

2017-2018  
School Year



# CHRISTIAN MINISTRIES ACADEMY

## SCHOOL HANDBOOK

**Official School Website:**  
**[www.cmahotsprings.com](http://www.cmahotsprings.com)**

Mailing Address:  
PO Box 8500  
Hot Springs, AR 71910

Phone: 501-624-1952  
Fax: 501-318-2624

Email: [cmoffice@cmchurch.com](mailto:cmoffice@cmchurch.com)

CMA Office Hours:  
Monday-Thursday 8am-3:30pm  
Friday 8am-1pm

**School Communications  
Facebook Group:**



**Social Media:**



Click Photos to Go  
Directly to Pages





# CMA Faculty

*Welcome to the CMA Family! We are looking forward to all God is going to do this school year. It is such an honor for all of us to serve God through the ministry of Christian Ministries Academy. We look forward to helping shape this next generation in academic excellence and to mold them into life-changers, Biblical thinkers, and most of all, people who desire to seek Jesus with their whole hearts.*

David Pate  
Principal

## Administrative Staff



Connie Holmes  
Elementary Principal



Stacey Mosher  
Office Administrator



Ella Hollingsworth  
CMA Office Assistant  
Yearbook Teacher

## Elementary Staff



Carol Vestal  
Kindergarten Teacher



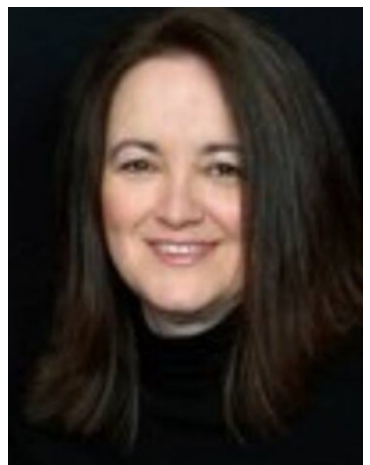
Kayla Mosher  
1st Grade Teacher



Andrea Caristianos  
2nd Grade Teacher



Rachel Little  
3rd Grade Teacher



Johnnie Crawford  
4th Grade Teacher



Beth Stone  
5th Grade Teacher



Carla Jeans  
6th Grade Teacher

## Junior High & High School Staff



Stephanie Iglehart  
7th-9th English &  
Spanish Teacher



Angela Kern  
10th-12th Grade  
English Teacher



Mekinsey Berryhill  
7th-8th History &  
Science Teacher



Robyn Hoover  
11th-12th History,  
9th-10th Science &  
Home Economics



Brandon Tryon  
Worship Band Director



Jason Ross  
7th-8th Bible & Worship  
Band Teacher



Josh Barnett  
9th-12th Grade  
Bible Teacher



Connor Odom  
Media Teacher

## Athletics Staff



Katy-Beth Smith  
Athletic Director  
Math, History,  
Health/Speech Teacher



Stuart Berryhill  
Head Basketball Coach,  
Asst. Coach, PE,  
& Math Teacher



Elizabeth Gates  
Asst. Coach, PE,  
Science & Math  
Teacher



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## Before School

Student supervision begins each morning at 8:00 a.m. If students are dropped off prior to this time, the doors may be locked and they will be unsupervised. **Please do not drop off any students before 7:50 a.m.** as they will remain unsupervised for too long a period of time.

**Please use the covered drive-thru only for dropping off students** and be sure to follow the drop off lane instructions.

**Please don't stand in the back of the Chapel during Morning Assembly.** It distracts the students from hearing the announcements they need to hear for the day.

## Drop Off/Pick Up Lane Instructions

Please be very observant and exercise extreme caution when turning into the parking lot. Please follow these instructions:

- Please do NOT drive any faster than 5mph while in the lot.
- Please NO cell phones while in the lot. This is a huge distraction to the driver and we have seen those on phones unable to follow simple instructions.
- Please DO have your children prepared to exit the vehicle during morning drop off. They should have all items required for the day with them. This way when the vehicle pulls up, they can exit in a timely manner. If they have to get items out of the trunk, please park so that the traffic lanes are not being blocked.
- If you feel the need to leave your vehicle, please park and walk in. Do NOT exit your vehicle, at any point, while in the pick up line. Parking lot attendants and teachers will escort your child to the vehicle and help them get in. Please DO NOT exit your vehicle to buckle your child in. If you want to oversee your child being buckled in, please park and attend to this.

## After School

Please make plans to pick up your student from school on time each day. School is out Monday through Thursday promptly at 3:30 p.m. **(elementary pick up starts at 3:20pm)** and every Friday at 1:00 p.m. **(elementary pick up starts at 12:50pm)**.

**There is no supervision after school.**

There is also no supervision for students between the end of school and the beginning of athletic events.

Elementary students who are not picked up on time will be brought back to his/her classroom. The parent must then sign the Late Pick-Up Record. After the 3rd and subsequent time of picking up your student late, your student (and any students the parent may also be picking up) could receive an unexcused absence and grades could be affected.

**Please be considerate of our teachers' time and be prompt.**



# Attendance

## Checking In/Out of School

All students who need to be checked in or out, must check in and out of school by coming to the CMA Office.

## Checking In

A student or parent of student arriving to school late will need to sign in on the clipboard in the CMA Office and receive a Return to Class Permit to take to his or her teacher. **Parents of students who drive should call or message the school for their student (who is coming to school tardy) in order for the time absent to be excused.** A student who comes to school late and does not check in at the CMA office will be counted absent for the day.

## Checking Out

If a parent comes by the school to check his or her student out, **they must sign them out from the CMA Office and obtain a Check Out Early Permit to give to their teacher.** *If a student drives to school, he or she will not be allowed to leave school without the parent contacting the office in person or by phone, note, or message. There will be no exceptions to this rule.*

## Sickness

If a student is throwing up in the morning, please do not send him or her to school. If a student is running a fever (**anything above 98.6**), please wait until the fever has been **gone for 24 hours** (without fever-reducing medications) before sending him or her to school. If a student gets sick at school (throwing up, has a fever, or is unable to participate in class, etc.), the parent/guardian will be called to pick up the student from school.

