



2023-24 Student Handbook

Secondary Campus



Central Arkansas Christian

2023-2024

PARENT & STUDENT HANDBOOK

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Mission Statement

The mission of Central Arkansas Christian School is to partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Honor Code

Out of a desire to honor God, I commit myself to a lifestyle, which reflects trust, honesty, and respect for authority, my peers, and all property. I commit that I will not participate in or condone lying, cheating, stealing, vandalism or other dishonorable acts. Committing to this code demonstrates my respect for Central Arkansas Christian School as we strive to glorify God and love others.

The Honor Code is the core of the discipline system at Central Arkansas Christian Schools. Adhering to the Honor Code requires a commitment by each student to personal integrity, is supported by students refusing to condone dishonorable behavior in others and is strengthened by students supporting appropriate consequences for violations of the Honor Code.

At the heart of CAC's mission statement is the sincere hope for a truly Christian learning environment. For this mission to be realized, the members of the Christian community must commit to follow the two greatest commandments as expressed by Jesus Christ in Mark 12:30-31. The first is "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." The second is "Love your neighbor as yourself."

Reports of those choosing to violate the Honor Code will be handled swiftly and with a goal of consistency. Students who, according to the judgment of the administration, choose to violate the Honor Code may be subject to dismissal.

School Hours & Daily Schedule

School begins at **8:00 a.m.** and ends at **3:30 p.m.** each day.

- Teachers are available on campus from **7:40 a.m.- 4:00 p.m.** by appointment only. Students are encouraged to seek help from a teacher during regular class time. If a student needs to visit with their teacher outside of class time, they are required to schedule an appointment with that teacher.

Bell Schedules

Middle School Regular Bell Schedule	
1st Period	8:00-8:45
2nd Period	8:50-9:35
3rd Period	9:40-10:25
Chapel	10:30-10:50
4th Period	10:55-11:40
6-9th grade lunch	11:40-12:10
5th Period	12:15-1:00
6th Period	1:05-1:50
7th Period	1:55-2:40
8th Period	2:45-3:30

High School Regular Bell Schedule	
1st Period	8:00-8:45
2nd Period	8:50-9:35
3rd Period	9:40-10:25
Chapel	10:30-10:50
4th Period	10:55-11:40
5th Period	11:45-12:30
10-12th grade lunch	12:30-1:00
6th Period	1:05-1:50
7th Period	1:55-2:40

8th Period	2:45-3:30
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2:00 Early Dismissal Bell Schedule	
1st Period	8:00-8:35
2nd Period	8:40-9:15
3rd Period	9:20-9:55
Chapel	10:00-10:15
4th Period	10:20-10:55
6-9th grade lunch	11:00-11:25
10-12th grade 5th Period	11:00-11:35
6-9th grade 5th Period	11:30-12:05
10-12th grade lunch	11:40-12:05
6th Period	12:10-12:45
7th Period	12:50-1:25
8th Period	1:30-2:00

11:30 Early Dismissal Bell Schedule	
1 st Period	8:00-8:20
2 nd Period	8:25-8:45
3 rd Period	8:50-9:10
Chapel	9:10-9:25
4 th Period	9:30-9:50
5 th Period	9:55-10:15
6 th Period	10:20-10:40

7 th Period	10:45-11:05
8 th Period	11:10-11:30
*Lunch is not served on 11:30 dismissal days.	

Inclement Weather Bell Schedule	
1st Period	10:00-10:30
2nd Period	10:35-11:05
3rd Period	11:10-11:40
Chapel	11:45-12:05
4th Period	12:10-12:40
6-9th grade lunch	12:40-1:10
10-12th grade 5th Period	12:45-1:15
6-9th grade 5th Period	1:15-1:45
10-12th grade lunch	1:15-1:45
6th Period	1:50-2:20
7th Period	2:25-2:55
8th Period	3:00-3:30

Pep Rally Bell Schedule	
1st Period	8:00-8:40
2nd Period	8:45-9:25
3rd Period	9:30-10:10
Chapel	10:15-10:40
4th Period	10:45-11:25

6-9th grade lunch	11:25-11:50
10-12th grade 5th Period	11:30-12:10
6-9th grade 5th Period	11:55-12:35
10-12th grade lunch	12:10-12:35
6th Period	12:40-1:20
7th Period	1:25-2:05
8th Period	2:10-2:50
Pep Rally	2:50-3:30

Chapel

Daily chapel is foundational to a student's educational experience at CAC. All students are required to attend and encouraged to participate. When third period classes are dismissed, students will take their books and belongings to their lockers and go directly to the designated area (auditorium, gym, etc.). Students must sit in their designated grade areas.

Student Identification Cards

Each student will receive an individual identification card with a specific barcode tied to each individual student's FACTS account. It is critical that students do not lose their ID card. The card will be used for purchasing lunch and other identification processes within the school building. CAC will provide every secondary student with their initial identification card free of charge. However, if a student loses their Identification card they will be responsible for a replacement and will be charged \$5.

Lunch

During lunch, students are expected to conduct themselves in a respectful manner and follow all school policies. Students will eat lunch in the cafeteria at 11:45 a.m. for middle school students and 12:35 p.m. for high school students. Students may bring lunch or purchase food through CAC's catering partnerships. Microwaves and drinks vending machines will be available for use.

Weekly Lunch Menu

Monday	Little Bites Catering
Tuesday	Dairy Queen
Wednesday	Little Bites Catering
Thursday	Chick-fil-A
Friday	Marco's Pizza

Little Bites Ordering

All Little Bites ordering will be completed online by pre-ordering food. Parents may access the Little Bites website (<https://littlebitescatering.school lunchchoice.com/>) to set up an account and pre-order. On days Little Bites caters (Monday and Wednesday), all food has to be pre-ordered online, there will be no option to pick up any a la carte items in the cafeteria.

Dairy Queen

On days Dairy Queen is served students will have the choice of purchasing burgers, chicken strips and hot dogs from the cafeteria. Lunch on Dairy Queen days must be pre-ordered. Pre-orders can be made via the app or computer. All lunch purchases will be charged directly to the FACTS account associated with the individual student.

Chick Fil-A

On days Chick-Fil-A is served students will have the choice of purchasing chicken sandwiches, chicken nuggets and salads from the cafeteria. Lunch on Chick-Fil-A days must be pre-ordered. Pre-orders can be made via the app or computer. All lunch purchases will be charged directly to the FACTS account associated with the individual student.

Marco's Pizza

On Fridays students have the option to eat from Marco's Pizza. A selection of pizza toppings will be served with students being charged by the slice. Students will simply swipe their identification card and then choose their pizza option and the amount of slices. All pizza purchases will be charged directly to the FACTS account associated with the individual student.

Mustang Market

CAC will offer a broad selection of snack items in the cafeteria at the start of the school day and during middle and high school lunch. The Market should not serve as a primary source of lunch, but can supplement a main meal. Students will have the opportunity to purchase snacks for additional lunch items or in preparation for after-school activities. Again, students will simply swipe their identification card and then choose their snack items. All market purchases will be charged directly to the FACTS account associated with the individual student.

Mustang Market opening hours:

- 7:30 a.m.-8:40 a.m.
- Middle school and High School lunch

Drinks Vending Machines

CAC offers drinks vending machines in the cafeteria with a variety of drink products available. Drinks from the vending machines have to be purchased with cash or debit card. The vending machines are the only area of the cafeteria where cash or debit card is required for purchase.

Pre-Loading Lunch Money

Parents should pre-load their student's FACTS account to allow for lunch purchases. [See video attached here.](#)

Leaving Campus / Outside Food Establishments

Students are not permitted to leave campus for the purpose of eating lunch. Students are not allowed to order food from outside food establishments even if delivered to CAC.

Lunch Visitation

Immediate family members and school-approved youth ministers are welcome to come eat lunch with students. Visitors must sign in and out through the office on arrival and when leaving campus.

