



Student Handbook

2020-2021

ADMINISTRATION

ADMINISTRATOR: Ken Amador

PASTOR: Greg Odiorne

TREASURER: Michael Volante

MVBC DEACON BOARD: Joe Fucci (Chairman), John Daniels, Bill Fenter, Andrew Higgins (Secretary), Doug Kinchley, Ken Louie, Dan Clement, Vic Parrish, Matthew Renda, and Brad Wilkins

SMCA Service Group: Doug Kinchley, Brad Wilkins, Ken Amador, and Dan Beaulieu (Pastoral Lead)

Parent Advisory Team: Chris Burger, Kristina Coppola, Dave Gilbert, Doug Kinchely, Christina Stark, and Brad Wilkins

Location:

517 Boston Post Road
Merrimack, NH 03054

Phone: (603) 880-6832 or (603) 595-6671

Fax: (603) 598-7085

Church: (603) 595-0955

E-mail: smca@smcanh.org

Website: www.smcanh.org

Office hours: The school office is open from 7:45AM to 3:30PM every school day. School office hours are limited during summer months and breaks.



*South Merrimack Christian Academy is a member of
the New Hampshire Association of Christian Schools (NHACS),
the American Association of Christian Schools (AACS),
and regionally accredited through
the New England Association of Schools and Colleges (NEASC).*

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INTRODUCTION

South Merrimack Christian Academy is committed to providing quality Christian education to your children.

WHAT IS CHRISTIAN EDUCATION?

Our purpose is to approach education from a biblical point of view. (See our Statement of Faith). This will be accomplished through Bible stories or lessons each day, as well as chapel services held each week. In addition, the whole program will be taught in an atmosphere acknowledging the existence and love of God. In the observance of holidays, for example, we will emphasize the religious rather than the secular significance.

Although Christian Education will be a basic and important part of our program, it will not take away from the rest of the curriculum. It is our purpose to provide our students with a curriculum that is of the highest quality. The curriculum that best fits our criteria is a combination of the A Beka program and Bob Jones University curriculum. We encourage students to achieve a high standard of performance in each of their classes.

PHILOSOPHY AND PURPOSE OF CHRISTIAN EDUCATION

- a) To bring each student into a personal relationship and unbroken fellowship with Jesus Christ.
- b) To instill within them a love for God's Word, His Son the Lord Jesus, and the Holy Spirit.
- c) To encourage and prepare each child to glorify, enjoy, and serve God faithfully and effectively.
- d) To develop the mind to think biblically, clearly, logically, and independently.
- e) To provide the best atmosphere to grow academically, physically, emotionally, socially, and spiritually.
- f) To encourage a biblical worldview of creation, history, the environment, and morality.
- g) To communicate a biblical relationship between the student and family, other believers, non-believers, the church, employer, and government.

STATEMENT OF FAITH

We believe the Bible to be the inspired Word of God, complete and without error in the original manuscripts.

We believe in one God, existing in three Persons: Father, Son and Holy Spirit, co-equal in every way.

We believe that Jesus Christ was born of a virgin, and was divine and sinless. Jesus died vicariously, atoning for our sins; rose bodily; ascended to heaven; and is imminently and personally coming again.

We believe that the divine Holy Spirit convicts, convinces, and converts the unbeliever, and that He seals, indwells, fills, motivates, teaches, and comforts the believer.

We believe that God created man perfect, but that man by choice fell. And so every man is a sinner by nature and totally depraved, unable to save himself from hell. Only by Faith alone in the shed blood of Christ can he find forgiveness of sin and a home in heaven.

We believe that the local church is to be independent and autonomous; to have two officers: Pastor and Deacons; and to practice two ordinances: believer's baptism by immersion and the Lord's Supper.

MISSION

South Merrimack Christian Academy, a ministry of Merrimack Valley Baptist Church, is a life preparatory school in partnership with parents to cultivate the academic, spiritual, and emotional growth of students and to inspire them to influence our culture for Jesus.

REGISTRATION

ADMISSIONS POLICY

- South Merrimack Christian Academy admits only students coming with the recommendation of the school most recently attended. Children who have been expelled from another school will not be accepted at SMCA. In evaluating a potential student, teacher referral and interviews are customarily required. The interviews are with the school administration and/or the pastor.
- South Merrimack Christian Academy admits students transferring from other Christian schools only after their present school bill has been paid in full.
- SMCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.
- Our program is not designed to meet the special needs of students with unusual behavior, spiritual, academic, social or physical problems.
- SMCA reserves the right to deny, to suspend, or rescind admission to any student that is judged to be a negative influence upon the student body.

We encourage anyone interested in our school to attend at least one regular church service at Merrimack Valley Baptist Church. This visit will help you better understand the philosophy and tone of our ministry.

January is set-aside for Online Enrollment of children currently enrolled, children of church members, siblings of children currently enrolled, and siblings of children previously enrolled. Open Enrollment begins in February for all prospective applicants. An Online Application form for new applicants is available on the school website under Admissions. See Financial Policy in Appendix A for applicable fees.

PRESCHOOL AND KINDERGARTEN CUT-OFF DATES

Application for enrollment into kindergarten will be open to all children whose fifth birthday comes on or before September 30th of the school year and who are not yet six by that date. If a parent feels that a child is not ready for public school, an exception may be made to allow him/her to stay in kindergarten after age six, providing the parent has petitioned the local superintendent of schools for permission to do so. This full-day program is offered five days a week.

Application for enrollment into the four-year-old kindergarten program will be open to all children whose fourth birthday comes on or before September 30th of the school year. This half-day program is offered three days or five days a week.

Application for enrollment into the three-year-old program will be open to all children whose third birthday comes on or before September 30th. Children must also be toilet trained. This half-day program is offered two days a week.

REQUIRED PAPERWORK

The following forms are required for Admission:

- Online Application (new students entering the Academy)
- Online Enrollment (annual enrollment required for all students)
- Statement of Cooperation (completed through Online Enrollment)
- Student Health Form, Immunization Record, and Emergency Medical Release Form
- School Records (new students entering the Academy)
- Photo Release Form (completed through Online Enrollment)

Medical Forms and Emergency Cards

No child will be allowed to enter school without having a current STUDENT HEALTH FORM on file as required by *state law*. For preschool students, a new health form is needed with a current physical on a yearly basis. For K-12 students, a new health form is needed with a current physical every two years. Each child must also have an EMERGENCY MEDICAL FORM on file by the first day of school.

TRANSFER STUDENTS

If a student transfers out of the Academy during the school year, then the date of withdraw must be clearly communicated to the school office. A request must be initiated by the new school in order for student records to be released. SMCA will mail student records, report cards, diplomas and transcripts to the new school once all financial obligations are met. Student records cannot be released to parents.

MID-YEAR ENROLLMENT

SMCA accepts mid-year enrollment as space allows. The registration fee and testing procedures apply to mid-year students. Tuition is prorated according to entry date.

GENERAL POLICIES

GUIDELINES FOR PARENTS

1. Parents should read through the SMCA Student Handbook and familiarize their children with its contents.
2. Parents are asked to support the activities and programs of South Merrimack Christian Academy.
3. Parents will pay all financial obligations to the school on or before the due date(s). If this is not possible, parents will notify the Finance Office in advance to make special arrangements.
4. Parents are responsible to ensure that the students arrive at school on time each school day.
5. Parents should help ensure that their children participate in scheduled field trips and other school-related activities.
6. Parents are responsible to see that the students arrive at the school dressed in accordance with the uniform dress code.
7. Parents understand that the Administration has full responsibility for placing a student at the proper grade level and/or in a particular classroom.
8. Parents understand that SMCA reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational or disciplinary process of the school.
9. Parents will support the teacher who has full responsibility for classroom management/discipline in accordance with the discipline policy of the school.
10. Parents who have concerns or disagreements with the how SMCA functions should seek to resolve the matter with the person or persons directly involved, following the Biblical principle of reconciliation set forth in the Bible (Matthew 18).
11. Parents are expected to fully support the School's mission and philosophy. SMCA reserves the right to dismiss any family found to cause divisiveness or disharmony among the school community.

