

TUPELO CHRISTIAN PREPARATORY SCHOOL

PARENT-STUDENT HANDBOOK



CHRIST FIRST, ACADEMICS SECOND TO NONE

2022-2023

Updated 01-2022

GENERAL SCHOOL INFORMATION

This parent/student information guide and handbook is designed to be helpful and informative. This handbook is subject to amendment by action of the Board of Trustees and/or Administration of Tupelo Christian Preparatory School.

MISSION

The mission of TCPS is to lead students, in partnership with Christian families, to know Christ and make Him known through rigorous academics, challenging athletics, stimulating arts, and servanthood activities.

PURPOSE

God has established TCPS for the purpose of impacting lives for eternity through a biblically-based, Christ-centered education. Our goal is to proclaim Jesus Christ in all aspects of our program with emphasis on academic excellence and biblical Christian values, partnering with parents and the church to prepare godly young men and women so that they may impact their world for Christ. We seek to do the following:

1. to provide and maintain an environment that will most effectively train and mold our students' spiritual, academic, character, social, and physical development with the mind of Christ
2. to provide, through a Christian worldview, the molding of the spiritual, academic, character, social, and physical development of each student (Luke 2:52)
3. to provide rigorous academics in preparation for success and college
4. to exercise financial responsibility in the management of the school's resources
5. to exercise a determined effort, in partnership with parents, to encourage and motivate each student to perform at the highest level in academics, athletics, and the arts.

VISION

TCPS has a vision that extends to Tupelo and Northeast Mississippi. TCPS is committed to the following:

1. Helping parents develop students whose actions authentically reveal the character of Christ and live as disciplined, culturally wise yet relevant men and women, and recognize their destiny and purpose is to use their gifts to engage the culture and the world.
2. Seek to develop students who demonstrate the character of Christ, through partnering with Christian families to spiritually, academically, physically, and socially educate their children in an environment of mutual respect and caring professionals.
3. Establishing and growing a premier, traditional, Christ-centered day school education for 4-year old pre-kindergarten through 12th grade in Northeast Mississippi.
4. All teaching will be founded on the Word of God and reflecting the mission of TCPS, the Statement of Faith, and the school philosophy.
5. Growing our school to the size of approximately 550-650 students on the main campus.
6. Maintaining a fraternal relationship with Christian schooling in all its forms.
7. Serving Christian families in this region with the educational needs.
8. Demonstrating the love of Christ by cooperating with our community to enrich the culture of Northeast Mississippi.

ACCREDITATION

TCPS is academically accredited by the Association of Christian Schools International and COGNIA. TCPS is financially accredited by the Evangelical Council for Financial Accountability (ECFA).

ABSENCES

A student must be in attendance for a course at least **ninety percent (90%)** of each school semester to receive credit. If a student misses **more than 18 days of school**, including excused absences, unexcused absences, and suspensions, the student placement committee will review the student's academic progress

and determine whether that student may continue at TCPS. For High School students, missing more than 9 days a semester means that they go before the Admissions committee. If a student misses more than 5 days in a 9-week course, they will go before the Admissions committee. If a student has an extended absence (i.e. surgery, sickness) documented by a doctor's note, the committee *may* choose not to include those absences in the overall count.

1. There are six reasons for which absences will be excused: parent note, personal illness, a serious illness in the family, death in the family, medical or dental appointments, and court appearances. Any note after **five** school days upon return to school will not be accepted and will result in the absence being unexcused, even if it could have been excused by one of the six reasons listed above. Unexcused absences will result in non-exemption from exams. Parent excuses cannot exceed 5/semester or 10/year.
If a student has an excused absence, the student must arrange with each teacher to make up all missed work, quizzes, and tests. The student has the number of days absent plus one, to make up work and tests, and this includes electronic submissions. For both excused and unexcused absences, any day past the due date results in a 10% grade deduction per day.
2. Students involved in "school activities," as determined by administration, are not counted as absent. All missed work is due at time scheduled by the student's teacher. Parents and students are responsible for communicating with teachers concerning the work needed to be made up, including a test or quiz.
3. Three tardies count as one school absence and result in ISS for Middle and High School students.
4. A student is counted present for the school day if he/she attends a half day of school. The halfway point in the school day is 11:30 a.m. for elementary school. For middle and high school, according to MHSAA guidelines, a student must attend 63% of their academic schedule.
5. If a student misses one-fourth or more of a class period, the student is counted absent from that class.

FOR HIGH SCHOOL STUDENTS:

College Visit Days. Both Juniors and Seniors are allowed 4 college visit days each year. Upon his/her return to school from the college, a completed College Visit Day Form or a letter from the college should be submitted to the office. The student is responsible for communicating with his/her teachers in order to have missed class work turned in at the time the teacher desires.

ABUSE AND NEGLECT POLICY

In accordance with Section 43-21-353 of the Mississippi Code of 1972, Annotated, "Any attorney, physician, dentist, intern, resident, nurse, psychologist, social worker, family protection worker, family protection specialist, child caregiver, minister, law enforcement officer, public or private school employee or any other person having reasonable cause to suspect that a child is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Child Protection Services."

ACADEMIC ACCOMMODATIONS AND TESTING

As a private, preparatory institution, TCPS does not receive federal funding to offer any non-inclusive programs, such as resource or tutorial classrooms or a resource teacher. We do strive to help all students to be successful by offering "reasonable accommodations" as required by the law. We do not offer accommodations that will jeopardize the fundamental principles the school was founded on. Our mission is to provide a rigorous academic preparatory curriculum, in partnership with parents, with Christ as the center of all that is successful. The following is a list of general accommodations that can be made to help all students be successful:

1. Preferential seating

2. Copies of notes upon request
3. Clarification of instructions/directions for all assignments, quizzes, and tests
4. Environment conducive for learning and study
5. Conference with the teacher (scheduled in advance and with student present).
6. Rewards for effort, persistence, and desired behaviors.

If you feel that your child needs special accommodations (accommodations that are not contained in the list above), we will consider your request upon receiving current psycho-educational assessment results with educational recommendations from a licensed psychologist or psychometrist. This testing must be within three years of the date of your request for accommodations for your child. Please contact the following individuals with your request for, or questions regarding, accommodations or testing.

K-8th grade: Melissa Scott (mscott@tcpsteachers.com)

9th-12th grade: Kenny Roye (kroye@tcpsteachers.com)

The following steps will be followed with regards to accommodations:

1. Contact the above referenced individual depending on your child's current grade.
2. Bring in current psycho-educational testing results with educational recommendations from a licensed psychologist or psychometrist. As noted above, testing must be current (within 3 years of the date of your request for accommodations).
3. The TCPS Child Study Team will determine, from the educational recommendations provided, which accommodations can be "reasonably accommodated" in a regular classroom at TCPS. If no disability is identified, then no accommodations can be provided other than those general accommodations provided to all students.
4. The counselor will create a report of those reasonable accommodations as identified by the Child Study Team and distribute these to all of the teachers of the child.
5. An evaluation of the accommodations provided will occur after one grading period. If it is determined that TCPS cannot adequately serve the needs of the student, or if TCPS and the parent are not in agreement over the recommended course of action, TCPS maintains the right to discontinue the educational relationship.

ACADEMIC PROBATION

The purpose of academic probation is to give the student in academic difficulty the opportunity to improve his/her grades and a strong warning that he or she is in danger of not continuing at TCPS.

Any ELEMENTARY student who has a C or below in two classes will be put on academic probation. Students who are placed on academic probation will lose eligibility to participate in TCPS extra-curricular activities, including athletics and clubs, during the next quarter.

MIDDLE AND HIGH SCHOOL ATHLETIC POLICY:

MHSAA requires students participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation". **Each school district shall determine the requirements for "satisfactory progress toward graduation" through its graduation requirements and shall interpret this rule according to its requirements.**

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or "C" average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of **all** courses the student is taking. Students who do not have a 2.0 or "C" average for the first semester will be ineligible for the second semester.

At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the **final** grades for each course. A student who does not have a grade point average of at least a 2.0 or "C" average, will be ineligible for fall semester.

High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or "C" average of **all** eighth grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 of "C" average at the end of the first semester.

Students who fall below a cumulative 2.5 GPA, or fails a class, will be placed on academic watch, and will be under the advisement of administration or the child study team.