Atrium Doors

The atrium doors will open every day at 7 a.m. The main internal doors to enter the school building to access lockers, meet with teachers etc. will open at 7:40 a.m. The atrium doors will be locked during the school day (8 a.m.-3:30 p.m.) Any student who needs to enter the building

during the school day (check in /check out) must buzz in and will then be admitted by office personnel, check in through the main office, and receive the necessary documentation slip.

Check in / Check out

Check out: Parents/guardians have two options to check out their student. Parents may call the front office from the parking lot or buzz at the atrium doors. Students must sign out in the office before meeting their parent/guardian outside. The front office must receive email or phone confirmation prior to the student leaving campus. If a student leaves campus without checking out through the office, they will be considered truant and will receive disciplinary action for skipping class.

When students are on campus they are expected to follow school policies and should only leave campus through the standard checkout procedures. Students who remain on campus after 4 p.m. and are not under the supervision of a teacher/coach should report to the designated after-school care area. Students who do not cooperate, or who are not picked up in a timely manner from after-school care will not be permitted to remain on campus after 4 p.m.

Check in: Students who need to check in (or arrive late to the first period of the day) must buzz in at the atrium doors and check in with the office.

Academic Protocols

Graduation Requirements

For the class of 2024, students are required to earn a minimum of 24 Carnegie Units in order to graduate. Other requirements include four years of English, four years of math, three years of social science, three years of science, two years of a foreign language, and one semester each of health, physical education, fine arts and speech.

Grading Scale

The following grading scale will be used. Teachers are permitted to use some subjectivity in determining these grades. The grade point average (GPA) is calculated as follows:

Grading Scale	GPA Equivalent	Honors	AP	College
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A 90 - 100	4.0	4.5	5.0	5.0
B+ 87 - 89	3.7	4.2	4.7	4.7
B 83 - 86	3.5	4.0	4.5	4.5
B- 80 - 82	3.0	3.5	4.0	4.0
C+ 77 - 79	2.7	3.2	3.7	3.7
C 73 - 76	2.5	3.0	3.5	3.5
C- 70 - 72	2.0	2.5	3.0	3.0
D+ 67 - 69	1.7	1.7	1.7	1.7
D 64 - 66	1.5	1.5	1.5	1.5
D- 60 - 63	1.0	1.0	1.0	1.0
F 0 - 59	0.0	0.0	0.0	0.0

All AP and college classes are weighted so that the GPA grade equivalent will be raised one point with the exception of a grade of D or F. In a similar fashion, Honors classes are weighted so that the GPA grade equivalent will be raised $\frac{1}{2}$ point with the exception of D or F.

Incomplete Grades

An “I” indicates that the student has not completed all required work. Work is to be completed within one week after the grading period has ended, at which time grades will be brought up to date. If any work is not completed by this time, the “I” will become a “zero” for that assignment.

Transfer Students

Credit will be given to incoming transfer students based upon the previous school’s grading scale. Honors credit will be weighted only if a corresponding class is available at CAC. No credit will be recognized from online or correspondence courses. A transfer student must be enrolled at CAC for a minimum of two years to earn valedictorian or salutatorian honors or any other grade/GPA-based awards (i.e., scholar athlete).

Semester Exams

All students in grades 6-12 (and Algebra 1 students) will be required to take semester exams in every applicable subject. Exams will be given on the assigned date and time listed on the exam schedule.

Any student not able to be present when the exam is scheduled will make arrangements with the principal to schedule a retest date. No exams will be given early.

Students may wear regular dress code attire or Friday spirit wear attire during testing days. Students not in appropriate attire will not be permitted to take their finals.

There are no semester exam exemptions.

Promotion and Retention of Students

Central Arkansas Christian School requires a standard level of achievement at each grade level as a prerequisite for promotion to the next grade level. Recommendations for retention may be made when, in the judgment of the professional staff, such is in the best interest of the student involved. When retention is recommended, the professional staff will determine if it is in the student's best interest to remain enrolled at CAC.

6-8 Grades: Students in grades 6-8 are graded on a full-year basis (excluding Algebra I). In other words, both semesters of work are averaged together to determine if a student passed or failed a course. Any student who fails a subject may enroll in an accredited full summer school class approved by the administration. Up to two subjects may be attempted during summer school. Students who fail more than two subjects for the year will be subject to administrative approval for future school enrollment at CAC. Any student who does not pass Bible, English, Science or Math will be subject to administrative approval for future enrollment at CAC.

9-12 Grades: Students in grades 9-12 earn academic credits known as Carnegie Units. One-half Carnegie Unit is issued for each semester of work which is satisfactorily completed. Any course failed during the regular school year must be made up either by retaking the class or by completing an approved online summer school program at the parent's expense. The summer school grade will be added as a separate entry on the student's transcript. Credit recovery classes will not be accepted as a summer school program.

At the end of each semester, every student's academic and behavioral records will be evaluated. The administrative team reserves the right to determine promotion, retention or enrollment status of each individual student.

Academic Support

Student academic progress will be reviewed every four weeks. Any student with two D's, one or more F's, or a GPA that falls under a 2.0 will be placed on either *Academic Review*, *Academic Warning*, or *Academic Probation*.

ACADEMIC SUPPORT PROCESS:

- *Academic Review* is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of a four-week cycle.
- *Academic Warning* is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the quarter grading periods.
- *Academic Probation* is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of two consecutive quarter grading periods.

ACADEMIC REVIEW

Academic Review is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of a four-week cycle.

Academic Review requires a student to:

- Meet briefly with the counselor
- Attend daily study sessions during lunch until the next review process
- Assistant Principal will call parents

Rules for Lunch Study:

Any student who is late for or does not attend a Lunch Study session will be required to attend After School Detention that day. Students may bring their lunch or buy their lunch in the cafeteria, but attendance will be taken at 11:10 or 12:30 (respectively). Students are encouraged to bring their lunch to avoid being tardy. If a student is late they will have one day added to their review period.

- Students must bring their work.
- Lunch study is silent. Group work is not allowed.

- No breaks are given.
- Students will be released at 12:10 or 1 p.m.
- Chromebooks should be used solely for academic purposes.

ACADEMIC WARNING

Academic Warning is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the quarter grading periods.

A student who earns two Ds or one F at the quarter will be placed on Academic Warning for the next quarter. A student does not need to be on Academic Review to be placed on Academic Warning.

Academic Warning requires a student to:

- Attend a meeting with her parent, academic counselor, and the Assistant Principal for Academics at the beginning of probationary term
- Meet with the counselor regularly to review grades, discuss current academic standing, and to develop an academic plan for successful improvement
- Schedule appointments with teachers and academic mentors as appropriate and provide evidence of meetings to the Assistant Principal

ACADEMIC PROBATION

Academic Probation is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of two consecutive quarter grading periods.

A student does not need to be on Academic Warning to be placed on Academic Probation; any student with two D's, one or more F's, or a GPA that falls under a 2.0 . A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to attend tutoring outside of school hours at the family's expense.

- Students on Academic Probation may not participate in athletics or co-curricular activities.
- Parents will be notified of a student's placement on Academic Review, Academic Warning, or Academic Probation by an email and phone call from the Assistant Principal.
- The Guidance Counselors will meet with students who receive multiple "Ds" or an "F" in any course to devise a plan for making up the course. Students are required to remediate any F in order to graduate from CAC. Remediation of Ds and Fs should take place the semester or summer following the grade report.

CAC Administration reserves the right to review a student's enrollment status at any time during the academic support process.

Eligibility Policy

CAC desires that every student involve him or herself in co-curricular activities such as drama, band, choir, athletics, etc. Involvement in such activities is a privilege and not a right. These activities are an extension of the academic pursuits of students and CAC expects its students to demonstrate a work ethic and satisfactory achievement in all areas. Therefore, students must have a 2.0 grade point average at the end of each academic quarter in order to participate in co-curricular activities. A list of students not meeting this standard will be provided for faculty members each quarter.

Students who have a failing grade (below 60 percent) or more than one "D" letter grade at the end of a quarter will also be ineligible until cleared by the administration. This is in effect even if his/her GPA is above 2.0. Grade checks for athletes will be performed at each 9-week quarter, as well as interim grades (halfway through each 9-wk quarter).

