

*August 1, 2006*

***Dear Parents,***

We would like to welcome you and your child and extend our appreciation for the opportunity to serve you through the Christian education ministries of South Merrimack Christian Academy.

We firmly believe that education is a joint responsibility of the home and school, and we plan to develop a close working relationship with you, striving to achieve the highest quality education for your child. Our chosen curriculum, guidelines and regulations are all designed to meet that goal, and we covet your support.

This handbook has been prepared to address some of the questions you might have concerning school. Please read it thoroughly and refer to it often.

If any additional questions should arise, we ask that they be promptly brought to the attention of the School Administrator or the classroom teacher so that they may be resolved immediately. In case of a special problem, a conference may be scheduled with the teacher at any time during the school year.

We look forward to working with you in the education of your child and sincerely hope that you will take an active interest in our school programs.

*In Service for the Lord,*

**Brian L. Burbach**  
Administrator, SMCA

**Pastor Larry E. Clouse**  
Chairman, SMCA

## ADMINISTRATION

**CHAIRMAN:** Pastor Larry Clouse  
**SCHOOL ADMINISTRATOR:** Brian L. Burbach  
**TREASURER:** Kevin Day  
**MVBC DEACON BOARD:** Marty Crocker, Jon Spurr, Toby Garcia, Aaron Stark, Jerry Suhr, George Haggerty, David Schwanke, Scot Bryan, Kevin Wilkins, Steve Davis, Jim Eldridge

**Location:**  
 517 Boston Post Rd.  
 Merrimack, NH 03054

**Mailing address:**  
 PO Box 6016  
 Nashua, NH 03063

**Phone:** (603) 880-6832; (603) 595-6671  
**Fax:** (603) 598-7085  
**Church:** (603) 595-0955  
**E-mail:** brian.burbach@mvbc.org

**Office hours:** The school office is open from 7:45 to 3:30 on every school day.



*South Merrimack Christian Academy  
 is a member of the New Hampshire Association of Christian  
 Schools (NHACS) and the American  
 Association of Christian Schools (AACCS).*

## APPROVED UNIFORM GUIDE

All uniform numbers correspond to the Lands' End 2006 School Catalog. Items marked "for reference only" do not have to be purchased through Lands' End.

Page #/ Item	Description	Colors
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### Elementary Boys

13/A,B,C	Pleated or Plain Front chinos	Classic Navy/Khaki
11/C (Logo)	Solid Long Sleeve Oxford	White/Blue
11/B (Logo)	Solid Short Sleeve Oxford	White/Blue
5/A,B (Logo)	Mesh or Interlock Polo (Short or long)	White/Chambray/Navy
16/B,D (Logo)	Long/Short Sleeve V-Neck Sweater	Classic Navy
16/C (Logo)	Cardigan	Classic Navy
12/E	Belt (for reference only)	Brown/Black

### Elementary Girls

29/A	Plaid Jumper	Hunter/Navy Plaid/Khaki
29/B	Solid Jumper	Classic Navy/Khaki
27/A	Pleated Skirt	Classic Navy/Khaki
5/A,B (Logo)	Mesh or Interlock Polo (Short or long)	White/Chambray/Navy
21/D,E (Logo)	Peter Pan Knit Shirt (short/long)	White/Blue
16/B,D (Logo)	Long Sleeve or V-Neck	Classic Navy
16/C (Logo)	Cardigan	Classic Navy
29/E	Tights (for reference only)	Classic Navy
29/D	Knee Socks (for reference only)	Classic Navy

### Secondary Boys

13/A,B,C	Pleated or Plain Front chinos	Classic Navy/Khaki
11/B,C (Logo)	Solid Oxford (Long or short sleeve)	White/Blue
5/A,B	Mesh or Interlock Polo (SS, LS)	White/Chambray/Navy
16/B,D (Logo)	Long Sleeve or vest V-Neck	Classic Navy
16/C (Logo)	Cardigan	Classic Navy
11/F,H,J	Tie (for chapel and programs)	Any

### Secondary Girls

27/f	Chino Skirt	Classic Navy/Khaki
21/B,C (Logo)	Solid Oxford (short or long sleeve)	White/Blue
5/A,B (Logo)	Mesh or Interlock Polo (short or long)	White/chambray/navy
16/B,D (Logo)	Long Sleeve V-Neck or Vest	Classic Navy
16/C (Logo)	Cardigan	Classic Navy

March

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**March**  
 Mar 8 = Senior High Competition @ Trinity  
 Mar 26 = End of 3<sup>rd</sup> quarter\*  
 Mar 29= 3<sup>rd</sup> Annual Secondary Science Fair  
 Mar 31-April 7= Senior Trip

April

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
30				

**April**  
 Apr 11 = Report cards\*  
 Apr 13 = Parent-Teacher conference by appt. **Half Day**  
 (Acad. - after school 12:45pm - 4:00pm)  
 Daycare provided for regular Daycare students, additional daycare available for parents during appointments only.  
 Apr 6 & 8= Easter Cantata  
 Apr 23-27= spring recess

May

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
	29	30	31	

**May**  
 May 10 = SMCA Secondary Spring Program  
 May 17 = SMCA Elementary Spring Program  
 May 23= Last day of school for K4  
 May 24 =Last day for K5 and K5 graduation  
 May 25 = Last day of school for K3  
 May 28 = Memorial Day Holiday