HIGH SCHOOL ACADEMIC PROBATION POLICY:

1. Students must earn a 2.0 or "C" average each semester.
2. Students who fall below a 2.0 during a semester will be placed on academic probation for the next semester.
3. At the end of each semester, grades will be evaluated to identify those students who are struggling academically and at potential risk of being placed on academic probation if there is not improvement. These students will meet with the Student Success Team to determine what can be done to assist the student in being academically successful.
4. Students who are placed on academic probation will lose eligibility and participation in TCPS extra-curricular activities, including athletics during next semester. At the end of the next semester, students who 2.0 grade point average for the semester, will be taken off probation and will be allowed to participate in extra-curricular activities.
5. However, if the student is placed on two consecutive semesters of probation (including the second semester of one academic year and the first semester of the next academic year), the student will be recommended for non-continuance as a student at TCPS.

ACCIDENTS

Every accident must be reported immediately to the person in charge and to the school office. An accident report must be filled out by the attending teacher, coach, or supervisor in the office of the corresponding building.

ADMISSION REQUIREMENTS

Tupelo Christian Preparatory School does not guarantee admissions to any applicant. TCPS recognizes that there may be applicants for admissions whose behavior, ability to be consistent in attendance and potential for academic performance may require extraordinary attention or resources and their admission would therefore disproportionately reduce the attention and resources available to other students. It is the policy of Tupelo Christian Preparatory School not to accept such applicants. Tupelo Christian Preparatory School, in assessing the potential of any student, is prepared to serve a limited population of students who have an average or better cognitive ability with certain learning differences. The students enrolled on this basis accept a probationary status. Probationary status will result in either an achievement or grade level progress or a decision of placement that will better serve the student academically. The goal of serving these students is for them to achieve grade level progress.

AFTER SCHOOL CARE/ STUDY HALL PROGRAM

Aftercare is a privilege afforded to families and should be treated as such. This privilege can be revoked at any time. All students remaining on campus after 3:30 p.m., who are not already working with a teacher or coach, will be escorted to after school care for further supervision. The purpose of TCPS aftercare is to provide a service for parents who work full-time. The cost of both programs is: \$5.00 per hour until 5:30 p.m., \$5.00 for 5:30 p.m. to 5:45 p.m., and then \$1.00 per minute after 5:45 p.m. These fees will be charged per student.

ALARMS: FIRE, SEVERE WEATHER, AND LOCKDOWN

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

ARRIVAL AND DISMISSAL OF STUDENTS

All students may arrive at school beginning at 7:30 a.m. Students arriving after 8:00 a.m. in the ELEMENTARY and 7:45 a.m. in the MIDDLE and HIGH SCHOOLS are considered tardy. (Ref. **TARDINESS**)

- a. Elementary dismissal begins at 3:00 p.m.
- b. Middle School dismissal begins at 2:45 p.m.
- c. High School dismissal begins at 3:15 p.m.

Any student on campus after 3:30 p.m. that is not involved in a school sponsored activity or under the direct supervision of an adult will be sent to our After School Care/Study Hall program.

ATHLETIC BOOSTER CLUB

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

ATHLETIC ELIGIBILITY

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

For MIDDLE and HIGH school students, there are three qualifying sets of requirements for a student athlete to be eligible to compete on an athletic team at TCPS. First, the student must meet the eligibility requirements of the MHSAA (2.0 cumulative GPA). Second, the student must meet the eligibility requirements of TCPS as described in the ACADEMIC PROBATION section above. Third, the student must meet the daily attendance requirement as described in the CHECK IN/OUT section below. Please note that a student may also lose his or her athletic eligibility due to disciplinary action. For students to be eligible to play sports at TCPS, they must live within a 20-mile radius of the school. If outside of this radius, they will be ineligible for one calendar year from enrollment/attendance.

ATHLETICS

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

AUDIO RECORDING OF LECTURES

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

BULLYING POLICY

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

Physical:

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

Verbal:

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

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

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

Sexual:

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

Students who engage in bullying of another student at any time are subject to disciplinary action.

Teachers, parents, or students who witness bullying, have reliable information of bullying, or feel they have been subject to bullying as defined by this policy, should report the incident immediately to the Guidance Counselor or Principal.

The appropriate designee will be responsible for following up the report and determining the need for disciplinary action. Should the incident be substantiated, separate meetings will be held with the bully, the victim, and their respective families to determine the appropriate disciplinary action, or whether reconciliation and a change in behavior can occur. Consequences range from counseling to expulsion.

CARE OF BUILDINGS AND GROUNDS

Student cooperation is needed and expected in caring for our buildings and grounds. Students should be careful not to make marks on furniture, equipment, or walls. Students should take care to keep

restrooms clean. All trash should be thrown into a trashcan. Malicious damage or vandalism, done to the school by a student or alumnus, results in that individual being held financially responsible for damages along with being subject to disciplinary action. In addition, such situations may be turned over to local authorities.

CHECK IN/OUT

FOR ELEMENTARY STUDENTS: Parents must sign in/out their child in the school office if their child arrives after 8:00 a.m. or departs before 3:00 p.m. Elementary age students may not leave the building on their own for clubs, athletic practices, or dismissal. They must have written parent or guardian permission to be accompanied to the middle or high school buildings by a high school age student, athletic coach, or adult. Parental **written** permission is required for late check-in or check-out.

FOR MIDDLE SCHOOL STUDENTS: Students must sign in/out in the middle school office if they arrive after 7:45 a.m. or depart before 2:45 p.m. This excludes athletic sign out. Students who are checking out must immediately leave campus. Students are not permitted to check out and back in during the lunch period unless accompanied by their parent or legal guardian. Exceptions must be approved by administration.

FOR HIGH SCHOOL STUDENTS: Students who drive must have a “Permission to Drive Off-Campus” form for leaving early (Senior leave, etc). Parental **written** permission to check out will be required for a student leaving before their scheduled departure time. Students who are checking out must immediately leave campus. Students are not permitted to check out and back in during the lunch period unless accompanied by their parent or legal guardian. Exceptions must be approved by Administration.

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

CLASS VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY

The Administrative team will compute the 10 highest GPA’s on Core Classes for the Senior class as the first qualifier for determining Valedictorian/Salutatorian. Once the 10 highest GPA’s on Core Classes are determined, they will compute the “Numeric Grade Average” for all Core Classes to determine both Valedictorian and Salutatorian. There will only be one winner in each category. Additional tie breakers will be utilized if needed.

The core classes are as follows: Bible I, Bible II, Bible III, Bible IV, English I, English II, DC English III, DC English IV, Algebra I, Geometry, Algebra II (Adv if offered), DC Trigonometry, AP or DC Calculus, Biology I, Chemistry I, Chemistry II, Physics, Mississippi Studies, World Geography, World History, US History, Economics, and Government.

Other qualifiers for Valedictorian/Salutatorian include obtaining the Distinguished Achievement Diploma, and having attended TCPS for their entire Junior and Senior year.

Valedictorian and Salutatorian speeches must be approved at least one week prior to graduation. Any speech that delineates from the approved speech will result in a revocation of Valedictorian/Salutatorian standing and notification to the College or University.

CODE OF CONDUCT, CHARACTER, AND CITIZENSHIP (EST. 2012)

1. We will obey our Lord Jesus Christ and the Word of God.
2. We will cheerfully, promptly, and completely obey the authority under which we are placed and respond with proper manners and courtesy.

3. We use our words and actions to love, honor, praise, and encourage one another.
4. Our language is courteous, kind, truthful, respectful, and free from gossip. It will not be critical, obscene, prideful, hurtful, or rude.
5. We do not lie, cheat, or steal.
6. We do not tease, fight, push, exclude others, or manipulate to get our way.
7. When we do wrong, we will confess it, seek forgiveness, and make restitution.
8. When we have work to do, we will do it without complaining. We attend to our responsibilities such as being on time for class, being prepared, and having our homework completed.
9. We are good stewards of all God has entrusted to us including our bodies, our minds, our hearts, our families, and the physical property of this school.
10. We remember that we are ambassadors for Christ wherever we are. We accept responsibility for our actions, words, and attitudes. We realize that it is important to fill our minds with the things of God, and not of the world, in order to maintain a high level of purity, integrity, and responsibility. We seek to be leaders for God and to serve others in any way we can to enhance his kingdom here on earth.

CONFLICT RESOLUTION

In every Christian School there are situations that can lead to misunderstandings or problems concerning students, parents, school staff, and/or the school board. It is imperative that we resolve situations biblically and promptly. The following steps are based on the biblical principles of Matthew 18 that God has provided for properly resolving problem situations, and are agreed to be followed by all employees, students, and families of TCPS.