Students who do not meet the academic requirements at each grade check will be allowed to practice with their group or team but will not be allowed to participate in performances, productions, competitions, events, games, or travel until interim grades indicate that they are meeting the above-mentioned academic requirements.

For the 2023-2024 school year, the grade checks will occur on the following dates:

- Friday, September 8
- Friday, October 6
- Tuesday, November 7
- Wednesday, December 20
- Friday, February 2
- Wednesday, March 6
- Thursday, April 18
- Friday, May 24

As a member of the Arkansas Activities Association, CAC students will also fall under the eligibility by-laws of the AAA. The basic scholarship standard of the AAA is calculated on a semester basis and students must pass four academic courses and maintain a 2.0 GPA to be

eligible. Details pertaining to this policy may be found in the AAA handbook or on their website, www.ahsaa.org.

Honors and Advanced Placement Courses

AP Courses

AP courses are high school courses taken by students in an attempt to earn college credit based on an exam taken at the completion of the course. All AP students are required to pay for and take the AP exam in the spring.

Due to the stringent academic requirements, students in AP classes are held to a more rigid academic standard.

- All work is due on the assigned date despite the absence of a student.
- No make-up tests are given for absences without a doctor-documented illness.

Semester grades for AP classes receive an additional 1.0 weight for computing averages for academic honors and awards at CAC. Please note that some colleges and scholarships recalculate grades using a simple 4.0 system and may not give additional credit for AP classes.

Honors Courses

Honors courses offer additional enrichment activities and assignments to help students explore a subject more deeply and prepare them for the rigor of AP courses. Students become ineligible to receive Pre-AP credit if:

- They are found in violation of CAC's cheating policy.

Students who complete the full pre-AP course while abiding by CAC policies will receive an additional .5 weight for computing averages for academic honors and awards at CAC.

Concurrent College Enrollment

Students may receive both high school and college credit through CAC's concurrent enrollment partnership with The University of Central Arkansas and Harding University. These courses are open to juniors and seniors who have met the minimum concurrent college class requirements set by university partners.

Students enrolled in concurrent credit classes will be charged via their FACTS account for the class(es).

Concurrent enrollment students are responsible for purchasing their textbooks.

Grades received in concurrent classes will appear on both high school and college transcripts. These grades are weighted for GPA computation.

Changing Class Schedules

All requests for changes in class schedules must be made by August 23 for the Fall 2023 semester. Changes after that time will be granted only due to scheduling conflicts, college entrance requirements, or mistakes made by the faculty or staff resulting in improper scheduling and with the approval of the high school principal. No schedule changes will be made in order to schedule classes with a preferred teacher or with preferred classmates.

Off-Campus Privileges

Students who are permitted in their schedule may elect to be off-campus 1st or 8th periods. Students who are off campus are not permitted to be in the school building (including the atrium) during their off-campus period unless under the direct supervision of a faculty or staff member for pre-approved academic or extracurricular purposes. The administration reserves the right to change off-campus privileges to an assigned study hall for students who remain on campus, who have below a 70% in any class, or for reasons deemed necessary.

1st Period Off-Campus

Students who are scheduled for 1st period off-campus must follow specific criteria:

- If the student arrives on campus prior to 8:40 a.m., they must be in the Atrium until permitted to enter the building.

8th Period Off-Campus

Students who are scheduled for 8th period off-campus must follow specific criteria:

- Students must leave campus immediately via the atrium at 2:40 p.m.
- Students cannot loiter in the school parking lot and are required to leave campus immediately.
- Students will not be permitted to go to study hall unless they select a study hall period within their class schedule.

Homework & Tests

CAC students should expect to have homework. Students should view homework as an opportunity to improve their grades by earning points for their classes as well as practicing the skills they have learned in those classes. Students should also use homework to discipline themselves toward independent study.

Homework Policy

Homework assignments should be completed by the assigned due date. If an assignment is not turned in by the assigned date, the assignment may be turned in at the beginning of the class the following day for up to 50% credit.

For dual-credit/concurrent classes, the university homework policy applies unless otherwise stated by the teacher.

Late homework for students in Honors and AP classes will not be accepted.

Under normal circumstances, students will not be expected to take more than three tests in one day. If for some reason a student is scheduled to take more than three tests in one day, it is the responsibility of the student to report the conflict to the principal before the proposed date of the tests. No accommodations will be made on the day of the tests.

Keeping Wednesday night activities in mind, no more than two tests should be scheduled on Thursdays.

Textbooks and School Property

School textbooks will be issued to students to use during the school year. These books are to be returned in good condition at the close of the school year. Students who lose or damage books beyond normal wear will be charged for the loss or damage. Damage will be charged on a prorated basis. If the book is lost or returned with damage beyond normal repair, the student will be charged the full replacement cost of the book. Every student will sign a book sheet containing this information and a list of the books assigned.

Every student will receive a hardback textbook or digital subscription per course if applicable. The textbooks are to be used by an individual student with no sharing of items

permitted. With teacher permission, students may take a book out of the classroom at the end of the school day with the expectation that the book will be returned in the same condition.

Some courses will have a classroom set of computers. Students will be assigned specific computers (Chromebooks) and will be responsible for damages due to inappropriate use including the repair and/or replacement of the computer. In cases of device damage, students will lose the privilege of using school-owned computers. All students will sign and abide by the technology device policy outlined in the handbook forms (see forms in RenWeb).

Students should use all school property and equipment as intended and for designed purposes (i.e., students should not sit on top of desks or tables at any time). Damages due to inappropriate use of such items will result in payment of repair and/or replacement as well as other appropriate consequences.

Lockers

Students will be charged the cost of replacement if the lock or locker is damaged or destroyed. Locks are permanently affixed to the lockers. The school is not responsible for stolen items (ex. cell phones). Students are responsible for keeping lockers locked. If a student's locker is not working properly, he or she should report this to the school office immediately. Students are not allowed to intentionally "rig" a locker to remain open.

Locker doors must be kept closed. Students should only use their assigned lockers and should keep their lockers clean and free of clutter. Open food items and drinks are not permitted in lockers. Students will be asked to discard items and will be issued an after-school detention. Failure to comply with these guidelines will result in appropriate disciplinary consequences (see disciplinary responses chart).

Writing, pictures, or stickers should not be put on the outside of the school lockers. The principal must approve any exceptions. Athletic team decorations are permitted but must be attached using magnets only and must be removed from the outside of the locker at the end of the school year.

Students should use magnets to put pictures, mirrors, etc. on the inside of lockers rather than glue, tape, or stickers. Students should not write on lockers – inside or outside. Pictures or materials deemed by the administration to be inconsistent with the school's ideals and core values, or improperly displayed will be removed.

Backpacks

Backpacks are an important investment to help students organize their belongings. For safety, security, health, and textbook preservation reasons, backpacks are to be kept in assigned lockers

during school hours. Backpacks and related items are to be used only to transport materials to and from school.

Under no circumstances are backpacks allowed in the classrooms.

Athletic Bags

Athletic bags and equipment should be stored in an assigned sports locker specified by the coach. Any bags or backpacks left in the hallway or in unassigned storage areas will be removed and the owner will receive an after-school detention. Students will be assigned a designated locker for athletic bag storage throughout the school year.

Search and Seizure

CAC respects the right of students to privacy and security. School officials do have the right, however, to search students and their property in the interest of the overall welfare and safety of other students or when necessary to preserve order and discipline at school.

Student Publications and Distribution of Literature

Central Arkansas Christian School recognizes the right and opportunity for students to discuss, exchange, question, and present ideas in their school-sponsored publications. Since the publications are not financially independent from the Board and administration, this right and opportunity does not preclude the policies and aims of Central Arkansas Christian Schools, Inc.

While students of journalism should make every effort to make a responsible determination of the content of publications, the journalism sponsor will retain the right to make an advisory determination of the content of school-sponsored student publications. The school reserves the right of prior review and restraint on all student-produced publications. The time, place, and manner of student distribution of literature shall be set by the administration.

