

CRESSET CHRISTIAN ACADEMY

Student Handbook

K-12th Grade

2023-2024



Accreditations

Association of Christian Schools International
Southern Association of Colleges and Schools
Cognia

Association Memberships

Association of Christian Schools International
National Alliance of Christian Schools
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SECTION I: FOUNDATIONAL STATEMENTS

WELCOME

We are thankful that you have chosen Cresset Christian Academy. As a Kingdom education ministry, we seek to educate the whole child—spiritually, academically, physically, and socially (Luke 2:52). Our goal is to not only teach students how to make a living, but, most importantly, teach students how to make a life. Our goal is to “train up a child in the way he should go and when he is old, he will not depart from it (Prov. 22:6). Kingdom education is a life-long, Bible-based, Christ-centered process of bringing a child to Christ, building a child up in Christ, and equipping a child to serve Christ.

PURPOSE OF THE HANDBOOK

This handbook is a clear and concise statement of the basic policies, procedures, and philosophy of Cresset Christian Academy for staff, parents, and students. Although this handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the Academy. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Kingdom education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables the Academy to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Kingdom education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. The ultimate purpose of this book assists in the “of one mind” training of children to honor God with their whole lives. Written questions or recommendations to the Head of School should be made by January 31 for the coming year and are appreciated.

LIFESPRING CHURCH

Cresset Christian Academy (CCA) is one of the integrated ministries of LifeSpring Church. CCA is one of the key initiatives of the church in fulfillment of Kingdom education, community outreach, evangelism, and discipleship.

HISTORY OF LIFESPRING CHURCH AND CRESSET CHRISTIAN ACADEMY

The ministry of LifeSpring Church, formerly Cresset Baptist Church, was launched in 2020. The ministry is based upon Isaiah 43:19, **“Look, I am about to do something new, even now it is coming. Do you not see it? Indeed, I will make a way in the wilderness, springs in the desert.”** LifeSpring Church is passionate about the newness and the fullness of life that is found in Jesus Christ.

LifeSpring Church has a rich historical heritage. In 1877, members of First Baptist Church began revival meetings. Out of this revival, Yates Baptist Church was established in 1878 and has served the Durham community for decades. In 1959, the Yates Baptist Association established a new ministry, Fellowship Baptist Church. Organizational services were held in the sanctuary of Yates Baptist Church. On December 29, 1959, Fellowship Baptist Church was formed with 120 members and eventually located on Pickett Road.

On November 8, 1967, Fellowship Baptist Church changed its name to Cresset Baptist Church. “Cresset” is a French word which means “an iron holder for an open fire.” The iron holder represents the strength and constancy of the church, and the open fire represents the Gospel, not to be constrained but shared, useful in doing away with the darkness.

In 1973, Cresset Baptist Church purchased 40 acres on Garrett Road and began development of a future church site. The church voted to open a Christian school on October 20, 1974. On March 2, 1975, the groundbreaking and construction for the first building phase on Garrett Road, the current campus, began with a chapel and educational building. On August 25, 1975, CCA opened its doors to 70 students, kindergarten through eleventh grade, the only ACE school in North Carolina. In February of 1976 the church members marched from Pickett Road to Garrett Road to occupy the new chapel and educational building that housed Cresset Baptist Church and Cresset Christian Academy. In August of 2016, Pastor Michael Green was rehired to revise, reorganize, and relaunch the church. The bylaws were rewritten. The Church shifted from a congregational to elder-based leadership. On June 1, 2019, Cresset Baptist Church closed, and on June 2, 2019, LifeSpring Church was formed and absorbed the property and academy.

In July of 1976, Sharon Riley was elected the first principal and CCA had 117 students in just its second year. On January 19, 1977, the church voted to build the elementary building and had its first graduation ceremony in just its second year. Ballfields and recreational areas were developed. The Christian Life Center (Gym) was completed in 1985. In 1986, portables were added to handle the growth of the school. A Preschool was added in January of 1989. CCA received its first national accreditation with the Association of Christian Schools International in 1991. CCA has served the community of Durham for five decades. To God be the Glory!

VISION STATEMENT

Cresset Christian Academy strives to raise up future generations of Godly leaders through Kingdom education that will seek God's wisdom, excellence, and purpose to impact the Kingdom for His glory.

MISSION STATEMENT

Cresset Christian Academy, a non-denominational ministry, partners with the home through academic excellence and cultivation of a biblical worldview in the hearts and minds of students, so they might transform society through their godly character, evangelism, and Christian service.

CORE VALUES

1. LEADERSHIP

“Remember your leaders, those who spoke to you the Word of God. Consider the outcome of their way of life and imitate their faith” (Heb. 13:7 ESV). Learning, modeling, and practicing servant leadership is essential to worldview and leadership development. Tangible evidence of placing the needs of others before self is expected. We encourage students to follow Christ’s example of leadership through servanthood (Hebrews 6:10; Galatians 5:13, 22-26; I Samuel 12:34, Prov. 16:32, I Tim. 4:7-8).

- Leadership of the Academy are committed followers of Christ, actively engaged in church, and in agreement with Cresset’s Statement of Faith.
- Leadership from the school board, administration, staff, and faculty are role models in and out of school.
- Leadership teaches and leads from a biblically integrated perspective.
- Leadership by the Board, administration, staff, and teachers model Christ in their leading and teaching.
- Leadership reflects and supports the school’s vision, mission, core values, and expected student outcomes.
- Leadership lives before an all-seeing God and understand it is subject to public scrutiny.
- Leadership exhibits love, justice, humility, and service throughout the community.
- Leadership implements in all cultural contexts a thoroughly biblical philosophy of Kingdom education.
- Leadership reflects Christlike sensitivity relevant to a diverse school community.
- Leadership holds themselves to the highest standards of accountability.
- Leadership focuses on the development of student leaders through Kingdom education.

2. KINGDOM EDUCATION

“And Jesus grew in wisdom, and in stature, and in favor with God and man” (Luke 2:52 ESV).

The partnership between the home and Academy is to bring children to Christ, build children up in Christ, and equip children to serve Christ. Students will not only learn how to make a living but, more importantly, how to make a life (Luke 2:54, Prov. 22:6).

Kingdom education...

- Is the primary responsibility of the parents.
- Is a 24/7 process that continues from birth to maturity.
- Must have as its primary goals the salvation and discipleship of the next generation.
- Must be based on God’s Word as absolute truth.
- Must hold Christ as preeminent in all of life.
- Must not hinder the spiritual and moral development of the next generation.
- If delegated to others by the parents, it must be done with the utmost care to ensure that all teachers follow these principles.
- Results in the formation of a biblical belief system or worldview.
- Must lead to true wisdom by connection all knowledge to a worldview frame of reference.
- Must have a view of the future that includes an eternal perspective.
- Must have as its primary focus the increase of the knowledge of God.
- Results in performing work in fulfillment of God’s will for their lives.
- Must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance.
- Must equip students to fulfill God’s highest purpose for man, to glorify Him for life and eternity.

3. SPIRITUAL FORMATION

“So as to walk in a manner of the Lord, fully pleasing to him: bearing fruit in every good work and increasing in the knowledge of God” (Col. 1:10). The Christian lifestyle should be above reproach, one of honesty, godly character, and trustworthiness. We believe that wise living is understanding what is true and what is right. The focus of Christ-centered living is the realization that only what is done for eternity counts (Titus 1:8, Prov. 11:3, James 4:14; Matt. 6:33; Matt. 6: 19- 21).

Students...

- Have an informed faith in Christ and a visible testimony.
- Show true character by their submissive hearts before Christ.
- Express their love for others that is seen in their relationships.
- Exhibit convictions that are seen in their strong morals and ethics.
- Engage in church and youth group.
- Commit to servant leadership in the church and community.
- Possess self-awareness and integrity.
- Engage in spiritual growth activities.
- Seek to live an abundant life of faith and live.
- Pursue God’s purpose and calling for their lives.
- Act appropriately and demonstrate a genuine love and concern for others.
- Are peacemakers that seek to be just and equitable.
- Serve well in family, social groups, teams, etc. God’s Word is the absolute authority as the foundation for all truth.
- See the Bible as essential truth in all teaching and decisions.
- See the Bible as God’s revealed Word without error.
- Believe God’s Word should be integrated into all aspects of the learning experience.

- Believe all truth is God's truth.
- Know they are created in the image of God.
- Know they must confront sin and seek redemption.
- Know God as He is revealed in Christ and made present through the Holy Spirit.
- Seek to live honestly and responsibly.
- Are directed to fulfill God's plan for their lives.

4. ACADEMIC EXCELLENCE

“Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the Word of Truth” (2 Tim. 2:15 ESV). Our primary responsibility is the development of students spiritually, academically, emotionally, socially, and physically. Students will learn, grow, and flourish in a Christ-centered environment of excellence that encourages reaching their unique potential (Philippians 1: 9-11).

Students...

- Are prepared in all academic disciplines, skilled in reading writing, speaking, listening, and thinking.
- Are proficient in mathematics and science.
- Have a knowledge and understanding of people, events, movements in history and culture of other people and places and God's role in it.
- Are appreciative of literature and the arts and understand how they express and shape their beliefs and values as to their biblical worldview.
- Engage in the marketplace of ideas and value intellectual inquiry.
- Protect the natural environment and practice responsible stewardship of God's creation.
- Understand the Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits.
- Accurately interpret God's Word.
- Are skilled in communication skills.
- Reason and think critically.
- Analyze and appropriately use information.
- Integrate faith and learning in all academic disciplines.
- Are well-versed in Bible as an essential core subject in the academic curriculum.
- Utilize resources including technology to find, analyze, and evaluate information.
- Are skilled in questioning, solving problems, and making wise decisions.
- Understand, value, and engage in appropriate social (community) and civic (political) activities.
- Are prepared to practice the principles of healthy, moral family living.
- Are good stewards of their finances, time, and all other resources.

5. BIBLICAL WORLDVIEW INTEGRATION

“Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock” (Matt. 7:24 ESV). Biblical worldview integration connects all aspects of the school's program within the framework of biblical ideas and beliefs and impacts how students interpret the world and interact with it (Proverbs 3:13; 4:5; Proverbs 4:20-21, Romans 12:2, 11; I Colossians 1:16 -17; John 1:3).

Students:

- Embrace and effectively represent a biblical worldview.
- Embrace the truth of Biblical theism and understand false worldviews.
- Understand the inerrant tension between popular culture and a Biblical theistic worldview.
- Desire scholastics, fine arts, and athletic programs that are fully integrated with God's Word.
- Emphasize accurately interpreting God's Word.

- Develop a biblical worldview that is incorporated into all academic disciplines.
- Understand the Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits.
- Develop spiritually, intellectually, socially, and physically through every curricular and co-curricular activity.
- Articulate and defend a biblical worldview while having a basic understanding of other worldviews.
- Are equipped to fulfill God's highest purpose for man, to glorify Him for life and eternity.
- They are taught how to interact with the world.
- Grow in their worldview through innovative curriculum and programs.

6. CHRISTIAN SERVICE

"The greatest among you shall be your servant. Whosoever exalts himself will be humbled, and whoever humbles himself will be exalted" (Matt. 23:11-12). Christ sets the example of living a life that is not self-centered, rather, one of service to others. Students serve Christ as they show their love to others through service to our community (Eph. 5:21; Phil. 2:3-11; James 4: 6, 10).

Students:

- Demonstrate respect of authority, God, parents, community, and self.
- Understand the importance of hard work, discipline, and perseverance.
- Treat others as they would like to be treated.
- Are dependable and self-motivated.
- Participate in community service.
- Live with honor and integrity.
- Accept responsibility for their actions and the resulting consequences gracefully.
- Recognize and evaluate consequences in advance to achieve positive solutions.
- Treat their bodies as the temple of the Holy Spirit through wise decisions.
- Display teamwork, good sportsmanship, and discipline.

PORTRAIT OF AN EAGLE GRADUATE: EXPECTED STUDENT OUTCOMES

"But they who wait for the Lord shall renew their strength; they shall mount up with wings like EAGLES; they shall run and not be weary. They will walk and not faint" (Isa. 40:31 ESV).

E-Excellence in Kingdom Education

A-Academic Rigor

G-Godly Character

L-Leadership

E-Evangelism

S-Service

E - Excellence in Kingdom Education

"Train up a child in the way he should go, even when he is old, he will not depart from it" (Prov. 22:6 ESV).

Students...

- Understand Kingdom education is a life-long, bible-based, Christ-centered process.
- Are challenged to reach his or her full potential in Christ, evidenced by his or her internal commitment and not just outward appearance.
- Experience a three-fold process where they are led to Christ (salvation), built up in Christ (discipleship), and equipped to serve Christ (ministry).
- Recognize that the Bible is the foundation of all knowledge and must be integrated into education.
- See Jesus Christ as their authority and Lord of truth; He must have the preeminence.

