



## **Tupelo Christian Preparatory School**

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### **ENROLLMENT PRIORITIES**

All applications and registrations for student enrollment will be accepted at anytime, however, Tupelo Christian Preparatory School will not begin processing any application and registration until the first school day of January prior to the upcoming year.

Registrations will be processed according to the following priority dates:

Current students will have first priority provided that they are not on Academic or Behavioral Probation and an enrollment form and a registration fee are received by the priority registration deadline of February 1. Beginning on the first work day in January registrations will be processed from current students. All current students not registered by February 1 will be placed in a waiting pool. Registrations may be submitted with fees at any time, with the understanding that the fees are subject to change prior to January one of enrolling year.

Siblings of current students will have second priority provided that completed application and registration forms and fees are received by the priority registration deadline of February 1. On February 1 registrations will be processed from siblings of current students. All siblings of current students not registered by February 15 will be placed in a waiting pool. Application and registration forms may be submitted with fees at any time, with the understanding that the fees are subject to change prior to January one of enrolling year.

Students from the community will have last priority provided that completed application and registration forms and fees are received. Beginning February 16 applications and registrations of the students from the community will be processed. Students from the community will be placed in a waiting pool based on meeting the attendance, behavior and academic requirements for admission. Application and registration forms may be submitted with fees at any time, with the understanding that the fees are subject to change prior to January one of enrolling year. If an opportunity to enroll is turned down, the applicant is placed in the waiting pool with no guarantee of future placement.

Tupelo Christian Preparatory School reserves the right to determine the class placement of a student.

At the discretion of the Tupelo Christian Preparatory School Board, exceptions may be made to the above stated policy due to extenuating circumstances. Special priority consideration will be given to staff and faculty of Tupelo Christian Preparatory School. In all cases, admission of a student is contingent upon the approval of the Headmaster within the guidelines of and by the authority of the Tupelo Christian Preparatory School Board.

#### WAITING POOL

Students on Academic or Behavioral Probation are automatically placed in the waiting pool. Students enrolling after the class has reached its maximum number of students will be placed in the waiting pool regardless if they are a returning student or a new student. A student will not be officially considered in the waiting pool until all enrollment forms and fees are turned in. Students who best match the school's student profile are admitted from the waiting pool. If the waiting pool number reaches a level in which it becomes reasonable to establish another section of a grade, the Headmaster will inform the School Board of this action and if another section is warranted it will be established.

#### INTERVIEW WITH AN ADMINISTRATOR

An interview will be scheduled following receipt of all paperwork and fees for students who qualify for admission. Both parents and the prospective student are encouraged to attend the interview. Students in grades seven through twelve must attend the interview and will also be asked for an individual interview with a senior academic administrator.

Prior to the interview parents must have previously submitted all completed application forms including grades, achievement test results and other testing. All students admitted to the school will be expected to perform at or above grade level.

During the interview the administrator will provide a description of the school's activities and will answer any questions that arise. Classroom tours may be scheduled through the school office.

The purpose of the personal interview is to insure that students who attend the school come from homes that reinforce the values and beliefs taught during the school day. To this end, the administrator will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the philosophy and policies of Tupelo Christian Preparatory School.

#### GENERAL ENROLLMENT GUIDELINES

- The Headmaster, with consultation of the admission committee, will determine final acceptance and grade level placement of students.
- Enrollment is understood to be for the full year.
- Kindergarten students must be 5 on or before September 1. The Headmaster may make exceptions with consultation of the Admissions Committee.

- It is understood that parents agree with the policies of the school as stated in the “Parent Statement of Agreement”.
- Certificates of immunization must be on file in the school office by the end of the first week of school. Students may NOT be admitted to class without complete records after the first week of school. Health records must be signed and dated by a licensed medical professional and a parent/guardian.
- Prior to student admission parents must complete and turn in the activity selection form.
- No student will be denied admission because of gender, national origin or race.

#### ACCEPTANCE CRITERIA

- Acceptance includes but is not limited to the following criteria:
- At least one parent who professes a personal relationship with Jesus Christ as Lord and Savior.
- In the case of an entering High School (9th – 12th) student, when new to TCPS, he professes a personal relationship with Jesus Christ as Lord and Savior.
- Kindergarten students must be 5 on or before September 1. The Headmaster may make exceptions with consultation of the admission committee.
- Good recommendations from previous teachers, principal and minister.
- No failures in the academic records (report cards) in the previous semester.
- No suspensions in the conduct and work habit records (report cards) in the previous semester.
- Standardized test scores are in the 50th percentile (or better) - minimum requirement.
- Successful performance on Tupelo Christian Preparatory School placement test (when necessary). Placement tests (when given) are constructed and scored by the teachers. Comments and evaluations are made by the teachers and then discussed with the administration. There is no pass or fail score given but acceptance is based upon the teacher’s evaluation as to the student’s ability to function within the school’s prescribed curriculum.
- Successful personal interview.

#### ADMISSION DECISIONS

The Headmaster, with consultation of the admission committee, will determine final acceptance and grade level placement of students. Should there be a question regarding the acceptance of a student on probation or regarding non-acceptance, the application will be taken to the Admissions Committee - where the final decision will be made.

Notification of acceptance, probationary acceptance, or non-acceptance will be made by written statement.

Admission decisions fall into these categories: Full admission, Probationary admission, and Denial of admission

#### FULL

Full admittance is reviewed annually for continuing enrollment. A Full admission for the school year is given to students who: 1) are performing at or above grade level; 2) attend school regularly; and 3) submitted to school policy and regulations during the previous school year. In cases of new applicants, the student will be expected to have submitted to

his/her previous school's regulations and policies for the grading period immediately preceding application for entry to the school. Once a student is accepted, it will be interpreted by the school as an agreement of compliance by the parents and student with all rules, regulations, and policies of the school. Full admission status can be changed for academic, attendance or disciplinary reasons

#### PROBATIONARY

Applicants with deficiencies in any of the specified areas may be offered probationary admittance for a minimum of nine weeks if the Admissions Committee feels the deficiencies will be corrected by the end of that time. The Admission Committee reviews probationary admissions each grading period. If the necessary corrections have not occurred, the student may be denied further admittance. If the Admission Committee believes it is highly likely the deficiencies will be corrected at the end of a second nine weeks (grading period) probationary admission can be extended. Once a student is accepted, it will be interpreted by the school as an agreement of compliance by the parents and student with all rules, regulations, and policies of the school.

#### DENIAL

The Admission Committee will give denial of admission if the applicant is deficient in one or more of the specified areas and correction during a nine-week period is unlikely. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.