Production and/or distribution of the following types of literature in any fashion, whether by print or digital means and transmission, are prohibited: obscene, indecent, vulgar, profane, libelous, disruptive, or literature that could be easily misunderstood because of contextual ignorance. Before students may distribute literature of any type, permission and a time and place must be secured from the administration.

Attendance

Compulsory attendance laws require CAC to set a limit on the number of days a student may be absent from school.

Students are permitted no more than 10 absences (excused or unexcused) from any one class per semester. This should be adequate time to take care of the student's normal illnesses, doctor or dental visits, or other extenuating circumstances. A student will be allowed to make up all assignments if a written explanation of the absences, signed by the student's parent or person legally responsible, is presented to the school office upon the student's return. If a note is not presented, the absence will be considered unexcused until a note is submitted to the office.

Students are not permitted to make-up any work as a result of any unexcused absence.

Signed notes from parents are required even if a call explaining the absence has been made. A signed note must include the following:

- Date
- Student Name
- Reason for Absence
- Parent/Guardian Signature
- Parent/Guardian Printed Name
- Parent/Guardian Contact Information for Verification (phone or email)

If a student is not present at school, they will be marked absent in the system. Whether the absence is excused or unexcused, the student will remain marked absent in the system, as they were not present at school. An excused absence does not mean that the student's absence in the system will be removed.

Attendance and Class Credit

- If a student is late for class (excused or unexcused) they must report to the office for an admit slip at any point throughout the day. If a student is late for class without a valid excuse (teacher pass, legitimate documentation) the student will receive an unexcused tardy admit slip from the office. For every fourth (4th) unexcused tardy a student accumulates for any class, an absence will be issued and will count toward the number of allowed days missed per semester (10).
- After the students' 10th absence (excused or unexcused), students will not be permitted to make-up any missed assignments.
- A student's 11th absence in an individual class per semester will result in a drop in the student's overall letter grade (a 10% overall grade deduction, ex. Student has an "A" in class with a 92% overall grade and receives their 11th absence, their grade will drop immediately to a "B" with a 82% overall grade).
- A student's 13th absence in an individual class per semester will result in the student failing the class and they will not receive academic credit.

Since the number of allowed absences can easily be used due to illness or unforeseen circumstances, parents are urged to limit absences that may be avoided by scheduling appointments during school breaks or before or after school hours.

Occasionally, extenuating circumstances may occur. Parents of a student who has otherwise been regular in attendance may appeal to the administration to extend the maximum number of absences due to accident, lengthy illness, or other serious circumstances. It is the parent or guardian's responsibility to file such appeals within 48 hours upon receipt of notification of excessive absences.

Because of the importance of classroom interaction and activities, students with chronic illnesses or excessive absences may not be able to receive credit for all missed work even if the circumstances surrounding the absences were approved.

The student's parents or persons legally responsible shall be notified by email when the student has accumulated five absences and by email or phone upon the tenth absence.

Extended Absences

Students and their parents should notify the office and teachers prior to any absences of which they have prior knowledge (trips, medical procedures, etc.). Parents should not ask their child's teachers to prepare assignments in advance; instead, teachers will collect assignments for the absent student to receive upon his/her return to school. Work, including tests, missed during an extended absence (two or more days) should be completed within a period of time equal to the time missed (i.e., if two days are missed, the student will have two school days to complete the make-up work). Saturday and Sunday count as make-up days.

Make-Up Work

It is the responsibility of the student who has an excused absence to make-up all work missed. Students who miss a day when tests are scheduled are expected to take the test(s) the day they return if they were in class when the test was announced and the material for the test was covered. Work, including tests, missed during an extended absence (two or more days) should be completed within a period of time equal to the time missed (i.e., if two days are missed, the student will have two school days to complete the make-up work). Saturday and Sunday do count as make-up days.

The student should check with the teacher to be sure he/she has met the teacher's expectations for all assignments missed.

Students may find class information (missed assignments, test dates, upcoming reading, etc.) using Google Classroom and RenWeb. A link to RenWeb is on the CAC website.

Students who miss class due to extracurricular activities (i.e. sporting events, field trips, competitions, etc.) are responsible for the work done during their absences. They are expected to check Google Classroom after 4:00pm to view the lesson and any assignments given that day. This includes scheduled tests or other major assignments where no new material was covered. Individual requirements for receiving credit for assignments may vary by teacher. Assignments are due and tests should be taken immediately upon returning to a class.

Tardiness

Note: In this context, “tardy” will be defined as reporting late for a class for an unexcused reason.

For every fourth (4th) unexcused tardy a student accumulates in a specific class period, an absence will be issued for that class period and will count toward the number of allowed days missed per semester in the specific class (ex. If a student accumulates 4 tardies in 2nd period, an absence will be applied to their 2nd period absence count (10).

Tardiness at the Beginning of School Day

Students not in their 1st period class when the 8:00 bell rings (8:50 for students whose first class is 2nd period) must report to the main office for an admittance slip. Students are not to be permitted to enter 1st period classes late without this admittance slip. The administration or designated authority will determine if the student’s tardy is excused or unexcused. Students arriving in the main office for an admittance slip after 8:25 will be counted absent for their 1st period class (see attendance policy). Tardy students should sign in on the attendance clipboard in the office.

Tardiness Between Classes

Students are allowed five minutes to pass between classes. Students arriving late for classes other than their first class of the day will be counted tardy if the teacher does not receive official documentation from the office determining the student’s reason for being late. Students will only be allowed in a classroom when tardy if they produce an admit slip.

Attendance will be recorded by teachers digitally at the beginning of each class period. If a student is not in class when the bell sounds the student will be marked absent. Additionally, if a student is tardy, they will be required to produce official documentation to enter class. If a student is tardy to class without documentation, the student will be required to report to the office to receive an admit slip in order to enter the classroom. At this time the student’s absence in the class will be changed to a tardy by the CAC office.

Arriving/Leaving During the School Day

CAC maintains a closed campus. Students will not be allowed to leave campus without parental permission and administrative approval (for lunch procedures, please see the section titled “Lunch”).

Once a student arrives on campus, he/she is to remain on campus until the end of his/her school day. Students may not leave campus at their own discretion even if their classes have not yet begun for the day.

Students who do not have an eighth period class should leave campus upon completion of their seventh period class unless they are under the direct supervision of a staff member.

Students may be released directly to their parents at any time. High school students may leave school for approved reasons (medical appointments, etc.) with written notification or a phone call from their parents/ guardians.

It is the responsibility of the parent or guardian of a student to inform the school of any individual who may be legally restricted, either temporarily or permanently, from having a child released to them.

Visitors During School Hours

All visitors must be approved by CAC administration and must have a scheduled appointment. Visitors must sign-in at the main office and wear a visitor identification badge while on campus. Visitors not following guidelines may be asked to leave. CAC students may not have outside student's “shadow” them without the completion of the proper paperwork through the admissions office. Student visitors must follow the written request policy. The administration reserves the right to prohibit visitors.

Students Out of Class

CAC values classroom time and encourages students to be in class as much as possible throughout the school day. Consequently, to limit the amount of classroom time missed, students are only to be in the hallway with permission of a CAC faculty member and with the following documentation:

- Admit slip
- Hall pass (blue slip from the teacher)

Students found in the hallway without official documentation will be subject to the appropriate disciplinary measures.

