



# 2025-26 STUDENT & PARENT HANDBOOK

*Secondary Campus*



# Central Arkansas Christian

**2025-2026**

## **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 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/school relationship has deteriorated such that 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.

- 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.
- Parents/guardians are encouraged to be active members of a Christian church that is in keeping with the CAC Statement of Faith.
- Will provide continually updated immunization records or exemption affidavits for our children.

## 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

All bell schedules for the 2025-2026 school year may be found at [this link](#). These include regular Middle School and High School bell schedules, 11:30 AM dismissal, 10:00 AM start, Extended Chapel, and the Pep Rally Schedule.

## 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. 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 11:40 a.m. for middle school students and 12:30 p.m. for high school students. Students may bring lunch or purchase food through CAC's catering partnerships or Mustang Market. Microwaves and drink vending machines will be available for use.

## 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.

## 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

Visitors are welcome to 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 7:30 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 must buzz in to be admitted by office personnel, then must 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 2025, students are required to earn a minimum of 24 credits 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 communications.

### 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
<b>A</b> 90 - 100	4.0	4.5	5.0	5.0
<b>B+</b> 87 - 89	3.7	4.2	4.7	4.7
<b>B</b> 83 - 86	3.5	4.0	4.5	4.5
<b>B-</b> 80 - 82	3.0	3.5	4.0	4.0
<b>C+</b> 77 - 79	2.7	3.2	3.7	3.7
<b>C</b> 73 - 76	2.5	3.0	3.5	3.5
<b>C-</b> 70 - 72	2.0	2.5	3.0	3.0
<b>D+</b> 67 - 69	1.7	1.7	1.7	1.7
<b>D</b> 64 - 66	1.5	1.5	1.5	1.5
<b>D-</b> 60 - 63	1.0	1.0	1.0	1.0
<b>F</b> 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. Similarly, 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 updated. 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. 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 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 Daily Wear 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 and Physical Science). 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 a core subject will be subject to administrative approval for future enrollment at CAC.

**9-12 Grades:** Students in grades 9-12 earn academic credits. One-half credit 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.

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.

## Class Ranking

CAC uses class rank solely to determine valedictorian and salutatorian each year. We do not publish an ordinal ranking of students because class ranking does not accurately reflect the whole student. For the majority of the colleges and universities into which our students matriculate, the lack of class rank reporting from a college preparatory school is standard. However, if a rank of a student's grades in comparison with his or her peers is required by a student's prospective university, then CAC will provide a rank percentage (e.g. top 10%).

## 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 semester in order to participate in co-curricular activities. A list of students not meeting this standard will be provided for faculty members each quarter.

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](http://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.
- They are found in violation of CAC's cheating policy.

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 honors credit if:

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

Students who complete the full honors 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 Arkansas State 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 the date designated by the Counseling Office. 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.

### 1<sup>st</sup> Period Off-Campus

Students who are scheduled for 1<sup>st</sup> 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.
- Students desiring to eat breakfast must take all food items to the cafeteria.

### 8<sup>th</sup> Period Off-Campus

Students who are scheduled for 8<sup>th</sup> 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 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 partial credit.

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

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 church activities in mind, we attempt to schedule no more than two tests 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. 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 receive a hardback textbook or digital subscription per course if applicable. 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 special classroom set of computers or other technical devices. Students will be assigned specific devices and will be responsible for damages due to inappropriate use including the repair and/or replacement of the device. In cases of device

damage or misuse, students may lose the privilege of using the school-owned device. All students will abide by CAC's technology policies.

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. bags, purses, 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. Lockers may not be rigged.

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 may result in disciplinary consequences.

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.

Under no circumstances are athletic bags allowed in the classrooms.

## 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 & Class Credit

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 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.

If a student misses more than ten classes in a semester, doctors notes and other written forms of documentation will be taken into consideration by the Attendance Committee when determining whether to award credit. To the extent possible, it is always advised to submit documentation of absences to prevent penalties.

- If a student is late for class (for any reason) 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).
- Any student exceeding 10 absences in an individual class per semester may result in a drop in the student's overall letter grade or not receiving course 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.

The student's parents or persons legally responsible shall be notified by email when the student has accumulated five, eight, and ten absences.

## 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 post assignments on Google Classroom or collect assignments for the absent student to receive upon his/her return to school. Work, including tests, 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).

## Make-Up Work

It is the responsibility of the student 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, 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 and in the CAC app.