1. The attitude of all individuals involved must be one of submission to one another in a spirit of love. It is crucial that all discussions between the involved parties be God-honoring, other-honoring, professional, and loving.
2. The situation must first be addressed one-on-one with the immediate parties involved. If the situation is a classroom issue, then the first private discussion is between the student (depending on the age of the student since this is an important biblical life-skill for them to develop) and the teacher. Depending on the complexity of the situation, the student and parent can speak with the classroom teacher, along with the principal or guidance counselor.
3. If the problem continues to be unresolved, then a meeting takes place with the appropriate level principal and all of the individuals he/she deems necessary to resolve the problem.
4. If the problem is still unresolved at the conclusion of the meeting, then the situation is presented to the Head of School. The Head of School will work with the parties involved, as deemed warranted, in an effort to make a final decision.
5. If the problem remains unsolved, the Board of Trustees may choose to call upon the parties involved in order to work out a final solution. All decisions of the Board are final. Should the family elect to challenge TCPS's final decision, all Board Members, employees, students, and families of TCPS agree to be bound by the "Mediation and Binding Arbitration Agreement" in an attempt to resolve these issues and bring about reconciliation.

COUNSELING

The offices of guidance and counseling are housed in the elementary and high school offices. Mrs. Melissa Scott is the counselor for Kindergarten through 8th grades. Mr. Kenny Roye is the counselor for 9th and 10th grades. Mrs. Allyson Noland is the counselor for 11th and 12th grades.

COURSE PRE-REQUISITE REQUIREMENTS

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

Algebra I (8th grade): Students must have a 90 or higher final average in Pre-Algebra and score an 80% on the Orleans-Hanna test. Students who are borderline on either of these two criteria may be considered with an outstanding teacher recommendation from their 7th grade math teacher that is dependent on academic achievement and attendance.

SEVENTH GRADE:

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

EIGHTH GRADE:

All 8th graders will take the following courses during the school year: PE, English, Transitional Algebra or Algebra 1, Earth Science, History, New Testament Survey, and an elective.

Middle School students have the possibility of taking three High School Carnegie Credits:

1. Mississippi Studies/World Geography
2. Technology Discovery
3. Algebra I

COURSE SELECTION OPTIONS AND SCHEDULE CHANGES

All courses offered will match up with the Approved Courses for the Secondary Schools of Mississippi as published by the Mississippi Department of Education, Office of Curriculum and Instruction with a few exceptions, Bible courses being one. A TCPS enrolled student will not be allowed to obtain credit for a class that is required for TCPS graduation at an off-campus institution or online without administrative approval. Students have the first week of a new semester to work with the Guidance Counselor to make any needed schedule changes. After that time, no schedule changes will be made.

CREDITS TRANSFER POLICY (STUDENT RECORDS)

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

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

DANCES

TCPS does not sponsor social dances.

DIPLOMA PLANS, REQUIREMENTS, AND GRADUATION REQUIREMENTS

TCPS offers three graduation tracks. The first is a 26 credit College-Readiness degree. The second is a 28 credit College-Preparatory degree. For students to receive the 30 credit Distinguished Achievement Diploma, they must complete the following: (1) three consecutive years of the same foreign language, or two consecutive years of one foreign language and one year of another foreign language, (2) Dual Credit Trigonometry or College Algebra, and (3) Chemistry II, DC Biology I, or Physics.

DEPARTMENT/COURSES	COLLEGE PREPARATORY DIPLOMA CREDITS NEEDED
BIBLE	4.0

ENGLISH	4.0
MATH	4.0
SCIENCE	4.0
SOCIAL STUDIES	5.0
FOREIGN LANGUAGE	2.0
PHYSICAL EDUCATION	0.5
SPEECH	0.5
HEALTH	0.5
COMPUTER SCIENCE	1.0
FINE ARTS	1.0
ELECTIVES	2.5

All students are enrolled in a Bible course for each year enrolled at TCPS. Students who transfer in to TCPS do not have to make up any Bible credits. Algebra I, Geometry, and Algebra II are required. For the Distinguished Achievement Diploma, students are required to have DC Trigonometry or DC College Algebra. Science courses required for the College Preparatory Diploma including Biology I (NLT the 10th grade) and Chemistry I; while courses required for the Distinguished Achievement Diploma include Biology I (NLT the 10th grade), Chemistry, and Physics/ DC Biology I/ or Chemistry II. Foreign Language requirement for the College Preparatory Diploma consists of two consecutive years of the same language, while the requirement for the Distinguished Achievement Diploma consists of three consecutive years of the same language, or two consecutive years of one language and one of another language.

DISCIPLINE POLICY

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

Discipline Practices TCPS lives out a philosophy that emphasizes student responsibility, consistency, and Christian principles. It is the responsibility of the teacher to maintain a productive, engaging, and safe learning environment for all students. A clearly defined set of classroom rules, disciplinary consequences, and positive reinforcements are established at the beginning of school for each classroom. If necessary, a student may be referred to the Principal's office for disciplinary consideration.

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

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

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

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

Drug/Substance Abuse/Alcohol/Tobacco TCPS is considered a drug, alcohol, steroid, vaping, and tobacco free zone. TCPS will protect its students and campus as it relates to the possession, use, and/or distribution of drugs (legal or illegal), alcohol, and controlled substances.

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

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

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

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

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

1. Behavioral Contract: Students can be placed on a behavioral intervention plan that could include Administrators, Teachers, Parents, or Coaches.

2. Behavioral Probation: Probationary time will be determined by the Administrative team. Students may lose privileges of activities, including athletics and any leadership positions. At the end of the probation period, the Administration will reconsider the student and determine removal from probation, continuation on probation, or withdrawal from school. Students placed on probation at any time during two consecutive semesters may result in dismissal or withdrawal from the school.

A student would be placed on probation for the following:

- a. Attitude: a rebellious spirit which is unchanged after much effort by the teacher, or a continued negative attitude and/or an influence upon the other students
- b. Behavior: continued deliberate disobedience to a teacher/administrator or of school rules, or committing a serious breach of conduct inside or outside school that has a negative effect upon the school's testimony.

Probation will last from August-December or January-May (Students may lose privileges of activities, including athletics and any leadership positions). At the end of the probation period, the Administration will reconsider the student and determine removal from probation, continuation on probation, or withdrawal from school. Students placed on probation at any time during two consecutive semesters may result in dismissal or withdrawal from the school.

3. Counsel and Warning: Teachers have the primary responsibility to counsel and warn a student when his or her appearance, attitude, or behavior does not conform to TCPS standards. When counsel and warning are ignored, teachers may implement another disciplinary option. Depending on the severity of the situation, it may be necessary to skip "counsel and warning" with other discipline options being immediately implemented (e.g. detention). TCPS believes the purpose of discipline is to help the student develop and mature; therefore, discipline is not seen as something done to the student, but for the student. As a result, there will be the investment of time to help the students to evaluate the root cause of his or her disobedience to help him or her not only understand the natural consequences caused by reality, but also to learn

to think through the next situation they are faced with rather than just react and make another bad decision.

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

5. In-School Suspension (ISS) If a student is given In-School Suspension (ISS), the student will be isolated from peers, and given both regular and extra work assignments. Students will complete all classwork including class assignments, quizzes, and tests during ISS. \When a student serves an in-school suspension, he/she is placed on behavior probation for a time period determined by the Administrative team.

6. Out of School Suspension A student may be suspended from school prior to or after a student/parent/Principal conference. The student will lose his or her privilege of attending any and all school-related activities or events both on and off-campus during the period of suspension. A re-admission conference with the student and his or her parent will be necessary for the student to return to school. School work must be completed during the suspension; however, no grade higher than 75% may be earned. When a student is suspended from school and re-admitted he or she will be placed on behavioral probation for a time period determined by the Administrative team. The Principal has the authority at all times to suspend a student. The length of suspension will be one to five days as determined by the Principal.

7. Expulsion/Withdrawal Any student whose conduct or attitude in or out of school that gives evidence that he or she is in opposition to the basic principles and purposes of the school (including the statement of faith and code of conduct), will be expelled or asked to withdraw from the school. Only the Head of School has the authority to issue an expulsion. Appeals will be decided by a committee led by the Chairman of the Board of Trustees consisting of: Two Board members, Two Administrators (not the building administrator for the student), and the Dean of Students.

Appeal Process for Disciplinary Decisions If a parent would like to appeal a decision (other than dismissal), the appeal must be made to the Principal. If the parent disagrees with the decision of the Principal, he or she may appeal that decision to the Head of School. The decision of the Head of School is final.

