

CRESSET CHRISTIAN ACADEMY

Student Handbook K-12 2019-2020



Accreditation

Association of Christian Schools International
Southern Association of Colleges and Schools

Member Schools

Southern Baptist Association of Christian Schools

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HANDBOOK HIGHLIGHTS

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PURPOSE

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.

MISSION

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.

VISION

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.

OBJECTIVE

Our objective in building a Christian school is to obey Deuteronomy 6:5-7a

Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.

Proverbs 22:6 exhorts us to train up a child in the way he should go. A Christian school is an extension of the Christian home in training young people for time and eternity. In equipping your child, we will provide wholesome classroom activities and recreation. We plan to: help your child think clearly, logically, and independently; develop moral, ethical, and spiritual sense; and appreciate the arts and athletics as well as participate in them.

PHILOSOPHY

Cresset Christian Academy adopts the historic Christian view of life as presented in the Bible, which says that since God created everything through His Son, Jesus Christ, and His Holy Spirit, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and by choice, however, cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior, and by being regenerated by the Holy Spirit. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. It must present all truth as God's truth and must be interpreted and integrated with God's Word. We believe that a consistent and meaningful education will result when the home, the school, and the church are in agreement on the basic meaning and purpose of life. We derive certain educational objectives from this philosophy:

For the **Spiritual and Moral Growth** of the Students, the school teaches the essential doctrines of the historic Christian faith. The school aims:

1. to lead each student into a personal, saving relationship with Christ as Lord and Savior;
2. to develop a desire in each child to know and to do the will of God;
3. to aid families in making their homes God-centered, continuing the instruction already begun in the home;
4. to encourage the spiritual growth of each child, working on the assumption that the child and his/her family attend church regularly;
5. to encourage the involvement of the student in the activities of a local church;
6. to teach the student consistent daily Christian living and service by developing in him/her a Christian philosophy of life;
7. to equip and encourage him/her to witness for Christ, through the power of the indwelling Spirit of God;
8. to encourage use of the Bible as a personal source of wisdom and encouragement;
9. to develop a Biblical sense of right and wrong and teach the student how to overcome sin;
10. to foster Spirit-empowered self-discipline in the student based on respect for and reverence toward God for all authority; and
11. to integrate all subjects with the Bible.

Academically, the school endeavors:

1. to promote academic excellence;
2. to help the student gain a thorough comprehension and command of the fundamental processes used in communication with others;
3. to teach and encourage good study habits;
4. to develop creative and critical thinking and the proper use of Biblical criteria for evaluation;
5. to foster curiosity;
6. to develop an understanding of our Christian heritage;
7. to promote good citizenship through developing an understanding and appreciation of our American heritage of freedom and human dignity;
8. to impart knowledge of the world and current affairs in all fields and relate them to God's plan for men and women;
9. to teach the student how to do research and properly use the scientific method;
10. to prepare students with a knowledge of origins based on Creation; and
11. to develop an awareness of the nature of God through all fine arts.

For the **Personal and Social Development** of the Students, the school aims:

1. to develop a balanced personality, by helping each student understand and accept himself as God made him and fully develop his capabilities in Christ;
2. to foster wholesome personal relationships through the development of social skills based on the Christian concept of love, and develop Biblical criteria for future mate selection;
3. to develop the proper attitudes, understanding, and skills needed to establish God-honoring homes;
4. to impart the Biblical attitude toward material things and promote the wise use of them for God's glory;
5. to show a realistic and Biblical view of life and work and provide skills for future endeavors in college and an occupation;
6. to promote fitness, maintenance, and skillful use of the body as the temple of God; and
7. to encourage wholesome and Christian use of leisure time.

Position

As a ministry of LifeSpring Church, Cresset Christian Academy reflects the doctrine of LifeSpring Church.

ARTICLES OF FAITH

1. We believe the Bible to be the inspired, infallible, inerrant Word of God which is the only true and authoritative guide for man's relationship to God and his life here on earth.
2. We believe that there is one God, eternally existent in the persons of the Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
5. We believe in the resurrection of both the saved and lost; the saved for the resurrection of life, and the lost for the eternal punishment of separation from God.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to mature in his/her relationship with Christ.

ADMISSIONS

Students are admitted without regard to race, color, sex, or national origin.

ACCEPTANCE

After receiving application and supporting documents, principals meet with the applicant and family. Each new student begins on a nine-week probation. Probation ends by achieving a 2.0 (or 70%) per course, and with all behavioral discipline completed.

