form and return it to the guidance office with a parent signature.
3. After the change has been approved the counselor will notify the student and provide a signed copy of the new schedule, and at that time he may go into the new class.

Requests for course changes may be made only during the first two weeks of a semester.

TRANSCRIPTS

Students can request transcripts in the office by filling out a Transcript Request form. The first official transcript is free; each additional one will cost \$2.00. All unofficial transcripts will cost \$1.00. Allow 5 days for transcripts to be completed. Rush transcripts may be requested for urgent deadlines with a \$5.00 rush transcript fee. Rush transcripts may or may not be available for same-day pick up. Transfer students' transcripts are evaluated on an individual basis.

Only the literal top 10% at TCPS will have a numerical rank. The rest of the class will have a ranking category determined by using a grade range such as the following:

95 – 100:	Top 10%
91 – 94:	1st Quarter
87 – 90:	2nd Quarter
81 – 86:	3rd Quarter
70 – 80:	4 th Quarter

The ranking category is used for college and scholarship applications because it provides realistic ranking information for comparison purposes.

SEMESTER EXAMINATIONS

All students, including seniors, are required to take semester examinations in every course in the fall semester. In the spring semester, students maintaining a 93 in the third quarter and a 93 in the fourth quarter are exempt. Exempt students are not to be on campus during their exempt final.

Written examinations are given in the following departments: English, Mathematics, science, social studies, foreign language and health. Written or performance exams are given in all other subject areas. Each semester is divided into two grading periods and one semester exam. The final examination will count as 20% of the semester grade, and each of the two grading periods will count 40% each.

Test schedules can be found on the school website, on the calendar.

Students taking semester exams will remain in class until the time allotted for the exam period ends. These tests are cumulative for a full semester only.

SENIOR FINALS

Seniors must maintain a passing grade in the **spring** semester to be exempt from the final. Seniors who are failing are required to take the final. Any student who has not completed graduation requirements will not receive a diploma. Any senior who fails any class during their senior fall semester may not be eligible to attend the Senior Trip.

INCOMPLETE WORK

If a student receives an "incomplete" at the end of a nine-week grading period, five school days are allowed for completion of the work to receive a grade. It is the student's responsibility to complete in a timely manner all incomplete work.

CHRISTIAN SERVICE PROJECT REQUIREMENT – HEART MINISTRIES

In order to meet one of our mission goals -- i.e., to prepare well-rounded, future leaders who are willing to give of themselves through servant-hood – Tupelo Christian Preparatory School requires a minimum number of hours of "Heart Ministry" for all students.

High School students (9-12) at Tupelo Christian Preparatory School will be required to complete five (5) Christian service hours each quarter. The students cannot “bank or roll-over” hours from one quarter to another for their Bible requirement. These projects count twenty percent (20%) of a student’s Bible grade each quarter. A student will receive one-half of the twenty percent of the grade by meeting the deadline (mid-quarter progress report date) for project approval and one-half of the twenty percent of the grade upon successful completion by end of each quarter.

A Christian Heart Ministry service project is defined at Tupelo Christian Preparatory School as a benevolent outreach to the non-profit community for the purpose of giving students an opportunity to live out Christian principles and experience personal spiritual growth through service and love. All such servant-hood Heart Ministry must be done on a voluntary basis -- that is, there is no direct financial reward to the student (from parents or otherwise). These projects are independent of other class projects and assignments. These projects are also independent of regular church attendance and normal expected involvement in one’s own church activities (simply attending Church services, running the sound or lights, or being active in a youth group or choir/praise band will not suffice). Each student is responsible for their own projects, including transportation. Assisting one’s family is not considered towards Heart Ministry hours.

The Bible teacher will have the authority to approve the projects. All Heart Ministry projects must reflect and be consistent with the philosophy and mission of Tupelo Christian Preparatory School and have **written prior** approval from the student’s Bible teacher by the mid-quarter progress report date. Acceptable projects may include, but are not limited to, the following:

- (1) Events or ongoing service initiated by the student (e.g., nursery care, teaching a class, or planning and leading a ministry project);
- (2) A student's neighborhood or community (e.g., clean-up project, library volunteer, youth organization project);
- (3) A non-profit Christian ministry or organization (e.g., Touched by an Angel, American Family Radio, Special Olympics); or
- (4) A mission trip (domestic or foreign).

A supervising adult (youth pastor, pastor, community leader) other than the student’s parent or guardian must verify the satisfactory completion of the project. The supervising adult’s assessment and authorized signature are required on the school-provided assessment sheet.

Heart Ministry is an effort to encourage students to minister outside their comfort zone. Typically that means anything that they do that has as its primary goal to benefit their family, church, or school would NOT be acceptable. If the family, church, or school is doing something that primarily benefits someone other than the family, church, or school it would typically be acceptable.

SOME EXAMPLES

NOT acceptable for Heart Ministry Hours:

School work days

Assisting in taking up the church offering

Chores around the house

Acceptable for Heart Ministry Hours:

Beta club work at a soup kitchen

Church mission trip

Family project to the homeless (have to secure prior approval from the Bible teacher on who would have the authority to sign the acknowledgement for the work done)

Projects for the first fall quarter will begin no earlier than the first day of summer break while projects for the first spring quarter will begin no earlier than the first day of Christmas break. All projects must be completed prior to the last day of each quarter. Transfer students have to meet the project requirements only for each full quarter they are enrolled at Tupelo Christian Preparatory School.