## Absences

An absence in elementary school is defined as any day in which you miss more than half of that day. An absence in junior and senior high school is determined by missing individual classes. A student will be allowed to make up work they miss for an excused and unexcused absence. A student will only be allowed to miss a total of **7 days per semester (per class, per semester for jr/sr high) whether excused or unexcused.**

An excused absence is still considered one of the 7 allowed absences per semester, just as an unexcused absence is considered one of the 7 allowed absences per semester.

**A letter will be sent to the parent/guardian after the third (3rd) and fifth (5th) absences to make the parent/guardian aware of the number of absences. Any absences after the 7th (per class, per semester for jr/sr high), will be deemed unexcused and grades will be affected. However, extenuating circumstances determined by school officials and staff could override this policy.**

## Excused Absences

An absence will be considered excused in the following cases:

- **Sickness:** If a student is sick, the parent/guardian must contact the school the day that the student is sick, or must provide written/verbal documentation of the sickness.
- **Doctor/Dentist Visits or Driver's License Permit/Tests:** If a student is unable to schedule a doctor/dentist visit or driver's license permit/test after school on Friday, and must schedule a visit/test during school hours, the parent/guardian must contact the school before the visit/test takes place or the day that the visit/test takes place. **Concerning Doctor/Dentist Visits: In order for those absences not to be counted against Perfect Attendance Qualifications, a note from the doctors office must be provided.**



- ***A Death in the Family:*** If a student must be absent because of a death in the family, the parent/guardian must contact the school and let the school know what days the student will be absent.
- ***Personal Day/Family Time:*** We understand that special circumstances may arise causing a student to need to miss a day for special personal/family time. However, the school office must be informed **two school days in advance** of special personal/family time for it to be considered excused. The school reserves the right to deem the absence as unexcused if adequate proof for the necessity of the absence is not submitted.
- ***Vacation:*** We understand that not all family vacations are able to take place during summer vacation. However, the school office must be informed at least **two school days in advance** of a vacation for it to be considered excused.

**Note: All absences still count toward the 7 total days allowed per semester.**

The student must get with his or her teacher(s) before being absent to get a list of homework assignments, upcoming quizzes, tests, etc. See “Make-up Work/Tests” on page 7 for details on making up missed work.

**Calling the school office or sending a letter to the school after the absence has happened will cause the absence to be considered unexcused, and points will be deducted as outlined below under “Penalties for Unexcused Absences”.**

### **Unexcused Absences**

An absence will be deemed unexcused if a student misses school for haircuts, errands, sleeping in, and things of that nature which can be done after school or on the weekends. Our goal is to prepare your child for his or her life’s work; unnecessary absence from school does not create habits that will cause success in a future occupation.

An absence might be considered unexcused (though it might initially be considered excused) if certain requirements are not met. See “Excused Absences” on pages 3-4 for more details on those circumstances.

Unexcused absences have penalties affecting a student’s grade on assignments, quizzes, or tests that take place **within the week** that the student is considered unexcused. Points will be deducted as outlined below under “Penalties for Unexcused Absences”.

### **Penalties for Unexcused Absences**

An unexcused absence for junior high and high school will cause points to be deducted from any assignment, quiz, or test that is taking place **within that week**.

Points deducted are as follows:\*

- 1st day of unexcused absence: minus 10 points
- 2nd day of unexcused absences: minus 20 points
- 3rd day of unexcused absences: minus 50 points
- 4+ days of unexcused absences: 0’s on assignments, quizzes, or tests

\*Absences are reset at the beginning of the spring semester. Therefore, the 1st unexcused absence during the spring semester will be minus 10 points, the 2nd absence minus 20 points, etc.



## Perfect Attendance Qualifications (Concerning Absences) (K-12th)

All excused absences count against the perfect attendance award with the exception of doctor/dentist visits for which the student will miss only part of the day. A note from the doctor or dentist will be required in order to receive proper credit. Any student receiving an unexcused absence (even from three (3) tardies) will not be eligible for perfect attendance.

## Chapel Days (K-12th)

Most Fridays during the school year we have Chapel. This is a vital time for our students to worship, connect with God and hear the Word. Attendance will be taken and counted toward Bible class.

## Athletic/School Function Absences (K-12th)

Any student missing school for an athletic/school function will not be considered absent for any classes missed. **(Unless they are not normally a part of that athletic/school function. If this is the case and the student will be missing an entire school day, an elementary parent should notify the school, and a 7th-12th grade student should fill out a Personal Day form which must be turned in to the office TWO (2) DAYS PRIOR to the day(s) that will be missed or the absence will not be excused—see Personal Day rules.)** However, it is the student's responsibility to make up any work/tests missed during the athletic/school function.

## College Days (11th-12th)

A junior or senior needing to miss school to take a college day may do so upon prior approval from the office. The office must be notified by the parent in person, in writing, or on the phone **at least two (2) school days prior** to the requested date of the college day. The student will be responsible for notifying his or her teachers of the college day with a form from the office. Once the form has been completed, the form must be checked off by the office. If this is not done, the makeup work will not be counted. Missing school for a college day will not be considered an absence as long as a signed note from the college is brought to the office to verify his use of the college day (only when taken outside of a class tour). Completed work or scheduled tests will be due as outlined on Page 7 under "Make-Up Work/Tests." If a student fails to follow any of the above mentioned procedures for taking a college day, it will be considered an unexcused absence, with penalties as outlined on page 4 under "Penalties for Unexcused Absences".

Juniors will be allowed 3 college days per year

Seniors will be allowed 5 college days per year

## Personal/Family Days (7-12th)

**These days cannot be used after spring break without prior approval from the office (at least two (2) school days prior), nor will personal days be permitted during semester or nine week exams, history or science fairs, standardized testing, etc.** A student involved in athletics should check with his or her coach for permission to take a personal/family day.

