



LACONIA

CHRISTIAN ACADEMY

A ministry of
Laconia Christian Fellowship
Under the Governance of the
Laconia Christian Academy Executive Board

PARENT AND STUDENT HANDBOOK

2015-2016

PRAYER AND PROMISES

As you pray for your children throughout the school year, please do so with the following goals in mind:

- 1. That the Spirit of the Lord would direct the decisions we make as parents and educators.*
- 2. That our children, parents, and teachers would experience Christ daily in their lives.*
- 3. That we would express the heart of a servant toward one another throughout this new year, being quick to listen and slow to speak, quick to forgive and slow to judge.*
- 4. That the name of Jesus would be lifted up by all that we say and do.*

As a parent I endeavor to

- 1. Agree with and support the philosophy of Laconia Christian Academy.*
- 2. Pray for the teachers, staff, and students.*
- 3. Deal with concerns by employing the principles in Matthew 18.*
- 4. Oversee my child's learning, making sure schoolwork is completed by working with his/her teachers, being involved in my child's life in and out of school.*
- 5. Consider school teachers and staff as partners in the process of teaching and training.*
- 6. Make tuition a budgetary priority for our family.*

As a teacher or staff member I endeavor to

- 1. Love each child with Christ's love.*
- 2. Pray for each child.*
- 3. Do my utmost to be increasingly more competent, qualified, dedicated, and caring.*
- 4. Ensure that all my teaching and modeling in and out of school are based upon and bounded by the light and truth of God's Holy Word.*
- 5. Freely and effectively communicate with parents.*
- 6. Consider each parent a partner in the process of teaching and training.*

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Parent and Student Handbook

Another Great Commission

Noah Webster (1758-1843) wrote:

"... Society requires that the education of youth should be watched with the most scrupulous attention. Education, in a great measure, forms the moral characters of men, and morals are the basis of government. ... It is much easier to introduce and establish an effectual system for preserving morals, than to correct by penal statutes the ill effects of a bad system.

The education of youth [is] an employment of more consequence than making laws and preaching the gospel, because it lays the foundation on which both law and gospel rest for success."

This great 19th century American historian and devout Christian author of America's most famous and earliest comprehensive dictionary echoes from the past with reminders of the other great commission Christian educators share with you as fathers and mothers:

" ... That you, your children and their children after them may fear the Lord your God ... by keeping all His decrees and commands ... Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up ..." (Deut. 6:2,7)

C.S. Lewis (God in the Dock) wrote:

"No generation can bequeath to its successor what it has not got... If we are skeptical we shall teach only skepticism to our pupils, if fools only folly, if vulgar only vulgarity, if saints sanctity, if heroes heroism. Education is only the most fully conscious of the channels whereby each generation influences the next. It is not a closed system. Nothing which was not in the teachers can flow from them into the pupils."

In choosing Christian schooling you have made a decision of eternal as well as practical consequence for your child. As we together nurture godly character and wisdom in your son or daughter, God will surely be faithful to "carry it on to completion until the day of Jesus Christ." (Phil. 1:6) We understand that the fulfillment of your decision will not come without significant mutual commitment, hard work, and sacrifice. At the same time, we rejoice in this opportunity to serve your family, and trust in His faithfulness to provide us all with the means to carry out His perfect purposes.

Mission Statement

The mission of Laconia Christian Academy is to serve families by providing a Christ-centered, college preparatory education that instills a biblical worldview in the heart and mind of each student.

Vision Statement

The vision of Laconia Christian Academy is to see graduates become servant leaders who have a personal relationship with Jesus Christ, demonstrate Godly character and stewardship, think and act biblically, and are academically prepared for life.

Statement of Faith

We believe...

- the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God
- there is one God, eternally existent in three persons—Father, Son, and Holy Spirit
- in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of God, and His personal return in power and glory
- in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that humans are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved
- in the resurrection of both the saved and the lost, that people are saved unto the resurrection of life and that they are lost unto the resurrection of condemnation
- in the spiritual unity of believers in our Lord Jesus Christ
- in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

I. CHRISTIAN PHILOSOPHY OF EDUCATION

The Christian philosophy of education for Laconia Christian Academy is the guiding tool in applying biblical principles to teaching practices. All philosophies of subjects, policies of the school, curriculum materials, and teaching methods conform to it. The school leadership and staff members understand and apply the Christian philosophy of education in their decision-making and in their daily work for LCA. Employees are committed to fulfilling the principles outlined in the Christian philosophy of education in every reasonable way.

