

PARENT-STUDENT HANDBOOK



2025-2026

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School Governance

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Office Hours: The school office is open from 7:30am 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
New Hampshire Association of Christian Schools (NHACS)*

American Association of Christian Schools (AACS)

And regionally accredited through New England Association of Schools and Colleges (NEASC)

Non-discrimination Policy

South Merrimack Christian Academy admits qualified 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 athletic and other school-administered programs.

Guiding Statements

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 Abeka 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

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

SMCA Core Values

SCRIPTURE – We commit to a Christ-centered education that acknowledges the truth and authority of Scripture, and we strive to ensure that all subjects are taught from a biblical worldview and a gospel-centered perspective. This is the foundation of our practice to encourage excellence in all academic and extracurricular activities undertaken by faculty, staff, and students.

Psalms 1:1-2, John 1:1, 2 Timothy 3:16-17

PRAYER – We commit to the power and efficacy of prayer, and we emphasize the importance of seeking God's wisdom and direction rather than relying on our own understanding and provision.

1 Thessalonians 5:16-18, Philippians 4:6

SPIRIT – We commit to the fact that the Holy Spirit changes lives and produces fruit in the lives of those empowered by and yielded to Him.

OTHERS – We commit to providing opportunities for students to serve one another, their community, and their world, and we strive to cultivate a sense of Christ-centered servant-leadership among our students.

Philippians 2:3-5, Matthew 20:26-28

COMMUNITY – We commit to the God who designed us to live in community as we depend on and to help one another to grow.

HEBREWS 10:24-25

DISCIPLESHIP – We commit to the ultimate aim of a Christian education which is to reproduce disciples – men and women who become Christ-followers who are salt and light to the world.

Matthew 28:19-20

Guidelines for Parents

- Parents should read through the SMCA Student Handbook and familiarize their children with its contents.
- Parents are asked to support the activities and programs of South Merrimack Christian Academy.
- 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.
- Parents are responsible for ensuring that the students arrive at school on time each school day.
- Parents should help ensure that their children participate in scheduled field trips and other school-related activities.
- Parents are responsible for seeing that the students arrive at the school dressed in accordance with the uniform dress code.
- Parents understand that the Administration has full responsibility for placing a student at the proper grade level and/or in a particular classroom.
- 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.
- Parents will support the teacher who has full responsibility for classroom management/discipline in accordance with the discipline policy of the school.
- Parents who have concerns or disagreements with 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).
- 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.

Registration

Admission 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, academic and spiritual referrals 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.

February is set-aside for online re-enrollment of children currently enrolled, children of church members, siblings of children currently enrolled, and siblings of children previously enrolled. Open enrollment begins in the middle of February for all prospective applicants. An online application form for new applications 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. This full-day program is offered five days a week.

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

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 three days a week.

Required Paperwork

- Online Application (new students entering SMCA).
- Spiritual leader recommendation form (completed through Online Enrollment).
- Academic leader recommendation form (completed through Online Enrollment).
- 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 SMCA).
- Birth Certificate (upload, email, or bring to the school office).
- Photo Release Form (completed through Online Enrollment).

Entrance Exam

All incoming students in grades K5 through 11th are required to take an entrance exam prior to acceptance into SMCA.

Student Shadow Day

Prior to acceptance into SMCA, students going into grades **K5 through 12th** will be required to shadow in the class(es) of their current grade level.

Mid-Year Enrollment

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

Transfer Students

If a student transfers out of SMCA during the school year, then the date of withdrawal 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.

When a transcript is received from an outside school containing a letter grade, the average numeric value of that alpha grade is what is inputted into our system. For example, an “A” (93% - 96%) will be inputted at a value of 94.5%. The numeric grades from transcripts of transferred students are manually input into our system at the exact value written on the transcript. Valedictorian and Salutatorian are determined by GPA. In the unlikely event of a tie, the average grade is used.

Students transferring into SMCA in their senior year are not eligible to receive Valedictorian or Salutatorian status.

Financial Policy – Appendix A

Academics

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 artificial intelligence and plagiarism abuses are a serious offense.

AI – Artificial Intelligence Policy for SMCA Students

Introduction to Artificial Intelligence

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically for South Merrimack Christian Academy.

Purpose

This policy outlines the principles and rules governing the use of AI tools by SMCA students. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

Responsible AI Use

Educational Purpose

Students must use AI tools solely for educational purposes, as directed by teachers or school authorities. **Using AI for non-educational activities or submitting AI work as original student work within the school context is not permissible.**

Ethical Conduct

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

Privacy and Data Protection

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

Respectful Interaction

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Safety and Security

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to a teacher, supervisor, or administrator.

Resource Responsibility

AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications.

Monitoring and Compliance

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

1st Offense: Forfeiture of grade on assignments and a teacher conference.

2nd Offense: Forfeiture of grade on assignments and a teacher/administrator conference.

All additional offenses will be handled by administration and may result in suspension and/or expulsion from SMCA.

Plagiarism

Examples of Plagiarism

- You hand in someone else's work (that of a parent, friend, tutor, etc.) as your own.
- You copy another student's work (with or without their knowledge) and hand it in as your own.
- You allow someone else to copy your work and hand it in.
- You paraphrase material from another source without proper acknowledgement or citation.
- You change words but copy the sentence structure of a source without giving credit.
- You piece together different sections of the work of others (i.e., "cutting and pasting", especially off the Internet).
- You fail to indicate with quotation marks that you copied another person's exact written words or symbols, regardless of how few were used.
- You failed to provide a bibliography for a project that requires research.
- You buy or obtain a paper from an Internet research service and hand it in as your original work.

Students are responsible for knowing the school's policy and consequences, and most importantly, students are individually and collectively responsible for cheating/plagiarizing themselves or 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 FACTS on the student's record and may result in a suspension.

Violations of academic integrity, cheating/plagiarism, will receive a **zero** on the assignment and possible suspension from school pending administrative review. See Secondary Discipline section.

Academic Probation

Overview

The Academic Probation Policy at South Merrimack Christian Academy is designed to support students who are struggling academically, offering them a structured opportunity to improve their performance. The policy applies to students who fail a class for two consecutive quarters, placing them on probation with the goal of helping them meet the school's academic standards.

The policy outlines the process for notification, including communication with parents and guardians, as well as the creation of an improvement plan tailored to the student's needs. Regular monitoring, tutoring, and parental involvement are key components in ensuring the student's academic success.

If a student does not show adequate improvement during the probationary period, further academic consequences, including restricted participation in extracurricular activities or potential dismissal, may occur. An appeal process is available for students or parents who wish to contest the probation decision.

Academic Probation Policy

Purpose

The purpose of the Academic Probation Policy is to ensure that all students maintain academic progress and succeed in their education. This policy provides guidelines for students who are at risk of academic failure, offering them an opportunity to improve their performance with the support and cooperation of parents/guardians, teachers, and school staff.

Policy Statement

Students are expected to meet academic standards set by the school to ensure their success and readiness for future educational endeavors. Students who do not meet these standards will be placed on academic probation and must actively work toward improving their academic performance.

Eligibility for Academic Probation

A student will be placed on academic probation if they are failing a class (below 65) for 2 consecutive quarters.

- Notification
 1. Parents or guardians will be notified when a student is placed on academic probation. This notification will include the student's grade, current academic performance, and the reasons for probation. Parents will be required to sign the acknowledgement portion of the policy.
 2. Students will be required to meet with a counselor, teacher, or academic advisor to develop a plan for academic improvement. This meeting will discuss specific goals, timelines, and available resources for support.
- Conditions of Academic Probation - Once placed on probation, students must comply with the following conditions.
 1. Improvement Plan: The student must work with a designated teacher, academic advisor, or counselor to create an Academic Improvement Plan. This plan will outline specific goals, resources, and deadlines to monitor progress.
 2. Regular Monitoring: Progress will be reviewed on a regular basis, which may include weekly check-ins with teachers or advisors, and updates to the students' progress in each course.
 3. Tutoring or Extra Help: if recommended, the student will attend tutoring sessions or additional academic support classes.
 4. Parental Involvement: Parents or guardians will be expected to actively participate in the improvement plan by staying informed about the students' academic progress and supporting efforts at home, including ensuring completion of assignments and attending scheduled meetings.
 5. Attendance: The student must maintain good attendance, as consistent attendance is essential for academic success. Excessive absences or tardies may result in further academic consequences.
 6. Behavioral Expectations: Students on academic probation must also meet behavioral expectations, as positive conduct is necessary for a productive learning environment.
- Duration of Probation
 1. Academic probation will last for one grading period (quarter) unless otherwise determined by the academic team. The students' progress will be evaluated at the end of the probationary period to determine if they have met the conditions outlined in the improvement plan.
- Consequences of Failing to Meet Probation Requirements – If, after the probationary period, the student has not shown adequate improvement, the following consequences may apply.
 1. The student may face further academic consequences, including but not limited to restricted participation in extracurricular activities, changes in course schedules, or removal from certain academic programs.

