



SAVANNAH CHRISTIAN PREPARATORY SCHOOL

ENROLLMENT PROCEDURES FOR GRADES 9 THROUGH 11

APPLY

STEP 1

Submit a completed Application for Enrollment - A signed Application for Enrollment assumes the student and parent/guardian agree to abide by and uphold the policies of the school. No applicant will be considered without signing the Drug Testing Consent and the Honor Code located on the back of the application. Please complete the following:

- Provide a copy of recent report card
- Provide a copy of 2011-12 and 2012-13 final report card
- Provide a copy of latest standardized test scores
- Submit a current Georgia Department of Human Resources Form 3231 immunization certificate
- Complete and submit all application forms and fee to:
SCPS Upper School, P.O. Box 2848, Savannah, GA 31402-2848

STEP 2

No Applicant will be scheduled for admissions testing until all paperwork is submitted.

Take admissions test - ninth through eleventh grade applicants must take the admissions test scheduled for Saturday, January 25th for early acceptance or Saturday, February 22nd for general acceptance. The school will contact you to confirm testing. Initial acceptances are made from students who participate in one of these test dates.

STEP 3

Student interview - Upon evaluation of steps 1 and 2 an interview with the school principal may be requested.

ACCEPTANCE

Acceptance is based on:

- A satisfactory score on the entrance exam
- A successful academic history in previous schools without failing marks. Students with failing marks are not accepted
- A history of good behavior in previous schools with no dismissals from previous schools or withdrawals in lieu of dismissal
- Coursework that shows the student is on track to meet SCPS graduation requirements
- Successful completion of current grade.
- Available vacancies

Students will not be accepted or will be dismissed if false information is given on an application.



SAVANNAH CHRISTIAN PREPARATORY SCHOOL
 P.O. Box 2848, Savannah, GA 31402-2848
 912-234-1653, Fax: 912-234-0491
 www.savcps.com

Grades 9-11
 2014-2015 Application

STUDENT

Applicant's name _____ **Date** _____
Last First Middle Preferred
 Date of Birth _____ Social Security # _____ Home Phone _____
 Home Address _____
Street City State ZIP Code County

SCHOLASTIC INFORMATION

Current Grade _____ **Applying to Grade** _____ For School Year _____
 Current or Previous School _____ Dates of Enrollment _____
 School's Address _____ School's Phone _____
 Has the applicant ever applied for admission to SCPS? Yes No If yes, what grade(s)? _____
 Has the applicant ever attended SCPS? Yes No If yes, what grade(s)? _____
 Does the applicant have siblings **applying** to SCPS? Yes No If yes, please give names and grades _____

 Are the applicant's parents/grandparents SCPS alumni? Yes No Name(s)/Graduation year(s) _____

 Please list honors and awards the applicant has received: _____

 Please share information to help us understand the applicant's athletic interests, talents and team participation: _____

 Does the applicant have any medical or emotional problems that would affect his/her work? If yes, please explain. _____

 Has the applicant skipped a grade? Yes No Has the applicant repeated a grade? Yes No Which grade? _____

 Has the applicant ever been expelled, denied re-enrollment, counseled not to return to a school or been the subject of any major school disciplinary action? Yes No If yes, give details. _____

 Has the applicant ever had in-house and/or out-of-school suspension? Yes No If yes, give details. _____

 Has the applicant ever been to juvenile court? Yes No If yes, give details. _____
 Has there ever been any known drug use by the applicant? If yes, give details. _____
 Is there any special information the school needs to know about the applicant in order to work with him/her more effectively?
 If yes, give details. _____

