



POINT CHRISTIAN

ACADEMY & PRESCHOOL

Parent – Student Handbook

Thank you for the special trust you have placed in Point Christian Academy. Our goal is to provide the very best care and education possible in a Christian environment in order that our students may grow to their fullest potential intellectually, physically, and spiritually.

In a world filled with so much uncertainty, it is important that our young people understand that God has established absolute standards of character and conduct in the Scriptures; and it is through obedience to these scriptural standards that each may reach his or her fullest potential.

This handbook has been prepared with the conviction that “all things should be done decently and in order” (I Corinthians 14:40). Consistency in the application of rules and in discipline is critical to the maintenance of decency and order in the school setting.

With this in mind, we ask that the parent/guardian read this handbook carefully and where appropriate, discuss it with your child. These are not suggestions, but policies by which we will operate. We expect every parent, student, and teacher to endorse the handbook, and to agree to abide by the guidelines set forth herein. All parents of enrolled students will be required to sign a Statement of Cooperation agreeing to comply with the provisions of the Point Christian Student Handbook.

**See Appendix D: Point Christian Academy/Preschool Parent Agreement*

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SCHOOL OVERVIEW

1.1 Introduction

Point Christian Academy (PCA) is a ministry of Red Bank Baptist Church. Point Christian Academy exists to provide an excellent academic, faith-based education in the greater Chattanooga area. On our Red Bank Baptist Church campus, we provide a full day preschool for ages 2 (two) years old through 4 (four) years old. We also offer Kindergarten, 1st, 2nd, and 3rd grades in our Academy. We are excited to announce that PCA has an exciting future with strategic growth and the planned addition of the 4th through the 12th grades in the future.

PURPOSE OF THE HANDBOOK AND CONTAINED POLICIES

The policies contained within the Parent & Student Handbook are intended to provide guidance and structure to the daily operation of the academy. Families whose children are enrolled in the academy are expected to support and abide by the policies. Parents understand and acknowledge they are entering into a partnership with Point Christian Academy to teach biblical principles and values. It is the responsibility of each parent to review the handbook and be familiar with the policies. Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

NOTICE OF DISCLAIMER

Point Christian Academy reserves the right to change or add any policy at any time when, in the discretion of the Board of Directors, it is determined to be in the best interest of the school. This handbook is in no way contractually binding on Point Christian Academy or its employees.

1.2 Mission Statement

In pursuit of academic excellence and in partnership with families, Point Christian Academy exists to immerse every aspect of a student's life in Biblical truth, equipping them to be followers of Christ.

1.3 Vision Statement

Biblical Truth, Academic Excellence, Family Partnerships, Christ Followers

Biblical Truth

1. Students will grow in an understanding that the Bible is the inerrant word of God.
2. Academics will be filtered through the truth of God's word.
3. Students will develop an understanding of the application of a Biblical worldview.

Academic Excellence

1. PCA is an academically focused school providing opportunities for character development by cultivating a Christ-like mind in students.
2. PCA believes that every student is unique, made in God's image, and challenges each student to meet their highest goals and full potential.
3. PCA provides a quality education through a staff of highly qualified, passionate Christian teachers in a loving, fun, engaging, and nurturing environment reaching students for Christ academically and spiritually.
4. PCA utilizes curriculum materials that consist of a combination of traditional and innovative instructional resources, techniques, and strategies that focus on skills that reflect the wisdom of God.
5. PCA focuses on teaching students to think competently, critically, and creatively by challenging students to incorporate higher level thinking activities, problem solving skills, and sound decision making.
6. PCA strengthens academic skills through development of a strong work ethic that produces lifelong independent learners with God's truth as their solid foundation.

Family Partnerships

1. PCA desires to build personal relationships with students and families through honest communication.
2. PCA desires to provide many avenues for families to volunteer.
3. PCA desires to provide Christian resources for families.
4. PCA desires to hold families accountable to the Vision, Mission, Values, and PCA's Statement of Faith.

Christ Followers

1. PCA students follow Christ's example of service and love in our relationship with others.
2. PCA students exhibit character and integrity.
3. PCA makes disciples and develops leaders who can impact the school, the community, and the world for Christ.
4. PCA students serve each other and our community in positive ways.
5. PCA students are Christian role models at all levels of leadership.

1.4 Statement of Faith

Point Christian Academy Preschool adheres to the tenets of the Baptist Faith and Message 2000. They are listed as follows:

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for

its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11, 89, 105, 140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff; 20:1ff; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalms 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff; 7:11; 23:9; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff; Psalms 2:7ff; 110:1ff; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 10:30, 38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5, 20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy

2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11, 14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherited a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39; 12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges

invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12:14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to

him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

1.5 Philosophy of Education

The philosophy of Point Christian Academy and Preschool is based on a God-centered view that the Bible is the inspired and only infallible, authoritative Word of God. God created all things, and He sustains all things. Therefore, the universe and humanity are dynamically related to God, and they have the purpose of glorifying Him. Because humans are sinners by nature and choice, we are in need of a Savior. A person can receive God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

- Our objective is to immerse the Bible into our students' lives. This immersion aspires to produce a person who has a balanced and proper understanding of his or her role in life at home, work, play, and worship – all grounded in the Christian concept of God's love. Therefore, our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. Therefore, it must be our objective to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The spiritual thread must be woven through the entire curriculum.
- Our philosophy channels our energies toward academic excellence through differentiated instruction while helping students to achieve skills in creative and critical thinking and to integrate subjects with biblical worldview. The objective of our instructional program is to pursue the postsecondary option of their choosing, whether in college/university, service, or vocational training.
- We will partner closely with parents in every phase of the student's development, and we will help parents understand the role of the Christian school as well as the role of the parent in the educational process.

1.6 Core Values

Biblical-declaring truth; Intentional-having gospel conversations; Global-reaching people; Authentic-sharing hope.

BIBLICAL:

- Believing the Bible to be the true and authoritative Word of God

- Trusting that the Bible holds truth for every area of students' lives and application to every area or study.
- Seeing each student's worth as an image-bearer of God
- Seeking effective methods for engaging students in learning and applying Biblical truth
- Challenging each student to develop a biblical worldview
- Modeling Biblical principles in making decisions and choices.

INTENTIONAL:

- Providing a safe, welcoming, God-honoring environment
- Believing the mission of Christ can be furthered through Christian education
- Exhibiting a teachable spirit and a love of learning
- Modeling Gospel conversations

GLOBAL:

- Following Christ's example of service and love in our relationships with others
- Teaching service before self through community service
- Modeling responsible citizenship, character development, and mission focus
- Showing respect and appreciation for cultural diversity
- Having an intentional global impact

AUTHENTIC:

- Living a life of sincere faith and moral integrity
- Attending church faithfully
- Desiring to grow in personal faith daily

1.7 Relationship to the State

Point Christian Academy is a ministry of Red Bank Baptist Church and, as a Christian school, is therefore under Tennessee laws and regulations in regards to student education as a Category IV school. If federal, state, or local legislation or regulations are enacted that infringe on the PCA's ability to operate free from civil entanglement, the Board shall consider steps necessary to protect its mission and purpose. PCA will avoid any type of aide or assistance such as tax-favored status, vouchers, scholarships, etc., that depend upon state or federal regulation and that could result in unwanted governmental entanglement or regulation.