**If the personal day is not considered a family emergency, etc., a Personal Day Request Form must be obtained from the CMA Office. The student will be responsible for notifying his or her teachers of the personal day with a form from the office. Once the form has been completed and signed by the parent, the form should be checked off by the office. If this is not done, the makeup work will not be counted.** A request for a personal/family day may be denied if the student has received multiple absences for the current year, has grades that show cause for concern, or other reasons at the discretion of the office. Completed work or scheduled tests will be due as outlined on Page 7 under "Make-Up Work/Tests."



If a student fails to follow any of the above mentioned procedures for taking a personal/family day, it will be considered an unexcused absence, with penalties as outlined on page 4 under “Penalties for Unexcused Absences”.

## Suspension

Most suspensions will be considered an unexcused absence and will result in automatic 0’s in all classes (the CMA Staff will determine credit loss if other circumstances arise).

## Tardiness

- An elementary student who comes in **after 8:20 a.m.** will be considered tardy for that day. Elementary students are considered absent when they miss more than 3 1/2 hours in a school day.
- **School starts at 8:20 a.m. A junior/senior high student who comes in after 8:20 a.m. will be considered tardy for his or her first period class (or their first official class of the day).** A student in junior/high school will also be counted as tardy when entering the classroom after the bell rings, and a teacher can give a student a tardy if the student is not prepared for class and must leave the classroom to get something. A tardy for unpreparedness is at the teacher’s discretion.
- Three tardies counts as one unexcused absence (this applies to both morning assembly tardies and class tardies). An unexcused absence caused from tardies will cause points to be deducted as with a regular unexcused absence. **Any unexcused absence, caused by tardies or other reasons, will disqualify high school students from being exempt from final exams.**

## Failing Policies

- For elementary students, an “F” for a subject for the entire year is considered failing that particular subject, and might require tutoring to keep the student performing at his or her grade level. If several classes have been failed, a meeting with the parent and teacher will be held to determine a course of action.
- For 7th and 8th grade students, if the yearly average for a class is a 59% or lower, the class is considered as being failed, and the class must be made up from an outside source. You may contact the CMA Office for more details on making up a class.
- For 9th-12th grade students, failing grades are determined by semester averages. If one semester has a passing average (60% or higher), but the other semester has a failing average (59% or lower), the semester that has been failed must be made up from an outside source. You may contact the CMA Office for more details on making up a class (see Summer School Guidelines on page 13).

## Student Council

The purpose of Student Council is to provide leadership, to serve the student body, the school and the community. In order to qualify for a student to be voted in for Student Council, the following criteria must be met: a leader who exemplifies Christ, has no failing grades, been here for a full school year, no excessive absences or tardies and no suspensions.



## Make-Up Work/Tests

Makeup work is the student's responsibility. There will not be repeated reminders from the teachers. Work will be allowed to be made up for both excused and unexcused absences. Penalties will be enforced for unexcused absences, as outlined on page 4 under "Penalties for Unexcused Absences".

Makeup tests and assignments must be made up in the number of days in which the student was absent (example: if a student is absent three days, he or she has three days upon returning to school to make up the assignment). The clock for makeup work starts when the student returns to school. (For example, if a student misses school on a Tuesday, and returns Wednesday, he or she has until Thursday morning to turn in assignments without penalty). If a student turns in work after the makeup period has passed, the student will have ten (10) points a day, up to five (5) days, deducted from the late assignment. After five (5) days, the student will get a zero (0) on the assignment.

## School Communications

With so much happening on a daily basis here at CMA, we utilize our **CMA**

**Parents & Students** private group (not Official Page) on Facebook as our source

of communication for all school activities, events, reminders, and closings or delays (when weather conditions arise). If you need help joining the group, please contact the CMA Office. If you are a member, PLEASE CHECK YOUR NOTIFICATIONS so that you know all that is happening. It is our goal to keep you updated as best we can. **You can find most other documents and information on our website at [www.cmahotspings.com](http://www.cmahotspings.com)**



## Weather Related School Closings

The fastest way to check on weather updates is our CMA Parents & Students group on Facebook, as information will be posted there first. School closing information will also be available on the following local news stations: Channel 4 (KARK), Channel 7 (KATV), and Channel 11 (KTHV). Information can also be found on the news stations' web sites: Channel 4 ([www.arkansasmatters.com](http://www.arkansasmatters.com)), Channel 7 ([www.katv.com](http://www.katv.com)), and Channel 11 ([www.todaysthv.com](http://www.todaysthv.com)). If there is no news by 7:30 a.m., CMA will be in session for the day.

## Student Drivers

Students who drive to school should park their cars on the hill side of the lot, not on the building side.

## Driver's License Forms

The form required for a student to get his driver's license may be obtained through the office. Please allow 48 hours for this form to be processed, as the office must verify that the student is maintaining a "C" average prior to filling out the form.



## Lunch

Students should bring a sack lunch. Microwaves and a vending machine are available in the cafeteria. Please send everything your student needs for his or her lunch. The school cannot be responsible for providing lunches, silverware, drink money, and other items for students each day. Lunch will be eaten in the cafeteria; the gym and classrooms are off limits.

## Gum

No gum is allowed in school.

## Knives

No pocket knives or knives of any kind are allowed at school.

## Friday Afternoons

School is out at 1:00 p.m. (elementary pick up starts at 12:50pm). Please pick up your student promptly as there is no after-school supervision. We encourage you to use Friday afternoons to run errands, take care of appointments, etc. when possible. (Late pick-ups are recorded in the office for your student (and any students you may be picking up) please see After School rules on page 2.)

## Cell Phones

**No cell phones are permitted for elementary students.**

**Cell phones for 7th-12th grade are permitted between classes and at lunch.**

**Junior high and high school teachers will have discretion in each classroom during class time in regards to cell phone use.**

## Discipline

CMA's discipline policy lines up in accordance with God's Word. When disciplinary action becomes necessary, corporal punishment will be carried out. CMA is not a replacement of the home. If discipline issues become a frequent matter, parents will be asked to correct the behavior. If students are unable to change their behavior, then, at the discretion of school administration, it may be necessary for the student to be dismissed from school.

