



# Central Arkansas Christian

S C H O O L S

## 2016-2017 Student Handbook

Central Arkansas Christian School  
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## **Mission Statement**

The mission of Central Arkansas Christian School, as supported by the Christian community, 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 expanded 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." These two commands have called our school community to formulate our Honor Code.

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

## **School Hours**

School begins each day at 8:00 A.M. and ends at 3:30 P.M.; teachers are available from 7:30 A.M.- 4:00 P.M. Regardless of how early students arrive for a school day, once they 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 4:00 should be under the supervision of a teacher/coach or report to a designated room for after-school study hall. Students who do not cooperate, or who are not picked up in a timely manner from the after school study hall will not be allowed to remain on campus after 4:00.

### **Regular Bell Schedule**

1 <sup>st</sup> Period	8:00-8:45
2 <sup>nd</sup> Period	8:50-9:35
Chapel	9:38-10:03
3 <sup>rd</sup> Period	10:10-10:55
4 <sup>th</sup> Period	11:00-11:45
MS 5 <sup>th</sup> Period	11:50-12:35
HS Lunch	11:45-12:10
HS 5 <sup>th</sup> Period	12:15-1:00
MS Lunch	12:35-1:00
6 <sup>th</sup> Period	1:05-1:55
7 <sup>th</sup> Period	1:55-2:40
8 <sup>th</sup> Period	2:45-3:30

### **10:00 Bell Schedule (Inclement Weather)**

1 <sup>st</sup> Period	10:00-10:30
2 <sup>nd</sup> Period	10:35-11:05
Chapel	11:08-11:33
3 <sup>rd</sup> Period	11:40-12:10
4 <sup>th</sup> Period	12:15-12:45
MS 5 <sup>th</sup> Period	12:50-1:20
HS Lunch	12:45-1:45
HS 5 <sup>th</sup> Period	1:50-2:20
MS Lunch	
6 <sup>th</sup> Period	
7 <sup>th</sup> Period	
8 <sup>th</sup> Period	

*MS- Middle School (grades 6-8); HS- High School (grades 9-12)*

**2:00 Schedule (early dismissal)**

1 <sup>st</sup> Period	8:00-8:35
2 <sup>nd</sup> Period	8:40-9:15
Chapel	9:18-9:33
3 <sup>rd</sup> Period	9:40-10:15
4 <sup>th</sup> Period	10:20-10:55
MS 5 <sup>th</sup> Period	11:00-11:35
Period	10:55-11:20
HS Lunch	11:25-12:00
HS 5 <sup>th</sup> Period	11:35-12:00
Period	12:05-12:40
MS Lunch	12:45-1:20
6 <sup>th</sup> Period	1:25-2:00
7 <sup>th</sup> Period	
8 <sup>th</sup> Period	

**Assembly Schedule**

1 <sup>st</sup> Period	8:00-8:40
2 <sup>nd</sup> Period	8:45-9:25
Chapel	9:28-9:53
3 <sup>rd</sup> Period	10:00-10:40
4 <sup>th</sup> Period	10:45-11:25
MS 5 <sup>th</sup> Period	11:30-12:10
HS Lunch	11:25-11:50
HS 5 <sup>th</sup> Period	11:55-12:35
MS Lunch	12:10-12:35
6 <sup>th</sup> Period	12:40-1:20
7 <sup>th</sup> Period	1:25-2:05
8 <sup>th</sup> Period	2:10-2:50
Assembly	2:55-3:30

**Chapel**

Time is set aside each day for a period of devotion to God. All students are required to attend and encouraged to participate. When second period classes are dismissed, students will leave their books and belongings in their second period classroom and go directly to the designated area (auditorium, cafeteria, etc.). Students must sit in their designated grade areas.

It is our hope that every individual in attendance will benefit from the chapel experience. We believe that, in order for that to occur, each student, faculty member and guest to chapel must devote themselves both in body and in spirit to worshipping in spirit and in truth.

**Graduation Requirements**

For the graduating class of 2017, students are required to earn a minimum of 26 Carnegie Units in order to graduate. Every student is required to take and pass a Bible class each semester he/she is enrolled at CAC. Other requirements include four years of English, four years of math, four years of social science, three years of science, and one semester each of health, physical education, fine arts, and speech.

