



**Christian Ministries  
Academy  
2024-2025**

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# Vision

***“Fear of the Lord is the foundation of wisdom. Knowledge of the Holy One results in good judgment.” Proverbs 9:10***

We recognize that students are immersed primarily in three different environments...home, school, and church. Our vision is to partner with parents and ensure that all three of those environments agree and teach that the Word of God is our foundation for living.

## Mission Statement

We embrace the following uncompromising values:

- Biblical Truth
- Excellence
- Relationships
- Servanthood
- Integrity

Our goal is to create a culture in which students recognize from within the necessity of ***integrity*** and ***servanthood*** as they build ***relationships*** based on a desire for ***excellence*** in all areas of life and a foundation of ***Biblical truth***.

### ***Before School***

Student supervision begins each morning at 7:45 a.m. If students are dropped off prior to this time, the doors may be locked, and they will be unsupervised. **Do not drop off any students before 7:45 a.m.** If you have extenuating circumstances, please speak to a supervisor to see if other arrangements can be made. \*Please use the covered drive-thru only for dropping off students. If you must get out of your car, please park in the back and come in. We all think that we will be “just a minute.” Unoccupied cars in the drive-thru area obstruct other parents from dropping off students in a timely manner.

### ***After School***

School dismisses at 3:45 p.m. Please be prompt in picking up your student at that time. There is no supervision after school.

### ***Attendance***

All students **MUST** sign in at the sign-in book upon arrival at school and must sign out of school at the sign-in book if leaving early.

#### ***Checking In***

A student arriving to school late will need to sign in on the book. Any students arriving at 8:00 or after will be counted as tardy.

#### ***Checking Out***

If a parent needs to check his or her student out, a staff member will get the student from class and have a parent sign him or her out. If a student drives to school, he or she will not be allowed to leave school without the parent contacting the office in person, via call, text, or by a note sent to school with the student. There will be no exceptions to this rule. The student driver will not be allowed to take any other student with him/her when checking out unless otherwise specified by a parent/guardian of each student.

#### ***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 is gone before sending him or her to school. If a student gets sick at school (throwing up, has a fever, etc.), the parent/guardian will be called to pick up the student from school.

#### ***Tardiness***

Any student who comes in after morning assembly has started at 8:00 a.m. will be considered tardy for that day. The amount of time a student is not present at school (whether tardy or leaving school early) will be totaled. When this amount reaches 7 hours, it will result in unexcused absence which counts as one their 14 allowed absences.

## **Absences**

A student will be considered absent when not present at school for at least five hours. **A student will only be allowed to miss a total of 14 days during the school year whether excused or unexcused.**

These guidelines are in place to ensure each student reaches the required number of hours per year. This requirement must be met for each student to be educated.

An excused absence is still considered one of the 14 allowed absences, just as an unexcused absence is considered one of the 14 allowed absences.

The staff will make every effort to keep parents notified of absences; however, parents are asked to keep track of their student's absences as well. Extenuating circumstances will be determined by a meeting of the school officials and staff.

## **Excused Absences**

An absence will be considered excused in the following cases:

**Sickness:** If a student is sick, the parent/guardian must call the school the day the student is sick, or must provide written/verbal documentation of the sickness within two school days of the student being absent. If more than two days pass and the school has not heard from the parent, the absence will be considered unexcused.

**Doctor/Dentist Visits:** if a student is unable to schedule a doctor/dentist visit after school or on Friday, and must schedule a visit during school hours, the parent/guardian must call the school before the visit takes place, the day that the visit takes place, or must provide written/verbal documentation of the doctor/dentist visit within two school days of the student being absent. If more than two days pass and the school has not heard from the parent, the absence will be considered unexcused.

**Death in the Family:** If a student must be absent because of a death in the family, the parent/guardian must call and let the school know what days the student will be absent in advance, or must provide written/verbal documentation of the absence within two school days of the student being absent.

**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 24 hours in advance of a vacation for it to be considered excused. Calling the school office or sending a letter to the school after the vacation has happened will cause the absence to be considered unexcused.

Family Time: We understand that special circumstances may arise causing a student to need to miss a day for special family time. However, the school office must be informed at least 24 hours in advance of special 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. Calling the school office or sending a letter to the school after the absence has happened will cause the absence to be considered unexcused.