2. If the student continues to fail to meet academic standards, the student may be placed on academic suspension or face possible dismissal from the school.
- Appeal Process
 1. If the student, parent, or guardian, disagrees with the probation decision, they may appeal to the School Board. The appeal must be submitted in writing within five school days of receiving the probation notice, and a meeting will be scheduled to discuss the situation and review the relevant academic records.
 - Acknowledgment
 1. By signing below, the student and their parent(s) or guardian(s) acknowledge receipt of this Academic Probation Policy and agree to adhere to its conditions. Both parties commit to working collaboratively to support the students' academic progress and success.

Student Name (Printed): _____

Student Signature: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

This document should be signed and returned to the school office by this date

_____.

Community Service (to be updated for the 2025-2026 school year)

SMCA's school community service program is designed to actively engage students in meaningful service within both the school community and the local community. All 9th - 12th grade students will work collaboratively in teams, with an advisor assigned to each team. Students will plan, organize, and participate in school-led service initiatives in order to fulfill the required **20 hours** of community service each academic year—**10 hours** per semester.

These projects will provide opportunities for students to develop leadership, teamwork, and organizational skills while making a positive impact on their school community. Although students are encouraged to pursue additional service opportunities outside of school, such non-school-related hours **will not count toward the required 20-hour annual minimum**.

Completion of the students community service hours will be recorded on the student's official transcript and are a valuable addition to college applications. A community service form will be used to track students' school community service hours and will be completed by the student and team advisor. **Completed forms will be turned into the Guidance Counselor each semester.** Failure to submit a properly completed form may result in an administrative hold on the student's grades and transcripts until the requirement is met.

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 attends the class.

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 participating in extra-curricular activities.

Grading System and Policies

A traditional grading system will be used as follows:

		Standard GPA		
Letter Grade		Numeric Grade	GPA	
A+		97 -100	4.0	
A		93 - 96	4.0	
A-		90 - 92	3.7	
B+		87 - 89	3.3	
B		83 - 86	3.0	
B-		80 - 82	2.7	
C+		77 - 79	2.3	
C		73 - 76	2.0	
C-		70 - 72	1.7	
D+		67 - 69	1.3	
D		65 - 66	1.0	
F		0 - 64	0.0	
I		Incomplete	0.0	

		Dual Enrollment GPA		
Letter Grade		Numeric Grade	GPA	
A+		97 -100	5.0	
A		93 - 96	5.0	
A-		90 - 92	4.7	
B+		87 - 89	4.3	
B		83 - 86	4.0	
B-		80 - 82	3.7	
C+		77 - 79	3.3	
C		73 - 76	3.0	
C-		70 - 72	2.7	
D+		67 - 69	2.3	
D		65 - 66	2.0	
F		0 - 64	0.0	
I		Incomplete	0.0	

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 0). Students will also receive conduct marks from their teacher on a separate scale.

Students taking advanced classes (i.e. 7th grade student taking 8th grade math) must maintain a ‘B’ or higher in the advanced class or they will be moved down to their appropriate grade level.

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>Credit/Class</u>	<u>Total Required</u>
Bible	(1 credit)	4 credits
English	(1 credit)	4 credits
History/Social Studies		4 credits
Geography	(1 credit)	
World	(1 credit)	
US	(1 credit)	
Government	(.5 credit)	
Economics	(.5 credit)	
Science		3.5 credits
Physical Science	(1 credit)	
Biology	(1 credit)	
Chemistry	(1 credit)	
Health*	(.5 credit)	
<i>Physics</i>	<i>(1 credit)</i>	
Math		3 credits
Algebra I	(1 credit)	
Geometry	(1 credit)	
Algebra II	(1 credit)	
<i>Pre-Calculus</i>	<i>(1 credit)</i>	
<i>Consumer Math</i>	<i>(1 credit)</i>	
<i>Calculus</i>	<i>(1 credit)</i>	
Physical Education*	(.5 credit)	1 credit
Fine Arts		1 credit
Public Speaking*	(.5 credit)	
Art 1	(.5 credit)	
Art 2	(.5 credit)	
Drama	(.5 credit)	
Choir	(.5 credit)	
Graphic Design	(.5 credit)	
Web Design	(.5 credit)	
Foreign Language		2 credits
French/Spanish 1	(1 credit)	
French/Spanish 2	(1 credit)	
<i>French/Spanish 3</i>	<i>(1 credit)</i>	
Senior Project Initiative*		1 credit
Electives		1.5 credits
Personal Finance*	(.5 credit)	
Computers	(.5 credit)	
Bible Elective	(1 credit)	
Yearbook	(.5 credit)	
Teacher's Aide	(.5 credit)	
Additional Math	(1 credit)	
Additional Science	(1 credit)	
Additional Fine Arts	(.5 credit)	
Online Courses	(based upon administrative approval)	

*Electives required for graduation

Total required credits to receive a diploma	25 credits
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Homework

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

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.).

The Responsibilities of Homework

- **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.
- **Students' Responsibility:** Students are expected to
 - Keep track of the assignments.
 - Complete the assignments to the best of their abilities.
 - Seek help when needed.
 - Review errors and file for later use in test review.
 - Know when tests and/or quizzes are being held and study accordingly.
- **Parents' Responsibility:** Parents are expected to
 - Provide time and an appropriate environment for homework on a consistent basis.
 - Monitor student progress according to age and need of the student.
 - Assist, when needed, in providing resources, clarification, and/or quizzing on mastery of material.
 - Provide positive encouragement.
 - Communicate with teachers when needed.
 - Train children early to work independently.

The Proper Environment for Homework

The following contribute to accomplishing homework effectively.

- A designated area that is quiet, well-lit and is separated from other activities as possible (especially for older students doing independent work).
- A family schedule that allows the recommended study times (see below).

The Guidelines for Wednesday Homework

No homework will be given on these nights, although assignments given in advance may be due on Thursday.

Suggestions for Those Having Difficulty with Homework Assignments

- Develop the habit of reviewing assignments while at school and the teacher is available.
- Review directions for assignments carefully and thoroughly.
- Call a friend for the exact assignment or for clarification if needed.

- For younger students, parents may write a note to the teacher regarding homework.
- Secondary tutoring may be available (see the tutoring section for details).
- Check the information at the top of the worksheets on how to do the assignment.

Typical Time Required for Homework

Length will vary from day-to-day and from student to student; however, the following is the estimated time required.

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

Note: Math assignments may require additional time to the time listed above.

Additional Suggestions about Homework

- Parents should establish a positive attitude in the home about homework and school in general.
- Parents should help the child do the work, not do the work for them.
- Parents should help the child organize his or her time and materials, learn to follow directions, and encourage thoroughness.
- Parents should encourage the child to do the most difficult or most pressing homework first.
- 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.
- 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.
- Parents should never allow their children to sacrifice principles for homework.

Incomplete Work

- 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.
 - Every 3 homework offenses = Lunch detention
 - Every 12 homework offenses = 1 Suspension

Note: parents will sign a tally sheet after each 3 tallies are received in a day, or 9 tallies are received in a week.

Should homework offenses continue, a meeting will be scheduled with parents, supervisor, and/or administration.
- Secondary Students: Students will receive a homework offense if a homework assignment is not completed and/or not turned in on time. **The homework offense will be issued in addition to any academic penalty that a teacher may enforce, according to their syllabus.**
 - Parents will be notified by email after each 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.

Parent-Teacher Conferences

- See school calendar for schedule of Parent/Teacher Conferences. Notification will be sent home to parents regarding the upcoming conference.
- If you feel that a conference is necessary at other times, please email your child's teacher to schedule an appointment.

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 from an approved tutor. In order to matriculate to the next grade, the student will be evaluated at the end of the summer.

