2026-27 STUDENT & PARENT HANDBOOK

Elementary Campuses

2026-2027

ELEMENTARY PARENT & STUDENT HANDBOOK

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General Information

In the fall of 1971, Central Arkansas Christian Schools, Inc. began with an enrollment of 156 students in grades one through six. Classes were conducted in the educational building of Sylvan Hills Church of Christ. Other units were started later in the educational facilities at the Pleasant Valley, Jacksonville, and Geyer Springs Churches of Christ. In 1978, the junior and senior high school was moved from Jacksonville to the present 36.3 acre campus on Windsong Drive in North Little Rock. Thus, what had long been a dream of many people in Central Arkansas — having a quality facility where young people could be given superior academic training in a Christian atmosphere — became a reality. After many years of careful stewardship, additions, and improvements, the school-owned facility continues to grow and strive to provide quality Christian education for many years to come.

Welcome & Mission Statement

We welcome you and your family to CAC, and we sincerely thank you for entrusting your child to us. **Our mission at CAC is to partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.** If we can be of service to you at any time during the school year, please feel free to contact us. Maintaining an open and honest, yet loving, line of communication is vitally important for all of us.

We are looking forward to an outstanding year!

CAC Administration

Dr. Andy Stewart, President

Chad Tappe, Vice President of Enrollment and Student Spiritual Life

Maggie Beck, Principal - Pleasant Valley Elementary

Jordan Collier, Principal - North Little Rock Elementary

Anna Wingfield, Principal - Mustang Mountain Elementary

School Parent/Guardian Community Covenant

CAC believes that a conducive relationship between the school and parents is paramount to student success and growth. CAC expects that parents will communicate appropriately and respectfully with school personnel, recognizing the professionalism and expertise of such individuals and the shared goals of CAC and parents. Additionally, parents should not circulate confidential information regarding CAC, its employees, and students, including through social media and should encourage their children to similarly engage in appropriate communications. If, at any time, CAC determines that the parent and family/school relationship has deteriorated such that the relationship or communications between the school and parent are no longer productive, CAC may elect to withdraw the student from enrollment and/or decline to re-enroll the student.

In reading this handbook and having an enrolled student or student(s) we agree to the following CAC community guidelines and affirm that we:

- Have answered the questions in the student application to the best of my/our knowledge and ability.
- Agree with the mission, purpose and spiritual objectives of this school.
- Have read and agree with the school's Non-Discrimination Policy and Statement of Faith.
- Are committed to providing a quality, Christian education for our children in accordance with existing law.
- Will provide continually updated immunization records or exemption affidavits for our children.

Additionally, parents/guardians are encouraged to be active members of a Christian church that is in keeping with the CAC Statement of Faith.

Primary Goals

1. Nurture an understanding of God's love, which inspires students to love God, to love others, and to see themselves and the world from God's perspective;
2. Encourage students to trust God and faithfully seek His will in their lives as they seek to develop an eternal relationship with Him through Christ;
3. Provide clear moral and ethical standards based upon the biblical principles established by God to govern our lives;
4. Model Christian values, joyful living, and a spirit of community;
5. Cultivate a wonder for God's creation and a love of learning;
6. Teach and model self-discipline;
7. Encourage and value creativity;
8. Emphasize essential knowledge and skills for future learning;
    a. Equip students with effective reading and listening skills;
    b. Teach students to think critically;
    c. Teach students to write and speak effectively;
    d. Teach students the fundamental principles and laws of mathematics and science;
9. Promote an appreciation of the arts and development of basic skills in music, visual arts, and theater;
10. Encourage the development of attitudes and habits for healthy living;
11. Develop the basic skills and aptitudes to use current and future technology;
12. Equip students with an understanding and appreciation of our country's history, government, economic system, and the duties of responsible citizens; and
13. Promote participation in activities which allow students to learn and develop through personal involvement (e.g. serving, competing, performing).

Accreditation

Central Arkansas Christian Schools, Inc. is accredited by the Arkansas Non-Public Schools Accrediting Association (ANSAA), Cognia, and the National Christian Schools Association (NCSA).

Financial Obligation Policy

Central Arkansas Christian School exists to serve its students and their families and to provide an academic, spiritual, social, and physical education in an encouraging Christian environment.

While this mission is clearly the reason for the school's existence, CAC operates within the business world and must meet its financial obligations. Therefore, the school and parents must enter into a financial agreement to ensure quality and fiscal responsibility.

Parents of students withdrawing from CAC will be responsible for a prorated portion for the present month's tuition if the student attended school during any part of that month.

School Hours

School begins each day at 8 a.m. and ends at 3 p.m. Students are expected to be in their classrooms by 8 a.m. On rare occasions, school will be dismissed early for staff development days, etc. Parents and students will be notified before early dismissal days. Please refer to campus-specific information regarding staggered dismissal times.

Appointments with Administrators

If you wish to contact an elementary principal or the school president, please call the appropriate office to schedule an appointment. Elementary office hours are generally from 7:45 a.m. to 3:30 p.m.

Chapel

Central Arkansas Christian Schools' purpose is brought into focus when the faculty and students assemble for chapel each day. Chapel is a time for praise and devotion to God and may serve to edify students with spiritual and motivational themes. Students are reminded to approach this time with serious consideration and appropriate behavior. Chapel is required of all students and faculty members.

Lunch

All students will be expected to eat lunch in the rooms provided. All snacks and cold drinks are to be kept in the cafeteria or other designated areas. A student may not leave campus for lunch except when accompanied by his/her parent or the school sponsor of a group. Parents are welcome to visit during lunch. Lunch may be brought to your child but parents may not bring food for other students. Visitors must sit with their child at the designated visitors' lunch table.