FATHER

Father's Name (Dr./Mr.) _____
Last First Middle Preferred Name

Home address _____
area code and phone number _____

city state zip cell phone number _____

Employer _____ Position _____

Business address _____
city state zip area code and phone number _____

Religion _____ Place of Worship _____

MOTHER

Mother's Name (Dr./Mrs./Ms.) _____
Last First Middle Preferred

Home address _____
area code and phone number _____

city state zip cell phone number _____

Employer _____ Position _____

Business address _____
city state zip area code and phone number _____

Religion _____ Place of Worship _____

STEP-PARENTS

Step-Mother Name (Dr./Mrs./Ms.) _____
Last First Middle Preferred

Home address _____
area code and phone number _____

city state zip cell phone number _____

Step-Father Name (Dr./Mr.) _____
Last First Middle Preferred

Home address _____
area code and phone number _____

city state zip cell phone number _____

FAMILY INFORMATION

Parents are: married separated divorced father deceased mother deceased single parent

With whom does the student live? _____

Siblings

Name	Grade	School Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

In order to keep grandparents of our current students informed about our school activities, they are sent the school's newsletter and invitations to special events. Please name living grandparents and give their addresses.

first name last name address city state zip

first name last name address city state zip

FINANCIAL Name of person responsible for bills (this person must sign financial contract along with other parent or person having custody) and give address if not noted on this application: _____

 Relationship to Student _____

OTHER FAMILY In order to keep grandparents of our current students informed about our school activities, they are sent the school's newsletter and invitations to special events. Please name living grandparents and give their addresses.

first name	last name	address	city	state	zip
_____	_____	_____	_____	_____	_____
first name	last name	address	city	state	zip
_____	_____	_____	_____	_____	_____

CONTACT E-mail address for SCPS correspondence: _____
 Emergency contact person: _____ Phone number: _____

INTEREST How did you first learn of SCPS? SCPS Family SCPS Faculty Website Advertisement
 Minister Employer Realtor Other _____
 Please give us the name and address of the person who influenced you in making the decision to apply to SCPS, so we may thank them: _____

 Key factors influencing your application to SCPS: Faculty Facilities Academic reputation
 Christian teaching Athletic Program Fine Arts Program Class Size Location
 Discipline Other _____

***Transportation Request:**
 Campus-to-Campus Shuttle (Either way) Midway/Richmond Hill route
 Standard (Existing Savannah area routes) Hilton Head/Effingham route
 If pick-up and/or drop-off are different from home address, complete (Pick-up/drop-off changes are made ONLY IF they fit the existing routes):
 A.M. Pick-up _____ P.M. Drop-Off _____
***Yearly Lunch Tickets:** Yes No
***See fee sheet for details. Cost of requested transportation and yearly lunch tickets will be reflected on billing statement.**

APPLICANT PLEDGE

I hereby apply for enrollment to Savannah Christian Preparatory School. If accepted, I will cooperate with the spirit and regulations of the school. I will cheerfully maintain prescribed standards of DRESS AND CONDUCT, including the wearing of proper uniforms and total abstention from the use or possession of tobacco, drugs, drug paraphernalia, alcohol or weapons. I understand that acceptance is contingent upon my satisfactory completion of the current academic year. In signing this application, I am giving the school assurance that I understand and will abide by these requirements.

Date _____ Signed _____
Student Applicant

PARENT/GUARDIAN PLEDGE

I attest that the information provided in this Application for Enrollment is true and accurate. I understand that if any information is found to be false or misleading, the application process may be terminated or the applicant may be dismissed from Savannah Christian Preparatory School. I also understand that acceptance is contingent upon the applicant's satisfactory completion of his or her current academic year.

Date _____ Signed _____
Parent or Guardian



Office Use Only BO _____
 AF _____ TeD _____
 Acc/Den _____ RF _____
 TD _____ FC _____
 BB _____

HONOR CODE

The Honor Code at SCPS is an agreement among members of the school community based upon a love for God and respect for one another. The Honor Code consists of a statement of personal integrity to which we commit to live by in order to foster a Christian community that reflects Biblical values, respect, individual self-discipline and good citizenship. The Honor Code also serves as the means by which we hold one another accountable.

HONOR CODE STATEMENT

I pledge my honor that I will not lie, cheat nor steal, nor tolerate those who do. I also pledge my honor that I will live by the rules and regulations of SCPS as set forth in the Honor Code for my own good, welfare of the school community and for the glory of God.