1.8 Partnership with Parents

We believe that PCA administration, teachers, and staff partner with parents to teach and disciple PCA students.

We operate with parental delegated authority and acknowledge that parents are directly responsible before God for their child's education. **In order for parents to partner effectively with the school, parents should agree with the beliefs and educational goals of the school.**

We encourage PCA parents to be actively involved in the everyday activities and special events of the school. Parents are welcome in our classrooms and are invited to volunteer, serve, and assist in a wide variety of events, programs, and classes.

Volunteering helps foster a closer, caring community at PCA, while allowing the teachers to focus on academics. Please visit our school website info@pointacademy.org and fill out the Volunteer form found on the Support PCA page. Our PCA Volunteers assist in a wide variety of jobs: classroom reader, event helper, grounds beautification, lunch distribution, etc.

We also hire parents and grandparents to work as teachers, teacher's aides, substitute teachers, and office staff. Please contact the school office to begin the application process for one of these paid positions.

We encourage PCA parents to engage with their children's education. This is accomplished by connecting with the material being taught and the people in the classrooms. Children need to know that their parents are truly interested in what they are learning and experiencing at school.

We encourage PCA parents to model for their children a consistent, winsome, authentic, and compelling life of virtue. Children are keen observers and are quick to spot hypocrisy, double standards, and inconsistency.

We encourage PCA parents to model for their children a life of humility. We all sin and must seek to honor the Lord with the acts of repentance, forgiveness, and restoration. Modeling the daily living out of a growing faith is a tremendous gift to give children.

Visitors

All visitors entering PCA Academy and Preschool for observation, participation, etc., will check with the office first. This policy helps us to assure the safety and security of our staff and children. This will also allow us to know who is in the building at all times.

Birthdays

If your child's birthday falls on a day our classes are meeting or you want to celebrate your child's birthday at school, you may have a party for your child. You may provide refreshments for morning or an afternoon snack. Please notify your child's teacher of your plans in advance.

1.9 PCA Organizational Chart

** See Appendix F: Point Christian Academy Organizational Chart*

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2.0 SCHOOL COMMUNICATION

2.1 Communication Methods

Clear communication between parents, students and the school is vital to the success of our mission. There are many ways for parents and students to stay informed of school information: The Head of School will send email communication containing important full-school information. Teachers and administrators will send regular email communication to provide grade-specific updates or pertinent information. The school office will send parent text alerts occasionally to communicate time-sensitive information. The PCA website contains many resources for parents and students and details regarding whom to contact for specific questions.

We believe that effective communication is a very important part of having a successful partnership between your family and PCA. For that reason, we urge parents to confer directly with the child's teacher.

- Every teacher will make an effort to return a parent's call or email as soon as possible or within 24 hours.
- Conferences may be arranged at any time during the school year with the teacher.

So that the teacher can give you full attention without distractions, please be mindful of when and where communication takes place.

- For example, coming by the teacher's room to discuss a problem in the morning before school is not an appropriate time.
- Drop-off, pick-up, hallway, lunch etc. are not effective communication times.
- We desire to have in person communication (or, if necessary, a phone call) versus a quick and sometimes misunderstood email when we know that the subject to be discussed is one that may be better handled in person.

Sources of information include the following:

1. Student/Parent Handbook
2. Teacher/Parent conferences (Fall and Spring)
3. PCA newsletter
4. Progress Reports/Report Cards
5. Open Houses
6. info@PointAcademy.org
7. Orientation for grade levels

Sources of communication include the following:

1. Emails from teachers or administrators
2. Head of School Letters
3. Social Media Posts (News channels, Facebook, Twitter, Instagram)

The FACTS Family Portal gives student and parent access to grades and assignments as the teacher posts them. <https://factsmgt.com>. Teachers and Administrators are available via email. PCA e-mail addresses are listed on the school website on the “Faculty and Staff” page. Please note that students and parents should not text faculty or staff members, but instead should communicate by email or through a scheduled appointment.

2.2 Car Line Information

Students should arrive during morning car line times each morning from 7:50 a.m. to 7:55 a.m. Point Christian Academy hours are from 8:00 a.m. – 3:00 p.m. Students should dismiss promptly to their vehicles or car line following dismissal at 3:00 p.m. Students who are not picked up by the end of the car line will be sent to after care. The students FACTS autopay account will be billed for \$15.00 for a one-day drop in.

Emergency care will be given beyond 6:00 p.m. at a charge of \$5.00 per child for the first five minutes and \$5.00 per child for each additional minute. **This will be added onto your FACTS portal account. If a student is not picked up by 6:30 p.m., the appropriate authorities will be notified.**

2.3 Changes in Transportation Pick-up

In the morning before school starts, please discuss with your child how they will be going home. In the event of a need to change the regular way a child goes home, a written request from the parent or guardian must be sent to school so we are aware of the change. Transportation changes can include, but are not limited to, changing who will be picking up your child from school, or going home with a friend. Please do not call the school during the day to change your child’s method of going home. For the safety of all students, changes in transportation will not be made over the phone. The office must be notified of any changes in pick-up because we cannot let the child leave with an unauthorized person. Any person picking up a child must be noted in the child's pick-up list and may be required to show proper identification.

2.4 School Closing Communications

From time to time, the school will be closed due to unforeseen events. The school will communicate emergency short-term and long-term closures through email, parent alert texts, social media, and the local news.

2.5 Questions and Concerns

Questions and concerns inevitably arise even in a well-run school. Point Christian Academy encourages and welcomes questions. The administrative staff is available to answer questions relating to all aspects of the school via phone (423) 847-2919, by appointment in person, or through the FACTS Family Portal.

However, legitimate concerns can often give rise to complaints, gossip, or conflict. To complain or gossip about an issue with anyone other than the person involved is unhealthy, unfair, and unbiblical. Every parent must be willing to seek proper resolution to conflict. The overarching Biblical principle that guides conflict resolution at PCA is found in Matthew 18:15-16: *If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.*

All community members, students, and adults are expected to follow the guidelines of conflict resolution outlined by Jesus in Matthew 5:23-25 and 18:15-17. These passages can be summarized into four basic principles.

1. Resolve conflict quickly (Matthew 5:23-25). It is important to address issues quickly, before misunderstandings have an opportunity to grow into a larger conflict.
2. Face-to-face (Matthew 18:15) There is great value in face-to-face communication as it is difficult to communicate emotion in an email or text. It is very easy for misunderstanding and miscommunication to develop.
3. One-on-one (Matthew 18:15) When concerns are addressed with only those directly involved, the possibility of resolution is increased, and the unnecessary involvement of others is minimized.
4. Get help. (Matthew 18:16-17). If a face-to-face, one-on-one conversation does not bring resolution, it may be necessary to involve another person, in our case, an administrator.

