HOME OF THE CONQUERORS

CHRISTIAN MINISTRIES ACADEMY

SCHOOL HANDBOOK

Official School Website:
www.cmahotsprings.com

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School Communications on the Remind App:

remind

Social Media:

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

11/01/2022

CMA Administration

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.

Stacey Mosher
School Administrator/Principal

As Administrator, Stacey has a goal for each student to reach their God-given potential both spiritually and academically, with vision and purpose for the future. She directs the day to day happenings at the school as well as the staff, to serve with a heart of excellence in every area at CMA. Stacey oversees the CMA enrollment and interview process as well as financial decisions and school budget. She plays a vital role in encouraging involvement and communication with parents and families.

Josh Barnett
High School Counselor

Josh leads and encourages our high school teaching staff as well as our 9th-12th grade students. As an Associate Pastor at Christian Ministries Church and CMA Bible teacher, Josh endeavors to teach and train our upper classmen to grow in their personal relationship with Jesus as well as being leaders at school and in the community. If any of our high school students need wisdom or counsel, Josh is available.

Jason Ross
Junior High Counselor

Jason Ross is the leader over our junior high teaching staff and students. Jason has experience serving as a Children's Pastor and Worship Leader. He looks forward to helping train and guide the students in these sometimes delicate years of junior high. If any of our junior high students need wisdom or counsel, Jason is available.

Bergyn Collie
CMA Office Assistant

Bergyn handles all facets of the CMA Office. She oversees the day to day attendance, schedules and calendars, as well as parent/student communications. She is vital in assisting our parents, staff and the administrative team. She administrates over all of the CMA PTO fundraising efforts. Bergyn also helps our juniors and seniors with scholarship opportunities and community service. If you call the CMA Office you will most likely hear her friendly voice.

Table of Contents

Before School..... 2
Drop Off/Pick Up Lane Instructions..... 2
After School..... 2
Attendance..... 3-6
Checking In/Out of School..... 3
Sickness..... 3
Absences..... 3-4
Excused Absences..... 3-4
Unexcused Absences..... 4
Penalties for Unexcused Absences..... 4
Perfect Attendance Qualifications (Concerning Absences)..... 5
Chapel Days..... 5
Athletic/School Function Absences..... 5
College Days..... 5
Personal/Family Days..... 5-6
Suspension..... 6
Tardiness..... 6
Failing Policies..... 6
Student Council..... 6
Make-up Work/Tests..... 7
School Communications/Weather Related School Closings..... 7
Student Drivers..... 7
Lunch..... 8
Gum..... 8
Knives..... 8
Friday Afternoons..... 8
Cell Phones..... 8
Discipline..... 8
Citizenship..... 9
Tuition..... 9-10
Honor Roll & Final Exam Exemptions..... 11
Other Notes on Final Exams..... 11
History Fair/Career Projects/Research Papers..... 11
Academics..... 12
Transcript Legend..... 12
Course Plan..... 12
Smart Core..... 12-13
Regular Preparatory..... 13
Credits from Outside Sources/Dual Credit..... 13
Valedictorian/Salutatorian..... 13
Drop/Add Period for Classes..... 13
CMA Summer School Guidelines (7th-12th Grade)..... 14
Awards..... 14-15
Christian Leadership Award..... 14
Conqueror's Award..... 14
Perfect Attendance..... 14
Honor Roll 15
Highest GPA..... 15
Valedictorian/Salutatorian..... 15
Dress Code Information..... 15-16
Dress Code Infractions..... 15
Dress Code..... 16
Concessions & Athletics/CMA Parent Teacher Organization..... 17

Before School

Student supervision begins each morning at 7:50 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 7:45 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.

Tardy Bell is 8:10 a.m.

Drop Off/Pick Up Lane Instructions

Please be very observant and exercise extreme caution when turning into the parking lot. Please follow instructions below as well as those from our parking lot attendants:

- 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 CMA supervision after school. Students should not be running around in the buildings or on the playground 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 message the office on Remind or by texting the office (501-624-1952) 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. We will then contact the teacher and have the students sent directly to the CMA Office.** ***If a student drives to school, he or she will not be allowed to leave school without the parent contacting the office on Remind or text message (501-624-1952)****. 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 doctor's 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 (Requires a Personal Day Form - see Page 5):*** 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 (Requires a Personal Day Form - see Page 5):*** 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, as long as they only miss part of the day (an entire day will count as an absence). 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 (5th-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 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 8:10 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 8:10 a.m. A junior/senior high student who comes in after 8:10 a.m. will be considered tardy for his or her first period class (or their first official academic class of the day which does not include Bible, Study Hall, etc).** 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 check-in 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 14).

Student Council

The purpose of Student Council is to provide leadership, foster school spirit, 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. **Students in 7-12th grade should contact their teachers directly on Remind for work missed.** 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. This is the same as the unexcused absence policy listed on on Page 4.