Expectations for Student Conduct

Along with a commitment to follow the Honor Code, CAC students should demonstrate moderation, self-discipline, and control in their lives. With those ideals in mind, the following behaviors are prohibited:

- Disrespect towards teachers, administrators, bus drivers, secretaries, substitute teachers, student teachers, or any other adults in the school setting.
- Threatening, taunting, teasing, fighting, or bullying* other students.
- Unauthorized absences from school or class.
- Using profanity, vulgar language or gestures, or using suggestive language.
- Gambling or possession of gambling paraphernalia.
- Misuse of school-provided online technology opportunities, such as accessing inappropriate websites, downloading unneeded programs, attempting to corrupt the software/hardware, or intentionally damaging equipment.
- Engaging in illegal activities or associating with people engaged in illegal activities.
- Lying, deceiving, cheating, or aiding another to do so.
- Possessing guns, knives, fireworks, or any other items which could be used as a weapon or which could be potentially dangerous.
- Possessing or using alcohol or non-approved drugs.**
- Possessing or using any tobacco products (including, but not limited to, cigarettes, cigars, chewing tobacco, e-cigarettes, e-cigars, e-pipes, vapor devices, or under any other name or descriptor) or related paraphernalia.
- Engaging in sexual behavior that is inappropriate for unmarried people, or continued, inappropriate public displays of affection. Note: CAC does not enroll married students.
- Possession, use or distribution of any sexually explicit or pornographic material.
- Any identifiable display of a verbal, written, or electronic nature (i.e. websites, blogs, social network sites, etc.), contrary to Christian values, the CAC Core Values Statement, or beliefs or which cast a negative reflection upon the student or the school.

*A published bullying policy has been prepared and is available on the CAC website. This policy outlines disciplinary responses that may result from acts intended to intimidate others.

****Policies related to drug use and cheating are detailed in later sections of this handbook.**

Although some activities may not be wrong in and of themselves, they are disruptive in the school setting. Therefore, the following are also prohibited:

Discipline

Discipline is a necessary part of the daily school climate if CAC is to fulfill its mission of providing a Christian learning environment. The administration intends to make discipline responses of all forms firm but fair, timely, action and age-appropriate. The following methods of disciplinary response to behavior infractions are listed below. This list does not necessarily represent a progression, and other responses may be used in addition to those listed. Disciplinary consequences include the following:

- verbal requests for change of behavior
- natural and logical consequences
- loss of privileges (i.e. driving)
- loss of leadership roles and/or participation in co-curricular activities
- parent conferences
- loss of academic credit (in cases of cheating)
- detention
- behavioral probation
- suspension (in-school and out-of-school)
- expulsion

Disciplinary Response Descriptions

Minor Disciplinary Actions

- Think Sheet
 - This is a disciplinary action where the student will be asked to think and write about their actions.
 - How those actions affected the learning environment, their classmates and their teacher.
 - Why they did what they did and how they can make a better decision in the future.
- Writing Doubles

- This is a disciplinary action where the student will simply write a statement of truth for a set number of times.

Think Sheets and Writing Doubles will be documented in-house by CAC faculty and administration.

These disciplinary actions are used at the teacher's discretion. They are not filed in RenWeb as they are designed to correct minor disciplinary issues. The disciplinary assignment should be turned in the following day to the teacher who assigned the discipline. If the Think Sheet and/or Writing Doubles do not correct the behavior/issues, more serious disciplinary actions will be assigned.

After-School Detention

- Detention will meet Monday-Thursday from 3:40-4:25 p.m.
- Students who arrive late to detention without an administrator's approval will not be permitted to attend detention that day and additional after-school detentions will be issued.
- Students who do not attend after-school detention on the assigned day will be assigned additional after-school detentions to be served the following three (3) school days.
- Students are expected to serve after-school detention the day it is assigned.
 - If the detention is issued after 6th period (1:50 p.m.), students will be given the option of serving the detention that day or the next.
 - Detentions issued on a Friday will be served the following school day.
 - Students may elect to move an assigned detention to another day only with administration approval; in such cases, students will be assigned an additional detention.
- Students are not permitted to use technology devices during detention (even for academic purposes).
- Students are not permitted to talk during detention. In the event a student is dismissed from detention for excessive talking, off-task behavior, or being disruptive, additional detentions (or other consequences) will be issued.
- Students will be required to complete a detention assignment for each detention served. Assignments must be completed before students may begin working on school work. Assignments that are not completed during the detention period will be due the next school day by 8:45 AM or an additional detention will be issued.
- Students are required to bring school assignments or a book to read once they have completed the detention assignment. Students who do not bring assignments to work on or a book to read will be dismissed from detention and additional detentions (or other consequences) will be issued.

Multiple after-school detentions will result in the following consequences:

- On the 4th detention – one day of in-school suspension (ISS)

- On the 7th detention – one day of out-of-school suspension (OSS)
- Additional detentions will result in behavioral probation and re-evaluation by administration of student enrollment at CAC.

Saturday School

- Saturday school is held on selected Saturdays from 8:00 am until 11:30 am at CAC secondary campus.
- CAC students attend Saturday school at the CAC library.
- No electronic devices will be allowed at Saturday School including cell phones, smart watches, etc. except school issued chromebooks used for specific educational purposes.
- Parents will be notified and are expected to provide transportation to and from Saturday school.
- Saturday school may only be assigned by administrators.
- Failure to attend Saturday school may result in 2 additional days of out-of-school suspension (OSS)

In-School Suspension (ISS)

- Students are to report to the office at 8:00 A.M.
- In-school suspension will be Monday-Friday from 8:00 AM- 3:30 PM (regardless of student's class schedule).
- In-school suspension may be issued for one or more days depending upon the seriousness of the incident involved.
- Students will be required to complete an ISS assignment for each day of ISS. Assignment must be completed before students may begin working on school work.
- Teachers will send work to the office. For the first in-school suspension, students will be permitted to complete all tests and assignments; however, ten percent (-10%) will be subtracted from each grade.
- Should a student receive an additional in-school suspension during the school year, work may be completed, but with fifty percent (-50%) deducted from the grades.
- Students who serve an in-school suspension during the school year may not be exempt from any semester exam.
- Suspension should negatively impact conduct grades.
- Students serving an ISS may not participate in class activities or field trips during that school day.
- Students serving an ISS may participate in extracurricular activities after school.
 - For early team or activity departures, students will be permitted to leave school early with their team/activity, but additional ISS will be issued for the class times affected (i.e., if a team bus leaves at 2:00, the student serving ISS may leave with the team; however, the student will serve ISS from 2:00-3:30 the following school day).

	water) in the hallway or classroom • Chewing gum • Hallways without documentation • Habitual missing homework	<i>consequences will also apply (i.e., absences, tardies, etc.)</i>
Major Handbook Infractions	• Fighting • Vulgar/Inappropriate Language • Bullying • Vandalism/Defacing school property • Cheating (see cheating policy) • Disrespectful behavior • Dishonest to faculty/staff • Not in assigned area • Skipping class • Excessive off-task and/or disruptive classroom behavior • Technology violation	Office referral Additional consequences will be determined by administration

Internet Usage on Campus

Central Arkansas Christian Schools makes the Internet available for student use during the school day. A firewall and other Internet safety provisions are in place; however, it may still be possible for students to access information that is not in keeping with Christian principles.

All students on the secondary campus must sign an Internet Access Terms and Conditions Agreement, which is included in this document, before they will be allowed access to the CAC computers and/or network. This agreement will remain on file during the student's tenure at CAC.

A parental consent form must be signed for students to use school computers. The form is available via DocuSign. Violations of the principles outlined in the access agreement may result in disciplinary actions.

Student-Owned Technology

Cell Phone/Smartwatch Policy

This policy is intended to ensure that personal electronic devices on school property do not interfere with the learning, safety, and well-being of students and staff. For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, smartwatches, headphones, camera devices, video and audio recording devices, digital recording devices, personal digital assistants, MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device.

For no reason should students need to use a cell phone or smartwatch during the regular school day. Any situation requiring emergency communication with a student, the school will assist the student, parent, or other responsible adult by using a school telephone. Any use of devices for activities that are contrary to the Core Values Statement or other ideals stated in this handbook may result in permanent loss of privilege and could jeopardize a student's enrollment at CAC.

There is a **zero-tolerance** personal electronic device policy between the hours of 8:00 a.m. - 3:30 p.m. During the hours of 8:00 a.m. - 3:30 p.m.;

- Students must turn off all personal electronic devices.
- It is our recommendation that students not have personal electronic devices on their person (personal electronic devices may be stowed in a locker, kept in a car or left at home).
- Personal electronic devices cannot be used in any area of the school building for any reason (atrium, classrooms, hallways, library, cafeteria, offices, gyms, restrooms, etc) CAC is not liable for any loss or damage for student-owned technology devices.
- Headphones are only allowed in the classroom, and ONLY when specifically given permission by the teacher.
- During tests, quizzes, and other independent, graded work, cell phones should be placed in a designated area in the classroom. Any unauthorized use of a phone during a graded exercise could be construed as an Honor Code violation.