If unresolved issues remain after following the steps listed above or there is a legal dispute, parents agree to:

Mediation: Parents agree to submit for mediation with the school before a mutually agreed-upon mediator. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the school, are contrary to biblical and church teaching, and mediation is an effort to resolve disputes in a biblical fashion (1 Cor. 6: 1-7). The confidentiality of the mediation process will be protected, and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may, at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

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3.0 ADMISSIONS

3.1 Non-Discrimination Policy

Point Christian Academy and Preschool is open to any family in the Chattanooga area who desires Christian education for their children. Each person is a special creation of God, uniquely gifted and loved by Him. Since God is *no respecter of persons*, Point Christian Academy and Preschool recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and extracurricular activities.

As Paul wrote, “in humility value others above yourselves, not looking to your own interests but each of you to the interests of others.” Our desire is a community where every student feels they are valued and that they belong. With that goal in mind, we take an “*others first*” approach and we’re actively working to both model this as a community of faculty/ staff and to instill that into our students. To support this goal, Point Christian Academy and Preschool stands against discrimination in any form.

3.2 Admissions Requirements

Potential students will be evaluated for an admission decision based on their application, parent interviews, and entrance testing. Entrance testing is conducted only after the child’s parent/guardian has completed the New Family Interview with the Head of School. Testing for admittance is held prior to any entrance decision. A prospective student must demonstrate academic ability that is on or above the grade level he/she is applying to for admission. The Head of Schools will make all final decisions concerning admissions and acceptance of applicants. Parents will be notified of the final decision by letter.

Parents of enrollees must sign the **Point Christian Academy/ Preschool Parent Agreement (Appendix D)** verifying that they have read, understand, and will support the contents of the Parent-Student Handbook prior to the beginning of the school year in which their child will be attending PCA. As a part of the admissions process, parents must provide all vital information pertaining to your child. Because your child is our first priority, all records should be accurate and updated in support of admission (work numbers, address, cell numbers, email, etc.) Once your child is enrolled, PCA must have all required records on file.

The expectations for student academics and behavior at PCA are very high. Students who do not demonstrate an investment in their learning and are unable to maintain adequate academic achievement or do not demonstrate acceptable behavior may jeopardize their eligibility for reenrollment to PCA. Potential students must exhibit appropriate levels of behavior and maturity, and parents must disclose any previous record of social, behavioral, or mental health issues. If evidence of nondisclosure occurs after acceptance, the student could become subject to dismissal. PCA is not staffed to serve students with significant social, behavioral, or mental health issues. Students accepted to Point Christian Academy are admitted on a probationary basis for a period of one grading period, or nine weeks.

Point Christian Academy shall follow the policy of the State of Tennessee for the compulsory school entrance age requirements. All children who have not been excluded or excused from school must be enrolled in school by the calendar year during which they turn seven. Kindergarten students must be five (5) on or before August 15th. First grade students must be six (6) on or before August 15th.

3.3 Academic Tutoring & Learning Differences

Students with a severe disability or learning difference requiring a separate classroom, program, or staff will not be admitted to Point Christian Academy due to lack of adequate staff, funding, and facilities. If it becomes apparent that a student has a severe disability or learning difference as evaluated by teachers and Head of School, parents may be required to withdraw the student in order to obtain proper assistance.

Students with a minor disability or mild learning difference will be required to meet the academic standard of their grade level and will be given such individual instruction as is provided to all students. Minor accommodations for students with mild disabilities may be approved on a case-by-case basis by the Head of School. Requests for minor accommodations must be made in writing by the parent or guardian to administration. Requests for academic accommodations must be submitted in writing to administration by the licensed therapist who is providing academic therapy for the student. Approved accommodations must not cause class disruption, necessitate significant additional time commitments of the Teacher, or compromise PCA academic standards. The Head of School will make all final decisions regarding implementation or removal of accommodations. If it becomes apparent that a student is not able to meet the academic standard of their grade level, parents may be required to withdraw the student in order to obtain proper assistance.

Individual tutoring is an optional service parents may sign-up to use if their student needs academic support. Students with an academic weakness, minor disability, or mild learning differences can opt to receive one-on-one tutoring. The current fee structure for this service is located on the school website.

Point Christian Academy does not service IEPs or 504 plans. PCA does not currently supply the resources to manage and implement such plans.

3.4 Enrollment Priority

Point Christian Academy appreciates the opportunity to partner with families in the education of your child. The deadline for completing student re-enrollment for admission to PCA in an academic year is by January 31st. All information, records, forms, and payments must be completed and received by this date. Enrollment priority will consist as follows: returning students and siblings, new students, and then students within the waiting pool. Returning students are those that are currently enrolled in Point Christian Academy. To better serve our families more efficiently and consistently, PCA has a continuous enrollment policy that does not require current students to re-enroll each year. This ensures the enrollment priority of your student in PCA is continuously secured.

Continuous Enrollment is the commitment families make when joining PCA that a student will remain enrolled continually year-to-year until they choose to opt out of the agreement during a designated opt out period or by January 31st. Continuous enrollment is only available to families in good standing with their tuition payment. This default agreement allows us to make solid plans for staffing, programs, materials, curriculum, and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

3.5 Tuition and Fees

Point Christian Academy Full day Red Bank Campus

<u>Class</u>	<u>Annual / Monthly Tuition</u>
Academy Grades	\$ 8,750 / \$ 875
Application Fee (all ages)	\$ 100
Enrollment Fee	\$ 250
Technology Fee (3 years and up)	\$ 175

Before and after care is available for Point Christian Academy students for an additional fee of \$15 per day per student. Please contact us for more information at info@pointacademy.org.

3.6 FACTS Account Information

Once accepted, your family will be required to enroll online in the FACTs Tuition Management Program. Monthly payments run from August - May. Tuition is due by the first of the month according to the terms of your payment plan. If you choose to pay monthly, through FACTs, the first day of the month is your payment processing date. **The enrollment process is not complete, and students may not start school until a FACTS tuition payment plan is created.** Tuition payment plans are available for a one payment, two payments, or a monthly payment. There is a \$500 discount for full tuition paid in the initial payment, and a \$250 discount for the two-payment option. There is no discount for the monthly payment plan.

All tuition payments will be paid online through FACTS. Any exception to this payment method will need to be arranged with the Financial Officer and will incur additional fees. Through FACTS parents have access to account balances, charges, and payments at all times. Information is password protected and updated on a regular basis. New families to PCA will receive FACTS enrollment information upon their acceptance to Point Christian Academy.

After two weeks of unpaid tuition with appropriate late fees applied, the child will not be allowed to return until the balance is completely paid. If there are any extenuating circumstances, please let the director know.

3.7 Tuition Assistance

Financial aid may be available for families approved by FACTS. Applications must be filled out online. Please access FACTS through the link at info@pointacademy.org

Members of Red Bank Baptist Church and The Point Church on Signal are eligible for a 10% (ten percent) discount on tuition. This discount applies to tuition only and does not apply to fees and other charges.

3.8 Withdrawals or Termination of Services

In the event parents or the school finds it necessary to withdraw a student, these procedures should be followed:

- To establish a date of withdrawal, the parent will submit a **Withdrawal Form**, obtained from the office, or requested by email, a minimum of sixty (60) days prior to the proposed withdrawal date. The reasons for withdrawal must be stated on the form.
- In the event that the school deems it necessary that a child be withdrawn, the following process will be followed:

PCA will provide the parents with a **Withdrawal Form** stating the reasons for removal and a specific date for removal. The form will be provided with two weeks' notice from the school.