Attendance Policy

CAC's attendance policy is designed to teach the value of punctual and consistent attendance in the workplace. For students, the school is their workplace. Parents can help reinforce this teaching by minimizing the number of days their children are absent from school. Days missed from school can never really be made up even though assignments are completed. Class discussions and interaction are extremely valuable and impossible to duplicate; therefore, absence for any reason may result in lower grades. It is vital that regular attendance be an important concern for each student, parent and teacher.

Every child choosing to enroll at CAC who is the age of 5 through 17, both inclusive, must comply with the compulsory attendance laws. These laws require CAC to set a limit on the number of days a student may be absent from school no matter the reason. At CAC, this limit of both approved and excused absences shall be ten (10) per semester. Students missing more than twenty (20) days per school year may be retained. Administrative exceptions may be made in cases of extended illness. For other extenuating circumstances, exceptions may be made if approved in advance.

The parent or guardian is legally responsible for ensuring that children who are subject to the compulsory attendance law do attend school on a regular basis. The Board expects the school administration to seek enforcement of laws relating to compulsory school attendance. To encourage regular student attendance yet allow for necessary or unavoidable absences, Central Arkansas Christian School recognizes three types of absences:

Excused Absences: Only those absences due to personal illness, doctor's appointments which cannot be scheduled after school, death in the immediate family, illness in the family (with administrative approval), or school activities. School activity absences will not count against exemptions.

Approved Absences: Occasionally, parents remove students from class for reasons other than these listed as excused. There is a provision for these absences called approved absences. Approved absences must be approved by an administrator at least two school days in advance and arrangements made by the student with the teacher for work due. Absences will be approved during the final week of the quarter only in extreme circumstances. **Approved absences could be denied due to excessive absences and/or borderline academic performance.**

Unexcused Absences: Absences that are not excused or approved in advance will be unexcused, and the student will not be permitted to make up work and will receive a "zero" on assignments missed.

Tardies: Students who accumulate more than 8 tardies in any semester can become disruptive to the educational process. Therefore, for every 9th tardy one unexcused absence will be assessed. **Note: Parents will be notified on the 5th tardy.**

For re-admittance after an absence of any kind, a note or email stating the reason for the absence from the parent or guardian must accompany the child. For record-keeping purposes, the parent must send an email or note to the school rather than call. Otherwise, the absence is considered unexcused. In cases of excessive excused absences, a statement from a doctor may be required.

Check Out Procedures

A student will be released directly to the parents or guardians any time a parent or guardian comes to the office in person and signs the child out. Students will not be released to unauthorized persons unless arrangements are made by the parents and the school is clearly instructed as to the arrangements. Please have a photo I.D. ready to show staff members when checking a student out of school.

Special Deliveries

Parents sometimes wish to have flowers or balloons delivered to their child at school. To avoid a disruption to the academic school day these items are left in the school office and delivered to the student prior to the end of the school day.

Academic Policies and Protocols

CAC strives to help each student achieve academic excellence, both in subject-specific knowledge and in the interpersonal and executive functioning skills leading to future success.

Grading Procedures

Grades are useful indicators of performance. CAC strives to fairly and accurately evaluate learners' performance. Grades, however, ultimately reflect the judgment and discretion of the teacher. In order to make grading more consistent, teachers are expected to use the following grading scale. However, all teachers are permitted to use some subjectivity in determining these grades. Kindergarten, first, second, and third grade students have standards-based report cards.

Grades are calculated according to the following scale:

90 - 100 (A)
80 - 89 (B)
70 - 79 (C)
60 - 69 (D)
59 & below (F)

An incomplete or "I" indicates that the student has not done or made up all required work or turned in an assignment
An "M" or missing indicates that an assignment has not been turned in to the teacher.
An "E" indicates that an assignment has been excused by the teacher.

Students receiving unsatisfactory "U" in art, music, or physical education will be excluded from the honor roll. Grades in behavior may also preclude a student from being on the honor roll.

If at any time parents wish for more information about their child's progress, they are invited to schedule a conference with the teacher through the school office. The best learning situation for students occurs when the home and school work closely together.

Promotion/Retention

Central Arkansas Christian Schools require certain standards of achievement for students at each grade level as a prerequisite for promotion to the next grade level. Retention of students in a particular grade level will be made after prior notification and explanation to the student's parents.

At the elementary level, the teacher and principal alongside the enrollment committee will evaluate the student's performance, maturity level, learning progress, etc. to determine whether it will be necessary to retain the student.

Generally, parents of students in grades K-5 will be notified by the middle of the third grading period and given reasons for the recommended retention.

Make-Up Work

Requesting Assignments When Absent
Parents may request assignments for students who have extended absences by calling the office in the morning on the day they wish to pick up the assignments. Parents are encouraged to wait until a student has missed at least one day before requesting assignments. It is the responsibility of the student who has an excused or approved absence to make up all missed work.

Test After an Absence
Students who miss a day when tests are scheduled are expected to take the test the day they return if they were in class when the test was announced.

Timely Completion of Make-Up Work
Work, including tests, missed during an extended absence (2 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 has two days to complete make-up work). The student should check with the teacher to be sure he/she has met the teacher's expectations for all assignments missed.

Make-up Work During Vacation
Students who plan to leave for a vacation will not receive work prior to the trip.

Cheating Policy

Cheating at CAC is considered a very serious offense. Cheating includes but is not limited to 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 as one's own another's report or project, etc. Teachers are expected to have evidence that substantiates the incident. Seeing the student communicating in any manner during a test or looking as though help is being received from an unauthorized source or from another's paper during any graded assignment is considered adequate proof. Both the one getting the help and the one supplying the help will be penalized in a consistent manner. Using technology such as calculators, cell phones, computers, or the internet for any type of help that is unauthorized by the teacher will be considered cheating. Teachers shall adhere strictly to these guidelines for cheating every time it occurs so discipline is consistent school wide:

1. The first and every subsequent cheating offense by a student in a teacher's class during the year will cause a grade of "zero" on that work, conduct evaluation will be lowered for that quarter, a phone call to the parent, and an office referral so the principal can check the student's record of other cheating offenses.
2. A second offense in any class during that school year will cause the above as well as one (1) day of in-school suspension with a two-point reduction in that quarter's grade in every subject.