- Acknowledge the work of the Holy Spirit in their lives and the guidance He gives.
- Understand that every child is fearfully and wonderfully made (Psa. 119:14) and are creations in Christ Jesus (Eph. 2:10).
- Engage in programs that support families in raising up the next generation.
- Receive a biblically based education that deepens the walk of each student.
- Understand Biblical themes of creation, fall, and redemption and how these inform his or her own understanding of the world.
- Foster consistency in moral and spiritual values.
- Seek to be worthy of the trust of their parents and school.
- Are encouraged to live by God's standard of holiness and obedience.
- Are engaged in scriptural study and application of God's Word in all areas of life.
- Cultivate the ability to think and process information in the context of a biblical worldview.
- Establish awareness of their relationship and responsibility to society.
- Receive teaching focused on providing programs and services appropriate for the student.

A - Academic Rigor

“But one thing I do: forgetting what is behind and straining toward what is ahead, I press toward the goal, to win the prize for which God has called me heavenward in Christ Jesus” (Phil. 3:13-14 ESV).

Students:

- Are exceptionally prepared for college.
- Show excellence and continuous improvement.
- Demonstrate proficiency in transferring learning across content areas.
- Possess a well-developed intellect and love for life-long learning.
- Utilize excellent written and verbal communications skills.
- Exercise godly wisdom in decision-making and problem-solving.
- Search for excellence and continuous improvement across all disciplines.
- Think critically with a biblical worldview, working cooperatively and solving problems.
- Communicate effectively with clear, proper grammar in written and oral presentations.
- Articulate biblical respect for all vocational callings.
- Utilize higher order thinking skills, think logically, and justify conclusions.
- Utilize multiple strategies in solving and evaluating problems.
- Understand the importance of the fine arts and physical fitness.
- Learn independently as well as through directed classwork.
- Utilize a variety of resources including technology.
- Develop thoughtful questions in problem solving.
- Apply knowledge to reach solutions.
- Engage in community responsibly, both politically and socially.
- Give evidence of responsible stewardship of Creation, life, time, and finances.

G - Godly Character

“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever commendable, if there is any excellence, if there is anything worthy of praise, think on these things” (Phil 4:8).

Students:

- Fear and respect God.
- Understand and commit to a growing personal relationship with Jesus Christ.
- Know, understand, and apply God's Word in daily life, growing as Christ did in Luke 2:52.
- Discern truth using reason, logic, and the application of God's Word.

- Engage in the spiritual disciplines of prayer, Bible study, Scripture memory, service, and worship.
- Understand the worth of every human being as created in the image of God.
- Live a lifestyle of obedience in seeking first the kingdom of God.
- Offer acts of service in humility both locally and around the world.
- Are actively involved in the local church and youth group.
- Trust in God and are people of character who please Him.
- Are honest in word and deed, respect authority, and are kind to one another.
- Pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Treat their bodies as the temple of the Holy Spirit.
- Are actively involved in a church community, serving God and others.
- Respect and relate appropriately with integrity the people with whom they work, play, and live.
- Develop a growing relationship with Christ and a life submitted to the Holy Spirit.
- Live above reproach and inspire others to love one another.
- Are strong in character, rooted in God's Word, and fruitful in life.
- Prepare for works of service.
- Develop an eternal view of life.
- Use every learning experience to reach their full potential in Christ.

L - Leadership (Psa. 33:11, Jer.1:5)

“Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, and in purity” (I Tim. 4:12).

Students:

- Focus on servant leadership in heart and mind.
- Show commitment to bring life, beliefs, and behavior into conformity with Christ's teachings.
- Are equipped and empowered to fulfill their unique purpose and call.
- Understand the worth of every human being as created in the image of God.
- Live and share the Gospel by making disciples.
- Seek to impact the community and culture with truth.
- Exist to exalt Christ and are satisfied with nothing less.
- Serve others with generosity.
- Understand their God-given identity, purpose, and talents.
- Engage the world from a Biblical perspective.
- Defend their Christian faith.
- Lead by example in their holy living, positively influencing the home, culture, and world for God's glory.
- Contribute positively to the community through civic responsibility.

E - Evangelism (Matt.28:18-20)

Therefore, go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you” (Matt. 28:19-20).

Students...

- Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- Are equipped and encouraged to communicate their faith to others.
- Seek to fulfill the Great Commission by making disciples.
- Understand nothing is more important than encouraging people to respond to the Gospel.

- Are encouraged to disseminate the Gospel to as many people as possible.
- Have opportunities to discover and activate their role in missional work of the Great Commission.
- Believe the ultimate purpose in living is to know and glorify God, attain eternal life, and to help others know God.
- Live with an eternal perspective of Heaven and Hell.
- Are encouraged to live out this commandment within their families and beyond to the rest of the world.

S - Service (Rom. 12:1-2)

“Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy, and pleasing to God; this is your true and proper worship. Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing, and perfect will” (Rom. 12:1-2).

Students...

- Serve the church, community, and school with their God-given gifts and talents.
- Understand and know their God-given gifts and talents and devote themselves to their calling.
- Treat others respectfully and serve others with generosity.
- Understand their God-given purpose and talents.
- Lead by example with a positive influence on the home, culture, and world.
- Grow academically, physically, spiritually, and socially (Luke 2:52).
- Engage in acts of service best suited to their own spiritual gifts and calling.
- Are focused on servant leadership in heart and mind.
- Know God and help others know God.
- Apply the unifying principle of God as the Creator and Savior.
- Supply the principle of Creator-Savior to all content disciplines.
- Have a working knowledge of biblical theism and other worldviews.
- Fulfill civic responsibilities.
- Engage in community responsibly both politically and socially.
- Understand the inherent tension between popular culture and a biblical theistic worldview.
- Evidence a commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.

BIBLICAL PHILOSOPHY OF EDUCATION:

The educational philosophy of Cresset Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God containing this truth. God creates all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God. He can do this only by choosing God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship, all grounded in the Christian concept of love. This philosophy channels our energies to promote high academic standards while helping students to achieve skills in creative and critical thinking using the integrated curriculum available. The objective of our instructional program is to enable the student to pursue postsecondary education whether choosing college, university, or vocational training areas. Our responsibility to the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and run through the insistent thread of the spiritual. Therefore, we will aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone—this spiritual thread must be woven throughout the total curriculum. The types of activities we

employ or permit in the classroom or school program will facilitate our basic philosophy. We will cooperate closely with parents in every phase of the student's development, offering them assistance in understanding the purposes of CCA. Objectives established to implement this biblical philosophy of education are:

1. To teach that the Bible is the only inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
2. To teach the basic doctrines of the Bible (Titus 2:1).
3. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9,10).
4. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22,23).
5. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Tim. 4:7).
6. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
7. To teach the student respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
8. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
9. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:103).
10. To help the student develop his identity in Christ as a unique individual, created in the image of God and to attain his fullest potential (Psalm 139:13-16).
11. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
12. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
13. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19,20).
14. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19,20; I Corinthians 10:31).
15. To teach the student to understand and use the fundamental processes in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20).
16. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
17. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
18. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] and to honor the symbols of our country, the flag and the National Anthem (I Cor.10:11; Rom. 13:1-7), by standing in honor and respect for those who have served and are serving our country by their sacrifices and commitment.
19. To cooperate closely as servants to parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
20. To help parents to understand the school's purpose and program.
21. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
22. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deut. 6:4-7).

PHILOSOPHY OF KINGDOM EDUCATION PRINCIPLES

Kingdom education is a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, equipping a child to serve Christ so that Christ may be glorified. Kingdom education stands without reservation on the absolutes of the Holy Bible and seeks to interpret all of life and learning from the basis of the principles set forth in God's Word. These convictions provide the framework for our entire educational program. In this framework students develop their intellectual, spiritual, physical, emotional, and social potential to the end that their lives will glorify God. The fourteen foundational principles of Kingdom education are as follows:

1. Kingdom education is the primary responsibility of parents.
2. Kingdom education is a 24 hour, 7-day-a-week process that begins at birth and goes to maturity.
3. Kingdom education has as its primary goals the salvation and discipleship of the next generation.
4. Kingdom education is based on God's Word as being absolute truth.
5. Kingdom education holds Christ as preeminent in the entire educational process.
6. Kingdom education must not hinder the spiritual and moral development of the next generation.
7. Kingdom education, if it is delegated to others by parents, must be done so that all teachers follow these same principles.
8. Kingdom education results in the formation of a worldview or belief system that will be patterned after the worldview of the student's teachers.
9. Kingdom education must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.
10. Kingdom education must have a view of the future that includes the eternal perspective.
11. Kingdom education must have as its primary focus the increase in the knowledge of God.
12. Kingdom education results in performing work in fulfillment of God's will for students' lives.
13. Kingdom education must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance.
14. Kingdom education must equip students to fulfill God's highest purpose for man, to glorify Him for life and eternity.

PARENT STATEMENT OF SUPPORT

1. We will regularly and earnestly pray for CCA.
2. We will fully cooperate in the educational activities of CCA by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible, Scripture memory, etc.).
4. We will pay all financial obligations on or before the due date. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children in accordance with the "dress code policy" and the "discipline policy."
6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will volunteer for duties and responsibilities as opportunities arise and God provides the time and strength.
9. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with CCA in any way we will strive to resolve the matter with the person(s) involved privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).

11. We will seek to support and advance CCA in every area possible—spiritually, academically, physically, and financially.
12. Parents by enrolling their students are ascribing to the CCA Biblical Morality Lifestyle Statement.

STUDENT CODE OF CONDUCT:

As a student of CCA, I agree:

1. To strive for excellence as a student in all that I say or do.
2. To obey the Bible in speech and conduct.
3. To respect and cooperate with those in authority at the school.
4. To abstain from alcohol, drugs, and tobacco.
5. To abstain from sexual immorality, witchcraft, dissension, and honor code violations.
6. To dress in accordance with the CCA dress code.
7. To submit to the discipline policy of the school.
8. To remember that I am a student of CCA wherever I am.
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, and me.
10. To be accountable for any negative behavior, on or off campus, at any time during the year.

STATEMENT OF FAITH

1. **We believe** in one God Who exists in three persons as God the Father, God the Son, and God the Holy Spirit. The Trinity consists of these three persons who are One but distinct in function, although the Three are always in complete harmony with each other. He is infinite in wisdom and power and is completely sovereign over all creation (Matt. 18:29; John 10:30; I John 5:7-8).
2. **We believe** in Jesus Christ, who is the only Son of God (John 3:16). He was born of a virgin (Is. 7:14; Matt. 1:18) and conceived by the Holy Spirit (Matt. 1:18; Luke 1:35). He was born as the perfect God/man - that is, wholly God and wholly man (John 1:14; Col. 2:9). Jesus Christ lived a sinless life (Heb. 4:15; I Pet. 2:22), died for the atonement of lost man and was victoriously raised from the dead in a bodily resurrection (Luke 24). He lives eternally with the Father and will one-day return to reclaim His church, the Bride of Christ (Luke 1:32-33; Titus 2:13; Rev 20:4-6).
3. **We believe** in the Holy Spirit, the third Person of the Trinity. He is God Who indwells the heart of redeemed man and works to bring the saint into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts of sin. He is totally divine and equal with the Father and the Son (John 14:26; Rom. 8:26; I Cor. 6:19).
4. **We believe** the biblical story of creation. All things were created by God through Jesus Christ exactly as revealed in the Genesis account. We believe creation continues to exist by the power of God (Gen. 1:1 Ps. 33:6-9; Ps. 148:3-5). Adam and Eve were literal historical figures placed in the Garden by God. Adam was given the position of representing man in the Garden, and with his fall passed the sin nature onto all who have been born thereafter.
5. **We believe** that the Bible is the inspired, inerrant, and infallible Word of God. It is without error in its origins and is God's total and complete revelation to man. The Bible is the final authority of all matters as far as the truth of God is concerned. It cannot be interpreted apart from the illumination of the Holy Spirit, but when so interpreted with His illumination the reader will find that all aspects of the truth of the Word is in complete harmony (Ps. 12:26; Is. 40:8; II Tim. 3:16).
6. **We believe** that salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repentance and total faith in Christ. Upon salvation through Christ, man is redeemed. His account is settled, and his name is written in the Lamb's Book of Life. God will then protect and direct the saint, and through the power of God the redeemed sinner will persevere in his faith to the end (Acts 2:22; Acts 4:12; Rom. 10:10; II Tim. 1:9; Titus 2:11-12).