Although foreign language credits are not required they are strongly encouraged. Many colleges and scholarship programs have foreign language requirements. Students should be aware of the guidelines of their chosen institutions

**Grading Scale**

In order to make grading consistent, 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:

A+	98-100	4.0	C+	77-79	2.5
A	93-97	4.0	C	73-76	2.3
A-	90-92	3.7	C-	70-72	2.0
B+	87-89	3.5	D+	67-69	1.5
B	83-86	3.3	D	63-66	1.3
B-	80-82	3.0	D-	60-62	1.0
			F	0-59	0

All AP classes are weighted so that the GPA grade equivalent will be raised one point with the exception of a grade of D or F. In a similar fashion, Pre-AP classes are weighted so that the GPA grade equivalent will be raised ½ point with the exception of D or F.

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

### **Transfer Students**

Credit will be given to incoming transfer students based upon the previous school's grading scale. Honors credit will be weighted only if a corresponding class is available at CAC. No credit will be recognized from online or correspondence courses.

A transfer student must be enrolled at CAC for a minimum of two years to earn valedictorian or salutatorian honors or any other grade/GPA-based awards (i.e., scholar athlete).

### **Semester Exams**

Central Arkansas Christian School strives to prepare its graduates for their college experience. Converting short-term memory to long-term memory is a valuable skill for success in higher education. In order to assist students in making this transition, in the fall semester, all students in grades 9-12 will be required to take semester exams in every applicable subject. Students in grades 6-8 will also take unit tests following the semester test schedule.

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 in grades 9-12 will have the opportunity to select courses for which they may be exempt during spring semester exams. In order to qualify for exemption, a student must have a grade at or above 90 percent for the spring semester, have no more than five absences in that class for the spring semester, have not been assigned an out-of-school suspension during either semester and had no more than four detentions in the spring semester or no more than six for the entire year.

### **Summer School**

Any course failed during the regular school year must be made up either by retaking the class or by enrolling in an approved online summer school program. CAC may offer summer school classes in English and Math according to demand. Other subjects may be offered depending upon demand and available personnel. The summer school grade will be added as a separate entry on the student's transcript.

### **Academic Probation**

Students who do not maintain a GPA of 2.0 will be placed on academic probation. Similarly, students who have more than one grade of D or F may be placed on academic probation. During this time the faculty and staff will work with the student and parents to help the student achieve to the best of his/her ability. Academic probation may involve the loss of participation in extra-curricular activities. Additionally, enrollment at CAC may be jeopardized for students who remain on academic probation.

### **Advanced Placement Courses**

Placement in AP Courses is based on 1) standardized test scores, 2) an adjusted grade of 90 percent or higher in the previous class, and 3) teacher recommendation.

Due to the more stringent academic requirements, 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 as well as the NCAA recalculate grades using a simple 4.0 system and may not give additional credit for AP classes.

All AP students are required to take the AP Exam in the spring semester. They are required to pay the cost of this examination (currently \$92).

Students in AP classes are held to a more rigid academic standard. In these classes no late work is accepted. All work is due on the assigned date in spite of the absence of a student. Students are responsible for obtaining work or assignments missed due to absences. No make up tests will be given for any absences other than those due to an illness documented by a doctor.

### **Concurrent College Enrollment**

Students may receive both high school and college credit through CAC's concurrent enrollment partnership with Pulaski Technical College and The University of Central Arkansas. These courses are open to juniors and seniors who have a minimum of a 3.0 GPA and who have a score of 19 or higher on the appropriate section of the ACT.

Students enrolled in concurrent credit classes will pay tuition directly to the individual college or university.

Concurrent enrollment students are responsible for obtaining their textbooks.

Grades received in concurrent classes will appear on both high school and college transcripts. These grades are not weighted for GPA computation.

### **Changing Class Schedules**

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

### **Homework & Tests**

Generally speaking, 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.

Under normal circumstances, students will not be expected to take more than three tests on one day. If for some reason a student is scheduled to take more than three tests on 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 Bible studies in mind, no more than two tests should be scheduled on Thursdays.

### **Eligibility Policy**

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

Students who have a failing grade (below 60 percent) in any class for a quarter will also be ineligible until cleared by the administration. This is in effect even if his/her GPA is above 2.0.