REENROLLMENT

Beginning the second Monday in January, students attending Cresset will be given the opportunity to reenroll for the next school year. Reenrollment is a **binding contract** to reserve a classroom spot. Enrollment opens to the public the second Monday in 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 school (e.g. violations of school policy 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 next school year.

FINANCES

PAYMENT POLICIES

1. Annual and semi-annual tuition payments may be paid in full by cash, check, or money order. Monthly payments can be made by check, cash, money order, online bill pay through your bank, or with a credit/debit/e-check using the Payment Portal on the school website/Diamond Mind.
2. All payments are due by the 15th of the month prior to service, or next business day if the 10th is a weekend.
3. Late charge of \$100 will be applied if payment is not received by the 10th of the month.
4. A fee of \$30 will be assessed for any returned checks.
5. Application, Reenrollment, 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. Those Cresset Church members who qualify may apply for the Cresset Church Qualifying Active Member 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. Applications for Financial assistance are available on line by January 16, via the Admissions tab on our website at www.factstuitionaid.com. Please note that tax returns are required for this application. After completing the online application, your supporting tax documentation should be sent to FACTS by fax, email, or mail. Forms submitted after April 29 will be processed as funds are available. The first meeting of the Financial Aid Committee is early May. Financial assistance funds are limited.

ACADEMICS

COURSES

ELEMENTARY SCHOOL	MIDDLE SCHOOL
Courses	Courses
Bible lessons Language Arts (Phonics, Reading, Spelling, Grammar, Composition) Arithmetic Science and Health History and Geography Handwriting <p style="text-align: center;">Special Classes</p> Library Skills Physical Education Choral Music and Music Theory Recorders (grade 4) Art (grades 1-5) OPTIONAL: Private instrumental lessons (at additional cost): piano, guitar	Bible-(<i>Passing Bible class is required for continued enrollment.</i>) English Science Humanities Math <i>Because Algebra I is posted as a high school course towards graduation and is a prerequisite for higher level high school courses, middle school students should make an A or B in the course, repeat the course in high school, or accept a C on the high school transcript.</i> <p style="text-align: center;">Co-curricular classes for grades 6-8</p> Art World Exploration Home Economics Physical Education Choir, with MS Musical OPTIONAL: Musical Drama (by audition) Private instrumental lessons (at additional cost): piano, guitar

PROMOTION POLICY

Students who fail a course may be required to complete summer course work in order to be eligible for promotion to the next grade level.

HIGH SCHOOL COURSES

Students decide upon their selection of courses according to the requirements for graduation. They select courses of their choice (in consultation with the Guidance Director) to complete their schedule.

MINIMUM REQUIREMENTS FOR GRADUATION, GRADES 9-12

Christian Service Hours

Upper school students (Grades 9-12) are required to participate in 36 hours annually of service/ministry projects. (At least 10 of these hours must be done as a ministry of a church.) Participation in this *Developing a Heart for Ministry* program is a **requirement for continued enrollment and graduation**. Details and tracking forms are available in the office.

Diploma Categories

Students may elect to follow course sequencing to pursue an Honors, Academic, or General Track. All courses are taught at a level that prepares students for college success.

To enroll in an Honors and/or AP course, a student must have approval from parent and teacher of the course.

**** Passing the Bible course each year is required for continued annual enrollment.**

Honors Diploma Requirements (minimum)—3.5 overall cumulative average

Bible**	4 Credits (or 1 credit per year of CCA enrollment)
English	4 Credits (2 at Honors or AP level #)
Math	4 Credits (2 Credits at Honors or AP level#)
Science	4 Credits (2 at Honors or AP Level #)
Social Studies	3 Credits (1 at Honors Level #)
Foreign Language	3 Credits (1 at Honors Level #)
Fine Arts	2 Credits
Health/PE	1 Credit
<u>Electives</u>	<u>2 Credits</u>
Total	27 Credits

Academic Diploma Requirements

Bible**	4 Credits (or 1 credit per year of CCA enrollment)
English	4 Credits
Math	4 Credits (including Algebra I)
Science	3 Credits
Social Studies	3 Credits
Foreign Language	2 Credits
Fine Arts	2 Credits
Health/PE	1 Credit
<u>Electives</u>	<u>2 Credits</u>
Total	25 Credits

General Diploma

Recognizing the need for special educational circumstances which preclude the student from pursuing an Academic or Honors Diploma, students **with parental permission** may request to pursue a General Diploma. Permission to pursue a General Diploma **must be given by the administration**. Please note that completion of a 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.