ACADEMIC INTEGRITY

Because we believe that honesty and integrity are hallmarks of Christian living and evidence of sound and legitimate academic work, we believe that plagiarism, taking someone else's work or ideas and presenting it as your own, is a serious offense. Offenses include – though this is *not* an exhaustive list – copying daily homework assignments or offering one's own assignment to be copied, cheating on tests, using technology to cheat, or plagiarizing either a portion or all of a paper or project.

Students are responsible for knowing the school's policy and consequences, and most importantly, students are individually and collectively responsible for neither cheating/plagiarizing themselves nor aiding in another's attempt to cheat/plagiarize.

A teacher who discovers a student cheating/plagiarizing – in whole or in part – academic papers, journal, other writings, test/quizzes, or daily homework assignments will direct the situation to the administration. The incidents will also be recorded in RenWeb on the student's record.

Violations of academic integrity, cheating/plagiarism, may range from a *zero* on the assignment to failure of a course. Discretion for penalties imposed is left to the teacher and administrator involved with the specific incident, based on the information provided in that teacher's syllabus.

ATTENDANCE

Regular attendance and punctuality are required of every student. If a student is not in school for any reason, the school office must be notified immediately. Parents should email the school office at smca_attendance@smcanh.org for *all* attendance and tardy issues. Please provide a brief explanation for the absence or early dismissal and refrain from other communication in this email.

Parents are discouraged from removing children from school for the purpose of vacationing. Those students that are removed for vacation or other non-essential reasons should alert the office as early as possible about the pre-planned absence. The office will make the student's teachers aware of the pre-planned absence. Upon their return to school, students are expected to complete all missing assignments, quizzes, and tests that took place during their absence. They will have the same number of school days as the absence to complete their makeup work without receiving any academic penalty. Students may request assignments from their teachers so that they can complete them before their absence, but they are not required to do so. Each teacher has the prerogative to provide assignments for pre-planned absences ahead of time or not.

Students are expected to attend all school activities for their age group recorded on the school calendar such as Christmas and Spring programs, Fine Arts competitions, and announced special events beginning during the day and ending after regular school dismissal time. Failure to attend these activities may be reflected on the report card.

In order to attend any extra-curricular activity, a student must be in school for at least half a day. Special recognition is given to students for perfect attendance.

Absences

Partial Day – In instances where a student is absent from an individual class but is not absent for the entire day (i.e.-arriving late to or leaving early from school, leaving temporarily for a

doctor's appointment, etc.), the student is still responsible to complete all assignments that were due including quizzes, tests, and homework. The student should make every effort to meet with the teacher the same day to discuss missing work and to schedule a time to make up a quiz or test. All assignments will be due the following day. No additional days will be given to complete the work. Failure to complete all required assignments will result in homework offenses and academic penalties.

Students with excessive absences in the same class will receive a full letter grade deduction from their course average per semester and may jeopardize his promotion to the next grade. All exceptions must be approved by the administration. Excessive is defined as absences that exceed 10 days for a daily class and 5 days for a non-daily class. A grade deduction may be enforced for students with excessive tardies.

Full Day – If a student is to miss school due to illness or unexpected family emergency, the school receptionist must be notified of the reason for the absence via RenWeb. One day for each day missed will be allowed for make-up work. In case of an extended illness, special arrangements may be made to extend the time for finishing make-up work.

Excused Absence – Illness, attending a funeral, surgery, all other excused absences must be approved by administration.

Un-Excused Absence – All other absences, such as family vacations, will be categorized as unexcused even if the school has been made aware of them.

Elementary

If you wish to have homework assignments sent home, you must contact the school receptionist by 9:00AM. This will allow the teacher time to prepare the list of assignments to be picked up by the end of the day. We are unable to guarantee work if calls are received after 9:00AM.

Secondary

RenWeb is your best source for homework. If a textbook is needed, please call the school office. Textbooks are sent up to the office by 2:30PM each day. It is the parent's responsibility to pick them up or have them picked up.

Tardies

Any student arriving after 8:00AM should check in with the school office to receive a tardy pass. Generally, excused tardies will be given only in case of vehicle breakdown, unusual heavy traffic, or extreme bad weather. All others will be considered "unexcused." It is the parent's responsibility to notify the office of any potential excusable tardy.

A \$3 charge will be added to your bill for each time a student is tardy over the five tardy maximum per quarter. After a total of 10 tardies, a meeting will be scheduled by the office to address the situation.

Half-Days

Any student arriving at school after 10:00AM or leaving school before 1:00PM will be credited for a half-day attendance. Half-day absences disqualify a student from receiving a Perfect

Attendance Award.

Dismissal

Parents must "check-out" and "check-in" a student in the school office when leaving the school for any reason and returning later (i.e. dentist and doctor appointments, etc.), or leaving early or arriving late. Please send a note to the teacher informing them of your plans to pick up a student early.

All students must leave the building by 3:15PM, unless they are staying for regular after-school activities or they have been given special permission to remain on school campus. Children will be supervised during pick-up. Once released to a parent or guardian, the school relinquishes responsibility for the child.

Elementary students who are not going home or who are not picked up by regular means of transportation, must bring a signed note from home stating parental permission to be picked up by an alternate driver. In the case of a last-minute change of plans, parents must call the school office; otherwise, the child will be sent home by his regular means of transportation.

***Seniors** must leave the premises immediately after their last class of the day unless special arrangements with the administration have been made.

ATHLETICS

Playing sports at SMCA is a privilege and will never be more important than a student's academic or spiritual condition. If the Athletic Director or School Administrator deems it necessary, students can be taken off a team at any time. Students must exhibit good conduct, have no F's, and maintain an overall C average in all classes. It is the student athlete's responsibility to get homework completed on nights when there are sports games or practice, even if the student misses the class.

Students are **not** allowed to play sports with another organization if the sport is offered at SMCA.

All athletes will be required to read and adhere to the specific guidelines listed in the SMCA Athletic Handbook, which is available through their coach or the school office.

AWARDS

Students are recognized for various achievements accomplished throughout the year. Some ongoing awards are as follows:

Highest Academic Average

- Elementary: Awards are presented annually to the student(s) with the highest academic average in each grade.
- Secondary: Awards are presented annually to the student(s) with the highest academic average in each department (not including electives.)

Spelling Bee Award

Award is presented to the top speller at the annual spelling bee.

Attendance Award

Awards are presented annually to the student(s) with perfect attendance. (This takes into account tardies and dismissals.)

Honor Roll

Awards are presented annually to the student(s) who meets the following criteria on final report card:

- A Honor Roll – An “A” in all subjects for quarterly and semester grades.
- A/B Honor Roll – An “A” or “B” in all subjects for quarterly and semester grades.

BAD WEATHER CLOSINGS

At the discretion of the administrator the school may be delayed or closed due to bad weather. SMCA uses the ParentAlert system powered by RenWeb to notify parents of delays and closings. ***Text and voicemail messages*** will be sent to all contact numbers listed in student demographics. Alerts will also be announced on WMUR TV, channel 9. Preschool will be closed if there is a delayed opening. Days missed due to inclement weather may be added at the end of the school year for first grade and up.

BOOKS AND SUPPLIES

Books

Student textbooks and consumable books are provided by South Merrimack Christian Academy at the beginning of the school year. The family account will be billed an annual book fee per student. Consumable books should be kept neat and free from extraneous writing (i.e. pictures, doodling, etc.). If a student loses a book or returns a damaged textbook, the family account will be charged a replacement fee.

Students in grades 9 – 12 have two textbook options to choose from: traditional (hard copy) textbook or digital textbook for select classes. The annual book fee is the same for both options. Please see details regarding digital textbooks below.