Headphones Policy

- Headphones should only be used under specific direction from a CAC faculty member. Headphones should not be used at any other time throughout the school day (ex. Hallways, lunch).

Zero-tolerance “Mobile Learning Device” Policy

CAC students and parents/guardians fully acknowledge that use of a personal device on the premises of Central Arkansas Christian Schools is subject to all guidelines, rules and regulations governing acceptable use as established in our Acceptable User Policy. It is further understood that use of a personal device is not permitted between the hours of 8:00 a.m. - 3:30 p.m. and any use during such time will result in disciplinary action including loss of device-use privileges. The use of cell phones or other electronic devices to photograph or video other students or employees is forbidden and could result in consequences up to and including expulsion. Photographs or videos made by students for instructional purposes with permission and under the supervision of the student’s teacher is the only exception.

In case of inappropriate device usage (i.e., inappropriate time), the following consequences may apply:

First Offense: Two days after-school detention (the first detention to be served the day received; the second detention to be served the next available detention day).
\$10 fine (Paid by cash or check to the main office).

Second Offense: Two days after-school detention (the first detention to be served the day received; the second detention to be served the next available detention day). Student must turn phone into the CAC office for five school days, \$20 fine (Paid by cash or check to the main office).

Third Offense: Out of school suspension; conference with administrator and parent; probationary agreement, student is required to turn phone in to the office at the beginning of each school day for the remainder of the semester, \$30 fine (Paid by cash or check to the main office).

Note: If the infraction involves two students (one using the other’s cell phone), both students will be subject to the above consequences.

Internet Use Policy

Parents and Guardians, please carefully read the following permission form before initialing. Your school's librarian will keep this permission form on file. This is a legally binding document.

Internet access available to students and teachers at Central Arkansas Christian School. Our goal in providing this service to students and teachers is to promote educational excellence in the school by facilitating resource sharing, innovation, and communications. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers will have access to some or all of the following:

- Electronic mail communications with people all over the world;
- Information and news from research institutions;
- Public domain and software of all types;
- Discussion groups on a variety of topics;
- Access to many university library catalogs, the Library of Congress, CARL, and ERIC

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial and inappropriate information, but the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the instructional goals of this project.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided below so that you are aware of the responsibilities you are about to acquire. If the student violates any of these provisions, future access could be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions below and understand their significance.

- **Acceptable use:** The use of the account must be in support of education and research and be consistent with the educational objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission, downloading or viewing of any material in violation of Central Arkansas Christian School's policies or any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.

- **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. School officials shall apply the same criteria of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.
- **Netiquette:** The student is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Avoid offensive or inflammatory speech. Be courteous and polite.
 - Use appropriate language. Profanity or obscenity is not permitted at any time.
 - Avoid revealing your personal address or telephone number or the address or phone number of other students or colleagues.
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities or violations of school policy may be reported to the appropriate authorities.
 - Do not use the network in such a way that you would disrupt the work of others.
 - All communications and information accessible via the network should be assumed to be private property. Do not quote personal communication without the author's prior consent.
- **Vandalism:** Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- **Accounts:** If the student has his/her own account, he/she must abide by all of the Terms and Conditions set forth in this agreement.
- **Security:** Security on any computer system is a high priority, especially when the system involves many users. Never share a password or account with anyone. The student has full responsibility for use of the Internet and can be held responsible for any policy violations that are traced to his/her account or activity while on-line.
- **Exception of Terms and Conditions:** These Terms and Conditions for the Student's Access to the Internet reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These Terms and Conditions shall be governed and interpreted in accordance with the policies of Central Arkansas Christian School, the laws of the State of Arkansas, and the United State of America.

Media Selection Policy

Note: For the purposes of this policy, “media” shall be defined as hardcopy books, electronic books, audiobooks, newspapers, magazines, videos (including but not limited to YouTube videos, movies, and documentaries), games, and sound recordings.

CAC Mission Statement: The mission of Central Arkansas Christian Schools is to partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

CAC Core Values:

- God and a commitment to following Christ
- Shared faith and servant leadership
- Excellence
- Respect
- Lifelong personal growth
- Freedom, responsibility, and stewardship
- Partnership with parents and the Christian community

At Central Arkansas Christian Schools (CAC), we believe that all print and digital media should align with the mission and values of our school and should represent the diverse backgrounds and beliefs of our students and their families. Additionally, we aim to empower parents and guardians to actively participate in their child’s education by being aware of the media that their child consumes. Therefore, while we take careful consideration of the media we provide to students, CAC places the ultimate responsibility for personal media selection on the parents and guardians of the students.

Selection Criteria: CAC faculty and staff will strive to ensure that all media is age-appropriate and aligned with our Christian mission, values, curricula, standards, and objectives. We will provide a range of media genres including fiction, non-fiction, biographies, historical literature, and classic literature. By its nature, media often contains profanity and other mature subject matter. Therefore, CAC will ensure that all media is justified according to historical, literary, artistic, spiritual, or cultural value. Students may not opt out of required readings or other media that are part of a class curriculum. Our aim is to select media that affords educators the opportunity to guide students to a “transformative faith in God” through ideas that teach, edify, and challenge the human mind.

Parental Responsibility: To reiterate, at CAC, we believe that parents hold the primary responsibility for approving their child's personal media selections. Parents are encouraged to be actively involved in the media selection process by reviewing and approving media that are appropriate for their child's age, maturity level, and personal values.

Media Reconsideration Process for Central Arkansas Christian Schools

At CAC, we understand that parents and guardians may have occasional concerns or questions regarding certain media in our libraries and classrooms. We respect the opinions and values of our community and offer a formal reconsideration process for addressing concerns regarding our media inventories.

- **Parent/Guardian Request:** If a parent or guardian has concerns about specific media in one of CAC's classroom or library inventories, he or she may **submit a written request for reconsideration directly to the school librarian or classroom teacher**. Depending on the media type, the request should include the title, author or creator, URL, or any other identifiable criterion. The request should also contain the reason(s) for concern and to the extent possible, any specific passages or content that the parent or guardian finds objectionable.
- **Review Committee:** If an agreement cannot be made directly between the parent and teacher or librarian, a review committee will be formed by the building administrator to evaluate the media in question. The review committee will be minimally composed of an administrator, a faculty member, a parent, and a board member. The committee should be diverse and representative of the school community. The parent who requests reconsideration nor the librarian or teacher to whom the media belongs will serve on the review committee.
- **Evaluation Process:** The review committee will evaluate the media based on CAC's selection criteria outlined above by engaging in an open and respectful discussion. The review will consider all perspectives and concerns.
- **Final Determination:** After thorough evaluation and discussion, the review committee will make a final determination regarding the media in question that includes specific rationale for the decision. The decision will be based on the unanimous consensus of the committee. If a unanimous decision cannot be reached, a new committee will be formed and the process will begin again.
- **Notification to Parent/Guardian:** The school administration or designated employee will communicate the decision of the review committee in writing to the parent or guardian who initiated the request for reconsideration. The communication will include the committee's rationale for the decision and any further steps, if applicable.

We deeply value the opinions and perspectives of all CAC community members. We aim to “partner with parents” to provide media resources that uphold the mission and values of Central Arkansas Christian Schools.

Driving and Parking

Driving to school and parking on school grounds are privileges. One or both of these privileges may be suspended or revoked at the discretion of the administration. Students driving on campus must use caution and adhere to the normal traffic patterns. Driving too fast or recklessly and/or poor or disruptive parking will not be tolerated. Students should be mindful of others and also of local and state noise laws with regard to their car stereos.

All students who drive to and from school must purchase a parking permit from the office within two weeks of the first day of school for a cost of \$5. Permits purchased after two weeks may require a higher fee. Parking spots will be numbered and designated per student. Students will be allowed to park in their designated spots only. Students may not park in unmarked areas or in faculty, visitor, or handicapped parking spaces. Violations will result in appropriate consequences.