General Diploma Requirements

Bible**	4 Credits (or 1 credit per year of Cresset enrollment)
English	4 Credits
Math	3 Credits
Science	2 Credits (Physical Science and Biology)
Social Studies	3 Credits
Spanish I	1 Credit (optional)
Fine Arts	2 Credits
Health/PE	1 Credit
<u>Electives</u>	<u>2 Credits</u>
Total	22 Credits

EXAMS

Semester and final examinations are administered in Grade 6-12 classes.

AP Exams – Students enrolled in an AP course are required to take the AP exam for that course. Billing for the exams will be posted at the beginning of the year.

Student Incentive – Senior Exemption from Spring Examinations (Grade 12 only) To provide an incentive for 12th grade students to keep consistently high scores, a senior may be exempt from taking the Spring final examination in a course, if he/she has an **A** average for the course ~ **AND** if his/her total absences (including excused and unexcused) do not exceed **five**. (The first attendance list will be created by May 5; if a student misses a class after that list is posted, he may be required to sit for the exam.)

A senior who qualifies to be exempt from taking an examination may choose to take the examination.

STANDARDIZED TESTING

Cresset Christian Academy has a detailed program of testing to measure the students' abilities and progress in reading, math, and language using annual achievement tests in Grades 1-9.

Other tests given include the PSAT which is given to 10th and 11th grade students in October. Students are encouraged to take advantage of the test-prep materials provided before this important exam. **The PSAT is the qualifying exam for the National Merit Scholarships Competition for Grade 11.**

Parents of students in Grades 11 and 12 should encourage their students to take the Scholastic Aptitude Test (SAT) twice, beginning in December of their junior year. Information on the scheduling of the SAT and ACT will be available in the school office and on the school calendar.

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 RenWeb 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. Twice each year, parents will be invited to a conference with teachers to review their child's progress in all areas. Report cards may be withheld pending outstanding balances.

SECONDARY GRADING POLICIES

1. Semester and end-of-course grades are posted on transcripts.
2. **Excessive absences in a course (more than 10/semester or 20/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, at administrative review.
4. Transfer grades are typically given credit as determined by the previous school.
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. Courses changed from AP or Honors levels will lose the annual level of credit reward on the transcript.
7. Courses passed or failed and repeated will both be written on the transcript and both be averaged in the GPA, with the exception of a high school credit given to a middle school course.
8. Fine arts courses (art, band, choir, drama) may be taken more than once for credit since the content changes from year to year.

GRADING SCALE, effective 2012-2013

Letter Grade	Percentage Grade	Letter Grade	Percentage Grade
A	90-100	D	69-69
B	80-89	F	Below 60
C	70-79		

AWARDS and RECOGNITIONS COULD INCLUDE SOME OR ALL OF THESE:

- *Outstanding Student in Course (Grades 6-12)* - the student with the greatest achievement in a course.
- *Citizenship* -one or two students from each grade chosen to recognize their helpful, courteous attitudes in dealing with peers and teachers.
- *Perfect Attendance* - a certificate awarded at the end of the year to recognize attendance every day in every class.
- *Soaring Eagle* - an award given to recognize significant progress, improvement, or effort.
- *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 give their testimonies at Homecoming.
- *Cresset Sharon Riley Award* - given at graduation - 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.

Honors -Upper School

- 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 at graduation. A minimum of 2 years Cresset attendance is required.
- Honor Graduates - senior students who have made a weighted 3.5 or better average for all of their high school years and have taken the required Honors Level courses for an Honor Diploma. They wear a special decoration at graduation and are recognized on the bulletin and on their diploma (see "Minimum Requirements for Graduation").
- Valedictorians and Salutatorians will be selected from students who have the top 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.

ACADEMIC COMPETITIONS

Cresset Sponsored

- *Elementary Speech Meet* –students will participate in an annual meet.
- *Art Festival* – art work done during the school year will be on display.

ACSI Sponsored

- *Creative Writing Festival* -students submit poetry, short stories, or essays. Ribbons are awarded at the district level. All blue-ribbon winners are submitted automatically to the regional festival.
- *Spelling Bees* - (Grades 1-8) District bees select their top four (Grades 5-8) students to continue to the Southeast Regional Bee. Medals, ribbons, and certificates are awarded. There is a National Spelling Bee in Washington, D.C.
- *Math Olympics* - (Grades 3-8) arithmetic computation and mathematical reasoning testing which allows students from area Christian schools a chance to hone their math skills. Medallions, ribbons, and certificates are presented.
- *Regional Speech Meet* - students who have received the highest awards at the Cresset meet are invited to present at a regional meet.

ATTENDANCE

SCHOOL START/END TIMES

- For Grades K5-5, school begins at 8:00 a.m.
- For Grades 6-12, school begins at 7:55 a.m.
- For Grades K5-2, dismissal is at 2:45 p.m.
- For Grades 3-5, dismissal is at 3:00 p.m.
- For Grades 6-12, dismissal is at 3:15 p.m.