CUMULATIVE RECORDS

Cumulative records are kept on each student. They are available in the office for certified staff. Parents may request to review their student's cumulative records with the Academic Dean.

STUDENT ACTIVITIES

Student activities provide opportunities for learning Christian leadership and socialization skills. Since students who are actively involved in extracurricular activities are generally successful in school, parents should encourage their young person to be involved in at least one activity.

ACADEMIC REQUIREMENTS FOR PARTICIPATION

1. To participate in any student organization, each student must maintain a seventy or above average in each and all subjects.
2. Grades are checked weekly by the Academic Dean.
3. Each week the grades are averaged with the preceding weeks through the **end of each grading period (each quarter)**. The cumulative grade average in every class must be seventy (70) or above for the student to be eligible. If a student is failing any subject at the time grades are checked, the student is ineligible for the following week. Should the student still have a failing average in any class that student is ineligible the next week; this cycle repeats until the student is passing or is withdrawn from school.
4. Students are responsible for all class work, homework and tests they miss due to competitions or required or approved activities that take place during normal school hours. Missed assignments and tests are due on the first day the student returns to school.

ELIGIBILITY

For further information regarding individual requirements, refer to the section on Student Activities in the general section of this Student Handbook. However, all students must maintain an average of seventy (70) in all classes to be eligible for any student activity.

A partial list of activities is given below for your information:

1. Team Trek
2. Student Council
3. Junior Honor Society (9th grade)
4. National Honor Society (10th – 12th)
5. Beta Club (9th – 12th)
6. Junior Civitan Club
7. Athletics (including Cheerleaders)

TEAM TREK

The Team Trek Freshman Leadership Conference is designed to blend with the TCPS mission to lead students, in partnership with Christian families, to know Christ and make Him known through rigorous academics, challenging athletics, stimulating arts, and servant-hood activities. This conference is designed to develop in students, leadership skills, personal responsibility, principle-based decision-making skills, and integrity, and to lead them to work as a unit throughout their high school career. This conference is offered to ninth grade students because they are beginning high school and are forming a vision of who they are and what they want to accomplish in the next few years.

In 2005, the Tupelo Christian Preparatory School Board of Trustees and TCPS formed a partnership with Team Trek, a corporate training facility in Heber Springs, Arkansas, whose major clients include FedEx, International Paper, and other organizations that want their executives to develop a team leadership approach. Biblical principles form the basis of the mission and goals of Team Trek and these principles are integrated into a customized program for the TCPS students.

The four-day conference includes physical and mental problem solving that stretches body and soul as the team members work together to find solutions. Students learn to accept and be genuine with each other. The emphasis is on group support and positive peer pressure. The scheduled sequence of events includes physically and mentally challenging obstacles or situations that the group must work together to overcome. Designed ambiguity and purposed failures provide teams of six to eight with the opportunity to work in pressure situations and become a team in order to solve problems. Students gain insights about their strengths and weaknesses, become satisfied with who they are, learn how to react to adversity, and realize that circumstances should not control their actions.

TCPS students will return to Team trek at the end of their junior year to prepare for the leadership challenges they will face as seniors. The Senior Leadership Conference is designed to refresh and reinforce what was learned as freshmen and to challenge them to fulfill the vision of who they will become and what they want to do in their senior year and beyond. The class envisions what they want to do for the Lord in their senior year and what they want their class to look like on their graduation day.

THE NATIONAL HONOR SOCIETY

Eagle Chapter

What is the National Honor Society (NHS)?

The NHS is an honorary society that recognizes exemplary students who exceed normal expectations in scholarship, service to others, leadership ability, character, and citizenship responsibilities. These five qualities are the core of the NHS. Students inducted into the NHS are expected to be role models to their fellow students and to the community. The NHS is well recognized in the community and by businesses and colleges as an indicator of a student's work ethic, character, and service to others.

What does the NHS do?

The NHS will meet regularly during or after school hours. The purpose of these meetings is to plan and record service projects for the students, school, and community. Some of the service projects in consideration at this time include: tutoring students at TCPS and other schools, helping in the computer lab, organizing monthly class meetings, and helping teachers and administration in special projects.

How will a student be selected for induction to the NHS?

The following is an explanation of the induction process. Five teachers make up the faculty council, which make decisions on induction and disciplinary matters. Please read the following carefully.

NHS SELECTION PROCESS

Minimum Requirements (must be met within the prior semester of the application)

- Cumulative GPA: 93% or greater (No nine-weeks grade below an 85)
- Conduct: E and O
- Attendance: 0 Unexcused absences and no more than five (5) absences
Tardies not exceeding three (3) times in all classes per grading period in the year of consideration

What happens if a student meets the minimum requirements?

The parents and students are notified by a letter sent home in the mail offering congratulations and directions for completing the rest of the process.

What happens after meeting the minimum requirements?

The following qualities are rated on a scale of 1 to 3, with a 3 being the highest score possible. In the end, the ratings in each of the five qualities are averaged. If the average is greater than or equal to 2, then the nominee is selected for membership.

Scholarship

Core classes are weighted at 100% and elective classes (Other languages included) are weighted at 50%.

Ratings

- 1 – If the student's cumulative grade average is above 93%.
- 2 – If the student's cumulative grade average is above 95%.
- 3 – If the student's cumulative grade average is above 97%.

