



Pursuit Prep

Parent-Student Handbook

Academic Year 2022-2023

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Introduction

Mission Statement

The vision of Pursuit Prep is to grow slowly into a large and effective Christ-centered educational facility that leads children to success in both practical and spiritual life. The primary goal of Pursuit Prep is to disciple children as followers of Christ, cultivating in them spiritual wisdom, and instilling a passion to become life-long learners, that prepares them to succeed as young adults.

Statement of Faith

The Bible

The Bible is God's Word to all people. It was written by human authors under the supernatural guidance of the Holy Spirit. Because it was inspired by God, the Bible is truth without any mixture of error and is completely relevant to our daily lives.

Deuteronomy 4:1-2 Psalm 119:11, 89, 105 Isaiah 40:8 Matthew 22:29 John 5:39; 16:13-15; 17:17 Romans 15:4 2 Timothy 3:15-17 Hebrews 1:1-2; 4:12 1 Peter 1:25 2 Peter 3:16

Trinity

God has existed in relationship with Himself for all eternity. He exists as one substance in three persons: the Father, the Son and the Holy Spirit. Although each member of the Trinity serves different functions, they each possess equal power and authority.

Deuteronomy 6:4 Isaiah 61:1 Matthew 28:19 Mark 1:9-11 Luke 1:35 John 5:21-23; 14:10, 16 Romans 8:9-11 1 Corinthians 8:6 2 Corinthians 13:14 Hebrews 1:8-10 James 2:19

The Father

God is great: He is all powerful, all knowing, ever present, unchanging, completely worthy of our trust, and above all, Holy. It is in Him that we live, move and exist. God is good. He is our Father. He is loving, compassionate, and faithful to His people and His promises.

Exodus 3:14 Numbers 23:19 Leviticus 11:44-45; 19:2 Psalm 11:4-6 Malachi 3:6 John 3:16; 4:24; 5:26; 14:1 Acts 17:28 Romans 3:3-4

The Son

Jesus Christ is completely human but, at the same time, completely God. He is the only plan for bringing people who are far from God back into a right relationship with God. He lived a perfect life, so that He could be a substitution for us in satisfying God's demands for perfection. He defeated death in His resurrection so that we can have life.

Isaiah 7:14; 53 Matthew 1:18-23; 3:17; 8:29; 14:33; 16:16; 28:5-6 Luke 22:70; 24:46-47 John 1:1, 14; 10:30; 11:25-27; 17:1-5 Acts 1:9; 2:22-24; 7:55-56 Romans 1:3-4; 3:23-26; 8:1-3; 10:4 1 Corinthians 8:6 2 Corinthians 5:19-21 Galatians 4:4-5 Philippians 2:5-11 Colossians 1:15; 2:9 1 Timothy 2:5-6; 3:16

The Holy Spirit

The Holy Spirit's presence assures us of our relationship with Christ. He guides believers into all truth and exalts Christ. He convicts people of their sin, God's righteousness, and the coming judgment. He comforts us, gives us spiritual gifts, and makes us more like Christ.

Genesis 1:2 Psalm 51:11; 139:7 ff. Isaiah 61:1-3 Joel 2:28-32 Mark 1:10 Luke 1:35; 4:1; 11:13; 12:12 John 15:26; 16:7-14 Acts 1:8; 2:1-4; 13:2 Romans 8:9-11, 14-16, 26-27 1 Corinthians 3:16 Ephesians 1:13-14 2 Peter 1:2 Revelation 22:17

The Eternity

Man was created to exist forever. He will exist either eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is Heaven. Heaven and Hell are places of eternal existence.

John 3:16, 36 Romans 6:23 1 John 2:25; 5:11-13 Revelation 20:15

Man

Man is made in the image of God and is the supreme object of His creation. Man was created to have fellowship with God but became separated in that relationship through sinful disobedience. As a result, man cannot attain a right relationship with God through his own effort. Every human personality is uniquely created, possesses dignity, and is worthy of respect and Christian love.

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

Salvation

The blood of Jesus Christ, shed on the cross, provides the only way of salvation through the forgiveness of sin. Salvation occurs when people place their faith in the death and resurrection of Christ as sufficient payment for their sin. Salvation is a gift from God, and it cannot be earned through our own efforts.