Students who miss class due to school-sponsored 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 2<sup>nd</sup> period, an absence will be applied to their 2<sup>nd</sup> period absence count.)

## 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 office personnel 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

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 (see CAC's Bullying Policy available on our school website).
- Racially disparaging comments and actions (see CAC's Anti-Discrimination Policy).
- 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 programs without permission, 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 (see CAC's Cheating Policy).
- 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 (see CAC's Zero Tolerance Policy).
- 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 (see CAC's Zero Tolerance Policy).
- 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.

## Anti-Discrimination Policy

### Commitment

CAC is committed to creating a safe, inclusive, and respectful environment for all students. Racially disparaging comments undermine this commitment and will not be tolerated under any circumstances.

## Definition

Racially disparaging comments are defined as any remarks, jokes, slurs, or statements that demean, insult, or belittle individuals or groups based on their race, ethnicity, or national origin.

## Reporting and Response Procedures

### Reporting

Any student, staff member, or visitor who witnesses or experiences racially disparaging comments or discriminatory behavior is encouraged to report the incident immediately. Reports can be made to:

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

### Investigation

All reports of racially disparaging comments and discrimination 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)
- Consulting with the school's administration team if necessary

### Consequences

Students found to have made racially disparaging comments or engaged in discriminatory behavior will face appropriate disciplinary action, which may include but is not limited to:

- Up to a five-day suspension or expulsion
- Mandatory meetings, educational trainings, or educational assignments

## 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.

# 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 may be assigned.

## Lunch Detention

- Students are to report to the designated lunch detention room (cafeteria) when the lunch bell rings.
- Students may bring their own lunch or buy lunch in the cafeteria.
- Students serving lunch detention should report immediately to the designated lunch detention area before purchasing their lunch.
- Lunch detention may be issued for one or more days depending upon the seriousness of the infraction.
- Students will not be permitted to talk during lunch detention.
- Any violations or disruptions in lunch detention will result in an administrative referral.
- Students who are late to lunch detention or who do not attend assigned lunch detention will be assigned lunch detentions to be served the following two school days. If detention is missed more than once, the student will receive an office referral and may be issued further disciplinary action as deemed appropriate by administration.
- Students **are required** to complete missed assignments, homework, or additional academic work (ex. reading a book) during lunch detention.
- Lunch detention will take place Monday-Friday.

## 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 may not be permitted to attend detention that day and additional after-school detentions may be issued.
- Students who do not attend after-school detention on the assigned day may be assigned an additional after-school detention.
- Students are expected to serve after-school detention the day it is assigned.

- o If the detention is issued after 6<sup>th</sup> period (1:50 p.m.), students may be given the option of serving the detention that day or the next.
  - o Detentions issued on a Friday may be served the following school day.
  - o Students may elect to move an assigned detention to another day only with administration approval.
- Students are not permitted to use Chromebooks during detention except for academic purposes.
- Students are not permitted to talk during detention. In the event a student is excessively talking, off-task, or being disruptive, additional detentions (or other consequences) may be issued.
- Students are required to bring school assignments or a book to read. Students who do not bring assignments to work on or a book to read may be assigned additional detentions or other consequences.
- Cellphones, smartwatches, and earbuds must remain in the student's Yondr pouch while in detention.

Multiple after-school detentions may 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 may result in behavioral probation and re-evaluation by administration of student enrollment at CAC.

## 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.
- Teachers will send work to the office or post on Google Classroom.
- Students who serve an in-school suspension during the school year may not be exempt from any semester exam.
- 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.
  - o 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).

- Suspensions may negatively impact future enrollment.

## Out-of-School Suspension (OSS)

- Students are not allowed on campus or at any school-related activity until after attending the next available school day. (For example, if a student serves OSS on a Friday, that student may not be on campus or attend any school activities until after attending school the following Monday.)
- There is no academic penalty for the first OSS.
- For the second suspension, students may receive no credit for work missed (0%) with the exception of major tests or assignments. Major tests or assignments may have ten percent (-10%) deducted from the final grade.
- Students suspended out of school may not be exempt from any semester exam.
- Suspensions may negatively impact future enrollment.

## Expulsion

- Students who continue to violate school rules or who are guilty of major conduct infractions may be expelled from school.
- Expelled students may re-apply at the end of the semester but are not guaranteed readmission.

# Internet Use Policy

## Purpose of Access

Internet access is provided to support educational excellence through collaboration, communication, and research. Students and teachers may access email, educational news, public domain content, approved software, research databases, discussion forums, and more. All internet use must align with CAC's mission and Christian values.