Tutoring

The SMCA Academic Counselor will assist parents by suggesting possible tutoring services for students who are struggling academically (earning below a 70 in a particular class) and who will, in the opinion of the faculty and administration, benefit from individualized attention. All tutoring requests must be submitted to the elementary supervisor or secondary supervisor for approval.

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 students at all times. It is therefore imperative that we closely follow the guidelines and rules established for SMCA.

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 basic classroom guidelines, as listed below, which are 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.

- 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.
- Students are to be respectful to all school personnel in both action and word. Disrespect will be considered a serious offense.
 - 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 (Ephesians 6:1-2), civil authorities (I Peter 2:17b), and church leaders (I Thessalonians 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 the handbook.
 - 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.
 - Students violating these standards may expect one or more of the following: a stern rebuke, a tally or demerit, detention, suspension, or expulsion.
- Drug and Alcohol Usage: We make two words of drugs and alcohol only because these have different legal ramifications in our society, but they are both drugs and will be treated as such in SMCA disciplinary procedures. Use, sale, or possession of any illegal substance at any time on or off campus may result in immediate suspension from school, and the administration will make a recommendation whether to proceed with expulsion. Any student choosing to remain in the company of another person who is clearly involved in illegal drugs may also be in violation of this policy. If a student has been suspended for drug use, and the circumstances are such that the student is allowed to return to school, any subsequent violation involving drugs at any time during his or her enrollment at SMCA will result in an

automatic recommendation for expulsion. Vaping or tobacco use, or possession is not permitted at any time. This includes all forms of tobacco, including chewing tobacco. Student use of these substances may result in suspension and possible consideration for expulsion.

- 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.
- In passing through the halls, there is to be no running, pushing, shoving, or excessive noise.
- Teacher permission is required to leave the classroom during the school day.
- Food and beverages will be consumed only at appropriate times or when authorized by a teacher or administrator.
- There is to be no gum chewing during the school day.
- Students will be held accountable for any electronically transmitted content they post over social network sites, text messages, or pictures on cell phones.

Bullying Policy

It is the policy of the South Merrimack Christian Academy to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

Bullying is defined as intentional harmful behavior by one or more students and directed towards another student. The intent to haze, harass, intimidate, injure, threaten, ridicule, or humiliate students/school personnel by means of written, verbal, graphic, or physical acts, including electronically transmitted acts, will not be tolerated. Students or families that feel they are victims of bullying may report a bully to a teacher or the administrator. Students that are found to be exhibiting bullying behavior may be subject to school discipline including but not limited to suspension from school.

Child Restraint and Seclusion Policy

There are no circumstances under which restraint and seclusion would be used at South Merrimack Christian Academy.

Elementary Discipline System (Grades 1 – 6)

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:

- Each tally earned in a day requires the student to do whatever the teacher deems appropriate to stop the behavior.
- An accumulation of **3 or more tallies in one given day or a weekly accumulation of 9 or more**, results in the following actions:
 - First Offense: The student meets with a teacher for lunch detention. A notice will be sent home to the parents.
 - 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.
 - Third Offense: A parent conference is required with the teacher and supervisor to discuss further actions and ways to correct behavior. Detention will be assigned.
 - Fourth Offense: 1-day suspension.
 - Eight Offense: 2-day consecutive suspension.
 - Twelfth Offense: Expulsion.
- If a student does not accumulate three 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.
- Tallies are not carried over to the next week for accumulation.

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 acceptance. 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.

Guidelines

- Students must complete their suspension at home.
- Students will not be permitted to receive work ahead of time from their teacher.
- Students will be given the opportunity to make up missed work once their suspension has been completed.

Secondary Discipline System (Grades 7 – 12)

Grades 9-12

Our secondary division utilizes a demerit system for discipline. Parents are notified for every infraction. A detention will be issued after the 4th, 6th and 8th demerits. Suspension will result at 10 demerits. At 10 demerits, students will be placed on Behavioral Probation. The probation plan will be determined by the Supervisor on a case-by-case bases. It can be anything from loss of privileges to continuous lunch detention. **Expulsion will be considered at 12 demerits.**

Grades 7-8

All of the above will apply to grades 7-8 with the following adaptations: A detention will be issued at the 6th, 8th and 10th demerits. Suspension will result at 12 demerits. At 12 demerits, the student will be placed on Behavioral Probation. **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.

Guidelines

- Students must complete their suspension at home.
- Students will not be permitted to receive work ahead of time from their teachers.
- Students will be given the opportunity to make up missed work once their suspension has been completed.
- Students will receive a **2% reduction** from **all classes** at the end of the quarter.

All secondary students and parents must read the Student Handbook (found on the SMCA website under Quick Links) and will electronically sign the SMCA Statement of Cooperation during the application and enrollment process.

Dress Code

General Dress Code Information

South Merrimack Christian Academy has 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 to 3:00pm), and any SMCA event for grades K5 – 12th. If special circumstances arise, permission must be given from the school office. There are several distinctions between acceptable clothing attire for elementary (grades K5-6th) and secondary (grades 7th – 12th). Please see the General Dress Code below for details.

A school uniform is not required for grades K3 – K4.

K5 – 12th grade students will be held accountable to the Dress Code policy.

Seniors that have a reduced course schedule and remain on campus until 3:00pm are required to wear the SMCA school uniform.

Lands' End is the official source for ordering any school uniforms that require a logo. For a list of approved items, please see the Dress Code Quick Chart in the following pages.

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.

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.

Dress Code – Girls

- **Shirts for Girls**
 - Lands' End approved shirts with SMCA logos must be worn.
 - Long-sleeved shirts should not be worn under short-sleeved shirts.
 - SMCA sport jersey may be worn on game days.
- **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.
 - SMCA hoodies, including fundraising hoodies, may be worn during the school day, as long as an SMCA logo shirt is underneath.
- **Skirts for Girls**
 - 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.
- **Jumpers for Girls**
 - Lands' End jumpers are permissible for elementary only.
 - A collared, school approved colored shirt (logo not required) must be worn underneath.

- **Pants for Girls**
 - Navy and khaki pants are acceptable throughout the school year provided they are appropriately sized with a **comfortable, loose fit** (corduroy, denim, cargo, pants with rips, skin-tight, elastic ankles, and below-the-hip styles are **not** allowed).
- **Shoes for Girls**
 - Girls may wear dress, casual, or athletic shoes (No high heels, platforms shoes, slipper shoes, or shoes with wheels allowed).
 - In warmer weather, secondary girls may wear sandals with socks (no flip-flops, crocs, slides, plastic, rubber, water shoes, or slipper-shoes).
- **Tights and Leggings for Girls**
 - 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).
 - Elementary girls may not wear make-up.
 - Secondary girls may wear make-up that is simple, natural in appearance, and not distracting.
 - Razor designs are not permitted.
- **Jewelry and Accessories**
 - Jewelry and accessories should be conservative and not distracting.
 - Only ear piercings are acceptable.
 - Girls should refrain from dangling earrings due to PE and recess.
 - No hats, sunglasses, or bandanas are to be worn during the school day.
- **Tattoos and Writing for Girls**
 - Tattoos are not permitted.
 - 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 with SMCA logos must be worn.
 - Black or navy blue, loose fitting, sweatpants may be worn.
 - Gray sweatpants are not permitted.
 - No tight or yoga-style pants will be allowed.
 - Students must 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 (ripped jeans are not permitted).
 - Pajama pants and shirts are not permitted (except on preschool and elementary themed days).
 - No violent or slang graphics on clothing, no hats, no tank tops, and no shorts are allowed.
 - All T-shirts must be on the shoulder and have sleeves. Any casual-style sandal is acceptable (with socks). Flip-flops or water shoes are not permitted.
 - Fundraising and athletic T-shirts may be worn on Dress Down Days only.
- **Formal Wear at Spring and Sports Banquet for Girls**
 - Formal dresses worn at all SMCA banquet events need to be knee-length or longer.
 - It is required that all dresses have straps.

- Please refrain from revealing necklines and backless dresses.
- Dress approval is required!