June

MO	TU	WE	TH	FR
4	5	6	7	8
11	12	13	14	15

**June**  
 Jun 1 = Senior Graduation  
 Jun 4-8= Last week of school – ½ days (No extended care)  
 Jun 6= Field Day (1<sup>st</sup>-3<sup>rd</sup>)  
 Jun 7 = Field day (4<sup>th</sup>-6<sup>th</sup>)  
 Jun 8 = Awards assembly  
 Jun 8 = Report cards\*  
 Jun 8 = Last day of school  
 Jun 11- 15 = Make up days if necessary

**Unscheduled Events -**  
 TBA = Secondary Play

TABLE OF CONTENTS

**Introduction to SMCA Registration** 5  
 7

Admission Policies 7  
 Preschool & Kindergarten Cut-off dates 7  
 Required Paperwork 8  
 Transfer Students 8  
 Mid-year Enrollment 8

**General Policies** 9

Attendance 9  
 Awards 10  
 Bad Weather Closings 11  
 Books & Supplies 11  
 Athletics 11  
 Discipline 11  
 Dress Code 16  
 Extended Care 18  
 Extra Help 19  
 Equipment Regulations 19  
 Field Trips 20  
 Finances 20  
 Fine Arts 22  
 Grading Systems 22  
 Graduation Requirements 22  
 Homework 23  
 Illness/Medication 26  
 Locker Policies 26  
 Lunch & Snack 26  
 Parent/Teacher Conferences 27  
 Progress Reports 27  
 Retention 27  
 School Hours 27  
 Transportation 28  
 Visitors 30  
 Volunteers 30  
 School Mascot 30

**Appendix** 31

School Calendar 32-34  
 Approved Uniform Guide 35

**December**

**December**

Dec 7 = SMCA Christmas program  
 Dec 17 = MVBC Christmas Cantata

Dec 21 – Jan.2 = Christmas vacation  
 (Daycare is closed)  
 Dec 24 = MVBC Candlelight service

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20		

**January**

**January**

Jan 3 = School resumes  
 Jan 3 – Jan 31 = Pre-registration 2007-2008  
 Jan 10-12= Secondary Exams – **Half Day**  
 Jan 15 = End of 2<sup>nd</sup> quarter  
 Jan 18-19 = 3 yr – K5: Parent-Teacher conferences  
 By appt. (PS – 8:30AM – 12:00Noon)  
 Jan 26 – Jr. High Fine Arts Competition @ SMCA  
 (No School)  
 Jan 31= Report Cards\*

MO	TU	WE	TH	FR
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31*		

**February**

**February**

Feb 1= Registration open to new students  
 Feb 2= Parent-Teacher conference by appt. **Half Day**  
 (Acad. - after school 12:45pm – 4:00pm)  
*Daycare provided for regular Daycare students, additional daycare available for parents during appointments only*  
 Feb 5-9= Spirit Week  
 Feb 15 = Spelling Bee  
 Feb 26 – Mar 2 = winter recess

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
		28		

# INTRODUCTION

## August

MO	TU	WE	TH	FR
21	22	23	24	25
28	29	30	31	

- Aug 21-24 = Teacher orientation
- Aug 25 = Orientation day for grades K3-12 (mandatory)
- Aug 28 = First Full day for grades 1-12

## September

MO	TU	WE	TH	FR
				1
	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- Sept 4 = Labor Day holiday (No extended care)
- Sept 5 = First day for K4 & K5
- K4: 5day = 9:00 – 10:00 AM
- K4: 3day = 11:00 – 12:00 Noon
- K5: 9:00 – 12:00 Noon
- Sept 7 = First day for K3 9:00 – 10:00 AM
- Sept. 11-13 = RENEW

## October

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- Oct 9 = Columbus Day (No school or Extended care)
- Oct 11 = Class pictures for K4, K5, 1<sup>st</sup>, 2<sup>nd</sup>
- Oct 12 = Class pictures for K3, 3<sup>rd</sup>, 12<sup>th</sup>
- Oct 30 = End of 1<sup>st</sup> quarter
- Oct 31 = MVBC Fall Family Festival @6:00pm

## November

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15*	16	17
20	21	22	23	24
27	28	29	30	

- Nov 5-12 = Missions Conference
- Nov 9-10 = Teachers Training (Extended care closed)
- Nov 15 = Report cards\*
- Nov 17 = Parent-Teacher conference for 1<sup>st</sup>, 12<sup>th</sup> grades
- Half Day Appt available: 12:45 – 4:00pm
- Daycare provided for regular Daycare students, additional daycare available for parents during appointments only
- Nov 22 = Thanksgiving Assembly-Half Day
- Nov 23-24 = Thanksgiving recess (Extended care closed)

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

### What is Christian Education?

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

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

### Philosophy & 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 world view 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.

## Christian Character

South Merrimack Christian Academy is an extension of the home. Therefore, we would expect each student to exemplify a Christian lifestyle outside of the school realm.

Some guidelines for a Christian lifestyle are as follows:

1. Attend church regularly. (Heb. 10:25)
2. Have regular Bible study and devotions. (2 Tim 2:15)
3. Show respect and obedience toward your parents and all those in authority (Ex 20:12, Eph 6:1).
4. Honor the Lord by treating your body as a temple of the Holy Spirit (1 Cor 6:18-20).
5. Refrain from watching unsuitable television programs and movies (Gal. 5:16, Prov. 4:25).
6. Refrain from unclean or obscene talk (Eph. 5:4).
7. Dress modestly for all occasions (1 Tim 2:9, Rom.14:21, 1Pet. 3:3-4).