Students who do not meet the 2.0 requirement at nine weeks will be allowed to practice with their group or team, but will not be allowed to participate in performances, productions, competitions, events, games, or travel until interim grades indicate that they have raised their GPA above 2.0. Interim grades are assessed midway through each nine weeks. Requirements above and beyond these may be placed upon students by sponsors, coaches, or directors of their respective activities depending upon the circumstances.

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).

### **Textbooks and School Property**

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

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. Students are responsible for keeping lockers locked. If a student's locker is not working properly, he or she should report this to the school office immediately. Students are not allowed to intentionally "rig" a locker to remain open.

Locker doors must be kept closed. Students should only use their assigned lockers and should keep their lockers clean and free of clutter. Failure to comply with these guidelines will result in appropriate 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 once that season is completed.

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 and Athletic Bags**

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

CAC-logoed and personalized athletic bags are available for purchase. Athletic bags and equipment should be stored in locker rooms or assigned storage areas. Any bags or backpacks left in the hallway or in unassigned storage areas will be removed and the owner will face disciplinary consequences.

### **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 are prohibited: obscene, indecent, vulgar, profane, libelous, disruptive, or literature that could be easily misunderstood because of contextual ignorance. Before students may distribute literature of any type, permission and a time and place must be secured from the administration.

### **Attendance**

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

Students are permitted no more than 10 absences from any one class per semester. This should be adequate time to take care of the student's normal illness, doctor or dental visits, or other extenuating circumstances. A student will be allowed to make up all assignments during these ten days if a written explanation of the absences, signed by the student's parent or person legally responsible, is presented to the school office upon the student's return. If a note is not presented, the absence will be considered unexcused until a note is submitted to the office. Notes must be presented within two days following the absence for the absence to be excused. After two days, notes will not be accepted and the absence will be unexcused. No make up credit will be permitted for an unexcused absence. Signed notes from parents are required even if a call explaining the absence has been made.

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.

Any student who misses more than ten days per semester may receive zeros for all tests and assignments missed during the additional days and will not be permitted to make up any work missed.

Students who miss 20 or more days during a semester of a course will not be given credit for the class.

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

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

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

Students and their parents should notify the office prior to any absences of which they have prior knowledge (trips, medical procedures, etc.). This will allow the office to notify teachers in advance of absences. Students should check with each teacher regarding work that may be missed during the absence.

### **Attendance and Extracurricular Activities**

On days of events, CAC students must attend a minimum of 50% of classes available prior to departure for an event. Students with unexcused absences to any classes on the day of extracurricular activities will be ruled ineligible to participate. The administration will serve as the arbiter for cases in question. Failure to follow the policy may result in ineligibility for events held on that date.

### **Make-Up Work**

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

equal to the time missed (i.e., if two days are missed, the student will have two school days to complete the make-up work). Saturday and Sunday do count as make up days.

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

Whenever possible, arrangements should be made with teachers in advance of the absence. Students may find class information (missed assignments, test dates, upcoming reading, etc.) using RenWeb. A link to this service is on the CAC website.

Students who miss class due to extracurricular activities (i.e. sporting events, field trips, competitions, etc.) are responsible for the work done during their absences. They are expected to check with the teacher prior to their absence concerning their work, when it is due, etc. 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.

### **Leaving During the School Day**

CAC maintains a closed campus. Students will not be allowed to leave campus without parental permission and administrative approval.

Students are not allowed to leave campus for the purpose of eating lunch unless accompanied by their parent or legal guardian. The parent of legal guardian must be present to sign the student out.

Students are encouraged not to check out to run errands or go home for forgotten items. Such absences from class may be treated as unexcused. Students are not to go to their car for any reason during the school day without permission of the administration. Students should take care to bring all necessary items into the building in the morning.

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 a first period class are not permitted to enter the building until 8:40 a.m.; however, they may begin reporting to the atrium no earlier than 8:30 a.m.

Seniors 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 the parents come to the main office in person and sign the student out. High school students may leave school for approved reasons (medical appointments, etc.) with either written notification from their parents or direct phone conversation from their parents to authorized office personnel. For the protection of the student, no student will be released to unauthorized persons unless the parents make arrangements and the school is clearly instructed in writing as to the arrangements.

It is the responsibility of the parent or guardian of a particular 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**

Students are discouraged from having visitors on campus as this often distracts from the learning process. Students may have immediate family members visit, occasionally, for lunch. CAC graduates and church ministers are also allowed to visit students during lunch. Non-CAC graduates and personal friends are not permitted on campus during the school day.