Dress Code – Boys

- **Shirts for Boys** – Lands’ End approved shirts with SMCA logos must be worn.
 - Long-sleeved shirts may not be worn under short-sleeved 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.
 - SMCA hoodies, including fundraising hoodies, may be worn during the school day, as long as an SMCA logo shirt is underneath.
- **Pants for Boys**
 - Navy blue and khaki pants must be worn over the hip and not sagging (corduroy, denim, cargo, elastic ankle, and pants with rips are not allowed).
- **Shoes for Boys**
 - Boys may wear dress, casual, or athletic shoes.
 - In the warmer weather, secondary boys may wear sandals with socks (no flip-flops, crocs, slides, plastic, rubber, or water shoes, or slipper-shoes).
- **Hair for Boys**
 - Hair needs to be neatly tapered off the ears and collar.
 - Bangs should not extend past the eyebrow or be rolled upward.
 - No unnatural hair coloring except on days allowed by the administration (Spirit Week).
 - Razor designs are not permitted.
 - Facial hair is not permitted.
- **Accessories for Boys** – No earrings, necklaces, hats, sunglasses, or bandanas are to be worn during the school day.
- **Tattoos and Writing**
 - Tattoos are not permitted.
 - 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 with SMCA logos must be worn.
 - Black or navy blue, loose fitting, sweatpants may be worn.
 - Gray sweatpants are not permitted.
 - No tight or yoga-style pants will be allowed.
 - Students must wear sneakers during PE class.
- **Dress Down Days for Boys** – Casual wear for Dress Down Day is acceptable.
 - This includes T-shirts and jeans (ripped jeans are not permitted).
 - Pajama pants and shirts are not permitted (except on preschool and elementary themed days).
 - No violent or slang graphics on clothing, no hats, no tank tops, and no shorts are allowed.
 - All T-shirts must be on the shoulder and have sleeves. Any casual-style sandals (with socks) are acceptable (No flip-flops, water shoes, or slipper-shoes).
 - Fundraising and athletic T-shirts may be worn on Dress Down Days only.

Dress Code Quick Chart

		Girls		Boys		Need Logo
Pants		Navy/Khaki		Navy/Khaki		No
Shirts		Lands' End		Lands' End		Yes
Skirts		Navy/Khaki		-----		No
Elementary Plaid Skirts		Lands' End		-----		No
Elementary Skorts		Lands' End		-----		No
Elementary Jumpers		Lands' End		-----		No
Outerwear		Lands' End		Lands' End		Yes
PE Shirt		Lands' End		Lands' End		Yes
PE Shorts		Lands' End		Lands' End		Yes
PE Sweatpants		Navy/Black		Navy/Black		No

General Policies

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 their 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 per quarter.*

- **Full Day** – If a student is to miss school due to illness or unexpected family emergency, the school office must be notified of the reason for the absence via smca_attendance@smcanh.org. One day for each day missed will be allowed for make-up work. In case of 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 the administration.
- **Unexcused Absence** All other absences, such as family vacations, birthday celebrations, or personal days, will be categorized as unexcused even if the school has been made aware of them.

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 planned absence. **All non-essential absences are considered unexcused and may receive a 10% reduction on all missed work.** The office will make the students' teachers aware of the planned absence. Upon their return to school, students are expected to complete all missing assignments, quizzes, and tests that took place during their absence. Students may request assignments in advance 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 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. This includes events/activities beginning during the school day and ending after normal 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.

Elementary Missed Assignments

If your student has been absent for an extended period of time (3 or more days), and you would like to retrieve missed class work, please call the school office to make arrangements to pick up the work.

Note: Teachers are unable to accommodate same day requests.

Secondary Missed Assignments

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

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.

Tardies

Any student arriving after 8:00am (8:10am preschool) should check in with the school office to receive a tardy pass. Generally, excused tardies will be given only in case of scheduled appointments, vehicle breakdown 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.

A grade deduction may be enforced for students with excessive tardies.

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 less than a 65 (refer to Athletic Policy in Appendix B), 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 Policy, which are available through their coach or school office.

Athletic Policy – Appendix B

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 grade.
- **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 early dismissals).
- **Merit Award**

Awarded to any elementary student receiving 5 or less tallies throughout the school year.
- **Honor Roll**
 - 'A' Honor Roll: 90 or above in all subjects in each quarter. 'Specials' are excluded in this calculation for elementary students.
 - 'B' Honor Roll: 80 or above in all subjects in each quarter. 'Specials' are excluded in this calculation for elementary students.
- **SPI Award:**

This award honors the student who best exhibits integrity, perseverance, support for fellow SPI class members, and commitment to academic excellence throughout the entirety of the nine-month project.
- **Christian Service Award**

In recognition of a student's blessing and inspiration to the SMCA community.

Backpacks

All backpacks should be emptied into the student's assigned locker. Emptied backpack should be placed on top of the locker or inside the locker. Backpacks will not be permitted in the classroom. Students have five minutes in between each class and will have ample time to retrieve the books needed for the next class.

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 FACTs to notify parents of delays and closings. Text messages will be sent to all contact numbers listed in student demographics. Alerts will also be announced on WMUR TV.

- K3 and K4 will be closed if there is a delayed opening.
- Grades K5 – 1st grade will utilize Blizzard Bags.
- Grades 2nd – 12th will participate in remote learning from 8:00am – 12:00pm on declared snow days with an adjusted schedule.

Books and Supplies

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.

Counseling

Academic counseling will occur at grade appropriate levels on an ongoing basis to prepare each student for their desired college or career goals. Other counseling can be requested by parents/guardians and/or teachers. These social, emotional or spiritual needs can be discussed, and counseling can be a one-time session; OR a series of sessions that will aim to develop coping skills, social skills, classroom management skills, among other needs. These sessions will also aim to strengthen their spiritual development through prayer and scripture reading. There are also times when students come to the office without a referral and need guidance spontaneously. When the capabilities of our guidance department are not appropriate for the needs of a child, socially or emotionally, outside counseling referrals will be made to students' parents/guardians.

As per NH Statute, all faculty are mandated reporters, and should safety be questioned, it is our responsibility to report this to appropriate authorities.

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.). Please send an email to the school office and 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. Students will be supervised during pick-up. Once released to a parent or guardian, the school relinquishes responsibility for the child.

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 who is currently on their pickup list in FACTs. 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.

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.

Extended Care

Extended Care is available to all students until 5:30pm, Monday through Friday.

Extended Care is only offered on the days your student attends school.

- **Hours and Fees**

Late pickup for K3 – K4 (12:15pm – 3:15pm) \$7/hour

Late pickup for all other students (3:15pm – 5:30pm) \$7/hour

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. Advance sign-up is required. Exceptions can be made for emergencies. However, please notify the school of your plans to leave a student in extended care as soon as possible.

Extracurricular Activity Exemption Policy

High school students who participate 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 consecutive 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.

- At least 60 hours of participation for .5 credits

- Exemption Form can be printed from the school website (Quick Links) or the school office.
- **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 60 hours of participation for .5 credits.
 - Exemption Form can be printed from the school website (Quick Links) or the school office.

Field Trips

The teachers schedule field trips throughout the school year. All students are required to participate in field trips unless sick, etc. *Permission for field trips are electronically signed* by the parent/guardian during the enrollment process, under the Statement of Cooperation section.

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. Parents are required to complete a background check as well as our Child Safety Course. Contact Alix Collenberg at alexandra.collenberg@smcanh.org for more information. 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.

Locker Policies

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

- It is a serious offense to enter another student's locker without their permission.
- 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 the administration will be taken down. No tape or other material should be used to hang items.
- All tote bags and backpacks must be emptied and placed on top of lockers or hung up inside the locker. Items left on the hallway floor will be taken to the office, identified, and an infraction will be given to that student.
- Locker privileges will be lost if they are abused.
- Students may **NOT** switch their locker without approval from the office.

Lunch and Snack

Students will need to bring their own lunch and snacks. Lunch and snacks need to be clearly labeled. Please send napkins, eating utensils, plates, bowls, and condiments with your child. Microwaves are available for use in grades 6-12 only. Hot lunches are served on select days. Hot lunch must be ordered in advance. We are unable to refund the cost of missed lunches due to illnesses or unexpected absences.

School Hours and Schedules

Normal School Day

- **Elementary and Secondary Students**

7:30am Doors open

8:00am School begins

3:00pm School ends, car line pick-up for K5 – 12th

5:30pm Extended Care ends

- **Preschool Students**

7:55am Doors open

8:15am School begins

12:00pm Car line pick-up for K3-K4

3:00pm School ends, car line pick-up for K5

5:30pm Extended care ends

Kindergarten & Preschool

- K3: 3-day Tuesday, Wednesday, Thursday 8:15am – 12:00pm
- K4: 5-day Monday Through Friday 8:15am – 12:00pm
- K4: 5-day Monday Through Friday 8:15am – 3:00pm
- K5: 5-day Monday Through Friday 8:15am – 3:00pm
- Extended Care Ends 5:30pm

Half Days: 30-minute classes

- 7:30am Doors open
- 8:00am School begins
- 12:00pm School ends for grades K3 – 12th

Delayed Start: 35-minute classes

- No K3 and K4 classes
- 9:30am Doors open
- 10:00am School begins
- 3:00pm School ends for grades K5 – 12th

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.

