



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

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**TUPELO CHRISTIAN PREPARATORY SCHOOL  
JUNIOR HIGH SCHOOL STUDENT HANDBOOK  
2010 - 2011**

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**TUPELO CHRISTIAN PREPARATORY  
JUNIOR 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 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> (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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> (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 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> (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 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup> (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 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> (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 18<sup>th</sup> (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 15<sup>th</sup> tardy, a one-day OSS is assigned; otherwise, a three-day OSS is assigned. On the three-day OSS, the Admission Committee is notified.

## **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.

## **GRADUATION ATTENDANCE**

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.

## **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 Admission 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**

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.

### **WHAT HAPPENS IN A SCHOOL DAY?**

**Beginning of School – 7:45 A.M.**

**End of School – 3:05 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 OVERVIEW

### CORE CURRICULUM

Students must take the core courses:  
Bible, English, Math, Science, and Social Studies

### SUCCESS FOR ALL STUDENTS

To ensure success for all students, many instructional strategies are used. Direct instruction, cooperative learning, critical thinking skills, and decision-making are among the techniques practiced to ensure success.

### COLLABORATION BY TEACHERS AND ADMINISTRATION

The administration and faculty are responsible for the development of an effective program for the students at Tupelo Christian Preparatory School. The programs developed by the faculty and administration give an important biblical emphasis.

### TEACHER PREPARATION

TCPS places a strong emphasis on a continual professional development program to provide teachers with needed skills to meet the spiritual, academic, physical, and psychological needs of the students. Teachers are offered on-going staff development to keep them abreast of the latest research on teaching young adolescents.

### REQUIRED COURSES

#### 7TH

BIBLE  
ENGLISH  
\*GENERAL MATH  
\*PRE-ALGEBRA  
UNITED STATES HISTORY  
LIFE SCIENCE  
PE  
ELECTIVE

#### 8TH

BIBLE  
ENGLISH  
\*ALGEBRA I \*\*  
\*PRE-ALGEBRA  
WORLD GEOGRAPHY/MISSISSIPPI STUDIES\*\*  
PHYSICAL SCIENCE\*\*  
PE  
ELECTIVE/SPANISH 1\*\*

\* Math selection is based on ability. Parents may request a conference with the Academic Dean and teachers to determine proper placement for their student.

\*\* These classes when taken in the eighth grade will receive high school credit but no high school grade points. Students will take semester exams in these courses.

## **COURSE OFFERINGS (7 – 8)**

### **BIBLE**

Bible – Gender separation in 7<sup>th</sup> grade

### **ENGLISH**

English 7 & 8

### **MATHEMATICS**

General Math, Pre-Algebra, Pre AP Algebra I\*\*

### **SCIENCE**

Life Science, Pre AP Physical Science\*\*

### **SOCIAL STUDIES**

United States History, Pre AP World Geography\*\*, Pre AP Mississippi Studies\*\*

### **OTHER LANGUAGES**

Pre AP Spanish I\*\*

### **FINE ARTS ELECTIVES**

Art

Vocal Music, Instrumental Music

### **TECHNOLOGY ELECTIVES**

Computer Literacy

### **PHYSICAL EDUCATION**

Physical Education, Athletics

Many new opportunities for choice are available to the Junior High School student. As the school grows and as students progress in the Junior High School, they are given a greater choice of electives. As the school grows class size is limited in each elective.

## **GRADES**

Course grades are numerical scores and are based on performance on examinations, essays or papers, and projects. Grades may also include consideration of other criteria appropriate to the subject area. Class work, homework, and class participation are specific examples of such criteria. Numerical values shall be used for determining honor list recipients.

Regular course grades have the following numerical values:

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

#### **Academic Honor List eligibility:**

- Headmaster's List: 93 and above
- Principal's List: 85 or above

To be eligible for the Academic Honor List, a student must have received a grade that can be averaged in at least four different courses.

If a student receives an "I" (Incomplete) for a nine weeks grading period, the student is not eligible for the honor list that nine weeks. If a student receives a conduct grade of N or U for a nine weeks grading period, the student is not eligible for the honor list that nine weeks.

#### **TEST SCHEDULE**

The test schedule is for unit and chapter tests (does not include Spanish 1 or Algebra 1). Homework time is limited to 20 minutes per subject except on nights before tests.

Tuesday	History and Computer
Wednesday	English and Math
Friday	Science, Bible and Electives

#### **SEMESTER EXAMS**

Regardless of which tests the students take, students are not allowed to leave the class and school prior to the full completion of allotted time. Test schedules can be found on the school website, on the calendar.

Students taking courses in which high school credit is NOT awarded will use the first half of the testing as review and the second half for taking the test. These tests are cumulative for the nine weeks only. There are no exemptions in either semester – Every student in these classes must take these tests both semesters.