Students are permitted to be at their vehicles only before they enter the school building in the morning before classes and when they leave at the end of the school day. Students are permitted to visit their vehicle during the school day only if they have received administrative permission and are escorted to their vehicle by a CAC faculty member or administrator. Students who visit their car during the school day without permission or supervision will receive the appropriate disciplinary consequences.

Parking Lot Procedure

Students should not go to their car at any point during class time. An individual student may be permitted to go to their car during their lunch provided they are accompanied by a CAC office staff member. If a CAC office staff member is not available, the student will not be permitted to go to their car. Students are not permitted to move their cars without permission once they are parked (except when leaving campus at the end of the day).

Cheating

Cheating at CAC is considered a very serious offense and is a direct violation of the Honor Code. Cheating includes but is not necessarily limited to plagiarism, getting unauthorized

help from any source on a quiz or test, copying another's homework and turning it in as one's own, turning in another's as one's own report or project, etc. Using technology such as calculators, computers, or text messaging devices for any type of help that is unauthorized by the teacher will be considered cheating.

Any student suspected of cheating should be immediately reported to the administration.

The following guidelines shall be applied to any person caught cheating or caught helping another to cheat:

1st Offense	The teacher will assign a grade of "zero" for the work in question and notify the school administrators of the incident. A copy of the referral and the assignment or test in question will be given to the administration, and parents will be notified.
2nd Offense	The teacher will assign a grade of "zero" for the work in question and notify the school administrators of the incident. The student will receive one day of out-of-school suspension (OSS).
3rd Offense	Incident will be reported to the administration. Student enrollment will be evaluated immediately.

Any subsequent violations will be handled at the discretion of the administration. Cheating offenses are cumulative, not per class.

Athletics Code of Conduct

Student-athletes should understand that representing CAC is an honor and a privilege that carries with it responsibility. The school has established high standards for student-athletes both on and off the playing field. Student-athletes shall at all times represent God, themselves, their families, and their school with honor, proper conduct, good sportsmanship and a Christian spirit. They shall understand that competitive rivalries are encouraged, but disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.

Spectators should realize that a ticket is a privilege to observe a contest and support school activities, not a license to verbally assault others or be generally obnoxious. Spectators should

watch games from the areas defined by each school as spectator areas. They must not call to players, coaches or officials in an unsportsmanlike manner, go onto the field or court, or deface property. CAC spectators who consistently violate this standard of behavior may not be allowed to attend CAC athletic events. The CAC Athletic Handbook outlines these and other expectations in greater detail.

Conduct Outside of School

Behaviors contrary to Christian values and Christian beliefs cast a negative reflection upon the student and the school no matter where they occur (i.e., national and international travel, sports trips, field trips, etc.). Serious violations occurring off campus may be subject to school disciplinary action. In addition, offenses committed when school is not in session (i.e. summer vacations) may cause a student to forfeit enrollment at CAC.

Disciplinary responses for such activities may include probation, suspension or removal from leadership positions, suspension or removal from honorary or service organizations, suspension or removal from extra-curricular groups or graduation activities, and/or suspension or expulsion from school.

Zero-Tolerance Policy

Central Arkansas Christian has adopted a zero-tolerance policy for the use or possession of illicit drugs or alcohol while on school grounds or while at a CAC sponsored trip or activity. This includes coming on campus under the influence of drugs or alcohol. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. Violation of this policy will result in dismissal from CAC for a minimum of one semester. Any such student may apply for re-admission following the required dismissal period.

Substance Screening Policy

In order to maximize the expectation that CAC is a school where the culture of drug abuse is neither present nor tolerated, CAC has adopted a substance screening policy. The aim of the policy is to identify students under the influence of illegal substances and direct them to the support they need.

This is a brief overview of the policy. A written acknowledgement and consent is required prior to a student's enrollment. This policy does not supersede CAC's Zero-Tolerance substance policy.

Students in grades 10-12 may be randomly screened during the first semester. In addition to the initial screening, students from grades 6-12 will be selected randomly for screening each month throughout the school year. A numerical selection process will be used that will keep the student's identity unknown until selections are complete. Because of the random selection process, individual students may be screened multiple times during the year.

Any student in grades 6-12, based upon reasonable suspicion, will be required to immediately provide a reliable sample for the purpose of determining possible substance abuse.

A contracted, outside collection agency will conduct the screenings and notify parents and the designated school official of the results. Results will be a matter of school record and will not be forwarded to law enforcement authorities unless required by law.

Students who do not comply with the request to provide a sample will be removed from school and will not be considered for re-admission until a drug screening is completed.

When a student tests positive on a first offense, the student will be required to participate in an approved professional drug counseling/rehabilitation program at the parent's expense. As a condition for re-admittance to school, a conference must be conducted with the student, parents, and school representatives. The student will also be subject to follow-up screenings for the next three months, at the parent's expense. At the end of this three-month period, the student will be placed back into the random sampling but may be subject to mandatory testing at the discretion of the administration. Students who test positive a second time on any subsequent screenings while at CAC will be subject to permanent dismissal.

Self-referral is encouraged and will result in a coordinated effort between the school, the student, and parents to achieve satisfactory rehabilitative treatment. The school will make every effort to work with the parents and student for a positive outcome in the case of a self-referral.

Any student, based upon reasonable suspicion, will be required to immediately submit to the administration to provide a breath sample for the purpose of determining alcohol consumption. Such screening may occur during the school day or in route to or at a school activity. A student refusing to comply is in violation of school policy and will be subject to disciplinary action up to and including expulsion. If a student produces a result of .02 or greater the school representative will use reasonable efforts to detain the student in his custody until released directly to the student's parents.

Student Health Record

Each student must have on file an updated and completed health history form. The minimum requirement for entry into school, regardless of grade, are three doses of Diphtheria/Tetanus (DP pediatric) and four doses of polio vaccine. The last dose of DTP, DT, or TD must have been since the child's 4th birthday. One dose of tetanus, diphtheria and acellular pertussis (Tdap) vaccine will be required for children who will turn 11 years or older on or before September 1 of each school year. Previously, the requirement was for a dose of Tdap vaccine for students entering grade 7. CAC will abide by state laws which require students who are not current on shots be excluded from classes until current. Students will also be required to have two doses of MMR (measles, mumps and rubella), three doses of Hepatitis B vaccine, one dose of Hepatitis A, and two doses of Varicella (chickenpox) vaccine. Beginning in 7th grade, students must also have at least one dose of Meningococcal vaccine and a second dose at age 16 (as of Sept. 1 of the current year).

Medication at School

Occasionally, students will require prescription and non-prescription medication at school. All medication brought to the office should be clearly labeled with the student's name and clear instructions for each.

Parents must submit an Authorization for Medication Administration form (found on RenWeb) to the office before regular administered medication can be given. This applies to all medications (prescription and non-prescription). For liability purposes, school personnel may not give medications without parents' knowledge and/or permission.

Students are not permitted to give prescription or non-prescription medication to another student. Students are not permitted to have medications of any type in their possession during school hours.

In the event that a student's attendance is dependent upon the dispensing of medication during school hours, all medications must be brought to the school office in the original container, which must be labeled as indicated above. Medications may only be dispensed with authorized school personnel supervision.

Selection Criteria for Awards, Leadership Programs, and Special Honors

Part of our mission as a school is to inspire excellence, and one way we do that is through awards, programs, and special honors. Our goal is to make the selection process transparent, fair, and unbiased so that all students have an opportunity to receive one or many awards. As such, the selection criteria for awards, programs, and honors are included below.

Mr. and Miss CAC

Students in grades 6-12 vote for a senior boy and girl who exemplifies the qualities of a CAC student for Mr. and Miss CAC. The student selected should be considered a positive leader among students, have a GPA of at least 2.5 or above, have not had any major discipline violations. The students selected must receive at least 51% of the votes. In instances where 51% of the votes are not received, a run-off shall take place until 51% majority is achieved.