PERSONAL COMMITMENT

I have read the SCPS HONOR CODE and I understand the provisions and guidelines set forth. I understand that by signing this Agreement, I affirm my commitment in view of the pledges of my fellow students and the SCPS community and agree to willingly follow the provisions and guidelines set forth in the Honor Code.

I understand if I violate any of the provisions or guidelines, I bring upon myself the disciplinary actions prescribed in the Honor Code .

 Applicant signature Date

 Witness signature of Parent or Guardian Date

 Witness signature of Parent or Guardian Date

DRUG TESTING POLICY CONSENT FORM FOR GRADES 8-12

We, the undersigned, have read the SCPS Drug Testing Policy and understand the Policy, its procedures and fee. We understand that enrollment in Savannah Christian Preparatory School is contingent on acceptance of and conformance to this policy and fee. We agree to this policy and its procedures including the random drug testing of a student during the student's enrollment at Savannah Christian Preparatory School.

 Student Date

In addition to the above statement, we the parents understand that our child will be drug tested and we consent to any test given during the school year.

 Parent Date

 Parent Date

I understand that my child may be included in photographs, vidoetapes, audio tapes or other recordings to be used for school and general promotional purposes, including the SCPS website and Facebook. I give the SCPS administration permission to use such photographs, video tapes, or other recordings of my child for purposes of promoting the school as it may see fit.

Yes No

A blank response will be interpreted as "yes".

To complete a "no" response a recent photo, for identification purposes, must be attached to this application.

SAVANNAH CHRISTIAN Preparatory School

HONOR CODE OF CONDUCT

The Honor Code at SCPS is an agreement among members of the school community based upon a love for God and respect for one another. The Honor Code consists of a statement of personal integrity to which we commit to live by in order to foster a Christian community that reflects Biblical values, respect, individual self-discipline and good citizenship. The Honor Code also serves as the means by which we hold one another accountable.

HONOR CODE STATEMENT

I pledge my honor that I will not lie, cheat nor steal, nor tolerate those who do. I also pledge my honor that I will live by the rules and regulations of SCPS as set forth in the Honor Code for my own good, welfare of the school community and for the glory of God.

All violations require parent notification and/or parent conference. During a conference when a dismissal may result, a Honor Council will be present. The Honor Council shall consist of the principal and at least one of the following: headmaster, assistant principal or the school attorney. The guidance counselor may be present at the discretion of the principal. Following the conference, the panel will decide what action will be taken. Notification of action to student and parents will be in writing.

I. **HONOR OFFENSES/DISHONESTY***

- | | | | |
|----|------------|--------------|--------------------------------------|
| A. | Cheating | 1st Offense: | Parent conference/zero on work |
| | | 2nd Offense: | Up to 3 days suspension/zero on work |
| | | 3rd Offense: | Dismissal |
| B. | Stealing | 1st Offense: | Up to 3 days suspension/warning |
| | | 2nd Offense: | Up to 5 days suspension |
| | | 3rd Offense: | Dismissal |
| C. | Lying | 1st Offense: | Up to 3 days suspension/warning |
| | | 2nd Offense: | Up to 5 days suspension |
| | | 3rd Offense: | Dismissal |
| D. | Plagiarism | 1st Offense: | Warning/disciplinary action |
| | | 2nd Offense: | Up to 3 days suspension |
| | | 3rd Offense: | Dismissal |

**Any student guilty of dishonesty shall be prohibited from participation in the Honor Society or BETA Club and shall lose eligibility for Honor Roll, High Honor Roll and Headmaster's List for the school year. Effective with the class of 2017, any student committing two (2) honor code violations during the course of his/her high school career at SCPS may not graduate with honors.*

II. **CLARIFICATIONS**

Suspension: Students who are serving out of school suspension are prohibited from participating in any school activities, including extracurricular activities such as dances, field trips, athletic contests, etc. For each day suspended, 2 points will be deducted from the quarter grade. Students who are serving in-house suspension are permitted to participate in extracurricular activities. For each two days of in-house suspension, 1 point will be deducted from the quarter grade.