School Communications

With so much happening on a daily basis here at CMA, we utilize the Remind App as our source of communication for all school activities, events, reminders, and closings or delays (when weather conditions arise). Our teachers also use Remind for their classroom communications and reminders with parents and students. If you need help joining our parents and students group or Remind classes, please contact the CMA Office. PLEASE CHECK YOUR NOTIFICATIONS (you can choose reminders through the app, text message or email) 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.cmahotsprings.com**

Weather Related School Closings

The fastest way to be aware of weather updates is through Remind (via app, text message or email), as information will always be posted there. 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 car in the designated student parking area at the far side of the lot (when entering the campus, this is the first parking area on the left).

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 (KD-5th) or for Junior HIgh Students (6-8th). Cell phones for 9th-12th grade are permitted between classes and at lunch.

Junior high and high school teachers will have discretion in each classroom in regards to cell phones for academic 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.

As stated in the Parents Pledge of Acceptance upon enrollment: We hereby invest authority in the school to discipline our child as deemed necessary by the school. We further agree that we will cooperate and discipline our child in the home as needed. (Proverbs 13:24; 19:18; 22:6; 23:13,14; 29:15,17; Colossians 3:20 and Hebrews 12:6).

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 - Excellent - The student is successful in this area
2 - Good - The student is successful more than not in this area
3 - Fair - The student is more unsuccessful than successful in this area
4 - Poor - The student is not successful in this area

Tuition

There is a non-refundable registration fee of $250.00 per student.

Choosing the Annual Tuition Option shown below saves $120.00 per year, per student. Annual Tuition must be paid in full by August 1st and is non-refundable.

If you choose the Semester Tuition Option, your payments will be broken down by semester into six (6) monthly installments from August-January and February-July and is due the 1st of each month. The full semester payment will be due each semester the student attends CMA and is non-refundable.

CMA Student Grade	CMA Annual Tuition	CMA Tuition Per Semester	CMA Annual Book Fees
KD/K-12th Grade	$3,780.00 (must be paid by August 1st)	$1,950.00 ($325.00/month For 6 months)	$400.00 (must be paid by August 1st)

Multiple Students:
A multi-student discount may be offered. Please inquire about this discount at your scheduled interview and tour, if you plan to enroll several students within the same family.

CMA Annual Book Fees

Each student is required to pay annual book fees by the beginning of the school year. The costs for your student's books will be added to the monthly bill for August, and will need to be paid by August 1st. Book Fees and pre-enrollment fees are non-refundable.

Paying Tuition

All billing for tuition is done through our email payment system. You will be required to give us an email that will work best for you to receive your statement and make your payment.

You will initially need to set up your payments for your account by simply adding your routing and checking/savings account number. Credit/Debit cards can be used but may incur additional fees for services charges on each use. Once you set up your payments initially, you will simply be able to click and pay each month through the email.

Because of the ease of payment through our email billing, we will no longer be able to take payments for tuition over the phone. You can pay your statement through the email or mail or drop off your payment.

Tuition is due the 1st of each month. Any tuition that is not paid by the 10th of the month will incur a $25.00 late fee. Late fees will be added and continue to accrue for any months not paid on time.

Honor Roll & Exemptions

Honor Roll

Honor roll is classified as having an “A” average with no “C’s” (averaged per quarter). Students in any IEP class will not qualify for Honor Roll.

Final Exam Exemptions for Honor Roll

There will be no exemptions from nine-weeks tests or for mid-terms. 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 classes with a grade of 85 and above are exemptable**

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

9th Grade – 1
10th Grade – 1
11th Grade – 2
Seniors Can Exempt All Finals

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 one final.

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 Fair Projects/Career Projects/Research Papers

All 5th-10th grade students will be required to participate in History Fair Projects or writing assignments. 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

Grade	***GPA Regular Classes***	***GPA Honors Classes***
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 (1 unit can be National Park College Concurrent Credit for Comp 1/Comp2)
Social Studies – 3 units

- 1 semester Civics/1 semester American Government
- World History
- U.S. History

Mathematics – 4 units

- Algebra 1
- Geometry
- Algebra 2
- National Park College Concurrent Math - Dual Credit (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 - ½ unit per semester

- Worship Band (two semesters)
- Art (if offered - one semester)
- Media (if offered - two semesters)
- Yearbook/Journalism (two semesters)

Electives – ½ unit per semester

- Worship Band
- Family & Consumer Sciences (if offered - one semester)
- An approved science not counted as a Physical Science credit
- An approved elective taken from an outside source

Career & Technical Education Digital Courses (self-guided/self-study)

- 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)
- Office Applications I & II Digital Course (2 Semesters)
- Family & Consumer Science Digital Course (2 Semesters)

Community Service - 30 hours of community service is required for Graduation (Class of 2021 and after)

CMA Community Service Club - ½ unit per year for 9-12

Requirements: Students must attend 75% of recorded meetings (meeting records should be kept and clubs must be approved by School Administration and be sponsored by a CMA teacher or parent), students must serve at an approved organization/non-profit regularly, and/or host an event, fundraiser, or drive that benefits the community or organization.

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/Concurrent Credits

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 for concurrent credits 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). Seniors who are taking concurrent credit college classes will have the opportunity to do online classwork while at school in the designated periods.**

Valedictorian/Salutatorian

Only students who take college preparatory courses and the Smart Core course plan will be eligible for valedictorian or salutatorian. **(Students who have taken any IEP-type courses from 9-12 are not eligible.)**

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, and speech/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.