- Reasons for termination may include but are not limited to unpaid bills, continual biting, excessive violence by children or toward others, or refusal to abide by policies.
- **Payments:** All fees and tuition are non-refundable. When a student is voluntarily withdrawn from school, the family is responsible for the tuition for the current semester unless that student's spot can be filled by a student in the waiting pool. When the Withdrawal Form is submitted, the PCA Business Manager will verify if all accounts are in good standing.
- **Grades and records will not be released until all financial obligations have been resolved to the satisfaction of PCA.**
- Outstanding fee and tuition obligations will be subject to collections by an outside agency.
- Student network accounts, FACTS accounts and Google accounts will be deactivated after the student's last day of school.

4.0 ATTENDANCE

4.1 School Day Schedule/Calendar

School hours for Point Christian Academy are 8 a.m. - 3 p.m. Before and aftercare will be available for the students for an additional charge.

Emergency care will be given beyond 6:00 p.m. at a charge of \$5.00 per child for the first five minutes and \$5.00 per child for each additional minute. **This will be added onto your FACTS portal account. If a student is not picked up by 6:30 p.m., the appropriate authorities will be notified.**

The 2023-2024 schedule for Point Christian Academy is as follows:

2023-2024 School Year

August 7: First Day for Point Christian Academy Students (1/2 day)

September 4: Labor Day - Academy Closed

September 28-29: Teacher Professional Development - Academy Closed

October 9-13: Fall Break- Academy Closed

October 20: Report Cards Go Home

November 22-24: Thanksgiving Break- Academy Closed

December 20: Christmas Festival/ Last Day for Academy Students (1/2 Day)

December 21- January 3: Christmas Break for Academy Students

January 4: Academy Students Return from Christmas Break

January 5: Report Cards Go Home

January 15: Dr. Martin Luther King Jr. Holiday- Academy Closed

February 19: Teacher Professional Development - Academy Closed

March 8: Report Cards Go Home

March 11-15: Spring Break for Academy Students

March 29: Good Friday - Academy Closed

April 18: Parent/Teacher Conferences (3:30 - 6:00p.m.)

May 23: Last Day of School for Academy Students (1/2 Day), Report Cards Go Home

Staff Professional Development Days

Point Christian Academy will be closed for staff training days, two in the fall- Thursday, September 28 and Friday, September 29 and one during spring semester - Monday, February 19. These days will be included in your charges.

4.2 Emergency School Closings

Weather Related Closing

From time to time, the school will be closed due to inclement weather. The school will communicate emergency closures through email and parent alert texts. Following emergency weather closure, we will communicate school reopening information through email, parent alert texts, and the local news.

Unexpected Long-Term Closings

In the event of long-term closings necessitated by natural disasters, widespread illnesses, or other extenuating circumstances, PCA will institute teacher directed home learning. Tuition and fees must be paid per the financial agreement signed during the enrollment process. Students will attend online meetings and turn in all assignments as required by their teachers during any long-term closings. All grading guidelines and student promotion policies will remain in place.

4.3 Attendance Requirements

Academy school hours are as follows:

Lower School (Grades K – 3rd) 8:00 a.m. – 3:00 p.m.

Regular attendance and punctuality are essential for success as a student. School attendance provides opportunities to participate in class activities, to benefit from the synergy of their peers, and to receive direct instruction by the classroom teacher. Parents should be advised that even when the schoolwork is made up, absences might impact their child's understanding of the material missed.

4.4 Tardiness

Students who are tardy to class create a disruption to the other students and teacher. Tardiness is recorded simply on the basis of whether or not a student is present on time. Days tardy will be marked as excused or unexcused. To be counted present for class, students must be seated and prepared for class to begin when the bell rings. Parents of a tardy student are required to sign in their child(ren) immediately upon arrival at the school. The office staff will provide an admittance pass for the student to present to their teacher. Excessive tardies (10 per semester) can result in the loss of credit for the school year. Students are marked tardy after 8:00 a.m. After 11:30 a.m., students either checking in or checking out are counted absent half a day. Students who are checked out during the last thirty (30) minutes of school are not counted as absent.

To receive a Perfect Attendance Award, a student must be neither absent nor tardy, nor leave early or check out, for any portion of the day for the entire school year. Perfect Attendance Awards will be given to elementary students only. The school may choose to give a Commendable Attendance Award to students who are checked present every day for the school year but were checked out or tardy only once during the school year.

4.4.1 Excessive Tardiness

At the discretion of the Head of School, there may be academic penalties that result from habitual unexcused tardiness. Students who are excessively tardy will be in danger of failing courses, and in extreme cases, grade-level retention.

Parents of students who have 5 unexcused tardies within a single semester will be required to meet with the Head of School to determine an appropriate course of action.

Students who have 10 unexcused tardies in a single semester will forfeit their opportunity for priority reenrollment. The only opportunity to re-enroll will be during the open enrollment window.

Students who are tardy 20 or more days in a school year will jeopardize their reenrollment eligibility for the following school year.

4.5 Early Check-Outs

Early check-outs are discouraged; however, we understand that sometimes students need to be checked-out for health or family reasons. **NO DISMISSALS WILL TAKE PLACE AFTER 2:45 p.m.** The number of early check-outs should be kept to a minimum to reduce classroom disruption. Students will only be released to the custodial parent or guardian or emergency contacts on file.

Parents will need to come into the school office to add or remove emergency contacts from their file. Parents or parent designees must provide a photo ID each time they are checking out their child(ren) for safety purposes. If possible, a note must be sent to the teacher the morning of an early departure. This note should provide the date and time for the early departure as well as the reason the student should be excused. The parent should then report to the office and sign the child out. Children will not be allowed to call home to find out where they are to go at dismissal, nor to get permission to go home with a friend. Students who check-out must be signed out in the school office by a parent or parent designee only under the following conditions:

1. If the reason for early checkout is illness, the student must:
 - a. Have a temperature (100.4 degrees or above) as determined by the office staff/nurse.
 - b. Be obviously ill, as determined by the best judgment of the school officials.
 - c. Wait in the area designated by the school for a parent or legal guardian to arrive.
2. If the reason for early checkout is other than illness, a justifiable explanation must be provided to the Head of School by the parents or legal guardian. If approved, the student must wait in the area designated by the school for a parent or legal guardian to arrive.

Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs and sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Head of School.

Upon reentering school, a written note from home must accompany the student as outlined in the procedure for re-entering school.