Also, as parents, you should be aware of acquaintances and friends of your child. From this group your child may pick up some bad influences. *"Blessed is the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful."* (Psalms 1:1)

## 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.

## APPENDIX

School Calendar	32-34
Approved Uniform Guide	35



# REGISTRATION

## Visitors

All visitors and volunteers who enter the building anytime during the day are to be directed to the school office where there will be a log for signing in and out. The doors will be locked from inside once school has started. For emergency reasons, the doors will be able to 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.**

## Volunteers

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

The school also needs mothers who can volunteer with warming up lunches one day a week from 11:15 to 1:00. If you are interested call the office. A volunteer etiquette card describing the responsibilities of the volunteer is available from the office.

## SMCA School Mascot

SMCA has chosen the Minuteman for its mascot. 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.

## Admissions Policy

1. 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. We are not designed to meet the special needs of students with unusual behavior, spiritual, academic, social or physical problems. In evaluating a potential student, teacher referral and interviews are customarily required. The interviews are with the school administration and the pastor.
2. South Merrimack Christian Academy admits students transferring from other Christian schools only after their present school bill has been paid in full.
3. South Merrimack Christian Academy does not discriminate in its admission policy on the basis of race, color, sex, or national origin.

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

January is set aside for pre-registration for children currently enrolled, children of church members, siblings of children currently enrolled, and siblings of children previously enrolled. After that month, open registration takes place using the above criteria for admission. After re-enrollment forms are distributed in January, return these along with a \$75 **non-refundable** registration fee per student in order to reserve a place for your child.

## Preschool and Kindergarten Cut-off Dates

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

Application for enrollment in the 3 and 5 day four year old-kindergarten program will be open to all children whose fourth (4th) birthday comes on or before September 30th of the school year.

Application for enrollment in the three-year-old program will be open to all children whose third (3rd) birthday comes on or before September 30th. Chil-

dren must also be toilet trained.

**Required Paperwork**

The following forms are required for admission:

- Registration form
- Statement of cooperation
- Current health form
- Emergency medical card
- School records (new students entering the Academy)

**Medical Forms and Emergency Cards**

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

**Transfer Students**

If you need to transfer a student out of the Academy, notify us and then enroll the child in a new school and the school will request his records. We will send the files to the new school if all payments are up to date. Student files cannot be released to parents.

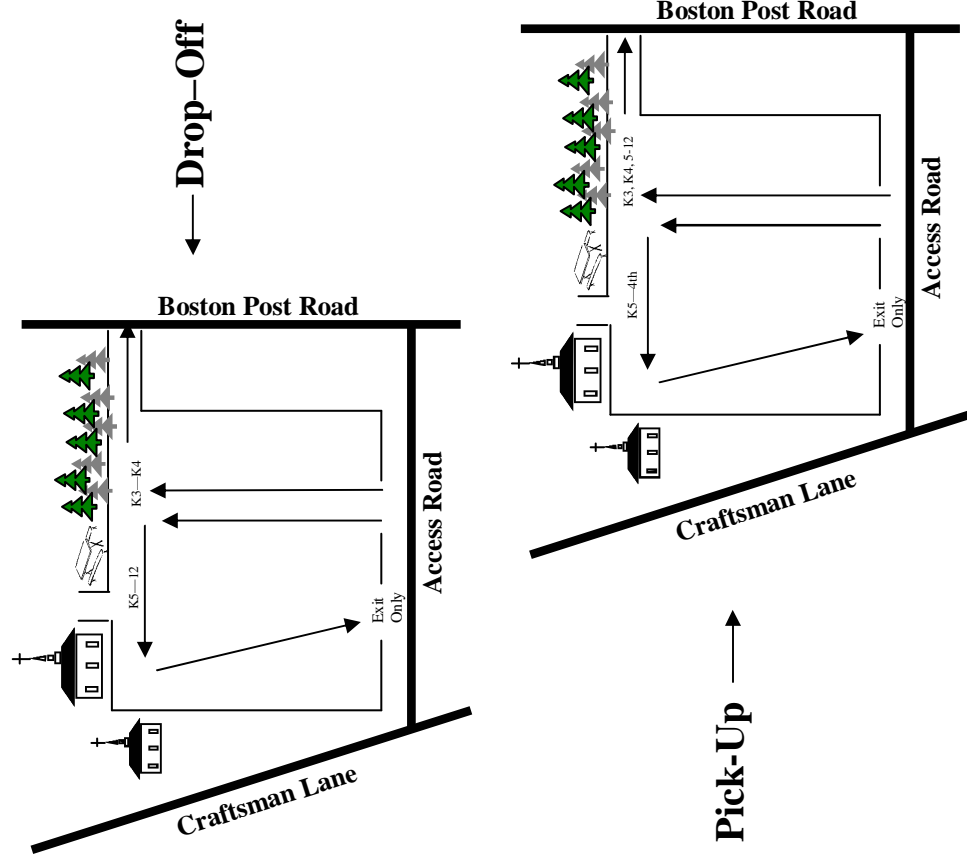
**Mid-year Enrollment**

SMCA accepts mid-year enrollment as space allows. The registration fee and testing procedures apply to mid-year students.

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

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

**Note: No child will be released to anyone except his own parent or car-pool driver listed on the application unless written notice has been received from the parent of guardian.**



room. First through twelfth will enter the building by way of the double doors that lead into the atrium or multi-purpose room. They will proceed to the left, down the stairs and find their appropriate classroom.

**Transportation  
Drop-off/Pick-up Procedure for Preschool and Kindergarten**

An aide will be in the parking lot from 8:15-8:30 a.m. and 11:45-Noon each day. 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 sign him in.