Mustang Round-Up

Secondary faculty and staff vote on seniors for Outstanding Mustang/ Mustang Roundup based on Christian example, academic excellence and leadership. The student with the most votes is Outstanding Mustang and the roundup is determined based on the "natural" break in points.

Homecoming Court and Colors Day Court

Homecoming maids are selected by class vote. Each girl is on the ballot and has an equal chance to represent her class. The student who wins the majority vote will be maid. In the event of a tie, a run-off election will be held.

Once the three maids are selected, the senior class will vote for a Queen. The maid with the most total votes from the senior class wins.

Student Council

The Student Council shall be made up of the Executive Officers and 5 representatives from the twelfth grade; 4 from the ninth, tenth, and eleventh grades; 3 from the eighth grade; and 2 from the seventh grade. The Executive Officers shall be composed of a President, Vice-President, Treasurer, Secretary, and Parliamentarian. The Executive Officers and Representatives shall be exemplary in conduct, having not been suspended while at CAC.

They must have a combined average of a “C” (4.5 on a 12 point scale) or above for two semesters preceding their election and shall not have failed any subject for two semesters. All officers must have at least a 2.5 cumulative GPA.

- The President must have attended this school one year prior to his/her election and must be a senior during his/her term of office. He/she must be a Junior or Senior and have served previously on this Student Council for at least one year while in grades 9-11.
- All other Executive Officers must have attended this school one year prior to their term in office, and must be a Sophomore, Junior, or Senior for the year they are to serve. The Vice-President must have served previously on this Student Council.

All students wishing to run for Executive Office will be required to turn in a petition signed by ten percent of the students in grades 7-11 and will be evaluated by their teachers. A majority vote is sufficient for election. Should an Executive Office candidate not receive a majority vote, a run-off shall be held between the top two candidates.

All students wishing to run for Representative will be required to turn in a petition signed by 25% of their class members. The representatives will be elected by their respected classes. Voting takes place in the Spring Semester for the following school year.

Boys & Girls State Representatives

Each Spring, two-three boy and two girl representatives will be selected to represent CAC at the annual Boys and Girls State convention during the summer. Students interested must complete an application and submit an essay. Applications will be reviewed by a committee of faculty and administration and representatives will be chosen based on the application review, previous examples of leadership, merit, and overall consistency with the mission of CAC. All fees and travel will be the responsibility of the students attending the convention.

Scholar Athlete

The Scholar Athlete of the Year is awarded to either a male or female senior with the highest GPA who has lettered a minimum of six times in grades 10-12.

Mustang Spirit Award

Senior girl and boy athlete who most completely demonstrates during their athletic career at CAC, consistency with the CAC mission, sportsmanship, cooperation, team play and total effort.

Athlete of the Year

Senior boy and girl athlete who have demonstrated overall ability in several sports or for superior achievement in one sport. The recipients must have lettered in a minimum of two sports during their senior year and have been an integral part of the successes achieved by teams on which they have played. Emphasis is given to performance, records, and honors gained at the school, conference, regional, and state levels. On rare occasion in the past, if a qualified senior was not available an underclassman has been considered.

Dress Code

CAC student dress is expected to be modest and in keeping with Christian principles. The following uniform dress code has been adopted for the 2023-2024 school year. Violation of any portion of the dress code will result in disciplinary action, with or without warning. If a student is not in dress code, they will be sent to the office immediately to change into approved dress code attire (Note: the office does not provide dress code attire). The student will receive an after-school detention and a tardy for missing class until corrections have been made to meet dress code requirements.

Regular Dress Code (Monday–Thursday)**Shirts**

- Polo style shirt, long or short sleeve; any solid color (no stripes or patterns); maximum of 3 buttons on the placket
- CAC polos sold by the PFTA are permitted.
- Full-button dress shirt, long or short sleeve, solid color only (no stripes or patterns).
- CAC logo or manufacturer's logo no larger than 4 square inches (2" length x 2" width)
- Shirts should stay completely tucked in at all times.

Pants

- Must be clean and hemmed, no holes, not frayed, not baggy, not sagging, not form-fitting, not low-cut pants
- Belts required
- Black, navy, or tan
- No denim, cargo, carpenter, painter, or capri pants of any kind may be worn.

Shorts

- No more than 4" above the knee.

- Not frayed, not baggy, not sagging, not tight legged, not low cut or cargo shorts
- Belt required
- Flat or pleated front
- Black, navy, or tan

Skirts (girls only)

- CAC plaid or tan (available at The Toggery)
- No more than 4" above the knee
- Skirts may not be rolled at the waist
- Plain, full length, black cotton leggings or CAC issued leggings are permitted
- Grey sweat pants may be worn under skirts.

Sweaters

- Crew, v-neck, or cardigan
- Solid colors only (no stripes or patterns)
- A collared-shirt must be worn underneath all sweaters

Sweatshirts/Fleece Tops

- A collared shirt must be worn underneath all sweatshirts or fleece tops.
- CAC sweatshirt, crew neck only (available at The Toggery or CAC Spiritwear Store)
- Seniors only – College sweatshirt, crew neck only
- Quarter-zip fleece tops may be worn. Solid color only (no stripes or patterns), manufacturer logo permitted no larger than 4 square inches (2" length x 2" width)
- Solid color sweatshirts (no stripes or patterns); only manufacturer logo permitted no larger than 4 square inches (2" length x 2" width)
- Hoodies are not permitted to be worn in the school building between the hours of 8:00 a.m. - 3:30 p.m.

Outerwear

- Solid colors only; no stripes or patterns
- Hooded jackets are not permitted to be worn during school hours (8:00 a.m. - 3:30 p.m.)
- Plain coats of a uniform color (no stripes or patterns)
- CAC letter jackets
- No camo, sports teams, colleges or logos
- No trench coats
- Coats not meeting these specifications may be worn to school but should remain in student lockers.

Belts, Shoes, Jewelry & Accessories

- Belts are required with pants and shorts.
- Belts must be worn through belt loops.
- No sunglasses, caps, hats, bandanas, or head coverings
- No earrings for boys
- No facial piercings
- Students must wear closed-toe shoes (ex. athletic shoes, leather shoes). Shoes not permitted include (but are not limited to) the following:
 - House shoes (ex. Moccasins)
 - Crocs-style shoes
 - Heels higher than one inch (1")
 - Shoes with wheels
 - Shower shoes
 - All sandals

Grooming

- Hair must be neat, clean, well-groomed and kept out of the eyes.
- No extreme cuts, shaved, sculpted designs or colors, natural color only. Any hairstyle deemed distracting in an educational setting will not be permitted
- Males are to be clean shaven; sideburns may not extend below the ears.
- Male student's hair should be consistently trimmed and out of the eyes, should not extend below the collar, and are not permitted to have ponytails, buns, or mohawks.
- No extreme make-up, visible tattoos, decals, pencil or pen markings on the body (students may not write on themselves or each other).
- Male students are not permitted to wear makeup or nail polish.

Friday/Spirit Day

- Students may follow the regular Monday–Thursday dress code OR students may wear the following:
 - CAC polos, jerseys, or CAC-approved spiritwear shirts may be worn with dress code shorts or blue jeans (see guidelines below)
 - CAC shirts are permitted to be untucked
 - Blue or black jeans may be worn with an approved Spiritwear shirt
 - Jean guidelines: not frayed, not sagging, no embellishments, not baggy, not overly faded, must be clean
- Students may wear blue jeans only with approved CAC polos, jerseys, or spiritwear shirts.
- No homemade or independently designed/made shirts are permitted
- Seniors are permitted to wear college t-shirts with jeans

Important Notice

The school reserves the right to alter or amend the plans, policies, and procedures contained in this publication at any time.

Please be informed that the word “parent(s)” will also be used for or in lieu of “guardian(s)”, whether permanent or temporary guardianship applies.

Final Admonition

There are rules and situations that may not be covered in this handbook. When such arise, it is the hope of the administration that students will adhere to the words of the apostle Paul in his letter to the Philippians: “...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”