4.6 Absences

At PCA, we believe that developing faithfulness in classroom attendance is essential to the overall development of the character of the student. It is also a matter of fairness to the other students in the class and the teacher. Therefore, it is our intention to have firm and fair policies that encourage attendance and discourage unnecessary absenteeism. Failure to attend school is an absence. Absences in all grades will be recorded as a full-day or a half-day (11:30 a.m. is considered a 1/2 day absence). Each absence will be considered excused or unexcused. All absences and tardies (excused or unexcused) will be reflected on the student's quarterly report cards as well as on the permanent school record. One can never fully make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. Make up work is only a substitute for classroom attendance, and it is acceptable only under the following conditions:

A. Excused Absences

1. Illness: If a student is ill, the parents should call the school. A note must be sent when the student returns to school stating the reason for the absence. If the student is absent for more than 2 days, he/she must return with a doctor's excuse.
2. Marriage in the immediate family
3. Medical or dental appointments which cannot be made outside of school. This refers specifically to orthodontist appointments or treatments for physical or dental problems.
4. Birth of a sibling, niece, or nephew
5. Serious illness within the immediate family
6. Death in the family

A parent or legal guardian should contact PCA on the day of absence if absence is to be excused and work made up in accordance with **Section 4.9. Make-up Work.**

B. Unexcused Absences

An unexcused absence occurs when a student is not in school for any case or situation other than those defined by **Section 4.6. Approved Absences.** If a note or email of explanation is not provided to the school, the absence will be marked as unexcused, and students will not receive credit or deadline extensions for missed assignments. Disciplinary suspensions are documented as an unexcused absence and students will not receive credit for missed assignments. The teacher will notify the student if the missed assignments must be completed in order to understand the upcoming academic material.

C. Impacts of Unexcused Absences

1. At the discretion of the teacher, makeup for any missed work may be required. The teacher will notify the student if missed assignments are to be made up in order to understand the upcoming academic material.

2. If a student has 5 unexcused absences in a semester, a meeting with parents will be scheduled with the Head of School.
3. If the student has 10 unexcused absences in a semester the child may be retained in grade.
4. Disciplinary suspensions are documented as an unexcused absence and at the discretion of the teacher, students may not receive credit for missed assignments.

D. Reentering School After an Absence (excused or unexcused)

1. If the absence was not pre-approved, a doctor's excuse or a signed note of explanation must be provided by the student's parent or legal guardian addressing the absence. The note or excuse will be provided directly to the classroom teacher who in turn will send it to the school office. In the case of an unapproved absence, the Head of School has the final authority to excuse an absence.
2. If a student has been absent from school due to illness, the student must be free from fever, vomiting, or diarrhea for 48 hours before returning to school.

4.6.1 Excessive Absence

At the discretion of the Head of School, there may be academic penalties that result from habitual absences. Students who are excessively absent will be in danger of failing courses, and in extreme cases, grade level retention.

Parents of students who have 5 absences within a single quarter will be required to meet with the Head of School to determine an appropriate course of action.

Students who are absent 10 or more days in a single semester will also forfeit their opportunity for priority reenrollment.

For a student to receive credit in any class, total absences in any semester may not exceed 10 or the yearly absences may not exceed 20.

Students who exceed 20 absences for any reason during the school year will require approval from the Head of Schools for grade level promotion. Exceptions may be granted under unusual circumstances after parental consultation with the Head of Schools and a verifiable doctor's excuses.

4.7 Make-Up Work

Parents may request that student classwork and assignments be prepared by the teachers so that the student is able to work from home while recovering from an illness or injury. The request must be emailed directly to the teachers. The teachers will prepare the work after the school day ends and drop it off at the school office for next day pickup. Please allow 24 hours for the work to be prepared after the email request is sent.

Students must complete all assignments missed during absences. Students are responsible for scheduling all make-up work and should be proactive with their communication with teachers. If a student needs more time to complete work, arrangements should be made with each teacher prior to the due dates of the work.

If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

On the first day back to school following an absence, students should be prepared to:

- Turn in homework that was due during absence.
- Take any tests, quizzes, or assessments that were missed during absence. Absences prior to the day before a test do not qualify for a delay. If a Teacher observes a pattern of absence before tests, the student may be referred to the Head of School to discuss how to address this disruptive behavior.
- Make-up tests and quizzes will be made up during class time, during lunch, or directly after school.
- Confirm and schedule make-up dates with each teacher if more than one day of school was missed.

In the case of serious illness or death in the family, students and parents should contact the Head of School for assistance in ensuring the student does not fall behind.

5.0 HEALTH and WELLNESS

5.1 Illness Attendance Policy

PCA will not accept children showing any signs of illness. If a child does become ill, we will contact the parents to pick up as quickly as possible.

Symptoms that are cause for keeping your child home are a severe cold, diarrhea, flushed skin, measles, rubella, chicken pox, vomiting, ear infection, red or pink eyes, chills, skin irritation or swelling, sore throat, fever, or mites or lice. For ear infection, fever, and red or pink eyes, please allow twenty four hours of treatment before allowing the child to return to school. A doctor's note may be required to return to school.

Too Sick for School?

Cold symptoms can indicate a virus, infection, bronchitis, flu, or pneumonia. This is something that could be spread from child to child. If your child is not acting normally, i.e. heavy breathing, runny nose, elevated temperature, please do not send him to school.

COVID Symptoms will include 100.4 temperature or higher, chills, consistent cough, difficulty breathing, muscle pain, sore throat or any other symptoms that have been outlined by the Center for Disease Control. Any child that displays these symptoms should not attend school.

If your child has repeated episodes of diarrhea and vomiting, please keep your child at home until he/she is well again. **If your child begins vomiting while at school, we will call you immediately to come and pick up your child, and the child may not return to school until he/she has gone 24 hours without vomiting.**

If a student has a **fever** of 100.4 degrees or higher, please require him/her to stay at home until the fever has gone away.

Conjunctivitis or pink eye is highly contagious and uncomfortable. If your child wakes up with a pink or red eye, it is best to take him to the doctor. A note will be required for your child to return to school.

Lice is highly contagious and uncomfortable. If live bugs are found on a child, a parent will be notified, and the child will be sent home. Proof of treatment must be given according to Tennessee licensing rules.

If a child displays any of these symptoms or other abnormal symptoms, we will call you to come to pick up your child. We understand that this is an inconvenience and may be difficult; however, there are many children who could get sick from the spread of germs. We must take action to prevent the spread of infectious diseases. Please be aware that we are doing our part by cleaning as much as possible. Please help us keep everyone as healthy as possible! Thank you for your understanding.

Students who have been ill may return to school when they are symptom free for 24 hours without the aid of fever suppressing medicine or when released by a medical health care provider.

Parents may request that student classwork and assignments be prepared by the teachers so that the student is able to work from home while recovering from an illness or injury. The request must be emailed directly to the teachers. The teachers will prepare the work after the school day ends and drop it off at the school office for next day pickup. Please allow 24 hours for the work to be prepared after the email request is sent.

5.2 Student Health Records

All students attending Point Christian Academy must have on record proof of date of birth with the school office and a current immunization record or an exemption statement according to Tennessee Code before entering school in the fall. Standard immunization forms may be obtained from your family doctor or the Tennessee Department of Health.

In accordance with the Tennessee State Law each student must have up-to-date physical records and required immunization. The Tennessee Department of Health has immunization requirements for those who attend childcare, preschool, and school. The requirements can be found in the Tennessee Department of Health Rules.

Proof of immunization or a note from a physician if your child is on a delayed immunization schedule or a written objection will be required prior to admittance on the first day of school.