## Content Filtering and Responsibility

CAC uses filtering tools and safety protocols to block inappropriate content. However, no system is foolproof. Students must use the internet responsibly. The benefits of access outweigh the risks when guidelines are followed.

## General Terms and Expectations

- Access is a privilege, not a right. Violations may result in loss of privileges or disciplinary action.
- Use must support educational goals. Accessing, sending, or downloading material that violates CAC policy, Christian principles, or local/state/federal laws is prohibited (e.g., pornography, threats, copyrighted material, or trade secrets).
- Commercial use, product promotion, or political lobbying is not allowed.
- Students must not disrupt the learning environment or network operations.

## Online Conduct

Students are expected to:

- Use appropriate, respectful language at all times.
- Never share personal or private information (yours or others').
- Understand that email and other communications are not guaranteed private and may be monitored.
- Avoid quoting or sharing someone else's communication without consent.
- Never use the network to harm, harass, or mislead others.

## Vandalism

Attempting to damage or interfere with data, devices, or the network—including spreading viruses—is considered vandalism and may result in revoked privileges and disciplinary action.

## Account and Device Responsibility

Students are responsible for all activity on their school accounts and personal devices. Passwords must not be shared. CAC is not liable for lost, stolen, or damaged personal devices.

## Monitoring and Privacy

All student activity on the CAC network or school-owned devices is subject to monitoring. Students should have no expectation of privacy when using school systems.

## Agreement and Compliance

All secondary students must sign the Internet Access Terms and Conditions Agreement before being granted access to CAC's computers or network. This policy reflects the full agreement

regarding internet use and is governed by CAC policies, the laws of the State of Arkansas, and the United States of America.

Violations may result in disciplinary action, including suspension of access, academic penalties, or further consequences depending on severity.

## Cheating

Cheating at CAC is considered a 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:

<b>1st Offense</b>	The teacher may 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.
<b>2nd Offense</b>	The teacher may assign a grade of “zero” for the work in question and notify the school administrators of the incident. The student may receive one day of out-of-school suspension (OSS).
<b>3rd Offense</b>	Incident will be reported to the administration. Student enrollment will be evaluated.

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

## Artificial Intelligence (AI) Usage Policy

Artificial Intelligence (AI) tools may be used to support learning at Central Arkansas Christian Schools, but must be used ethically and in accordance with CAC's academic and privacy standards.

## Acceptable Use

Students may use AI tools for:

- Checking grammar and spelling
- Generating ideas for writing or discussion (with teacher approval)
- Practicing concepts or reviewing material

## Unacceptable Use

The following uses of AI are prohibited:

- Submitting AI-generated work as your own (e.g., essays, homework, test answers)
- Using AI to bypass critical thinking or assigned work
- Uploading or entering personal information, school data, or student work into AI platforms
- Using AI in a way that violates CAC's Cheating Policy, Honor Code, or Acceptable Use Policy

Violations may result in academic penalties, disciplinary action, or loss of technology privileges.

## Student-Owned Technology

### Cell Phones, Smartwatches, and Personal Devices

To protect the learning environment and student well-being, personal electronic devices—including phones, smartwatches, earbuds, tablets, cameras, and internet-enabled devices—may not be used during the school day (8:00 a.m.–3:30 p.m.). All devices must remain in the student's Yondr pouch during the school day. CAC is not responsible for lost, stolen, or damaged personal devices.

### General Guidelines

- No use of phones, smartwatches, or other personal devices is allowed at any time during the school day, including in hallways, classrooms, restrooms, cafeteria, atrium, library, gyms, or offices.
- Emergency communication must go through the school office.
- Only wired headphones are allowed, and only when a teacher gives permission. Wireless earbuds are not permitted.
- Unauthorized device use during a graded assignment may be considered an Honor Code violation.
- Using a device to record, photograph, or video others (including staff, faculty, and administration, and other students) is prohibited and may lead to serious disciplinary action, including expulsion.
- Student use of devices for school projects is permitted only with teacher approval and supervision.
- If two students are involved (e.g., sharing a device), both are subject to these consequences.

## Yondr Pouch System

To foster an optimal educational environment, our school requires all students to secure their cell phones and smart devices (e.g., smartwatches, tablets, and any device capable of communication, gaming, or internet browsing) in Yondr pouches during the school day. This policy is designed to eliminate distractions, promote academic focus, and encourage interpersonal interactions.