High School parents may be contacted if students do not arrive by 9:00 a.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” that do not exceed two occurrences per quarter

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. Automobile “mechanical problems” or “traffic problems”
3. Arriving late because of a “breakfast stop”
4. Not providing medical verification of the day when a student is tardy because of a medical issue
5. Finishing school assignments

Homeroom (Upper School)

Homeroom tardies will start fresh each quarter.

The following consequences will be given regarding tardiness to school:

1. Any day students are tardy to school for unexcused reasons over the 2 “grace” tardies, they will serve lunch detention (sit at the silent lunch table in the gym)
2. 5 unexcused tardies to school in a quarter results in an In-School Suspension for the day

Upper School classes after homeroom

Upper school students who are tardy following homeroom will receive disciplinary penalties.

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 K5-Grade 5 will assign penalties for unexcused tardies, to include 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.

Elementary daily absence

For K5-5, if a student arrives after 10:00 a.m. or leaves before 1:00 p.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 part of that half-day will be considered absent for that day.

Co-curricular penalties

A student who arrives at school after **11:00 a.m** 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 as unexcused. Excused absences are:

- Sickness
- 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 when the student returns to class, but 10% will be deducted from the grade.

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.

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

This affirmation is signed annually by all parents (PS through Grade 12) and students in Grades 6-12 to affirm continued harmony within the school. 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 commitment below 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
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.

DISCIPLINE POLICY

GENERAL

Our expectation is that students will practice self-control when interacting with Faculty, Staff, and fellow students. We teach and encourage the importance of appropriate behavior as a means to honor God and to show proper respect toward adults and peers at school. Faculty and Staff members are empowered to discipline students when their behavior is not in keeping with school policy or 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 inappropriate behavior to that which is acceptable, and to help develop strong Christian character qualities in students.

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 Principal or Head Administrator. Scoffing or mocking of God, the Lord Jesus Christ, and Biblical truth are condemned in Scripture—and 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 basic scriptural truths and principles. Student conduct should measure up to what is expected of a follower of Jesus Christ, which includes qualities such as honesty, kindness, dependability, purity, trustworthiness, humility, and respect for authority. The core of appropriate conduct for Cresset students is maintaining an attitude of respect for other people, their property, and showing kindness in words and actions.

Attending Cresset is a privilege; students are responsible to:

- Show respect and kindness to others
- Show respect for church & 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

DEMERITS

Demerits are given by teachers for minor offenses.

MINOR OFFENSES

Offenses such as, but not limited to the following:

Level 1

Class disturbance
Not following class rules
Dress code violation (go to office to change clothes)
Unexcused tardy to class
Off task

Level 2

Copying homework or allowing it to be copied
Damaging school property
Dishonesty
Disrespect for peers
Horseplay
Inappropriate language / talk

Grade 6 penalties—first 9 weeks

Level 1—individual discussion—record in RenWeb—0 demerits
Renweb behavior note—0 demerits, emailed to parents
Renweb behavior note—0 demerits, emailed to parents
Renweb behavior note--1 demerit, emailed to parent
Level 2—individual discussion—0 demerits, emailed to parent
Renweb behavior note—0 demerits, emailed to parent
Etc.

***MS PLAN FOR DEMERITS**

Q1 = 15 DEMERITS CAUSE DETENTION
Q2 = 10 DEMERITS CAUSE DETENTION
Q3,4 = 5 DEMERITS CAUSE DETENTION

MINOR CONSEQUENCES

Elementary Consequences for level one and two minor offences include, but are not limited to, the following examples:

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

Middle and High School Consequences:

Temporary removal from classroom; teacher records problem in RenWeb after discussion (0 demerits)
Office and parent notification by RenWeb or telephone
Level 1: 0-5 demerits (2 for Unexcused Tardy to class)
Level 2: 5 demerits

Demerits accumulate per quarter *

1. 10 demerits for non-tardies result in a 60-minute after school detention and email to parents
2. At 15 demerits, a second 60-minute after school detention will be given, administration contacts parents
3. At 20 demerits per quarter one penalty is given resulting in an in-school suspension and administrative conference with parents
4. At 25 demerits, 1 penalty is given with one day in-school suspension
5. At 30 demerits, 2 penalties are given and out-of-school suspension

MERIT SYSTEM (for minor offenses)

Students may take advantage of the Cresset merit system with pre-approved service to their school. One demerit may be removed with 30 minutes of pre-approved work. Merits can only be given by the teacher who gave demerits. (Homeroom teachers pre-approve the work and log in the behavior form on RenWeb.)