3. A subsequent offense shall mean suspension for the remainder of that school year with the right to have application for admission reconsidered for the beginning of the next year.

Testing

Formal Testing

Central Arkansas Christian Schools' elementary schools administer the NWEA MAP test in the fall, winter, and spring. Teachers, students, and parents are encouraged to discuss test results to best understand their use in the teaching-learning process.

Incoming kindergarten students who have not attended CAC preschool will be screened to assess academic readiness, speech, and fine motor skills before receiving a formal acceptance. If assessments concur with the standards set forth by the CAC enrollment committee then a student will receive formal acceptance from the enrollment office and campus principal.

Informal Testing

Elementary students will be academically assessed on a regular basis by the classroom teacher.

Students with one or more significant learning gaps may be screened using the KTEA, PAST, WADE, or other applicable test by a qualified staff member.

Homework

Homework is one of the contemporary challenges in American education. Generally speaking, CAC parents expect their children to have homework. We believe that homework can be a benefit in the following ways:

- Parents are more aware of the work being done by the child.
- Parents can witness difficulties or successes experienced by the child as they work their assignments, and thus they may better understand the grades received on the report card.
- Time is needed for practice of the skills learned at school and preparation for class discussion.
- Students have the opportunity to discipline themselves to independent study.

Report Cards

Elementary report cards will be issued to parents every nine weeks. Standards-based report cards (K-3rd) are aligned with the Arkansas state standards for each grade level and are reflective of student mastery of the standards in each subject area. Scaled-grade report cards (4th-5th) are based on their percentage of accuracy and understanding of the standards-aligned curriculum.

Textbooks and School Property

All students are loaned a set of textbooks to use for free during the year. These books are to be returned in good condition at the close of the year. Students are responsible for proper care of all books, supplies, and furniture provided by the school. Students who lose or damage books beyond normal wear will be charged for the loss or damage. Damage to books will be paid for on a prorated basis. Students will be charged 25% of the replacement cost of the book if the book's pages, edges or cover are written on. If the book is abused beyond normal wear and tear (cover or pages torn or missing, etc.) the charge will be at least 50% of the replacement cost of the book. If the book is lost or destroyed the student will be charged the full replacement cost of the book. This responsibility must be taught by parents and teachers. Most required consumable workbook materials are paid for through tuition.

Library

Students are encouraged to use the library at the elementary school, and a library program is designed to bring books to the students both in the classroom and in the library. If a book is lost or damaged, the student will be expected to pay the replacement cost of the book. A student's report card will not be released until all fines are paid and the book is returned to the library.

Bible Program

The curriculum will include daily Bible instruction exalting the Bible as God's divine word. The Bible will be the hub of the curriculum (e.g., in science classes the creation by Jehovah God will be taught vs. creation by spontaneous generation and evolution). The Bible will be used as a text. Workbooks and a variety of visual aids may also be used to reinforce the information learned in Bible study. Respect and honest effort in Bible classes are expected. Students who fail Bible may be asked to withdraw for a semester before applying for readmission.

Health and Safety

School Health Service

Daily emergency and health needs will normally be handled by school secretaries or other office personnel. All faculty are trained in CPR and/or First Aid.

Basic Screening and Health Testing

Student health services at Central Arkansas Christian Schools shall be provided by volunteer medical personnel (e.g. nurses). These volunteers shall be used as needed to conduct screening tests (e.g., eyes, ears, scoliosis, etc.) and other procedures. Notice of these tests and other items shall be provided to parents through either handbooks, letters, or both.

Student Health Records

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), 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).

Student Illness

In order to prevent the spread of communicable disease, parents are expected to keep an ill child home from school for the duration of illness. Certain illnesses, because of their contagious nature, will require administrative approval prior to entry to the classroom. Parents should be careful not to send children to school if they are running a low-grade fever, and they should not return to school until there has been a 24-hour period without fever (without the use of fever-reducing medicines).

Illness and Injury at School

An Injury Report Form must be completed on significant injuries, and a copy given to the principal. The school will have a first-aid kit. Parents must provide consent for first aid and this must be renewed annually on field trip forms.

Should a child become ill during school hours and require removal from the classroom, an area will be provided for the child to rest with adult supervision until the parents are contacted and come to pick up the child. Parents should provide the school with phone numbers where they can be reached in the event of an emergency and be prepared to deal with unexpected illness. Parents must pick up a sick child immediately after they have been notified of illness.

Should a child become ill or injured such that the administrator feels delaying treatment until a parent is available would endanger the child, emergency medical treatment will be sought at a local hospital emergency department. A consent for emergency medical treatment must be kept on each student and updated annually. The school will make a reasonable effort to contact parents if an emergency arises due to injury or illness. Certain illnesses, because of their contagious nature, will require administrative approval prior to entry to the classroom.

Medication at School

All medication should be given to the office personnel and administered from the office. Occasionally, students will require prescription and non-prescription medication at school. Parents will need to inform the school of such needs and sign a document indicating the medication, dosage, and frequency. This applies to Tylenol and other common painkillers. (If taken on an as-needed basis, a permission form may be left on file in the office.) School personnel may not give medications without parents' knowledge or permission. In the event that a student's attendance is dependent upon the administration of medication during school hours, the following guidelines will be strictly enforced.