Please drive into the entrance on the access road nearest to Boston Post Road for the parking lot. Drive between parking spaces, lining up in an orderly fashion so the children may be dropped off or picked up one car at a time in front of the church entrance. Continue along the front of the church driving between parking spaces and exit out of the parking lot at the second road off the easement.

Please be prompt in picking up your child at 11:30. After 12:00, your child will be placed in day care and you will be charged accordingly. On a day when it is raining, the students will be on the front porch of the church. If you need to talk to a teacher, pick up your child first and then park your car in a space available and wait for pick-up to be completed.

**Drop-off/Pick-up Procedure for K-Grade 12**

Secondary students may be dropped of no earlier than 7:45. Elementary students may be dropped off no earlier than 8:15. Please drive into the entrance on the access road nearest to Boston Post Road for the parking lot and drive between the parking spaces, lining up in an orderly fashion forming two lanes.

During pick up, the lane nearest to Boston Post Road is for the parents picking up students in the 4<sup>th</sup> grade and up. The inside lane is for the parents picking up students in the 1<sup>st</sup> – 3<sup>th</sup> grades. If you have a child in both upper and lower grades, the younger child will be in the line with the older sibling.

**GENERAL POLICIES**

**Attendance**

Regular attendance and punctuality are required of every student. Parents are discouraged from removing children from school for the purpose of vacationing. **Those students that are removed for vacation should do so with the approval of their teacher and administrator. Academic penalties can occur if the times are not approved.** This is to ensure that the student is academically prepared to miss school and arrangements have been made for required school work to be made up or completed prior to vacation.

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

In order to attend any extra curricular activity, a student must be in school for at least half a day.

Recognition is given to elementary students for perfect attendance during the year.

**Absences**

The maximum acceptable absences per course per semester is 10 (or 20 per year). Any student who exceeds the limit of 10 absences during the semester without school approval may jeopardize his promotion to the next grade.

If a student is to miss school due to illness or unexpected family emergency, a note must be given to the class teacher for each absence. One day for each day missed will be allowed for make-up work. In case of an extended illness, special arrangements may be made to extend the time for finishing make-up work.

**Elementary:**

If you wish to have homework assignments sent home, you must make request with the school office by **9 AM** to allow the teacher time to prepare the list of assignments by the end of the day. We are unable to guarantee work if calls are received after 9 AM.

**Secondary:**

School work is sent up to the office by 2:30 each day. It is the parents responsibility to pick it up or have it picked up.

If a student requests to miss school for a reason other than illness or family emergency, all school work must be completed and handed in prior to the ab-

sence, unless directed otherwise by classroom teachers.

**Tardies**

Any student arriving after 8:00 (for secondary students) or 8:30 (elementary students) will receive a tardy pass. Generally, excused tardies will be given only in case of vehicle breakdown, unusually heavy traffic, or extreme bad weather. All others will be considered "unexcused". It is the parent's responsibility to notify the office of any potentially excusable tardy.

A note will be sent to the parent if a child is tardy more than five times in any one quarter. **A \$3 charge will be added for your bill for each time a student is tardy over the five tardy maximum.**

**Half Days**

Anyone coming to school **after** 10:00 AM or leaving school before 1:00 PM will be credited for a 1/2 day's attendance. Half day absences do affect Perfect Attendance.

**Dismissal**

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

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

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

**School Awards**

Each year, recognition is made for various achievements accomplished throughout the year. Some ongoing awards are as follows:

**Highest Academic Average**

These awards are presented annually to the students with the highest average in each grade.

- 7:00 *Day care begins*
- 7:45 *Drop off for secondary students and their siblings*
- 8:00 *School begins for grades 7-12, siblings go to daycare*
- 8:15 *Drop off for grades K3, K4, K5 (AM), 1-6*
- 8:30 *School begins for grades K3, K4, K5 (AM), 1-6*
- 12:00 *Car line pick-up for Pre-K and AM Kindergarten*
- 2:30 *School ends for 7-12, those with younger siblings go to study hall*
- 3:00 *Car line pick-up for 1 - 6*
- 5:30 *Extended care ends*

**Students with Siblings**

For parents who have children in the high school, elementary and preschool programs, we will offer a supervised day care room for the time between the drop off of your older student and the beginning of the day for your younger child free of charge. This is to help with any inconvenience of the staggered drop off times. We will also provide a study hall for secondary students waiting to be picked up with elementary siblings.

**Kindergarten**

AM Class - Monday through Friday 8:30 - 12:00 PM  
 PM Class - Monday through Friday 12:00 - 3:00 PM  
 A teacher or an aide will remove the students from the cars between 8:15 - 8:30 for the morning class and 11:45 - Noon for the afternoon class. The children will be dismissed from the morning class at 11:45 and the afternoon class at 3:00. The teacher at the beginning of school will provide a more detailed schedule of the children's school day.

**Preschool**

3 Year Olds - 2 day	Thursday, Friday	8:30 - 11:30
4 Year Olds - 3 day	Monday—Wednesday	8:30 - 11:30
4 Year Olds - 5 day	Monday—Friday	8:30 - 11:30

School will begin at 8:30 AM. Students are to arrive at school between 8:15AM and 8:25AM. A teacher or an aide will remove the students from the cars. The children will be dismissed at 11:30. The teacher at the beginning of school will provide a more detailed schedule of the children's school day.