PENALTIES

Penalties are given **only** by an administrator.
When a student commits a major offense, teachers student to administration.

MAJOR OFFENSES

Major Offences include, but are not limited to, the following items grouped in categories:

Level 3 – one penalty per offense

Accessing internet sites not approved by school
Bullying or threats to harm others
Cheating on quiz
Defacing school property
Direct disobedience
Disrespect to teacher or staff
Flaunting participation in a non-Christian lifestyle
Lying
Plagiarism on homework
Profanity
Possession/display of pornography
Public display of affection
Repeated cell phone use in class, without permission
Skipping class
Online bullying
Excessive Absences

Level 4 – two penalties per offense

Cheating on test or project
Fighting
Plagiarism on report or project
Possession or use of tobacco products, or e-cigarette paraphernalia
Rebellion
Searching teacher desks or files
Stealing
Tampering with school electronic or science equipment
Truancy (skipping school all day)

Level 5 – three penalties per offense

Misdemeanor conviction (other than minor traffic infractions)
Possession or use of alcoholic beverages
Possession or use of a harmful substance or dangerous object

Level 6 – dismissal or expulsion from school for any offense

Felony charge and/or conviction
Harmful violence to another person
Possession or use of a weapon at school
Sexual immorality
Willful vandalism of school property

MAJOR CONSEQUENCES

Elementary Consequences for major offenses will be determined by an administrator, in discussion with teacher, parents, and student.

Penalties may include:

1. Written assignment
2. Service to others
3. Behavior contract
4. Loss of privileges
5. Counseling
6. Suspension
7. Dismissal

Middle and High School Consequences for major offenses are determined according to penalties given.

1. After **one penalty** (=10 demerits), a 60-minute after school detention, phone call by administrator
2. After **two penalties** (=20 demerits), parent/guardian conference/phone call with administrator, and one day in-school suspension
3. After **three penalties** (=30 demerits), parent/guardian conference/phone call with administrator and out-of-school suspension

Penalties accumulate for the whole school year.

Extracurricular consequences (athletics, clubs, special groups):

1. Receiving two penalties during a semester (or a season for athletics) may result in a one event (one game) suspension from participation
2. Receiving three penalties during a semester (or a season for athletics) may result in dismissal from the club, group, or team.
3. Students who receive four or more penalties in a semester or six or more penalties in a school year may be dismissed from school.

FOR AN UNDEFINED BEHAVIOR DEEMED UNACCEPTABLE, PERTINENT TEACHERS AND ADMINISTRATION WILL DETERMINE THE APPROPRIATE COURSE OF ACTION.

Any action which leads the administration to conclude that the student's continued presence at Cresset is a danger to others or a hindrance to the school mission will result in dismissal. Consideration will be given to the results of the student's action, the safety of students and staff, and the testimony of the school in the community.

SUSPENSION

When student behavior results in a suspension, the Head 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 provides 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 the school library, and will be supervised by a Faculty or Staff member. Teachers will send class assignments, quizzes, and tests that will be completed by the student. 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 will receive a "zero" for all class work missed during Out-of-School Suspension, but the missed work must be completed as determined by each of 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 10% will be deducted from the grade.

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

REDEMPTIVE 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 administration and approved by the AOC. 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, as defined 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 the Cresset administration.
2. The student will meet with an assigned Faculty member of Cresset on a regular basis, for a specified period of time. The meeting will involve scripture reading, accountability, journaling, etc.
3. Parents/guardians and student will sign a contract with Cresset agreeing to cooperate with 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 Cresset administration.
6. Parents/guardians and students must agree that limitations regarding student participation in school activities may be set.
7. Student will be home schooled or tutored for a specified period of time. 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 of time.
12. Parents/guardians and/or the student will be required to report to the administration and the AOC as issues arise.

STUDENT LIFE

ATHLETICS

Cresset Christian Academy maintains a vibrant sports program that encourages participation by all students. It begins with short seasons of training and competition for coed groups in elementary school physical education classes. Middle school and high school students have interscholastic competition with other schools in the area. Special recognition is given to all those who participate in athletic activities.

Middle School / High School Competitive Sports – subject to sufficient participation and coaching staff

Cross Country	Volleyball
Soccer, boys and girls	Golf
Basketball	Baseball
Cheerleading	Swimming
Track and Field	Ultimate Frisbee

Academic Eligibility

Students must maintain at least a 69% average, with no failing grades, determined by quarterly grades, to be eligible for Upper School athletic competition. Violators will receive a contract from the Athletic Director.