**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.

Any absence not meeting the "excused absence" standard set forth in this handbook will be considered an unexcused absence.

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

**Attendance Reward/100% Goal Reward** Any student receiving no more than three (3) excused absences, zero (0) unexcused absences, and no more than two (2) tardies for the semester will be able to participate.

#### **Athletic or School/Church Function Absences**

Any student missing school for a CMA athletic or school function will not be considered absent. Students attending church conferences will not be marked absent. It is the student's responsibility to make up any work/tests missed during the athletic/school function.

#### **Field Trips**

Field trips have purpose. It is an unexcused absence to miss a field trip without a valid reason.

#### **College Days**

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 three (3) school days prior to the requested date of the college day. Missing school for a college day will not be considered an absence so long as a signed note from the college is brought to the office to verify the student's use of the college day. Juniors will be allowed 3 college days per year. Seniors will be allowed 5 college days per year.

**If a student fails to follow any of the above-mentioned procedures for taking a college day, it will be considered an unexcused absence.**

### ***Suspension***

A suspension, whether it be in-school (ISS) or out-of-school (OSS), is considered an unexcused absence.

### ***Weather-Related School Closings***

Should it be necessary to cancel school for bad weather, mainly ice/snow, a notification will be made in the Bloomz app. If it is determined during a school day that early dismissal would be appropriate, parents will be contacted immediately via the Bloomz app and/or group text.

### ***Student Drivers***

Students who drive to school should park their cars on the north end of the lower building or in the lot behind the lower building facing the gym or the white fence.

### ***Lunch & Beverages***

Students should bring a sack lunch. Students have two assigned hot food days a week. Microwaves are available for student use. Please send everything your student needs for his/her lunch, including plates, silverware, napkins, cups, etc.

Students may bring water bottles. Water bottles should be filled up at home and brought to school ready to drink. Water is the only approved beverage, both in the student's water bottles for use during the day, as well as at lunch. **Please do not send juice or other beverages.** Soft drinks are not allowed during lunch except for special occasions which will be specified beforehand.

### ***Gum***

Gum is allowed in the school. Students are expected to be responsible with their gum. If at any time their gum becomes a distraction, it will be taken away.

### ***Cell Phones***

Cell phones are permitted at school, but they are to be silenced/turned off and turned in at the beginning of the day. They can be picked up at the end of the school day. Cell phones must remain turned off and put away until the student has exited the building.

The first time the cell phone policy is violated, the student will no longer be allowed to bring a phone to school. Smart watches must also be turned in like phones.

Electronic devices (dictionaries, iPods, iPads, etc.) may be used during work time only by 6th-12th grade students, and internet/wifi must be turned off. Any improper use of electronic devices will result in loss of the privilege.

Device will be taken away and returned to the student at the end of the day upon request. If the device is improperly used more than once, the parent must pick up the device from the school.

### ***Air Pods***

Air Pods are not allowed at school or any school related function, both during and after school hours. This includes: games, athletic events, tournaments, field trips and any other school related event or trip.

### ***Social Media***

Posts, comments, or shares on social media, by CMA students, that are deemed by CMA administrators to be ungodly or inappropriate, will be subject to disciplinary action. Any student who refuses access to his/her social media account will be subject to automatic suspension, possibly permanent.

### ***Classroom Discipline***

Each classroom will be disciplined in accordance with the teacher's discipline policy. If the teacher feels it is necessary to send a student to the office, he/she will be dealt with by a member of the pastoral staff.

### ***Physical Aggression***

Physical aggression is unacceptable and will not be tolerated at CMA.

### ***Citizenship***

One of the primary goals at CMA is to train students to be productive, responsible citizens. There are four areas of behavior that are highly encouraged in that effort. CMA students will be observed and counselled when necessary regarding self-control, respect for authority, social skills and school spirit.

***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.



## ***Tuition***

School tuition is due on the 15th of the month. Tuition covers all curriculum needed per student for the entire academic school year. A locked drop box is available in the lower building for payments.

### **There will also be a \$5 reorder fee for any failed pace.**

A replacement fee will be charged for any damaged/destroyed textbooks. We must be able to count on tuition being paid each month for every student.