Isaiah 1:18; 53:5-6; 55:7 Matthew 1:21; 27:22-66, 28:1-6 Luke 1:68-69; 2:28-32 John 1:12; 3:16, 36; 5:24 Acts 2:21; 4:12; 16:30-31 Romans 1:16-18; 3:23-25; 5:8-10; 6 1 Corinthians 1:18 2 Corinthians 5:17-20 Galatians 2:20; 3:13 Ephesians 2:8-10 Philippians 2:12-13 Hebrews 9:24-28 Revelation 3:20

The Church

The Church is a local community of baptized believers unified through faith in Christ. It is committed to the teachings of Christ and obeying all of His commands, and it seeks to bring the Gospel to the world. The Church works together in love and unity, intent on the ultimate purpose of glorifying Christ.

Matthew 16:18-19; 18:15-20 Acts 2:41-47; 5:11-14; 13:1-3; 14:23; 16:5; 20:28 1 Corinthians 7:17; 9:13-14; 12 Ephesians 1:22-23; 2:19-22; 3:10-12; 5:22-32 Colossians 1:18; 3:15 1 Timothy 4:14 1 Peter 5:1-4 Revelation 21:2-3

Campus Policies

Morning Drop Off / Afternoon Pick Up

Carpool will open for drop-off in the morning at 8:00 am. School will begin at 8:15 am. Dismissal for all students will begin at 3:15. Please ensure that students are picked up by 3:30.

For both arrival and dismissal, enter the church parking lot through the entrance nearest Causby Karate. Students will be dropped off by the columns out front, marked by the traffic cones. Cars will exit the carpool lane using the exit nearest the Pit Stop.

Please have students ready during drop-off to ensure an efficient flow of traffic. A teacher will be present to let students out of the car in the morning and help load them into cars in the afternoon. If you need to park to assist your student, please pull over in the parking spaces, do not park in the carpool lane.

If your student is being picked up by someone who is not already on the authorized dismissal list, please contact your teacher ahead of time to inform them of the dismissal change.

On-Campus Medications/Administration

Students taking prescription and/or non-prescription medication on campus or under school supervision should have written documentation from their physician. Students are not allowed to self-medicate at any time while on the campus. Special considerations may apply to students who are diabetic, carry EpiPens, or use inhalers. Any needed medications during the school day (including field trips) must be provided by students, through their parents, and delivered to the appropriate school office for administration.

Student Cell Phone Usage

Students are not permitted to use cell phones, personal iPads, consoles, or any other electronic device at school unless explicit permission has been given. Cell phones that are brought to school for after-school use should remain powered off in students' backpacks until they leave campus.

Lunchroom/Food and Drink Policies

Students are required to bring lunch from home each day. They will have a designated place to each lunch with their peers either in their classroom or in a designated cafeteria space. Additionally, students should bring water bottles each day.

Family-School Communication Policy

In order to develop a consistent partnership between families and the school, the following communication expectations have been put into place:

- School communication will occur primarily through the FACTS' Parent Alert system & email. If you have not done so already, please ensure you have received your log-in information for the FACTS Family Portal.
- All teachers will respond to parent emails within 48 hours. This does not include weekends or school breaks.
- If a parent has a concern about the classroom they should first bring this concern to the teacher before approaching administration.
- A mandatory parent-teacher conference will be held at the end of the first quarter.
- If a parent would like to request an additional conference, they may do so by contacting the classroom teacher.
- Teachers will contact parents about potential failing grades before the grading period ends.
- For questions about school proceedings, events, or policies parents may contact the classroom teacher or school administration via email.

Volunteer Policy

In order to volunteer in school classrooms, all volunteers will need to be background checked. If you are interested in volunteering please contact the classroom teacher.

Inclement Weather

School administrators will monitor weather and road conditions as well as the closure decisions of local schools. If inclement weather, local flooding, or a weather-related power outage forces a closing or delay of school, this decision will be announced via Parent Alert, FACTS Family Portal, and email. Because road conditions differ from place to place, parents are always free to make whatever decision they think is in the best interest of safety for their family.

Field Trips

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Chaperones must be at least 21 years of age. Parents serving in this capacity may not have other children accompany them. Parents accompanying students on field trips must have a background check.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip without a completed signed

permission slip. Students are to be dressed in the appropriate designated uniform/outfit as communicated by the teacher.