1. All medications must be brought to school in the original container, which must be labeled with the child's name, medication name and dosage.
2. A form must accompany medication, which shall include:
    a. Child's name
    b. Name of medication to be given
    c. Time at which medication is to be given
    d. Reason for medication
    e. Duration of treatment

f. Physician prescribing medication, address and phone number (if appropriate)
g. Parent's name and signature (dated)
h. Copies of this form will be available from the school staff

Student Insurance

The school does not carry insurance that covers student injuries. Financial responsibility for any injuries incurred will be the responsibility of the parent or guardian. Please review the school handbooks and waivers sent to all parents/guardians for signature prior to the school year for more details.

Inclement Weather

As expeditiously as possible, any announcement concerning early dismissal, late opening, or cancellation of school in case of inclement weather will be posted on CACMustangs.org, communicated via the school's text and email notification systems, and sent for broadcast over the local television and radio stations. Because local media stations announce closures at different times, it would be wise to check with more than one source if in doubt. Parents are encouraged to make sure all family communication information is accurate with the school.

Visitors During School Hours

Students are discouraged from bringing visitors (friends or relatives) to class during school hours. Parents may visit during lunch, but must first check in at the school office to receive a visitor's pass. For the safety of our students, visitors are not allowed on the playground during recess. Written approval from a parent is required before any other visitor (relative or youth minister) may attend lunch with a student. Those visitors must also check in at the office before visiting the lunchroom. The principal reserves the right to prohibit visitors.

Extracurricular Activities

Extracurricular Activity Protocol

Students participate in academic contests, sports, field trips and music presentations.

- Students must maintain good academic standing in order to participate in extracurricular activities. Good academic standing is determined by a 70% or better in each curricular area and maintaining good standing in the area of conduct.

- Each participant of an activity must attend a half-day of school on the day of the event unless the event is being held on a weekend. If a child has been suspended for any reason, they may not participate on the same day as a suspension.
- Class interruptions are kept at a minimum, but if situations arise when the student participating in the activity is absent, he or she is expected to do any work missed because of the activity.
- Each student participating in a group is expected to have behavior which would be a credit to the school.
- The dress and appearance of the participant is expected to be neat and appropriate for the activity.

Good Sportsmanship Policy

Central Arkansas Christian School believes good sportsmanship is an attitude that manifests itself in actions. As Christians who support Christian principles and behaviors, CAC fans must not abandon their commitment to those principles at the door or gate of an athletic or competitive event. CAC fans cannot afford to abandon their Christian perspective under the guise of "competitive spirit" or "trendy behavior." Fans are not at a competitive event to intimidate or ridicule the other team, fans or officials, but to support and cheer for their team and to enjoy watching skill and competition.

Therefore, students as well as adults are expected to behave accordingly. They should demonstrate positive behavior, cheering on the CAC teams and players no matter what the score is. Students should exercise self-control at all times, especially in the competitive arena.

Parties

In an attempt to align with our mission of fostering an inclusive Christian community, students may only distribute invitations for personal parties if all students or if all students of the same gender in the class are invited. Otherwise, we request that party invitations be delivered outside of school.

CAC recognizes and encourages celebrations and shared student/family times (i.e. birthday parties, sleepovers and other events). At the same time, we must be sensitive to the feelings of all students and parents. Arrangements for these types of events should be made outside of the school.

1. Invitations should be mailed, not handed out at school

2. Birthday gifts, sleeping bags, or other overnight gear may not be brought into the building. We realize that these arrangements may be inconvenient; however, in an effort to be considerate of every family/student's feelings, we will follow these procedures.

Behavioral Expectations and Policies

Rationale

"Blessed is the man that you discipline, O Lord, that you may teach from your Law." (Ps. 94:12)
"My son, do not despise the Lord's discipline and do not resent his rebuke." (Prov. 3:11)
"Those whom I love I rebuke and discipline. So be earnest and repent." (Rev. 3:19)

At CAC we believe that discipline is a form of love and a God approved and commanded activity that is designed to help children grow emotionally and spiritually (Proverbs 3:11). Indeed, discipline is necessary in relationships in which love and compassion exist. Appropriate learning opportunities can be afforded only in an environment that is free from conflict, distraction, intimidation, and various other influences that result from student misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are therefore prohibited in school.

CAC believes that ultimate responsibility for students' behavior lies with students and their parents. At the same time, attending CAC is a privilege, and with this privilege comes accountability and responsibility to the school's expectations. To this end, even when parents and school personnel may disagree about a disciplinary response, it is the responsibility of school personnel to uphold and administer the expectations contained in these policies.

Culture of Respect

CAC students are held to a high standard in regard to behavior and attitude. It follows that students at CAC should:

1. Obey teachers, administrators, bus drivers, secretaries, substitute teachers, student teachers, extended care supervisors, and other adults in the school setting. Defiance, hostility, or interference toward authority is unacceptable at CAC.
2. Respect others which would preclude threatening, taunting, teasing, fighting, or bullying other students.
3. Respect the property of others. Students who steal or destroy another's property, including the school's, demonstrate a flagrant disregard for others.

General Behavioral Expectations

Discipline is a vital part of the education our students receive. CAC expects students to be responsible for themselves, particularly in areas in which principles and specifics are outlined for their benefit. Students must first be informed of expectations then they must be held accountable for meeting those expectations. These guidelines provide the framework by which students at CAC will be held accountable. Not every detail or contingency can be anticipated, so detailed listings of offenses are inadequate. Rather, students will know the rationale behind expectations and several examples. They then make decisions with regard to this knowledge. It is neither the desire nor the intention of CAC to hold students responsible for that which they do not know; in most instances, however, students make choices not from ignorance but from will (Proverbs 15:32). CAC recognizes from time to time it must respond to specific situations that may not be mentioned below. In these instances, the administration will reserve the right to assess judgment and appropriate disciplinary action. A student who persistently disregards the school's expectations and accumulates offenses will be expelled from school or asked to leave.