Senior Privilege

The goal of senior privilege is to allow senior students to make more decisions and show leadership and responsibility in preparation for graduation and the next life steps. We expect students to take this freedom seriously while maintaining school responsibilities. There is a 2-week 'hold' period before privileges are given, so students can get back in the rhythm of school and keep up grades and responsibilities. After this period, students will be able to engage in the senior privilege as indicated below.

- Students must have passing grades and maintain appropriate school responsibilities. **Students MUST maintain a 3.0 GPA with no F's.**
- After the 'hold' period, this privilege must be discussed with Mr. Amador prior to being granted. Students MUST sign in and out at the school office. The permission slip will be provided and should be signed by the senior and their respective parents.
- After students have passed the 'hold' period, they may engage in the following privileges after their meeting with Mr. Amador has occurred. Seniors with senior privilege may:
 - Use their phones in the senior lounge and study halls. Seniors may NOT share their phones or media use with students in other grades or distract others. Earphones must be worn during acceptable use times. NOTE: Students may NOT use their phones in hallways or classrooms during school hours.
 - Listen to music during study halls only, NOT in hallways, between classes, even with earbuds.
 - Participate in extracurricular serving activities with Mrs. Lukawitz (i.e. restocking Snack Shack, running special errands, etc.).
 - Leave school to get food or snacks during non-class periods. Food is NOT to be bought and brought back to school to share with students in other grade levels or seniors without senior privilege.
- **NOTE: Students MUST ALWAYS sign in and out at the school office when coming and going! Senior Privilege may be revoked if normal school policies are not adhered to.**

Student Drivers

SMCA recognizes that driving is an important part of growing up and becoming an adult. This important transition must be accompanied by responsibility and accountability.

All student drivers must abide by the following rules:

- All student drivers must have a legal driver's license.
- All student drivers must obey all New Hampshire driving laws.
- Student drivers may transport siblings to and from school.

- Student drivers **may NOT transport non-sibling students**.
- Student athletes may use their own vehicles to get to the sports practice locations (they **may NOT transport non-sibling students**).
- Student athletes may, with permission, use their own vehicles to travel to away games (**they may NOT transport non-sibling students**).

Visitors

All visitors and volunteers should enter the building through the school office. They are required to log their visit with the office 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 and Chaperones

We appreciate parents who are able to volunteer their services during the school year. If you are interested in volunteering, 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 lunch one day a week from 10:30am – 1:00pm. If you are interested, please call the school office.

Please note that all parents volunteering for lunch, field trips, parties, etc. must first complete the safety training as well as a background check.

Contact alexandra.collenberg@smcanh.org for necessary forms and safety training link.

Medical

General Policy

At SMCA we recognize that illness is a part of the school year. We want to care for all students to the best of our ability, keeping students in school while also respecting the illness and healing process. For any questions regarding the illness policy, please contact the school nurses in the SMCA Health Office, at (603) 880-6832. The following outlines SMCA's illness policy.

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 the list of reportable diseases regularly.

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

- 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.
- All medications that come from a student's home, over the counter or prescription, must be signed into the Health Office by the student's parent. The one exception is when a student has permission to self-carry an EpiPen or inhaler.
- All over-the-counter and prescription medications are securely stored in a locked area within the health office.
- 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.

Illness / Medication

- **Antibiotics**

If a student is diagnosed with a contagious infection requiring antibiotics, the student should stay home until he/she has been on antibiotics for a minimum of 24 hours to prevent the spread of infection to others.

- **Chronic Conditions**

If your child has a chronic condition such as asthma, diabetes, seizures, etc., allergy (food or other), or anaphylaxis, please inform the school nurse. Students with asthma, food allergies, anaphylaxis, diabetes, or seizure disorders will need an updated action plan (within the last two years) from their healthcare provider to be held in the Health Office. If a student requires a rescue inhaler or EpiPen, parents need to sign the medication into the Health Office by the first day of school. Certain circumstances may require a release form to be filled out by both parent and physician.

- **Conjunctivitis (Pink Eye)**

Conjunctivitis can be bacterial, viral, or allergic. Both bacterial and viral conjunctivitis are very contagious and are spread by contact with eye discharge. A student with suspected conjunctivitis should not come to school and needs to be evaluated by a healthcare provider. Students who develop symptoms of conjunctivitis at school will need to be picked up from school. A healthcare provider can determine the type of conjunctivitis and treatment. If the conjunctivitis is bacterial and is being treated with an antibiotic, the student must be on the antibiotic for 24 hours and without eye drainage before coming or returning to school. For all cases of conjunctivitis (bacterial, viral, and allergic), students must be free of eye drainage for 24 hours before returning to school.

- **Cough**

Students that have coughs that are disruptive and persistent should be kept home from school. If a student's cough is concerning, disruptive, or persistent while at school, they will need to be picked up.

- **Fever**

A temperature equal to or greater than 100.0 requires a student to stay home from school or be sent home from school. A student must be fever-free or have a temperature lower than 100.0 for at least 24 hours without the use of fever reducing medication prior to returning to school.

- **Head Lice**

If a student has head lice, they must do the following before coming to school:

- Treat the lice/lice eggs found with lice treatment. Follow instructions.
- Remove all lice eggs and nits with a nit comb.
- Student may return to school 48 hours after lice treatment and lice/nit removal AND no new lice eggs or nits are found on the child.
- Any student(s) who have lice or nits at school will need to be picked up.

- **Rashes**

Rashes have many causes. Whether a rash is or is not infectious needs to be determined by a healthcare provider. Rashes need to be evaluated by a health care provider before students can come or return to school. If a student is being treated with a medication prescribed by a healthcare provider for an infectious rash, the student must be on the medication for 24 hours before returning to school.

- **Strep Throat**

If a student is being treated for strep throat, they must be on antibiotics for 24 hours before coming or returning to school. Symptoms that often accompany strep throat such as fever, vomiting, and diarrhea, must also be absent for 24 hours before coming or returning to school. Students who develop symptoms of strep throat while at school will need to be picked up.

- **Vomiting/Diarrhea**

Students should not be in school if they are vomiting or have episodes of diarrhea. The State of New Hampshire Department of Health and Human Services defines diarrhea as an increase in the number of stools over what is normal for that individual and stools which are not formed (i.e. loose and watery). A student needs to be free of diarrhea for 24 hours prior to returning to school. A student needs to be free of vomiting for 24 hours prior to returning to school. This means the last vomiting or diarrhea episode starts the time period until

24hours. Students who have vomiting or diarrhea while at school will need to be picked up from school, and they may return when they are free of vomiting or diarrhea for 24 hours.

Technology

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 1-12 will be assigned a locker. Please refer to Locker Policies.

Cell Phones

Students must keep their cell phones in their locker during the school day. The only exception for cell phone usage is between classes. SMCA is not responsible for lost or stolen items.

Failure to comply with these guidelines will result in the following:

- **First Offense:** Cell phone will be confiscated. The student will retrieve it at the end of the day from the school office.
- **Second Offense:** Cellphone will be confiscated. Parent will retrieve it at the end of the day from the school office.
- **Third Offense:** Cell phone will be confiscated. The parent will retrieve it at the end of the day from the school office. The student will not be permitted to bring a cell phone to school.

Seniors: See Senior Privilege guidelines.

Smart Watches

Smart watches are permitted in class; however, they must be removed prior to any quiz or test.