Students may be excluded from field trips for the following reasons:

- Students may be excluded from participation in any trip for reasons relating to behavior or conduct.
- Students may also be excluded from attending a trip or activity if they are currently serving a term of suspension.

COVID-19 & General Illness Guidelines

The health and safety of students and staff is of highest priority. If a student is feeling ill, please keep them at home until they have recovered.

- The health and safety of students and staff is of highest priority. If a student is feeling ill, please keep them at home until they have recovered.
- A student, who is vomiting, nauseous, has diarrhea, or running a fever of at least 100 degrees should not be sent to school until they are symptom free for 24 hours.

Symptoms of COVID-19:

- Sore throat, runny nose, congestion
- Upset stomach, nausea, diarrhea, vomiting
- Loss of taste or smell
- Headache or unusual fatigue
- Cough, shortness of breath, difficulty breathing
- Fever above 100.1, chills, muscle pain

If you have any of these symptoms:

- Do not come to school. Rest, hydrate, monitor for fever and other symptoms.
- If symptoms persist, visit your doctor to determine if testing is recommended.
- Rapid COVID-19 testing is recommended for those with symptoms.

If your student has been exposed to someone with COVID-19.

- Exposure is considered being within 6 feet for a period of 15 minutes or longer, or in direct contact with an infected person within 48 hours of them testing positive or developing symptoms.
- If a student is exposed they will need to be quarantined from school for a period of 5 days from the date of exposure. Students may return after 5 days if they have proof of a negative test or they do not develop symptoms. If exposure occurs please contact your student's teacher to determine the date the student can return to school.

If your student tests positive:

- A student who tests positive for COVID-19 will be quarantined from school. Once a student has been fever free for 24 hours, without the use of medication, and their symptoms are improving they may return after 5 days. If a positive test occurs, please contact your student's teacher to determine the return date of the student.

If there is a case of COVID-19 reported in the school, proper contact tracing will be completed and families notified if their student was exposed and needs to quarantine.

Obligation to Report Suspected Child Abuse

Pursuant to North Carolina state law (7B-101), school personnel are required to report any suspected cases of child abuse or neglect to the Department of Social Services. North Carolina law mandates that if school personnel have reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately notify the local law enforcement agency, or the Department of Social Service.

Attendance

Tardies

A student is considered tardy if they are not in the school building by 8:30. If a student is going to be tardy by more than 5 minutes (8:35) please contact our school administrator, Jordan Pedersen, when you arrive to be admitted into the building.

Early Dismissal

If a student is going to be dismissed early, please contact the teacher ahead of time to let them know. When you arrive at the school, please contact the school administrator, Jordan Pedersen, so that she can walk the student out to the car when you arrive.

Absences

A student is considered absent if they are not at school by 11:30 am or if they are dismissed before 11:30 am. A student is allowed 10 excused and 10 unexcused absences for each academic year before they are at risk for retention.

Excessive Absences

A student's enrollment at Pursuit Prep will be reviewed at the end of each quarter with respect to all areas, including academic, behavior and attendance. A student who has been absent from class more than the allotted number of absences may be placed on probation to address the excessive absenteeism. If excessive absenteeism continues for non-COVID-19 related reasons, the student's enrollment may be terminated by the administration or students may be considered for grade-level retention. The school in its sole discretion will make the final determination as to whether cumulative absences are excessive and require intervention or withdrawal of the student.

Withdrawal from School

If withdrawal from school is necessary, parents must notify the school in writing. At that time, all outstanding bills are to be paid and all textbooks and materials of Pursuit Prep returned. For all students leaving the school, permanent records will not be released until all outstanding balances due to the school are collected. Pursuit Prep reserves the right to withdraw students from school for non-payment of tuition or fees, for inappropriate conduct, or for other reasons deemed to have a negative impact on the safety, security, or educational effectiveness of the school.

Dress Code

At this time, Pursuit Prep does not have a designated uniform. However, students are expected to wear clothing that is of appropriate length and fit.

Tops:

- Students may wear any solid colored shirt carrying the Pursuit Prep logo. Shirts should be free of images, writing, and design except for the school logo.
- Girls may also wear solid-colored dresses or jumpers that carry the school-logo.
- All tops should cover the back, midriff, and shoulders. Sleeveless shirts or dresses are prohibited.
- Tops are to be purchased by families and brought to the school where the logo can be added.