Students taking courses that award high school credit will use the full allotment of time taking the test. These tests are cumulative for a full semester only. The fall semester there are no exemptions from any of these tests. In the spring, 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.**

## NOTICES OF PROGRESS

Teachers are always encouraged to inform parents of a student's exceptional progress and achievement. Teachers will also post, on a weekly basis, student grades on RENWEB. The school must have your correct e-mail address for you to access RENWEB.

Reports of unsatisfactory progress are sent to parents or guardians at the middle of the fourth week of each nine weeks' grading period. Parents should understand that **failure to receive an unsatisfactory progress report does not guarantee a passing grade in a specific grading period** because a teacher cannot always foresee failing work that might occur toward the end of a reporting period. Should the student be in danger of failing, the teacher will e-mail the information to the parent. If your student is having academic difficulties, please contact the teacher.

## PROMOTION TO NEXT GRADE LEVEL

Parents are encouraged to meet with the team of teachers to review progress at any time. To be promoted, a Junior High School student must:

- (1) Have an overall grade average of seventy (70)
- (2) Attain an average of seventy (70) or above in three of the following subjects:
  - a. Bible
  - b. English
  - c. Mathematics
  - d. Science
  - e. Social Studies

## STANDARDIZED TESTING PROGRAM

All students in Junior High School are required to take a Standardized Achievement Test each spring. Students are expected to be present on test days. There are no make-up times for the Achievement tests.

## 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 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**

Student activities provide opportunities for learning Christian leadership and socialization skills, but Junior High School is not intended to imitate High School activities and therefore the activities are not as numerous. 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.

For further information regarding individual requirements, refer to the Section on Student Activities in the General Student Handbook. All students must maintain an average of seventy (70) in all classes to be eligible for any extracurricular activity. Please contact the office for specific information. A partial list of activities is given below for your information:

- (1) Student Council
- (2) National Junior Honor Society (7<sup>th</sup> & 8<sup>th</sup> grade)
- (3) Junior Beta Club
- (4) Athletics (including Cheerleaders)

### **ATHLETICS**

Junior High School teams are comprised of students in grades 7 & 8. The coaching staff makes every effort to select fairly and play those students exhibiting the factors of Christian leadership potential, documented success as student of good character, attitude, skill, experience, and the level of the competition.

Junior High School Athletics is a training ground for the High School program. Therefore there are wide differences in the approach the staff takes to develop the Christian Student Athlete at this level. Every effort is made not to cut students at this level. We attempt to offer developmental teams as needed to give our budding leaders a place to develop and hone their skills. Regardless of a student's status on a team, all coaches consistently work toward skill improvement and development of a godly image of one's self with each team player. A student is given every opportunity that is consistent with his skill potential.

Typically winning is secondary to character and skill development during these years. Our coaches are encouraged to give each student meaningful playing time during the "Round Robin" part of the season. When the post-season playoff tournaments begin coaches are encouraged to play the best combinations that will allow the team to win. This may cause some students to lose their playing time altogether for the good of the team. It is our desire that students will take this opportunity to learn to encourage and unselfishly support those team members who are playing.

## **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 7<sup>th</sup> through 12<sup>th</sup> 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.

## **JUNIOR 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 (7<sup>th</sup> – 12<sup>th</sup> 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.

## **NATIONAL JUNIOR HONOR SOCIETY (7<sup>th</sup> – 9<sup>th</sup> grade)**

### ***Eagle Chapter***

#### What is the National Junior Honor Society (NJHS)?

The NJHS 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 NJHS. Students inducted into the NJHS are expected to be role models to their fellow students and to the community. The NJHS 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 NJHS do?

The NJHS will meet 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, 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 NJHS?

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.

## NJHS SELECTION PROCESS

### Minimum Requirements

- 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 offering congratulations and directions for completing the rest of the process.

### What happens after meeting the minimum requirements?

The following qualities will be 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 into which that the student was elected. These surveys will be sent 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 complete a survey that rates the student's leadership qualities. The following qualities are rated on a 1-10 scale:

- Overall leadership qualities
- Influence in their peer groups
- Risk taking (Not afraid to try something new)
- Servant's heart?
- Decision making
- Follow through
- *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 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 anger, fear and frustration biblically
- How the student handles disappointment biblically
- How the student handles personal conflict biblically
- 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 students are given 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 NJHS. The faculty council reserves the right to dismiss a student at any time for any severe infraction of NJHS, 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 Academic Dean. The Academic Dean has the final say in all matters.

### What if I have questions about the NJHS or its procedures?

You can contact the chapter advisor with any question.

## DISCIPLINE

### STUDENT CONDUCT

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.

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.