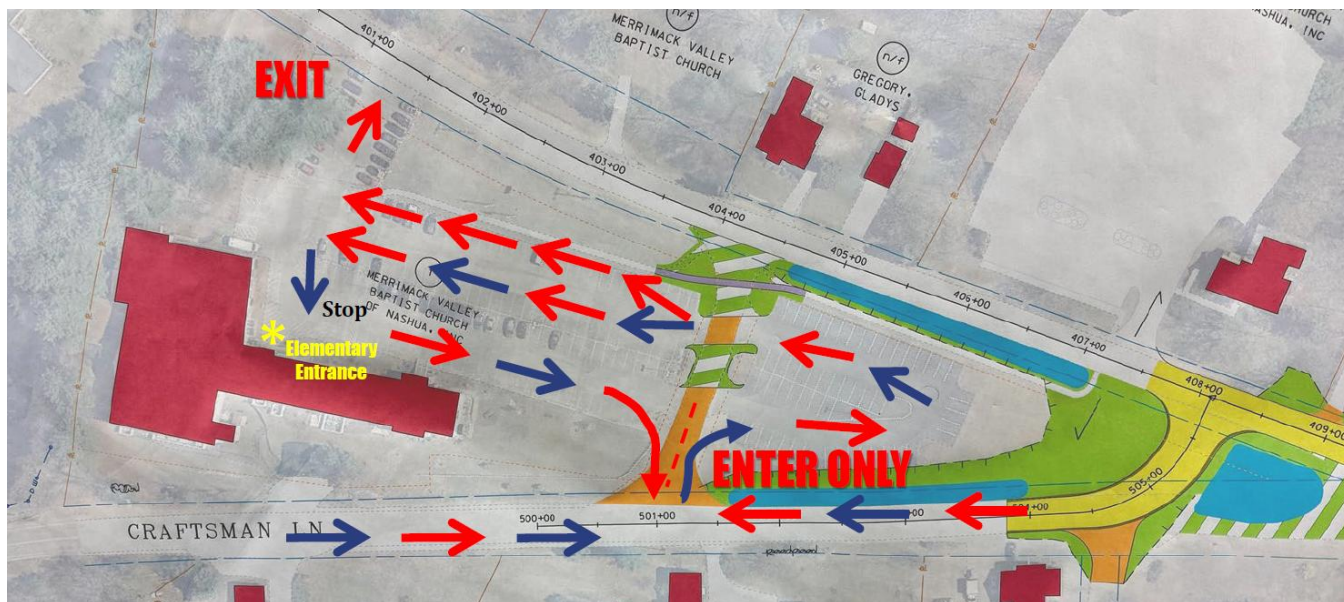
Laptops/Tablets/iPad

Chromebook Care and Usage Policy – Appendix C

Transportation

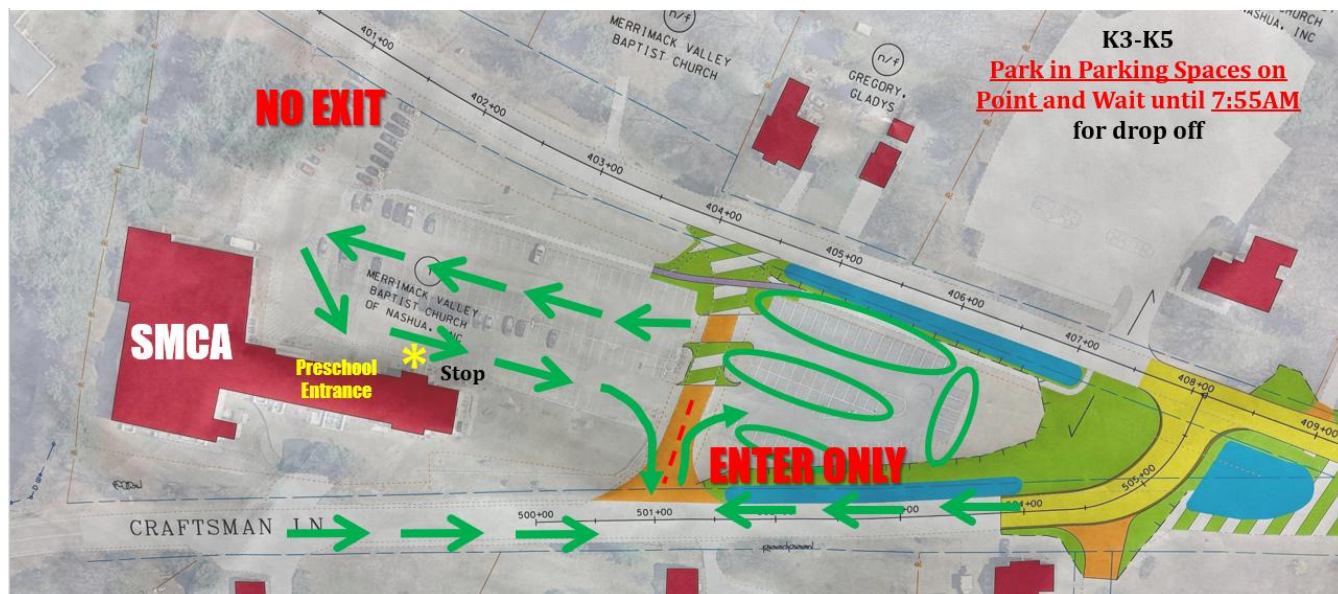
Drop-Off Procedure for 1st – 12th Grade

Students may be dropped off no earlier than 7:30am. The older sibling should escort the younger sibling to their wing.



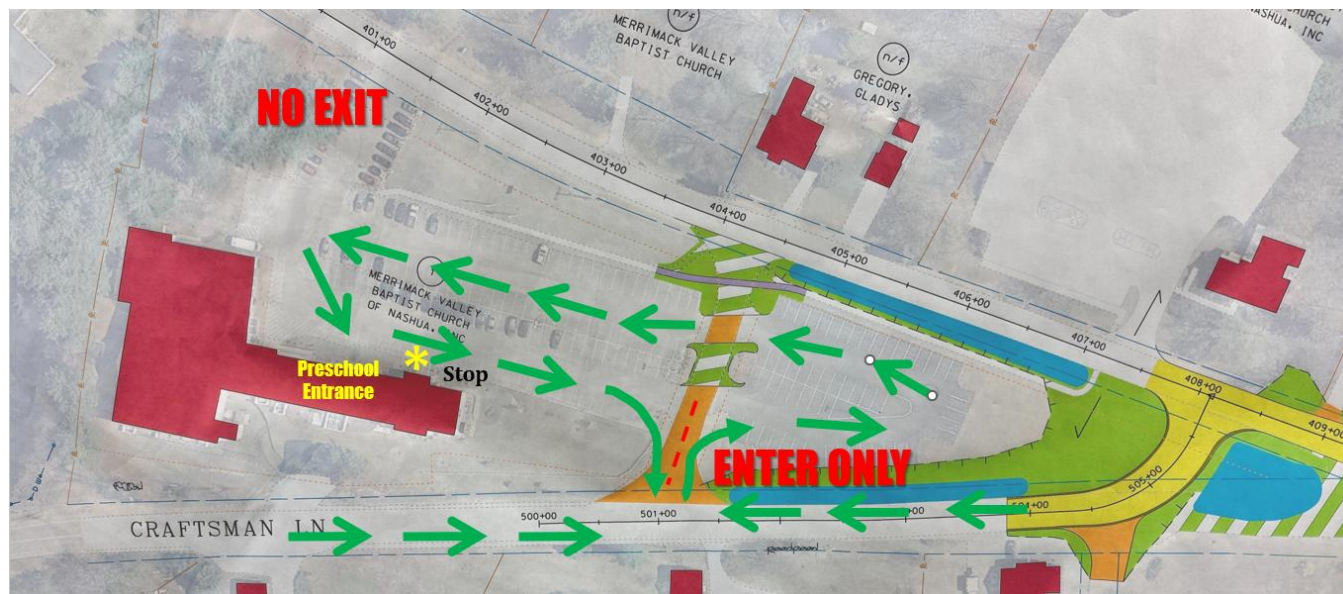
Drop-Off Procedure for K3-K5

An aide will be in the parking lot from 7:55am – 8:10am 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.



Pickup Procedure for K3-K4

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.