Service

A survey is sent to the parents to determine the amount and depth of service in which the student is involved. The service that the student performs must be volunteer work with no type of reimbursement, and it cannot be a position in which the student was elected. These surveys are mailed home with a letter declaring that the student has met the minimum requirements.

Ratings

The surveys are rated according to the number of activities and the depth to which an official of the organization rates the student. The following formula is used to assign the final ratings:

$$.60\left(\frac{\text{number_of_activities}}{2}\right) + .40\left(\frac{\text{depth_average}}{10}\right)$$

1 – If the score from the formula above is greater than or equal to 1.00

2 – If the score from the formula above is greater than or equal to 1.50

3 – If the score from the formula above is greater than or equal to 2.00

Leadership

All of the classroom teachers will complete a survey that rates the child's leadership qualities. The following qualities are rated on a 1-10 scale:

- Overall leadership qualities
- Influential in their peer groups
- A risk taker (Not afraid to try something new)
- Does the student have a servant's heart?
- Does the student make good decisions?
- Does the student follow through with good decisions?

Ratings

1 – If the average of the teachers' rating is greater than or equal to 7.00

2 – If the average of the teachers' rating is greater than or equal to 8.00

3 – If the average of the teachers' rating is greater than or equal to 9.00

Character

The student's classroom teachers will complete a survey pertaining to the student's character. The following qualities are rated on a 1-10 scale:

- Overall character
- How the student handles stress
- How the student handles disappointment
- Honesty
- Perseverance and determination
- Friend selection
- Desire to do what is right (integrity)

Ratings

1 – If the average of the teachers' rating is greater than or equal to 7.00

2 – If the average of the teachers' rating is greater than or equal to 8.00

3 – If the average of the teachers’ rating is greater than or equal to 9.00

Citizenship

The student’s classroom teachers will complete a survey pertaining to the student’s citizenship. The student is awarded one point if they meet each of the following criteria:

- Current on world, national, and local affairs
- Obeys rules and laws
- Participation in activities

Ratings

The teachers’ points are averaged.

1 – If the average of the teachers’ points is greater than or equal to 1.00

2 – If the average of the teachers’ points is greater than or equal to 2.00

3 – If the average of the teachers’ points is greater than or equal to 3.00

What if a student falls below expected standards of scholarship and behavior?

If a student falls or is in danger of falling below the minimum requirement upon which they were inducted, they will receive a written warning signed by a member of the faculty council and the chapter advisor. If adequate improvements are not made, the faculty council will dismiss the student from the NHS. The faculty council reserves the right to dismiss a student at any time for any severe infraction of NHS, school, or legal policies. If this occurs, the student and the parents have the right to a closed meeting with the faculty council and chapter advisor to discuss the issue(s) at hand.

What if you disagree with the decisions of the faculty council?

Students and parents have the right to appeal either the non-selection or dismissal of a student to the faculty council. The faculty council has the final say in all matters.

What if I have questions about the NHS or its procedures?

You can contact the chapter advisor with any question.

Honor **List** recognition is an independent recognition from Honor **Society**. Honor Society requirements include scholarship as well other factors for membership.

BETA CLUB

What makes Beta Club so successful is the fact that it is a student-led organization that teaches leadership through serving others. The motto of Beta Club is “Let us lead by serving others.” Tupelo Christian Preparatory School students are able to fulfill the mission of our school and the motto of Beta Club as they channel their energies into service projects that reflect a ministry perspective.

The organization offers a wide range of opportunities to its members including leadership development, service learning, and personal enrichment.

Enrollment for Beta Club is open to all students in grades 7 – 12. Enrollment is limited to the first few weeks of school to provide the Beta Club roster and allow students to begin engaging in service projects as soon as possible. After the enrollment deadline, students are not allowed to join unless they are new to the school after the enrollment period. Dues are set by the Beta Club school charter and in compliance with the guidelines of Beta Club.

JUNIOR CIVITAN CLUB

Junior Civitan is a community service organization for students (7th – 12th grades). Junior Civitan members seek to meet the needs of our world and promote progress in a world of change. Junior Civitan's purpose is to provide all members with personal and career development opportunities while improving schools and communities through volunteer service.

- Established in 1932, Junior Civitan is a program of Civitan International.
- Junior Civitan has 14,000 members in 400 clubs.
- There are Junior Civitan clubs in North America, Europe, Asia, and Africa.

Membership is open to secondary school students who agree with the Civitan creed and pay the annual dues.

ATHLETICS

The athletic program at Tupelo Christian Preparatory School for Secondary (grades 9 – 12) is centered on interscholastic competition. Participants in the program are selected on the basis of competitive try-outs. The coach or coaches of the particular sport make decisions concerning team selection. If the number of students trying out for a sport exceeds the number of players required for the sport, then some of the students must be cut. Additionally, many students who make a team may not necessarily see a lot of playing time, depending on their skill, experience, and the level of the competition. Desire alone on the part of a student to be a player on a team and to participate actively is not always sufficient. Whether a student makes a team or, after making the team, sees a lot of playing time, depends on several specific factors.

A. Making the team

Students are chosen for team membership on the basis of:

1. Level of skill the student already possesses in comparison to the other students trying out. Size, speed, strength, and agility are all factors that are taken into consideration.
2. The natural abilities that a student might possess that would indicate a high potential for the development of skills not yet refined.
3. The attitude and effort that the student shows in the try-outs and is known to be a part of the student's general nature will also be considered.
4. The evidence that indicates that the student can be part of a team and place the welfare and achievement of the team ahead of personal gratification and recognition

is another consideration.