Bottoms:

- Students may wear pants, shorts, or skirts in solid black, khaki, navy, or blue denim material.
- All skirts, shorts, and dresses should extend past the finger-tips when arms are resting at the sides.
- Pants may be purchased from any store, but must meet the expectations of Pursuit Prep's dress code in style and fit. NO cargo pants, leggings, zip off style pants, or rolled up shorts are permitted.

Shoes:

- Students may wear close-toed shoes of their choice. Shoes should have a back and be durable for play: i.e. no flip-flops, sandals, crocs, etc.
- All shoes should have a heel of 1.5" or less.
- Please refrain from shoes with lights or wheels.

Prohibited Items:

- Headgear (hats, caps, sweatbands, hoods, sunglasses, etc.) will not be worn inside the school building.
- Sweatpants, pajamas, bathrobes, and slippers are not allowed without specific circumstances.
- Leggings should be worn underneath dresses or skirts, not as pants.
- Clothing that is sheer or see-through is prohibited.
- Items of clothing should not contain profanity or violent or inappropriate images.

Pursuit Prep understands that it is not possible to define all areas of appropriate clothing. Therefore, we reserve the right for administrators to determine the appropriateness of any school clothing if not specifically addressed above.

Academic Policies

Textbook Policies

Any textbooks issued by Pursuit Prep to students are the property of Pursuit Prep. The expense of supplying books is included in the Book, Curriculum, and Technology Fee. Students who lose or damage textbooks or other school and classroom materials may be assessed the partial or full replacement cost of the item.

Academic Communication

Students will receive a progress report mid-way through each quarter. These grades are not part of a student's permanent record, but rather reflect their current standing in the course. At the end of each quarter, students will receive a progress report. All progress reports and report cards will be sent home via hardcopy. It is the expectation that parents sign these documents and return them to the school. A secondary copy will be provided to keep for parent records.

If a student is at risk of failing a course (a 1 or 2 on a mastery scale or D or F on a graded scale), parents will be contacted before a progress report or report card is sent home. Teachers will communicate the current grade along with recommendations for improvement.

Achievement Testing

All students in grades K-3 will take the NWEA assessment in Math and Reading three times each year. This is to provide accurate data on student growth and to allow teachers to determine instruction.

All students in Grade 3 will take the NWEA assessment in Math, Reading, and Language, three times each year. This is to satisfy the requirement of Standardized Testing in Grade 3 as determined by the NC Department of Public Instruction (NCDPI).

Kindergarten

A student is eligible to be enrolled in Kindergarten if they will be five-years-old on or before August 31 of that academic year. Incoming Kindergarten students will be assessed before the beginning of the academic year using a Kindergarten Readiness Assessment.

Grading Scales

Mastery Scale (Grades K-2)		Graded Scale (Grade 3)	
4	<i>Exceeding Mastery</i>	90-100% A	<i>Exceeds Expected Progress</i>
3	<i>Demonstrating Mastery</i>	80-89% B	<i>Demonstrates Progress</i>
2	<i>Approaching Mastery</i>	70-79% C	<i>Approaching Progress</i>
1	<i>Beginning Understanding</i>	60-69% D	<i>Unsatisfactory Progress</i>
		59% and below F	<i>Failing to Demonstrate Progress</i>

All Specials Courses for Grades (K-3) will use the mastery scale.

Discipline Policies

Philosophy Of Discipline

It is the belief of Pursuit Prep that all students have the right to an education in an environment that is Christ-centered, safe, and free of major distractions. In order to provide the best-possible learning environment, students are expected to follow school rules, policies, and expectations. Students found acting outside of these expectations will be corrected and may receive consequences in conjunction with the infraction. These consequences were created not with the intention of punishment, but with the intention of helping students develop positive behaviors and to help them reach their true potential.

Violations of City, State, or Federal Law

Violations of City, State, or Federal Law Behavior that is a violation of city, state, or federal law is a violation of our code of conduct and subject to consequences including suspension and expulsion. Consequences are at the discretion of the administration. We reserve the right to impose disciplinary action pending the outcome of legal proceedings.