DRESS CODE

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

Definition of Dress Code:

1. Uniform

- a. School's Approved Vendor:** Land's End is the approved vendor. It may be accessed by logging into the vendor's website using the TCPS access portal. Through this portal, the uniform vendor will only make available those items that are approved by the school.
- b. TCPS Logo:** All tops, shirts, blouses, sweaters, blazers, and dresses must have an official TCPS logo. When wearing a jumper, the TCPS logo must be either on the jumper or on the collar of the blouse that is worn underneath the jumper. This official logo is stitched on by the school's uniform vendor.
- c. Boys Uniform:** The basic description of the boys' uniform includes khaki or navy-colored pants and shorts, with polo style knit shirts in red, white, or navy. Boys may also wear button down oxford white and light blue shirts. Boys' polo-style shirts may be tucked in with a belt; however, oxford shirts must be tucked in with a belt. Sweaters, blazers, and vests are optional in red or navy. No joggers, cargo pants, or cargo shorts are allowed. No shorts or pants with an elastic waist are allowed for Middle or High School students.
- d. Girls Uniform:** The basic description of the girls' uniform includes khaki-colored pants and shorts, with polo and other feminine style shirts in red, white, or navy. Girls may also wear white and light blue blouses. Girls' polo-style shirts may be tucked in with a belt; however, all blouses must be tucked

in (and if wearing pants, then with a belt). Girls also have the option of wearing skirts and skorts in khaki, navy, and TCPS plaid that are **no more than 3” above the knee**. All girls may wear polo style dresses or skirts with bike shorts (minimum 5” inseam) or leggings underneath. Leggings or tights may be solid black, navy, red, or white.

Sweaters and blazers are optional in red or navy.

- e. Shoes:** Shoes must be closed-toed and not open in the back (no toe shoes, flip flops, mule shoes, or crocs). Boots may be worn only with pants or skirts. Girls’ heels are not to exceed 3”. No glitter or light up shoes are allowed.
- f. Socks:** If socks are worn, approved colors are predominantly black, brown, gray, navy, red, or white.
- g. Belts:** Belts must be a solid color without an oversized buckle.
- h. Jewelry/ Body Art / Headwear:** No piercing other than ears and no visible tattoos or body art. No distracting or unsafe jewelry. Boys are not allowed to wear earrings, nor are they allowed to have any visible piercings. Sunglasses, hats, and other headwear are not to be worn indoors.
- i. Hair and Makeup:** Students’ hair must be kept neat and be conservative in style and color with no neon dyes or shaved patterns. Boys’ hair must be worn no longer than two inches below the top of the collar, and must be out of the eyes. It can cover the ears. Facial hair is allowed as long as it is short and neatly trimmed. Girls may wear hair accessories provided they do not distract or are unsafe. Hair accessories are available to order from our school’s approved uniform vendor, but may also be purchased from other sources. Make-up should be conservatively applied and should not draw undue attention to the individual student.
- j. Outerwear:** If outer wear (e.g. a jacket or coat) is to be worn inside a building, then it must bear an official TCPS logo (Crest, Shield, TC or TCPS). These items are available in red, navy, grey, and white from our schools approved vendor, as well as provided by our athletic programs and the official TCPS Spirit Store. TCPS Letterman Jackets are allowed to be worn inside the building as well. All visible items must adhere to dress code.
- k. Sweatshirt:** If a student chooses to wear a sweatshirt, a universal sweatshirt must be worn as outerwear on Monday through Thursday. This sweatshirt is available through the TCPS Talon Shop.
- l. Overall Appearance:** Students should always be clean and wear clothing that is body size appropriate (not too conforming or baggy), modest (not revealing), neat, clean, and in good repair (no frays, tears, or holes). Undergarments should be worn in an appropriate manner and should not be visible (including undergarment lines).
- m. Special Events**
 - a. Awards Day, Grandparent’s Day, Pastor Appreciation Day, Picture Day, NHS Induction, etc.** The dress code for these special event days will be Monday through Thursday dress code even if the special event falls on a Friday.
 - b. Special Occasions, i.e. Homecoming**

For these occasions boys often wear sports coats while the girls wear “dressy” dresses or formals. The following standards apply for these very special occasions: A. The backs of dresses should be no lower than halfway between the bottom of the shoulder blades and the waist. B. The bust line may not be revealed in any way. While straps are not required, dresses must be high enough and stay up. C. The length of all dresses, skirts, and slits may be no higher than 3” above the knee in both the front and back. Please ensure that dresses and skirts remain modest while sitting.
- n. High School Sponsored Retreats, Athletic, or Recreational Activities:** Regular school clothes, warm-ups, sweats, or other recreational wear are appropriate. Shirts are not to be rolled up, nor shorts rolled down in a manner that reveals the midriff. If swimming is a part of the school event, then swim suits must be modest in appearance. A non-white long top must be worn at all times over two-piece swimsuits. Please refer to the “Overall Appearance” comments above, and ensure that all items avoid a contradictory position to the Christian Worldview philosophy of TCPS (including anything that can be interpreted as being suggestive, obscene, or offensive).

- o. Physical Education/Strength & Conditioning:** All students are to wear modest shorts and t-shirts. The length of girls' shorts are to come to their fingertips if holding down their arms to their legs. T-shirts should not cover the shorts at any time. Jewelry should not be worn during physical education for safety reasons.
- p. Casual Friday** On Fridays, excluding Special Events (see below), students may wear jeans with no rips, tears, or holes above the knee and any TCPS sweatshirt or shirt.

Enforcement: If a student is not in dress code, the student will be sent to the office to contact his or her parents to bring the appropriate clothing if necessary. The first and second offenses will incur a disciplinary write up in RenWeb. The third offense incurs a phone/parent conference and may result in ISS for the student.

Exceptions: The Principal may allow a deviation from the dress code policy for other special events or situations that may arise during the school year. All uniform compliance is up to the discretion of the Administration. Any questions should be directed to the building principal.

DRIVER'S EDUCATION

Driver's Education classes are offered at TCPS. Priority is given first to seniors, then juniors, and so forth. The instructor for the course is a certified Driver's Education professional. There is no fee for the course. This is a 1/2 credit course.

DRIVING ON CAMPUS

Student drivers must always drive at or below the campus speed limit and avoid using cell phones while driving. Student drivers are assigned a parking area once they submit the Vehicle Registration Form, and may only park in their assigned area. Students are not allowed to go to their vehicle during the school day without Administrative permission. Failure to comply with these rules will result in a loss of driving privileges. **Seniors that leave at lunch and return for athletics are the only students allowed to move their vehicle.**

DRUG SCREENING

The drug screening program shall be implemented by the Administration in accordance with the established School Board policy under the advice and assistance of a professional drug testing provider. A copy of the full policy is available in the office upon request

DUAL CREDIT COURSES

Students may start taking Dual Credit courses for college credit during their junior year.

Requirements for enrolling in these courses are as follows:

1. Must fill out the required application and pay the required fees.
2. Must have a 3.0 overall GPA at TCPS.
3. The ACT requirement for Mississippi College Dual Enrollment Courses: English Comp 1 & 2 is an English Sub-score of 18, for College Algebra is a Math Sub-score of 20, and for Trigonometry, a Math Sub-score of 22.
The ACT requirement for Blue Mountain College Dual Enrollment Courses is a 20 and a 3.0 GPA.
4. Must have approval from the Department Head, Guidance Counselor, and Principal.
5. Students are responsible for all fees associated with this class.

EARLY GRADUATION

TCPS does not allow early graduation.

ELECTRONIC DEVICES

Electronic devices may be used only for educational purposes with the teacher's permission. If a device activates, the teacher will take up the device. At the second offense, the parent of the student will be notified. On the third offense, the device will be kept by the Principal for parent pickup. Other offenses will result in disciplinary action by administration.