## ***Enrollment, Registration and Security Fees***

An enrollment fee of \$100 is due August 1 each school year. If you choose to pay the first month's tuition by this date, the enrollment fee of \$100 is waived. If only the enrollment fee is paid, the entire first month's tuition is due August 15th.

For new enrolling students, there is a registration fee of \$25 per student.

A security fee of \$10 per student (2nd-12th grades) will be charged each school year. For the safety of students, a security system has been installed requiring key cards for entrance. Students (2nd-12th grades) will be issued a student ID & key card at the beginning of the year. Lost ID's or key cards will result in a \$20 replacement charge.

## ***Non-Church Member Tuition***

Tuition for a non-Christian Ministries Church member is \$390 per student per month. (9 monthly payments)

## ***Church Member Tuition***

Tuition for a Christian Ministries Church member is \$215 per student per month. (9 monthly payments)

To be a church member of Christian Ministries Church, the family must regularly tithe and attend services at CMC. As a member, attendance is a must. Your tithes as well as your offerings are a must. Church members are given a discount because their tithes help offset the cost of tuition. Regular church attendance is required of all students. We ask that all students ages 12 and up, who are in the 7th grade or higher, faithfully attend a regular youth ministry. Students excel when the home, church, and school are all working cohesively to instruct the student spiritually.

Payments made with a card or online will incur a 10% customer service charge.

## ***Academics***

CMA offers two courses of study: College Prep 1 Diploma and the College Prep 2 Diploma.

### ***College Prep 1 Diploma includes:***

Math – 4 units of Algebra 1 and higher  
English – 4 units of English I-IV  
Science – 3 units  
Social Studies – 3 ½ units including Constitution  
Etymology – 1 unit  
Health – ½ unit  
Bible – 2 units  
Media/Computer Applications – 1 unit  
Foreign Language – 1 unit  
Physical Education – 1 unit  
Electives – 4 units

***Total Units – 25 units***

\*All credits must be earned in classes that are high school level or above which is PACE 1097 and above.

### ***College Prep 2 Diploma includes:***

Math – 3 units including Algebra 1  
English – 4 units including I, II, and III  
Science – 3 units  
Social Studies – 3 ½ including Constitution  
Etymology – 1 unit  
Health – ½ unit  
Bible – 2 units  
Media/Computer Applications– 1 unit  
Physical Education – 1 unit  
Electives – 5 units

***Total Units – 24 units***

### ***Valedictorian/Salutatorian***

Only students who receive the College Prep 1 Diploma will be eligible for valedictorian or salutatorian. These awards are given to eligible seniors.

#### **Requirements for Valedictorian are:**

- \*Must maintain a 3.75 GPA or higher and have the highest GPA of the senior class.
- \*Must take four core\* classes each year, for the entire year (including senior year).

#### **Requirements for Salutatorian are:**

- \*Must maintain a 3.5 GPA or higher and have the second highest GPA of the senior class.
- \*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, and Science. In some cases, an elective might be allowed as a core class.

Work programs and half days for seniors are not permitted at CMA.

## ***Awards***

### ***Academic Awards***

These awards are given to students with the outstanding achievement in work that is grade-level or higher.

### ***Character Awards***

These awards will be given to students who show exceptional character in different areas.

### ***Christian Spirit Award***

This award is for the student(s) who best represents Christ. This does not necessarily mean that this student is quiet and unassuming, because Jesus was a radical person.

### ***Stallion Award***

This award is given to the student(s) who have shown the heart of an “overcomer” in some aspect, whether it be academically, socially, physically, or spiritually.

### ***Perfect Attendance Award***

All excused absences count against the perfect attendance award except doctor/dentist visits for which the student will miss only part of the day. A note from the doctor or dentist will be required to receive proper credit. Any student receiving an unexcused absence will not be eligible for perfect attendance. Any student with three (3) or more tardies for the year 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 their classes and do not receive any grades below a "B". A certificate is given for each individual quarter, and special recognition is given for those who make honor roll all four quarters.