**Building Entrance**

K3 and K4 students are to enter the building through the side administrative door, and proceed down the stairs. K5 will enter the doors leading into the old school house and drop off their lunch and coats and go straight to their class-

Students will need to bring their own lunch and snack. Lunch and snacks need to be labeled. Please send napkins and eating utensils with your child. Micro-waves are available, but will only be attended by the staff and the lunch personnel. Hot lunches are served Monday - Friday. They are pre-ordered the previous Friday. We are unable to refund the cost of lunches missed due to illnesses or unexpected absences.

**Parent/Teacher Conferences**

Each quarter, an afternoon is set aside for parent/teacher conferences. There will be only a half day of school on those days. Fifteen minute appointments are available between 12:45 and 4:00. You will need to call the school office to schedule a time slot with the teacher.

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

**Progress Reports**

The school year is divided into four nine-week periods. At the mid-point of the marking period, progress reports are issued for elementary students. All students will receive a progress report in the first quarter. Progress reports will be sent home for a C or lower in the second through fourth quarters. A report card will be issued at the end of each period. The report card needs to be signed by a parent and returned in the first through third quarters. Secondary students receive a progress report every three weeks to help keep the parent informed of grades given for that 3 week term.

**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's and administrator's opinion would profit by repeating the work of that grade level. The school will try to notify parents by the last quarter of the school year. Occasionally, especially at the Kindergarten level, the school may not make its final decision regarding retention until the end of the school year.

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

**School Hours**

**Parents are asked not to stay in the classroom after the school day has started.**

**Spelling Bee Award**

This award is given to the top speller at the annual spelling bee.

**Perfect Attendance Award**

This award represents perfect attendance. This award may be affected by Tardies and early dismissals.

**Honor Roll Certificate**

Straight A honor roll - Straight A's in academic subjects  
All A's and B's honor roll - All A's and B's in academic subjects

A certificate will be presented at the end of the year based on the end of the year report card.

**Bad Weather Closings**

At the discretion of the administrator the school may be delayed or closed due to bad weather. Closings are announced on WMUR TV channel 9, and WZLZ (95.7 FM). Pre-school and Kindergarten will be closed if there is a delayed opening. Days missed due to inclement weather may be added at the end of the school year for first grade and up.

**Books and Supplies**

Each child must provide his own #2 pencils, eraser, paper, crayons, scissors, glue stick, ruler (with inches & metric), and purchase a homework assignment book. Specific supply lists are available for each class. Consumable books are to be kept neat and free from extraneous writing (i.e. pictures, doodling, etc.). Each child is also required to have his own Bible (King James version).

If a student loses a book during the year, It is the parents responsibility to reorder the books through Classroom.com.

**Athletics**

Playing sports at SMCA is a privilege and will never be more important than a students academic or spiritual condition. If the School Administrator deems it necessary students can be taken off a team at any time. Students must exhibit good conduct, have no F's and maintain an overall C average in all classes.

**Discipline**

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

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

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

**General Discipline Guidelines**

SMCA has a basic classroom guideline, as listed below, which is followed by all teachers.

Because our school belongs to God, we wish to honor Him in it; and because self-discipline is necessary to learning, we hold to the following rules:

1. Students are to maintain Christian standards and attitudes of honesty, courtesy, morality, and kindness at all times. A poor attitude or a complaining spirit will be considered worthy of correction or expulsion.
2. Students are to be respectful to all school personnel in both action and word. Disrespect will be considered a serious offense
  - A. All teachers and school/church personnel are to be respected at all times. Proper authorities are given by God for the good of His people. Students at South Merrimack Christian Academy are taught to honor and respect parents (Eph. 6:1-2), civil authorities (I Peter 2:17b), and church leaders (1 Thes. 5:13). As stated in the Statement of Cooperation, the parents and students are to respect the authority of the teacher and/or the school administrator to make and enforce classroom regulations set forth in this handbook.

B. The proper respect for authority requires that students not "challenge" a teacher, but instead bring questions to them in a Christ-like manner and spirit. Respect includes words, tone of voice, facial expressions and attitudes.

C. Students violating these standards may expect one or more of the following: a stern rebuke, tally or demerit, a detention, suspension or expulsion.

3. **Boy-Girl Relationships** - Students are not permitted to hold hands or participate in other displays of affection at school or at any school function. Improper conversations, such as 'who likes who', will also be restricted. When traveling to and from school activities, boys and girls will be seated separately; and while attending an activity, which breaks into smaller groups (such as sight-seeing groups), any mixed group must include an adult sponsor.

\**Fourth Offense:* Detention. Extra work, given by teacher as well as homework assignment is due the next day.

\**Fifth Offense:* Two detentions. Work on homework in detention

\**Sixth Offense:* Send to administrator. Student will receive zero daily grade in class missed.

\* **At the Administrator's discretion, a percentage of grade or point deduction could apply towards a homework offense.**

**Illness**

While your child is a member of the school, he/she should be in school unless he/she is ill. ***Please keep your child home at the first sign of a communicable disease such as nausea or above normal temperature.*** If a child does contact a communicable disease such as scarlet fever, it should be reported immediately to the Administrator so that other parents can be on the watch for symptoms in their child. A parental note is requested explaining absences. If your child is prescribed an antibiotic, we ask that he/she be kept at home for 24 hours before attending school again. If your child has an unusual illness, we reserve the right to ask for a physician's note.

If a student is found to have a temperature greater than 100 degrees or in general does not look well, the school will call the parents to pick up the child.