## Citizenship

Each student will earn a citizenship grade on his report card. All of these categories are assessed in academic and non-academic areas.



- Self Control -The ability to control one’s own behavior, especially in terms of reactions and impulses.
- Respect for Authority - Actions and attitudes that demonstrate admiration and honor toward those in leadership.
- Social Skills - The ability to interact and relate on many different levels with all types of people. The ability to communicate and listen effectively.
- School Spirit - Enthusiasm regarding all things school related. Engaging in positive conversation and support of school events and academics.

Citizenship grades will be represented as follows:

- 1 - The student is successful in this area
- 2 - The student is successful more than not in this area
- 3 - The student is more unsuccessful than successful in this area
- 4 - The student is not successful in this area

## Tuition

School tuition is due the 1st of the month and no later than the 10th. We must be able to count on tuition being paid each and every month for every student. Parents need to pay for books with their August tuition payment or no later than August 31st (before school begins). ***See page 10 for more details on how to pay tuition and approximate book fees.***

### Non-Church Member KD-K Tuition

Tuition for a non-Christian Ministries church member is \$275 per student per month\* for Kindergarten Development or Kindergarten.

### Church Member KD-K Tuition

Tuition for a Christian Ministries church member is \$175 per student per month\* for Kindergarten Development or Kindergarten.

### Non-Church Member 1st-12th Grade Tuition

Tuition for a non-Christian Ministries church member is \$250 per student per month\*.

### Church Member 1st-12th Grade Tuition

Tuition for a Christian Ministries church member is \$150 per student per month\*.

*To be a church member of Christian Ministries, the family will be expected to attend 75-80% of the 175 services each year. As members, your attendance, as well as your volunteering for working in the nursery, decorating for special occasions, etc., is very important. Your tithes as well as your offerings are imperative. Church members are given a discount because your tithe helps offset the cost of tuition. Your involvement in church is reflected by the payment option you choose.*

\*Tuition that is paid out in monthly installments is paid over a 12-month period from August through July. There is a reduction in tuition costs if the tuition is paid in full for the year by August 1st. ***Please see Page 10 more details on paying tuition for the year.***

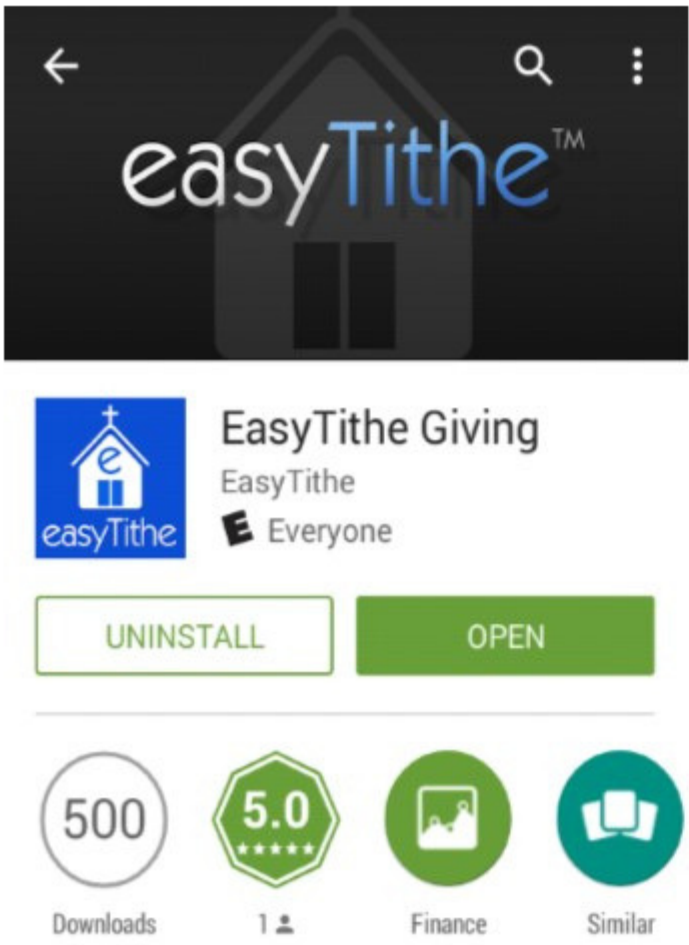


# Paying Monthly Tuition

## We now offer several ways to pay your CMA Tuition!

- 1. Visit our website at [www.cmahotsprings.com](http://www.cmahotsprings.com) to pay online and set up automatic monthly payments!
- 2. Mail in your monthly tuition or stop by the office with a check or cash.
- 3. Pay with a debit/credit card over the phone or in person (*please note - a \$3.00 credit card fee will now be added to each payment*).
- 4. Download the Easy Tithe App! Just follow the instructions below to set up the app on your device. If you would like to set up automatic monthly payments visit: [www.easytithe.com/cmc](http://www.easytithe.com/cmc)