ENTRANCE AND ADMISSION

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

1. Students in K4 or K5 must be their respective ages on or before September 1. First grade students must be six years old on or before September 1.
2. Students will not be considered for admission to TCPS who have been expelled, attended alternative school, had OSS, or withdrawn from other schools for disciplinary or academic reasons and/or have a history of the following: drug or alcohol related issues; aggressive, abusive, or disrespectful behavior; sexually immoral behavior; or inability or unwillingness to perform academically at grade level. Students must have a clean disciplinary record for one year prior to being considered for admission and must demonstrate that they will be a positive influence on the student body.
3. All students transferring from a non-accredited school or homeschool will be given an entrance test in both English and Math. These tests allow the administration to make decisions regarding placement of a student in a particular grade or course.
4. Students from a non-accredited school must be enrolled at TCPS by the first day of our school calendar for their junior year (11th grade). Any exceptions to this rule must be approved by the admissions committee.
5. A student will not be admitted if he/she has been retained for two years.
6. An entering K5 or 1st grade student must complete academic testing.
7. An entering 2nd-8th grade student coming from an accredited school who has an 80 or above in the core subject areas of Language Arts and Math will not need to be tested for academic placement.
8. An entering 2nd-8th grade student coming from an accredited school who has a 70-79 in one or more of the core subject areas will need to be tested at the requested grade level to determine placement.
9. An entering 2nd-8th grade student coming from an accredited school who has below a 70 in one or more of the core subject areas will not be admitted to the grade level in question but may be considered for admission at the previous grade level if presently grade appropriate.
10. Any remedial or supplemental summer course work that addressed areas of student academic or behavioral concerns must be submitted to the student placement team at least two weeks prior to the start of school for consideration in the student's grade placement or admission.
11. For all students with academic accommodations: Due to our limited resources, prior to acceptance, the Child Study Team will evaluate the recommended accommodations and report to the principal and family the accommodations that TCPS can meet. With this information, the family can decide if TCPS can help their child be academically successful prior to the child's application being submitted to the Admissions Committee.
12. TCPS partners with born again, Bible believing, Christ-honoring parents in the education of their children. It is a requirement that at least one parent has personally received Jesus Christ as his/her Savior and Lord.
13. Be mindful that the registration windows secure a spot for your student. The amount of the registration fee is determined by the time that the completed application is received by the Admissions Office.

14. All new students are admitted under a 90-day probationary period, at which time they can be excused for any reason including, but not limited to, behavior issues, falsified information on the application, or insufficient academic progress.

FIELD TRIPS

No student is to be allowed on an off-campus trip without specific parental permission (secured by the teacher by written permission slip). The TCPS Board of Trustees and Administration ask that all who travel with TCPS on official school trips (athletic, field trips, etc.) abstain from the use of alcohol at all times during the trip. *Ref. Field Trip Handbook* (available from building principal)

FINANCIAL POLICY

Refer to the TUITION AND FEES section below.

FUNDRAISING

No fundraising of any kind can occur without prior approval. Any class, club, or other school-related group (e.g. PTF, Boosters, etc.) involved in fund-raising must see Christy Edens for approval. All monies and accounts must be maintained in an activity account specifically for that purpose.

GRADING SYSTEM

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

For Elementary and Middle School, grades are determined by a 60/40 average of major and minor grades. Major grades count toward 60% of the final grade and minor grades count toward 40% of the final grade. Major grades can include, but are not limited to tests, projects, and exams. Minor grades include, but are not limited to, daily assignments, homework, and quizzes.

For ELEMENTARY, MIDDLE and HIGH SCHOOL the following scale is used:

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

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

GRADUATION AND GRADUATION HONORS

In order for a student to "walk" at graduation and earn a diploma, all course work for graduation must have been successfully completed and the student's financial account must be current. Seniors who fail a course necessary for graduation will not be allowed to participate in the Commencement Exercises. All students may graduate with honors by completing 26 credits and having a cumulative 3.5 GPA (determined at the end of the third nine weeks of the senior year). Those students graduating with honors will be recognized as follows: Summa Cum Laude (4.0 or higher); Magna Cum Laude (3.75-3.99); and Cum Laude (3.50- 3.74).

Those graduates earning the Distinguished Achievement Diploma or the TCPS Scholar Endorsement will have a seal signifying this honor affixed to their diploma.

Graduation Cords and Stoles: The White Cord is worn by those graduating with honors (Summa Cum Laude, Magna Cum Laude, and Cum Laude). The Tri-Cord is worn by those graduates who have attended TCPS from the 1st through 12th grades. The White Stole is worn by current members of the National Honor Society. The Gold Stole is worn by current members of the National Beta Club. The Blue Stole is worn by current members of Mu Alpha Theta.

There are two additional honors presented to members of the graduating class: The Epistle of Christ Award, and The Jake Mills Award. These are described below.

The Epistle of Christ Award is based on 2 Corinthians 3:2-3. The faculty nominates two females and two males of the Senior Class and presents them to the members of the Senior Class. The Senior Class then evaluates these four nominees and selects the one member of their class who will receive this award.

The Jake Mills Award is awarded to one female and one male student of the graduating class who is recognized as best exhibiting the traits of the founder of Tupelo Christian Preparatory School. The faculty evaluates each member of the senior class and nominates three female seniors and three male seniors and presents these names to the members of the Senior Class. The Senior Class then evaluates these six nominees and selects the two students that will receive the honor of this award.

Additional information about Graduation can also be found in the CLASS VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY and DIPLOMA PLANS AND GRADUATION REQUIREMENTS sections.

GYM AND ATHLETIC FIELD GUIDELINES

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

1. No unauthorized use of the gym or multi-purpose room is permitted. All usage must have prior approval. For reservation information, call 844-8604.
2. Inappropriate use of equipment or facilities may result in termination of privileges. Restitution will be required for any damages to the facilities or equipment.
3. Any child 12 and under must be accompanied by an adult at all times. The gym is not a childcare center.
4. Adult supervision is required for all K4-12 youth activities (a minimum of one adult for every 20 youth is required).
5. The gym equipment closet/storage and concession stand are for authorized use only.
6. Please consume only food or drinks purchased from the concession stand during athletic events.
7. No food or drinks are allowed on the court during games. Only plastic water bottles are permitted.
8. Food and drinks in the bleachers are a privilege. Please don't litter. Use the trash cans provided.
9. Please refrain from hanging onto rims and nets.
10. Use of ball/equipment in the hallways or cafeteria is not allowed.
11. For safety reasons, no pets are allowed in the gym or athletic fields.

HOMEWORK AND OTHER ASSESSMENTS

When a student is absent, parents may call the office and request work to be available for pick up **after 2:30 p.m.** Assignments are available and can be retrieved on www.RenWeb.com or Google Classroom.

HONOR ROLL

Only courses that receive a numeric grade are averaged in computing the GPA for the Honor List and Honor Roll. In no case will a student be eligible for the Honor List and Honor Roll, regardless of overall average, who has received a failing grade. An elementary student making a "U" in conduct will not qualify for the academic honor roll or list.

The HONOR LIST is compiled after each grading period. The two lists are (1) Head of Schools Honor List, all grades 90 and above and (2) Principal's Honor List, all grades 80 or above.

The HONOR ROLL is an annual recognition. The two rolls are (1) Head of School Honor Roll, where a student makes the Head of School Honor List each grading period of the school year and (2) Principals Honor List where a student makes the Principal's Honor List or the Head of School Honor List each grading period of the school year.

HONOR SOCIETIES AND SERVICE CLUBS

Students may qualify for membership in the Junior Beta (7-8th grades), National Beta Club (9th-12th grades) and National Junior Honor Society (7th-9th grades), and National Honor Society (10th-12th grades).

NATIONAL BETA CLUB CRITERIA:

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

NATIONAL HONOR SOCIETY CRITERIA:

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

IMMUNIZATION REQUIREMENTS

“The Mississippi Code Annotated, Title 41, Sections 41-23-37 as amended, vests authority in the State Health Officer to specify immunization practices considered best for the control of vaccine preventable illnesses. The following immunizations are required for attendance in Mississippi schools:”

- Diphtheria, Pertussis, Tetanus Vaccine: Five doses are required (4 doses if the 4th dose was received after the 4th birthday).
- Polio: Four doses are required (3 doses if the 3rd dose was received after the 4th birthday).
- MMR: Two doses are required (1st dose must be on or after the 1st birthday).
- Hepatitis B: Three doses are required
- Varicella: Children must have two doses or a history of chicken pox.
- Tdap: All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping (pertussis) booster, Tdap vaccine, before entry into school. Tdap vaccine given on or after the 7th birthday meets the new school requirement.

Students not providing proof of immunizations, or documentation indicating grounds for non-compliance, cannot enroll in TCPS. All immunizations must be current by the first date of attendance. The student whose immunization due date falls during the school year has one week to receive the immunization. Failure to do so will result in the student not being allowed to attend classes and the missed days will be counted as unexcused absences until the immunizations are current, and verification turned in to the guidance office at TCPS. All immunizations must be on a Mississippi 121 Immunization form.

LOCKERS

Students in grades 5-12 are assigned lockers. Items contradictory to the philosophy of TCPS will be removed from lockers if discovered. The abuse of lockers may result in the loss of locker privileges. Only magnets are allowed on lockers. No tape or glue is allowed on the outside or inside of lockers.