In some cases, an activity may not be wrong in itself, but the school prohibits it while students are at school or school activities:

1. Students should not bring phones, smart watches, or electronic devices to school as these are potentially disruptive.
2. Students should not chew gum at school or eat or drink without authorization.

Search and Seizure

CAC respects the right of students to security and privacy, with limitations as needed for safety and other school operational concerns. School officials may search students and their property in the interest of the overall welfare and safety of students or others when necessary to preserve security, order, and discipline at school. The search of a student's person may be conducted if school officials believe that a student's clothing, purse, or other personal possessions contain stolen items or items prohibited by law or Board policy. Personal searches may be conducted by a school official of the same sex with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

Inappropriate Behaviors Outside of School

Behaviors contrary to Christian values and beliefs cast a negative reflection upon the student and the school no matter where they occur. Because students are representatives of the school no matter where they may be, serious infractions occurring off campus may be subject to school

disciplinary action. In addition, offenses committed when school is not in session (i.e., summer) may cause a student to forfeit admittance to CAC the following year. A 2007 law added cyberbullying to school anti-bullying policies and included provisions for school officials to take action against some off-campus activities. The law applies to electronic acts whether or not they originate on school property "if the electronic act is directed specifically at students or school personnel and is maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose."

Student Cell Phones, Smart Watches, and Internet-Connected Devices

Personal phones, smart watches, and/or electronic devices are not allowed in class during the typical school day. Elementary age students are encouraged not to bring a device to school unless it is determined by the parents that it is necessary for communication purposes after school hours.

For those students who bring a cell phone or smart watch to school, it must be turned in to the office prior to the start of school. All phones and smart watches are to be placed in the basket in the principal's office where it can be picked up after the dismissal bell and with permission from the homeroom teacher. Failure to follow these guidelines will result in the device being taken up and held in the principal's office until the parent of that child personally picks it up.

Disciplinary Response

Central Arkansas Christian School may choose any of the following methods of disciplinary response (not listed in any particular order and may not be totally inclusive): Verbal request of change of behavior, loss of privileges (i.e., recess); loss of participation in co-curricular activities; parent conference (phone or personal); loss of credit (in case of cheating); lunch room work detail; probation; suspensions (in-school and out-of-school); expulsion.

An administrator's decision about which disciplinary response is appropriate may depend on the severity of the offense, motive, prior offenses, and effects of the offense. Some offenses may result in a severe response such as suspension or expulsion on the first offense.

Reasonable, Fair, and Appropriate Procedures

Every student is entitled to reasonable, fair, and appropriate procedures in every instance of disciplinary action for which the student may eventually be subjected to penalties of suspension and expulsion. Therefore, reasonable, fair, and appropriate procedures are afforded to students in disciplinary cases.

Reasonable, fair, and appropriate procedures include:

1. Prior to any disciplinary action, the building-level administrator or his/her designee shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
2. The student shall be given an opportunity at that time to explain his/her version of the facts to the building-level administrator or his/her designee.
3. Parents shall be informed in instances of suspension or expulsion and the reason (s) for the action shall be given to the parents or guardians of the student.
4. Any parent or legal guardian of a pupil suspended shall have the right of appeal to the superintendent of schools by making an appointment through the superintendent's secretary no earlier than the next working day.
5. The superintendent shall act as the administrative appeal. Parents have the right to appeal to the Board of Directors should they wish. This shall be done with due notice to the superintendent, who shall then notify the chairman of the Board.

Suspension and Expulsion

CAC may suspend or expel students who are unwilling to behave in an acceptable manner and fail to abide by school policies:

1. A teacher may dismiss a student from their class for the remainder of the class period for causing disruptions or other classroom infractions.
2. The building-level administrator of any school is authorized to suspend students from class or school for disciplinary reasons. The administrator may designate either an in-school or out-of-school suspension.
3. When a student has been notified of an out-of-school suspension, he/she must remain away from school premises until reinstated by the principal or designee, except that a suspended student may return to the school premises when accompanied by a parent or guardian for a student-parent-principal conference. An administrator may suspend a student for up to five days and require a parent conference for considering reinstatement. The administrator may exercise this responsibility in the best interest of the school and the student in line with whatever the situation or circumstances demand. Class work missed during any suspension period will not be made up and a "zero" may be given for assignments missed. An exception is made for the first in-school suspension period so that students can make up class work.

Suspension: The following offenses are sufficient grounds for a suspension from school, but are not limited to the following:

a. Unauthorized absence from school or class
b. Fighting
c. Destruction of school property (student will also pay for damages)
d. Defiant and hostile attitude
e. Disrespect for authority
f. Insubordination
g. Profanity or using suggestive language or gestures
h. Dishonesty (cheating, lying, deceiving, aiding another to do so)
i. Use or possession of tobacco products

Any administrator of a school may recommend that a student be expelled from school. A notification to the superintendent would include reasons for the recommendation. The decision for an expulsion lies with the President. The President may expel a student for the remainder of the semester, remainder of the year, or permanently. Parents will be notified immediately of such a decision.

Expulsion:

The following offenses are sufficient grounds for expulsion from CAC, but are not limited to the following:

a. Sexual activity, immorality
b. Theft
c. Involvement with alcoholic beverages or illegal drugs
d. Persistent disregard for school rules and policies
e. Persistent attitude to the contrary nature of a Christian school
f. Behavior or circumstances that could cause undue disruption, hardship, and/or inappropriate situations for the school and/or student
g. Possession of weapons or dangerous instruments

Anti-Bullying Policy

Central Arkansas Christian Schools prohibits acts of harassment or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act including electronically transmitted acts that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, natural origin, gender, mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Such

behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.