Specifications – Students must provide a personally owned tablet with a minimum 7” display size and 16 gigabytes of memory. For optimum use with digital textbook applications, Apple products are strongly recommended. Students may not use cell phones, mp3 players, or laptops for digital textbooks during classroom instruction. However, students will receive a twelve-month license that may be used on multiple devices (including laptops, iPhones, iPods for home use). Internet access is not required in order to utilize a digital textbook once the license/textbook has been redeemed. Digital textbooks will follow the same page number format as traditional (hard copy) textbooks.

Features – Digital textbooks offer a new dimension to a student’s academic experience. Special features allow students to highlight, take notes, journal, research, etc. When a tablet is connected to the Internet, advanced features enable interactive content such as videos, hyperlinks, and digital flashcards for additional research.

Limitations – Tablets may not be used for other applications such as games, photography, video or music during class time. Students may be given a detention for misuse of tablets while on school property. Tablets used for non-academic purposes will be confiscated. Parents may pick up confiscated tablets in the school office.

Students are responsible for the care and charging of personal tablets. South Merrimack Christian Academy is not required to compensate students for loss/damage of personal tablets.

Supplies

Students in grades K5 – 12 are also required to have their own Bible (New King James Version).

BULLYING

At no time will SMCA tolerate bullying. “Bullying” is any electronic, written, verbal, or physical act or series of acts directed at another student or faculty member, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following listed below. “Bullying” as defined in this policy, includes cyber bullying.

- Substantial interference with the student’s education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

DISCIPLINE

South Merrimack Christian Academy is committed to the highest quality education for your child. We believe that a well-disciplined classroom is a prerequisite to this high quality. Teachers and school administration must be authoritative and must command the respect of student at all times. It is therefore imperative that we closely follow the guidelines and rules established for the Academy.

A signed "Statement of Cooperation" will be required from each parent agreeing to the guidelines for discipline and promising cooperation in reinforcing these policies at home. It is important that respect of authorities and good classroom behavior is instilled by the parents at home, and a full knowledge of the consequences for disobedience and disorder be established.

It is our policy to not practice any form of discipline that would in any way physically harm your child.

General Discipline Guidelines

SMCA has a basic classroom guideline, as listed below, which is followed by all teachers. Because our school belongs to God, we wish to honor Him in it. Because self-discipline is

necessary to learning, we hold to the following rules:

1. Students are to maintain Christian standards and attitudes of honesty, courtesy, morality, and kindness at all times. A poor attitude or a complaining spirit will be considered worthy of correction or expulsion.
2. Students are to be respectful to all school personnel in both action and word. Disrespect will be considered a serious offense.
 - a) All teachers and school/church personnel are to be respected at all times. Proper authorities are given by God, for the good of His people. Students at South Merrimack Christian Academy are taught to honor and respect parents (Eph. 6:1-2), civil authorities (I Peter 2:17b), and church leaders (I Thes. 5:13). Parents and students are to respect the authority of the teacher and/or the School Administrator to make and enforce classroom regulations set forth in this handbook.
 - b) The proper respect for authority requires that students not "challenge" a teacher, but instead bring questions to them in a Christ-like manner and spirit. Respect includes words, tone of voice, facial expressions and attitudes.
 - c) Students violating these standards may expect one or more of the following: a stern rebuke, a tally or demerit, a detention, suspension, or expulsion.
3. Boy-Girl Relationships – Students are not permitted to hold hands or participate in other inappropriate displays of affection at school or at any school function. Improper conversations will also be restricted.
4. In passing through the halls, there is to be no running, pushing, shoving, or excessive noise.
5. Teacher permission is required to leave the classroom during the school day.
6. Food and beverages will be consumed only at appropriate times or when authorized by a teacher or administration.
7. There is to be no gum chewing during the school day.
8. Students will be held accountable for any electronically transmitted content they post over social network sites, text messages, or pictures on cell phones.

Elementary Discipline System (Grades 1-5)

H – Hullabaloo (anything not covered in the following)

O – Out of Order

W – Work Not In

I – Intentional Disobedience

A – Attitude

C – Careless

T – Talking

The tally is a marker given to the student for inappropriate behavior during the school day. The

tally corresponds with the letter it represents, thus allowing the teacher, student, and parent alike to see the problem areas. Each class has a tally chart like the one listed above, which explains the violations. In addition, a pocket chart for each day of the week is located in the classroom. When a violation takes place the card with the student's name on it is placed in the pocket on the day it represents. The following are guidelines used to govern the function of the tally system:

1. Each tally earned in a day requires the student to do whatever the teacher deems appropriate to stop the behavior.
2. An accumulation of **three or more tallies in one given day** results in the following actions:
 - a) **First Offense:** The student meets with a teacher for a detention period after school from 3:05PM – 3:35PM. A notice will be sent home to the parents.
 - b) **Second Offense:** A detention period is assigned again. A parent/teacher conference is required within a week of the second detention to discuss necessary behavior changes.
 - c) **Third Offense:** A parent conference is required with the teacher and principal to discuss further actions and ways to correct behavior. A detention will be assigned.
 - d) **Fourth Offense:** To be determined by teacher and school administrator.
3. If a student does not accumulate 3 or more tallies in any given day but receives a **weekly accumulation of 9 or more**, the same policies mentioned above will apply for each offense.
4. Tallies are **not** carried over to the next week for accumulation.

NOTE: The tally system is an effective tool for the teacher, student, and parent alike to see the problem behavior areas. It also encourages the student to develop self-discipline and self-control, as well as personal responsibility in the areas of behavior and academics. It consistently discourages inappropriate behavior while encouraging the acceptable. No system of discipline is perfect, for all systems are the design of sinful man. However, Biblical principles are the foundation of the tally system and hopefully encourage more Christ-like behavior in the students. The administration is always willing to listen to parents when dealing with matters about student behavior. The key to a successful discipline system is parent/teacher/administration cooperation and communication. We hope this explanation will be beneficial to all parents of SMCA elementary students.

Secondary Discipline System (Grades 6-12)

Our secondary division utilizes a demerit system for discipline. Parents will be notified after 3 demerits. A detention will be issued after the 4th, 6th and 8th demerits. Suspension will be considered at 10 demerits and thereafter. Expulsion will be considered at 15 demerits.

Demerit Offenses: Chewing gum/candy or consuming food or drinks when not approved, excessive talking, horseplay, passing notes, dress code violations.

Detention Offenses: Minor disrespect, disobedience, lying.

Offenses Handled by Office: Fighting, profanity, major disrespect, defacing school property, improper literature, cheating, bullying, and stealing.

Suspension and Expulsion: Threat to school, drinking alcohol, illegal drugs, smoking/tobacco, immorality/promiscuity, or an attitude not in harmony with SMCA.

NOTE: All secondary students and parents will sign a SMCA Standards of Conduct form, which covers the guidelines to be kept while attending SMCA.

DONATIONS

Donations to SMCA are tax deductible and we welcome all forms of donations. Since the needs of SMCA are continually changing please feel free to call the school office for donation needs.

DRESS CODE

South Merrimack Christian Academy has implemented a Dress Code policy to encourage a scholastic, modest, and professional appearance. The policy is designed to promote academic excellence in a Christ-honoring atmosphere. In no way do we believe that SMCA's guidelines measure one's spirituality or define boundaries for one's personal lifestyle.

The Dress Code is in effect during school hours (8:00AM – 3:00PM) for grades K5-12th unless prior consent is given due to a sporting event or school activity. There are several distinctions between acceptable clothing attire for elementary (grades K5-5th) and secondary (grades 6th-12th), please see General Dress Code below for details. A school uniform is not required for grades K3-K4. Seniors that have a reduced course schedule and remain on campus until 3:00PM are required to wear the SMCA school uniform. Students will be held accountable to the Dress Code policy.

Lands' End is the official source for ordering school uniforms. A catalog will be available in the school office. For a list of approved items, please see Appendix B, at the end of the Student Handbook. Pay close attention to the item description and color/pattern choices. Not all Lands' End uniform styles, colors, or patterns, on their general website, are approved by SMCA. To place an order, visit the Lands' End website at www.landsend.com/school. Select "Find My School" (account #900074402) and follow prompts to set up a personal profile for each child. A complete SMCA uniform selection will be available to assist you with your uniform needs.