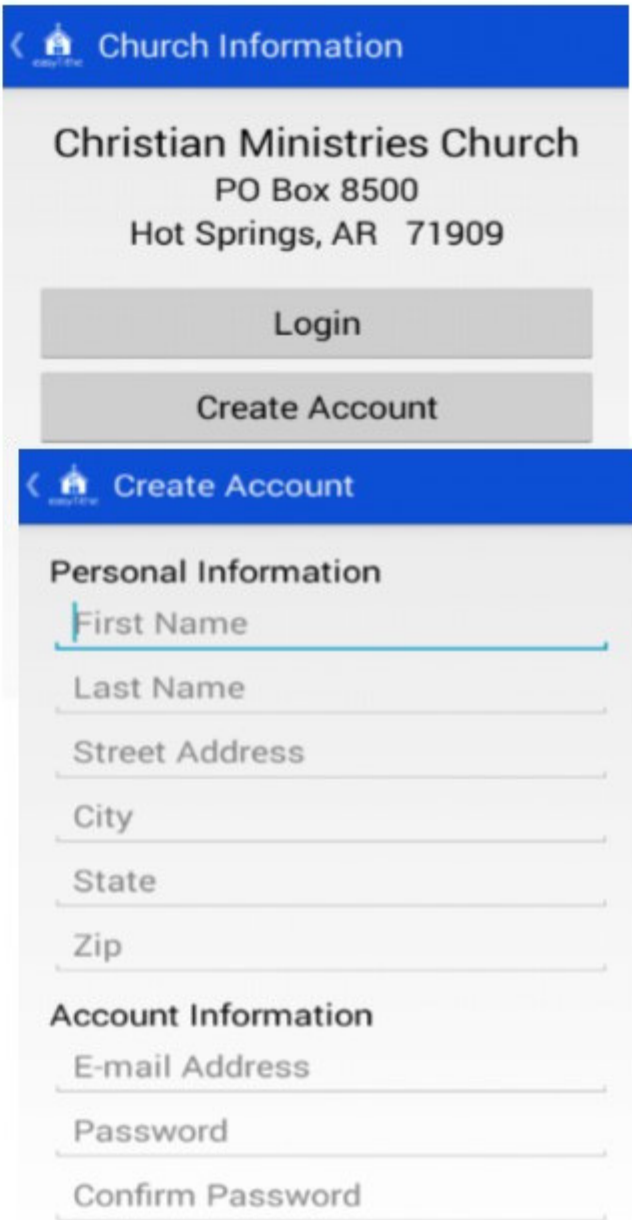
Step 1: Search for the easyTithe app on your iphone or Android device and install it.



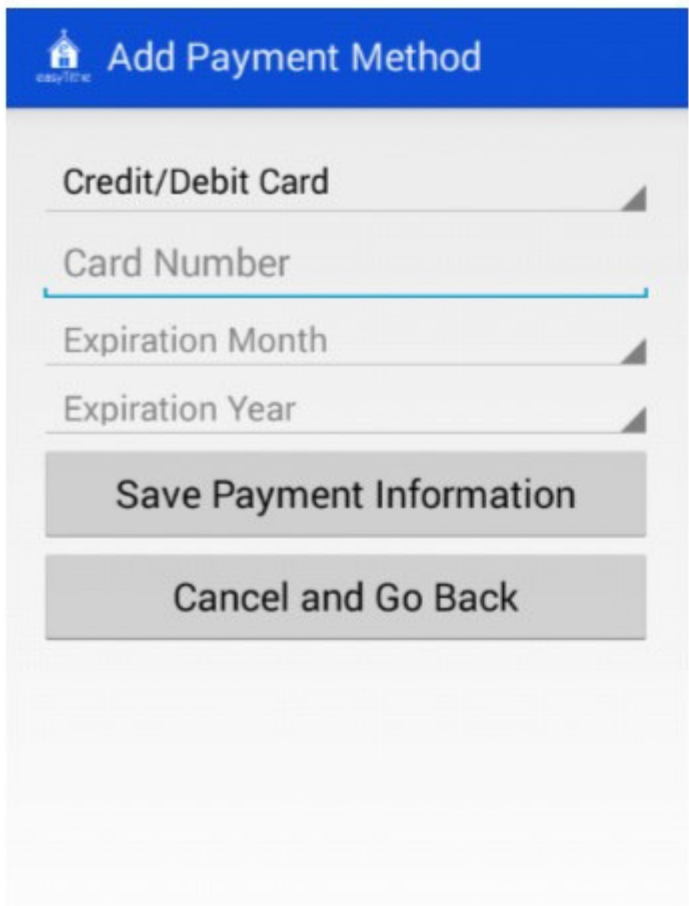
Step 2: Open the app and choose Christian Ministries Church as the giving application.



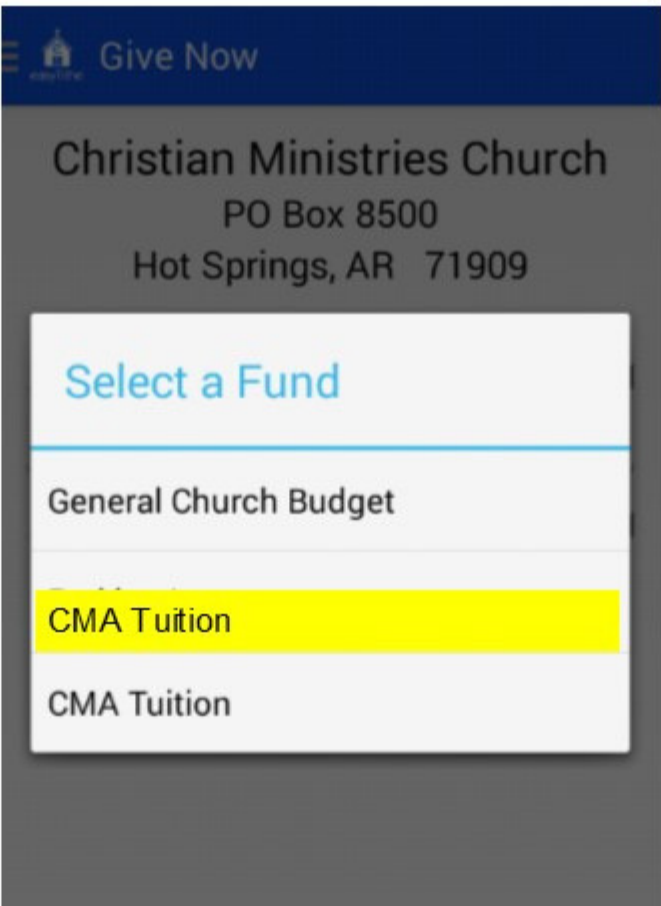
Step 3: Select Create Account and enter your personal information.