LUNCH PROCEDURES

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

1. If a parent needs to drop a lunch off for a child, please do it at the office.

2. Students will be responsible for making sure the lunchroom area is clean before leaving.
3. Parents are welcome to eat lunch with their children. Please check in the office to obtain a Visitor's Pass.
4. Students are not permitted to check out and back in for lunch unless accompanied by their parent or legal guardian.
5. Students are not allowed to order food or drink through a third-party vendor including Tupelo2Go or Door Dash. Outside food or drink may only be delivered through a parent or legal guardian to the school and dropped off in the office.

MEDICATION, FIRST AID, AND ANAPHYLAXIS

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

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

1. Complete the correct form for prescription or over the counter medication.
2. Use a separate form for each medication if a prescription. List over the counter medications on one form if possible.
3. Return this form to the school office along with the medication.

Please note the following:

- A. Prescription(s) must be in a pharmacy labeled original container stating the child's name, physician's name, date of prescription, and name of medicine. OTC medicine must be in the original bottle with the student's name clearly identified
- B. Students may not carry medication on campus. Therefore, prescription medication needs to be brought to the school by the student's parent/legal guardian and given to the office. Inhalers are considered an exception. EpiPens need to be provided by parents and kept in a key location to help ensure immediate access should it be needed.
- C. The parent should provide medicine for their child to take at school.

Injuries, Illnesses and Diseases:

1. Minor Injuries: Basic first aid treatment is administered by the school office.
2. Major Injuries: TCPS utilizes the Tupelo Fire Department and Rescue Unit when needed. Parents will be notified as quickly as possible.
3. Illness: Please take care in sending any student suspected of illness to school since we do not have facilities to care for them. ***Students are to be free of fever (without the aid of fever reducing medication) and other illness symptoms (throwing up, diarrhea, etc.) for a minimum of 24 hours (or longer if recommended by doctor) before returning to school.*** This will help prevent the spread of and protect all other students and staff from contracting the illness. Parents are requested to pick up their student within **30 minutes** should the student develop symptoms of illness or conditions of a communicable disease such as, but not limited to: fever of 100 degrees or higher, diarrhea, vomiting, rash, or head lice.
4. ***Parents should NOT give medication to children with fever in order to send them to school.*** Medication is not given by any school official to children with fever in order to keep them at school. In some cases, a physician's statement may be necessary for readmittance to school.
5. Communicable Diseases: Any child who is diagnosed, either by appropriate laboratory testing or through diagnosis of any licensed health care provider, as having an infectious, communicable disease will be evaluated for suitability to remain in the classroom. The Administration will make the final determination.
6. Emergency Phone Numbers: Please be sure that all contact information is current in RenWeb.

Anaphylaxis:

The implementation of a plan for anaphylaxis is in compliance with Mississippi Senate Bill 2218 and includes a rapid recognition and treatment of allergic reactions. The primary treatment, as recommended by the National Institute of Allergy and Infectious Diseases, is epinephrine.

1. A trained school employee is hereby authorized to administer auto-injectable epinephrine to a student who is believed, in good faith, to be having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.
2. TCPS will maintain a supply of auto-injectable epinephrine at the school in strategic, secure, and easily accessible locations.
3. A licensed medical physician may prescribe epinephrine auto-injectors in the name of TCPS to be maintained for use when necessary.
4. At least 1 to 3 employees on the TCPS campus will be identified and receive training from a registered nurse, or physician, in the recognition of anaphylaxis as well as the administration of auto-injectable epinephrine.
5. Any employee who is trained in the recognition of anaphylaxis and administration of auto-injectable epinephrine, and who provides, administers, or assists with an auto-injectable epinephrine in good faith believing the student to be having an anaphylactic reaction, is immune to civil liability for any personal injury if the actions or failure to act do not amount to willful or wanton misconduct or gross negligence.
6. TCPS, with a valid prescription for auto-injectable epinephrine, may accept donations from public or private entities or seek grants to obtain funds for the purchase of auto-injectable epinephrine. Auto-injectable epinephrine may also be obtained through donations from drug companies, hospitals, or a physician's office. If a drug company offers to supply the initial auto-injectable epinephrine, any official agreement must be read carefully and approved by the Board of Trustees prior to signing.
7. In the case of the administration of auto-injectable epinephrine, an accident report must be completed and normal incident communication protocols implemented.
8. Administration of auto-injectable epinephrine is always to be considered an emergency and Emergency Medical Services (911) must be contacted either by another individual while the auto-injectable is being administered, or immediately after administration if the trained employee is alone.
9. Ongoing monitoring of this plan, including assessment of safe location, expiration of auto-injectable epinephrine, and documentation of any incident will be conducted.

NOTICE OF ASBESTOS COMPLIANCE

TCPS is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). Being in compliance means there has been no materials used containing asbestos in the construction of the school.

NON-DISCRIMINATION POLICY

It is and shall be the policy of TCPS, in the admission of students and the administration of educational policies or other functions, not to discriminate on the basis of an individual's race, color, sex, or national or ethnic origin.

OFFICE HOURS

Office hours are Monday through Friday, 7:30 a.m. until 3:30 p.m. for the ELEMENTARY AND MIDDLE SCHOOL offices, and Monday through Friday, 7:30 a.m. until 3:45 p.m. for the HIGH SCHOOL office. (Summer office hours are Monday through Thursday, from 9:00 a.m. to 2:00 p.m.). The school's main telephone number is (662) 844-8604.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged at any time during the year and may be initiated by the teacher or parent. To facilitate conferences, parents are asked to call the school office and leave a message for the teacher or email the teacher they wish to see. The teacher will respond at his or her earliest convenience. If a conference is desired with all of the student's teachers, then the parent should call the Principal or Guidance Counselor who will help coordinate the meeting date and time.

PARENT-TEACHER FELLOWSHIP (PTF)

This organization exists to support the spiritual and academic development of our students in a manner that is glorifying to God. The objective of this association is to enhance the mission of the school by:

- (1) Promoting a cooperative relationship between the parents, faculty, staff, and school administration,
- (2) Providing additional resources and encouragement to the faculty and staff, and
- (3) Providing a spiritual covering, through prayer, for the students, faculty, staff, and administration.

PARENTAL CLASSROOM VISITS

Parents are not permitted in classrooms without prior Administrative approval. Parents must check in at the office before going to their child's class for any reason. This is to minimize distractions and disruptions to students and the overall educational process.

PHONE CALLS AND MESSAGES FOR STUDENTS

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

PLAGIARISM

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

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

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

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity.
2. Plagiarism is an attack on academic integrity in that the student is seeking to circumvent the learning process and receive grades which he or she has not earned. With widespread Internet access, it is very easy for students to plagiarize. But ease of access does not justify violation of scholarly standards, nor does it legitimize violation of the ninth commandment. TCPS imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences.

Academic penalties: The penalty for plagiarism will be a zero on the assignment, and a requirement that the assignment be re-done properly (with no grade).

Disciplinary penalties: Plagiarism will result in a conference with the student and parents. The student will be put on behavior probation for 90 days, and the student may lose any leadership position in a club or sport.

POTTY TRAINING

It is our policy that each child be potty trained. The first two weeks of school are an adjustment time for a child, therefore our teachers work hard to transition each child into their new environment and routine. After the first two weeks, if the child is still struggling with this issue, a conference with the parents will be scheduled and a decision may be made to withdraw the student. We ask that you provide your child a change of clothing to keep at school. If your child has an accident and we do not have a change of clothing for him or her, you will be called and asked to bring a change of clothing.

PROMOTION/RETENTION

Elementary students who fail one of the three major subject areas of math, reading, or language could be retained. A conference between the parent and building administrator will take place.

PROTECTION OF INSTRUCTIONAL TIME

Our schedule aligns with the state requirement for the number of instructional hours. The success of a teachers' work with students is heavily influenced by the structures of the school. To ensure active learning, we have established these principles:

1. Broadcast interruptions from the school office will be limited to the first two minutes or the last two minutes of class time or emergencies. Whenever possible, email, telephone, quiet messengers, or waiting until class is over will be done instead.
2. Students arriving in each classroom will immediately have work to begin, without waiting for other students to assemble.
3. When a scheduled activity is unexpectedly delayed or canceled, students will be given alternative, substantive learning activities to commence.
4. DVD's, Videos, and television broadcasts will be used to convey knowledge and skills called for in the curriculum and are integrated into other activities that require the students to process and apply the information provided therein.
5. Our school safety plan, discipline, and classroom management policy will also contribute to ensuring that behavioral problems do not subtract from instructional time.