The School Administration has the authority to make final determinations regarding the appropriateness of any apparel. School dress standards may be modified and exceptions made by the administration as conditions warrant.

General Dress Code for Grades K5-12th Girls:

Shirts for Girls: Lands' End approved shirts with SMCA logos must be worn. Long-sleeve shirts should not be worn under short-sleeve shirts.

Outerwear for Girls: Lands' End approved attire including sweaters, fleece jackets, and Minutemen sweatshirts are acceptable in the classroom if they have the SMCA logo. School approved collared shirts must be worn underneath all outerwear.

Skirts for Girls: Lands' End approved navy and khaki skirts are to be at knee length or longer. Elementary girls (only) may also wear a plaid skirt with hunter/classic navy color. Secondary girls (only) are ***not*** required to purchase Lands' End skirts provided they meet the color and length requirements; no corduroy, denim, or cargo skirts allowed. To measure an acceptable skirt length, student should kneel on the floor and skirt should not measure more than three inches from the floor.

Jumpers for Girls: Lands' End jumpers are permissible for elementary only. A collared Lands' End shirt (logo not required) must be worn underneath.

Pants for Girls: Lands' End approved navy and khaki pants are acceptable throughout the school year provided they are appropriately sized with a comfortable, loose fit. Girls are ***not*** required to purchase Lands' End pants provided they meet the color and style requirements. (Corduroy, denim, cargo, pants with rips, skin-tight, and below-the-hip styles are ***not*** allowed.) A guideline for appropriate fitting pants is our clip-check. Clip the pants on the thigh with a chip-clip and sit. If the clip falls off, the pants are too tight and do not meet the requirements for our dress code. This is a general guideline, however, final approval will be determined by the school administration.

Shoes for Girls: Girls may wear dress, casual, or athletic shoes. (No high-heels, platform shoes, or shoes with wheels allowed.) In warmer weather, secondary girls may wear sandals and flip-flops. (No plastic, rubber, or water shoes. In cooler weather, all girls may wear dress boots such as Uggs. Snow boots are not allowed in the classroom; they are for outside use only.

Socks, Tights, and Leggings for Girls: Socks that match and coordinate with SMCA school colors are acceptable. Tights and leggings worn under a skirt must be solid navy, white, black, or brown. Secondary girls may wear nylons, but fishnet stockings are not allowed.

Hair and Make-up for Girls: Hair accessories should be conservative and not distracting. No unnatural hair coloring except on days allowed by the administration (Spirit Week, Field Day, etc.) Elementary girls may not wear make-up; secondary girls may wear make-up that is simple and natural in appearance.

Jewelry and Accessories: Jewelry and accessories should be conservative and not distracting. Elementary should refrain from dangling earrings due to PE and recess. Secondary girls may wear scarves if they are worn in a neat and professional way.

Tattoos and Writing for Girls: Permanent tattoos are not allowed. Excessive writing on self is not permitted.

Physical Education for Girls: Lands' End approved gray and cobalt blue shirts with SMCA logos must be worn. Lands' End approved black shorts or pants with SMCA logos must be worn. No tight or yoga-style pants will be allowed. Students need to wear sneakers during PE class.

Dress Down Days for Girls: Casual-wear for Dress Down Day is acceptable. This includes t-shirts, capris, and jeans. No violent or slang graphics on clothing, no tank tops, no rips in pants, and no shorts are allowed. All t-shirts must be on the shoulder and have a sleeve. Any casual-style sandal is acceptable, including flip-flops.

Formal Wear at Spring and Sports Banquet for Girls: Formal dresses worn to all SMCA banquet events need to be knee-length or longer (no shorter than three inches higher than floor when kneeling.) It is required that all dresses have straps. Please refrain from revealing necklines and backless dresses.

General Dress Code for Grades K5-12th Boys:

Shirts for Boys: Lands' End approved shirts with SMCA logos must be worn. Shirts should be tucked in at all times during school hours. Long-sleeve shirts must not be worn under short-

sleeve shirts.

Outerwear for Boys: Lands' End approved attire including sweaters, fleece jackets, and Minutemen sweatshirts are acceptable in the classroom if they have the SMCA logo. School approved collared shirts must be worn underneath all outerwear.

Pants for Boys: Navy blue and khaki pants must be worn over the hip and not sagging. Pants with belt loops must be accompanied with a belt. Boys are **not** required to purchase Lands' End pants provided they meet the color and style requirements. Corduroy, denim, cargo, and pants with rips are **not** allowed.

Belts for Boys: Belts must be worn with pants. Solid colored belts only, no studded belts or belts with designs are allowed.

Shoes for Boys: Boys may wear dress, casual, or athletic shoes. (No sandals, water shoes, or shoes with wheels are allowed.) Snow boots are not allowed in the classroom; they are for outside use only.

Socks for Boys: Socks must be navy, white, black, or brown in color. Athletic socks are acceptable.

Hair for Boys: Hair needs to be neatly tapered off the ears and collar. Bangs should not extend past the eyebrow. No unnatural hair coloring except on days allowed by the administration (Spirit Week, Field Day, etc.) No facial hair will be tolerated.

Accessories for Boys: No earrings, hats, sunglasses, or bandanas are to be worn during the school day.

Tattoos and Writing: Permanent tattoos are not allowed. Excessive writing on self is not permitted.

Physical Education for Boys: Lands' End approved gray and cobalt blue shirts with SMCA logos must be worn. Lands' End approved black shorts or pants with SMCA logos must be worn. Students need to wear sneakers during PE class.

Dress Down Days for Boys: Casual-wear for Dress Down Day is acceptable. This includes t-shirts and jeans. No violent or slang graphics on clothing, no tank tops, and no shorts are allowed. Any casual-style shoe is acceptable, including flip-flops.

DROP / ADD POLICY

When deciding which elective classes they will take for the following school year, students should choose carefully and thoughtfully. Once the school year has begun, students will be allowed to drop or add an elective class only during the first two weeks of the year. After this two-week period, dropping or adding will only be allowed under the following circumstances:

- The administration and/or faculty of the school feel it is in the best interest of the student to do so.
- The student is enrolling in a college preparatory class and can demonstrate that this class is a suitable replacement for the class being dropped.

- Extenuating circumstances (such as physical difficulties or a family situation) require that the student no longer attend the class.

EXTENDED CARE

Extended Care is available to all students until 5:30PM, Monday-Friday. Extended Care is only offered to preschool students on required school days.

Hours and Fees (based on a daily rate)

- Late pick up for K3 – K4 (12:15PM – 3:15PM) \$18
- Late pick up for all other students (3:15PM – 5:30PM) \$12

Families who consistently use extended care **5 days a week** will receive a 25% discount. If these families have multiple children, their children will also receive the same additional sibling discounts as applied to tuition. The child in extended care for the longest amount of time will be considered “the first sibling”.

Parents who habitually pick up students late or drop off students for school early may incur a daycare fee according to the above rates. We close promptly at 5:30PM. An additional fee of \$5.00 for every 10 minutes or portion thereof for late departures after closing will be charged.

It is very important that you remember to sign your child out for daycare hours. If a parent fails to sign THEIR CHILD in or out, she/he will be charged for a full day of care.

SMCA **does not** offer drop-in extended care. Exceptions can be made for emergencies. However, please notify the school of plans to leave a student in extended care as soon as possible.

Billing

The school calculates extended care fees at the end of the week. Each week will be listed separately on your monthly statement.

Pre-school Extended Care

Pre-school students staying for the afternoon (12:15PM – 3:15PM) should bring a lunch (no nut products). Students may also buy a school lunch using the lunch order menu.

Playground

The playground is reserved for the extended care program from 3:00PM – 5:30PM Monday-Friday.

Drop-off

Drop-off begins at 7:30AM. Morning care is not available and students should not be dropped off any earlier.