7. **We believe** the Church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church: exalt the Savior, equip the saints, and evangelize the sinner. This is to be done both locally and worldwide through all appropriate opportunities (Matt. 28:19; Mark 16:16; Romans 6:3-6). The Church is provided gifts from the Holy Spirit through its membership which enables it to carry out the full work to which it is called (I Cor. 12).
8. **We believe** that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
9. **We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15: 18-20; I Cor 6:9-10).
10. **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary biological sexes together reflect the image and nature of God (Gen 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.
11. **We believe** that all human life is sacred and created by God in His image (Genesis 1:27). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).
12. **We believe** that Jesus Christ will return to the earth as He promised. When He returns, it will be in complete victory over sin and the dominion of Satan. Jesus will call His church to Himself; He will judge and destroy the powers of evil including Satan and his demonic angels, and He will establish His eternal kingdom (Phil. 3:20; Col. 3:4; II Tim. 4:1-2, 8 II Peter 3:8-10; Rev. 16:15). He will sit as the final judge of all who have lived. The saints will live forever in Christ’s kingdom, and the unrepentant sinner will spend eternity in hell (Matt. 25: 41,46; Mark 9:43; Rev. 20:15).
13. **We believe** that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor align with Cresset Christian Academy’s belief or foundational statements.
14. **We believe** that to preserve the function and integrity of Cresset Christian Academy as the local Body of Christ, and to provide a biblical role model to the organization members and the community, it is imperative that all persons employed by Cresset Christian Academy in any capacity, or who serve as volunteers, agree to, and abide by these statements (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

BIBLICAL MORALITY LIFESTYLE STATEMENT

CCA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God’s Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore, God’s plan for human sexuality is that it is to be expressed in a monogamous lifelong relationship between one man and one woman within the framework of biblical marriage. This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27–28; 2:18, 20, 23–24; Isa. 54:4–8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4–6; Mark 10:9; John 2:1–2, 11; 1 Cor. 9:5; Eph. 5:23–32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7–8.

CCA believes to follow the Scriptural teachings on marriage, we must affirm that sexual relationships outside of biblical marriage and sexual relationships between persons of the same sex are immoral and sinful. CCA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10–16; Matt. 5:32; 19:19; Mark 10:11–12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social, and spiritual consequences of the human race's fallen condition. This state of depravity affects all people individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

Cresset Christian Academy is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of CCA is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. This involves the Academy's understanding and belief in what qualities exemplify moral and sexual purity based on its interpretation of Scripture.

CCA stands firmly upon the historical truth claims and moral foundations of Christianity. This includes but is not limited to the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at CCA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that CCA will teach these principles and biblical values.

In addition, the Academy Oversight Committee urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). CCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. CCA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at CCA is contingent upon this same understanding and support by both the student and parents.

CCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex at the chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the function and integrity of CCA as a Christian ministry, and to provide a biblical role model to the CCA families, it is imperative that all persons employed by CCA in any capacity, that serve as Academy Oversight Committee members, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CCA's faith, doctrine, practice, policy, and discipline, the Pastor and Elders of LifeSpring Church with input from the Academy Oversight Committee are Cresset Christian Academy's final interpretive authority on the Bible's meaning and application as a ministry of the church.

SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCA will only recognize marriages between a man and woman at the chromosomal level. Further, the Academy Oversight Committee, Head of School, and Staff of CCA shall only participate in weddings and solemnize marriages between one man and one woman at a chromosomal level. Finally, the facilities and property of CCA shall only host weddings between one man and one woman as determined by the morality statements previously stated.

HANDBOOK REVISIONS

This handbook is available on our website at www.cressetchristian.org. The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if, during the year, it becomes evident that a policy is needed or should be changed, CCA reserves the right to make the change at the discretion of the administration. Parents should read and review the handbook each August for revisions but be aware that additions or changes to this handbook can occur during the school year without notice. The last revision date will be posted on the first page of the handbook.

SECTION II: ADMISSIONS AND FINANCES

Cresset Christian Academy admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

ADMISSIONS POLICY

1. **Previous Dismissal from Another School:** Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. **Parent or Guardian:** CCA students must live with at least one biological, adoptive, or guardian parent, except in the case of international students.
3. **Birth Certificate:** A copy of the child's birth certificate must be in the school records.
4. **Immunization Records:** Immunizations must be up to date by North Carolina law.
5. **Wait Pool:** A wait pool of prospective students is kept in the admissions office. Parents will be notified as space is available. Acceptance is typically based on first come, first served taking into consideration academic needs, teacher recommendations, references, etc.
6. **Kindergarten Admittance Age:** A kindergarten student must be 5 by September 30. All students must be able to take care of restroom needs independently.
7. **Acceptance Policy:** Students must score on grade level and complete the application process to be eligible for enrollment. Generally, stanine scores must be in the 4 or higher range in math and reading. Students with IQs of 90 or less are not accepted because of the difficulty they will have been successful in our academic program. CCA does not enroll students whose learning, behavioral, or physical needs cannot be met by our existing programs, services, or staff.

PROCEDURE FOR ENROLLMENT

Interested parents will be asked to follow the procedures listed below to enroll their children at any grade level at Cresset Christian Academy. The process is as follows:

1. Apply online at www.cressetchristian.org and call the Admissions Director (919-354-8000) to schedule a tour.
2. CCA reserves the right to interviews, testing, and selective enrollment. Attending CCA is a privilege, not a right. Students are required to submit previous report cards, test scores (Stanford Achievement Test Battery, California Achievement Test, Terra Nova, Iowa, PSAT, or SAT), teacher recommendations, a new student interview form (6th – 12th grade only), a request for transfer of records, and be screened by/interview with a principal.
3. Students cannot be accepted until the application is complete and the interview takes place. If the grade is full, the student will be placed in a waiting pool. Acceptance is typically based on first come, first served taking into consideration academic needs, teacher recommendations, references, etc.
4. A physical form completed by a physician and immunization records must also be submitted.
5. Each new student is on a nine-week probation period based on academic achievement and good conduct.

CONTINUOUS ENROLLMENT

Continuous enrollment for the next academic year begins in January. Students attending Cresset will be given the opportunity to unenroll for the next school year. Reenrollment is a **binding commitment** to reserve a classroom spot. Enrollment opens to new students at the end of February. The school reserves the right to deny enrollment, even after receipt of a reenrollment deposit, if such denial is deemed necessary for the

safety or wellbeing of the student or the school (e.g., violations of school policy, academic performance, and/or disruption of the school environment). In such instances, the school will return the reenrollment deposit if the decision is made prior to the beginning of the school year. Family decisions to unenroll are not entitled to a refund of the fee.

SIBLING ENROLLMENT

Siblings of current students who desire to attend the next school year will go through the same enrollment process as new students.

STUDENT WITHDRAWAL

A student is not considered withdrawn until the school office is notified by the parent and a signed withdrawal form is received. In the case of dismissal, the parent is notified by the respective principal and a signed withdrawal form is completed.

FINANCES

1. Annual and semi-annual tuition payments may be paid in full by check or money order. Monthly payments can be made by cash, check, money order, online bill pay through your bank, or with a credit/debit/e-check using the Payment Portal on the school website.
2. All payments are due by the 15th of the month prior to service, or the next business day if the 15th is a weekend. An automatic bank draft can be set up through FACTS.
3. A late charge fee of \$100 will be applied if payment is not received by the 15th of the month.
4. A fee of \$30 will be assessed for any returned checks.
5. Application, enrollment, international, and activity fees are non-refundable. Administrative exceptions may be made.
6. Students may not be allowed to continue enrollment if their account balance is past due more than 30 days.
7. LifeSpring Church partners who qualify may apply for the LifeSpring Church Qualifying Partner Tuition Rate.

WITHDRAWAL

Once a student is enrolled or reenrolled, written notice is required for students withdrawing from the academy and prekindergarten. All accounts will be charged for 30 days after written notification of withdrawal is received. Enrollment and re-enrollment fees are non-refundable.

FINANCIAL ASSISTANCE

Applications for need-based financial assistance will be considered on a case-by-case basis for students in PK-Grade 12. Request information at the front office.

DONATIONS

Tuition is not tax deductible, however, charitable donations to CCA are appreciated. In addition, donations in the form of gifts in kind, equipment, and supplies are also appreciated. Please check with the Head of School or business office for a list of equipment and supplies needed.

ANNUAL FUND

The Annual Fund is a yearly tax-deductible gift to Cresset Christian Academy. Your gift to the Annual Fund will provide additional financial resources to improve and expand the overall programs of CCA. Families and individuals are encouraged to give their tax-deductible contribution by December 31st, so funds may be applied to the current school year. Your gift to the Annual Fund is very important, and every family is encouraged to give as it has been given to you.

SECTION III: LOWER SCHOOL ACADEMICS (K-5TH GRADE)

“Study to show yourself approved unto God, a workman that needs to be ashamed, rightly dividing the word of truth” II Timothy 2:15

ELEMENTARY EDUCATIONAL GOALS

1. Academic excellence in a Christ-centered environment.
2. Spiritual formation and character development in a loving and caring environment.
3. Enrichment of lives emphasizing creativity.

ELEMENTARY ACADEMIC OVERVIEW

The elementary curriculum involves Bible, language arts (phonics, reading, spelling, grammar, composition), arithmetic, history and geography and handwriting. Electives include library skills, physical education, Spanish, art, and keyboarding.

ELEMENTARY ACHIEVEMENT AND ABILITY TESTING

Each spring students are administered the Stanford 10 Test Battery. The results of these tests are used to assess students' strengths and opportunities for growth. Parents receive the results of the tests at the end of the school year with the final report card.

ELEMENTARY ACADEMIC RECOGNITION

Students are encouraged to strive to do their best, fully utilizing their God-given talents and abilities. CCA realizes the importance of giving recognition to those who excel academically. Students can earn recognition through their grades and participate in competitions.

ELEMENTARY ASSESSMENT OF STUDENTS' PERFORMANCE

1. Kindergarten: Progress is assessed using the following scale: “Exceeding”, “Achieving”, “Progressing”, and “Beginning”.
2. Grades 1-5: The academic performance of students in core subjects (e.g., language arts, math, science, Bible, etc.) are assessed using the following scale: A (100-90), B (89-80), C (79-70), D (69-60), F (59-0). Performance of elementary students (grades 1-5) in enrichment courses (e.g., art, choir, band, etc.) is assessed using the following scale: Outstanding (O), Good (G), Satisfactory (S), and Needs Improvement (N). Conduct of elementary students (grades 1-5) is assessed in several areas, including work habits and interpersonal behavior.
3. Students' grades in grades 1-2 are determined by Subject Tests except Reading which is 80% oral and 20% comprehension. Students' grades in grades 3-5 are determined by Daily Quizzes, Classwork, and Homework (40%, minimum of 6 grades), and Tests, Projects, and Papers (60%, minimum of 3 grades).

ELEMENTARY HOMEWORK AND TESTS

General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student's academic strengths and motivational level. Many families attend mid-week church services or small group gatherings; therefore, tests generally are not scheduled on Thursdays. If tests are scheduled for students on Thursday, students are given a week's notice to make adequate preparation. Quizzes may be given on any day of the week. Homework modifications are usually made on days when special school functions are scheduled for the evening.

ELEMENTARY PROGRESS UPDATES

Parents are informed of their students' progress in a variety of ways. This includes: (1) weekly folder, (2) daily planners, (3) online grades, and (4) parent-teacher conferences. In elementary school, students' quizzes, tests, and other assigned work are sent home weekly in folders. This procedure enables parents to receive continual

feedback concerning the progress of their student and/or areas needing improvement. Parents are asked to review all work with their student and to acknowledge that they have done this by signing, dating, and returning the folders. Mid-quarter progress reports are sent to parents for any course grade averages that are at a "C" or lower for the first four and a half weeks of the first quarter of the school year. For the remaining three quarters, mid-quarter progress reports are only sent to parents for course grade averages below a "C". If a parent wishes to have a conference with a teacher, this may be noted on the progress report form and the teacher will call to schedule an appointment. Parents may also request a conference with the teacher by calling the respective teacher's voice mail.

ELEMENTARY PROMOTION GUIDELINES

Students must pass all major academic subjects before being promoted to the next grade level. Major subjects include language arts, math, science, and social studies. No more than 2 failed subjects may be made up in summer school. If a student earns more than 2 F's or 3 Ds in major subjects for the yearly average, the student is required to repeat the grade.

ELEMENTARY SUMMER READING

Students in K-5th grade are encouraged to continue reading over the summer. Independent reading not only provides enjoyment for students and broadens their experiences, but more importantly improves their comprehension ability and fluency in reading.