**Medication**

If your student has a medical condition such as asthma, frequent headaches, etc., please inform the teacher and leave the necessary medication in the office with instruction for administering and doctor's signed consent. These will be returned to you at the end of the year.

Students are not permitted to keep medicine with them. If they need to take medicine during the day, they should come to the office to do so.

**Locker Policies**

1. It is a privilege to use a locker. Students should take care of their locker by keeping it orderly and not overloaded.
2. It is a serious offense to enter another student's locker.
3. No student is to give another student permission to enter his locker.
4. **Stickers** are not to be placed inside or outside lockers. Magnets may be used to put up pictures inside the locker. The pictures should not be that of any musicians or worldly influences.
5. All tote bags and backpacks must be emptied and placed in lockers or hung up. Items left in the hallway floor will be taken to lost and found.
6. Locker privileges will be lost if they are abused.

**Lunch and Snack**

6. **Typical Time Required for Homework.**

Length will vary from day-to-day (generally ½ the amount on Fridays) and from student to student, however, following is the estimated time required:

**1<sup>st</sup> and 2<sup>nd</sup>:** ½ hour

**3<sup>rd</sup> and 4<sup>th</sup>:** 45 minutes - 1 hour

**5<sup>th</sup> and 6<sup>th</sup>:** 1 hour – 1 ¼ hour

**7<sup>th</sup> and up:** 20-30 minutes per class (includes study hall time).

7. **Additional Suggestions About Homework.**

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

8. **Incomplete Work**

**Elementary Students**

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.

**Secondary Students**

Homework assignments that are not completed on time will be dealt with according to the following scale:

*\*First Offense:* Extra work, given by teacher, as well as homework assignment is due the next day.

*\*Second Offense:* Extra work, given by teacher, as well as homework assignment is due the next day.

*\*Third Offense:* Extra work, given by teacher as well as homework assignment is due the next day. Phone call home to parent and warned if student receives additional offense they will serve one detention.

- 4. In passing through the halls, there is to be no running, pushing, shoving, or excessive noise.
- 5. Teacher permission is required to leave the classroom during the school day.
- 6. Food and beverages will be consumed only at appropriate times.
- 7. There is to be no gum chewing during the school day.

**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 students 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.
- Accumulation of tallies results in the following actions on behalf of the school:
  - 3 or more tallies in one given day –
    - a) First offense - The student meets with a teacher for a detention period after school from 3:05 – 3:35. A notice will be sent home to the parents.
    - b) Second offense – A detention period is assigned again. A parent/teacher conference is required within a week of the second deten-

tion to discuss necessary behavior changes.

- c) Third offense – A parent conference is required with the teacher and principal to discuss further actions and ways to correct behavior. A detention will be assigned.
- d) Fourth offense - To be determined by teacher and school administrator.

If a student does not accumulate 3 or more tallies in any given day but receives a weekly accumulation of 9 or more, the same policies mentioned above will apply for each offense.

Tallies are not carried over to the next week for accumulation.

- As an incentive for all students to encourage appropriate behavior, a small reward will be given to any student on the following basis:
  - a) Any student who receives 0-1 tallies in a week.
  - b) Any student who receives 0-5 tallies in a year is given a certificate of recognition for that year.

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

**Secondary Discipline System**

Our secondary division utilizes a demerit system for discipline. Parents will be notified after 3 demerits. A detention is given at 4 demerits and thereafter until 8. Saturday School will be given after 8 and 9 demerits. Suspension will be given at 10 demerits and thereafter. Expulsion will result at 25 demerits.

**Demerit Offenses:** Chewing gum/candy or consuming food or drinks outside of the approved lunch areas, excessive talking, horseplay, passing notes, fourth homework offense and every homework offense thereafter.

2. **The Responsibilities of Homework.**

- A. Teacher's Responsibility - Teachers are to assign the appropriate type and amount of homework. In so doing, they should explain the material (or demonstrate), motivate the students, correct the material once handed in, and follow up on those having difficulty with the assignment.
- B. Student's Responsibility - Students are to **1)** Keep track of the assignments, **2)** Complete the assignments to the best of their abilities, **3)** Seek help when needed, **4)** Review errors and file for later use in test review, and **5)** know when test and /or quizzes are being held and study accordingly.
- C. Parent's Responsibility - Parents are to **1)** Provide time and an appropriate environment for homework on a consistent basis, **2)** Monitor student progress according to age and need of the student, **3)** Assist, when needed, in providing resources, clarification, and/or quizzing on mastery of material, **4)** Provide positive encouragement, **5)** Communicate with teachers when needed, and **6)** Train children early to work independently.

3. **The Proper Environment for Homework.** The following contribute to accomplishing homework effectively: **1)** A designated area that is quiet, well-lit and is separated from other activities as possible (especially for older students doing independent work), and **2)** A family schedule that allows the recommended study times (See #6).

4. **The Guidelines for Wednesday Homework.** No homework is to be given on these nights.

5. **Suggestions for Those Having Difficulty With Homework Assignments.** The following suggestions should help a student who is having difficulty with a homework assignment:

- A. Develop the habit of reviewing assignments while at school and the teacher is available.
- B. Review directions for assignment carefully and thoroughly.
- C. Call a friend for the exact assignment or for clarification if needed.
- D. For younger students, parents may write a note to the teacher regarding homework.
- E. Attend a secondary weekly tutoring hour for class help. This is available from 2:45 - 3:15pm in Math and English.
- F. Check the information at the top of the worksheets on how to do the assignment.