RE-ENROLLMENT

TCPS students are under Continuous Enrollment. This means that once you are enrolled, you are continually enrolled until you graduate or decide that TCPS is no longer the place for you. You do not have to complete re-enrollment paperwork after the first time. Every year there will be an opt-out period. Families who no longer wish to partner with us are asked to let us know of their wishes to withdraw during this time. After the opt-out window, all other Continually Enrolled students will be billed a \$300 Continuous Enrollment fee.

Please note that even though a student may have a slot for the upcoming school year, the family's financial account must be current prior to the student beginning classes.

RENWEB/PARENTSWEB

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

SCHOOL CLOSING

In the event school needs to dismiss early, be cancelled, or have a delayed opening, we will utilize the following means of communication: Twitter and Facebook accounts; School texting (parent alert) program; WTVA and WCBI television stations. In the event of school cancellation or delayed opening, the Head of School and Administrative Team will make that decision NLT 6:30 a.m. the day of the weather event. Due to the reality that so many of our families live outside Tupelo and travel from all parts of Lee County, we usually rely upon what Lee County Schools decide vs. Tupelo Schools (because Lee County surveys a greater number of roads for us). However, do not assume that if Lee County Schools decide to close that we will automatically decide the same. Please always watch and listen for a specific listing for TCPS. We will always attempt to go with a delayed opening over a closure since this means we do not need to make a day up. If school is closed, we will need to make up the missed day unless the State Department of Education tells us we do not need to.

SCHOOL COMMUNICATIONS

The following means of communication are provided:

1. School web site – www.tcps.net.
2. Twitter – www.twitter.com/tcpslive
3. RenWeb – online tool to obtain homework assignments, account information, test scheduling, special event information, lunch menus, etc.
4. Official Social Media pages (Facebook, Instagram, Twitter)
5. Special mailings

6. Parent Alert Texts
7. Throughout the school year, students will bring home notices, reports, papers, etc. If a notification requires a signature, please return it promptly the next school day.
8. Parents may contact the teacher if they have any questions or concerns about their child. If a problem arises, a meeting may take place with the principal. If the problem is still unresolved, the situation is presented to the Head of Schools in an effort to work out a final solution.

SCREENINGS

All students in Kindergarten will have a hearing and vision screening. Other students in the elementary school will receive a hearing and vision screen if we feel it necessary. All students in first grade will have a dyslexia screening.

SEARCH AND SEIZURE OF STUDENT PROPERTY

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

SEX EDUCATION

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

SPIRITUAL LIFE

While we have a Bible Department which continues to refine the scope-and-sequence of Bible classes students take from K4 through 12th grade, we place a strong emphasis on Biblical Integration in every grade and course a student takes. Every class, every activity, every team, every chapel at TCPS exists to glorify God. As a result, at the heart of our mission is a desire to see TCPS glorify God by not only preparing students to represent Him in whatever capacity He calls them to serve Him in the future, but also now, while they are students at TCPS.

STANDARDIZED TESTING

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

TARDINESS

FOR ELEMENTARY STUDENTS: The tardy bell rings at 8:00 a.m. After 8, you must go to the elementary office to receive a tardy slip.

FOR MIDDLE AND HIGH SCHOOL STUDENTS: At 7:40 a.m., the warning tardy bell rings as a reminder for students to make their way to class. Students are tardy if they are not in class when the 7:45 a.m. bell rings. Those who arrive to 1st period class late need to sign in at the office.

The following reasons for being tardy to school will be excused:

1. Early morning doctor/dentist appointments (note from doctor or dentist **required that morning**)
2. Late arrival due to illness (note from parent **required that morning**)

If a note is not presented that day, then the tardy is considered "tardy unexcused." Once a student reaches three unexcused tardies to their 1st period class in a grading term, the third unexcused tardy results in "one unexcused absence" for that period. (See Absentee Policy)

TERM EXAMS

All High School Students are required to take exams in Blocks 1, 2, 3, and 4 in October and March. Middle and High School students may be exempt from taking exams in December and May based on the following:

1. A student must have a cumulative 94% average.
2. A student must have a cumulative 90% average with no unexcused absences and no more than 9 excused absences.
3. **Except in extreme situations, and with instructor and Administrative approval, taking exams early is not allowed.**

TEXTBOOKS

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

TRANSCRIPTS

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

TUITION AND FEES

TCPS families have three payment options:

(1) Annual Payment – The entire tuition and building fee amount is billed on June 1, preceding the school year, and is due on June 10th. There will be no charging privileges unless there is a current bank draft on file.

(2) Semester Payment – The tuition and building fee is billed in two payments on June 1 and December 1, preceding each semester, and are due June 10th and December 10th respectively. Charging privileges are the same as the Annual Payment Plan.

(3) Monthly Bank Draft – A bank draft must be set up to cover tuition, building fees and other charged miscellaneous expenses. All fees and expenses will be billed on the first of each month, commencing on June 1, of the preceding school year and ending May 1. The account will be drafted on the 10th of each month. If a student registers after June 10th, the missed payments may be paid in full at registration or spread over the remaining months. 2. Any other payment option not mentioned above will have to go before the School Board for approval and will be examined on a case by case basis on its merits alone. Those families desiring another payment option need to meet with the Finance Office to complete a written request, which will be submitted to the Board for approval.

VISITORS

Prospective students of TCPS, alumni, and other guests are welcome to visit our TCPS campus.

Those guests who are not parents or alumni, must have been invited and obtained prior permission from the Administration. Upon any visitor's arrival at school, a Visitor's Pass is to be obtained in the school office. The pass must be worn at all times while on campus. Those guests visiting campus should dress professionally and modestly.

VOLUNTEERS

1. PURPOSE

Tupelo Christian Preparatory School values the contributions of our volunteers. Accordingly, Tupelo Christian Preparatory School encourages volunteers to be subject to certain requirements and procedures outlined in this document.

2. DEFINITIONS

A volunteer is defined as any individual who performs service to Tupelo Christian Preparatory School without compensation. A volunteer must be at least 18 years of age. A volunteer has direct contact with students.

A program volunteer provides recurring assistance in support of school-sponsored activities under the direction and supervision of a coach or sponsor and is in direct contact with students.

A chaperone is a volunteer who accompanies students on school-sponsored field trips.

3. GUIDELINES

A volunteer or chaperone must not be considered an employee or contractor for Tupelo Christian Preparatory School. It is a privilege, and the principal or assistant principal reserves the right to terminate the services of any volunteer at its exclusive discretion.

The role of a volunteer is to assist, not to provide regular instruction or educational training to students.

Under no circumstances are volunteers permitted to administer or enforce discipline upon students.

Except in case of emergency, volunteers may not administer first aid or medical assistance to students.

Volunteers must complete a national background check and may not be in contact with students until the required clearances are on file. The costs of obtaining the required clearances are the responsibility of the volunteer. A background clearance may be done through TCPS. Contact Allyson Noland in order to complete one at anoland@tcpsteachers.com. Tupelo Christian Preparatory School, at its sole discretion, may elect to reimburse volunteers on the basis of programmatic needs or other considerations.

No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Information learned during the course of performing services must be kept confidential.

4. RESPONSIBILITY

Each building principal is responsible for training the volunteers to perform assigned duties, and assumes general authority and responsibility over the volunteers.

WATER

Only clear bottles are allowed in the classroom with water only.

WITHDRAWALS

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

SCHOOLWIDE EXPECTED STUDENT OUTCOMES:

The vision of TCPS educators is that a maturing TCPS students are:

1. Christ followers

- a. Know Christ as personal Lord and Savior

2. Conscientious Learners

- a. Develops, Articulates, and Defends a Christian Worldview. (Romans 12:2)
- b. Uses technology responsibly and with integrity. (1 John 2:15-17)
- c. Demonstrates academic competence and the skills needed for collegiate success. (Proverbs 1:5)
- d. Is a creative and critical thinker that is able to apply knowledge learned in the classroom to real world circumstances. (2 Timothy 2:7)
- e. Has the knowledge and skills required for future educational, vocational, and economic competence. (Proverbs 16:3)

3. Cultured Thinkers

- a. Acts, thinks, and speaks according to Biblical principles. (Colossians 2:8)
- b. Practices the spiritual disciplines of Bible study, prayer, church attendance, and missions. (James 5:16)
- c. Can articulate academia with excellence and appreciates the arts and literature. (Colossians 3:17)
- d. Views learning as a life-long pursuit. (Proverbs 18:15)