Physical Form—No student may participate in a practice or a scheduled game unless he/she has submitted a medical authorization form signed by his/her physician within the year before the season begins.

CLASS RESPONSIBILITIES

Grade 10 - plan and conduct the reception after the senior graduation ceremony and clean reception area.

Grade 11 - plan and conduct the Junior-Senior Prom, and Valentine's Day candy/flower sale.

STUDENT GOVERNMENT

Elections will be held the first month of school.

Class Officers -members of each grade from 6th through 12th are elected by other members of their class to represent them. The objectives of the program are to allow the students to be involved in leadership opportunities. Offices are president and vice president. Students must have at least a "C" average and have attended Cresset at least the full previous academic year.

Senior High Student Council – Senior High Student Council is made up from the high school presidents and vice-presidents from each class. President and Vice-President are elected from the representatives. The Student Council meets to discuss issues relevant to the student body, to search for ways to improve the spiritual, social, and academic aspects of the school, and to plan and implement student activities.

Middle School Student Council – Middle School Student Council is made up from the class officers. The Middle School Student Council meets to plan and implement student activities.

UPPER SCHOOL STUDENT ORGANIZATIONS

Clubs, subject to sufficient participation

- National Honor Society
- National Junior Honor Society

STUDENT DRIVERS

Parents of students who drive to school are requested **to notify the school office by 8:15 a.m.** if their student will be tardy or absent.

Students may drive their own cars or motorcycles onto the campus as long as they drive safely and courteously. Students must not loiter in their cars before or after school. Students may not go to their cars during the school day without permission from the office or a teacher and may require a staff escort. Students may lose their parking-on-campus privilege for reckless driving, moving at more than 15 mph, or any other hazardous action with a vehicle, and loitering in the parking lot. All vehicles on campus are subject to inspection at any time by an administrator. No student parking is allowed except in the student parking lots. Student athletes may move their cars closer to the gym prior to departing for away games. 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.

SCHOOL DRESS CODE, K-12

Our dress code promotes biblical modesty for young men and women. It also promotes harmony and functionality while on our campus. Keep in mind the principles of modesty as pertain to length, tightness, and exposure.

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.

- Consequences for minor offenses may apply.

- 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 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 (7:55 am – 3:15 pm) and when representing Cresset after school hours, unless special permission from the administration is received.

Boys (LS, MS, HS)

- 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. Jeans are ok, but they should not have holes or frayed edges. Length should not exceed the sole of the foot. Jeans may not have holes or be ripped. No active wear (work-out clothes; gym clothes). Shorts are ok (modest length is expected shorts: 2” above the knee or longer). No athleisure (tights, gym clothes that may be worn out that are considered casual clothing; 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 (no hoods) with writing, logo, or pictures that are in harmony with the philosophy of Cresset. 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 may be worn in class provided shirt or sweater underneath is in dress code. (students that wear hoods as outer wear are expected to keep hoods off inside.)
- Shoes – must be worn at all times.
- Hair – must be kept neat, clean, with no extreme style – (no Mohawks, rats, shaved heads, logos, lines, or hair of other than natural colors) – Hair must be above eyes, collar, and bottom of ear. Facial hair, if present, must be well groomed.
- Hats: No hats, hoods, or head coverings of any sort allowed in the buildings
- Extras – no visible piercings or tattoos. Sunglasses should not cover students’ eyes indoors. Pajamas may not be worn to school, nor bedroom slippers.

Chapel Dress (LS/MS/HS)

- Ties/Bow-ties with Dress shirts and dress pants (males) (Elementary boys do not have to wear ties.)
- No jeans
- 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

Athletics

- Athletic Dress Code (same as Chapel Dress for home or away games)

Girls (LS, MS, HS)

- Shirts/Blouses – Blouses or knit shirts ok. The top opening of shirts or blouses may be no more than four fingers width from neck and must have complete sleeves. 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). *Female students should not wear t-shirts or shirts with graphic designs as blouses. Knit blouses with patterns are not considered t-shirts.*
- Pants /Capris / Shorts - Pants. Jeans are ok, but they should not have holes or frayed edges. Length should not exceed the sole of the foot. Jeans may not have holes or be ripped. No active wear (work-out clothes; gym clothes). Leggings **and** jeggings may not be worn as pants. Shorts are ok (modest length is expected shorts: 4” above the knee or longer). No athleisure (tights, gym clothes that may be worn out that are considered casual clothing; 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 4” 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 (no hoods) with writing, logo, or pictures that are in harmony with the philosophy of Cresset. 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 may be worn in class provided shirt or sweater underneath is in dress code. (students that wear hoods as outer wear are expected to keep hoods off inside.)
- Shoes – must be worn at all times.
- 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 may not be worn to school, nor bedroom slippers.