## South Merrimack Christian Academy

Biology	(1 year)	
Chemistry	(1 year)	
Math		3 units
Algebra I	(1 year)	
Geometry	(1 year)	
<i>And either or both</i>		
Algebra II	(1 year)	
Consumer Math	(1 year)	
PE		1 unit
Fine Arts		1 unit
Speech	<i>and either</i>	
Art		
Music		
Drama		
Foreign Language		1 unit
Spanish, or		
French or		
Latin		
Computer		1/2 unit
Electives		2 units
Advanced Math	<i>(or other fourth unit)</i>	
Spanish II		
French II		
Yearbook		
Teacher's Aide		
Additional Fine Arts		
Home Economics		
Journalism		
Music Theory		
Total:		23 units

College-bound seniors may want to ask prospective colleges about any special requirements for that school or the student's field of study.

### Homework

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

1. **The Purpose of Homework.** Homework may be used to preview new material, reinforce and practice skills taught in the classroom, or to review materials in preparation for student evaluation (tests and quizzes). Homework involves both written work and studying (memorizing, mastering skills, applying new information, etc.).

## Student Handbook

2006-2007

**Detention Offences:** Minor disrespect, disobedience, lying

**Offences handled by office:** Fighting, profanity, major disrespect, defacing school property, improper literature, cheating.

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

### Dress Code

South Merrimack Christian Academy has a student uniform policy. School dress standards are in effect during school hours and also are to be followed at all school activities unless parents are notified differently.

A catalog from Lands' End for ordering the uniform will be available in the school office. For a list of approved items, see appendix.

**Students should always maintain standards of a neat appearance**

### General Student Policy

**School Functions:** When SMCA has a school function all students are required to dress in their uniform unless informed otherwise.

**Jewelry:** Boys are not to wear any jewelry other than a watch. Girls are to wear, a minimal amount of jewelry such as "stud" type earrings (no dangling earrings), a watch, or a simple necklace.

**Physical Education Uniform:** Loose fitting, **knee length** blue or khaki shorts with a school physical education shirt. The physical education shirt will be available in the school office at the beginning of the school year. Students need to wear tennis shoes and the white socks.

**The school administrator 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.**

### Elementary Guidelines

**See index for uniform ordering information**

**Girls' Uniform:** Girls should wear solid white or navy knee socks or tights. Barrettes should be conservative, cosmetic and edifying not distracting. No

unnatural hair colorings except those days allowed by the administrator. (Spirit week, Field day, etc.). SMCA discourages the use of make-up and lipstick by elementary students.

**Boys' Uniform:** If pants have belt loops, a belt must be worn. Boy's hair needs to be neatly tapered, off the ears and collar. No unnatural hair colorings except those days allowed by the administrator (Spirit week, Field day).

**Winter Wear:** Students are not to wear outside coats, jackets, or boots during the school day except while outside. Girls may wear leggings under their skirts, but they must be solid blue or white in color.

**Day Care Dress Policy:** Slacks, appropriate T-shirt (i.e. no "superheroes" or worldly slogans); no uniforms (i.e. sports).

**Secondary Guidelines**

**Boys dress code**

*Uniform:* Navy blue or khaki slacks with a belt (no jean style pockets). Pants must be worn over the hip and no sagging will be allowed. No corduroys are allowed. Shirts should be regular short sleeve polo with three buttons or long or short sleeve button down collar oxford shirt (white or light blue). Brown or black dress/casual shoes. (No sandals or skater type shoes) If needed, a navy blue V-neck pullover sweater may be worn. The sweater should not have large writing, but small logos are acceptable. **No turtle-necks or Sweatshirts.** Ankle socks that do no show are not allowed.

*Chapel and programs:* Collared shirt with a tie. **No polo shirts.**

*Hair cut:* Off of the ears and collar. No hair colorings. Bangs should not extend past the eyebrow. No facial hair will be tolerated.

*Jewelry:* No jewelry will be worn except for a watch. No hats, sunglasses, bandannas, tattoos (permanent or rub on)

**Girls dress code**

*Uniform:* Skirts should be solid navy blue or khaki. Slits should go no higher than the bottom of the knee when sitting. Regular short sleeve polo shirt with two or three buttons. Long or short sleeve collared oxford shirt (white or light blue). Brown or black dress/casual shoes (no elevator shoes). In warmer temps dress/ casual sandals may be worn. **No flip flops.** If needed, a navy blue cardigan or V-neck pullover can be worn. **No turtle-necks or sweatshirts.** Multi-colored socks are not allowed. Undershirts should only be visible in the collar area only, long sleeved undershirts should not be worn with short sleeve shirts.

*Jewelry:* Keep modest and simple (i.e. simple chain necklace). No choker necklaces. No dangling earrings; only "stud" earrings will be allowed. No

3.) Payments 60 days late - if special arrangements have not been made or have not been kept, students involved will be reviewed by the school board for possible dismissal.

A bank fee of \$15 will be charged to your account for returned checks.