B. Participation after making the team

Playing time accorded a player will depend upon:

1. The skill the player possesses
2. The growth and development of skills as the season progresses
3. The ability to function effectively as part of the team, to follow the game plan and to put team success first
4. The effort, attitude, and seriousness devoted to the practice sessions and the game situations
5. The way a player fits into the strongest combination of players that the coach can put on the field or court.

C. High School program

1. High School teams are comprised of students in grades 9 - 12.
2. High School students have only four (4) years of athletic eligibility.

SPECIAL EVENTS GUIDELINES

Care will be taken to specify whether special events for students of TCPS are school-sponsored or parent-sponsored (school-sanctioned) activities.

School Sponsored:

A. General Information

Except where specified otherwise, all students 7th through 12th grade may be involved in any of the special event activities offered by Tupelo Christian Preparatory School (TCPS). All school-sponsored special events will have at least one teacher as the sponsor – no exceptions.

B. Basic Rules

Consistent with the Student Handbook and basic Christian standards:

1. Students are not to use, write, distribute or possess profane, indecent, or obscene language, literature or pictures.
2. Use, possession, or distribution of alcoholic beverages, tobacco products, drugs and weapons and any other questionable practices are prohibited at any TCPS Special Event.

C. Special Event Dress Policy

Special events provide opportunities to allow students to wear something other than what is required at school on a daily basis. Accordingly, the dress policy for each special event will be, when necessary, specifically published consistent with appropriate standards of modesty and in compliance with the Student Handbook. Students will be required to adhere to the published dress policy guidelines in order to participate in the event.

D. Social Event Guidelines

Beyond academics and athletics, Tupelo Christian Preparatory School is committed to providing a healthy and wholesome Christian atmosphere where students can enjoy the fellowship of their peers. Accordingly, periodic social events are planned throughout the year.

1. Chaperones:
 - a. Consistent with the strong parental involvement standards in existence at Tupelo Christian Preparatory School, student social events require a minimum of one adult chaperone for each ten students at any specific event with an expectation of an even lower ratio of students to parents. To ensure the necessary number of chaperones to conduct any given social event, parents are encouraged to actively involve themselves in the planning and implementation of the events their children plan to attend. Lack of chaperone commitments will be considered reason to cancel the event.
2. Guests:
 - a. In order to ensure the integrity of the Christian environment referenced above, attendees will normally be limited to TCPS students, parents, faculty and staff. Any social events allowing student guests will be specifically identified as such. Any person attending a TCPS special event as the guest of one of our students will first require administration approval. To receive approval the TCPS student host will provide a completed *Guest Approval Request Form* available in the office.
3. Times:
 - a. Specific starting and ending times will be announced prospectively for all evening events. For students other than those with their own transportation, parents should make pick-up arrangements for their child no later than the published ending time of the event. A late fee of \$5.00 for the first 10 minutes and \$1.00 for each additional minute will be charged.
4. Re-entry:
 - a. A no re-entry policy is in effect for all TCPS events that are social in nature. Any student leaving an event without explicit pre-approval from a teacher sponsor will not be allowed to re-enter the event.
5. Music:
 - a. With the wide range of Christian music readily available, all music at TCPS will be Christian in nature. Exceptions will be permitted in very limited and specific circumstances.
6. Lighting:
 - a. Lighting will be appropriate for the type of event planned and will be established by the teacher sponsor.

7. Discipline:

- a. Consistent with the Student Handbook, Tupelo Christian Preparatory School reserves the right to dismiss a student from a school social event if deemed to be the appropriate action for the benefit of the other students and staff of TCPS. Any disciplinary issue arising from attendance at a special event will be referred to the administration for appropriate administration-parent interaction and remedy.

Parent Sponsored (School-Sanctioned):

Guidelines

A. General Information

- a. Location of dance/event should be one which does not require undue travel or which might be unsafe. – ***cannot use school premises or property***
- b. Consider access to room or location to prevent other groups from coming in to join our group or interact with our group.
- c. Communicate event to administration as the dance/event is planned.
- d. Debrief dance/event following the event and discuss issues of interest to the school and the community.

B. Chaperone Guidelines

- a. No faculty or staff members.
- b. All parent chaperones should adhere to stated guidelines set forth by the sponsor group.
- c. Have a current yearbook on hand.
- d. Chaperones should call the parent in case of emergencies and not call the school, even in cases of moderate drinking.
- e. Call police for emergencies or drugs.
- f. Chaperones should call the parent if students do not come or if they leave unusually early.
- g. Rowdy or disruptive students should be asked to leave and parents should be called.
- h. No smoking or tobacco products.
- i. No alcohol.
- j. No illegal drugs.
- k. No lewd or vulgar dancing.
- l. No fireworks.
- m. Students must keep clothing on at all times.
- n. Chaperones will rotate on and off of the dance floor (Dads are usually very effective at this).
- o. Do not stand around and watch the students on the dance floor all night.
- p. Chaperones will assist with monitoring bathrooms, exits, parking lots, refreshments.
- q. Be friendly, not judgmental or annoying to students.
- r. Be there, but don't be obvious or flashy. Don't dress to compete with students, be loud or draw attention to yourself.

