



2020-2021
PARENT & STUDENT
HANDBOOK

Central Arkansas Christian School
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Quick Reference Guide

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Mission Statement

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

Honor Code

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

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

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

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

School Hours & Daily Schedule**

School begins at **8:00 a.m.** and ends at **3:25 p.m.** each day.

- All grade-level entrances open at **7:40 a.m.** each day. Students must travel directly to their classroom upon arrival to campus.
- Teachers are available on campus from **7:30 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 online appointment with that teacher.

Bell Schedules**

First Day of School – Aug. 17, 2020

1 st period	8-8:40
2 nd period	8:45-9:25
All-School Assembly	9:30-10:00
3 rd period	10:05-10:45
H.S Break	10:50-11:05
M.S 4th period	10:55-11:35
HS 4th period	11:05-11:45
M.S Lunch	11:35-12:05
H.S 5th period	11:50-12:30
M.S 5th period	12:10-12:50
M.S Break	12:50-1:05
H.S Lunch	12:35- 1:05
6th Period	1:10-1:50
7th Period	1:55-2:35
8th Period	2:40-3:20

Middle School Regular Bell Schedule

1st Period	8:00-8:45
2nd Period	8:50-9:35
Chapel	9:35-9:50
3rd Period	9:55-10:40
4th Period	10:45-11:30
Lunch	11:30-11:55
5th Period	12:00-12:45
MS Break	12:45-1:00
6th Period	1:00-1:45
7th Period	1:50-2:35
8th Period	2:40-3:25

High School Regular Bell Schedule

1st Period	8:00-8:45
2nd Period	8:50-9:35
Chapel	9:35-9:50
3rd Period	9:55-10:40
HS Break	10:40-10:55
4th Period	10:55-11:40
5th Period	11:45-12:30
Lunch	12:30-1:00
6th Period	1:00-1:45
7th Period	1:50-2:35
8th Period	2:40-3:25

Early Dismissal Bell Schedule*

1 st Period	8:00-8:35
2 nd Period	8:40-9:15
3 rd Period	9:20-9:55
Chapel	9:55-10:10
4 th Period	10:15-10:50
5 th Period	10:55-11:30
M.S Lunch	11:30-12:00
HS 6 th Period	11:35-12:10
MS 6 th Period	12:05-12:40
HS Lunch	12:10-12:40
7 th Period	12:45-1:20
8 th Period	1:25-2:00

*No outdoor breaks on early dismissal days.

Inclement Weather Bell Schedule

1 st Period	10:00-10:30
2 nd Period	10:35-11:05
3 rd Period	11:10-11:40
Chapel	11:43-12:03
4 th Period	12:10-12:40
HS 5 th Period	12:45-1:15
M.S Lunch	12:40-1:05
MS 5 th Period	1:10-1:40
HS Lunch	1:15-1:40
6 th Period	1:45-2:15
7 th Period	2:20-2:50
8 th Period	2:55-3:30

MS short bells will ring at 10:40, 1:30, 2:00, 2:25, and 3:00.

Assembly Bell Schedule

1 st Period	8:00-8:40
2 nd Period	8:45-9:25
3 rd Period	9:30-10:10
Chapel	10:15-10:40
4 th Period	10:45-11:25
HS 5 th Period	11:30-12:10
M.S Lunch	11:25-11:50
MS 5 th Period	11:55-12:35
HS Lunch	12:10-12:35
6 th Period	12:40-1:20
7 th Period	1:25-2:05
8 th Period	2:10-2:50

MS short bells will ring at 9:07, 12:22, 1:02, 1:33 and 2:18.

Chapel**

Daily chapel is foundational to a student's educational experience at CAC. All students are required to attend and encouraged to participate. Chapel will consist of recordings and live streamed content focusing on CAC'S mission and core values while encouraging growth and a relationship with God. Chapel will be streamed to classrooms with meeting places subject to change per Arkansas Department of Health (ADH) guidelines.

Lunch**

During lunch, students are expected to conduct themselves in a respectful manner and follow all school policies. Students will eat lunch with their cohorts in classrooms at **11:30 a.m.** for middle school students (6th-8th) and **12:30 p.m.** for high school students (9th-12th). Students may bring a lunch or purchase food through CAC's catering partnerships. Microwaves and vending machines will not be available for use.

Weekly Lunch Menu

Monday	Little Bites Catering
Tuesday	Chick-fil-A
Wednesday	Little Bites Catering
Thursday	Chick-fil-A
Friday	Little Bites Catering

All lunches are required to be individually boxed (packed or purchased lunches). All purchased lunches are required to be pre-ordered and will be individually packaged and delivered to classrooms. A small amount of snack items will be available for purchase in the main office for students who forget to bring or pre-order a lunch.