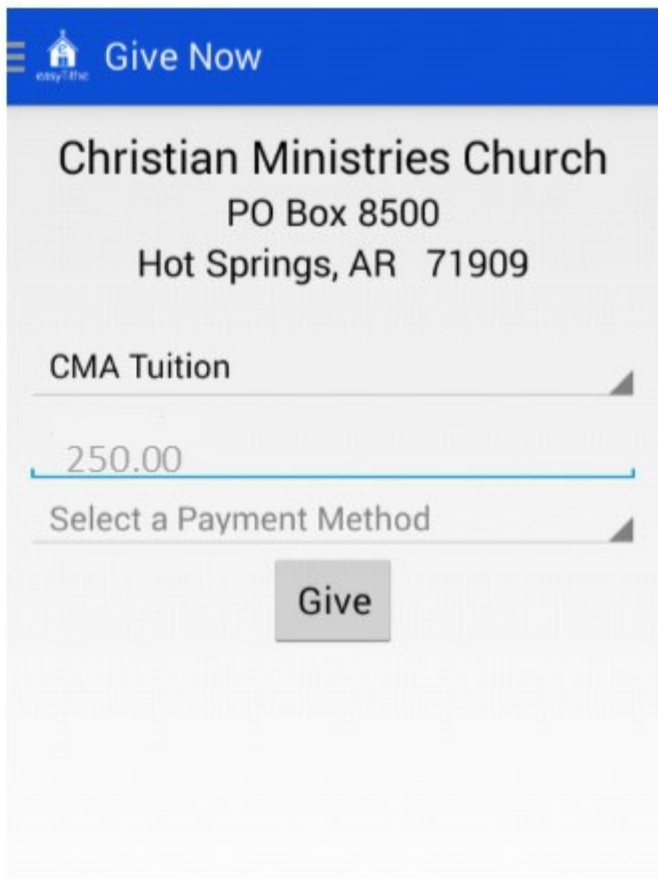
Step 4: Add Payment Method and Save Payment Information.



Step 5: Select Give Now and Select CMA Tuition as the Fund.



Step 6: Enter Tuition Amount and Payment Method—then click Give. It's that simple!



CMA Program By Grade	Member* Price Yearly	Non-Member Price Yearly	Member* Price Monthly	Non-Member Price Monthly	Approximate Book Fees
KD & K	\$1,980.00	\$3,180.00	\$175.00	\$275.00	\$300.00
1 <sup>st</sup> - 12 <sup>th</sup> Grade	\$1,680.00	\$2,880.00	\$150.00	\$250.00	\$350.00



# Honor Roll, Merit Roll & Exemptions

## Honor Roll

Honor roll is classified as having an “A” average with no “C’s” (averaged per quarter)

## Merit Roll

Merit Roll is classified as having a “B” average with no “C”s” (averaged per quarter)

## Final Exam Exemptions for Honor Roll

There will be no exemptions from nine-weeks tests or for the fall semester. To be exempt from a final exam in the spring semester, the student must have the following by the posted deadline:

For all 4 quarters of school:

- been on the honor roll
- **no unexcused absences (even from tardies)**
- no conduct marked below a 3 on citizenship
- no suspensions
- **only "A" classes are exemptable**

*The number of exams that can be exempted are as follows:*

**9th Grade – 1**

**10th Grade – 1**

**11th Grade – 2**

**12th Grade – 3**

**Other Notes on Honor Roll:** New junior or senior students who are on honor roll by their second semester (but weren’t on honor roll for the first semester) can exempt a final.

## Final Exam Exemptions for Merit Roll

For all 4 quarters of school:

- been on merit roll or honor roll
- **no unexcused absences (even from tardies)**
- no conduct marked below a 3 on citizenship
- no suspensions
- **can only exempt classes with the highest grades**

*The number of exams that can be exempted are as follows:*

**11th Grade – 1**

**12th Grade – 2**

**Other Notes on Final Exams:** Students who are late to finals will receive points deducted from their grade.

5-15 minutes late – 5 points

15-30 minutes late – 10 points

30+ minutes late – 20 points

## History or Science Fair Projects/Career Projects/Research Papers

All 5th-10th grade students will be required to participate in History/Science Fair Projects. 11th grade students will be required to do Career Projects and 12th grade students will be required to submit Research Papers.



# Academics

## Transcript Legend

Below is the transcript legend for CMA.

- A – 100-90
- B – 89-80
- C – 79-70
- D – 69-60
- F – 59-0

<i>Grade</i>	<i>Regular Classes</i>	<i>Honors Classes</i>
93-100	4	4.33
90-92	3.667	4
87-89	3.333	3.667
83-86	3	3.333
80-82	2.667	3
77-79	2.333	2.667
73-76	2	2.333
70-72	1.667	2
67-69	1.333	1.667
63-66	1	1.333
60-62	0.667	1

## Course Plan

Students in the 9th grade must meet the Smart Core requirements to graduate from CMA. A student meeting the Smart Core requirements will have met the requirements for unconditional admission to Arkansas colleges. For a student not wishing to attend college, he or she may be put on a regular preparatory path of study upon a meeting with the parent(s)/guardian(s) and student.

### Arkansas Smart Core (23.5 credits)

- Bible – 4 units
- English – 4 units
- Social Studies – 3 units
- 1 semester Civics/1 semester American Government
- World History
- U.S. History
- Mathematics – 4 units
- Algebra 1
- Geometry
- Algebra 2
- Pre-Calculus (Honors)
- Physical Science – 3 units
- Physical Science
- Biology
- Chemistry (Honors) or Physics (Honors)
- Speech – ½ unit
- Physical Education – 1 unit
- Health – ½ unit
- Economics – ½ unit



Fine Arts – 1 unit (see CMA Electives page on our website for more information on each elective)  
Worship Band  
**Drama (extra-curricular)**

Electives – 2 units (see CMA Electives page on our website for more information on each elective)  
Worship Band  
**Drama (extra-curricular)**  
**Media (limited space available)**  
**Yearbook**  
**Family & Consumer Sciences**  
**Intro to Spanish/Spanish 1**