Harassment or bullying-type behavior meets the following criteria:

- Directed at one or more pupils;
- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a students' education;
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying behavior can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, and other written, oral, or physical actions.

Forms of bullying:

- **Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pinching, hitting, tripping, pulling hair, and any form of violence or intimidation. Physical bullying also involves the interference with another person's property. Examples include: damaging and stealing.
- **Verbal:** Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include: sarcasm, teasing, put downs, name-calling, phone calls, spreading rumors, and hurtful gossip.
- **Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology, intentional exclusion from games or activities, tormenting, threatening, humiliation, and social embarrassment
- **Sexual:** Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, and unwanted physical contact.
- **Racial:** Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs, skin color, accents, or food choices

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies in place or building, classroom or program rules. Staff at our school will take the following actions to monitor students whose behavior exhibits forms of harassment, intimidation, or bullying behavior:

- Closely supervise students in all areas of the school and playground;
- Watch for signs of bullying and stop it when it happens;

- Take seriously parent's concerns about bullying;
- Look into all reported bullying incidents;
- Assign consequences for bullying based on the school discipline code; or
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school are expected to take the following actions to prevent bullying or harassment:

- Treat each other respectfully;
- Refuse to bully others;
- Refuse to let others be bullied;
- Refuse to watch, laugh, or join in when someone is being bullied;
- Try to include everyone in play, especially those who are often left out;
- Report bullying to an adult; and
- Act in a Christ-like fashion.

Consequences for harassment, intimidation, or bullying behaviors will be administered on a case-by-case basis. Consequences may include, but are not limited to:

- Bully Report Form, filled out and taken home to be signed;
- Coaching;
- Isolation;
- Loss of privileges;
- In-school suspension;
- Parent Conference;
- Out-of-school suspension;
- Professional counseling; or
- Design of a behavior contract (to break this contract could result in expulsion).

Note: Policy is subject to change.

CAC Anti-Discrimination Policy

Commitment: CAC is committed to creating a safe, inclusive, and respectful environment for all students. Racially discriminatory actions and racially based conduct undermine this commitment and will not be tolerated under any circumstances.

Definition: Racially discriminatory actions and racially based conduct are defined as any conduct including physical, non-verbal, or verbal (remarks, jokes, slurs, or statements) actions that demean, insult, or belittle individuals or groups and that are discriminatory in nature based on race, ethnicity, or national origin

Reporting and Response Procedures:

Reporting: Any student, staff member, or visitor who witnesses or experiences racially discriminatory actions or racially based conduct should report the incident immediately. Reports can be made to:

- A teacher or staff member;
- The school counselor; or
- The principal or assistant principal.

Investigation: All reports of racially discriminatory actions or racially based conduct will be taken seriously and investigated promptly and thoroughly. The investigation process will include:

- Gathering statements from all parties involved;
- Reviewing any relevant evidence (e.g., written or recorded materials); and
- Consulting with the school's administration team if necessary.

Consequences: Students found to have engaged in racially discriminatory actions or racially based conduct will face appropriate disciplinary action, which may include but is not limited to:

- Verbal or written warnings;
- Mandatory meetings or trainings; and/or
- Suspension or expulsion.

Support and Education:

Support Services: Victims of racially discriminatory actions or racially based conduct will have access to support meetings with CAC staff.

Educational Programs: The school will provide ongoing education and training on diversity, inclusion, and the harmful effects of racism. This includes chapel and classroom activities designed to promote understanding and respect for all individuals.

Student Personal Appearance

Hygiene Requirements

Parents/guardians should work with students so they may have an understanding of basic hygiene and how to practice it. Students should regularly brush their teeth, shower, wash their hair, dress in clean clothes, and use deodorant as needed.

Accessories and Hair Protocol

- Hair must be neat, clean, well-groomed, and kept out of the eyes.
- No extreme cuts, shaved, or sculpted designs. Students may color their hair, but it must be a natural hair color such as black, brown, or blonde. Unnatural colors such as green, pink, blue, or other vivid, non-natural shades are not permitted. Any hairstyle deemed distracting in an educational setting will not be permitted.
- Male students' 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, or pencil or pen markings on the body (students may not write on themselves or each other).
- Male students are not permitted to wear makeup, nail polish, or have any piercings.
- Female students are not allowed to have piercings other than ears.
- Female students may only wear stud earrings (no hoops, drop earrings, etc.).

Elementary School Dress Code

Monday through Thursday (Daily Wear)

- Polo Tops
    - From Mustang Store (online or physical store) or Toggery: CAC-embroidered monogram logo polo shirt (white, purple, black, or gray);
    - From Any Retailer: Plain black, white, gray, or purple* polo shirt with no visible logo, 1-4 buttons
    - Long-sleeve polos are acceptable
    - 2nd-5th: Polos must be tucked in
- Sweatshirt Tops (Optional)
    - From Mustang Store: Crew neck, quarter zip sweatshirt (white, purple, black, or gray), or fleece with CAC embroidered monogram logo
    - From Any Retailer: Plain black, white, gray, or true purple crew neck or quarter zip sweatshirt with no visible logo
- Bottoms (*shorts/skirts/skorts may be no shorter than 4 inches above the knee*)
    - 2nd-5th Grade
        - Males
            - Khaki shorts or pants with belt loops
            - brown or black belt required (2nd-5th grade)
        - Females
            - Khaki shorts or pants with a brown or black belt (2nd-5th grade)
            - CAC-patterned skirt or button-front skort (Toggery-only; with or without black leggings)