**Reports, school records, report cards and diplomas are withheld until all financial obligations are met. Students are not re-admitted the following school year until all past payments are made or special arrangements have been made.**

**Fine Arts**

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

**Grading System**

A traditional grading system will be used as follows:

A+	99 - 100	C	79 - 82
A	95 - 98	C-	77 - 78
A-	93 - 94	D+	75 - 76
B+	91 - 92	D	70 - 74
B	87 - 90	F	0 - 69
B-	85 - 86	I	Incomplete
C+	83 - 84		

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

**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.

Bible	4 units
English	4 units
History/Social Studies	3.5 units
US	(1 year)
World	(1 year)
Government	(1 semester)
Economics	(1 semester)
Geography	(1 semester)
Science	3 units
	Physical science (1 year)

**FINANCIAL POLICY 2006-2007**

- **All applicants**
  - Registration Fee \$75.00 To be paid with application
- **Academy (Grades 7 & 12)**
  - Tuition (MVBC Member) 10 payments of \$388.50
  - Tuition (Non-Member) 10 payments of \$422.50
  - Science Lab Fee TBA If necessary
- **Academy (Grades 1-6)**
  - Tuition (MVBC Member) 10 payments of \$346.00
  - Tuition (Non-Member) 10 payments of \$376.00
- **Kindergarten (K5)**
  - Tuition (MVBC Member) 10 payments of \$230.00
  - Tuition (Non-Member) 10 payments of \$251.00
- **K4 (4 year old programs)**
  - Tuition (5 day) (MVBC Member) 10 payments of \$230.00
  - Tuition (5 day) (Non-Member) 10 payments of \$251.00
  - Tuition (3 day) (MVBC Member) 10 payments of \$180.00
  - Tuition (3 day) (Non-Member) 10 payments of \$198.00
- **K3 (3 year old program – 2 days)**
  - Tuition (MVBC Member) 10 payments of \$149.00
  - Tuition (Non-Member) 10 payments of \$160.00
- **Field trips for all classes** To be determined As needed basis with the class
- **Discounts** **There are no discounts on the registration or book fees.**
  - Paid in full incentive 3% deducted from net tuition
  - Sibling discount
    - 1<sup>st</sup> Sibling- 25%
    - 2<sup>nd</sup> Sibling- 50%
    - 3<sup>rd</sup> Sibling- 75%
    - 4<sup>th</sup> and after free

Tuition may be paid in full at the beginning of the year or in ten monthly installments due and payable on the first of each month starting with July and then September through May. If a child is withdrawn during the school year for any reason, notice of one month must be given to the administrator.

Tuition will not be refunded for days missed due to illness. If a child will not be attending school for an extended period, his space cannot be guaranteed unless his tuition is paid without interruption. **If other special arrangements need to be made, such details need to be worked out with the office in advance.**

**The following method will be used for delinquent payments:**

- 1.) Payments 10 days after the first of the month - late fee of \$15.00 automatically added and letter sent.
- 2.) Payments 30 days late - notification of overdue account and meeting with school official.

hats, sunglasses, bandannas or tattoos (permanent or rub on).

*Make up:* Keep it modest not strongly evident. Solid color nail polish only and no neon.

*Hair:* Barrettes should be conservative, cosmetic and edifying not distracting. No abnormal coloring of hair.

**Extended Care**

Extended Care is available to our children enrolled in our Preschool through 12th grade. Spaces must be secured during enrollment for the coming school year. SMCA *does not* offer drop-in day care. Exceptions can be made for emergencies. However, please notify the school of plans to leave a student in day care as soon as possible.

**Daycare Hours**

Morning Daycare	7:45 - 8:30 AM
Afternoon Daycare	12:15 - 3:15 PM (K3,K4, or K5 (AM) students only)
After School Daycare	3:15 - 5:30 PM

**DAY CARE FEES (based on a daily rate)**

Early drop off for academy (7:45-8:30)	\$5
Early drop off for K3 - K5 (AM) (7:45 - 8:30)	\$5
Late pick up for K3 - K5 (AM) (12:15 -3:15)	\$18
Late pick up for all other students (3:15-5:30)	\$15

Any student being dropped off early needs to sign-in at the daycare room before going to classrooms. **There should be no students roaming the halls before 7:45 am.**

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 5:30 PM. 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 the logbook for daycare hours only. **IF A PARENT FAILS TO SIGN THEIR CHILD IN OR OUT, SHE/ HE WILL BE CHARGED FOR A FULL DAY OF DAY CARE.**

**Billing**

Daycare fees are billed by the school at the end of the week. They should be paid upon receipt of the bill unless other arrangements are made with the school.

**Pre-K and Kindergarten Daycare**

Pre-school and Morning Kindergarten students staying for the afternoon (11:45 - 3:15) should bring a lunch (no nut products), changes of clothes, and small pillow and/or blanket. Students may buy a school lunch using the lunch order menu.

**Daycare Dress Policy**

Students may change into play clothes after school is out. Slacks, appropriate T-shirt (ie. No “superheroes” or wordly slogans); no uniforms (ie. sports)

**Playground**

The fenced-in playground is reserved for the day care program from 3:00 to 4:00 daily. The field next to the playground is available for other school children to play, but they will not be allowed to use the fenced-in area after school.

**Staggered Drop-off**

For parents who have children in *both* the academy and preschool programs, we will offer a supervised room for the time between the drop off of your older student and the beginning of the day for your younger child free of charge. This is to help with any inconvenience of the staggered drop off times.

**Extra Help**

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

**Equipment Regulations**

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

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

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

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

Students in grades 6-12 will be assigned a locker. The locker is still the property of SMCA and we reserve the right to search lockers at any time. No locks can be placed on the lockers at any time. Only magnets can be used to hang pictures or reminders in the lockers. No tape or other material should be used to hang items.

**Field Trips**

Field Trips are scheduled throughout the year by the teachers. All students are required to participate in field trips unless sick, etc. The costs will vary and the money will be collected prior to the trip or added to your school bill. Parents may volunteer to chaperone on field trips but may not bring younger siblings as this may take away from the focus of the trip. Teachers will use them as needed.