Spanish 2 (if offered)  
Office Applications I & II Digital Course (2 Semesters)  
Career & Technical Education Digital Courses:  
    Fundamentals of Digital Media (1 Semester)  
    Introduction to Information Technology (1 Semester)  
    Web Development in the 21st Century (1 Semester)  
    Small Business Entrepreneurship (1 Semester)  
Family & Consumer Science Digital Course (2 Semesters)  
Physical Education  
A science not counted as a Physical Science credit  
An approved elective taken from an outside source

**Arkansas Regular Preparatory (22 credits)**

All classes are the same as outlined in the Arkansas Smart Core, except in regard to math credits. If the student chooses Arkansas Regular Preparatory, the parent must sign a waiver in the CMA Office. Choosing this option could exclude them from certain scholarship opportunities such as the Arkansas Challenge Scholarship. The student will then be required to complete a Part 2 (or second year) of a previous math course offered at CMA (grades will be counted) as their math credit for senior year.

**Credits from Outside Sources/Dual Credit**

A student seeking credits from an outside source must have the outside course approved by the academic advisor. No more than 5 credits can be obtained from outside education sources with the exception of a transfer student whose former credits have already been approved. **Those students who are furthering themselves before graduation by taking college courses will receive dual credit. Most college academic-type courses will be weighted as honors courses at CMA (honors weighted classes will be determined at the advisor's discretion).**

**Valedictorian/Salutatorian**

Only students who take college preparatory courses and the Smart Core course plan will be eligible for valedictorian or salutatorian.

*Requirements for valedictorian are:*

Must maintain a 3.75 GPA  
Must take four core\* classes each year, for the entire year (including senior year). Must have attended CMA his or her entire junior and senior year

*Requirements for salutatorian are:*

Must maintain a 3.5 GPA  
Must take four core\* classes each year, for the entire year (including senior year). Must have attended CMA his or her entire junior and senior year

\*Core classes are considered Bible, math, English, social studies, science, speech, and health. In some cases an elective might be allowed as a core class.

**Drop/Add Period for Classes**

There will be a 2 week drop/add period for all 7th-12th grade classes. After this time, all students will remain in their scheduled classes.



# Summer School

## CMA Summer School Guidelines (7th-12th Grade)

We have recently made some important changes for summer school.

If a students fails (F) or retakes a core class for the year or semester, the semester(s) must be completed by a CD course offered through CMA or by an outside source approved by CMA (see Failing Policies on Page 6).

For your convenience we will offer the student a Switched On Schoolhouse Program (or equivalent) of the particular failed course. The fee for each course is \$50.00. *All summer school work must be completed within a 90-day period or the \$50 course fee will be re-applied for each additional 30-day period.* **A CMA Staff Member will be the SOS Teacher if taking the Switched on Schoolhouse course. Please have your student bring in his/her laptop to the school for the software to be installed.**

**Once the CD is completed, a CMA Staff Member will print a report card.** The summer school grade will then be calculated for the class based on the following scale

Grade on CD Report	Final Posted Grade for Class for the Year/Semester
90-100	75
80-89	70
70-79	65
60-69	60

Please contact the school office with any questions regarding summer school CDs or our grading scale.

## Awards

### Christian Leadership Award

God has called us to be leaders that impact and influence this generation and future generations, by portraying a Godly, Biblical example to those around us. This award is for the student in a particular grade who has exemplified great leadership ability and strives to uphold the vision of leadership we have here at CMA.

### Conqueror’s Award

This award is given to those students who have shown the “heart of an overcomer” in some aspect, whether it be academically, physically, or spiritually.

### Perfect Attendance

All excused absences count against the perfect attendance award with the exception of doctor/dentist visits for which the student will miss only part of the day. A note from the doctor or dentist will be required in order to receive proper credit. Any student receiving an unexcused absence (even from three (3) tardies) will not be eligible for perfect attendance.



**Honor Roll**

This award is given to those who make honor roll, or those who maintain an “A” average or 90% in all of their classes and do not receive any grades below a “B”. A certificate is given for each individual quarter, and a plaque is given for those who make honor roll all four quarters.

**Merit Roll**

This award is given to those who make merit roll, or those who maintain an “B” average or 80% in all of their classes and do not receive any grades below a “B”. A certificate is given for each individual quarter, and for those who make merit roll all four quarters.

**Highest GPA**

This award is given for the highest overall GPA in the 7/8, 9/10, and 11/12 grade. Classes that are acquired outside of CMA do not count in the highest GPA award.

**Valedictorian/Salutatorian**

These awards are given to eligible seniors. Details are on page 12.

**Dress Code Information**

**K4-12th Grade Spirit Day Dress Code**

- Blue jeans (no leggings)
- Spirit Shirt / Conquerorlyfe Apparel  
(old or new versions of shirts are acceptable)
- Tennis shoes or Monday - Friday shoes  
(no flip flops, slides or slippers)
- Long sleeve white shirts may be worn underneath spirit shirts.
- No scarves, caps, hats, bandanas, big belt buckles, or any other major accessories are to be worn.



**Dress Code Infractions**

Each student is expected to follow the dress code and uniform requirements.

*Elementary Infractions:* Any student in violation of the dress code and uniform requirements will receive a warning. For any subsequent violations, the student will be sent to the office to call his or her parent(s) to bring the proper attire.

*Jr./Sr. High School Infractions:* Any student in violation of the dress code will be sent to the office to receive a warning. For any subsequent violations, the student will be sent to the office to call his or her parent(s) to bring the proper attire. After the 3rd violation, the student will also receive an unexcused absence for class time missed, while waiting on the proper attire.