        - Khaki skirt in all-around pleat or box pleat or button-front skort (with or without black leggings)
        - Sweatpants are not permitted M-F
    - PreK-1st Grade
        - **2026-27 Point of Emphasis: All students must wear bottoms that can be independently managed by the student (no buttons/clasps/etc that the student cannot open/close)**
        - Males
            - Khaki shorts or pants (may have elastic waistband)
            - Belt and tucked shirt are not required
        - Females
            - Khaki shorts or pants (may have elastic waistband)
            - CAC plaid skirts, skorts, and jumpers from Toggery
            - Khaki skirt or jumper from any retailer
- Footwear
    - Shoes
        - Students may wear shoelace, slip-on or velcro shoes that fully enclose the foot from heel to toe (no slippers, no sandals, no Crocs or similar shoes).
        - **2026-27 Point of Emphasis: Shoes must be flat-soled and cannot include a raised heel of any kind.**
    - Socks
        - White, black, or gray socks are required.
        - Socks may have a logo but may not be patterned.
        - Socks may be no longer than crew length.
- Toggery-Approved Items
    - Box pleat or all-around pleat khaki skirt
    - All around CAC pleat plaid
    - Button front skort (Khaki or CAC Plaid)
    - A-Line, drop-waist, and split-neck CAC Plaid Jumper
    - Black, white, or purple* monogram polo

Friday (Spirit Wear)

- Students may wear dress code items listed above or Spirit Wear**:
    - CAC-issued shirt
    - Blue or black jeans (no holes)
    - Daily Wear bottoms acceptable

CAC recognizes six categories of dress that will apply during the upcoming school year.

1. **Daily Wear:** Daily Wear refers to the items of clothing students will be required to wear most school days during the year. An important distinction is that Daily Wear dress is always acceptable. These include plain or CAC monogram-branded polos or crew-neck sweatshirts in any of our four approved colors (Black, White, Gray, True Purple).

Students may also wear plain khaki shorts or pants, while girls can wear khaki skirts, skorts, or the 3-color plaid from the Toggery.

2. **Spirit Wear:** Spirit Wear refers to CAC-branded, team- or club-issued shirts, crew sweatshirts and jackets that have been approved by the communications or athletic office. This does not include homemade or 3rd party shirts/sweaters/jackets. Nor does Spirit Wear include shirts/sweaters/jackets issued as a uniform or costume by a CAC group/club/sport. Spirit Wear items may be worn with Daily Wear bottoms or with jeans. Spirit Wear Days include every Friday unless otherwise stated, but may also be worn at other times as indicated by the campus principal.
3. **Game Day Wear:** On game days, coaches may ask players to wear a particular outfit, such as a team polo (jerseys may be worn only Spirit Wear Days). Fine arts teachers may also require a particular outfit on performance or competition days. Coaches/teachers will communicate these expectations and days in advance.
4. **Dress-up Days:** These days are extremely limited in our school calendars, but may include Homecoming Week. Principals will communicate expectations for these days ahead of time.
5. **Senior Wear**: A time-honored tradition in our Secondary Campus halls, seniors may continue to wear sweatshirts branded with their colleges of choice as part of their Daily Wear with regular Daily Wear bottoms.
6. **Field Trip Wear**: Teachers and administrators may require a particular outfit for field trips in order to facilitate better tracking of our students. Teachers will communicate these expectations in advance of any trip.

* While we recognize shades of purple may vary widely, our official CAC purple is Pantone 268 (Hex#: 4f2683). This is a shade sometimes referred to as Royal Purple, Dark Violet or True Purple. When selecting a purple polo, please try to match our official purple, which can be viewed here.

** Approved Spirit Wear consists of official CAC-branded t-shirts and outerwear. Official Spirit Wear may be purchased through the Mustang Store or issued by a team, group, or club. Unofficial CAC-T-shirts and outerwear — including homemade items, items purchased through an online retailer unapproved by CAC, or team, group, or club items that have not been cleared by our branding committee — are not allowed to be worn on Spirit Wear days.

Community Covenant

Preface

Central Arkansas Christian is a PreK-12 school and community that at its core takes seriously the growth of students through an identified and sound mission of providing a distinctively Christian education that fosters excellence, independence, and a transforming faith in God. To fulfill the school's mission and to be role models for the Central Arkansas Christian Schools Inc. students and families, all we entrusted within the CAC community- the Board of Trustees, administrators, faculty, and staff also commit to live in accordance with the principles found in this community covenant.

CAC recognizes the diversity within the CAC community on certain issues and behaviors. Thus, CAC does not assert that all statements in the community covenant are the final rule, yet, CAC does assert this community covenant fosters common cause and direction from the CAC community in a collective effort to educate and minister to our student body, families, and local community.

Covenant

The foundation of the community covenant and for the CAC mission to be upheld, 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."

In acknowledgment of the above statement, members of the CAC community pledge to strive to live according to this mantra.

- We agree with the mission, purpose, and spiritual objectives of this school (Mark 12:30-31; 1 Tim. 4:12)
- We agree with the school's Non-Discrimination Policy, Statement of Faith, and Biblical positions.
- We agree to partnering with CAC administration, faculty and staff, and fellow parents and/or guardians in the promotion and provision of a quality, Christian education for our children in accordance with CAC values.
- We agree to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity. (I Corinthians 6:1-8; Matt. 5:23-24; Matt.18:5-20.
- We agree to be community members of integrity while avoiding slander, gossip, vulgar or obscene language, and blasphemy (Prov. 16:18; 1 Cor. 6:10; Exod. 20:7; Rom. 13:9; Col. 3:8-9; Rom. 13:1-2; 1 Tim. 2:8-10.)
- We agree to treat our bodies with honor specifically concerning issues related to the illegal use of drugs, alcohol, and other addictive behaviors (1 Cor. 6:17-20).
    - As a CAC community member we agree to not illegally use drugs banned by law at any time.
    - We agree to not use tobacco in any form at any and all school-related events on or off campus.
    - Due to the impressionable age of CAC students, CAC community members agree to use alcohol in moderation and understand the need for great caution and responsibility in this area.