- s. Don't stand around all night and talk to other parents only. Don't gossip about students or their attire.
- t. Chaperones are to notify the head chaperone if there are any problems.
- u. No one may leave the dance and come back in once they have left the building/area. An exception on case by case basis would allow for a parent to accompany them to the car to retrieve needed item.
- v. These are children, young people, teenagers; they are going to do stupid stuff. Be firm, but loving and discreet.
- w. If inappropriate dancing occurs, call the couple away from others after the song and ask them to dance appropriately. This is their first warning. Second warning – do the same thing. Third warning – they may be asked to leave.

C. D.J.'s and Bands

- a. No physical contact with students.
- b. No requests of songs from students-only through specific chaperones.
- c. No dancing with students. Social contact with students should be held to a minimum.
- d. Clothing of D.J. and band members should be decent and inoffensive.
- e. Language of D.J. and/or band members should not be vulgar or offensive – nor suggest sexual activity or drug use.
- f. Consider submitting for approval a play list from D.J. and band.
- g. Consider paying half of money at contract and half the money after the event.
- h. D.J. or band will not use any alcohol or controlled substances prior to, during or after the performance at the location of the party.
- i. No smoking will be done in the presence of the students before, during or after the party.
- j. D.J. or band will not perform any music of profane, immoral or sexual content. The band will not do any lewd dancing or gestures. Please be mindful that this party is for Tupelo Preparatory Christian School students. We wish to encourage our children in the greatest of safety and good, clean fun.
- k. Failure to comply with any of the above will result in no further payment to the D.J. or band.

AWARDS

EAGLE CLOUD OF WITNESSESS AWARD

Senior scholar multi-sport athletes who represent the character of TCPS and have personally achieved a level of excellence as evidenced by recognition beyond the district level during the four years as a high school student will have a plaque with their picture and accomplishments placed on the wall outside the Multi-purpose room. This award is presented at the high school awards ceremony.

MINIMUM CRITERIA

1. Must be a TCPS graduating senior or prior graduate of TCPS
2. Played as a multiple-sport starter on TCPS varsity teams

3. Must contribute to the improvement of the varsity squad based on recognition from well-respected and recognized non-TCPS organizations (i.e. MHSAA, AAU, Olympic, Colleges, newspapers, regional magazines). The AD with the Athletic Booster officers will determine the validity of the source of recognition.
4. Must maintain good conduct while at TCPS (no N or U)
5. For the 4 years of High School (for transfer students: includes grades from other High Schools) must maintain a minimum GPA of 3.0 or a minimum numerical average of 85
6. Clearly represents the mission and core values of TCPS in lifestyle

SELECTION PROCESS

1. Athletic Director (AD) and Athletic Boosters discuss possible candidates
2. Joint (AD and Athletic Boosters) recommends to Headmaster by April 30 each year
3. Headmaster makes final selection

REMOVAL PROCESS

1. Athletic Director (AD) and Athletic Boosters discuss possible removal based on questions of departure of award winner from the mission and core values of TCPS
2. Joint (AD and Athletic Boosters) recommends to Headmaster
3. Headmaster makes final decision regarding removal

MHSAA SCHOLAR ATHLETE TEAM AWARD

Any varsity athletic team with a 3.00 or higher composite grade average for the first semester of the school year will be eligible to receive a team academic award. In each sport approved by the MHSAA a certificate will be awarded to those teams that have earned 3.00 or higher composite grade average. Cheerleading is eligible for this program. This is a varsity award. Junior varsity or “B” teams are not eligible.

ACADEMIC EXCELLENCE AWARD

Awarded to the student in each course with the highest average in the course

ANDREW AWARD

This is awarded to the students in recognition of their genuine and consistent willingness to take the gospel to others; they do the work of an evangelist. It is awarded to the student (a young lady and a young man in each grade level) who shows courage to live out and proclaim the gospel in spite of what is popular or expedient. The teachers select these recipients.

DEBORAH AND ELIJAH AWARD

This is awarded to the students (one young man and one young lady per grade level). They must have no grades on their report card lower than a “B” or lower than an “S” on the behavior side of the report card. These students most exemplify servant qualities towards their classmates and their teachers, serving them with generosity, humility, wisdom, enthusiasm, and love. They

show diligence in respect to God’s Word and demonstrate endurance in the face of challenge. The teachers select these recipients.

ORDER OF THE EAGLE AWARD

This is awarded to the students (one young man and one young lady per grade level). The recipients of this award represent the Lord and their class well because of their strong Christian character in the specific areas of obedience, respect, honesty and diligence. These students also set an example of being “peacemakers” among their peers and teachers by consistently exhibiting a cooperative spirit. Students from the same grade-level choose these students.

LETTER JACKETS

REQUIREMENTS FOR RECEIVING A LETTER

As a mark of integrity of students living in a godly manner in and out of school, students are expected to follow all rules involving the wearing of a Letter Jacket which includes only those patches, letters, or insignia earned and purchased through Tupelo Christian Preparatory for grades 10 – 12.

General Statement

Wearing a Letter Jacket fosters unity and school spirit among the students at Tupelo Christian Preparatory School. It also gives an opportunity for students to share in the pride and love for the school. The standards for “lettering” should give students a goal to attain and something to look forward to in High School. The highest level of honor, achievement and excellence is that of earning the letter “TC” on the front of the jacket along with the privilege of earning and wearing additional patches as a High School student. Athletic jackets will be blue on blue. Non-athletic jackets will be a different color combination.