ELEMENTARY COMPETITIONS

Academic competitions, through ACSI, include speech meet, spelling bees, creative writing, music, and math competitions.

ELEMENTARY YEARLY AWARDS

During the end of the year Awards Ceremonies, students in 3rd-5th grade who have received A's in all of their courses each quarter receive a recognition certificate for the A Honor Roll. Likewise, students with A's and B's in all courses for each quarter receive a certificate of recognition for the A/B Honor Roll. Perfect Attendance Certificates are awarded to students who have no absences throughout the school year. Certificates are awarded for the following: (1) Highest Academic Average, (2) Most Improved Student, and (3) the Barnabas Award for the boy and girl in each class that best exemplifies Christ in service above self as described in speech, conduct, love, and purity. Students should not receive the Barnabas Award in successive years. Students may receive Highest Academic Average and Barnabas Award in the same year.

SECTION IV: UPPER SCHOOL ACADEMICS (GRADES 6-12)

"A wise man will hear and will increase learning; and a man of understanding shall attain unto wise counsels: To understand a proverb, and the interpretation; the words of the wise, and their dark sayings ... fools hate knowledge." -Proverbs 1:5 - 6, 7b

GRADES 6-12 ACADEMIC ACHIEVEMENT

Students at CCA are encouraged to strive to do their very best academically and to fully utilize their God-given talents and abilities. Students are given the opportunity to not only earn recognition for commendable schoolwork, but also to receive recognition through various areas, regional, state, and national competitions. Acknowledgment of academic achievement within the school is made in the following ways: Honor Roll, End of Year Awards Assembly in which Departmental Awards and Outstanding Student Awards are given, Induction into the National Honor Society, National Junior Honor Society, and Senior Graduation Ceremony.

GRADES 6-12 EDUCATIONAL GOALS

1. Academic excellence in a Christ-centered environment.
2. Spiritual formation and character development in a loving and caring environment.
3. Enrichment of lives emphasizing creativity.

GRADES 6-8 ACADEMIC COURSES

CCA provides a college-preparatory environment that strives to integrate the biblical truths of God's Word in all academic areas. The middle school curriculum involves Bible, English, Science, Humanities, Math/Algebra I with electives in Art, French, Spanish, Physical Education, and Keyboarding.

GRADES 9-12 ACADEMIC COURSES

CCA offers three graduation tracks for high school students to map out their course of study. The Honors Diploma Track requires a variety of honors and advanced placement courses that prepare students for more selective colleges. The Academic Diploma Track is academically demanding, and students are prepared for acceptance into four-year colleges. The General Diploma Track is designed to meet the needs of students who plan to enter their vocation or the military after graduation or attend a technical/junior or community college. Students decide upon their selection of courses according to the requirements for graduation. They select courses of their choice to complete their schedule.

1. The **General Diploma Track** requires 22 credits that include 4* credits of Bible (*one per year of Cresset enrollment), 4 credits of English, either 2 credits of math (Alg. I required) and 3 credits of science (Biology required) or 3 credits of math (Alg. 1 required) and 2 credits of science (Biology required), 3 credits of history (US History required), and 1 credit of a foreign language, 5 credits of electives (Fine Arts, Music, PE/Heath, etc.).

Please note that completion of the General Diploma will not meet the requirements for admission to the University of North Carolina system. It is the student's responsibility to investigate the requirements for admission to colleges outside of the UNC system. Students are expected to attempt either an Academic or Honors Diploma. Students who wish to pursue a General Diploma must request this as an option. Decisions for General Diploma are subject to administrative approval.

2. The **Academic Diploma Track** requires 25 credits that include 4* credits of Bible (*one per year of Cresset enrollment), 4 credits of English, 4 credits of math (including Algebra I), 3 credits of history, 3 credits of science, 2 credits of a foreign language, and 5 electives (Fine Arts, Music, PE/Heath, etc.).
3. The **Honors Diploma Track** requires 27 credits that include 4* credits of Bible (*one per year of Cresset enrollment), 4 credits of English (2 Honors or AP), 4 credits of Math (2 Honors or AP), 3 or 4 credits of Science (2 Honors or AP, Biology required and either Chemistry or Physics), 3 or 4 credits of History (1 Honors), 3 credits of a foreign language (1 Honors), and 5 electives (Fine Arts, Music, PE/Heath, etc.).

GRADES 6-12 HOMEWORK LOAD

Homework expectations are 20-30 minutes per night per course. Students can expect to spend at least an extra 30 minutes per night per course for honors courses and an additional 45 minutes for Advanced Placement courses.

GRADES 6-12 COURSE REGISTRATION

Prior to course registration, a list of available courses is distributed to students and their parents for review and consideration. Classes will be offered based on a minimum student enrollment to be determined by the Upper School Principal.

GRADES 6-12 ADDING AND DROPPING COURSES

A course may be dropped without penalty through the second week of first quarter (drop/add period) with approval of the Upper School Principal.

GRADES 9-12 HONORS CLASSES

Students may seek honors credit for high school classes if they have an A or B the previous year in a course and a recommendation from their teacher. Example: Having an A or B in Algebra I, a student can seek honors credit for Geometry. Ninth graders only have two options for honors: Biology and Geometry. To receive honors credit, students should have an A or B in Algebra I and/or 8th Grade Science. By the end of the first quarter, if a student is not performing well in an honors class, the teacher reserves the right to move the student into a non-honors level.

GRADES 9-12 ADVANCED PLACEMENT CLASSES

Advanced Placement courses not only present challenging assignments, but also provide students with the opportunity to earn college credit while in high school. Advanced Placement classes must be taken during the regular school year in a scheduled class to receive high school credit. Advanced Placement courses require an A or B in the previous year's appropriate class. Example: Having an A or B in Pre-Calculus to take AP Calculus. There is a cost for the AP Exam that is the student's responsibility. Billing for the exams will be posted at the beginning of the year.

GRADE 6-12 STANDARDIZED TESTING

1. Grades 6-9 take the Stanford 10 Battery in the Spring of each year.
2. Grades 10-11 will take the PSAT and ASVAB in October.
3. Grades 11-12 may take the ACT and/or SAT (students must register themselves).

GRADES 9-12 DUAL ENROLLMENT

Dual enrollment is available through Durham Technical Community College.

GRADES 6-12 FINAL EXAMS

The purpose of final exams is to test a student's knowledge and mastery of a subject through a year-end assessment. As a college-preparatory school, final exams also prepare students to take cumulative assessments in the next stage of their academic careers. Students in grade 7 are required to take one final exam in the subject of Math regardless of their quarter and semester grades. Students in grade 8 are required to take two final exams in the subjects of Math and English regardless of their quarter and semester grades. Students in grades 9-11 are required to take four final exams in the core subjects of Math, English, Science, and History regardless of their quarter and semester grades. Final exams count towards 10% of the student's overall yearly grade in that course. Students in grade 12 will be required to complete a Capstone Senior Project based on CCA's Core Values and Expected Student Outcomes throughout the second semester of their senior year in lieu of taking final exams.

GRADE 9-12 HIGH SCHOOL CREDITS

Classes meeting 5 days a week receive a half credit per semester (one credit per year). A student must have 6 credits to be classified as a sophomore, 12 credits to be classified as a junior, and 18 credits to be classified as a senior. A minimum of 22 credits are required to graduate on the General Diploma Track. A minimum of 25 credits are required to graduate on the Academic Diploma Track. A minimum of 27 credits are required to graduate on the Honors Diploma Track. Course credits are given to Student Aides, but no quality points are issued and therefore not calculated in the grade point average. Academic Study Hall does not receive course credit.

GRADES 6-12 IN-CLASS READING

CCA is a college-preparatory school. CCA makes every effort to choose reading selections that are academically challenging, promotes critical thinking, and develops a biblical worldview. Reading selections are presented and taught from a biblical perspective. Students are taught how to read selections from a biblical worldview. The English teacher and Upper School Principal review and approve all book choices. If a book has questionable language or thematic concerns, the Head of School must also be a part of the approval process.

GRADE 6-12 INCOMPLETE WORK

Students must complete any assignments missed due to excused absences. For each day of an excused absence, two days are allowed for the completion of assignments. Extensions may be granted in extenuating circumstances. Failure to complete assignments by the due date will result in a grade of 0. Course work that is incomplete at the end of a semester due to excused absences may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first week of the new quarter or within 1 week of the closing of school. Grades not converted will automatically be recorded as "F" for Failing. The administration may grant exceptions in extenuating circumstances.

GRADES 6-12 PROGRESS REPORTS & TEACHER CONFERENCES

Parents are informed of their students' progress through RenWeb. A parent should check their student's grades regularly through FACTS which can be accessed via the Cresset website, or the FACTS app. Parents may request a conference with a teacher by email or by calling the teacher's voicemail.

GRADES 6-12 TESTING POLICY

1. No more than 2 tests may be administered on a regular school day.
2. No more than 1 test and 2 quizzes may be administered on a regular day.
3. No more than 4 quizzes may be administered on a specific day.

GRADES 6-12 GRADING POLICIES

1. Final grades are posted on transcripts.
2. Excessive absences from a course (more than 8/semester or 16/year) may result in loss of credit for the course. Exception may be made for documented illness, injury that is excused by a doctor's letter, and administrative review.
3. Students transferring into Cresset after the first school day of the year may be allowed full credit for a course upon administrative review.
4. Transfer grades and credit are determined by the school where credit was issued.
5. Students transferring out of Cresset may be allowed partial credit if they have not completed a full course but have successfully completed work for the first half of the course.
6. Courses switched during the year may lose all credit value for time elapsed, with administrative review.
7. Courses changed from AP or Honors levels will lose the annual level of credit reward on the transcript.
8. Courses passed or failed and repeated will both be written on the transcript and averaged in the GPA, except for a high school credit given to a middle school course.
9. Fine arts courses (art, band, choir, drama) may be taken more than once for credit since the content changes from year to year.

GRADES 6-12 GRADING SCALE

A is 90-100
B is 80-89
C is 70-79
D is 60-69
F is below 60

REPORT CARDS AND PROGRESS REPORTS

The purpose of our report system is to give parents and students an indication of progress or lack of progress. There will be four nine-week grading periods. Parents and students may continuously access grades on their student's FACTS account for Grades 1-12. Parents are encouraged to make an appointment with the teacher if they have any questions about the student's work or grades received. A teacher may also request an appointment with parents.

TRANSFER OF CREDIT

CCA reserves the right to deny or receive credits from other institutions in accordance with its own grading policies. CCA is on a 4.0 unweighted scale.

1. **Home school students**: Home school students who transfer will not be given honors or AP credit for any course unless taken at an accredited institution, community college, or online course provider. Upon admission to CCA, eligibility for honors and AP classes is at the discretion of the administration. To assure accessibility the first year of enrollment to honors and AP classes, prerequisite courses and grades should be taken from accredited programs. Consideration may be given based on the rigor of their home school program, the credentials of their teachers, records of grades and hours attended, testing and approval by the Department Head, and final administrative approval.
2. **Valedictorian and Salutatorian**: No senior may receive the honor of Valedictorian or Salutatorian unless they have attended CCA their entire junior and senior years of high school.

GRADES 9-12 COMMUNITY SERVICE REQUIREMENTS

CCA strives to foster in its students a heart for their local community and a desire to help those in need. Galatians 6:10 encourages, **“Therefore, as we have opportunity, let us do good to all...”** As a result, Community Service at CCA is a top priority. Due to COVID for the Class of 2024, seniors must have 25 Community Service hours. For the Class of 2025, seniors must have 50 hours (25 hours for their junior and senior year). For the Class of 2026, seniors must have 75 hours for their sophomore-senior years. For the Class of 2027, seniors must have 100 hours for their freshman-senior years. Beginning with 2027, students attending high school for four years are required to have 100 hours. If a senior has 150 hours or more, a silver honor cord will be presented at graduation.

GRADES 6-12 AWARDS and RECOGNITIONS COULD INCLUDE SOME OR ALL OF THESE:

1. **Outstanding Achievement in a Course (Grades 6-12)**: The student with the greatest achievement in a course.
2. **Citizenship**: One or two students from each grade are chosen to recognize their helpful, courteous attitudes in dealing with peers and teachers.
3. **Perfect Attendance**: A certificate is awarded at the end of the year to recognize attendance every day in every class.
4. **Soaring Eagle Award**: This award is given to recognize significant progress, improvement, or effort.
5. **Homecoming Representative**: Boys and girls chosen for each grade by a vote of their peers, grades 9-12. Each represents his or her class at the Homecoming Ceremonies. Senior court members give their testimonies in Chapel before Homecoming. The senior King and Queen share their testimonies at Homecoming.
6. **Sharon Riley Cresset Award**: This is given at graduation recognizing one or two seniors who best typify the Cresset Christian Academy ideal student in character, spiritual development, work ethic, recognized by staff as well as students.
7. **Barnabas Christian Encouragement Scholarship Award**: This is given at graduation recognizing a senior who demonstrates a humble and encouraging spirit. Classmates select the senior who will receive the \$1,000 scholarship award.