5.3 Medication Policy

All medication must be administered **only** by school staff during school hours. Medication permission forms are to be filled out and signed by a physician and/or parent/legal guardian and must be on file in the school office. No over-the-counter medicine, prescription medicine, or Vaseline will be administered unless there is a parent consent form.

When it is necessary to administer medication, the parent or guardian shall deliver the medication, labeled with the student's name and name of medication, to the school office along with instructions stating what the medication is for, how often it is to be taken, and the length of time it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be placed in writing. Time will be provided in the student's schedule to come to the office to receive the medication.

Tylenol will not be routinely administered for headaches, etc., and will not be given early in the day or late in the afternoon except with specific notification from parents.

Students who are required to have the availability of an EPI pen or inhaler during school hours are subject to the medication permission form addressed in the paragraph above.

Management plans from a physician are required for any chronic condition.

PCA follows the Blood Pathogen Control Plan by OSHA which includes gloves, clean up, and disposal.

5.4 At School Student Illness and Injury Procedure

If a child becomes ill or is injured during school hours, the faculty will implement the following procedures:

Faculty will send or escort a sick or injured student to the main school office for assessment and help.

Students who become ill or injured at school will be cared for in the school office or nurse's station until transportation home can be arranged. Under no circumstances will a student be released without the specific authorization of a parent or legal guardian.

Faculty and staff will not attempt to contact the parents via a cell phone from the classroom regarding the illness or injury. The office staff will handle all parent communication. Faculty and staff may certainly call the family after school hours to check on the student.

Minor injuries will typically be treated in the classroom.

Reasonable measures will be taken in the classroom prior to sending a student to the office for minor symptoms (rest, water, cool down period after recess, snack, etc.).

Serious injuries should be documented in writing as an email to the Head of School—particularly if the injury incident involves another child.

5.4.1 First Aid

Designated faculty with proper training shall render first aid treatment if a nurse is unavailable.

5.5 Emergency Contacts for Illness or Injury to Student

In case of an emergency, at least one emergency phone number must be on file in the school office. In addition to home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who could be contacted in the event of a serious medical emergency.

In the rare event of a life-threatening illness or injury to a student, the school administrator, nurse, or teacher will be authorized to make a real time decision to contact 911 for immediate emergency medical response. In this circumstance, the decision by PCA personnel to call 911 will be made even where contact of the parent/legal guardian could not be accomplished due to unavailability and/or time urgency. PCA personnel will continue working to contact the parent/legal guardian until successful.

5.6 Allergies and Serious Medical Conditions

Parents must notify Point Christian Academy office staff and teachers of any known allergies upon enrollment or diagnosis. All allergies will be noted in FACTS. Severe and life-threatening allergies and medical conditions will be flagged in the school office and in teacher's records. Point Christian Academy is a nut/peanut-free school. Students should not bring or consume any foods containing nuts/peanuts at school. Although every effort will be made to avoid serving foods that would put any student at risk, parents must educate their children about their allergies and provide safe foods for school consumption. Teachers will notify room moms of allergies within the class so that allergens are avoided during class parties.

5.6.1 Allergy Rosters

Allergy rosters will be placed inside every lower school classroom and every preschool homeroom. Teachers will familiarize themselves with their students' allergies and notify class parents of food allergies as needed prior to parties and events.

5.7 Physical Privacy Policy

All employees, volunteers, parents, students, and visitors to the Point Christian Academy campuses and Point Christian Academy events off campus must use restrooms and changing areas that align with their biological sex at birth.

5.8 Outside Play

The State of Tennessee regulations require that an opportunity to play outdoors will be provided, weather permitting, when the temperature ranges between 32 and 95 degrees. The time outdoors may be limited in cases of extreme heat, cold and poor Air Quality Index. Weather permitting, morning and afternoon outside time will be scheduled. If your child is too sick to go outside, then he/she should stay at home.

6.0 ACADEMIC GUIDELINES

6.1 Student Success

Student success is the focus of Point Christian Academy. Academic gains as well as character development within the categories of social, spiritual, and behavioral development combine to provide evidence of student success. Typical academic grading only measures academic achievement; however, the excellent student is not defined solely by numerical grades. PCA students are assessed in two primary ways. The quantitative measure of academic achievement shows a student's growth of knowledge. The qualitative measure of character development illustrates a student's ability to apply biblical principles to all aspects of life as he/she is shaped to be a virtuous citizen of the Kingdom of Christ as well as a well-rounded and productive member of the school culture and of society.

Measures of knowledge and social, spiritual, and behavioral development are communicated to parents of students via progress reports, report cards, student promotion plans, written communication, informal conversations, phone calls, and scheduled parent- teacher conferences.

6.2 Student Promotion

Students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Age, maturity, achievement, ability, and social factors are all taken into consideration when making such a decision. Information is gleaned from diagnostic tests, past achievement records, parental observations, and teacher evaluation.

A student who has major deficits in two or more of the major subjects (math, language arts, reading, and Bible) will not be promoted to the next grade until adequate summer work is completed and there is evidence of content or skill mastery. When a student demonstrates a significant academic deficiency, the teacher and Head of School will write a Student Promotion Plan. The plan will clearly identify what needs to be accomplished in order for the student to be promoted. The Head of School makes all final decisions regarding student retention.

6.3 Lower School Grading

At PCA we strive for our Lower School students to develop a deep love of learning through the example our teachers provide, the methods we use to instruct, and the goals we set before the students. Assessment is a necessary part of education, and the type of assessment used is a powerful tool that can shape, stir and create motivation in a student. According to the curriculum, the methods of student assessment at PCA will vary based upon written and verbal narrative feedback. We seek to strengthen our partnership with parents and our commitment to educating the whole child by providing narrative feedback that corrects, guides, instructs, and praises the student's work. This type of assessment provides a balanced evaluation of student academic achievement and character development. This is not an attempt to lower an academic standard or make all students feel emotionally proud of whatever level of work they can produce; rather, this is a method of evaluation that seeks to focus students on the skills of learning and remove their focus from only numerical grades. Narrative grading encourages the top student by revealing the

next step for improvement and encourages the student who struggles by giving specific goals to work toward. Narrative assessment reminds students that they have not achieved perfection, nor have they failed—there are areas in which every student needs to improve. This grading framework provides a differentiated learning approach that focuses on the students’ academic, social, spiritual, and behavioral growth rather than a test preparation approach.

Teachers will communicate progress directly to the students by giving them verbal feedback in class, written comments on their work papers, and through individual meetings if extra help is needed. Excellent work and significant improvement will be recognized through verbal praise, written comments, and report card summations. Student work that consistently falls below the academic, social, spiritual, and behavioral standard will be addressed through a written Student Promotion Plan to outline the steps needed to achieve the required standard.

Within the online FACTS gradebooks, teachers will post narrative summaries of achievement and progress. Parents and students can view the online gradebooks by logging in to their FACTS Family Portal.

Report Cards

Report Cards provide a summation of the student’s progress at the end of each quarter.

Diagnostic Testing

PCA students will take diagnostic assessments.

6.3.1 Tutoring Guidelines

Teachers may offer to tutor students after school hours.