ACADEMIC LETTER

For a student to receive a varsity letter in Academics:

1. Must complete two full High School semesters (including semester in which award is presented) at Tupelo Christian Preparatory with a Numerical Grade Point Average (NGPA) of 95 or above; No single grade below 85; OR
Must complete four full High School semesters (including semester in which award is presented) at Tupelo Christian Preparatory with a Numerical Grade Point Average (NGPA) of 89 – 94; No single grade below 85
2. Conduct must include an “O” (Outstanding) during at least one quarter in at least one class
3. No Category 2 or 3 conduct violations
4. Academic Dean must approve.

ART LETTER (applies in year of participation)

For a student to receive a varsity letter in Art:

1. Complete a full semester of High School Art at TCPS.
2. Participate in at least two showings at TCPS (Art teacher approved).
3. Compete in at least one Art Contest (Art teacher approved).
4. Serve as a provider of artistic work for a school function (Art teacher approved).
5. Attend at least two Art shows at a museum or Art gallery (Art teacher approved).
6. Maintain a minimum grade average of 93 in Art class.
7. No Category 2 or 3 conduct violations
8. Academic Dean must approve.

ATHLETIC LETTER (applies in year of participation)

For a student to receive a varsity letter in Athletics:

1. Must be a member of a varsity level team
2. Must contribute to the improvement of the varsity squad based on the coach's recommendation
3. No Category 2 or 3 conduct violations
4. Athletic Director must approve

BAND LETTER (applies in year of participation)

For a student to receive a varsity letter in Band, Drumline, or Praise Band:

1. Complete a full semester of High School Band, Drumline, or Praise Band at TCPS.
2. Perform in at least two contests.
3. Perform in a TCPS school production (Band teacher approved).
4. Attend at least two live band or orchestra performances in our community (Band teacher approved).
5. Maintain a minimum grade average of 93 in Band class.
6. No Category 2 or 3 conduct violations
7. Academic Dean must approve.

CHORAL LETTER (applies in year of participation)

For a student to receive a varsity letter in Chorus:

1. Complete a full semester of High School Choir at TCPS.
2. Perform in at least two contests.
3. Perform in a TCPS school production (Choral teacher approved).
4. Attend at least two live choral productions in our community (Choral teacher approved).
5. Maintain a minimum grade average of 93 in Choir class.
6. No Category 2 or 3 conduct violations

7. Academic Dean must approve.

THEATER ARTS LETTER (applies in year of participation)

For a student to receive a varsity letter in Theater Arts:

1. Complete a full semester of High School Theater Arts at TCPS.
2. Perform in at least two Chapel services at TCPS.
3. Compete in at least one Drama/Speech tournament w/ACSI rules & regulations.
4. Serve in some capacity in a TCPS school production (Theater Arts teacher approved).
5. Attend at least two live theater performances in our community (Theater Arts teacher approved).
6. Maintain a minimum grade average of 93 in Theater Arts class.
7. No Category 2 or 3 conduct violations
8. Academic Dean must approve.

NEWSPAPER AND YEARBOOK LETTER (applies in year of participation)

For a student to receive a varsity letter in Newspaper or Yearbook:

1. On staff at least two semesters.
2. Hold an editor's position at least one semester or be a lead photographer at least one semester.
3. Display general good work ethic, good attitude, and respect authority and peers.
4. Maintain a minimum grade average of 93 in Yearbook or Newspaper.
5. No Category 2 or 3 conduct violations
6. Academic Dean must approve.

LEADERSHIP LETTER

**STUDENT COUNCIL, BETA CLUB, AND NATIONAL HONOR SOCIETY
LETTER (applies in year of participation)**

For a student to receive a varsity letter in Leadership:

1. Serve at least 1 year.
2. Serve as an Officer at least one semester prior to letter.
3. Leader in community with a minimum of twenty service hours per year.
4. Display evidence of integrity, good work ethic, and respect.
5. Maintain an overall minimum grade average of 85 in all courses.
6. Conduct must include an "O" (Outstanding) during at least one quarter in at least one class
7. No Category 2 or 3 conduct violations
8. Academic Dean must approve.

DISCIPLINE

The discipline policy of the school is intended to establish a classroom environment conducive toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. It also builds a platform for lasting trust-based relationships of respect and dignity.

The TCPS discipline policies include instruction, correction, punishment and reward. All of these elements are biblical principles and a balance between punishment and reward is essential.

Each Advisory teacher will review the discipline policies with the class during the first nine weeks.

HONOR CODE (9th – 12th grade)

Accepting my responsibility as a student at a Christian school for my own conduct and for the welfare of my fellow students at Tupelo Christian Preparatory School, I do hereby pledge myself:

- to keep the rules of Tupelo Christian Preparatory School,
- to report my own violations,
- to use my influence to encourage other students to keep the rules of the School, and
- to report their own violations.

The Principle of Honor (Philippians 4:8, 9):

I will at all times develop and uphold high standards of honesty in thought, speech, and behavior.

The Principle of Self-Control (Philippians 2:3):

I will at all times control my personal desires in harmony with the social good of all, considering the interest of others to be of equal value with my own.

The Principle of Consistency (I Thessalonians 4:9-12):

I will at all times work in accordance with the conventions of cultured society and the traditions of Tupelo Christian Preparatory School.

The Principle of Good Citizenship (Romans 13:3):

I will at all times cooperate with the rules and policies of the School.