GRADES 9-12 HONORS:

1. **Junior Marshals**: Junior students who have made a weighted 3.5 or better average for all of Grades 9 and 10 and one semester of Grade 11, and who have administrative approval. They form the "honor guard" for the seniors at graduation and are recognized on the bulletin. Junior marshals must be present at graduation rehearsals to participate in graduation. A minimum of 2 years of Cresset attendance is typically required.
2. **Honor Graduates**: Senior students who have made a weighted 3.5 or better average for all their high school years and have taken the required Honors Level courses for an Honors Diploma are Honors Graduates. They wear a special decoration at graduation and are recognized on the bulletin and on their diploma.

3. **Valedictorians and Salutatorians:** Seniors will be selected from students who have the highest GPA's and have been at CCA at least two years. The strength of schedules, discipline, and attendance records are additional criteria which shall be considered by the administration in the selection process.

SECTION V: ATTENDANCE AND TARDINESS

ATTENDANCE

SCHOOL START TIMES

For Grades K-5, school begins at 8:00 a.m.

For Grades 6-8, school begins at 7:45 a.m.

For Grades 9-12 school begins at 7:50 a.m.

*High School parents may be contacted by email if students do not arrive by 9:00 a.m.

SCHOOL DISMISSAL TIMES

For Grades K-5, dismissal is at 3:00 p.m.

For Grades 6-8, dismissal is at 3:10 p.m.

For Grades 9-12, dismissal is at 3:15 p.m.

TARDINESS

A student is tardy for any class if not in his seat with all materials necessary prior to the beginning of class. Students must check in at their Homeroom class each morning. If a student fails to make it to school by the time Homeroom has completed, the student MUST check in at the office to be counted for the day.

Homeroom (All School)

Excused Tardies

1. Medical illness or injury that is accompanied by appropriate parent and/or medical verification.
2. Student or parent "mechanical problems" or "traffic problems."

Unexcused Tardies – two (2) "grace" tardies per quarter will be given for any of the reasons below.

Over two (2) per quarter will be unexcused and logged in their tardy file.

1. Oversleeping
2. Arriving late because of a "breakfast stop"
3. Not providing medical verification of the day when a student is tardy because of a medical issue.
4. Finishing school assignments

*After 5 tardies the principal will contact the family to discuss the pattern of tardies and review CCA's policy.

*After 10 tardies the principal may meet with parents.

Homeroom (Upper School)

Homeroom tardies will start fresh each quarter.

The following consequences will be given regarding tardiness to school:

1. More than two unexcused tardies in the same quarter will result in 2 demerits per event. Disciplinary action will be enforced based on the handbook.
2. An accumulation of unexcused tardies may affect credit awarded.

Upper School classes after homeroom

Excused tardies

1. Temporary illness that is excused by a teacher or administrator.
2. Detainment by a teacher or administrator (must supply explanation note).

Unexcused tardies

All other tardies will be considered unexcused and 2 demerits issued by teacher.

Elementary Tardies (9-week periods)

Excused tardies (see "Homeroom Excused Tardies" above)

Unexcused tardies.

The principal of K-5th Grade will deal with tardies through contact with parents which may include a formal parent conference. A child with five (5) tardies in one 9- week period may not return to class until a parent conference with the principal has been held.

ABSENCES

School attendance is mandated by laws of the State of NC:

All non-public schools receiving and instructing children of a compulsory school age (7-16 years) shall be required to keep such records of attendance and render such reports of the attendance of such children. The principal or his designee shall notify the parent, guardian, or custodian of his child's excessive absences.

Students should miss school only for an illness or preplanned absence. An excuse is required when the student returns to school, either by note, e-mail, or telephone call. An upper school student who arrives at school after **11:00 a.m.** will be counted absent for that day.

Elementary daily absence

For K-5th grade, if a student arrives after 10:45 a.m. or leaves before 11:00 a.m., he/she will be counted absent for that day. On days that school is in session for a half day, an elementary student who misses more than one hour of that half-day will be considered absent for that day.

Co-curricular penalties

An upper school student who arrives at school after **11:30am** or leaves prior to **11:30am** will be counted absent for that day and may not be eligible to participate in co-curricular activities (i.e., sports, music, or drama) that day.

Excused Absences

An explanation must be presented in writing or by telephone call to the office staff for the absence to be recorded as excused. Absences without such notice will be posted unexcused. Excused absences are:

Sickness or Injury

Quarantine-Isolation of student by a Physician or State Board of Health (must have letter from doctor)

Death in immediate family or death of CCA Student, Faculty or Staff

Medical or Dental appointments (must have note from doctor with signature)

Educational Opportunities

Family Vacations (5 days per academic year)

Unexcused Absences – All School

If there was NO parental knowledge or permission for an absence from a class or a day at school, it is posted as "unexcused" and considered as truancy ("skipping"), with serious consequences (see Discipline Policy). For a day's absence to be excused, parents must provide a telephone call, note, email, or medical note. Without such parent information, the absence will be posted as "unexcused," with accompanying penalties. Penalties for unexcused absences (skipping class and truancy) include a "zero" for class work missed. Quizzes and tests missed can be made up. All late assignments that are the result of a tardy will be reduced based on the school's late work policy.

Planned Absences

Advance notice of at least three days for preplanned absences will give teachers time to assign work before the absence. We strongly request that absences not be planned during the first week of school or on days scheduled for standardized testing. (Teachers may charge tutorial fees for students who request additional help after school because of planned absences.)

School Sponsored Absences

All school-sponsored events for which a permission slip was signed (sports, field trips, college visits, etc.) are not counted against the student's absence record.

Excessive Absences

Absences will be considered excessive if more than 10 days (or individual upper school classes) are missed within a semester, or 20 days (or upper school class absences) are missed within a school year. Students may not receive credit for the course or may not be promoted to the next grade level. If there is a medical reason for extended absences, a doctor's letter must be provided, and sufficient contact hours must be made in the course through homebound study. Contact hours must be documented.

SECTION VI: AFFIRMATIONS

AFFIRMATIONS

GROWING A GENERATION OF GODLY GRADUATES ~ ONE LIGHT AT A TIME ~

Cresset Christian Academy serves as partner with parents who have the Biblical responsibility to train their children in conjunction with the local church (Deuteronomy 6:5-7a, Proverbs 22:6). **Our purpose** is to assist the HOME and parents in their God-given responsibility to train their children in the Word of God by providing a distinctly Christian, well-rounded, college-preparatory education that supports family and fosters community. **Our mission** is to cultivate the HEART of each student to educate, to nurture, and to help shape their character in a Christ-centered environment grounded in the Truth of God's Word. **Our vision** is to have equipped the MIND of each student with the ability to engage in God's Truth, to examine all things in light of God's Truth and to embrace all things consistent with God's Truth.

A high standard of conduct is expected of all Cresset Christian Academy students. Students in Grades 6-12 annually sign a pledge that reflects their willingness to uphold some specific Christian principles. All parents also sign the following commitment annually to indicate a spirit of harmony with our mission and procedures.

STUDENT PLEDGE

(All students in Grades 6-12 acknowledge their agreement in writing at enrollment and re-enrollment.)

1. I desire to attend Cresset Christian Academy. I pledge that at school and away I will commit to an attitude of obedience and respect to the God-ordained authority in my life, as represented by both my parents and the teachers in my school.
2. I will strive not to discredit, by my words or actions, the Lord Jesus Christ, my family or Cresset Christian Academy.
3. I will do my best to uphold the high standards of Cresset Christian Academy. I understand that failure to do so, at school or away from school (including all social media) may result in disciplinary action that could include dismissal.

PARENT COMMITMENT

- We agree to pray faithfully for the administration, faculty, and student body of Cresset Christian Academy.
- We agree and are committed to supporting the purpose, policies, and procedures of Cresset Christian Academy.
- We understand the need for harmony and agree to demonstrate only that which is positive, and which would promote a bond of unity and peace.
- We agree and are committed to the resolution of all problems according to Biblical principles.
- If at any time we can no longer communicate successfully and work in unity with the staff, and all reasonable avenues are exhausted, we will withdraw our child and understand that the school reserves the right to curtail services to our child.

SECTION VII: SCHOOL DRESS CODE

SCHOOL DRESS CODE, K-12

Our dress code promotes Biblical modesty for young men and women. Keep in mind principles of modesty when choosing attire for the school day.

Parental Responsibility

Cresset believes it is the parent's responsibility to ensure that students are dressed neatly and modestly. Please acquaint yourself with Cresset dress code and help train your children to comply.

Faculty and Staff Responsibility

When a student is observed to be in non-compliance with the dress code the following steps will be taken.

- The teacher may send the student to the principal.
- Parents/ Guardians may be called to bring appropriate clothing if it cannot be remedied at school.
- Until the violation is remedied the student may be held out of class.
- Repeated offenses may indicate an issue of direct disobedience and further disciplinary actions will be taken.

The following dress code is to be adhered to on all school days, during Cresset after school hours. In general students should honor dress code while on campus or representing Cresset through extracurricular activities.

Boys

- Shirts – Must have collars and sleeves. Knit shirts are ok. Shirts can be of any color or print and do not need to be tucked in but should be neat in appearance. No t-shirts (defined as a shirt with a graphic design or a garment that is sold as a t-shirt or undergarment).
- Pants/Shorts – Pants or jeans are ok, but they should not have holes, rips, or frayed edges. Length should not exceed the sole of the foot. No active wear (work-out clothes; gym clothes). Shorts are ok (modest length is expected shorts: 2" above the knee or longer). No athleisure wear (no tights or gym clothes like is commonly sold at sporting goods stores or other vendors such as Athleta, etc.).
- Belts will not be required unless the pants cannot stay at the waist.
- Sweaters/Sweatshirts – Cardigans, V-neck, or Classic crew neck sweaters are ok. Students may wear sweatshirts without hoods and with writing, logo, or pictures that are in harmony with the philosophy of Cresset. Cresset hoodies are allowed except for Wednesdays/Chapel Day though hoodies should not be covering the student's head. Sweaters and sweatshirts must have a collared shirt underneath.
- Outer Wear/Coats – Heavy winter coats may be worn outside but not in class. Light jackets (including a hoodie that zips up at the front) may be worn in class provided a shirt or sweater underneath is in dress code. Hoods should not be worn on student's heads while inside the school.

Boys (cont'd)

- Shoes – must always be worn.
- Hair – should be kept neat, clean, with no extreme style (no Mohawks, rats, shaved heads, logos, hair of other than natural colors); facial hair, if present, must be well-groomed.
- Hats - No hats, hoods, or head coverings of any sort allowed in the buildings.
- Extras – no tattoos. Sunglasses should not cover students' eyes indoors. Pajamas and bedroom slippers may not be worn to school.

Chapel Dress (LS/MS/HS)

- Dress shirts and dress pants or dress shorts are acceptable.
- No jeans, hoodies (including Cresset hoodies), or sweatshirts allowed on Chapel Day.
- Elementary students will be given the option to change clothes after Chapel because of recess/active outdoor times that are part of their daily schedule.

Girls

- Shirts/Blouses – Blouses, knit shirts or knit blouses with patterns are ok. The top opening of shirts or blouses may be no more than four fingers width from neck and must have complete sleeves. Midriffs should be completely covered. Shirts can be of any color or print and do not need to be tucked in but should be neat in appearance. No t-shirts (defined as a shirt with a graphic design or a garment that is sold as a t-shirt or undergarment).
- Pants/Capris/Shorts – Pants and jeans are ok, but they should not have holes, rips, or frayed edges. Length should not exceed the sole of the foot. Leggings and jeggings may not be worn as pants. Shorts are ok (modest length is expected shorts: 2" above the knee or longer). No active wear or athleisure wear (no tights or gym clothes like is commonly sold at sporting goods stores or other vendors such as Athleta, etc.).
- Skirts/Jumpers/Dresses/Tunics – Can be of any color or print with length of 2" above the knee or longer (see "Shirts/Blouses" for top opening and sleeve requirements). Tunics worn with leggings will be considered "dresses" and must meet the length requirement.
- Sweaters/Sweatshirts – Cardigans, V-neck, or Classic crew neck sweaters are ok. Students may wear sweatshirts without hoods and with writing, logo, or pictures that are in harmony with the philosophy of Cresset. Cresset hoodies are allowed except for Wednesdays/Chapel Day though hoodies should not be covering the student's head. Sweaters and sweatshirts must have a collared shirt or blouse meeting dress code requirements underneath.
- Outer Wear/Coats – Heavy winter coats may be worn outside but not in class. Light jackets (including a hoodie that zips up at the front) may be worn in class provided a shirt or sweater underneath is in dress code. Hoods should not be worn on student's heads while inside the school.
- Shoes – must always be worn.
- Hair – must be kept neat, clean, with no extreme style (no Mohawks, rats, shaved heads, logos, lines, or hair of other than natural colors).
- Hats: No hats, hoods, or head coverings of any sort allowed in the buildings.
- Extras – no tattoos or visible piercings other than ears. Sunglasses should not cover student's eyes indoors. Pajamas and bedroom slippers may not be worn to school.

