



SAVANNAH CHRISTIAN PREPARATORY SCHOOL

ENROLLMENT PROCEDURES FOR GRADES 6 THROUGH 8

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:

- Submit the non-refundable \$125 application/testing fee
- Provide a copy of recent report card
- Provide a copy of 2013-14 and 2014-15 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

Take admissions test - sixth through eighth grade applicants must take the admissions test. The school will contact you to confirm testing.

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
- Available vacancies

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

Application for Admission

Grades 6-8

2016-2017

Box 2848, Savannah, GA 31402
www.savcps.com

Received by: _____

Please submit the non-refundable application/testing fee with 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 challenges 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 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 _____
 _____ area code and phone number

_____ city state zip _____

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 _____
 _____ area code and phone number

_____ city state zip _____

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.																			
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first name last name	address	city	state	zip																
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first name last name	address	city	state	zip																

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

INTEREST	How did you first learn of SCPS? <input type="checkbox"/> SCPS Family <input type="checkbox"/> SCPS Faculty <input type="checkbox"/> Website <input type="checkbox"/> Advertisement <input type="checkbox"/> Preschool <input type="checkbox"/> Minister <input type="checkbox"/> Employer <input type="checkbox"/> Realtor <input type="checkbox"/> 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: <input type="checkbox"/> Faculty <input type="checkbox"/> Facilities <input type="checkbox"/> Academic reputation <input type="checkbox"/> Christian teaching <input type="checkbox"/> Athletic Program <input type="checkbox"/> Fine Arts Program <input type="checkbox"/> Class Size <input type="checkbox"/> Location <input type="checkbox"/> Discipline <input type="checkbox"/> 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 abstinence 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 and Discipline Code at SCPS are agreements among members of the school community based upon a love for God and respect for one another. The Honor Code and Discipline Code consist of statements 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 and Discipline Code also serve 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, DISCIPLINE CODE and STUDENT HANDBOOK and I understand the provisions and guidelines set forth in each. 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 Codes and Handbook, respectively.

I understand if I violate any of the provisions or guidelines, I bring upon myself the disciplinary actions prescribed in the Codes and/or Handbook.

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, video tapes, audio tapes or other recordings to be used for school and general promotional purposes, including the SCPS website. 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.

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 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.

Dishonesty

Conduct of a dishonest nature, such as lying, cheating, stealing, forgery, plagiarism, or falsifying or changing grades will not be tolerated.

Cheating is defined as either receiving or GIVING information on any assignment, test, quiz or exam, etc. without the express permission of the teacher.

Plagiarism is defined as

1. Copying, word for word, all or part of another writer's work without giving specific credit to that other writer and using quotation marks
2. Copying the work of another writer, making changes here and there, but retaining the main idea and structure
3. In fiction, using a plot invented by another writer, even though telling the story in one's own words.*

A student should expect that plagiarized work will be detected. The consequences can be both personally and legally painful, including lawsuits by the original publishers.

**Adapted from Youth Georgia Authors' Writing Exposition sponsored by the Georgia Department of Education
See Honor Code for Sanctions*

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.

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 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.

DRUG TESTING POLICY

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.

STUDENT DRUG TESTING POLICY

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

In accordance with Federal Chain of Custody Guidelines for urine testing, it is imperative that urine specimens be correctly assigned to the donor at the very beginning of the process. Accordingly, the student, at the time of donation of a urine specimen, will write in on the donation form his or her full name and date of birth, as well as his or her custodial parent's or parents' name or names and specific contact phone numbers. This is to assure correct and completely confidential contact in the event of a positive urine test. The student will then be asked to sign the form, attesting to the fact that he or she has indeed provided the requested urine specimen in question. The urine collector will also sign the form, signifying that that the donation and identification process for the specimen has been correctly completed. Provision of parental contact numbers ensures the maximum degree of confidentiality for the student and his or her family, since no phone calls to school staff will need to be made to get parental contact or further student identification data. All urine test result information will be reported to one and only one Designated School Representative, to be identified by Savannah Christian to the testing Medical Review Officer and staff.

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 results of the tests to the respective Designated School Representative. 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.

Procedure – Athletes (Upper School Only)

The testing of students will be conducted by a professional testing service selected by the SCPS Administration. On the selected testing day, all student athletes on the selected team will undergo drug testing. 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 Designated School Representative.

Types of Test

The primary means of testing for SCPS will be urinalysis. SCPS reserves the right to use which ever test it deems appropriate to the needs of the school.

As a minimum, substance testing shall be performed for amphetamines, cannabinoids, cocaine, phencyclidine, and opiates. Other substances may be added to the panel by Savannah Christian.

Communication of Results

The parents of those students receiving a non-negative result will be contacted by the Medical Review Officer to determine if donor has prescription medications that may produce a non-negative result. If so, proof of the student's prescription medication must be provided by the parents to the Medical Review Officer so a verified test result can be confirmed. If a positive result is confirmed, the Medical Review Officer will provide the appropriate documentation to the Designated School Representative. Positive results will be communicated to the parent by the principal.

Refusal to take the Test

On the selected test day, the refusal of a student to take a drug test will result in dismissal from Savannah Christian Preparatory School.

Consequences:

A Positive Test Result by a student will result in the following:

1. Within one week of parental notification of a confirmed positive result, the student must be enrolled in a drug counseling program approved by Savannah Christian Preparatory School. [Cost of counseling will be the expense of the parents.]
2. Upon confirmation of a positive result, the student will be removed from all extra-curricular activities and a suspension from all such activities will run for 120 calendar days.
3. The student who receives the positive result will then subsequently be tested on a more routine basis for the next six months. If the student subsequently tests positive during said six month period, the student will be dismissed from Savannah Christian Preparatory School. [Cost of this testing will be the expense of the parents.]

Refusal to undergo the above consequences will result in dismissal from Savannah Christian Preparatory School.

Adopted: 12/15/2006

Amended: 4/23/2015