**All visitors** must sign-in in 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 students “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 / Student Planners**

All students in grades 6-12 will be given a school planner at the beginning of the school year. Students must have their planners signed by their teacher and carry it with them if they wish to leave class. Students found out of class without their signed planners will be escorted back to class and be disciplined accordingly. Lost planners must be replaced at student expense (\$5) and are available in the bookstore.

### **Tardiness**

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

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 first period classes late without this admittance slip. The administration or designated authority will determine if the student’s tardy is excused or unexcused. Students arriving in the main office for an admittance slip after 8:25 will be counted absent for their 1st period class (see attendance policy). Tardy students should sign in on the attendance clipboard in the office, if arriving after 8:25 a.m.

When a student accumulates unexcused tardies to his/her first period class, the following consequences will apply:

- Upon 3<sup>rd</sup> unexcused tardy- One Detention assigned
- Upon 6<sup>th</sup> unexcused tardy- Two Detentions assigned
- Upon 9<sup>th</sup> unexcused tardy- Three Detentions assigned and parent meeting with administration
- Upon 12<sup>th</sup> unexcused tardy- Three Detentions assigned and an unexcused absence for that class (For every third additional unexcused tardy, the same consequences as the 12<sup>th</sup> unexcused tardy will apply)

Students are allowed five minutes to pass between classes. Students arriving late for classes other than their first class of the day will be counted tardy if the teacher determines the student’s reason for being late is unexcused and/or if the student does not have a note.

Students will be given a “tardy card” at the beginning of each semester. When a student is tardy to class, the teacher will sign the tardy card. Once the tardy card is filled, the student will be sent to the office for disciplinary action. An additional tardy card will be issued. When this card is filled, each tardy will result in disciplinary action. Students arriving to class without a note or their tardy card will be sent to the office and assigned detention.

### **Disciplinary Responses**

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 are common discipline responses that will be utilized throughout the school year (these responses are in no particular order and the list may not be totally inclusive): verbal request for a change in behavior, natural and logical consequences, loss of privileges (i.e. driving, extracurricular participation, etc.), parent conference, detention, work details, probation, out-of-school suspension, or expulsion.

### **Detention**

Detention is a disciplinary response for student misbehavior and may be assigned for a single infraction or a pattern of misbehavior. Detention will meet Monday through Thursday beginning at 3:40. Students will remain in detention until 4:25. Early morning detention may also be assigned.

Students are expected to serve the detention on the day it is assigned. If the detention is assigned after 6<sup>th</sup> period (1:45 PM), the student may elect to serve the detention the following day. Students receiving detention should make transportation arrangements on their own time, and they are encouraged to do so as soon as possible. The phone in the main office may be used for such purposes. Moving an assigned

detention to another day may only occur with administration approval; in such cases, students will be assigned an additional detention. Students must make such arrangements on the day that detention is assigned. Students failing to serve an assigned detention will be assigned two additional detentions. An absence from any one of these detentions will result in additional consequences.

Multiple behavioral-related detentions result in the following consequences:

- On the 9th detention – one day of out-of-school suspension (OSS)
- On the 12th detention – one day out-of-school suspension (OSS)
- Additional detentions may result in dismissal from school.

*Note: Detentions received for tardies do not apply. Each technology violation will be counted as one incident despite multiple detentions being assigned.*

### **Out-of-School Suspension (OSS)**

Out-of-school suspension is an unexcused absence for that day. As a result, extra-curricular participation that day is prohibited. The student will receive a “zero” on all work missed that day, except for major tests or major assignments. A 10% penalty will be assessed for all major tests and/or assignments. Students serving OSS may not be on campus for any reason or attend any school related functions on the day(s) assigned.

The penalty for subsequent OSS offenses will be the same, except “zeros” will be given for all work missed, including major tests and/or assignments. OSS may be served in school at parent request or if deemed appropriate or necessary by administration.

### **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:

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

\*A published bullying policy has been prepared and is available on the CAC website at [www.cacmustangs.org](http://www.cacmustangs.org). This policy outlines disciplinary responses that may result from acts intended to intimidate others.