Teachers should follow wise procedures to protect themselves and the student such as: confirm that parents have given consent for the after-school tutoring, tutor in a public area, make certain the classroom door remains open at all times, schedule group tutoring sessions, etc.

Teachers and students of the opposite gender should avoid being alone in a classroom. This is even more important after the school office has closed. The teacher should move the tutoring to a public area or should only offer group tutoring so that more than one student is present.

Teachers are expected to provide occasional help and assistance to a struggling student free of charge as part of their teaching responsibilities. If tutoring is needed for an extended period or if the teacher is tutoring students in other grades or classes, students should sign up for paid tutoring.

6.4 Homework

PCA acknowledges that time outside of the school day is valuable to students and families and that homework assignments should be assigned purposefully and sparingly. Completing classwork, assigned homework, and studying are an integral part of a student's responsibility toward their learning. The frequency of and time required for homework will vary among students and among grade levels.

Homework might include:

- Extra practice of a new or prior concept or skill
- Reading and other preparation for the next class period
- Projects, papers, and presentations that require time outside of class instructional time to complete
- Incomplete classwork

6.5 Late Assignments

Assignments are due upon entry into the classroom or at the time designated by the teacher.

6.6 Cumulative File/Transcripts

PCA maintains a permanent cumulative file on all Point Christian Academy students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records.

PCA will release student grades, standardized test scores and medical information upon the written request of another school system.

No school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any agency other than another school.

The confidentiality of cumulative records will be maintained. PCA personnel or other specifically approved persons may have access to the records under conditions specified by the Head of Schools.

Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.

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7.0 CONDUCT GUIDELINES

7.1 Discipleship and Discipline

School community members (employees, volunteers, board members, parents, and students) are expected to become familiar with and abide by the standards, rules, core values, and policies for behavior and language outlined in this handbook.

Faculty and Staff will provide consistent expectations and give students opportunities to practice meeting those expectations. When a discipline issue occurs, the faculty or staff member will talk privately and compassionately with the student and an age-appropriate discipline action will be determined. The faculty or staff member will guide the student through the steps of repentance, forgiveness, and restoration. Discipline issues will be documented in FACTS Family Portal with a demerit, and students may be given consequences. Demerits are used as a method of tracking repetitive behaviors. Faculty and staff will communicate regularly with parents about all behavior concerns.

Students will be sent to the administrative office for repetitive behaviors of more serious offenses. The Head of School will talk with the student and guide them through the steps of repentance, forgiveness, and restoration. The visit with the Head of School provides a time for one-on-one discipleship and should be viewed as a valuable time of shaping and training the hearts of students. When a student is sent to the office, parents will be contacted and apprised of the details of the visit. Disciplinary suspensions are documented as an unexcused absence and students will not receive credit for missed assignments. The teacher will notify the student if the missed assignments must be completed in order to understand the upcoming academic material. The goal of discipline and discipleship at PCA is heart transformation.

Egregious misconduct may require a meeting with parents and the Head of Schools to determine the appropriate course of disciplinary action and may result in expulsion from the school.

7.1.1 Discipline Expectations

Faculty should provide parents with written narrative feedback regarding negative student behavior by posting a behavior write-up in FACTS. FACTS behavior write-ups should be brief, fact-based, and should avoid opinion, lecture, or critique. Further detail should be shared over the phone or in a meeting. Behavior write-ups should be emailed to parents, the Head of School, and any faculty members who were involved in the incident. Repetitive or significant behavior incidents require both the write-up and a parent phone call.

7.1.2 Etiquette and Training Expectations

As part of our efforts to develop students into virtuous young adults, faculty and staff are to train students to practice appropriate behaviors throughout the various settings of the school day.

Expectations for behavior in the classroom, hallways, assemblies, activities, field trips, programs, recess, lunch, car line, etc., should be explained early in the school year and prior to the event taking place. Younger students will need reminders and opportunities to practice correct behavior. Older students should be held to a more mature standard and should honor and remember the behavior requirements without multiple reminders. Faculty and staff should value this shaping and training opportunity by kindly enforcing the standards and consistently holding the students accountable. Faculty and staff should model for the students what virtuous adulthood looks like and lovingly train, guide, and discipline the students through their learning process.

7.2 Respect for God

Students are expected to participate in worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.

7.3 Respect for Authority

Students will obey faculty and staff promptly and respectfully without arguing or reminders and will observe all classroom rules.

7.4 Respect for Each Other

Students will employ good manners while interacting with others. Students will honor God's command to love one another, be kind to one another, encourage one another, and forgive one another. Teasing, criticizing, name-calling, gossip, physical aggression and fighting are not permitted.

PCA is committed to providing an environment free of harassment. There can be no place for humiliation or any violation of the dignity of a fellow student. PCA is committed to providing a positive and safe learning environment free of fear, intimidation, and hostility.

Both verbal harassment and physical harassment can fall under the category of bullying. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. A negative action is an intentional infliction of injury or discomfort upon another person, through physical contact, spoken word, written word, or any other method of contact. PCA will not tolerate any form of bullying.

Any such conduct could lead to immediate dismissal from school. If a student is subjected to any form of harassment, he or she should confront the offender and make it clear that he or she is uncomfortable with the behavior. This solid stance will often make the offender stop his or her offensive behavior. If the offensive behavior does not instantly cease, or if the student does not feel comfortable with confronting the offender, the offended student should immediately report to the appropriate teacher or administrator. The administrator will investigate the situation, and, if confirmed, appropriate action will be taken. Parents will be involved in any disciplinary process. Retaliation against a person or persons complaining of harassment will not be tolerated.

7.5 Respect for School Property

Students will walk quietly in the hallways to show consideration to the classes in progress. Students must treat all of the school's materials, books, and indoor/outdoor facilities with respect and care. Destruction of school property will not be tolerated and may be asked to be replaced by the family if damage to materials is extreme.

7.6 Honesty and Integrity

Students must demonstrate honesty and integrity in all situations. Lying, cheating, stealing and other dishonest behaviors are not permitted. A student suspected of these types of misbehavior will be referred to the administrative office and subject to disciplinary action.

7.7 Academic Responsibility

Students will report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, and complete assignments to the best of their ability.

Students will work diligently with focus and attention.

Students will come to class prepared with all books, materials, and assignments.

Students will take care of books and other instructional materials and cooperate with others.

Students will complete assignments on time.

Students will respect the classroom as a professional environment and use correct posture and behavior.

Students will not eat during class time.

Students should take responsibility for their own learning by engaging actively in class, asking meaningful questions, seeking outside help when needed, and developing strong study habits.

Students will take personal responsibility for their behavior and avoid behavior that impairs their own or other student's educational achievements.

Students will show concern for and encouragement of the educational achievements and participation of others.

Students will show respect for the knowledge and authority of teachers and administrators.

7.8 Items to Leave at Home

PCA is a nut/peanut-free campus. Students are not permitted to bring foods containing nuts/peanuts to school.

Students are not allowed to chew gum during school hours.

Students are not to bring toys of any type or hand-held games to school unless permitted by the teacher for “Show and Tell” day.