4. Creative Collaborators

- a. Uses their personal spiritual giftedness to serve as part of the greater school and church community. (1 Corinthians 12:27-31)
- b. Values and respects differences in others as evidence of God's creation. (Exodus 35:35)
- c. Lives according to Biblical standards in personal relationships. (Micah 6:8)
- d. Desires to build loving relationships with other believers. (John 13:34)

5. Constructive Communicators

- a. Understands the gospel of salvation and can articulate it to unbelievers. (1 Peter 3:15)
- b. Effectively communicates in both the spoken and written word. (Psalm 19:14)
- c. Knows and articulates their own personal strengths and giftedness. (Romans 12:4)
- d. Looks for opportunities to express one's love for God through worship. (Psalm 95:6)

6. Committed Caretakers

- a. Is committed to missions both at home and abroad as a method of sharing the good news of Jesus Christ. (2 Timothy 4:2-4)
- b. Acts responsibly in the areas of personal, financial, and natural stewardship. (Colossians 3:17)
- c. Is committed to leaving a lasting legacy in their conduct and character both in the athletic arena and in the classroom. (1 Timothy 4:12)

STATEMENT OF FAITH

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writing, and that they are of supreme and final authority in faith and life. (2 Timothy 3:16-17; 2 Peter 1:20-21; Jude 3).
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; Luke 3:21-22)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true man. (Luke 1:30-35; John 1:18; 3:16; Philippians 2:5-11)
4. We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and, that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word and deed. (Genesis 1:26-27; 2:16-17; 3:6-19; Romans 3:10-23; 6:23; 7:18; 11:32; Galatians 3:22)
5. We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. (Romans 3:24-28; 5:8-10; 1 Timothy 2:5-6; 1 John 2:1-2)
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as High Priest and Advocate. (John 20:1-29; Acts 1:9-11; Ephesians 1: 20-23; Hebrews 1:3; 2:17; 3:1; 4:14-16; 1 John 2:1)
7. We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness. (Acts 1:11; 2 Peter 3:1-13; Revelation 19:116; 20:1-6)
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God. (Romans 3:24-28; 8:9-11; 1 Corinthians 12:13; Ephesians 4:30).
9. We believe in the bodily resurrection of the just and the unjust, the blessedness of the saved, and the retribution of the lost. (1 Corinthians 15:51-58; 1 Thessalonians 4:13-18; Revelation 20:11-15; 21:22)
10. “We believe the following concerning marriage, gender, and sexuality: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage: has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; Philippians 2:14-16; 1 Thessalonians 5:22).

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

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of the corporation.

TCPS TECHNOLOGY TERMS OF USE

“The mission of implementing technology at TCPS is to equip students to be creative problem solvers by using technology in line with Christian values, enabling them to have a competitive advantage in today’s complex world.”

User Accounts

TCPS will provide students with a student G Suite for Education account (which includes an email account, Google classroom, G-drive for saving documents, and other G Suite apps as approved by TCPS for their educational needs). Students can access their G Suite for Education account and associated apps through the school issued Chrome Books or any computer or device with Google Chrome installed.

Acceptable Use

The TCPS G Suite for Education is part of the TCPS educational curriculum and not intended to be used as a public forum for general use. Access to another student’s account carries certain privileges. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download, and/or produce, whether on or off campus. ALL users are representatives of TCPS and expected to abide by its Christian values and any related policies as outlined in the TCPS Parent-Student Handbook. These guidelines are provided here so that users are aware of their individual responsibilities that the use of technology places upon them.

Guidelines for acceptable use include, but are not limited to, the items listed below.

Users will:

- Be responsible at all times for proper use of their access privileges and avoid sharing their user names or passwords with another student or persons not authorized to access TCPS technology.
- Not allow another student or unauthorized user to use, access, sign in to or otherwise have in their possession their TCPS issued Chromebook.
- Not use another student’s Chromebook, or sign on to another student’s G Suite account, impersonate a student and sign in to or otherwise gain unauthorized access to, or alter/remove another student’s work.
- Log off their G Suite account completely, immediately after use when accessing their account using a public computer, tablet, or other device.
- Must save all documents to their Google Drive in Teacher/Class specific files as assigned by their respective teacher.
- Attempting to or accessing TCPS blocked web sites or engaging in any improper activity that gives access to, downloads or otherwise installs/infected a device and/or causes direct damage (either intentional or not) to TCPS computer network and/or individual device(s).
- Use only appropriate language and avoid offensive or inflammatory dialogue.
- Use technology only for legal activities.
- Not reveal any personal information (i.e. address, phone number, etc.) for themselves or another user.

Privacy and Confidentiality

TCPS reserves the right to monitor and log the use of its technology, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from TCPS personnel as it relates to the use of TCPS technology. Users must recognize that there is no assurance of confidentiality with respect to access to transmission and files, by persons outside or from persons inside TCPS.

Email Use

Email is not guaranteed to be private. TCPS staff, faculty, and IT staff may (at any time) review all files, including electronic communications, that are created on, stored on, or sent to, from, or via the student’s G Suite account.

Monitoring of Network Activity

TCPS reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of any user. Evidence of any abuse or illegal activity may be reported and/or turned over to appropriate authorities or sources in cases where TCPS is required by law to do so.

Care of Device

Students are responsible for the general care and protection of their TCPS issued Chromebook. Students will be issued a Chromebook and charging cord with adapter. They are responsible for any damage to devices caused by improper use or care.

User Responsibilities

The following are additional user responsibilities that must be followed to ensure proper care and maintenance of Chromebooks:

- Chromebooks are on loan to users and are the property of TCPS.
- Users are responsible for bringing a fully charged Chromebook to school every day.
- Some teachers may require students to use headphones when using their Chromebooks in class. In such cases, students must bring their headphones to class.
- Personal stickers, labels, or other markings not authorized by the TCPS IT Department may not be affixed to Chromebooks at any time.
- Users may not disassemble any part of the Chromebook or attempt repairs. Chromebooks in need of repair or maintenance must be taken promptly to the TCPS IT Department immediately upon damage or notable malfunction with the Chromebook and may not be serviced by any third party.
- Chromebooks must be returned in good condition to TCPS at the end of the school year session, or when directed to do so, along with power cord and adapter.
- Parents/guardians are responsible for the full cost to replace lost or stolen Chromebooks and power cords.
- Lost or stolen items should be reported promptly to the TCPS IT Department.
- Parents/guardians are responsible for the cost of the parts to repair damage to a Chromebook.
- All school-installed software and applications must remain on the Chromebook.
- Users must not attempt to alter the configuration of the Chromebook in any way.
- Student use of Chromebooks is restricted to the individual to whom the Chromebook was issued; Chromebooks may not be loaned to other students or family members.
- Chromebooks are subject to inspection by TCPS personnel at any time without notice.

Consequences of Violation of Policies

The consequences for violation of any of these policies or any conduct that violates school policies or is inconsistent with our Christian values will be handled appropriately by TCPS administration. Illegal activities may also result in referral to law enforcement officials as required by law.

TCPS is pleased to provide our students these useful technology resources. It is important to note that there is always an inherent risk when making these resources available. It's possible that some users might encounter sources that could be considered inappropriate, highly unsuitable content for the user, or otherwise controversial. For this reason, TCPS Board members and its administrative staff have elected to invest in and use the Google Suite for Education for our student users. TCPS IT Department has made every possible effort to build in the utmost security. However, due to technology constantly evolving, it can be unpredictable and thus near impossible for the school to anticipate what users may or may not locate. The TCPS Board has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources and classroom specific content to users while on campus or while accessing TCPS technology. In a continuing effort to monitor our security standards, we ask that student users, parents, or teachers immediately report any events that breach our security so that we may take immediate action.

PARENT/STUDENT AGREEMENT

We/I the undersigned parent/legal guardian of _____ acknowledge that we/I have received, read, and agree to abide by all the rules and regulations, Technology Terms of Use, Statement of Faith, and Student Expected Outcomes set out in the Parent-Student Handbook for the current year.

I have read the **2022-2023 Parent-Student Handbook**. I understand it is the guideline used at TCPS and will be adhered to.

Parent/Guardian Signature

Date

Student Signature

Date

About TCPS

Since 1988, Tupelo Christian Preparatory School has been leading students, in partnership with Christian families, to know Christ and make him known through rigorous academics, challenging athletics, stimulating arts and servanthood activities. TCPS is dedicated to the glory of God and is founded on the belief that God is the source of all truth as revealed in the person of Jesus Christ.

All areas of learning (spiritual, academic, physical, and social) are taught from the biblically-based belief that truth is revealed in the word of God. The Bible has prime significance in all subject areas.

Please sign and return this page to the TCPS Office by August 30, 2022.