Chapel Dress (LS/MS/HS)

- Blouses with dress pants or skirts.
- No jeans, hoodies (including Cresset hoodies), or sweatshirts allowed on Chapel Day.
- Elementary students will be given the option to change clothes after Chapel because of recess/active outdoor times that are part of the daily schedule.

Announced Special “Dress-up” Occasions (such as High School Prom)

- **Girls:** Dresses chosen must be no shorter than 2” above the knee. There should be no cleavage exposed and the backs should not dip below the natural bra line. Dresses should be appropriately fitted, not overly tight or revealing, and must have straps. Dresses must be approved at the announced time prior to the event.
- **Boys:** Dress pants, dress shirt, tie, and blazer are the minimum standards. Boys also may wear a suit or tuxedo.

Athletics

- See “Physical Education” under General Information.

After Hours

Cresset students are expected to be in dress code when on campus. When representing Cresset after school hours, students should abide by the appropriate dress code. This includes co-curricular events, practices, and spectating. Principles of modesty and moderation continue to apply. At such times, school personnel have the right to address these issues if a student is in questionable attire.

In all cases, the administration will have the final authority about the appropriateness of any school wear; appearance must always be neat, modest, and appropriate. If in doubt or not explicitly stated in the handbook, do not assume that it is okay to wear. Follow guidelines and not the absence of a guideline.

SECTION VIII: GENERAL INFORMATION

ACADEMIC PROBATION (UPPER SCHOOL)

Students who drop below a sixty percent average or have an F on the most recent quarter report, will be placed on an Academic Probation contract. Students on Academic Probation may be ineligible for extracurricular activities, i.e., athletic teams, fine arts productions, etc. Probation ends when each course has at least a 70%, and all behavioral disciplines have been completed.

AFTERCARE SERVICES

Supervision is required for elementary and middle school students on campus after classes end, regardless of age or grade. Students not in an organized sport or activity, nor studying with a teacher, will be placed under after school supervision beginning at 3:30. Students in the afterschool program are charged. Aftercare services for K-8th are available and begin upon dismissal of school and ends at 5:30 pm. Aftercare services are NOT provided for half days, holidays, or staff professional days. Aftercare ends at 5:30 pm each full school day. If a student is regularly not picked up by 5:30 pm, there will be a \$1.00 per minute late fee for each minute after 5:30 pm.

Elementary students go onto the playground to play or work at tables, weather permitting. A snack is offered at 4:30. During inclement weather, students can play board games, puzzles, or other activities directed by the staff.

Middle school students still on campus at 3:30 must report to the afterschool supervisor on the playground or in Building A. They may enjoy some outside activity, relax, study, or read while waiting for their ride.

Middle School student athletes waiting for a practice that begins by 5:00 pm are supervised in the afterschool program for no fee.

High school students on campus report to the designated room for study and reading, while waiting for their ride or later school activity.

BEFORE SCHOOL

Students should not be dropped off prior to 7:30am. Students arriving at 7:30am must go to their homeroom to wait for class to begin.

BEVERAGES & FOOD (see also LUNCH PROGRAM)

Students (Grades K – 12) may have water bottles in the classroom to be used as directed by teachers. No other beverages may be brought into Upper School classrooms. Elementary students may eat in the classroom at break times. However, food is not allowed in Upper School classrooms even during scheduled break times.

BIBLE TEACHING/CHAPEL PROGRAMS

Daily Bible teaching is an integral part of the education offered. A person is not truly educated unless he studies and applies God's Word. Bible courses must be passed to re-enroll at Cresset. The Bible Teacher will determine the version of the Bible used for memorization. Every student (Grades 1- 12) must have a copy of the Bible for personal use in Bible study class and chapel. Chapel programs are held weekly, during which time students worship, sing, hear testimonies, and learn from the Word of God. Parents are invited to worship with us at Chapel services.

BOOK BAGS AND GYM BAGS

These are not allowed on desks or tables. Upper School bags should be emptied into lockers and stored for the day. Upper School athletes should store their athletic bags in the cubbies of the locker area.

BULLYING (see also HARASSMENT)

Bullying of any kind is completely unacceptable at Cresset Christian Academy. Bullying is incompatible with the Biblical mandate to love, encourage, and protect. Individuals and/or groups of students will be learning ways to respect one another in acceptable ways. Bullying is defined as aggressive behavior where a person or group of people deliberately intimidates, abuses, or coerces any individual with the intention to hurt that person physically or emotionally. This also includes any form of cyberbullying.

There is a clear line between conflict and bullying. Incidents of bullying may include but not be limited to three characteristics:

- Intentional- an aggressive behavior with an intent to hurt someone.

- Repeated-the behavior is not an isolated event\

- Power imbalance- the person bullying has more power, physically or socially.

A student who feels he or she has been bullied should notify a faculty or staff member. The matter will be reported to the principal, and an investigation will take place in a prompt manner. All reports of bullying will be taken seriously. In the case of substantiated bullying or harassment the appropriate course of restorative and disciplinary action will be dictated by the circumstances of the situation. Parents of all parties will be informed.

CAMPUS HOURS

Students may enter designated areas in our buildings 7:30am-5:00pm.

CAR LINES (DROP OFF AND PICK UP)

For the safety and security of all students, remain in the line of cars when you drop off or pick up a student. Watch for moving vehicles when you pull out to leave. Parking is not permitted in front of the main building during car lines (7:30-8:15 am and 2:45-3:30 pm).

- Preschool:** Parents of preschool children must sign them in (and out) in Building C. Preschool parents may park in the designated area.

- Elementary:** Parents should drop their children off at the sidewalk leading into the elementary building (Building A). Pick-up of elementary children will be allowed by those parents and drivers having student

name tags displayed in their vehicles. All others need to park in a lot and claim their child from the teacher. For K through 5th grade, pick-up is at 3:00 p.m. at Building A. After 3:30, students are brought to After School Care.

Grades 6-12 (Upper School): Students should be picked up between 3:15 and 3:30 p.m. After 3:30, middle school students are registered in After School Care.

CAR LINE ETIQUETTE

- Be patient, careful, and watchful.
- Keep your speed below 10mph, even after delivering or picking up your child.
- If your student is not ready to be picked up, do not stop beside the sidewalk. Either park in a lot or continue straight ahead and re-join the line of traffic.
- Do not park directly in front of the school between 7:30 -8:15 a.m. and 2:45 – 3:30 p.m.

CAR PARKING AREAS

Parents: If needing to escort a student to or from school, please use the main parking areas directly across from Building A (lots to the right when entering campus) and use the safety crosswalk or park around the median. Do not park in front of the school between 7:30-8:15 a.m. and 2:45-3:30 p.m. Please do not block the car lines or safety crosswalk.

Students: Students should park in the Upper School lot (first parking spaces to the right when entering campus).

CARPOOLING - PARENT AND STUDENT DRIVERS

Many families carpool. We ask each family involved in carpooling to give written permission for their child to ride or drive. Middle School students are not allowed to leave campus after school with a student driver unless written parental permission has been given to the office.

CARE OF PROPERTY

Damage or destruction of school property is unacceptable. All damage, whether willful or accidental, must be paid for by the student or his parents. Students are expected to report any damage to property immediately.

CELL PHONES

For middle school students cell phones are to be out of sight during school hours from 7:45 to 3:10, unless with the approval of faculty for assignment purposes. Cell phones must be turned off but can remain inside personal bags during the day. If a cell phone is used during school hours, teachers will turn it into the office and parents will need to pick it up. Students will receive 2 demerits each time this event occurs. If a cell phone makes distracting noises, the student will be warned to turn the phone off the first time and then the above consequences will apply after a warning. This rule applies not only to class time but also lunch, between classes, bathroom breaks, and during worship for middle school students.

High school students will be allowed to have visible phones at lunch and during breaks. Cell phones must be silenced and put away during class (including study hall or independent study) and worship. Unless a teacher approves that phones can be used during class, the above consequences will apply if a phone is seen during class or worship times.

CHAPEL OR SANCTUARY SUPERVISION

Students are not allowed in the chapel/sanctuary without a teacher present. The exception is student use of the piano, approved by the school office.

COMMUNICATION WITH PARENTS

- **RENWEB** -Cresset provides internet access and confidential links for parents and students to access their students' grades, attendance, assignments, and class communication and information.
- **Website** -Cresset's website <http://www.cressetchristian.org> has a wealth of useful information, including the official up-to-date calendar, school closings, resources, and current events.
- **Text/E-mail Alert System**- Parents will receive urgent and important information by way of Cresset's text and e-mail alert system.
- **Classroom Telephones** – Parents may leave messages for their teacher on the teacher's classroom phone. Teachers will return the call when not actively teaching.
- **Friday Folders** -Elementary students receive a correspondence envelope or folder with weekly newsletter and graded papers. It should be returned to their classroom teacher by Tuesday.
- **Teacher e-mails** – Teachers each have e-mail capabilities and correspond with parents. Parents should expect a response within 24 hours.
- **Facebook and Twitter** – Share your pictures or posts for Cresset events.
- **Yearbook** – Share your pictures of Cresset events for possible inclusion into the yearbook by emailing them to yearbook@cressetchristian.org.
- **Teacher conferences (Lower School)** – twice a year (October and January) we invite parents to come in to talk to their student's teacher(s). Parents (and teachers) may also meet at other times during the year to discuss solutions to concerns.
- **Homeroom/classroom meetings** – check the calendar for opportunities to meet with other parents and the homeroom teacher.
- **Schoology (Upper School Learning Management System)** – an online tool for MS and HS students, teachers, and parents to view assignments due and topics covered in class.
- **Cresset App** - a tool for all students, teachers, and parents used to provide information about the school, activities and pertinent announcements pertaining to school operations.

COMMUNICATION WITH STUDENTS

Forgotten lunches, homework, books, and other items should be left with the office for delivery to your child. If you need to send a message to your child during school hours, please call the office staff who will notify your child. By using this method, the office staff can be informed about decisions from parents for example about their student's early dismissal.

CONFERENCES

A conference may be scheduled if requested by parents or teachers. Please send a note in a sealed envelope, an e-mail, or call the office to arrange a time. Teachers will also gladly talk to parents by telephone if desired. Parents should schedule conferences in advance. Teachers have the right to decline requests for meetings with less than 24 hours' notice. Parents may be asked to come in to discuss the progress of your student.

Teachers are not able to schedule conferences before the school day begins; their time is spent in faculty devotions, supervising students, and preparing for the day ahead. Parents should not enter a classroom while school is in session unless advance permission has been obtained.

ELECTRONIC EQUIPMENT (also see "Cell Phones")

- **Elementary** students may not use cell phones, smart phones, personal computers, or iPads during the school day (7:30-3:00) or during After School Care (3:30-5:30), except with teacher approval and supervision.
- **Cell Phones, Middle School** – Cell phones must be silenced and out of sight during the entire school day unless specific permission is given to use them on an assignment.

- **Cell Phones, High School** - Cell phones must be on **silent** during class instruction unless specific permission is granted. If cell phone use produces a class disruption, the phone will be subject to confiscation. Teachers may choose to collect phones in a secure location during class. Bluetooth devices should not be utilized during class without specific permission. High School students may use cell phones during breaks and lunch; however, students are encouraged to set aside their cell phones during lunch in order to participate in conversation and fellowship with other students and teachers.
- **Ear Buds/Headphones** – May not be used except with teacher permission. Ear buds/headphones are subject to confiscation.
- **Personal Computers** – Students who wish to use personal computers, including electronic tablets, must receive permission from the teacher. Teachers and administrators will confiscate improperly used electronic equipment. A student viewing inappropriate sites which go against Biblical principles is subject to disciplinary action including loss of privilege (use of the device). Confiscated devices will not be returned to students; parents or guardians must pick up the device from the office.

EMERGENCY ANNOUNCEMENTS

The text and email alert system will be used to notify parents about any emergency conditions related to the facility, time schedule, etc.