Students are not allowed to have the possession of a weapon of any kind. This includes pocket knives, kitchen knives, toy guns, etc.

Students should leave money at home. If for whatever reason a parent is sending their child to school with money, please make sure they are keeping it in a safe place, in a sealed envelope with the student's name, teacher's name, and reason for money, i.e. field trip, etc.

Pets are not permitted on campus during the school day.

Teachers may require any item that becomes distracting or is a source of conflict to be left at home.

7.9 Technology Policy

All electronic use and communication should honor God, appropriate personal internet safety, and respect and protect the rights of others. Improper or inappropriate use of technology can result in limited or banned computer use, a failing grade, suspension, or dismissal from the school. Students should only utilize personal or school computers with teacher permission and supervision. No instant or private messaging, social media, or games should be accessed or used during the school day. Students are not permitted to photograph or record audio and video of school classes, events, and activities without administrative permission. Headphones are only allowed during instruction within the classroom or at the teacher's discretion.

7.10 Cell Phone, Smart Watch, and other Technology Devices

Cell phones and smart watches are to be off and stored in lockers during school hours. If a student needs to call parents during the school day, he/she should use the phone in the school office. If a faculty member sees or hears a cell phone or smart watch during the school day, the item will be confiscated to be picked up by the parents in the school office. The student will be referred to the administrative office and subject to school disciplinary action. Cell phone and smart watch use is allowed after school hours only.

7.11 Social Media Use

PCA students should honor God and others at all times inside the school and out. This extends to the use of social media. Students must take great care in all forms of communication, especially as it relates to digital media. The same standards of face-to-face communication, while on the PCA campus or at PCA events, apply to all forms of digital communication.

Students should not participate in crass behavior on social media. Students and families represent PCA at all times.

Profane, threatening, or otherwise inappropriate social media postings/emails/texts that are damaging to PCA or disrespectful to classmates, faculty, or staff or the perpetuation of such (forwarding or reposting) will result in disciplinary consequences.

7.12 Forgotten Item Drop Off

It is the student's responsibility to arrive at school prepared for all aspects of their day. In accordance with our efforts to train PCA students to manage their time and materials responsibly, we encourage parents to avoid delivering forgotten items such as homework, gym shoes, lunches, books, etc., after the school day begins. If a parent chooses to deliver a forgotten item, it will be placed in a designated area. The office will not call into the classroom to notify the student since this is disruptive for the entire class. For young students, forgotten items will be delivered by school personnel and older students may check in with the office during a break to pick up the item.

7.13 Dress Code

The purpose of our uniform and dress code policy is to promote unity, modesty, and order. Uniforms lessen classroom distractions and reduce peer pressure.

Starting in kindergarten, Point Christian Academy implements and upholds our dress code and uniform as a means to reflect our school pride, community spirit, modesty, and order. It also enhances the opportunity for our students to focus on their education while creating a more equitable student culture, lessening classroom distractions, and reducing peer pressure. PCA's uniforms help to unite our student body across social groups, classrooms, grade level, and school levels. Additionally, clothing or accessories worn to school events should not include emblems or images that may signal disrespect among members of the PCA community.

Students are expected to be well groomed and modestly dressed at all times. Proper hygiene is required. Hair must be neat, clean, well-groomed, and must not hang across eyes. No unnatural hair colors, or other hair decorations are allowed at school.

Fingernails must be clean and neatly trimmed. Girls' hair accessories should be Point Christian Academy colors (navy and/or yellow).

Boys' hair should be neatly trimmed and styled. Boys are not permitted to wear hair accessories of any kind. No unnatural hair colors, or other hair decorations are allowed at school.

Other dress requirements include the following:

Jewelry that is excessive or distracting is not permitted.

Skirts and shorts should be hemmed to no more than 2 inches above the knee—no matter the body type or how the skirt or shorts are worn.

Shirts must be tucked in throughout the school day.

Undershirts must be solid white with no visible print.

Boys are required to wear a belt.

Girls are permitted to wear modest earrings that do not cause distraction or dangle below the earlobe for safety reasons.

Closed-toe shoes must be worn at all times in the school building.

Students are to refrain from wearing hats, caps, or hoodies with uniforms on campus during school hours (8:00 a.m. - 3:00 p.m.)

Students will wear PCA uniforms as outlined in the Uniform Guideline document posted on the school website. Uniforms must be purchased at the uniform store using the uniform guidelines available on the PCA website.

7.13.1 Student Uniform Infractions

Lower School classroom teachers are responsible for evaluating student uniform compliance at the beginning of every school day. Every uniform infraction should be noted in FACTS as a behavior write-up, and the write-up should be emailed to the parents for notification.

If a student is not in proper uniform, parents may be asked to bring proper items to school, or students may be sent home. In some cases, uniform items may be replaced by the school and billed to the parent. Repeated uniform infractions may be considered intentional disobedience and subject to disciplinary action.

Success of the uniform is based on cooperation between students, parents, and the school. Please note that an inability to comply with the uniform and dress code standards will involve communication from an administrator and/or consequences for the student. If a student is not in proper uniform, parents may be asked to bring proper items to school, or students may be sent home. In some cases, uniform items may be replaced by the school and billed to the parent. Repeated uniform infractions may be considered intentional disobedience and subject to disciplinary action.

CHURCH INFORMATION

Red Bank Baptist/ Point Christian Academy and Preschool: 4000 Dayton Blvd. Chattanooga, TN 37415

School phone: 423-847-2919

Church phone - 423-877-4514

Website: www.redbankbaptist.org

Point Church at Signal Mountain: 939 Ridgeway Ave. Signal Mountain, TN 37377

Phone: (423)-886-1244

Website: www.thepointchurchtn.org

Red Bank Baptist Hispanic Campus: 109 Eastview Ct., Chattanooga, TN 37415

Phone: (423)-877-4514 ext 117

Email: jbetancourt@redbankbaptist.org

STAFF:

Senior Pastor: Dr. Sam Greer

Senior Associate Pastor - Chris Lowe

Hispanic Campus Pastor: Jaime Betancourt

Associate Pastor/ Minister of Missions: Dr. Gregg Haus

Minister of Music and Worship: Ryan Showalter

Student Pastor: Shaq Hardy

Church Administrator and Minister of Senior Adults: Bill Harvey

College Ministry (CRU): Paul Hillard/ Jason Morris

Children's Director: Mia Jones

Lower School Head: Kali O'Neal

WORSHIP TIMES AND LOCATIONS:

Worship at the Red Bank Campus:

Sunday Service Times: 8:15 and 10:45

Sunday Life Groups: 9:30

Wednesday Night Service: 6:00 p.m.- childcare available

Wednesday Night Awanas for ages two - 5th grade

Wednesday Night Student Worship: 6:00pm

Worship at The Point Church at Signal Mountain Campus:

Sunday Service Time: 9:30

Sunday Life Groups: 10:40

Wednesday Night Service: 6:00 p.m.– Childcare available

Wednesday Night Awanas for ages two -5th grade

Wednesday Student Worship: 6:00pm

Worship at Red Bank Hispanic Campus:

Sunday Service Time - 11:00 a.m.