### Procedures:

- Morning Check-In:
  - As part of morning attendance processes, first or second period, students must:
    - Turn off their cell phone and/or smart device.
    - Place it inside their assigned Yondr pouch.
    - Lock the pouch in the presence of the classroom teacher during the daily attendance-taking procedure.
- During School Hours:
  - Students will retain possession of their locked pouches throughout the day.
  - Any student found using a device in violation of this policy will face disciplinary action.
- Afternoon Check-Out:

- At dismissal, students may unlock their pouches at designated stations in the atrium to retrieve their devices.

## Accommodations for Students with Medical Needs:

Students with medical conditions that require phone access (e.g., diabetes monitoring apps, seizure alerts, or other necessary health-related communications) must submit a [request for an exemption](#) through the administration. Approved students will receive a Medical Device Pass allowing for supervised use when needed.

## Violations and Consequences:

- First Offense: One day of in-school suspension (ISS) and \$20 fine paid to the Main Office.
- Second Offense: Two days of out-of-school suspension (OSS) and \$30 fine paid to the Main Office.
- Third Offense or Additional Violations: Review of enrollment status, which may result in further disciplinary action.

Intentional damage to or loss of the Yondr pouch will result in a replacement fee and may incur additional disciplinary measures.

## 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.

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 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 may result in disciplinary consequences.

Students are permitted to be at their vehicles only before they enter the school building in the morning 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 may receive disciplinary consequences.

## Vehicle Access Policy

Students may access their vehicles only before school and after dismissal. During the school day, students must have administrative permission to visit or move their vehicles. Going to a car during lunch or the school day or moving a parked vehicle without approval may result in disciplinary action.

## 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 unacceptable. Students shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall a student 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 reserves the right to restrict attendance at athletic events for spectators who violate our standards of behavior. 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 may 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

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 may 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, may 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 may be removed from school and may not be considered for re-admission until a drug screening is completed.

If a student tests positive on a first offense, the student may 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 may be conducted with the student, parents, and school representatives. The student may 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 may 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, may 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, at a school-sponsored activity, or in route to or at a school activity. A student refusing to comply is in violation of school policy and may be subject to disciplinary action up to and including expulsion. If a student produces a result of .02 or greater the school representative may use reasonable efforts to detain the student in 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 (available on RenWeb) to the office before any regularly administered medication can be given. This applies to all prescription and non-prescription medications (except for the occasional use of Tylenol or ibuprofen), which may be administered with verbal or written parental permission. For liability reasons, school personnel may not give any medication without parent knowledge and/or consent.

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 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, and have not had any major discipline violations.

## 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. Every girl is placed 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. The Executive Officers and Representatives shall be exemplary in conduct. They must have a 2.5 cumulative GPA pending their election.

- **Student Council Director:** Must be a senior during their term, have attended CAC for at least one year prior to election, and must have served on Student Council for at least one year while in grades 9–11.
- **Student Activities Coordinator:** Must be a sophomore, junior, or senior during their term, have attended CAC for at least one year prior, and must have prior Student Council experience.
- **Student Life Coordinator:** Must be a sophomore, junior, or senior during their term, have attended CAC for at least one year prior, and must have prior Student Council experience.
- **Spiritual Life Coordinator:** Must be a sophomore, junior, or senior during their term, have attended CAC for at least one year prior, and must have prior Student Council experience.

Students who win the majority vote in their respective elective will be selected as representatives and officers. In the event of a tie, a run-off election may be held.

## Boys & Girls State Representatives

Each Spring, two 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. 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.

## 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. If a qualified senior is not available, an underclassman may be considered.

## Dress Code

CAC student dress is expected to be school-appropriate. Violation of any portion of the dress code may 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 may 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)