EXTRA HELP

Teachers may assign "Required Extra Help" for students with incomplete homework, tests to make up, or for students experiencing difficulty with the subject matter. This required help would be assigned at the teacher's discretion. Students with habitual incomplete homework may be restricted from participation in extra-curricular activities.

EXTRACURRICULAR ACTIVITY EXEMPTION POLICY

High school students who are involved in extracurricular activities (either through SMCA or other schools/organizations) may be eligible for an exemption from certain academic requirements. The following exemptions are currently available to students who meet the criteria listed:

Physical Education

Students who play a sport (team or individual) for SMCA or in a league/organization approved by the administration may be exempt from attending PE class for the duration of each sport's season. Upon receiving adequate documentation of the student's participation, the administration will count their involvement in each sport toward their grade in PE and will award credit on their transcript accordingly. Once their season is complete and their participation in the sport is over, the student will be required to begin attending PE class once again. Any student who participates in extracurricular sports for at least 6 months in a single school year will be exempt from an entire year of PE and will be awarded the equivalent number of credits on their transcript.

Drama/Theater

Students who participate in a theatrical production (musical or non-musical, cast member or crew) for SMCA or an organization approved by the administration may be exempt from taking one of SMCA's Fine Arts Department classes. Upon receiving adequate documentation of the student's participation, the administration will count their involvement in the production in lieu of a Fine Arts class at school and will award the appropriate number of credits on their transcript. In order to qualify for this exemption a student must submit a record of:

- At least 30 hours of participation for .25 credits or
- At least 60 hours of participation for .5 credits.

Highest Academic Average

Awards are presented annually to the students with the highest academic average in each grade.

EQUIPMENT REGULATIONS

School property and personal property of others must be respected at all times. Defacing school property or stealing will be worthy of the most severe disciplinary actions. Students must pay for any lost or damaged equipment or books regardless of the circumstances under which the materials were lost or destroyed.

Students are to refrain from disturbing materials belonging to other students or teachers without having clearly expressed permission.

Name and grade should be clearly marked on all notebooks, jackets, uniforms, scarves, etc. Lunches are to be kept in assigned areas only. Personal items left out will be placed in lost and found. At the end of each month, the contents of lost and found will be given to charity.

Radios, comic books or magazines, video games, videos, weapons of any kind, reading material not pertinent to a class, and other disruptive articles or collectibles are not to be in school.

Students in grades 6-12 will be assigned a locker. Please refer to ***Locker Policies***.

Secondary students must keep their cell phones and other portable electronic devices in their locker during the school day. (A separate policy for digital textbook usage is located in the handbook under "Books and Supplies.") All other devices should be powered down or completely silenced. The only exception for cell phone usage is between classes. It will be at the discretion of student and parent whether the locker should be locked or unlocked. SMCA is not responsible for lost or stolen cell phones. Failure to comply with these guidelines will result in the following:

First Offense: Cell phone will be confiscated. Student will retrieve it at the end of the day from the school office.

Second Offense: Cell phone will be confiscated. Parent will retrieve it at the end of the day from the school office.

Third Offense: Cell phone will be confiscated. Parent will retrieve it at the end of the day from the school office. Student will not be permitted to bring a cell phone to school.

FIELD TRIPS

The teachers schedule Field Trips throughout the year. All students are required to participate in field trips unless sick, etc.

Parents may volunteer to chaperone on field trips but may not bring younger siblings as this may take away from the focus of the trip. Teachers will use parents who volunteer as needed.

FINANCES

See Appendix A, at the end of the Student Handbook, for SMCA Financial Policy and Rates for domestic and international students.

FINE ARTS

SMCA offers weekly art and music classes for all grades. Students interested in private art or music lessons may contact the office.

GRADING SYSTEM AND POLICIES

A traditional grading system will be used as follows:

A+	97 – 100	C	73 – 76
A	93 – 96	C–	70 – 72
A–	90 – 92	D+	68 – 69
B+	87 – 89	D	65 – 67
B	83 – 86	F	0 – 64
B–	80 – 82	I	Incomplete
C+	77 – 79		

All incompletes are to be made up within 2 weeks of grades closing. Any incompletes not made up will be recorded as an "F" (Numerical grade of 50). Students will also receive conduct marks from their teacher on a separate scale.

Academic Probation

If a student receives a failing grade in the same class on two consecutive report cards, the student will be placed on academic probation. Specific details will be discussed with the administration.

GRADUATION REQUIREMENTS

The following courses are required for high school graduation from South Merrimack Christian Academy. Transferring students must provide sufficient transcripts from previous schools showing that they have met the necessary requirements. College-bound seniors may want to ask prospective colleges about any special requirements for that school or the student's field of study.

<u>COURSES</u>	<u>REQUIRED UNITS</u>
Bible	4 credits
English	4 credits
History/Social Studies	4 credits
Geography	(1 credit)
World	(1 credit)
US	(1 credit)
Government	(.5 credit)
Economics	(.5 credit)
Science	3 credits
Physical Science	(1 credit)
Biology	(1 credit)
Chemistry	(1 credit)
<i>Physics</i>	<i>(1 credit)</i>
Math	3 credits
Algebra I	(1 credit)
Geometry	(1 credit)
Algebra II	(1 credit)
<i>Trigonometry</i>	<i>(1 credit)</i>
<i>Pre-Calculus</i>	<i>(1 credit)</i>
<i>Consumer Math</i>	<i>(1 credit)</i>
<i>Calculus</i>	<i>(1 credit)</i>
PE	(.5 credit) 1 credit
Fine Arts	1 credit
Speech	(.5 credit) (Required for graduation)
Art I and II	(.5 credit)
Choir	(.5 credit)
Foreign Language	2 credits
Spanish I or French I	(1 credit)
Spanish II or French II	(1 credit)
<i>Spanish III or French III</i>	<i>(1 credit)</i>
Electives	2 credits
Personal Finance	(.5 credit) (Required for graduation)
Apologetics I and II	(.5 credit)
Journalism	(.25 credit)
Production Team	(.5 credit)
Teacher's Aide	(.5 credit)
Yearbook	(.5 credit)
Additional Math	(1 credit)
Additional Science	(1 credit)
Additional Fine Arts	(.5 credit)
Online Courses	(based on Administrative approval)
Total required units to receive a diploma	24 credits

HOMEWORK

South Merrimack Christian Academy has developed the following homework philosophy and guidelines for students and parents.

1. ***The Purpose of Homework:*** Homework may be used to preview new material, reinforce and practice skills taught in the classroom, or to review materials in preparation for student evaluation (tests and quizzes). Homework involves both written work and studying (memorizing, mastering skills, applying new information, etc.).
2. ***The Responsibilities of Homework:***
 - a) *Teacher's Responsibility:* Teachers are to assign the appropriate type and amount of homework. In so doing, they should explain the material (or demonstrate), motivate the students, correct the material once handed in, and follow up on those having difficulty with the assignment.
 - b) *Student's Responsibility:* Students are to 1) Keep track of the assignments, 2) Complete the assignments to the best of their abilities, 3) Seek help when needed, 4) Review errors and file for later use in test review, and 5) Know when test and /or quizzes are being held and study accordingly.
 - c) *Parent's Responsibility:* Parents are to 1) Provide time and an appropriate environment for homework on a consistent basis, 2) Monitor student progress according to age and need of the student, 3) Assist, when needed, in providing resources, clarification, and/or quizzing on mastery of material, 4) Provide positive encouragement, 5) Communicate with teachers when needed, and 6) Train children early to work independently.
3. ***The Proper Environment for Homework:*** The following contribute to accomplishing homework effectively: 1) A designated area that is quiet, well-lighted and is separated from other activities as possible (especially for older students doing independent work), and 2) A family schedule that allows the recommended study times (See #6).
4. ***The Guidelines for Wednesday Homework:*** No homework will be given on these nights, although assignments given in advance, may be due on a Thursday.
5. ***Suggestions for Those Having Difficulty With Homework Assignments:*** The following suggestions should help a student who is having difficulty with a homework assignment:
 - a) Develop the habit of reviewing assignments while at school and the teacher is available.
 - b) Review directions for assignment carefully and thoroughly.
 - c) Call a friend for the exact assignment or for clarification if needed.
 - d) For younger students, parents may write a note to the teacher regarding homework.
 - e) Secondary tutoring is available (see the Tutoring section for details)
 - f) Check the information at the top of the worksheets on how to do the assignment.
6. ***Typical Time Required for Homework:*** Length will vary from day-to-day (generally ½ the amount on Fridays) and from student to student; however, following is the estimated time required:

- a) 1st and 2nd: ½ hour
- b) 3rd and 4th: 45 minutes – 1 hour
- c) 5th and 6th: 1 hour – 1 ¼ hour
- d) 7th and up: 20 – 30 minutes per class (includes study hall time).