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**

No outside visitors are permitted to drop off food or eat lunch on campus.

School Entrances**

All grade-levels have been assigned entrances for the 2020-21 school year. Students should use only their assigned entrance to enter and exit when arriving and leaving school (excluding check-in/check-out).

Grade-level Entrances

Atrium	6th grade 7th grade 12th grade
Dungeon (Lower Parking Lot)	8th grade 10th grade 11th grade
Science Wing	9th grade

Atrium Doors**

The atrium doors will open every day at **7:40 a.m.** They will be locked during the school day and again at **4:00 p.m.** Any student who needs to enter the building during the school day (check in /check out) must buzz in, be admitted by office personnel, check in through the main office, and receive the necessary documentation slip before traveling to class via their specified internal grade-level walkway.

Check in / Check out**

During the fall semester parents/guests are not allowed to enter the building without a scheduled appointment. Those with a scheduled appointment must buzz in to the office upon arrival and must complete a health screening prior to entering campus.

Check out: Parents/guardians may call the front office from the parking lot or buzz at the atrium doors. Students will 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.

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 4:00 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 4:00 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 will be provided instructions by the front office staff. No parents or guardians will be allowed in the building.

Academic Protocols

Graduation Requirements

For the class of 2021, students are required to earn a minimum of 24 Carnegie Units in order to graduate. Other requirements include four years of English, four years of math, three years of social science, three years of science, two years of a foreign language, and one semester each of health, physical education, fine arts, and speech.

As a part of our college preparatory curriculum, all students will be required to have two consecutive years of a foreign language in order to graduate. Students may take Spanish I/II taught in a traditional class by a CAC instructor or students may take Latin I/II through the school's online provider taught by a non-CAC instructor according to these guidelines:

- Students will be responsible for the cost of the class.
- Students who take Latin I will be required to take Latin II the following year.
- Students will be assigned a class period in the library to work on Latin and will be provided a computer to use while in the library.
- Students must be in good academic standing with a GPA of 3.0 or greater.
- The grade from an online course will not be factored in the cumulative GPA total for academic honors (i.e., valedictorian, salutatorian, etc.)
- Students who take Latin I/II as an elective (not for foreign language credit) will be required to take Spanish I/II as offered by CAC. The school will pay a portion of the online enrollment fee for elective classes.

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:

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**

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

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

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

There are no semester exam exemptions.

Promotion and Retention of Students

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

6-8 Grades: Students in grades 6-8 are graded on a full-year basis. In other words, both semesters of work are averaged together to determine if a student passed or failed a course. Any student who fails a subject may enroll in an accredited summer school or a summer tutorial program approved by the administration. Up to two subjects may be attempted during summer school. Students who fail more than two subjects for the year

will be subject to administrative approval for future school enrollment at CAC. Any student who does not pass Bible, English, or math will be subject to administrative approval for future enrollment at CAC.

9-12 Grades: Students in grades 9-12 earn academic credits known as Carnegie Units. One-half Carnegie Unit is issued for each semester of work which is satisfactorily completed. Any course failed during the regular school year must be made up either by retaking the class or by completing an approved online summer school program at the parent's expense. The summer school grade will be added as a separate entry on the student's transcript.

Academic Probation**

Students who do not maintain a GPA of 2.0 at the end of each academic quarter or semester will be placed on academic probation. Similarly, students who have more than one failing grade (F) or more than one 'D' letter grade at the end of each academic quarter or semester will be placed on academic probation. During this time, the student will be placed on an academic probation contract agreed upon by administration, parents and the student.

Additionally, the student will be placed on an academic improvement plan where 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 extracurricular activities. Additionally, enrollment at CAC may be jeopardized for students who remain on academic probation.

Honors and Advanced Placement Courses**

AP Courses**

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

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

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

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

Honors Courses**

Honors courses offer additional enrichment activities and assignments to help students explore a subject more deeply and prepare them for the rigor of AP courses. The additional coursework is designed to be completed independently with minimal teacher support.

The option to take a course for honors credit is open to all students enrolled in the course. Students become ineligible to receive honors credit if

- They fail to complete more than two honors assignments by the due date.
- They are found in violation of CAC's cheating policy.

Honors assignments are graded on a pass/fail basis. Semester grades 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 Pulaski Technical College, The University of Central Arkansas, and Harding University. These courses are open to juniors and seniors who have met the minimum concurrent college class requirements set by CAC.

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

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 not weighted for GPA computation.

Changing Class Schedules**

All requests for changes in class schedules must be made by **August 11** for the Fall 2020 semester. Changes after that time will be granted only due to scheduling conflicts, college entrance requirements, or mistakes made by the faculty or staff resulting in improper scheduling and with the approval of the high school principal. No schedule changes will be made in order to schedule classes with a preferred teacher or with preferred classmates.

Off-Campus Privileges**

Students in grades 7-12 may elect to be off-campus 1st or 8th periods. Students who are off campus are not permitted to be in the school building (including the atrium) during their off-campus period unless under the direct supervision of a faculty or staff member for pre-approved **academic or extracurricular purposes**. The administration reserves the right to change off-campus privileges to an assigned study hall for students who remain on campus, who have below a 70% in any class, or for reasons deemed necessary.

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

- Student cannot enter their specified grade-level entrance until 8:40 a.m.
- Student cannot loiter in the school parking lot prior to 8:40 a.m.
- Student must check in at the main office immediately if they need to be on campus prior to 8:40 a.m. for a specific academic or extracurricular activity.

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

- Student must leave campus immediately via their specified grade-level exit at 2:40 p.m.
- Student cannot loiter in the school parking lot and is required to leave campus immediately.
- Student must check in at the main office immediately if they need to stay on campus past 2:40 p.m. for a specific academic or extracurricular activity.
- Student 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.

MS Homework Policy**

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

HS Homework Policy**

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

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

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

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.

Textbooks and School Property**

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

**Every student will receive a hardback textbook or digital subscription per course if applicable. The textbooks are to be used by an individual student with no sharing of items permitted. With teacher permission, students may take a book out of the classroom at the end of the school day with the expectation that the book will be returned in the same condition.

Some courses will have a classroom set of computers. Students will be assigned specific computers (Chromebooks) and will be responsible for damages due to inappropriate use

including the repair and/or replacement of the computer. In cases of device damage, students will lose the privilege of using school-owned computers. All students will sign and abide by the technology device policy outlined in the handbook forms (see forms in RenWeb).

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

Lockers**

Lockers will not be used during the 20-21 school year until further notice.

Backpacks**

Students should carry backpacks to their classroom and place them neatly next to their assigned desks. If students transition to any classroom, they are required to take their backpack with them at all times. CAC is not responsible for any items lost or stolen.

Athletic Bags**

CAC-logoed and personalized athletic bags are available for purchase. Athletic bags and equipment should be stored in an assigned area 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.

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**

Any absences related to COVID-19 will be handled on a case-by-case basis. COVID-19 absences will be excused from CAC's regular attendance policy.

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

Students are permitted no more than 10 absences (excused or unexcused) from any one class per semester. This should be adequate time to take care of the student's normal illnesses, doctor or dental visits, or other extenuating circumstances. A student will be allowed to make up all assignments during these 10 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. Students are not permitted to make-up any work as a result of any unexcused absence.

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

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

Attendance and Class Credit**

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

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

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

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

The student's parents or persons legally responsible shall be notified by email when the student has accumulated five absences and by email or phone upon the 10th absence.

Extended Absences**

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

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

Make-Up Work**

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

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

Students may find class information (missed assignments, test dates, upcoming reading, etc.) using 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.

*Extenuating circumstances due to Covid-19 may result in a change in make-up work protocols.

Tardiness**

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

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

Tardiness at the Beginning of School Day**

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 1st period classes late without this admittance slip. The administration or designated authority will determine if the student's tardy is excused or unexcused.

Students arriving in the main office for an admittance slip after 8:25 will be counted absent for their 1st period class (see attendance policy).

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.

Students are highly encouraged not to check out to run errands or go home for forgotten items. Such absences from class will be treated as unexcused.

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 through their grade-level entrance until 8:40 a.m.

Students who do not have an 8th period class should leave campus upon completion of their 7th period class unless they are under the direct supervision of a staff member.

Students may be released directly to their parents at any time parents contact the main office. Students may leave school for approved reasons (medical appointments, etc.) with written notification from their parents. 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 student to inform the school of any individual who may be legally restricted, either temporarily or permanently, from having a child released to them.

Students Out of Class**

CAC values classroom time and encourages students to be in class as much as possible throughout the school day. Students are only to be in the hallway with permission of a CAC faculty member. Students found in the hallway will be subject to the appropriate disciplinary measures.

Visitors During School Hours**

No visitors will be permitted in the school building at any time.

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. Possessing guns, knives, fireworks, or any other items which could be used as a weapon or which could be potentially dangerous.
10. Possessing or using alcohol or non-approved drugs.**
11. 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.
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. 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
18. Having open food items or drinks (except for water) outside the cafeteria or courtyard.

Discipline**

Disciplinary Responses List

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 (lunch and after-school)
- 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. They are to be turned in the following day to the teacher who assigned the discipline. If the Think Sheet and/or Writing Doubles do not correct the behavior/issues, more serious disciplinary actions will be assigned.

After-School Detention**

- Detention will meet Monday-Thursday from 3:30-4:00 p.m. If a student has two detentions, they will serve them both back-to-back from 3:30-4:30 p.m.
- Students who arrive late to detention without an administrator's approval will not be permitted to attend detention that day and additional after-school detentions will be issued.
- Students are not permitted to use technology devices during detention (even for academic purposes).
- Students are not permitted to talk during detention. In the event a student is dismissed from detention for excessive talking, off-task behavior, or being disruptive, additional detentions (or other consequences) will be issued.
- When students are issued a detention they will serve the detention on their specified grade-level day outlined below.

6th and 7th grade	Monday
8th and 9th grade	Tuesday
11th and 12th grade	Wednesday
10th grade	Thursday

- Students who receive a detention will serve it on their specified grade-level day to allow for cohort and social distancing guidelines.
- Students will be required to complete a detention assignment for each detention served. Assignments must be completed before students may begin working on school work. Assignments that are not completed during the detention period will be due the next school day by 8:45 a.m. or an additional detention will be issued.
- Students are required to bring school assignments or a book to read once they have completed the detention assignment. Students who do not bring

assignments to work on or a book to read will be dismissed from detention and additional detentions (or other consequences) will be issued.

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

- On the 5th detention – one day of in-school suspension (ISS)
- On the 9th detention – one day of out-of-school suspension (OSS)
- Additional detentions will result in behavior probation.

In-School Suspension (ISS)

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

Out-of-School Suspension (OSS)

- Out-of-school suspension is an unexcused absence.
- 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.)

- Students will receive no credit for work missed (0%) with the exception of major tests or assignments. Major tests or assignments will have ten percent (-10%) deducted from the final grade.
- Should a student receive a second out-of-school suspension, he/she will receive no credit for any work missed.
- Students suspended out of school may not be exempt from any semester exam.
- Suspension should negatively impact conduct grades.
- 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.
- Expulsion is for a period of at least one semester.
- Expelled students may re-apply at the end of the semester but are not guaranteed readmission.

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 during the student's tenure at CAC. This form is available on the CAC website.

A parental consent form must be signed for students to use school computers. The form is available on all ParentsWeb accounts. 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 electronics. Students should be aware that some messages communicated electronically (i.e., text messages, Facebook, Twitter, SnapChat, 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

Cell Phone Policy

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

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

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

- Students must turn off all personal electronic devices.

- It is our recommendation that students not have personal electronic devices on their person (personal electronic devices may be stowed in a locker, kept in a car or left at home).
- Personal electronic devices cannot be used in any area of the school building for any reason (atrium, classrooms, hallways, library, cafeteria, offices, gyms, restrooms, etc) CAC is not liable for any loss or damage for student-owned technology devices.

Zero-tolerance “Mobile Learning Device” Policy**

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

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

First Offense: Two days after-school detention (the first detention to be served the day received; the second detention to be served the next available detention day). 10 fine (applied to student’s FACTS account)

Second Offense: Four days after-school detention (the first detention to be served the day received; the following detentions to be served the next available detention days); conference with administrator and parent. \$20 fine (applied to student’s FACTS account).

Third Offense: In-school suspension; conference with administrator and parent; probationary agreement, \$30 fine (applied to student’s FACTS account).

Fourth Offense: Probationary agreement conference; consequences as determined by probationary agreement.

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

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 designated per student. Students will be allowed to park in their designated spots only. Students may not park in unmarked areas or in faculty, visitor, or handicapped parking spaces. Violations will result in appropriate consequences.

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

Parking Lot Procedure**

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

Cheating

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

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

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

Athletics Code of Conduct

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

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

Conduct Outside of School

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

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

Zero-Tolerance Policy

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

Substance Screening Policy

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

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

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

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

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

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

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

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

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

Medication at School**

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

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

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

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

Selection Criteria for Awards, Leadership Programs, and Special Honors

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

Mr. and Mrs. CAC

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

Mustang Round-Up

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

Homecoming Court**

Homecoming maids are selected by class vote. Each girl is on the ballot and has an equal chance to represent her class. If someone has an outright 51% after the first vote, then she is maid. Otherwise, there is a run-off of top-voted girls and whoever receives the most votes (at least 51%) will be the maid.

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

Student Council

The Student Council shall be made up of the Executive Officers and 5 representatives from the twelfth grade; 4 from the ninth, tenth, and eleventh grades; 3 from the eighth grade; and 2 from the seventh grade. The Executive Officers shall be composed of a President, Vice-President, Treasurer, Secretary, and Parliamentarian. The Executive Officers and Representatives shall be exemplary in conduct, having not been suspended while at CAC. They must have a combined average of a "C" (4.5 on a 12 point scale) or above for two semesters preceding their election and shall not have failed any subject for two semesters. All officers must have at least a 2.5 cumulative GPA.

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

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

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

Boys & Girls State Representatives

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

Scholar Athlete

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

Mustang Spirit Award

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

Athlete of the Year

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

Dress Code

CAC student dress is expected to be modest and in keeping with Christian principles. The following uniform dress code has been adopted for the 2019-2020 school year. Violation of any portion of the dress code will result in disciplinary action, with or without warning. If a student is not in dress code, they will be sent to the office immediately to change into approved dress code attire. The student will receive an after-school detention and a tardy for missing class until corrections have been made to meet dress code requirements. Students must return all clothing items borrowed from the office within 24 hours or they will be subject to further disciplinary measures.

Regular Dress Code (Monday–Thursday)

Shirts

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

Pants

- Must be clean and hemmed, no holes, not frayed; not baggy, not sagging, not form-fitting, not low-cut pants; must fit at the waist, belts required
- Twill/Cotton/Cotton blend, flat or pleated front, black, dark blue, or tan
- No denim, cargo, carpenter, painter, or Capri pants of any kind may be worn.

Shorts

- Knee length to 4 inches above top of knee (girls and boys).
- Not frayed, not baggy, not sagging, not tight legged, not 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

Skirts (girls only, must not be rolled at waist)

- CAC plaid or tan (available at the Toggery)
- Knee length to 4 inches above top of knee
- Plain, full length, black cotton leggings or CAC issued leggings are permitted
- Sweat pants with CAC logo (available at the Toggery) may be worn under skirts.

- Sweatpants and leggings 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 (collared shirt must be worn underneath all sweatshirts/fleece tops)

- CAC sweatshirt, crew neck only (available at Toggery or manufactured for CAC)
- Seniors only – College sweatshirt, crew neck only
- Quarter-zip fleece tops may be worn. Only manufacturer logo permitted no larger than 4 square inches (2” length x 2” width)
- Solid color sweatshirts; only manufacturer logo permitted no larger than 4 square inches (2” length x 2” width)
- Hooded sweatshirts are permitted to be worn prior to school before 8:00 a.m. and at the end of the school day, after 3:30 p.m. However, hoodies are not permitted to be worn in the school building between the hours of 8:00 a.m. - 3:30 p.m. School hoods may not cover the head while in the school building or when representing the school at any extra-curricular event.
- Additionally, hooded sweatshirts are permitted to be worn at extracurricular activities (athletic events, practice, school plays etc.,) if the event falls outside the hours of 8:00 a.m. - 3:30 p.m.

Outerwear (solid colors only)

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

**NOTE – Sweaters, sweatshirts, and jackets must fit properly and should come to or below the waist.

Belts, Shoes, and Jewelry

- Conservative in color and design
- Belts are required with pants and shorts, worn through belt loops.
- No chains or pocket chains
- No sunglasses, caps, hats, bandanas, or head coverings

- No earrings for boys
- No facial piercings
- Students must wear closed-toe shoes (ex. athletic shoes, leather shoes).

Shoes **not** permitted include (but are not limited to) the following:

- House shoes (ex. Moccasins)
- Crocs-styled shoes
- Heels higher than one inch (1")
- Shoes with wheels
- Shower shoes
- All sandals

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, natural color only. Any hairstyle deemed distracting in an educational setting will not be permitted
- Males are to be clean shaven; sideburns may not extend below the ears
- Male students are not permitted to have ponytails or man-buns.
- 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

- Students may follow the regular Monday–Thursday dress code OR students may wear the following:
 - o CAC polos, jerseys, or spirit shirts (t-shirts made for CAC or by CAC) may be worn with dress code shorts or blue jeans (see guidelines below)
 - CAC shirts are permitted to be untucked
 - o Blue jeans may be worn with an approved Spirit Day shirt
 - Blue jean guidelines: not frayed; not sagging, not embellishments, not baggy, not low hip huggers, not overly faded, must be clean
- Students may wear blue jeans only with approved CAC polos, jerseys, or spirit shirts.
- No homemade or independently designed/made shirts are permitted
- Seniors are permitted to wear college t-shirts with jeans

Important Notice

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

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

Final Admonition

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