Chapel Dress (LS/MS/HS)

- Blouses with dress pants or skirts (females)
- No jeans
- 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

Athletics

- Athletic Dress Code (same as Chapel Dress for home or away games)

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

- **Girls:** Dresses chosen must be no shorter than 4” 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.

After Hours

Cresset students are expected to be in dress code between 7:55 am and 3:15 pm and when representing Cresset after school hours. After 3:15 pm and for all school co-curricular events, practices, and spectating, students may dress at their discretion; 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. (Male students have the same expectation regarding graphic designs on shirts. The expectation of collars for boys is still present.*

GENERAL INFORMATION

ACADEMIC PROBATION (UPPER SCHOOL)

Students who drop below a sixty-nine 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, Academy Singers, and Praise Team. Probation ends when each course has at least a 70%, and all behavioral disciplines have been completed.

AFTER-SCHOOL

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. Active supervision ends at 5:30, with additional charge beyond that time.

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 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 may be 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

All students arriving before 7:45 am must go to their designated areas while waiting for classes to begin.

BEVERAGES & FOOD (see also LUNCH PROGRAM)

Students (Grade K – Grade 12) may have water bottles in the classroom, to be used as directed by their teachers. No other beverages may be kept or drunk during class. Elementary students may eat in the classroom at break times. However, food is not allowed in Upper School class rooms even during scheduled break times. Middle and High School students may purchase snacks or bring them from home. Elementary children may bring a snack from home.

At lunch, students may purchase milk. Middle and High School students may also purchase lemonade, tea, or sodas at lunch.

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 reenroll at Cresset. The (NIV) New International Version of the Bible is 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 (bi-weekly for Grades 6-12), during which time the 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. Middle School bags should be emptied into lockers and stored for the day. High School athletes may request from the office a locker for athletic storage.

BULLYING (see also HARASSMENT)

Bullying of any kind is completely unacceptable behavior at Cresset Christian Academy. Bullying is incompatible with the biblical mandate to love, encourage, and protect. Individual and/or groups of students will be learning ways to respect one another in acceptable ways.

CAMPUS HOURS

Students may enter designated areas in our buildings 7:15am-5:30pm.

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 (Building B) during car lines 7:30-8:15 am and 2:30-3:30 pm.**

Prekindergarten: Parents of prekindergarten children must sign them (and out) in at the computer in Building C. Prekindergarten parents may park in the designated area.

Elementary: Parents will 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 K5-Grade 2, pick-up is at 2:45 p.m.; for Grades 3-5, 3:00 p.m.--both at Building A or elementary playground.

Grades 6-12 (Upper School): Pick up your student between 3:15 and 3:30 p.m.

After 3:30, elementary and 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 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 2:30 – 3:30 p.m.

CAR PARKING AREAS

Parents -If you need to escort your student to or from school, please use the main parking areas directly across from Building A (lots on the right entrance to campus) and **use the safety crosswalk**. You may also park around the median or along the Prayer Garden. Do NOT park in front of the school between 7:30-8:15 a.m. and 2:30-3:30 p.m. Please do not block the car lines or safety crosswalk.

Students: Students may NOT park at spaces by the gym or portable buildings during the school day.

CARPOOLING - PARENT AND STUDENT DRIVERS

Many families carpool. The office will try to assist you in organizing a car pool. 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 (see ELECTRONIC EQUIPMENT)

CHAPEL OR SANCTUARY SUPERVISION

Students are not allowed in the chapel/sanctuary without a teacher present. Exception is student use of piano, approved by Ms. Mattson.

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.
- **E-mail Alert System**- Parents will receive timely information by way of our automated e-mail. These messages are also printed on the website, in case you miss any of them.
- **Classroom Telephones** – Parents may leave messages for their teacher on the phones in each classroom. 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.
- **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 rmattson@cressetchristian.org
- **Teacher conferences** – 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 Learning Management System** – a tool for MS and HS students, teachers, and parents in which may be used online at school or away.

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 about their student, for example early dismissal. (See "Cell Phones" under Electronic Equipment.)

CONFERENCES

The Academy posts schedules for parent-teacher conferences twice a year. At other times, 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 you by telephone if you will call the office or send a note and leave your number for a return call. Teachers may ask you to come in to discuss the progress of your student.

Teachers are not allowed 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.