During the first nine weeks of school, each student will review the discipline policy from the TCPS Parent/Student Handbook.

### DISCIPLINE POLICY

Discipline in a Christian school is not a one-way street. It is not something teachers do to students. Rather, it is a commitment. The faculty has committed to have as its goal I Timothy 1:5; *“The goal of our instruction is love from a pure heart and a good conscience and a sincere faith.”* Knowing that *“Teachers...shall incur a stricter judgment”* (James 3:1), we believe our duty is to uphold Christian standards and to be an example to our students.

Students have a responsibility, too. In II Timothy 2:15 “study to be approved and to be unashamed” indicates a student’s responsibility. If teachers are to be the best possible example of what a Christian teacher is to be, students should strive to be the best example of what young, growing Christians are to be. Both teachers and students are to be examples of Christian speech, conduct, love, faith and purity. (I Timothy 4:12)

To reflect this mutual responsibility, the faculty has adopted the following expectations for Junior High School students:

1. Students will come to class prepared. \* Bring **ALL** materials to class everyday (This includes textbooks and homework)
2. Students will respect the rights and property of others--both fellow students and teachers. \* Keep hands, feet, and objects to oneself. \* Get permission before talking or getting out of one’s seat during instructional time. \* Students will make sure they are encouraging to others - they will not allow their words or actions to hurt others. (Eph. 4:29)
3. Students will cooperate respectfully with authority. \* Abide by policies in the student handbook. \* Follow directions the first time given.

**Rewards of following the rules may include:**

- \* Positive note/call to parents
- \* Special activities
- \* Individual teacher rewards

**Consequences of failing to follow the rules are**

(The teacher may use any one or any possible combination of consequences within each category):

1<sup>st</sup> Offense

The student receives any one or any possible combination of a:

- Warning
- Name on board
- Loss of item
- Talk with teacher during advisory

2<sup>nd</sup> Offense

The student receives any one or any possible combination of a:

- Check by his name on the board
- End of class detention (one minute)
- Request to leave class and sit in an elementary classroom (OCS)

3<sup>rd</sup> Offense

The student receives a Disciplinary Referral Form (DRF) and Parent and Teacher meeting is held

4<sup>th</sup> Offense

The student is referred to the Dean of Students

Detention is served before school from 6:40 – 7:10 on the next Tuesday or Thursday following the action. The Discipline Referral Form is e-mailed. A Discipline Referral Form (hard copy) must be signed by the parents and returned. The student is given a short lesson to be completed during this time.

The effectiveness of any discipline plan ultimately rests with parental support. Parents are encouraged to supplement positive teacher rewards.

**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 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 teacher that becomes public knowledge through social websites are 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.

## **CLOSED CAMPUS**

The Junior High School is a “closed campus” school. When students arrive on the school campus in the morning, they are not to leave for any reason until school is out unless they have a written request to do so from the parent or guardian and approval from the administration. Occasionally the Junior High students will have a parent-sponsored lunch opportunity off campus. If you as a parent would like to have more information on this, contact the Headmaster. If a student leaves the school campus he must have a note from home and the parent(s) must come to the office and sign him out in the sign out-in book. If he returns to school, he must sign in with the time of his return.

## **DESIGNATED SCHOOL AREAS**

Students are only to be in areas designated for student activities.

## **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 her/his school supplies and books. The combination or a copy of the key is to be 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.

## **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**). Adhesive-style book covers are inappropriate and unacceptable. Students with hardback books uncovered are subject to a fine. 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	I-phones
I-pods	Basketballs	Laser Pointers	Other high tech.
Walkmans	CD players	MP3 players	games

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

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 semester.

## **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.

### **Dress Code guidelines on a school day for Junior High 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.

## **HEALTH AND FITNESS**

In the Junior High School, students are given ample opportunity to participate in physical activities and to develop a godly attitude for life-long fitness and good health. Physical education

teachers, science teachers, and advisory teachers address the health issues that serve as a basis for strong academic and emotional growth and development.

## **CONNECTIONS**

### **PARENTAL INVOLVEMENT**

Parents are valued as important partners in their young person's education. According to recent surveys, a parent's influence at this age is second only to the student's peer group. Parent involvement is a critical factor in student achievement, improved student behavior, and reduced absenteeism.

Parents can assist with homework, become volunteers, participate in PTF, booster clubs, and contribute services that fit their unique areas of expertise. Parents can also help by keeping informed of student progress and by supporting the school. Most importantly, parents can help by loving their young person and praying for their young person.

### **COMMUNITY INVOLVEMENT**

Community support is actively sought. The school solicits services and support from churches, area businesses, community service agencies and social agencies. Students are taught the value of community service through a variety of activities.

**WHOM TO CALL?**

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