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

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

15. Bringing radios, stereos, games, cameras, or other electronic devices to school. (Please see the detailed explanation which follows.)
16. Unauthorized use of cell phones. (Please see the detailed explanation which follows.)
17. Chewing gum on campus. (\$5 fine and assigned detention)
18. Eating or drinking outside the cafeteria. (\$5 fine and assigned detention)

### **Internet Usage on Campus**

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

All students on the secondary campus must sign an Internet Access Terms and Conditions Agreement before they will be allowed access to the CAC computers and/or network. This agreement will remain on file in the library during the student's tenure at CAC. This form is available on the CAC website at [www.cacmustangs.org](http://www.cacmustangs.org).

There is also a parental consent form, which must be signed giving permission for students to use school computers. That form is also available on the school website. Hard copies of these documents are available in the CAC Library. Violations of the principles outlined in the access agreement may result in disciplinary actions.

### **Electronic Communication by Students**

All students must be aware of the potential problems associated with electronic. Students should be aware that some messages communicated electronically (i.e. text messages, Facebook, Twitter, etc.) could have negative consequences for the sender. They should also be aware that messages sent electronically may exist forever. Messages that students find to be entertaining or amusing as a teenager could be embarrassing or become an obstacle in the future. Some messages could be a violation of state or federal laws as well as a violation of school policy. Students must remember that they are accountable for their electronic communications.

Students shall not:

1. Send or share fraudulent, harassing nor obscene messages.
2. Send or share information that violates or infringes upon the rights of others.
3. Send or share nude pictures or videos of anyone.
4. Send or share messages, videos or pictures that are derogatory or inflammatory toward an individual or group's race, religion, gender, age, physical attributes, sexual preference or disabilities.

Students who violate this policy will be subject to disciplinary action in accordance with the student handbook policies as well as appropriate disciplinary action by the school administration. Additionally students may be subject to criminal prosecution.

In keeping with the spirit of the Honor Code, students who receive any of the above communications should notify the administration immediately.

## **Student-Owned Technology**

Students are encouraged to bring in their own electronic devices to school for learning purposes including “Mobile Learning Devices” (i.e., cell phones). Devices may be used for learning purposes at the discretion of a teacher or administrator. Students MAY NOT use devices in the hallways or restrooms during passing time between 8:00-3:30; however, students are allowed to use their devices during non-instructional time during lunch in the cafeteria.

CAC students and parents/guardians fully acknowledge that use of a personal device on the premises of Central Arkansas Christian Schools is subject to all guidelines, rules and regulations governing acceptable use as established in our Acceptable User Policy. It is further understood that use of a personal device is restricted to those activities as required or related to the student's program of study and any use otherwise may be subject to disciplinary action including loss of device-use privileges.

**Students are NOT permitted to access websites using a 3G or 4G connection—they must use the school's WiFi.**

Students and parents understand/agree that Central Arkansas Christian Schools is NOT responsible for any damage or theft that may occur to student-owned devices while on school property. By logging into the CAC wireless network, users are accepting the terms of the CAC Responsible Use Guidelines. Once on the CAC wireless network, all users will have filtered Internet access just as they would on a school-owned device.

Students must manage their own technology and should take care of any technical issues. The teacher or campus technology facilitator is not responsible for ensuring that any student-owned device is functioning properly.

The use of cell phones or other electronic devices to photograph or video other students or employees is forbidden and could result in consequences up to and including expulsion from school. The exception to this would be when photographs or videos are being made by students for instructional purposes by permission of and under the supervision of the student's teacher.

If a student uses a device inappropriately (i.e., inappropriate time, using 3G or 4G, etc.) or for reasons other than those relating to the student's program of study (i.e., playing games, texting, accessing social media sites, etc.), the following consequences may apply:

**1st Offense-** Device confiscated from student and returned at the end of the school day; incident report sent home requiring parent signature; assignment of 2 days of detention; Loss of WiFi privileges for one week; \$10 fine.

**2nd Offense-** Device confiscated from students and returned to parent/guardian; assignment of 4 days of detention; Loss of WiFi privileges for two weeks; \$20 fine; Student must leave device in the office during school hours for the week of detention.

**3rd Offense-** Confiscation of device; parent conference; assignment of 8 days of detention; loss of WiFi privileges for nine weeks. Student must leave device in the office during school hours and may not use any other personal device while on campus; \$30 fine.

Any additional offenses- Confiscation of device; parental pick-up; assignment of out-of-school suspension (OSS); loss of WiFi privileges for remainder of school year. Student must leave device in the office during school hours and may not use any other personal device while on campus; \$50 fine.