HONOR COURT (9th – 12th grade)

The Honor Court is responsible for enforcing the rules (Category 2) established by the Honor Code and the Handbook. The court will consist of 9 members from grades 9-12 (The Vice president of the Student Council in addition to two members - one boy and one girl - from each grade). The members will first be nominated by teachers from the senior high school (grades 9-12). The nominations will consist of three males and three females from each grade who meet

the academic, behavioral, and character qualifications. Each nominated student must have received all A's and B's for all grading periods in the previous semester, and not have been on academic probation for more than one week the previous semester. In addition to academic qualifications, the nominated students must have not had serious discipline or serious violation (Category 2 or 3) for previous conduct at TCPS since the beginning of grade 9. From these 6 nominations, each grade will vote on the two students, one male and one female, to represent the grade in the Honor Court. If the grade doesn't contain the three from each gender which meet the qualifications, the number it does contain will be the number of nominations voted on by the grade. If there is no student which meets the qualifications from the grade, then that spot will remain unfilled.

The Vice President of the Student Council will be the de-facto Head of the Honor Court. If there are an odd number of members aside from the Head, then the Head will abstain from voting.

The members of the Court will be appointed to their positions for semester terms. The voting for the fall semester will take place in the spring semester the year before; the voting for the spring semester will take place during the fall semester of that same academic school year. After a student has been a member of the Court for two consecutive terms, he/she will be required to sit out a term before becoming a member again.

The Court will only meet on a student after the teacher has made personal contact and had a prior discussion with the parent or guardian by phone or in person. The Honor Court will make recommendations for discipline of any student (grade 9-12) who commits infractions against the school handbooks or the Honor Code. The Court will make recommendations for punishments only of students which are brought before the Honor Court by the administration or faculty. When at least 2/3 of the Court votes a student guilty, a disciplinary action will be recommended. The student will have the option to agree to accept the recommendation of their peers or receive the consequences from the Dean of Students. The Dean of Students will notify the parents of the decision.

If a member of the Court is brought before the Honor Court, that member will abstain from voting. If the member is found guilty and a punishment is recommended, the member will be removed from the Honor Court. If the member is removed the second runner up will be appointed. If he/she refuses, the third runner up will be appointed. If the third refuses then the Head of the Honor Court will appoint a member of equivalent grade level and gender of the student removed who meets the qualifications. If none exists, then the spot will remain empty.

The Senior High Student Council may regulate procedures of the Honor Court as it sees fit.

TECHNOLOGY

Teachers may maintain a school based website for their classes with syllabus and homework assignments. This site may contain a discussion board, moderated by teacher, in which students may participate. Students are limited to contacting the teacher outside of class through this site or through email concerning school assignments only. Any moral code misconduct by students that

becomes public knowledge through electronic social websites and causes disruption to the daily operation of school may be subject to disciplinary action.

Teachers may maintain their own social website but may not interact with students currently enrolled in their class(es) through this site. Any moral code misconduct by a teacher that becomes public knowledge through social websites is valid for discipline procedures.

Students and teachers may interact through phone texting only if necessary on school outings or field trips for purposes of logistics and safety concerning trip.

Student use of electronic communication devices (i.e. cell phones, I phones, blackberry) is not allowed on campus during school hours (7:45 A.M. – 3:05 P.M.). These devices must be kept in the silent or off mode and placed in their student locker or locked in the vehicle. Violation of this offense is a category 2 consequence. Should the student have a second offense, their device is confiscated for the rest of the year.

CONDUCT – EXPULSION BEHAVIORS

The school retains the right to search the person and property of any student. The school retains the right to search any vehicle used by students. The policy is in effect seven days a week during the student's enrollment at TCPS.

The school will not normally allow any student to enroll or continue in his attendance at TCPS if he engages in any of the following:

- Any possession, sale, or use of prescribed or non-prescribed drugs (including but not limited to tobacco and alcohol)
- Promiscuity
- Any possession, sale or use of pornography
- Possession of any weapons (this includes displaying, using, or threatening to use any weapon, “toys” that look like weapons, or any instrument that could be classified as a weapon) on campus or any school sponsored or sanctioned event.

CLOSED CAMPUS

TCPS is a “closed campus” school. Students are not free to leave for lunch. During school hours students may only leave when parents check them out personally or an Administrator is notified in writing from the parent or guardian of the need for the student to leave campus during school hours.

STUDENT DRIVERS

Any student driving to school must also possess a written permission form from a parent or guardian. Students are not allowed to go to their cars during the school day. All student drivers must have a valid license and proof of insurance to park on campus. Students are assigned to a

parking area. Students may be assigned parking places. Students who do not park in their assigned space may be towed at the owner's expense.

Students are not to sit in their cars waiting for class to start or drive off campus without proper permission. Students may drive themselves to school functions only if the school is not providing transportation. The school will need the written permission from the parents in order for the students to drive to these functions. Students driving recklessly on campus will lose their privilege of driving to school. Driving is a privilege that can be taken away if abused at the Dean of Students or Headmaster's discretion

DESIGNATED SCHOOL AREAS

Students are only to be in areas designated for student activities and must park in student designated parking.

CARE OF BUILDING, FURNITURE, EQUIPMENT

Damage to a building, property, furniture, fixtures or equipment, whether willful or through negligence, shall be paid for in full by the person or persons responsible, or by the parents or guardians of the student(s) involved.

STUDENT LOCKERS

Each student is given a locker in which to keep school supplies and books. The combination or copy of the key is turned in to the advisory teacher. Locker cleanups may be done at the discretion of advisory teachers; locker checks may be done at the discretion of the administration. Lockers are property of the school and should be treated with respect and cared for properly. Excessive damage to a locker is charged to the student and the records are held until such charges are paid. The student should clean out lockers by noon on the last day of finals. No food is allowed in lockers except bagged lunches.