IEP Courses from Previous Schools

Achievements like salutatorian, valedictorian and the like, cannot be attained if students are in IEP for ANY of their 9-12 grade years. If the student finishes all the required courses for graduation, a CMA High School Diploma will be given. If the student does not pass the required courses, they will receive a Certificate of Completion.

Awards

Christian Leadership Award
God has called us to be leaders who 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 achieve 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”. Students will be recognized for each individual quarter they achieve honor roll, and a plaque is given for those who make honor roll all four quarters. Students participating in any IEP courses do not qualify for honor roll awards.

Highest GPA

This award is given for the highest overall GPA in each of the 7th-12th grade classes. Classes that are acquired outside of CMA do not count in the highest GPA award with the exception of approved concurrent college courses. Students participating in any IEP courses do not qualify.

Valedictorian/Salutatorian

These awards are given to eligible seniors. Details are on page 13.

Dress Code Infractions

Each student is expected to follow the dress code 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.

CONQUERORLYFE APPAREL

Purchase CMA Spirit Wear online at the CMA PTO Store:

https://christian-ministries-academy.square.site/

Dress Code Monday-Thursday All Students

Khaki Pants or **Khaki Shorts** (should be 7” inseam or longer)
Polo Style Shirt, **Oxford Button-Up Shirt** or **CMA Sweatshirts** (old or new styles)
Polos or Oxfords can either can be short-sleeve or long-sleeve
(some lighter colored oxfords may require a plain white undershirt to be worn)
CMA Sweatshirts do not require a polo or oxford underneath
Shoes KD-2nd Grade

- KD/K No shoes with laces that tie
- 1st/2nd grade students need to be able to tie their own shoes or wear shoes with no laces that tie

Shoes 3rd-5th Tennis Shoes with socks
Shoes 6-12th Any shoes with the exception of flip flops, slides, or slippers

Other Notes Concerning Boys Dress Code

- Only CMA Sweatshirts are allowed to be worn inside the classroom (no jackets, sweaters or other hoodies)
- Hair is not to be dyed in whole or in part or streaked with any unnatural color.
- Hair should not touch the eyebrows or go past the collar. Boys with hair of this length will be asked to get their hair cut.
- No caps or hats should be worn except for Spirit Days, etc.
- Boys may not wear any piercings or any kind of earrings.

Other Notes Concerning Girls Dress Code

- Only CMA Sweatshirts are allowed to be worn inside the classroom (no jackets, sweaters or other hoodies)
- Leggings/jeggings are not allowed to be worn as part of the dress code.
- Hair is not to be dyed in whole or in part or streaked with any unnatural color.
- No caps or hats should be worn except for Spirit Days, etc.
- Girls may have pierced ears only; no other piercings are allowed to be worn.

Friday and Special Spirit Day Dress Code All Students

Cropped or Full-length Jeans or Overalls (no denim shorts)
(No super tight jeans/jeggings – must be actual jean material, no jeans with excessive holes, jeans should be an appropriate/modest fit. If they are not, students will be sent to the office to contact parents for proper attire.)
CMA Spirit Shirt / CMA Sweatshirt / CMA Athletic Shirt (old or new versions of shirts are acceptable)
(No other shirts/sweaters/sweatshirts are to be worn on Friday)
Tennis shoes or Monday - Friday shoes (no flip flops, slides or slippers)
Special Spirit Days/Weeks will be announced with the proper theme for each day

CMA Concessions & Athletics

CMA home games are so much fun! Our concession stand is top notch and all the funding from our concessions goes directly to our Athletic Program. We depend on our parents, students 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! Visit our website or contact our Athletic Director for more information.

CMA Parent Teacher Organization (PTO)

Serving our school and our teachers is what we do!

PTO Meetings
Each year we have several meetings to greet new parents and visit with our current parents to brainstorm new ideas and ways to serve our school. Come join us - PTO Meetings will be scheduled on the CMA Google Calendar.

Serving/Volunteer Opportunities:

Yearbook Sales and Advertising
Each school year our students design and put together the CMA Yearbook. Our parents will save money by pre-ordering their yearbook instead of waiting until the end of the year. We also sell advertising for personal and business pages.

Conquerorlyfe Apparel
The CMA PTO raises money each year by ordering and selling CMA Spirit Apparel. We welcome creative designers and organized people to help us sort and package student and family orders.

PTO Lunch Days
We hold special lunch days several times a month to raise money for PTO. Parents can easily order lunch days online through our PTO Store. We order, serve, and clean up in the cafeteria kitchen. When you serve on lunch days, you get the bonus of seeing all the faces of excited students in the cafeteria! Be a part of our Lunch Day crew!

Special Brunch/Lunch/Dinner Events
Several times per year we host Brunch/Lunch/Dinner events for our CMA families, seniors and their parents, and our staff. These are incredibly special events and some of the highlights of our year at CMA.

If you are interested in serving/volunteering at our school, please contact the CMA Office!