Any use of devices for activities that are contrary to the Core Values Statement or other ideals stated in this handbook may result in permanent loss of privilege and could jeopardize a student's enrollment at CAC.

## **Driving and Parking**

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

All students who drive to and from school must purchase a parking permit from the office within two weeks of the first day of school for a cost of \$2. Permits purchased after two weeks may require a higher fee. Parking spots will be numbered and a drawing will be held to designate parking spots. Students will be allowed to park in their designated spots only. Students may not park in unmarked areas or in faculty, visitor, or handicapped parking spaces. Violations will result in appropriate consequences.

Students are not permitted to visit their vehicles at any point throughout the school day. Students are only permitted to be at their vehicles before they enter the school building in the morning before classes and when they leave at the end of the school day. Students who visit their car during the school day without permission will automatically receive one detention. Students are only permitted to visit their vehicle during the school day if they have received administrative permission and are escorted to their vehicle by a CAC faculty member or administrator.

Students are not permitted to move their cars without permission, once they are parked except when leaving campus at the end of the day. This includes moving them to other areas of the campus for extracurricular activities.

## **Cheating**

Cheating at CAC is considered a very serious offense and is a direct violation of the Honor Code. Cheating includes but is not necessarily limited to plagiarism, getting unauthorized help from any source on a quiz or test, copying another's homework and turning it in as one's own, turning in as one's own another's 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:

- 1<sup>st</sup> Offense- The teacher will assign a grade of "zero" for the work in question and notify the school administrators of the incident. A copy of the referral and the assignment or test in question will be given to the administration, and parents will be notified.
- 2<sup>nd</sup> Offense- Incident will be reported to administration. First offense procedures will again be followed as well as one day of out-of-school suspension (OSS).
- 3<sup>rd</sup> Offense- Incident will be reported to administration. First offense procedures will again be followed as well as two consecutive days of out-of-school suspension (OSS).

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

## **Athletics Code of Conduct**

Student-Athletes shall 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 that disrespect for opponents is un-sportsmanlike and lessens the value of

the rivalries. They shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.

Spectators should realize that a ticket is a privilege to observe a contest and support school activities, not a license to verbally assault others or be generally obnoxious. Spectators should watch games from those areas defined by each school as spectator areas. They must not call to players, coaches or officials in an un-sportsmanlike manner, go onto the field or court, or deface property. CAC spectators who consistently violate this standard of behavior may not be allowed to attend CAC athletic events. The CAC Athletic Handbook outlines these and other expectations in greater detail.

### **Conduct Outside of School**

Behaviors contrary to Christian values and 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.

### **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.

### **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. Violation of this policy will result in dismissal from CAC for a minimum of one semester. Any such student may apply for re-admission following the required dismissal period.

### **Substance Screening Policy**

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

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

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

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

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

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

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

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

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

### **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 should submit an Authorization for Medication Administration form to the office before regular administered medication can be given. This applies to all prescription medicines as well as regularly administered non-prescription drugs. For liability purposes, school personnel may not give medications without parents' knowledge and/or permission.

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

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

### **DRESS CODE**

CAC student dress is expected to be modest and in keeping with Christian principals. The following uniform dress code has been adopted for the 2016-2017 school year. Violation of any portion of the dress code may result in disciplinary action, with or without warning. Students not in dress code will not be permitted to class until corrections have been made.

#### **Monday – Thursday**

##### Shirts

- Knit polo style shirt, long or short sleeve; any solid color; maximum of 3 buttons on the placket
- The purple and white striped CAC polo sold by the PFTA is permitted.
- Full-button dress shirt, button-down collar, long or short sleeve, solid color or conservative stripes (i.e., gingham, university striped oxfords, etc.)
- CAC logo or manufacturer's logo of minimal size; no larger than 4 square inches.
- Shirts should not be form fitting. No cap sleeves.
- Shirts should stay completely tucked in at all times.

##### Pants

- Must be hemmed, not frayed; no baggy, sagging, form-fitting, or low cut pants; must fit at the waist, belt required

- Twill/Cotton/Cotton blend, flat or pleated front, black, dark blue, or tan
- Corduroy, flat or pleated front, black, dark blue, or tan in color
- No denim, cargo, carpenter, painter, or Capri pants of any kind may be worn.