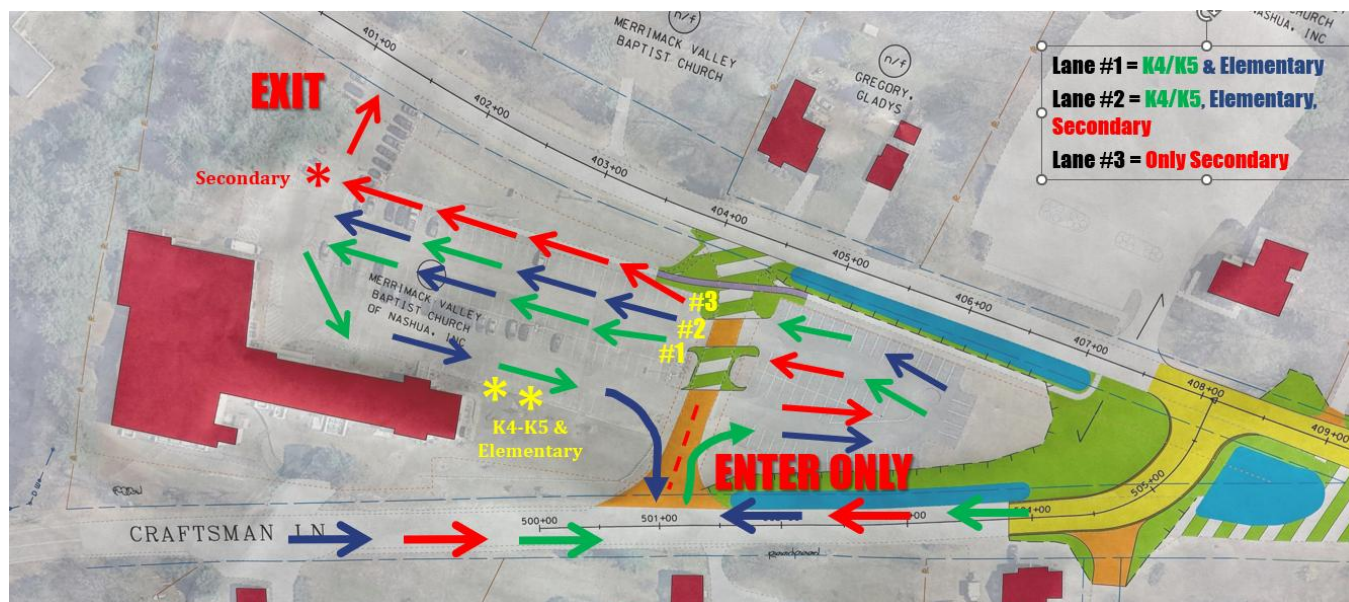


Pick-up Procedure for K5 – 12th Grade

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.

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. That person must be logged as an authorized pick-up person in the FACTs system.

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



Appendix A

FINANCIAL POLICY 2025–2026*

*See separate policy for International Students

Statements and Payments: At anytime during the current school year, you can access your household account details through ParentsWeb. 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 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:

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

Tuition will not be refunded for days missed due to illness. If a child is not 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:**

- 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.
- Payments received after the 20th of the month will result in a \$30 outstanding balance fee added to the household account.
- An outstanding household account balance that is 30 days past due will result in a notification of overdue account sent to the address on file. Arrangements to meet with a

school official will be required.

- The 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, 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 for 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.

FINANCIAL RATES 2025–2026

- **Admissions Fee: (Application & Enrollment)**
 - New Applicant \$130 per child Online payment
- **Online Reenrollment Fee: (annual fee)**
 - Returning Student \$120 per child Online payment **by** April 1
 - Returning Student (with late fee) \$175 per child Online payment **after** April 1
 - Hard Copy-Additional Processing Fee \$25 per child to be paid with Enrollment Form
- **Senior High (Grades 9-12)**
 - Annual Tuition \$8,690 First payment due August 1
 - Book Fee (Non-Refundable) \$250 Payment due July 1
- **Junior High (Grades 7-8)**
 - Annual Tuition \$8,460 First payment due August 1
 - Book Fee (Non-Refundable) \$250 Payment due July 1
- **Elementary: (Grades 1-6)**
 - Annual Tuition \$7,570 First payment due August 1
 - Book Fee (Non-Refundable) \$250 Payment due July 1
- **Kindergarten: 5-year-old program (K5)**
 - Annual Tuition, Full day \$7,570 First payment due August 1
 - Book Fee (Non-Refundable) \$135 Payment due July 1
- **Pre-School: 4-year-old program (K4)**
 - Annual Tuition, Full day \$6,650 First payment due August 1
 - Annual Tuition, Half day \$5,140 First payment due August 1
 - Book Fee (Non-Refundable) \$50 Payment due July 1
- **Pre-School: 3-year-old program (K3)**
 - Annual Tuition, T-W-Th (3 half days) \$4,300 First payment due August 1
- **Graduation Fees (Charged to account)**
 - Kindergarten \$30
 - High School \$50
- **Other Fees (Charged to account)**
 - Technology Fee \$350 (One Time Fee for 7th-12th Grades)
 - Chromebook Insurance \$40 (Yearly Fee for 7th-12th Grades)
 - Sports Fee
 - Varsity \$125 (extra expenses, referee costs, uniform costs)
 - Junior Varsity \$60 (extra expenses, referee costs, uniform costs)
 - Outstanding Balance Fee \$30 fee for outstanding statement balance after 20th of month
 - Lab Fees 7th Grade-\$25/10th Grade-\$50/11th Grade-\$50
- **Secondary Trip Fees (Charged to account)**
 - 8th Grade Trip \$300/TBD cost per student (divided into three monthly payments)
 - 12th Grade Trip \$300/TBD cost per student (divided into three monthly payments)
 - RENEW Retreat \$200 cost per student (Grades 9-12)

- **2025/26 Tuition Discounts – There are NO discounts on Enrollment Fees or Book Fees.**
 - MVBC member discount 5% *Note: Must be member at the beginning of school year*
 - Sibling discount
 - 1st Child - 0%
 - 2nd Child - 25%
 - 3rd Child -50%
 - 4th Child and thereafter - 75%
 - Paid in full incentive school) 3% deducted from tuition (must be paid by the first day of school)

Appendix B



South Merrimack Christian Academy

Secondary Athletic Policy

Dear Athletes and Parents:

Welcome to SMCA's Athletic Program. Your interest in this phase of our school program is gratifying. We believe that participation in athletics provides the opportunity for developing lifetime skills, which will help students become well-rounded individuals capable of making decisions and handling problems. We also look at sports as an opportunity to glorify our Lord Jesus Christ, and to provide competitive experiences that are fun, successful, and promote individual growth within a safe and healthy environment. These experiences will become high school memories that will last a lifetime.

SMCA is a member of the New England Association of Christian Schools. If you have any questions or concerns regarding the SMCA Athletic Program or this handbook, please contact the Athletic Director at (603) 880-6832.

Please note: Students are not allowed to play sports with another school organization if the sport is offered at SMCA.

Student Eligibility

Any student in grades 7th – 12th has the option to try out for SMCA Athletics.

Requirements for Participation

The following documents are required prior to a sports season for a student to be eligible to try out for an interscholastic sports team:

- Current Sports Physical Examination (updated every year)
- Signed Athletic Contract/Permission Agreement

Sports Physicals

Sports physicals will be given to the school nurse before a student is permitted to practice or participate. The sports physical is valid for one calendar year, however, if a student's physical expires before the season of competition, they will be asked to get a physical prior to the start of that season. A health history update is also required, including any allergies, asthma, etc.

Risk Factor in Sports

Participation in sports involves a certain degree of risk of injury. Such physical injury can occur in any type of sports activity and vary in nature. Athletic injuries can run from minor bruises and scrapes to the more serious injuries such as fractures, dislocations, concussions, paralysis and even death.

Injuries and Sports Medicine

It is extremely important to report any injury to your coach immediately. If you have any questions, please do not hesitate to call our school nurse at (603) 880-6832.

Returning to an Athletic Team After an Injury or Illness

Any athlete who is seen by a doctor must be released (signed statement) by the doctor that treated your child to resume participation with their team. If you have to go to an emergency room for care, please obtain the release (written) before leaving the hospital because many times the attending physician may not be there the next time you visit. This release must be filed with our school nurse. It is the athlete's responsibility to get the release to the school nurse. Do not leave this responsibility to some other person (coach, teacher, or friend). In case of long term or severe injury, clearance by the school physician may also be necessary prior to the athlete returning to practice or competition. In the event of a concussion, proper protocols need to be in place and the coach is obligated to abide by those protocols.

Attendance Policy

Participants in an activity of sport are a part of our overall educational program. It is understood that students will be present in school in order to participate in a practice, game, or activity that day. Half day attendance only with permission granted. Team members on suspension or detention for any disciplinary infraction will not be allowed to practice or participate in any event for that day.

Games, Practice Sessions and Try Outs

Team members must be present and on time for all scheduled practice sessions and games. Any athlete who is present in school but absent or late to the athletic activity must have prior permission from the coach or a note from a teacher to be excused. Students must be in school by 11:00am with a legitimate excuse in order to participate in games, practices, etc. Remember, once you became a member of an athletic team, you made a commitment for the season.