### ***Dress Code and Uniform Information***

**All clothing should be clean and of a neat and modest appearance.**

#### ***Boys Uniform Requirements***

Solid or striped polo or button up shirt with khaki, black, grey, or navy SCHOOL UNIFORM pants or shorts. Joggers are not permitted. They may also wear a CMA sweatshirt. The uniform pants and shorts can have cargo pockets on them and logos can be visible. A solid color tie may be worn when tied correctly around the neck with a dress button up shirt only.

**Uniform shorts must have a 7" inseam for 5th grade & up. \*Students may NOT have visible tattoos.**

***Girls Uniform Requirements*** Solid or striped polo or dress button up shirt with khaki, black, grey, or navy SCHOOL UNIFORM pants, shorts, skirt, capris, or (knee length or longer) skirt. They may also wear a CMA sweatshirt. Uniform pants and shorts can have cargo pockets on them, and logos can be visible. **Uniform shorts must have a 7" inseam for 5th grade & up. \*Students may NOT have visible tattoos.**

#### ***Additional Dress Code and Uniform Guidelines***

On Thursdays, students may wear modest jeans and a CMA/CMC related t-shirt, or Christian t-shirt. Students may also wear a polo shirt. If a student chooses not to wear jeans, only uniform shorts, pants, or capris can be worn.

Students may wear a solid color shirt under their polo. No emblems may be visible on the under shirt. Students are encouraged to wear CMC or CMA hoodies and jackets. Outside, the students can wear coats of their choice.

Students may wear shoes of their choice. October 31st is the last day to wear open toe shoes. It is also the last day the students can wear shorts and capris. Students can begin wearing shorts, capris, and open toe shoes again on April 1st.

**Students are expected to bring clothes for P.E. They need to wear modest shorts and a CMA, CMC, or Christian t-shirt. They must also wear tennis shoes.**

***All shorts worn during P.E. MUST have a 7" inseam (or have biker shorts beneath them with a 7" inseam) for students 5th grade & up.***

We want all supplies and clothing to point people to Christ. Therefore, any skulls, crossbones, dragons and other symbols deemed inappropriate by CMA administrators, will not be permitted on any clothing, shoes, backpacks, binders, or lunch bags.

Hair is not to be dyed in whole or in part or streaked with any unnatural color. Extreme hairstyles will not be tolerated.

No scarves, hats, caps, bandanas, or any other major accessories are to be worn. **Uniform clothes must not have holes or be torn, and should fit properly. Students should have good physical & oral hygiene as part of their daily routine.**

CMA students may not have visible tattoos.

Girls may have their ears pierced, and wear earrings, but no other body piercing will be allowed.

#### **IMPORTANT NOTE:**

The uniform policy is for the benefit of both students and parents. If parents are not on board with the policy, the students will not be on board either. Please help us by supporting the policy and monitoring your students attire.

#### **Uniform Infractions**

Any student in violation of the dress code and uniform requirements will receive a verbal warning once. For any subsequent violations, the parents will be called and the student will be sent home.

**Parent Communication**  bloomz

We will be using the BLOOMZ app for communication with parents for the 2024/2025 school year. Please download the app and allow notifications on your phone.

## ***Philosophy of Christian Education***

***“See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ.” Colossians 2:8***

Christian Ministries Academy believes it is the parents' responsibility to raise their children and believes the home, church, and school should complement each other in this endeavor. The purpose of a Christian school is two-fold.

First, Christian schools provide a sound academic education that integrates a biblical view of God and the world. This education equips the student so that he may mature to his fullest potential and thereby become a fruitful member of his family, his church, and his community. The student will be equipped to research, evaluate, and creatively apply all information according to biblical standards.

Christian schools are not intended to shelter a student from the real world or from exposure to views contrary to his beliefs. Rather, students are provided the tools needed to evaluate information, discern what is true or false, and form convictions that are biblically based. Truth is based on the authority of God's Word and not by contemporary scholarship. All subjects can be viewed as part of the total truth of God, and for this reason, biblical principles are woven into all areas of the curriculum.

Secondly, Christian schools assist parents in fulfilling their God-given responsibility to instruct and discipline their children. They assist parents in the intellectual, spiritual, and moral development of their children so students can evaluate and perceive all life with the "mind of Christ."

Christian Ministries Academy  
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