Important Notice

The school reserves the right to alter or amend any and all guidelines, 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."

Preschool Handbook Addendum

This handbook is an addendum to the Minimum Licensing Requirements for Child Care Centers, Arkansas Department of Human Services. As a licensed preschool/daycare, Central Arkansas Christian School preschool is obligated to follow the guidelines set forth in these minimum licensing requirements. In the case where specific, the director/principal/teacher will make a decision based on the guidelines found within the minimum licensing requirements for child care centers booklet.

Purpose and Policies of Central Arkansas Christian Schools, Inc.

The CAC preschool program will operate under the oversight of the Board of Directors of Central Arkansas Christian Schools, Inc. Therefore, its basic philosophy and goals fall under the Board's purpose and goals statement:

To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

- To help children discover that learning is enjoyable
- Exalting Jesus Christ as our model in all areas of behavior
- Promoting patriotism, loyalty, and respect for authority
- Producing responsible citizens through the development of the whole child; intellectually, physically, morally, and spiritually
- Cultivating the desire for intellectual achievement and a genuine appreciation for good things
- Encouraging participation in meaningful and constructive Christian service
- To teach respect for authority, property, individuals, and one's self
- To identify each child's strengths and weaknesses and his or her specific needs
- To help each child see that he or she is God's creation and is special to Him

Admissions Policy

Students shall be admitted through registration by parents. Students and parents must agree to abide by the policies and rules outlined in this and other school documents. Parents must agree to make regular and current payments for fees and tuition for their child to remain in the program.

Failure to pay fees or tuition can result in dismissal from the program. A financial commitment must be signed. An interview is required before final acceptance is made.

Pre-kindergarten 3 applicants must be 3 years old on or before August 1, 2026
Pre-kindergarten 4 applicants must be 4 years old on or before August 1, 2026

Students must demonstrate both the physical and emotional maturity necessary to participate in classroom activities. All students must be potty trained (see Potty Training Policy).

Dismissal Policy

When, in the view of the teacher and/or principal or director, a student is too disruptive or potentially harmful to other students, he or she may be removed from class for a specified amount of time. This suspension may be permanent, depending on the severity of the situation or whether there has been an accumulation of offenses.

Discipline

CAC's preschool program uses an individualized disciplinary approach utilizing many of the assertive discipline strategies. This disciplinary system is designed to be age-appropriate and avoid humiliating, frightening, physically harmful, or demanding interactions between teachers and students.

Some disciplinary guidelines:

1. Discipline shall not be associated with food or rest.
2. The length of time out shall not exceed one minute per year of the child's age.
3. All discipline practices shall be discussed with each parent at the time of enrollment or shortly thereafter. A signed copy of parents' acknowledgement of this conference shall be kept on file.
4. Should a child require more extensive disciplinary strategies, the teacher and parent may cooperatively work out a specific plan to best meet the needs of the child and the preschool

CAC's Specific Discipline Policy

CAC uses a behavior modification program of encouraging students to make appropriate choices with their behavior.

Nutrition

The CAC preschool program will offer lunch daily. In addition, a snack will be available when students are unable to bring their own snacks. Parents should provide a nutritious lunch and snack on a daily basis.

Dress

In addition to the uniform policy outline in the elementary handbook, preschool girls should wear shorts under their dresses.

Child Records

Each child in the Central Arkansas Christian School preschool program shall have records on file which contain the following:

a. Application
b. Name and telephone of child's physician or emergency care facility
c. Written permission of the parent or guardian authorizing emergency medical care and
d. Name or names of persons authorized to pick up child
e. Permission slip signed by parent or guardian authorizing the child to be taken on specific field trips
f. Pertinent medical history of the child
g. An authorized record of up-to-date immunizations
h. Birth certificate
i. Social Security number

The application should include the child's name, date of birth, address, name of parent or guardian, telephone numbers of both home and business, work hours of parent or guardians, actual hours that the child is in care, and dates of admission and withdrawal of the child. It is important for parents to provide the names of those people who are authorized to pick up their child as CAC will not release children to individuals without parent authorization.

Health

Each morning when children arrive at school, they will be checked by their teacher for any visible signs of illness, including fever. This will be done in a very casual way which would not bring undue attention or notice from any of the children. Under current state guidelines for preschools, CAC cannot admit any student who displays any of the symptoms listed below:

a. Fever
b. Diarrhea
c. Vomiting
d. Rash
e. Sore Throat

Any child who becomes ill and unable to participate in daily activities shall be isolated and supervised. Any child who is injured shall have immediate attention, and appropriate action shall be taken to meet the child's needs. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately. Parents or guardians of all children shall be notified of contagious illnesses as soon as possible. Medication shall be given to children only with signed parental permission, which include date, type, drug name, time, and dosage. It shall be in the original container, not have an expired date, and be labeled with the child's name.

Curriculum

Central Arkansas Christian School preschool classes operate within the guidelines of an appropriate educational setting. Learning activities and materials are designed to be age and developmentally appropriate for the children in the classroom. Each teacher will design his or her own curriculum following these guidelines and provide parents further detailed information about their particular curriculum.

Access to Students

Parents are welcome to visit their child's class. School safety procedures require you to check in at the school office before visiting the classroom. Parents should be aware, however, their presence may affect how their child interacts with the teacher or other children.

Children in the preschool program are subject to be interviewed by Child Care Licensing agents from the Department of Children and Family Services Special Investigation and law enforcement for investigative purposes and/or determining compliance with licensing requirements. Suspected licensing violations should be reported to the facility director. If these violations are not

corrected within a reasonable time, not to exceed sixty (60) days, they should be reported to the Child Care Licensing Unit at (501)682-5890.

Anyone other than parents must have authorization to pick up children in the CAC preschool program.