

# 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 semester

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.*

### 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 semester**

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 semester, 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**, a 60-minute after school detention, phone call by administrator
2. After **two penalties**, parent/guardian conference/phone call with administrator, and one day in-school suspension
3. After **three penalties**, 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.

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.