For weather-related closings, to ensure safety of student and parent drivers, Cresset will **typically** follow the Durham County delays and/or cancellation schedule but will be confirmed by our Cresset text and email alert announcement. In case of closings, announcements about Cresset are given to WRAL-TV 5 and placed on the Cresset website. Parent discretion about safe travel will be approved for absences and tardiness during related inclement weather.

GRIEVANCES

The Bible teaches that the best approach to a problem is going directly to the person(s) concerned. The process is outlined in Matthew 18:15-17. Leviticus 19:15-18 also provides general principles of a fairness and justice in the way we treat and honor others: speak frankly and do not slander, take revenge, or bear a grudge against our neighbor.

As we resolve problems, remember that it is God's reputation, not our own, we desire to promote. We honor Him when we seek His way. This means attacking problems, not people.

General Grievance Guidelines (in addition to the above-mentioned principles) are as follows.

1. Treat others as you want to be treated.
2. Try to understand all sides of a problem before passing judgment on a matter, i.e., gather the facts.
3. Avoid prematurely judging or impugning another's motives (e.g., assume that a teacher has a child's best interests at heart).
4. Do not gossip or discuss grievance matters with others who are not directly involved in the matter; keep the circle of involved persons as small as feasible.
5. Be diligent to address problems in a spirit of truth, unity, and humility.

Grievance Procedures are as follows.

1. Speak promptly and directly to the person with whom you have a grievance (e.g. a teacher) and make a diligent effort to promptly resolve the problem at this personal level.
2. If a grievance cannot be resolved directly with the person(s) involved, present the concern promptly to the person at the next level of supervision (e.g., the principal) and work with him/her on the resolution.
3. If a grievance is not resolved at any of these levels, promptly present the matter in writing to the Head Administrator, who will meet with those involved to reach harmony.

Each of the aforementioned procedures must be followed. If you desire to question a policy, you may put this in writing and deliver it in person to the Head of School who will present it to the Academy Oversight Committee at their next meeting. Anyone who has a grievance must follow the aforementioned guidelines and procedures. Failure to do so, as determined by the Head of School or the Academy Oversight Committee, may be grounds for terminating the grievance process.

GYM SUPERVISION

Students are not allowed in the Christian Life Center (gym) without a teacher or designated adult present during school operating hours.

HARASSMENT POLICY (see also BULLYING)

Cresset Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, bullying, exploitation, and harassment. Cresset Christian Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Students who feel that they have been subjected to or have seen conduct of a bullying or harassing nature are encouraged to promptly state to the offending student that he or she should immediately stop. If the action continues, the student should report the matter to their teacher, parent, or principal. All complaints will be promptly investigated.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian, and appropriate government officials as the circumstances warrant.

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

HELP CLASSES

Individual teachers provide after-school help classes. A teacher may request your child to stay to make up missed assignments or homework or to receive special help.

ILLNESS

To help keep children well, both prekindergarten and elementary children are required to wash their hands with soap and water as they enter.

If your child becomes ill or injured at school, you will be notified immediately. Emergency information is provided by parents, naming a physician and an alternative adult to call should we be unable to reach you. Every effort will be made to reach the parents of students who are ill or injured and in need of emergency care. Students who leave school due to illness must be signed out in the office.

You will have completed the Medical Authorization form which releases the school of any legal responsibilities and, at the same time, gives permission to obtain medical treatment for your child in case the parent is not available (See "Medications for Students"). The student must stay away from school for the following conditions:

1. Fever over 100, until fever-free for at least 24 hours. For example, if a student has a fever until 2:00 p.m. on Monday, he/she cannot return until Wednesday.
2. Nausea or vomiting, diarrhea.
3. Strep infection until 24 hours after receiving antibiotic.
4. Conjunctivitis, (pink eye) until 24 hours after beginning treatment and no drainage.
5. Head lice, treatment required, and no evidence of live lice remains.

LIBRARY/MEDIA CENTER

The library has holdings designed to complement the instruction occurring in classrooms. Wholesome recreational reading material is also offered. The librarian is a resource person who will instruct students in the skills of library use, as well as help them find materials for a special project. The library is available for student use from 7:30 a.m.-4:00 p.m. Students may check out books or use reference books on site. A check-out/check-in procedure helps maintain the library holdings. A small fine (5 cents/day) may be charged for books kept beyond the return time; students are liable for books damaged or never returned, as well. Donations of new or gently used books are welcomed.

LOCKERS/CUBBIES

Lower School Students are issued a classroom cubby for storage of books and/or supplies.

Upper School Students are issued one locker for storage of books and supplies. Students are to keep storage areas neat and use them appropriately. The administration reserves the right to inspect lockers at will.

- No food should be left overnight in lockers.
- During class, book bags need to be stored in the locker or in designated areas.
- Nothing should be attached to the outside except with teacher approval.

LOST AND FOUND

Label All Items! Labeled items will be returned to their owner. Lost and Found purses, glasses, calculators, jewelry and larger items may be claimed through the school office. Textbooks are returned to the course teacher. Notebooks and binders are discarded after one week. Unclaimed items will be donated to charity frequently.

LUNCH PROGRAM AND UPPER SCHOOL SNACKS

Nutritious lunches are provided for the Preschool program. For K-12, a lunch service is provided through myhotlunchbox on Tuesdays and Thursdays. Meals must be purchased online by noon the day before delivery. If a student has forgotten their lunch, a simple meal may be provided to the student at a cost of \$3.50 per incident which will be charged to the student's account.

LUNCH OFF CAMPUS

Seniors will be allowed to eat off campus on Tuesdays and Fridays provided they are not on academic or behavioral probation. The privilege will be briefly suspended for students who are tardy upon returning to campus. Seniors who have earned the privilege to eat off-campus will also forfeit the privilege on any day that they are tardy to homeroom. Students subject to the tardy policy for off-campus lunch will be provided with a meal for the day. The cost of the prepared meal is \$3.50. Leaving campus without signing out or without permission will result in disciplinary action. Please note parents need to give permission on the lunch-out permission form.

Juniors will be allowed to eat off-campus on Fridays provided they are not on academic or behavioral probation and provided they are on time when they return. Juniors who have earned the privilege to eat off-campus will also forfeit the privilege on any day that they are tardy to homeroom. Please note parents need to give permission on the lunch-out permission form.

Seniors and juniors will lose their off-campus lunch privilege if there are any reports of irresponsible driving or irresponsible behavior.

MEDICATIONS FOR STUDENTS

A physician's authorization is required for all medications administered at school, including self-administered medications and over-the-counter medications. Medications may not be shared from student to student. All medication for use at school will be furnished by the parent or guardian in a container properly labeled by a pharmacist, and over-the-counter medicine must be in the original container. All medicines must have identified information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken.)

A "Request for Medication Administration in School" form must be signed by the physician and parent for each medication given. These forms may be downloaded from the school website or acquired from the school office. No medicine will be given to students without the signed authorization form on file at the school. Medicines should be picked up at the end of the school year. Those left behind will be discarded.

PHYSICAL EDUCATION

All students must wear athletic shoes to participate in activities in the gym. For elementary children, pants or shorts should be worn on the day scheduled for P.E. Upper school students are required to wear modest athletic clothing (shirts must have sleeves and have no midriffs showing, athletic shorts, and all clothing must be loose fitting).

PUBLIC DISPLAYS OF AFFECTION

Students are expected to refrain from public displays of affection while on campus (both during and after school).

SCHOOL TRIPS

Drivers -All parent volunteer drivers must submit annually the Volunteer Driver Application form. Transportation will be provided via school bus, chartered bus, and/or private vehicle with approved drivers who are properly licensed and insured. The liability insurance of drivers for school trips is the primary coverage for student injury resulting from an incident involving that driver. Cresset insurance will be secondary and cover liability after the limit of the driver's insurance.

Standards -The same standards of conduct and dress expected of students at school are required of students for off-campus, academy-sponsored activities. Any exceptions to regular school wear will be announced prior to the date of the event.

SOCIAL MEDIA

Students should exercise extreme caution with how they present themselves through social media. Presentations on any social media sites that are incompatible with the philosophy and mission of Cresset Christian Academy may result in disciplinary action, which may include suspension and possible dismissal. Any communication that goes against Biblical principles, causing negative thoughts, or creates embarrassment or harm to an individual, is subject to disciplinary action including possible dismissal.

SUPERVISION

Arrival and Departure - Drop-off supervision begins by 7:30am. The school is not responsible for unsupervised students on campus prior to 7:30am. No students should be on campus before 7:30am. Students are expected to leave by 5:00pm unless in a supervised activity. Student drivers should leave campus after the 3:15pm. dismissal. High school students on campus after school may go to the library which is available until 5:00pm. (See "Campus Hours")

After School Supervision - If elementary and middle school students are not involved in supervised activities after school, they will be managed by After School Supervision, which ends at 5:30 p.m. Charges for After School Care will be posted onto the student's account if a student stays beyond 3:30 p.m.

Off limits -Any part of the property not supervised by an adult is off-limits.

TELEPHONE

Students should use the school office phones to make calls. Teacher permission is required to come to the school office for calls.

VISITORS

ALL visitors and volunteers MUST register with the office each time they come on campus. Visitors should recognize that we do have a school dress code.

Cresset maintains a “CLOSED CAMPUS” for student visitors. This means students not enrolled at Cresset are not allowed on campus during school hours without administrative approval. Alumni, in dress code, may visit preferably at lunchtime after registering with the school office. Visits of prospective students may be scheduled 48 hours in advance through the Admissions desk.

All parents are welcome to visit; however, visitation should be scheduled in advance with the teacher or principal so that classroom progress is not unduly impacted. Should a parent need to meet with faculty, please email the faculty member to set up a time.

Cresset reserves the right to preclude a student, parent, guardian, or other person from entering onto Cresset property during school hours or events and to deny participation in school activities that take place off school grounds for any reason deemed necessary by the Administration in the interests of safety and the wellbeing of the school.

WINGS – Educational Support (unavailable currently**)**

- is associated with the National Institute for Learning Differences. A trained individual contracts with families and implements this unique Christian program for students who have been diagnosed with a learning challenge. A non-tutorial program, WINGS Therapy is designed to improve a student's performance through verified techniques. Intensive one-on-one sessions of educational therapy are held outside the classroom. Therapists receive ongoing training through NILD. Educational Therapy is designed to develop mental processing skills to help the student become an independent learner.
- Tutoring is for the student at any grade level to support the classroom learning, strengthen basic skills, and enhance the student's achievement in academic subjects. Classroom teachers, lead teachers, the principal can all assist in locating appropriate tutoring.
- Wilson Language program, for Grades 2-12, is interactive activities to support reading fluency and comprehension. International students find they benefit from this program by increasing their facility with the English language, as well as assistance with the United States culture. This is currently an off-site training. Screening is required for all international students via the Wilson Language Program coordinator.

Individualized instruction courses may be available, for additional cost. The Upper or Lower School Principals, and Head of School can work toward assisting a student with appropriate step.

SECTION IX: DISCIPLINE POLICY

DISCIPLINE POLICY

GENERAL

Our expectation is that students will practice self-control when interacting with Faculty, Staff, and fellow students. We teach and model appropriate behavior to honor God and to show proper respect toward adults, peers, and other students at school. Faculty and Staff members are empowered to discipline students when their behavior is not in line with Biblical principles reflected by school policy and classroom rules. Our goals in administering discipline are to provide an orderly and peaceful learning environment, to teach students that their actions have consequences, to change issues of the heart associated with inappropriate behavior to that which is God-honoring.

As culture changes, specific actions and issues arise that are not mentioned in this Handbook. Any questions about the acceptability of these trends for the Cresset student should be addressed to the Head of School or other designated administrator. Scoffing or mocking of God, the Lord Jesus Christ, and Biblical truth are not tolerated at Cresset.

CODE OF CONDUCT

The Staff and Faculty of Cresset seek to model and provide an atmosphere in which student behavior reflects scriptural truths and principles. Student should aspire to values associated with a follower of Jesus Christ, including honesty, kindness, dependability, purity, trustworthiness, humility, and respect for authority. All Cresset students should maintain an attitude of respect for other people, their property. Their actions and words should show kindness. Upper school students are seen as role models and potential mentors for their peers and younger students.

EXPECTATIONS

- Show respect and kindness to others!
- Show respect for church and school property and equipment!
- Listen in class and complete assignments in order to learn!
- Follow the Cresset dress code as written!
- Follow policies of the Student Handbook and classroom rules of teachers

MERIT SYSTEM

Students may take advantage of the Cresset Merit system with pre-approved services to their school. One demerit may be removed with 30 minutes of pre-approved work. Merits that apply towards the removal of a demerit can only be given by the teacher who gave the demerits.