Exemptions are limited to sickness, funerals, emergency appointments, religious obligations, college visitations, exams, and extra academic help.

It is the responsibility of the athlete to inform the coach in advance (if possible) prior to missing practice or a game. It should be noted that the Athletic Department realizes that unusual situations may arise, but communication is the key to understanding the circumstances. Try out periods vary for each sport, but usually last only a few days. Your coach will inform you of their requirements.

Extra-Curricular Eligibility Policy (Grade 7 – 12 only)

Goal – To ensure academic success and extra-curricular participation for all students.

Students must exhibit good conduct, have no F's, and maintain an overall C average in all classes on the subsequent report card. 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. Academics take president over participation in sports, so if the faculty notices a team member performing poorly, the team member's coach will be notified.

Strategy to Monitor Academic Status

- Daily Grade Checks
 - Student grades will be reviewed on a daily basis to ensure academic accountability and to avoid sanctions.
- Two or More Failing Grades (below 65)
 - The student-athlete may not attend practices or scheduled games until all grades are at least 65.
- One Failing Grade (below 65)
 - The student-athlete may not attend practice until the grade is raised to at least 65.
 - The student-athlete may attend and participate in scheduled games.
 - However, the coach reserves the right to bench the student-athlete from a game if deemed necessary to reinforce academic priorities and encourage the student to seek help and succeed academically.

School Clothing and Equipment

It is the responsibility of each athlete to return all clothing and equipment issued. Failure to do so will require an athlete to be billed for any missing articles. Failure to do so will result in forfeiting the right to receive any school equipment or clothing in the next sports season, or to be ineligible for a certificate and have their report card held until payment is received. A list of outstanding equipment and uniforms will be sent to the Athletic Director. The school will not be responsible for lost or stolen items.

Team Standards

In addition to observing regular school policies that are always in effect, athletes must

- Attend all practices and games unless excused by the coach.
- Never use inappropriate language.
- Never provoke, cause or engage in a fight.
- Never engage in any activity which may cause criticism of his/her team or school.
- Never be disrespectful to officials or coaches.
- Follow specific rules set up by the coaches.

Sportsmanship

Good sportsmanship extends to all levels of competition. However, it must also be seen that any member of a squad ruled out of a contest for un-sportsmanship conduct or flagrant foul shall not participate in the next previously scheduled contest.

Any member on the team who strikes, shoves, kicks, or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.

Note: Member of the team includes player, manager, and scorekeepers.

Transportation

All student drivers must abide by the following rules

- Student drivers must have a legal driver's license.
- Student drivers must obey all New Hampshire driving laws.
- Student drivers may transport siblings to and from school.
- Student drivers may NOT transport non-sibling students.
- Student athletes may use their own vehicles to get to the sports practice locations (they may NOT transport non-sibling students).
- Student athletes with parental permission may use their own vehicles to travel to away games (they may NOT transport non-sibling students).

Directions

Directions to away contests will be by coaches and/or AD. It is advised to contact the host school on the day of the contest to confirm the site.

Special Awards

Each sport team is awarded individual athletic achievements. These include

- Most valuable player.
- Most improved player.
- Coaches Award.
- Best defensive player.
- Minuteman6

It is the Duty of all Concerned with High School Athletes

- To emphasize the proper kinds of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best value of the game.
- To stress the value derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgement of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of incentive, and good judgment by the players of the team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game, not a matter of life or death for a player, coach, school official, fan, community, state, or nation.

Parent/Guardian and Student/Athlete Form

- Please sign and return this form to your coach.
- I have received, read, and understood the SMCA's Athletic policies.
- I also understand that if I do not uphold these policies, I may be suspended or dismissed from the team or possibly prohibited from participating in any athletic team for the remainder of the school year.

PARENT/GUARDIAN: **Print Name** _____

Signature _____

Date _____

STUDENT ATHLETE: **Print Name** _____

Signature _____

Date _____

SPORT _____

COACHES MUST THEN SUBMIT THIS SIGNED FORM TO THE ATHLETIC DIRECTOR'S OFFICE.

Appendix C

South Merrimack Christian Academy Chromebook Care & Usage Handbook

Updated June 2023

Getting And Returning Your Chromebook

Students will be issued their Chromebook at the beginning of each school year after:

- Students and parents have read and agree to all policies and procedures for the use, care, and maintenance of the Chromebook set forth in this handbook.
- Students and parents have submitted a current [Acceptable Use Policy](#).
- Students and parents have read through and agree to the [SMCA Insurance Policy](#).

In addition to the steps listed above, transfer students will need to complete the SMCA Digital Citizenship course within their first month of attending SMCA or issuance of the Chromebook will be rescinded until the Digital Citizenship requirement is met.

At the end of the school year, students will turn in their **Chromebook**, including the school issued **power cord** and **protective case**, on a specified date and time during the last week of school. Students who return to SMCA will receive the same device the following year.

Students who transfer out of or withdraw from South Merrimack Christian Academy must turn in the Chromebook, power adapter and protective case to the office on their last day of attendance. Failure to return the device and accessories, in either of these cases, will result in the student/family being charged the full replacement cost.

Graduating seniors who have attended school for three or more consecutive school years are eligible to keep their Chromebook and its accessories upon graduation. Eligible seniors who wish to keep their Chromebooks must make an appointment during the last month of school with the Technology Coordinator to have any restrictions, filtering, and monitoring software removed before graduation. Upon the graduation date, all ownership of and responsibility for the Chromebook and its accessories is transferred to the student.

Using Your Chromebook

Privacy, Security, and Filters

Network Monitoring and Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. Teachers may monitor student screens and activity at any point during the school day. In addition, school administrators, and the technology department may, without prior

notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason.

Passwords

Passwords are provided by South Merrimack Christian Academy and should not be changed. Do not share passwords with anyone, ever. If a password needs to be reset, the student should contact the Technology Department.

Staff Inspection

Students may be selected at any time to provide their Chromebook for inspection. The purpose of inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

Filter

SMCA utilizes an Internet content filter compliant with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. Students may submit requests to unblock sites via the Securely website. Requests will be given consideration following administrative review.

General Usage

School-issued Chromebooks should be used for educational purposes and students are to always adhere to the Acceptable Use Policy.

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Gmail, Classroom, Calendar, Drive, Docs, Sheets, Slides, and Forms.
- Work within these apps is stored in the cloud via Google Drive.
- Student accounts are issued and maintained through the SMCA domain.
- Students may submit a request for additional apps and extensions by emailing a link for the app or extension to the Technology Department.

Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of South Merrimack Christian Academy, not the student to whom it is issued.

Protective Case

SMCA will provide a protective case for each Chromebook. This protective case will be required to be used at all times.

Charging Device

Students are expected to bring a fully charged Chromebook to school every day.

Chargers should not be shared as they may be mixed up and could result in a missing charger fee at the end of the school year.

Personalization

Chromebooks and chargers must remain free of any writing, drawing, stickers, paint, tape, adhesives, and labels, except those put on by SMCA for identification. Students may add stickers to the outside of the protective case.

Under NO circumstances are students to modify, cover, or remove labels placed by SMCA.

Linux

Linux installations are not allowed at any time and any attempt to access this service for the purpose of bypassing SMCA's filters and security is strictly prohibited.

Use Outside of School

Students are allowed to use their Chromebooks outside of school but are still required to abide by the SMCA Acceptable Use Policy and Student Handbooks, local, state, and federal laws.

Data Backup

SMCA does not backup student data and is not responsible for lost or corrupted data. Student work should be stored on Google Drive for ease of access.

Repairing or Replacing Your Chromebook

ALL damages or issues with the Chromebook or it's accessories must be reported to the SMCA technology department as soon as possible. To report damages or issues you will need to fill out the SMCA IT Support Form on the SMCA technology webpage. If the device is unable to be turned on you may simply bring the device to the school office for repair.

- Missing chargers **MUST** be reported to the Technology Department as soon as possible. A replacement charger will be provided by the school, and a \$50 missing charger fee will be added to the family school bill.
- Students are not to purchase a third-party charger on their own as a replacement for a lost charger.
- Broken Cases must be reported to the Technology Department as soon as possible. A replacement case will be provided by the school, and a \$50 case fee will be added to the family school bill.
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the SMCA Office.
- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost.