

Mission Statement

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

Honor Code

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

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

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

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

School Hours & Daily Schedule**

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

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

Students Out of Class

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

- Student ID card
- Admit slip
- Hall pass

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

Expectations for Student Conduct

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

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**

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

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

Disciplinary Response Descriptions

Minor Disciplinary Actions**

- **Think Sheet**

- This is a disciplinary action where the student will be asked to think and write about their actions.
- How those actions affected the learning environment, their classmates and their teacher.
- Why they did what they did and how they can make a better decision in the future.
- **Writing Doubles**
 - This is a disciplinary action where the student will simply write a statement of truth for a set number of times.

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

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

After-School Detention**

- Detention will meet Monday-Thursday from 3:30-4:25 p.m.
- Students who arrive late to detention without an administrator's approval will not be permitted to attend detention that day and additional after-school detentions will be issued.
- Students are not permitted to use technology devices during detention (even for academic purposes).
- Students are not permitted to talk during detention. In the event a student is dismissed from detention for excessive talking, off-task behavior, or being disruptive, additional detentions (or other consequences) will be issued.
- Students will be required to complete a detention assignment for each detention served. Assignments must be completed before students may begin working on school work. Assignments that are not completed during the detention period will be due the next school day by 8:45 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.

Lunch Detention

- Students are to report to the designated lunch detention room (cafeteria) when the lunch bell rings.
- Students may bring their own lunch or buy lunch in the cafeteria.

- Students serving lunch detention should report immediately to the designated lunch detention area before purchasing their lunch.
- Lunch detention may be issued for one or more days depending upon the seriousness of the infraction.
- Students will not be permitted to talk during lunch detention.
- Any violations or disruptions in lunch detention will result in an administrative referral.
- Students who are late to lunch detention or who do not attend assigned lunch detention will be assigned lunch detentions to be served the following two school days. If detention is missed more than once, the student will receive an office referral and will be issued further disciplinary action as deemed appropriate by administration.
- For every third (3rd) lunch detention a student accumulates, an after-school detention will be issued.
- Students **are required** to complete missed assignments, homework, or additional academic work (ex. reading a book) during lunch detention.
- Lunch detention will take place Monday-Friday.

After-School Detention

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

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

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

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

In-School Suspension (ISS)

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

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.

Student Disciplinary Consequences Chart

	Student Action/Behavior	Consequence
Procedural Infractions	<ul style="list-style-type: none"> ● Not prepared for class ● Missing homework ● Not turning in form ● Excessive talking ● Not following instructions ● Off-task behavior ● Sleeping in class ● Violation of classroom rules ● Inappropriate behavior as determined by the teacher 	Lunch Detention(s) Think Sheet Doubles
Handbook Infractions	<ul style="list-style-type: none"> ● Dress code violation* ● Disruptive behavior ● Minor horseplay ● Driving/Parking lot violation ● Locker violations ● Open food items or drinks (with the exception of water) in the hallway or classroom ● Chewing gum ● Hallways without documentation 	After-School Detention(s) <i>*Students not in dress code will not be permitted in class and attendance consequences will also apply (i.e., absences, tardies, etc.)</i>
Major Handbook Infractions	<ul style="list-style-type: none"> ● Fighting ● Vulgar/Inappropriate Language ● Bullying ● Vandalism/Defacing school property ● Cheating (see cheating policy) ● Disrespectful behavior ● Dishonest to faculty/staff ● Not in assigned area ● Skipping class ● Excessive off-task and/or disruptive classroom behavior ● Technology violation 	Office referral Additional consequences will be determined by administration