Infractions & Consequences

<p>Minor Infractions:</p> <ul style="list-style-type: none"> - Classroom disruption - Damaging or improper use of classroom materials - Disrespectful behavior towards classmates or teachers - Academic Dishonesty (cheating, plagiarism, etc) - Improper use of the internet or school technology 	<p>Possible Consequences for Minor Infractions:</p> <ul style="list-style-type: none"> - Loss of privilege - Time Out of classroom activity - Silent Lunch - Behavior Reflection Sheet - Teacher-Student Conference - Parent Contact - Parent-Teacher Conference - Administration Referral - Suspension
<p>Major Infractions:</p> <ul style="list-style-type: none"> - Willful disobedience towards school staff or person(s) of authority - Bullying or harassment of other students - Use of vulgar language towards students or school staff - Physical aggression directed towards students or school staff - Leaving the classroom or school building without permission - Vandalism or damage to school property - Possession of items that are prohibited at school - Committing any other serious offense deemed inappropriate or harmful by school administration 	<p>Possible Consequences for Major Infractions:</p> <ul style="list-style-type: none"> - Silent Lunch - Parent Contact - Teacher-Administration Conference - Administration Referral - Suspension - Expulsion
<p><i>Please note that this is not a comprehensive list of infractions or consequences. It is at the discretion of the teacher & administrator to determine the consequence appropriate for the infraction. Multiple minor infractions may constitute consequences deemed for major infractions.</i></p>	

School administration maintains the authority to take disciplinary action whenever the behavior of any student(s) interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. Depending on the severity of the offense committed by the student, school administration retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement.

Cheating

Any student who intentionally gains improper access to answers before or during an assignment will be considered by the administration to have cheated on the assignment, quiz, or test and will incur possible consequences of 0% on the assignment, 50% on the assignment, suspension, or expulsion. This includes copying information (from a peer or from an outside resource without appropriate citation), looking at someone else's work to use those answers as one's own, and/or attempting to gain or give advantage by any method other than memory or the proper procedure for the assessment. Students caught with any information on their persons, devices used to hold information (such as a cell phone or other electronic device), or unauthorized notes will be assumed to be cheating.

Bullying

"Bullying" is defined as consistent and repeated inflicting of physical hurt or psychological distress on one or more students. Students, faculty, staff, and parents should notify a member of administration immediately when there is a suspicion or report of such activity. Pursuit Prep reserves the right to use any disciplinary action, up to and including expulsion, in such cases. This includes amending consequences listed in the parent/student handbook when behavior is proven to be considered bullying. Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited. Pursuit Prep reserves the right to use any disciplinary action, up to and including expulsion, for such an act.

Prohibited Items

For the safety of our students, faculty, and volunteers and to cultivate a conducive learning environment, the following items are prohibited on campus:

- Items such as water pistols, matches, lighters, iPods, smartwatches, skateboards, hand held game devices, toys, etc. are not permitted at school.
- Cell phones or SmartWatches that are brought to school for afterschool use should remain in a student's backpack, powered off, for the duration of the school day.
- Weapons of any kind, fireworks, tobacco or vaping devices or products of any kind, and alcohol are prohibited from school campus.
- No items will be permitted that carry pictures or slogans referring to the drug culture or alcohol or items using profane language.

Any of the following items that are brought to school may result in immediate confiscation by the teacher or school administration. Following disciplinary action may result depending on the item.

Non-Discrimination Policy

Pursuit Prep enrolls students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Pursuit Prep does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and other school-administered programs.

Policies Not Otherwise Stated in This Handbook

Some school policies may not be covered in this Handbook. Pursuit Prep reserves the right to enact and enforce policies not explicitly stated in this handbook when the safety, security, or operational effectiveness of the school requires it. Pursuit Prep will update this handbook periodically and post it online, indicating the most recent date the document was edited.

Handbook Acknowledgement

I, _____, parent or guardian of, _____ (*student name*)
acknowledge the policies and procedures laid out in Pursuit Prep 2022-2023 Handbook. I
understand that by signing this form it confirms my agreement to the policies and procedures
and ensures that I have reviewed these expectations with my child.

Please sign below to acknowledge that you have received and reviewed the Handbook for the
2022-2023 school year.

X _____ -
Parent/Guardian Signature