7. *Additional Suggestions About Homework:*

- a) Parents should establish a positive attitude in the home about homework and school in general.
- b) Parents should help the child do the work, not do the work for them.
- c) Parents should help the child organize his or her time and materials, learn to follow directions, and encourage thoroughness.
- d) Parents should encourage the child to do the most difficult or most pressing homework first.
- e) Parents should help the child master material by questioning which leads to correct student responses, and should look for creative ways to accomplish homework assignments.
- f) Parents should recognize that the child would always give HIS or HER perspective in problem areas with schoolwork; therefore, they should communicate with teachers in problem situations.
- g) Parents should never allow their children to sacrifice principles for homework.

8. *Incomplete Work:*

- a) *Elementary* – Students will receive a tally for every subject in which they are missing work. The work will need to be made up the following day.
- b) *Secondary* – Students will receive a homework offense if a homework assignment is not completed and/or not turned in on time. A homework offense does not count against a student's demerit total. The homework offense will be issued in addition to any academic penalty that a teacher may enforce.
 - Parents will be notified by email after every 3rd homework offense.
 - A detention will be issued after every 4th homework offense.
 - Each student's homework offense count will be moved back to zero at the beginning of each quarter.
 - Teachers may assign extra work to be completed when homework is not completed and/or turned in on time.
 - At the Administration's discretion, a percentage of grade or point deduction could apply towards a homework offense.

ILLNESS / MEDICATION

While your child is a member of the school, he/she should be in school unless ill. Please keep your child home at the first sign of a communicable disease and report to the school office immediately. Some communicable diseases are also “reportable diseases” (“Reportable disease” means a communicable disease, as defined in RSA 141-C: 2, VI, required to be reported to the commissioner pursuant to RSA 141-C: 7 and He-P 301.02.) The New Hampshire Division of Public Health Services updates a list of reportable diseases regularly.

Please keep your child home at the first sign of illness. We greatly appreciate the respect you show by not exposing others to illness. Review the guidelines below and notify the school office if your child will be out due to illness or injury.

Know the signs and symptoms of the flu

Symptoms include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.

Fever

A child returning to school should be fever free for at least 24 hours without fever reducers. Fever may be an important signal that there is something wrong in the body and it is one of the body’s immune responses that attempt to neutralize a bacterial or viral infection.

Vomiting or Diarrhea

Do not send a child to school who has been vomiting or having diarrhea. Many intestinal viruses do not have a fever as one of the symptoms.

Rash

Do not send a child to school who has a contagious or questionable rash. He/she will be sent home and a doctor’s note will be required for re-admittance.

Antibiotics

If diagnosed with strep throat, a student should stay home until he/she has been on antibiotics for at least 24 hours to prevent the spread of infection to others (CDC, 2016). This would also apply to other contagious infections requiring an antibiotic.

If your child needs medication administered during school hours, please note the following guidelines:

- The first dose of any medication should be administered by the parent/guardian.
- Medication must be in the original container and/or prescription bottle.
- Students are not permitted to keep medicine with them at school, unless a release form is on file in the school office.

- Parental permission and physician order forms should be completed and turned into school nurse with appropriate medication.

Chronic Conditions

If your child has a chronic condition such as asthma, diabetes, seizures, etc., any allergy or severe allergy that could lead to anaphylaxis, please inform the school nurse to discuss specific action plans. Although stock EpiPens are kept in the health office at all times, it is necessary to bring one in by the first day of school for your child. Certain circumstances may require a release form to be filled out by both parent and physician.

The health of your child and readiness to learn are greatly intertwined. If your child does not meet any of the above criteria, but in general does not look well, we may ask you to come pick up your child until he/she is able to return to full participation in the classroom.

LOCKER POLICIES

It is a privilege to use a locker. Students should take care of their locker by keeping it orderly and not overloaded.

1. It is a serious offense to enter another student's locker without their permission.
2. **Stickers** are ***not*** to be placed inside or outside lockers. Magnets may be used to put up pictures inside the locker. Pictures that are deemed inappropriate by administration will be taken down. No tape or other material should be used to hang items.
3. All tote bags and backpacks must be emptied and placed in lockers or hung up. Items left in the hallway floor will be taken to lost and found.
4. Locker privileges will be lost if they are abused.
5. Accounts will be charged a \$5 fee if locks are not returned to the school year.
6. The student is encouraged to use their lock at all times. The school is not responsible for items taken from a locker.

LUNCH AND SNACK

Students will need to bring their own lunch and snack. Lunch and snacks need to be labeled. Please send napkins and eating utensils with your child. Microwaves are available for use in Grades 6-12 only. Hot lunches are served Monday - Friday. They are pre-ordered one month in advance via the RenWeb website. We are unable to refund the cost of lunches missed due to illnesses or unexpected absences.

PARENT / TEACHER CONFERENCES

Grades 1-12: Each quarter, parents will have an opportunity to meet with their child's teachers. An email will be sent to each family with instructions on how to set up individual appointments. This online method is easy to use and offers many convenient features such as viewing available time slots for each teacher, changing an appointment any time, and receiving reminder notices. Appointments are scheduled the Friday after report cards are distributed from 12:45PM - 4:00PM.

Grades K3-K5: Parents will have the opportunity to meet with their child's teacher in January. Please see calendar for specific dates. Please call the school office a week before to schedule an appointment.

If you feel that a conference is necessary at other times, please call the school office and arrange a time for such a conference. To keep student needs and problems confidential, impromptu conferences should be held with discretion.

RETENTION

It will be the policy of the school to retain any child who does not successfully complete a specific grade level, and who, in the teacher and administrator's opinion would profit by repeating the work of that grade level. The school will try to notify parents by the last quarter of the school year. Occasionally, especially at the Kindergarten level, the school may not make its final decision regarding retention until the end of the school year.

In some cases, your child may require extra help during the summer by an approved tutor. In order to matriculate to the next grade, the student will be evaluated at the end of the summer.

SCHOOL HOURS

Normal School Day

7:30AM Doors open
8:00AM School begins
12:00PM Car line pick-up for K3-K4
3:00PM School ends, car line pick-up for K5-12
5:30PM Extended care ends

Half Days - 20 minute classes

7:30AM Doors open
8:00AM School begins
11:30AM Car line pick-up for K3-K4
12:00PM School ends for K5-12

Kindergarten & Preschool

3 Year Olds – 2 day	Tuesday, Thursday	8:00 AM – 12:00 PM
4 Year Olds – 3 day	Monday, Wednesday, Friday	8:00 AM – 12:00 PM
4 Year Olds – 5 day	Monday — Friday	8:00 AM – 12:00 PM
Kindergarten – 5 day	Monday — Friday	8:00 AM – 3:00 PM

School will begin at 8:00AM. Students are to arrive at school no earlier than 7:30AM. Parents are not to stay in the classroom after the school day begins. At the beginning of the school year, teachers will provide a more detailed class schedule.

Students that need to leave school early on a repeated basis must obtain administrative approval.

SCHOOL MASCOT

SMCA's mascot is the Minuteman. This mascot was chosen because during the War For Independence a group of minutemen from the area camped at 'the point' (on our property) on the way to Boston.