Dismissal: A student who is dismissed shall not be permitted to re-enroll. A student who, with school administration's permission, voluntarily withdraws in lieu of dismissal, shall not be permitted to re-enroll, but may be allowed to apply through the normal process for new applicants. Voluntary withdrawals and dismissals must be in writing, signed by parent or legal guardian.

Cheating: Making up work in any class is the responsibility of the student and must take place within three days from end of suspension.

SAVANNAH CHRISTIAN Preparatory School

DISCIPLINARY CODE OF CONDUCT

The discipline code applies to students while they are on campus and at all school-related and school supervised functions.

The Disciplinary Code at SCPS is an agreement among members of the school community based upon a love for God and respect for one another. The Disciplinary Code consists of a statement of personal integrity to which we commit to live by in order to foster a Christian community that reflects Biblical values, respect, individual self-discipline and good citizenship. The Disciplinary Code also serves as the means by which we hold one another accountable.

All violations require parent notification and/or parent conference. During a conference when a dismissal may result, a Disciplinary Council will be present. The Disciplinary Council shall consist of the principal and at least one of the following: headmaster, assistant principal or the school attorney. The guidance counselor may be present at the discretion of the principal. Following the conference, the panel will decide what action will be taken. Notification of action to student and parents will be in writing.

I. DISCIPLINARY INFRACTIONS

- | | | |
|----|------------------------|---|
| A. | Disrespectful behavior | May be dismissed or suspended |
| B. | Disruptive behavior | 1st Offense: Warning
2nd Offense: Suspension
3rd Offense: Dismissal |
| C. | Alcohol | May result in dismissal
Breathalyzer test may be required
(Refusal to take the breathalyzer test will be deemed a positive result.) |

Note: Bringing alcohol, the use of alcohol or being under the influence of alcohol on campus or at a school event/activity is a dismissal offense. Savannah Christian Prep School also reserves the right to search any property, including automobiles, brought onto school property and to a school event, regardless of location. Any alcohol found in your locker, automobile, clothing, or other items under your control will constitute possession. SCPS reserves the right to request alcohol testing on any student who is in violation of the discipline policy.

- | | | |
|----|---------------------------------|--------------------------|
| D. | Tobacco | May result in suspension |
| E. | Drugs and/or drug paraphernalia | 1st Offense: Dismissal |

Note: Savannah Christian Prep School reserves the right to invite the Chatham Sheriff's Department or other Law Enforcement entity to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto school property or at a school event. Any drugs or paraphernalia found in your locker, automobile, clothing, or other items under your control will constitute possession. Bringing illegal drugs, the use of illegal drugs or being under the influence of illegal drugs on campus or at a school event/activity is a dismissal offense. SCPS reserves the right to request drug testing on any student, or on a student who is suspected of illegal drug use, or on a student who is in violation of the discipline policy. Drug testing shall be done following a "chain of custody" as defined by the SCPS Drug Testing Policy. Testing will be done at a facility of the school's choosing.

- | | | |
|----|---------------------------------|---|
| F. | Vandalism of Property | 1st Offense: Warning and payment of damages or dismissal, depending on severity
2nd Offense: Dismissal |
| G. | Profanity or offensive language | 1st Offense: Warning
2nd Offense: Up to 3 days suspension/zero on work
3rd Offense: Up to 5 days suspension/dismissal
4th Offense: Dismissal |

H. Harassment

1st Offense:	Warning/Up to 3 days suspension
2nd Offense:	Up to 5 days suspension
3rd Offense:	Dismissal