EDUCATIONAL SUPPORT – (see WINGS)

ELECTRONIC EQUIPMENT

- **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 under close teacher approval and supervision.
- **Cell Phones and Smart Watches, Middle School** Cell phones/smart phones must be parked during homeroom into a numbered pocket assigned to each student. The phone may be picked up at the end of the day in the homeroom. Failure to park a phone before HR will be counted as unexcused tardy to HR.
- **Cell Phones, High School** Cell phones/smart phones must be on **silent** during class instruction unless requested or allowed by the teacher for the purpose of research or question-answer sessions. If cell phone use causes class disruption, the phone will be subject to confiscation. Teachers may choose to collect phones in a secure location during class.
- **During lunch, High School** We **urge** high school students to set aside their cell phones/smart 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. Any communication that goes against Biblical principles, causing negative thoughts, is subject to disciplinary action including loss of 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 alert e-mail 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 to you by our Cresset alert announcement**. In case of closings, announcements about Cresset are given to WTVD-TV 11, and 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 Administrator who will present it to the AOC 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 Administrator or the AOC, may be grounds for terminating the grievance process.

GYM SUPERVISION

Students are not allowed in the Christian Life Center (gym) without a teacher present.

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 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, 24 hours after receiving antibiotic
4. Conjunctivitis, (pink eye), 24 hours after beginning treatment and no drainage
5. Head lice, treatment needed and no evidence of live lice

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 7:15 a.m.-5:30 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 (PK and Elementary) are issued a classroom cubby for storage of books and/or supplies.

Middle School Students are issued two lockers for storage of books and supplies.

- A school-owned combination lock may be requested from the homeroom teacher. The administration reserves the right to inspect lockers at will.
- Students are to keep lockers neat and use them appropriately. The faculty will do locker checks.
- Nothing should be attached to the outside except with teacher approval.
- No food should be left overnight in lockers.
- During class, book bags need to be stored in lockers or in designated areas.
- Your account will be charged for missing locks at replacement cost.

High School Students are issued one locker for storage of books and supplies.

- A school-owned combination lock may be requested from the homeroom teacher. The administration reserves the right to inspect lockers at will.
- Students are to keep lockers neat and use them appropriately. The faculty will do locker checks.
- Nothing should be attached to the outside except with teacher approval.
- No food should be left overnight in lockers.
- During class, book bags need to be stored in lockers or in designated areas.
- Your account will be charged for missing locks at replacement cost.

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 available. They may be purchased online or first thing in the morning. Lunches must be ordered before 9:30a.m. daily to be prepared by serving time. MS and HS students may buy snacks. The charges will show on monthly billing, but will be frozen at \$100.

LUNCH OFF CAMPUS

Seniors will be allowed to eat off campus Tuesday and Thursday, providing they are not on academic or behavioral probation, and providing they are on time when they return. Seniors who have earned the privilege to eat off-campus will also forfeit the privilege on any day that they are tardy to homeroom. **Leaving campus without signing out or without permission will result in disciplinary action. Please note: parents need to give permission on the lunch-out form.**

Juniors will be allowed to eat off-campus on Tuesday providing they are not on academic or behavioral probation and providing 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 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 identifying 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 may 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 midribs 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.

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 is 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 7:30 a.m. The school is not responsible for unsupervised students on campus prior to 7:30 a.m. No students should be on campus before 7:00 a.m. Students are expected to leave by 5:30 unless in a supervised activity. Student drivers should leave campus after the 3:15 p.m. dismissal. High school students on campus after school may go to the library, available until 5:30 p.m. (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 will be posted onto the account if a student stays in After School Care 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 and must wear a visitor's identification badge. 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 we do not unduly impact classroom progress. Should a parent need to meet with faculty, please call the office or send a note or email as to the time preferred. The teacher will verify the appointment.

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 or the wellbeing of the School.

WINGS – Educational Support

- **Therapy** is associated with the National Institute for Learning Differences. Our trained staff implements this unique Christian program for the students with average to superior intelligence who have been diagnosed with a learning challenge. A non-tutorial program, WINGS Therapy is

designed to improve a student's deficit through special techniques for mental stimulation. Intensive one-on-one sessions of educational therapy are held outside the classroom. Therapists receive intensive, ongoing training through NILD. Educational Therapy provides 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.
- **Individualized instruction courses** may be available, for additional cost. Lead teachers, the principal, and head administrator can work toward assisting a student with such a course.

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."

EVANGELISM OF STUDENTS/FAMILIES

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

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 919-489-2655. Our senior pastor from Cresset Baptist Church, Jon Glass, would also enjoy meeting you.

LIFESPING 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 10:45 am for all ages. There are also Monday and Wednesday night activities. Come join us!