### Monday through Thursday

- 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
  - Polos must be tucked in.
- Sweatshirt Tops (Optional)
  - From Mustang Store: Crewneck, quarter-zip sweatshirt (white, purple, black, or gray), or fleece with CAC embroidered logo
  - From Any Retailer: Plain black, white, gray or purple\* crewneck or quarter-zip sweatshirt with no visible logo
  - Sweatshirts must be worn with a black, white, gray or purple\* collar underneath.
  - Seniors are permitted to wear college sweatshirts M-F. Dress code-appropriate polo must be worn underneath Monday-Thursday.
- Bottoms (*shorts/skirts/skorts may be no shorter than 4 inches above the knee*)
  - Males
    - Khaki shorts or pants with belt loops
    - Brown or black belt required
  - Females
    - Khaki shorts or pants (brown or black belt required)
    - CAC-patterned skirt (Toggery; with or without black leggings)
    - Khaki skirt (box or all-around pleat) or skort (button-front) (with or without black leggings)
    - **2025-26 Point of Emphasis: Neither sweatpants nor flared or boot-cut leggings are permitted Monday through Friday.**
- Footwear
  - Shoes
    - Students must wear shoes that fully enclose the foot from heel to toe. Acceptable styles include lace-up, slip-on, or Velcro shoes. Slippers, sandals, and slides are not allowed.
    - **2025-26 Point of Emphasis: Slip-on shoes that do not fully enclose the heel, such as the Ugg Tasman, are not permitted for Daily or Spirit Wear.**

- Socks
  - White, black or gray socks are required.
  - Socks may have a logo but may not be patterned.

## Spirit Days (Friday)

- Students may wear dress code items listed above or Spirit Wear:
  - Tops
    - Approved Mustang Store sweatshirts and t-shirts
    - Official CAC-issued event sweatshirts and t-shirts
    - Official CAC-issued clubs, organizations, or teams sweatshirts and t-shirts
  - Bottoms
    - Blue or black jeans, no holes
    - Regular Daily Wear bottoms

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.

## General Appearance

- 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.
- 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 or have any piercings.
- Female students are not allowed to have piercings other than ears.

## Parent Partnership Guide

At Central Arkansas Christian Schools, we believe education is most effective when parents and the school work in partnership. The mission of CAC is *to partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith*

*in God*. This partnership is a shared responsibility. As we commit to professionalism, care, and Christ-centered education, we ask that parents approach concerns and questions with the same spirit of mutual respect and cooperation.

## 1. Addressing Concerns About Teachers or Classes

- **Student Responsibility First:** As part of our mission to *inspire independence*, we ask that students take the first step in addressing classroom concerns by speaking directly with the teacher. Learning to advocate respectfully for oneself is an important part of maturity and personal growth, particularly at the Secondary Campus.
- **Contact the Teacher:** If the concern persists, parents should then reach out directly to the teacher. Teachers will respond within 24 hours (excluding weekends and holidays).
- **Expect a Phone Call or Meeting:** Teachers will often follow up with a phone call or an in-person meeting to discuss matters further.
- **Involve Administration if Needed:** If a concern remains unresolved after speaking with the teacher, an administrator may be contacted. Administration will assist once a good-faith effort has been made by both the student and parent to work with the teacher.
- **Exceptions:** Concerns involving serious safety issues or matters requiring administrative oversight may be directed to administration immediately.

## 2. Personal Speech

- Communicate respectfully in all interactions, including written, verbal, and digital communication.
- Address concerns privately and directly with the individual involved, following Biblical principles of conflict resolution (e.g., Matthew 18).
- Do not discuss school concerns in group chats, social media, or other public forums.
- Avoid triangulating issues through gossip and negative conversations with other parents.
- Please be mindful about approaching teachers at church, sporting events, or other social settings to discuss school-related matters. Our faculty members need time to rest and recharge so they can continue to serve students with excellence.
- Model a respectful attitude toward teachers, staff, and school policies at home.

## 3. Technology & Cell Phone Expectations

- **During the School Day:** Students may not use personal smart devices or wireless earbuds during school hours unless granted special permission. Violations may result in a technology infraction.

- **Non-School-Issued Devices:** CAC is not responsible for monitoring student group chats, text threads, social media activity, or other forms of personal communication on non-school-issued devices. Parents are expected to monitor and guide their children's digital conduct.

## 4. Academic Integrity

- Students are expected to complete their own work with honesty and integrity.
- Parents should support learning without completing assignments for students.
- Failure to comply may result in consequences for the student in accordance with the school's academic integrity policy.

## 5. Attendance and Punctuality

- Regular attendance and punctual arrival are essential for academic success. For students who do not drive, arriving on time often depends on their parents. We ask families to prioritize consistent, timely transportation to support their child's learning.
- Excessive absences or tardies may impact grades or eligibility for activities.

As we partner together in your child's education, we ask for your support in upholding the values and expectations that make CAC a *distinctively Christian* learning environment. By working together with mutual respect and shared purpose, we can continue to inspire *excellence*, *independence*, and *a transforming faith in God*.

# Community Covenant

## Preface

Central Arkansas Christian is a PreK-12 school and community that at its core takes seriously the growth of student's 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 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.”