II. WEAPONS

- A. In accordance with Georgia statute, students who possess or are suspected of possessing a deadly weapon on school property or at school functions shall be reported to the appropriate police authority and district attorney. Student may be suspended or dismissed from school depending on the results of the investigation.
- B. SCPS requires the following commitments from students and parents/guardians:
- a. Student
 1. Agrees not to bring a gun or any weapon to school or to any school event.
 2. Will tell his peers and seek adult assistance when conflict situations get out of control.
 3. Will not carry another person's gun or weapon.
 4. Will immediately alert an adult when he has knowledge or suspects that a gun or other weapon has been brought or will be brought on campus or to a school event.
 - b. Parent/Guardian
 1. Will teach, including by personal example, their child(ren) about the dangers and consequences of gun and weapon use, and will keep all guns and weapons in a safe manner and away from their child(ren).
 2. Will support the school's policies to maintain gun-free and weapon-free campuses and events.
 3. Will carry out their responsibilities to teach their child(ren) how to settle arguments without resorting to violence, to encourage him/her to use those ideas when necessary, and to follow school guidelines for reporting guns and weapons they may see to an appropriate adult.

III. CLARIFICATIONS

Suspension: Students who are serving suspension are prohibited from participating in any school activities, including extracurricular activities such as dances, field trips, athletic contests, etc. For each day suspended 2 points will be deducted from the quarter grade. Students who are serving in-house suspension are permitted to participate in extracurricular activities. For each two days of in-house suspension, 1 point will be deducted from the quarter grade.

Dismissal: A student who is dismissed shall not be permitted to re-enroll. A student who, with school administration's permission, voluntarily withdraws in lieu of dismissal, shall not be permitted to re-enroll, but may be allowed to apply through the normal process for new applicants. Voluntary withdrawals and dismissals must be in writing, signed by parent or legal guardian.

SAVANNAH CHRISTIAN Preparatory School

STUDENT DRUG TESTING POLICY (8th-12th Grade)

SCPS reserves the right to request drug testing on any student, or on a student suspected of illegal drug use, or on a student who is in violation of the discipline policy. In the event that Savannah Christian Preparatory School finds it necessary to require a student to undergo a test for alcohol and/or illegal drugs, the following chain of custody must be followed.

1. From the time of request of the test until specimen collection, the student must be in the presence of a SCPS administrator or designee. The student should inform the administrator of any prescription or over the counter drugs that he is using, as these must be considered in the testing procedure.
2. The administrator or his/her designee will accompany the student, in the same vehicle, to the testing facility. Only SCPS approved laboratories may be used.
3. A specimen will be collected by the laboratory's personnel following a proper drug testing protocol. At the time of specimen collection, chain of custody will be turned over to the testing facility.
4. The testing facility will follow proper specimen handling in regard to chain of custody.
5. Test results will be sent directly to SCPS from the testing facility to the requesting principal. The results will be held confidential.

Unexplained positive results will be grounds for dismissal. Refusal to submit to testing will be regarded as a positive test. The student has the right to request confirmatory testing by alternative methodology on a positive sample. SCPS will pay for the screening procedure. If confirmatory testing is requested, payment is the responsibility of the student. Confirmatory testing will be done at the same laboratory as the original screen and on the original sample, i.e. the sample that screened positive.

RANDOM STUDENT DRUG TESTING POLICY (8th-12th Grade)

Purpose:

The SCPS Student Drug Testing Policy is designed to protect and maintain the health and integrity of our students as well as provide for a drug free and enhanced learning environment. This policy and its procedures will allow SCPS to partner with its families to assist them in protecting their children from the psychological and physical dangers of drug use.

Testing:

The Upper School Student Body and the Middle School's Eighth Grade Students will be subject to random drug testing during the school year on a schedule selected by the administration. In addition, all Upper School students (Grades 9-12) competing on athletic teams will be drug tested during their respective season.

Anonymity:

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

Procedure - Student Body (8th - 12th Grade)

The testing of students will be conducted by a professional testing service selected by the SCPS Administration. On a selected day for testing, a group of students will be selected in a random manner by said testing service. The selected testing service will oversee the testing on the given day with the support and assistance of the SCPS staff and faculty.

The testing service will complete the tests and report the result of the tests to the respective school principal or principal's designee. On the day that a student is tested, a letter will be given to the student to take home advising his/her parent(s) that he/she has been randomly tested on that day.