# Dress Code

## KD-2nd Grade

Same as below with a few exceptions

KD/K No shoes with laces that tie

1st/2nd Graders need to be able to tie their own shoes or wear shoes with no laces that tie

## KD-12th

Khaki Pants or Khaki Shorts (should be 7” inseam or longer)

Polo Style Shirt or Oxford Button-Up Shirt

(either can be short-sleeve or long-sleeve); some lighter colored oxfords may require a plain white undershirt to be worn

Any CMA/Conquerorlyfe Apparel may be worn over polos/oxfords

Shoes KD-6th Tennis Shoes with socks

Shoes 7-12th Any shoes with the exception of flip flops, slides, or slippers

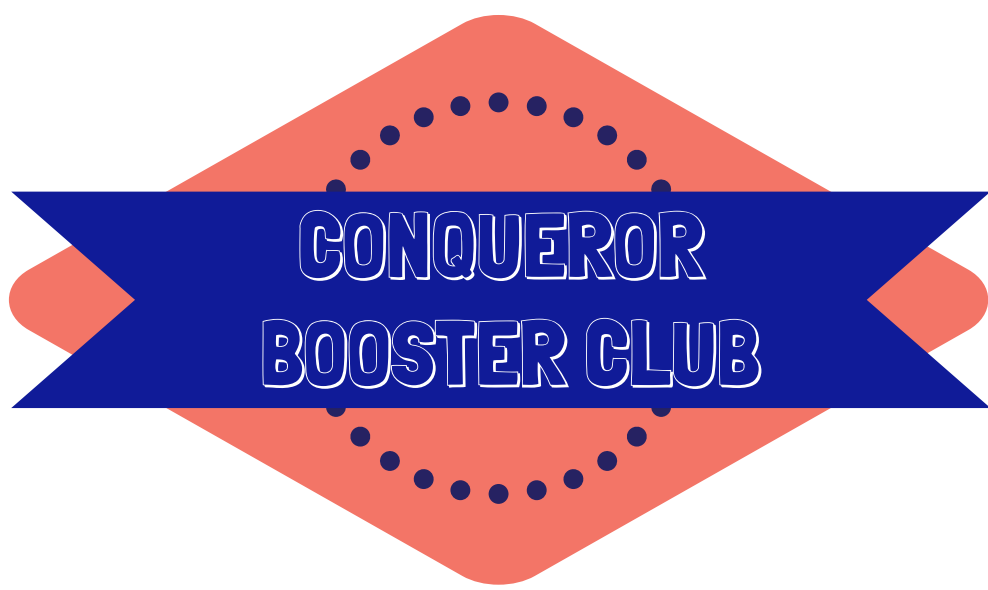
## Other Notes Concerning Boys Dress Code

- Long-sleeve shirts are not to be worn under short-sleeve polos. If short-sleeved undershirt is worn, it cannot be seen under the polo.
- Hair is not to be dyed in whole or in part or streaked with any unnatural color.
- Hair cannot in any way be able to touch the eyebrows or go past the collar. Boys with hair of this length will be asked to get their hair cut.
- No scarves, caps, hats, bandanas, big belt buckles, or any other major accessories.
- Boys may not wear any piercings or any kind of earrings.
- Tattoos are not acceptable. If a student is accepted to CMA and already has a tattoo, it must be covered at all times. Students are never to show, promote, or discuss their tattoos with other students.

## Other Notes Concerning Girls Dress Code

- No heavy jackets/coats may be worn inside the classroom.
- Leggings/jeggings are not allowed to be worn.
- Long-sleeve shirts are not to be worn under short-sleeve polos.
- Hair is not to be dyed in whole or in part or streaked with any unnatural color.
- No scarves, caps, hats, bandanas, big belt buckles, or any other major accessories are to be worn.
- Girls may have pierced ears only, no other piercings are allowed to be worn.
- Tattoos are not acceptable. If a student is accepted to CMA and already has a tattoo, it must be covered at all times. Students are never to show, promote, or discuss their tattoos with other students.





CMA home games are so much fun! Our concession stand is top notch and all the funding from our Conqueror Booster Club concessions goes directly to our Athletic Program. We depend on our parents and volunteers to help run our concessions. Your student doesn't have to be an athlete to be involved! We can't wait for you to be a part!

## CMA Parent Teacher Organization (PTO)

*Serving our school and our teachers is what we do!*



### PTO Sign Up Table

Each year at our Open House/Parent Meeting we greet our new parents and visit with our current parents about helping out in the PTO. We need a few parents to help them get signed up and informed.

### Yearbook Pre-Orders

Each School Year our students design and put together the CMA Yearbook. At our Open House/Parent meeting, we will need volunteers to head up our Yearbook Pre-Order table. Our parents will save money by pre-ordering their yearbook instead of waiting until the end of the year.

### Conquerorlyfe Apparel

The CMA PTO raises money each year by ordering and selling CMA Spirit Apparel. Come and be a part of our new “store” as we sell items at our Athletic Meetings and our Open House/Parent Meeting. It is a busy store and we will need many volunteers to help!

### CMA Retreat Meals

To kick off an exciting new school year, our 7th-12th grade students have a life-impacting overnight retreat on campus. We serve meals and snacks to feed the students and staff during the retreat. Start the new school year serving with us!

### Pizza Day

We hold Pizza Days once a month to raise money for PTO. We order, serve, and clean up—plus you get to see all the faces of excited students on pizza day in the cafeteria! Be a part of our Pizza Day Crew!

### Box Tops

Box Tops Contests happen twice a year. If you love to count and be organized—we need you! Box Tops have been a vital part of supporting our school through things that our parents normally purchase everyday.

### Senior Breakfast

At the end of another incredible school year at CMA, we honor our Senior students with a special breakfast. It’s a heartfelt time when students and teachers talk about those who have been leaders and examples for the rest of the student body. Come bless our senior class by serving at this special event.

### Teacher Appreciation Breakfast

To close out the school year, our PTO loves to bless our teachers with a breakfast. For all they do for our students and parents all year, it is a fitting way to say thank you. Come and help us shop, cook and serve with this breakfast crew!

If you are interested in being involved in serving our school, please contact:



Stacey Mosher  
PTO Coordinator  
501-624-1952  
Message Stacey



Kim Taylor  
Conqueror Booster Club  
501-282-4420  
Message Kim