CARE OF TEXTBOOKS

Students are responsible for all textbooks issued to them. Hardback books must be covered at all times (**do not use adhesive based material**). Students are charged for marks, writing or other types of damage to books. If a textbook is lost, the student must pay for it or the student's account is charged before another book can be issued. If the book is subsequently found and turned in, the student will receive a refund.

DISTRACTING PERSONAL POSSESSIONS

Items that in some way interfere with an orderly school climate are not to be brought to school. Some examples of such items include but are not limited to:

Radios	Skateboards	Beepers	Other high tech.
I-pods	Basketballs	Laser Pointers	games
Walkmans	CD players	MP3 players	

Cell phones and I-phones are only allowed on campus when on silent or off during school hours and in the student's locked locker or car.

When such items are used during the school day, they may be confiscated by a member of the school staff and returned to parents upon request. First time returned—second time kept for year.

PHYSICAL EDUCATION DRESS CODE

The following standards are followed:

1. Students will change into their P.E. dress and athletic socks and shoes prior to P.E. classes.
2. Students should not wear jewelry to P.E. classes.
3. Points may be deducted from a student's daily grade if he does not dress out for P.E.
4. All valuables are left with the coach during the activity.

GAME DAY DRESS CODE FOR ATHLETES

Cheerleaders may wear their cheerleading tops with AD approved warm-ups for their pant wear.

Athletes may wear their jersey (when the jersey is sleeveless, they must wear an AD approved sleeved shirt under the jersey) with approved warm-ups for their pant wear.

Dress Code guidelines on a school day for High School students to celebrate TCPS athletic events:

High School Football: TCPS Shirts with jeans on home football game dates.

High School Basketball: TCPS Shirts with Jeans on Friday Night Home Games.

Jr. High Basketball: TCPS Shirts with jeans on the last home date.

High School Baseball: TCPS Shirts with Jeans on the last home date.

High School (slow-pitch or fast-pitch) Softball: TCPS Shirts with Jeans on the last home date.

All other school sanctioned events will be implemented with this same policy on the last home date of that sport. Events that do not provide a home date may be implemented at the discretion of the coach of that team with the Athletic Director's approval.

All other school sponsored events will be implemented with this same policy on the last home date of that sport. Events that do not provide a home date may be implemented at the discretion of the coach of that team with the Athletic Director's approval.

SENIOR TRIP POLICY

1. The primary purpose of the Senior Trip is to provide opportunity for Christian fellowship and unity for this class of students.
2. Secondly, the trip will provide educational and servant-hood opportunities
3. All seniors are required to attend the Senior Trip - unless academic graduation requirements have not been met, or if conduct has been deemed unacceptable.
4. The days of the Senior Trip are considered required student attendance days. If a senior does not go on the Senior Trip – he/she will be required to attend class (Failure to do so results in unexcused absences).
5. Any senior who fails a class in the semester prior to the Senior Trip is ineligible to attend the Senior Trip.
6. Any senior who has not turned in books or owes book fines or any other fees (including tuition) is not allowed to go on the Senior Trip. (If the fees do not exceed the Senior Trip spending money, which is given to each senior prior to leaving, these fees are deducted from the individual's spending money amount.)
7. The sponsors, dates, and location of the Senior Trip are approved by the administration.
8. The cost of the trip includes hotel accommodations, transportation, sponsor expenses (transportation, lodging and meals only), and some student pocket money. The senior class must earn all money for the trip; transfer students are expected to pay that portion of the trip that was earned prior to their attendance at TCPS. Seniors are required to actively participate in all fund-raising activities. These funds will pay for the senior to attend the senior trip, sponsors' trip expenses, and for a senior gift which seniors present to the school at graduation.
9. Any other monies left in the senior account are contributed to the School Tuition Assistance Program, which is used to help with tuition for students attending TCPS.
10. If a senior does not go on the Senior Trip - regardless of the reason - he will receive no refund of money raised for the trip.

WHOM TO CALL?

QUESTION	ANSWER
General campus functions, programming, student conduct, attendance	Office Manager, Dean of Students, Guidance Counselor, Academic Dean, Dean of students
Scheduling, standardized tests, community resources, parenting skills, support groups	Guidance Counselor, Dean of Students, Academic Dean, Headmaster
Athletics, Student Activities, Calendar	Athletic Director, Office Manager, School Secretary, Academic Dean
Hygiene, immunizations, vision and hearing, illness, health related information	Office Manager, Guidance Counselor
Student grades/progress, course content, classroom discipline, class assignments/ homework	Teachers, Guidance Counselor, Academic Dean
Volunteer Services	PTF President, Volunteer Coordinator, Ambassador Coordinator, Booster President, Headmaster
Fundraising, Gifts to the School	Financial Officer, Office Manager, Athletic Director, Headmaster
Current books, research and supplementary reading, parenting literature	Guidance Counselor, Dean of Students, Academic Dean, Headmaster
School lunch program, Facility scheduling, Facility Upkeep	Director of Food Services, Building Superintendent, Office Manager, Headmaster
Tuition and Fees	Office Manager, School Secretary, Financial Officer

When a parent or guardian has a question or concern, the person who made the initial decision should be contacted. If the parent or guardian still has a concern after discussion with that person, the Headmaster should be contacted.