#### Shorts

- Knee length to 4 inches above knee (girls and boys); measure in front and back from the floor while kneeling;
- No frayed, baggy, sagging, tight legged, low cut or cargo shorts; must fit at the waist, belt required
- Twill/Cotton/Cotton Blend Walking/Golf shorts; flat or pleated front; black, dark blue, or tan in color
- Nike “spirit” shorts (and similar styles) are prohibited at all times (i.e., P.E. class, practices, open gyms, Mustang Missions activities, or any CAC-conducted event).

#### Skirts (girls only)

- Must be purchased through the Toggery; CAC plaid or tan.
- Knee length to 4 inches above knee; measured in front and back from the floor while kneeling. **There will be no tolerance allowed for the length of skirts that are more than 4 inches above the knee.**
- Skirts may not be rolled over at waist
- Leggings or solid gray sweat pants with CAC logo, purchased at the Toggery may be worn under skirts. Leggings and sweat pants must remain hemmed and CAC logo must be visible.

#### Sweaters -

- Crew, v-neck, or cardigan; solid colors only
- A collared-shirt must be worn underneath all sweaters

#### Sweatshirts/Fleece Tops

- CAC sweatshirt, crew neck or hooded, only (Toggery purchase or manufactured for CAC)
- Seniors only – College sweatshirt, crew neck or hooded
- Quarter-zip fleece tops may be worn. Only manufacturer logo permitted (1 inch square)
- Solid color sweatshirts; only manufacturer logo permitted (1 inch square)
- A collared-shirt must be worn underneath all sweatshirts/fleece tops

#### Coats (worn during the school day)

- Plain coats of a uniform color (no prints or designs)
- No camo, sports teams, colleges or logos
- CAC letter jackets approved
- No trench coats
- Coats not meeting these specifications may be worn to school but should remain in student lockers.

**\*\*NOTE – Sweaters, Sweatshirts, and Jackets must fit properly and should come to or below the waist. Students may not wear sweaters, sweatshirts, or jackets tied around the waist**

#### Belts, Shoes, and Jewelry

- Conservative in color and design
- Belts are required with pants and shorts, worn through belt loops.
- Shoes – athletic shoes, leather shoes, leather and Chaco sandals.
- Shoes not permitted include but are not limited to:  
House shoes, beach sandals, flip-flops, Crocs-styled shoes, shoes with wheels, shower shoes, thong sandals, heels higher than 1 inch, plastic shoes, “wedge” shoes
- Socks worn with shorts or skirts should be solid in color.
- No chains or pocket chains
- No sunglasses, caps, hats, or head coverings.

- No earrings for boys or facial piercings for girls
- No body piercings are permitted for any students

### Grooming

- Hair must be neat, clean, well-groomed, and consistently off the collar and out of the eyes (or cut above the eyebrows)
- No extreme cuts, shaved, sculpted designs or colors (including multiple colors) different from natural will be 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
- Mustaches are permitted but must not extend below the corners of the mouth; no goatees, soul patches, or chin hair of any kind.
- No extreme make-up, visible tattoos, decals, pencil or pen markings on the body (students may not write on themselves or each other)
- No piercings except for ears of female students
- Clothing must be clean, fit properly and be free of holes, tears, and frayed areas (even if these areas are repaired)

### **Friday/Spirit Day:**

- Regular Monday – Thursday dress code OR
  - Blue Jeans (not frayed; no sagging, no embellishments, no baggy legs, no low hip huggers, not overly faded, must be clean)
  - Spirit shirts may be untucked
  - No homemade or independently designed/made shirts
  - CAC spirit shirts (t-shirts made for CAC or by CAC) – must be outerwear
  - Dress code shorts may be worn with spirit shirts
  - Dress code Polo shirts, any solid color
  - Seniors are permitted to wear college t-shirts.

### **P.E. & Spirit Pack Clothing**

- Must be worn for P.E. classes and athletic practices (any combination)
- CAC P.E. uniform (school-furnished 7<sup>th</sup> grade) or CAC Spirit Pack (available for purchase)
- Solid gray sweatpants or CAC-team sweatpants (optional)
- Students may wear school-issued athletic apparel (PE or Spirit Pack) or CAC spirit shirts to athletic practices
- Spirit pack short length may be 6 inches above the knee.
- May not be worn to class or in main building during school hours.

### **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.”