TRANSPORTATION

Drop-off/Pick-up Procedure for Preschool – K5

An aide will be in the parking lot from 7:45AM – 8:00AM for K3 – K5 students. DO NOT leave your child until the aide is there to greet him/her. If you are late and the aide has gone inside, WALK YOUR CHILD to the office and check your child in.

Please drive into the entrance on the access road nearest to Boston Post Road. Drive between parking spaces, staying to the **left** and lining up in an orderly fashion so the children may be dropped off or picked up one car at a time in front of the pre-school entrance.

Please be prompt in picking up your child at 12:00PM. After 12:15PM, your child will be placed in extended care and you will be charged accordingly. If you need to talk to a teacher, pick up your child first and then park your car in a space available and wait for pick-up to be completed.

Drop-off Procedure for 1st – 5th Grade

Students may be dropped off no earlier than 7:30AM. Elementary students will follow the preschool carline. Please drive into the entrance on the access road nearest to Boston Post Road. Drive between the parking spaces, staying to the left and lining up in an orderly fashion. If you have a child in both upper and lower grades, please follow the secondary carline (see below). The older sibling should escort the younger sibling to their wing.

Drop-off Procedure for 6th – 12th Grade

Students may be dropped off no earlier than 7:30AM. Please drive into the entrance on the access road nearest to Boston Post Road. Drive between the parking spaces, staying to the right and lining up in an orderly fashion.

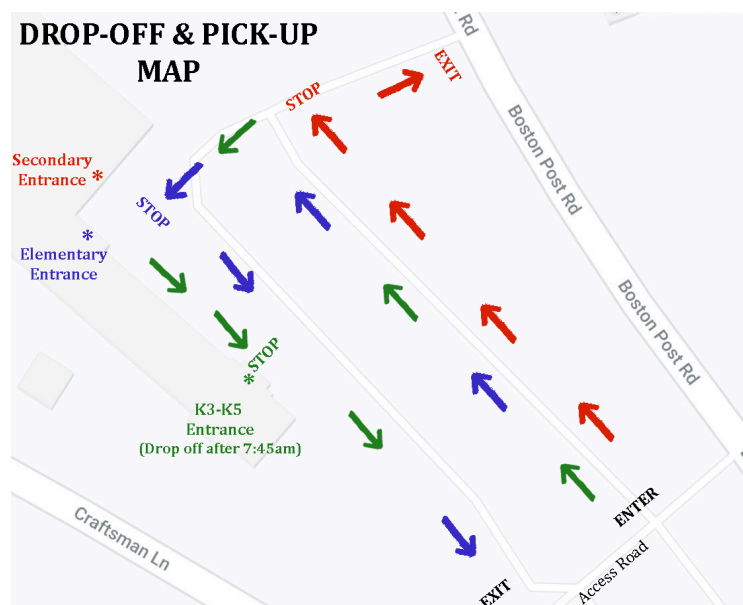
Pick-up Procedure for K5 – 12th Grade

Car line will move the same way during pick-up. The right lane, nearest to Boston Post Road, is for the parents picking up students in the 6th grade and up. The left inside lane is for the parents picking up students in the K5 – 5th grades. If you have a child in both upper and lower grades, the younger child will be in the line with the older sibling.

Please be prompt in picking up your child when school is dismissed. After 3:15PM, your child will be placed in extended care and you will be charged accordingly. If you need to talk to a teacher, pick up your child first and then park your car in a space available and wait for pick-up to be completed.

No child will be released from school until the end of the school session unless the teacher or school office receives written notice that the child is to be dismissed early. State the person authorized to pick up the child at that time.

NOTE: No child will be released to anyone except his/her own parent unless written notice has been given to the teacher or school office by the parent or guardian.



TUTORING

SMCA faculty offers on-going tutoring services to students who are struggling academically (earning below a 70 in a particular class) and who will, in the opinion of the faculty and administration, most benefit from individualized attention. In addition, the administration will provide resources and references for alternative tutoring options for anyone who is interested. All tutoring requests must be submitted to the elementary supervisor or secondary supervisor for approval.

VISITORS

All visitors and volunteers should enter the building through the school office. They are required to log their visit with the receptionist and wear a visitor's pass at all times while on the school premises. All other doors will be locked from inside once school has started. For emergency reasons, the doors can be opened from the inside.

Parents and volunteers are asked to dress in accordance with school standards when in the building, during the school day, or when attending any school functions.

Visiting students who desire to shadow a SMCA student must qualify as a viable candidate for potential enrollment at SMCA.

VOLUNTEERS

We appreciate parents who are able to volunteer their services during the school year. If you are interested, you may check with your child's teacher for times of field trips, parties, etc. in which help is needed.

The school also needs people who can volunteer with serving hot lunch one day a week from 10:45AM – 1:00PM. If you are interested, please call the school office.

APPENDIX A

FINANCIAL POLICY 2020 - 2021

* See separate policy for International Students

Admissions Fee: (Application & Enrollment)		
New Applicant	\$125 per child	Online payment
Online Reenrollment Fee: (annual fee)		
Returning Student	\$115 per child	Online payment by April 1
Returning Student (with late fee)	\$165 per child	Online payment after April 1
Hard Copy-Additional Processing Fee	\$20 per child	To be paid with Enrollment Form
Academy: Senior High (Grades 9-12)		
Annual Tuition	\$7,140	First payment due August 1
Book Fee (Non-Refundable)	\$200	Payment due July 1
Academy: Junior High (Grades 6-8)		
Annual Tuition	\$6,950	First payment due August 1
Book Fee (Non-Refundable)	\$200	Payment due July 1
Academy: Elementary (Grades 1-5)		
Annual Tuition	\$6,230	First payment due August 1
Book Fee (Non-Refundable)	\$175	Payment due July 1
Kindergarten: 5 year old programs (K5E)		
Annual Tuition, Enrichment-full day	\$6,230	First payment due August 1
Book Fee (Non-Refundable)	\$100	Payment due July 1
Pre-School: 4 year old programs (K4)		
Annual Tuition, M-F (5 half days)	\$4,230	First payment due August 1
Annual Tuition, M/W/F (3 half days)	\$3,360	First payment due August 1
Book Fee (Non-Refundable)	\$20	Payment due July 1
Pre-School: 3 year old program (K3)		
Annual Tuition, T/R (2 half days)	\$2,740	First payment due August 1
Special Services		
Annual Tuition	To be determined	
Book Fee (Non-Refundable)	To be determined	
Other Fees (Charged to account)		
Sports Fee (Secondary)	\$80 (extra expenses, referee costs, uniform costs)	
Outstanding Balance Fee	\$30 fee for outstanding statement balance after 20 th of month	

Transportation Fees

Shuttle bus: Lunenburg & Townsend, MA 9 payments of \$111, first payment due September 1

Tuition Discounts – There are NO discounts on Enrollment Fees or Book Fees.

MVBC member discount	10% (must be member at the beginning of school year)
Sibling discount	1 st Sibling - 25%
	2 nd Sibling - 50%
	3 rd Sibling - 75%
	4 th Sibling and thereafter - FREE
Paid in full incentive	3% deducted from tuition (must be paid by first day of school)

Statements and Payments: At anytime during the current school year, you can access your household account detail through RenWeb. On the first business day of every month, you will receive an email with a statement of your household account balance. Your statement balance is due and payable on the first of the month and payments will be applied to the oldest balance first. If the household account has a balance after the 20th of the month, then a \$30 outstanding balance fee will be added to the household account (see Delinquency Policy below.) All balances must be paid in full by the last day of school.

Tuition may be paid in full at the beginning of the school year or in ten (10) monthly installments due and payable on the first of each month starting with August 1st and continuing through May 1st. Incidental charges are due and payable on the first of the month following the initial charge.