OFFENSES AND CONSEQUENCES

MINOR OFFENSES - Offenses include, but are not limited to, the following:

Level 1 (0-5 Demerits)

Class disturbance including:

Not following class rules

Dress code violations (sent to office to change clothes or call home)

Off task (e.g., excessive rest stops)

Tardy (2 demerits per occasion)

Level 2 (5-10 Demerits)

Damaging school property

Dishonesty

Disrespect for peers

Horseplay (e.g., hands-on, wrestling)

Inappropriate language/talk (coarse talk, jesting)

MINOR CONSEQUENCES (Level 1 & 2) Consequences are given only by an administrator.

Elementary – consequences could include, but are not limited to, the following:

- Verbal or written apology
- Isolated lunch
- Loss of recess play time
- Temporary removal from classroom
- Discipline notice to parent

Middle and High School - includes temporary removal from classroom as needed; demerits given, and offense is recorded in FACTS.

Extracurricular consequences (*Athletics, Clubs, Special groups*): see page 41

DEMERIT ACCUMULATIONS (for Level 1 & 2) Demerits accumulate per quarter for minor offenses.

1. At 10 demerits, a lunch detention is assigned.
2. At 15 demerits, a second lunch detention will be given and administration contacts parents.
3. At 20 demerits, one day in-school suspension is given; administrative conference with parents is scheduled.
4. At 25 demerits, a second one day in-school suspension is assigned, and parents are contacted.
5. At 30 demerits, out-of-school suspension is given.

MAJOR OFFENSES – Offenses include, but are not limited to, the following:

Level 3 (10-20 Demerits per offense)

Accessing internet sites/content not approved by school

Bullying or threats to harm others

Defacing school property

Direct disobedience or lying

Disrespect to teacher or staff

Flaunting participation in a non-Christian lifestyle

Profanity

Possession/display of pornography

Public display of affection

Unpermitted cell phone use in class

Online bullying

Level 4 (20-30 Demerits per offense)

Fighting (limited interaction; stopped by student)

Possession of controlled substances or dangerous object (e.g. e-cigarette paraphernalia, tobacco, alcohol)

Rebellion (repeated disobedience)

Searching teacher desks, files, computers

Stealing

Tampering with school electronic or science equipment

Truancy (skipping school all day)

Level 5 (30-40 Demerits per offense)

Fighting (Prolonged engagement; stopped by staff)

Misdemeanor conviction (other than minor traffic infractions)

Use of a controlled substance or dangerous object (e.g alcohol, tobacco, drugs)

Level 6 (Dismissal or expulsion from school for any offense)

Felony charge and/or conviction

Violence to another person (leads to/inflicts significant injury)

Possession or use of a weapon at school

Sexual immorality

Willful vandalism of school property

MAJOR CONSEQUENCES (Level 3-6)- When a student commits a major offense, teachers should send the student to administration.

Elementary – consequences for major offenses will be determined by an administrator, in discussion with teacher, parents, and the student, and could include, but are not limited to, the following:

- Written assignment
- Service to others
- Behavior contract
- Loss of privileges
- Counseling
- Suspension
- Dismissal

Middle and High School – consequences for major offenses are determined according to the offense:

Level 3 - Automatic Lunch Detention

Level 4 - Automatic In-school Suspension

Level 5 - Automatic Out-of-school Suspension (length varies)

Level 6 - Automatic Dismissal or Expulsion from school

***Level 3 through 5 Demerits accumulate for the whole school year.

Extracurricular consequences (*Athletics, Clubs, Special groups*):

1. Receiving 20 or more demerits or a Level 4 offense during a semester (or a season for athletics) may result in a one event (one game) suspension from participation.
2. Receiving 30 or more demerits or a Level 5 offense during a semester (or a season for athletics) may result in dismissal from the club, group, or team.
3. Receiving 40 or more demerits in a semester or 60 or more demerits in a school year may result in the student's dismissed from school.

APPEARANCE OF EVIL CLAUSE: For an undefined behavior deemed unacceptable, pertinent staff and administrators will determine the appropriate course of action. Any action which leads the administration to conclude that the students' continued presence at Cresset is no longer appropriate for the school will result in dismissal. The student's actions and results of these actions will be carefully considered.

SUSPENSION

When student behavior results in a suspension (in- or out-of- school), the Head of School or designated administrator will contact a parent/guardian to schedule a conference. The student and at least one parent/guardian must be present at this conference. This meeting is an opportunity to talk about past behavior and set improvement goals for future behavior. A written summary of the student's disciplinary record will be given to the parent/guardian.

IN-SCHOOL SUSPENSION

On the day of an In-School Suspension, the student will attend school, but will not be in classes as normal. The student will be placed in a designated location, such as an administrator's office, and will be supervised by a faculty or staff member. Teachers will send class assignments, quizzes, and tests for the student to complete. Work completed during an In-School Suspension will be graded without penalty.

OUT-OF-SCHOOL SUSPENSION

On the day of an Out-of-School Suspension, the student WILL NOT be allowed on school property or to attend any extracurricular school events. The student may receive an academic penalty for class work missed during

Out-of-School Suspension, but the missed work must be completed as determined by the student's teachers. Quizzes and tests missed on the day of an Out-of-School Suspension can be made up when the student returns to class but may be subject to academic penalty.

DISMISSAL FROM SCHOOL

When student behavior results in dismissal from school, the student will be prohibited from attending Cresset for the remainder of the school year. The Head of School or Principal will contact a parent/guardian to inform them of the dismissal. Written confirmation of dismissal, including a summary of the student's disciplinary record, will be given or mailed to parents/guardians. The Administrator or the parent/guardian may request a conference as part of a dismissal.

A parent/guardian may appeal against their student's dismissal by giving a written appeal to the Head of School who will forward it to the Academy Oversight Committee. The appeal must include the reason, with supporting data, that dismissal action is deemed to be underserved or unjust. The Academy Oversight Committee will review the information, decide, and authorize the Head of School or Principal to contact the parent/guardian to notify them of their action. The decision of the Academy Oversight Committee is final and not subject to grievance procedures. The student will remain out of school during the appeal process.

A student dismissed from Cresset may reapply for admission the following school year unless the written confirmation of dismissal states a different timeframe. To return to school, the dismissed student must show evidence of repentance and restoration, must have apologized to all offended parties, and must provide written evidence of Biblical counseling (by a professional or by someone who is part of a church pastoral staff). Students readmitted following dismissal will be accepted on probation and may be dismissed during the 1st quarter in the new school year for demonstrating any behavior under Major Offenses.

EXPULSION FROM SCHOOL

When student behavior results in expulsion from school, the student will be removed from Cresset permanently. Expulsion action is taken when the Head of School believes a student's behavior is of such a severe nature that their continued attendance poses a threat to the well-being or Christian testimony of Cresset. The Head of School or Principal will contact a parent/guardian to inform them of expulsion action. Written confirmation of expulsion, including a summary of the student's disciplinary record, will be given or mailed to parents/guardians. The Head Administrator or the parent/guardian may request a conference as part of expulsion. An expelled student will not be allowed on school property during school hours or permitted to attend extracurricular school events unless approved by the Principal or Head of School. A parent/guardian may appeal their student's dismissal by giving a written appeal to the Head of School, who will forward it to the Academy Oversight Committee. The appeal must include the reason, with supporting data, that expulsion action is deemed to be underserved or unjust. The Academy Oversight Committee will review the information, make a determination, and authorize the Head of School or Principal to contact the parent/guardian to notify them of their action. The decision of the Academy Oversight Committee is final and not subject to grievance procedures. The student will remain out of school during the appeal process.

REDEPTIVE DISCIPLINE POLICY

Cresset has a Redemptive Discipline Policy/Program for students who want the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. Cresset is a light to the community, and its policies and people must bear witness to Christ.

The goal of this program is to teach everyone of God's nature—holiness and purity—along with love, forgiveness, and restoration. We also want to teach personal responsibility. The purpose of this intervention, rather than being punitive, is to be restorative in nature. All aspects of this program are for the purpose of encouraging and fostering an atmosphere of compassion and support.

Cresset reserves the right to evaluate discipline situations on a case-by-case basis. These situations may include, but are not limited to matters related to sexual activity, abuse, pornography, pregnancy, abortion, harassment,

and the use of alcohol, tobacco, illegal substances, etc. A redemptive discipline approach may be considered if a student and his/her family express repentance and humility, and the administration determines the student's continued enrollment is in the best interest of both the student and student body of Cresset. Such an approach will be personalized to fit the unique situation of each student.

An Individualized Continued Admittance Requirement Essentials (ICARE) plan will be developed by the administration and approved by the Academy Oversight Committee. The student and parents must agree to this ICARE plan as set forth by Cresset. Possible requirements for continued enrollment at Cresset may include, but are not limited to, the following:

1. The student will be involved in pastoral counseling on a regularly scheduled basis in conjunction with the pastor. The pastor will not have to be part of the Staff of LifeSpring Church but will have to be approved by Cresset Administration.
2. The student will meet with an assigned Faculty member of Cresset on a regular basis, for a specified period. The meeting will involve Scripture reading, accountability, journaling, etc.
3. Parents/guardians and students will sign a contract with Cresset agreeing to cooperate with the Administration's expectations and decision.
4. The student will undergo necessary testing or ongoing random testing (i.e., drug testing), if required, with results sent to the school.
5. Parents/guardians are to be willing to provide legal disclosure, if needed, and requested by the Cresset Administration.
6. Parents/guardians and students must agree that limitations regarding student participation in school activities may be set.
7. Students will be home schooled or tutored for a specified period. During this time, the student will complete academic work assigned by Cresset Faculty which will be returned to Cresset for grading and academic credit.
8. Parents/guardians are willing to pay an additional fee to compensate Cresset Faculty for their time to assist the student in the items described above. These fees are separate from any other tuition or fees yet have the same consequences as unpaid tuition.
9. Parents/guardians are willing to agree that Cresset may require a professional counselor, physician, attorney, or legal authority's opinion regarding the student's continued attendance at Cresset.
10. Student will be willing to participate in community service.
11. Student will lose his/her privilege to participate in, or attend, extracurricular activities at Cresset for a specified period.
12. Parents/guardians and/or the student will be required to report to the Administration and the Academy Oversight Committee as issues arise.

SECTION X: PLEDGES

PLEDGES

Pledge to the Bible: "I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I may not sin against God."

Pledge to the Christian Flag: "I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior crucified, risen and coming again, with life and liberty for all who believe."

Pledge to the American Flag: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

SECTION XI: EVANGELISM/LIFESPRING

EVANGELISM OF STUDENTS/FAMILIES

The goal of Cresset Christian Academy is the redemption and righteousness of every student.

UNDERSTANDING SALVATION

Are you saved? Your joy or sorrow for all eternity depends on it. Above all else, you need the *Good News* or *Gospel* of salvation. Consider:

You are a sinner. You must realize that you were born with a sinful heart and are prone to wrongdoing even though you try very hard to do right.

"Therefore, just as sin entered the world through one man (Adam), and death through sin, and in the way, death came to all men, because all sinned..." Romans 5:12 "For all have sinned and fall short of the glory of God." Romans 3:23

Your sin separates you from God and deserves punishment. The penalty is eternal punishment and separation from God.

"But your iniquities have separated you from your God; your sins have hidden his face from you, so that he will not hear." Isaiah 59:2 "For the wages of sin is death." Romans 6:23

Jesus paid for your sins by dying in your place. God gave His only begotten Son, Jesus Christ, to take the punishment on the cross you deserved. When He rose from the dead, He proved He was the Son of God with power to save.

"But God demonstrates His own love for us in this: While we were still sinners, Christ died for us." Romans 5:8 "For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life..." John 3:16

You may believe Jesus and be saved. Faith is a gift of God and means trusting God's grace to save you.

"For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast." Ephesians 2:8-9 "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved." Romans 10:9

You must trust Jesus Christ as Lord and Savior and respond to Him by personal invitation.

God, I am a sinner and I need your forgiveness. I believe Jesus died for my sins and God raised Him from the dead. Come into my heart, Lord Jesus, and wash away all my sin. Thank you for saving me just now. I trust you to keep me and I commit my life to you. In Jesus' name, Amen.

We would love to hear of your decision and be of any assistance. Please call the office to make an appointment with any faculty or staff member of school or church, at 919-354-8000. Our senior pastor from LifeSpring Church, Michael Green, would also enjoy meeting you.

LIFESPRING CHURCH WELCOMES YOU!

We hope that you are well-served by the Academy ministry of LifeSpring Church. You are also invited to participate in other activities of LifeSpring Church. Check out our web site, www.lifespringdurham.com. Sunday meeting is 10:30 am for all ages. Come join us!