SMCA will accept payments in the following formats:

1. Cash or check paid at the school office. (*A payment drop box is located in the school office*)
2. Check mailed to the school office
3. Web-Check through ParentsWeb (*A processing fee will be added to the account*)
4. Debit card or credit card through ParentsWeb (*Discover or Master Card only. A processing fee will be added to the account*)

Withdraw / Late Enrollment: The SMCA financial office will determine a child's pro-rated tuition based on the number of days enrolled in school. The enrollment and book fee are non-refundable. If a child is withdrawn during the school year for any reason, the date of withdraw must be clearly communicated to the school office. Report cards, transcripts, and other student records will be withheld until all financial obligations are met. If a student enrolls after the first day of the school year, a 3% paid-in-full tuition incentive is available. Payment arrangements must be communicated to the financial office prior to start date.

Tuition will not be refunded for days missed due to illness. If a child will not be attending school for an extended period, space cannot be guaranteed unless tuition is paid without interruption. **The Administrator must receive advanced notice of extenuating circumstances that require special financial arrangements.**

Delinquency Policy: The following method will be used for household accounts with an outstanding balance:

1. Payments received by the 20th of the month that do not satisfy the total statement balance will result in a \$30 outstanding balance fee added to the household account.

2. Payments received after the 20th of the month will result in a \$30 outstanding balance fee added to the household account.
3. An outstanding household account balance that is 30 days past due will result in a notification of overdue account sent to address on file. Arrangements to meet with the school official will be required.
4. Outstanding household account balance that is 60 days past due will result in a notification of overdue account sent to address on file. Arrangements to meet with a school official will be required. If arrangements have not been made or kept, further review by the school board will be required and dismissal is possible.

Returned Check Policy: If the bank returns a check due to insufficient funds, then a \$25.00 bank fee will be added to the account.

Household Account Balances: All household accounts must be paid in full by the last day of school. Report cards, transcripts, diplomas, and other school records will be withheld until all financial obligations are met. If the student is a senior and there is a balance due at the time of graduation, the student will not be allowed to walk or participate in commencement activities, unless prior arrangements have been made.

Financial Hold Exception: Students will not be re-admitted the following school year until all past balances are paid or special arrangements are made. However, if a student is reenrolling the following school year and the family account balance is less than \$50.00, a financial hold will not be placed on the family account and a final report card will be issued.

SMCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

INTERNATIONAL FINANCIAL POLICY 2020-2021

All applicants

Admissions Fee	\$200	To be paid with application
I-20 Fee	\$150	To be paid with application
Bank Fee	\$25	Due with transaction
Deposit Fee (for misc. charges)	\$200	Due before the first day of school

Academy: Senior High (Grades 9-12)

Tuition	\$8,140	Due before the first day of school
Book Fee (Non-Refundable)	\$200	Due before the first day of school

Academy: Junior High (Grades 6-8)

Tuition	\$7,950	Due before the first day of school
Book Fee (Non-Refundable)	\$200	Due before the first day of school

Academy: Elementary (Grades 1-5)

Tuition	\$7,230	Due before the first day of school
Book Fee (Non-Refundable)	\$175	Due before the first day of school

Other Fees

Sports Fee (Secondary)	\$80 (extra expenses, referee costs, uniform costs)
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Account Balances: Account must be paid in full by the first day of school. Balances not paid by the first day of school will result in jeopardizing admittance. Any additional expenses incurred throughout the school year not covered by the prepaid *Deposit Fee*, must be paid by the last day of school.

Report cards, transcripts diplomas, and other school records will be withheld until all financial obligations are met. All household accounts must be paid in full by the last day of school. Students are not re-admitted the following school year until all past payments are made or special arrangements have been made. If the student is a senior and there is a balance due at the time of graduation, the student will not be allowed to walk or participate in any commencement activities unless special arrangements have been made.

SMCA will accept payments in the following formats:

1. Cash or check paid at the school office. (*A payment drop box is located in the school office*)
2. Check mailed to the school office
3. Web-Check through RenWeb (*A processing fee will be added to the account*)
4. Debit card or credit card through RenWeb (*Discover or Master Card only. A processing fee will be added to the account*)
5. Bank wire transfers

Withdraw / Late Enrollment: If a child is withdrawn during the school year for any reason, the date of withdraw must be clearly communicated to the school office. The family is responsible for tuition through the withdraw date. If a child enrolls later than the first day of school, the family is responsible for the number of school days that the child will be attending school. Any overpaid amount on the account at the end of the school year will be refunded at that time unless the child is enrolled for the following year. In such case, the remaining balance will remain on the account to be applied toward the following year's charges.

Returned Check Policy: If a check is returned from the bank, then a bank fee of \$25.00 will be added to the account.

APPENDIX B

APPROVED UNIFORM GUIDE

Lands' End catalogs are available in the school office. You may order online at www.landsend.com/school. All shirts and outerwear must have a SMCA logo. Please refer to the Dress Code section of the Student Handbook for more details.

BOY'S UNIFORM GUIDE

Description	Colors
Lands' End Pleated or Plain Front Chinos	Classic Navy / Khaki
Lands' End Long-Sleeve Oxford Lands' End Short-Sleeve Oxford	White / Blue
Lands' End Long-Sleeve Mesh or Interlock Polo Lands' End Short-Sleeve Mesh or Interlock Polo	White / Blue / Navy / Maize / Heather Gray
Lands' End Short-Sleeve Active Polo	White / Navy
Lands' End Drifter Crew, Vest, or V-Neck Sweater	Classic Navy / Maize
Lands' End Zip-Front, Hooded Pullover, and Crew Sweatshirts	Classic Navy / Pewter Heather
Lands' End Half-Zip Fleece Pullover	Classic Navy / Pewter Heather
Lands' End Mid-weight Fleece Jacket	Classic Navy

Boys are **not** required to purchase Lands' End pants provided they meet the color and style requirements. Corduroy, denim, cargo, and pants with rips are **not** allowed. See the General Dress Code section in the Student Handbook for more details.

GIRL'S UNIFORM GUIDE

Description	Colors
Lands' End Short-Sleeve Peter Pan Polo Shirt	White / Blue
Lands' End Feminine Fit Polo Shirt	White / Blue /Navy / Maize
Lands' End Long-Sleeve Mesh or Interlock Polo Lands' End Short-Sleeve Mesh or Interlock Polo	White / Blue /Navy / Maize / Heather Gray
Lands' End Short-Sleeve Active Polo	White / Navy
Lands' End Long-Sleeve, Three-Quarter-Sleeve and Short-Sleeve Oxford Shirt	White / Blue / Maize
Lands' End Hooded Cable Cardigan	Classic Navy / Maize
Lands' End Fine Gauge Cotton Cardigan	Classic Navy / Maize /White
Lands' End Zip-Front or Hooded Pullover Sweatshirt	Classic Navy / Pewter Heather
Lands' End Drifter Crew, Vest, or V-Neck Sweater	Classic Navy / Maize
Lands' End Half-Zip Fleece Pullover	Classic Navy / Pewter Heather
Lands' End Mid-weight Fleece Jacket	Classic Navy
Lands' End Zip-Front, Hooded Pullover, and Crew Sweatshirts	Classic Navy / Pewter Heather
Lands' End Straight Leg and Bootcut Chino Pants	Classic Navy / Khaki
Lands' End A-Line Skirt (Plaid skirts— Elementary only)	Hunter Classic Navy Plaid / Classic Navy / Khaki
Lands' End Blend Long Chino Skort (Elementary Only)	Classic Navy / Khaki
Lands' End Solid, Plaid, or Side Buckle Jumpers (Elementary Only)	Hunter Classic Navy Plaid / Classic Navy / Khaki
Microfiber Tights	Classic Navy / White
Cable Knee Socks	Classic Navy / White

Girls are ***not*** required to purchase Lands' End pants provided they meet the color and style requirements. Corduroy, denim, cargo, pants with rips, skin-tight, and below-the-hip styles are ***not*** allowed. Secondary girls are ***not*** required to purchase Lands' End skirts provided they meet the color, style, and length requirements. To measure an acceptable skirt length, student should kneel on the floor and her skirt should not measure more than ***three inches*** from the floor. See the General Dress Code section in the Student Handbook for more details.