The educational philosophy of Laconia Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and only infallible, authoritative Word of God which contains the foundation of all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. However, because man is sinful by nature, he cannot glorify or know God apart from the regenerating work of the Holy Spirit. Only by choosing God's free gift of salvation through His Son, Jesus Christ, and thereby committing his life to the Lordship of Jesus Christ can he, by faith, become righteous and acceptable to God. This requires surrender to His authority and submission to the power and direction of the Holy Spirit.

This philosophy channels the energies of all staff to *promote high academic standards while helping students to achieve skills in creative and critical thinking using the best integrated curriculum available*. The instructional program objective is to help each student develop essential life skills and enable each one to pursue the post-secondary education or career of his/her choosing.

Laconia Christian Academy's responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional domains of the student. These are inseparable, and through them run the foundational, unifying thread of the spiritual. Therefore, it is our aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone, but instead integrate biblical truth throughout the total curriculum.

It is apparent, then, that the types of activities employed or permitted in the classroom or school program will either facilitate or work against the basic philosophy. The spiritual must permeate all areas, lest we become textbook-oriented rather than student-oriented.

Certain objectives are established in order to implement this philosophy:

A. Expected Student Outcomes

As we strive to fulfill our mission and attain our vision, we believe it to be important to develop programs, strategies, and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who:

1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for the "alien", or "stranger."
6. Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
7. Know how to utilize resources including technology to find, analyze, and evaluate information.
8. Are committed to lifelong learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of every human being as created in the image of God.
11. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
12. Understand and commit to a personal relationship with Jesus Christ.
13. Know, understand, and apply God's Word in daily life.
14. Practice memorization of and meditation upon Scripture.
15. Possess apologetic skills to defend their faith.
16. Are empowered by the Holy Spirit to pursue a life of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
17. Submit to authority according to Biblical principles.
18. Treat their bodies as the temple of the Holy Spirit.
19. Are actively involved in a church community, serving God and others.
20. Understand, value, and engage in appropriate social (community) and civic (political) activities.

21. Embrace and practice justice, mercy, and peacemaking in family and society.
22. Value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).
23. Respect, and relate appropriately with integrity to the people with whom they work, play, and live.
24. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
25. Are prepared to practice the principles of healthy, moral family living.
26. Are good stewards of their finances, time (including discretionary time) and all other resources.
27. Understand that work has dignity as an expression of the nature of God.

B. Partnering with parents, a shared responsibility

To attain these outcomes and because Laconia Christian Academy is a Christ-centered program, we endeavor to partner with parents in providing a Christian influence in each child's life. Although the primary responsibility for education and corrective action rests with parents, we share this responsibility for the time that student is in attendance at Laconia Christian Academy. Home, school, and church share the responsibility for nurturing Christ-centered lives and the development of spiritual fruit (Gal. 5) in the student's life through the development of spirit, soul, and body.

In sharing this delegated responsibility, the faculty and staff of LCA commit to the following:

1. To encourage parents to realize that they shoulder the primary responsibility for the spiritual, moral, intellectual, and social development of their children (Deuteronomy 6:4-7; Proverbs 22:6).
2. To cooperate closely, as servants to the parents, in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
3. To assist parents in understanding the impact of a changing culture and its implications for home and school. (Romans 12:1-2)

II. ACSI MEMBERSHIP AND STATE APPROVAL

LCA is a member school of the Association of Christian Schools International. ACSI has a membership of over 5,000 schools, and represents and encourages the growth of over 1,000,000 students worldwide.

LCA is approved by the State of New Hampshire Department of Education for attendance purposes.

III. ADMISSIONS REQUIREMENTS

A. Admissions Policy

Laconia Christian Academy does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

B. Admissions criteria

1. **ACADEMIC:** The prospective student must have demonstrated success in prior schooling. The re-enrolling student must have demonstrated academic success while at LCA.
2. **BEHAVIORAL:** The prospective student must have demonstrated compliance with their prior school's behavioral standards and must indicate a willingness to comply with the LCA Code of Behavior as set forth in this handbook. The re-enrolling student must have demonstrated a willingness to comply with the LCA Code of Behavior. Re-enrolling students who have been suspended from school in the school year prior to re-enrollment may be re-interviewed.
3. **SPIRITUAL:** The prospective student must be willing to be instructed in, and the parents/guardians supportive of, an educational environment characterized by the forgoing statement of faith.

C. Conditions of Admission and Continued Enrollment

As a condition to admission and continued enrollment, each student, with the full support of parents, agrees to:

1. Clearly demonstrate, in all school situations, honor, respect, and obedience to his/her parents and any other authority figures in his/her life (Eph. 6:1-3).
2. Live in a spirit of good school citizenship, showing consideration for the uniqueness of others and respect for their personhood, thereby avoiding all slander and malice (Rom. 12:10; Col. 4:6; Eph. 4:31).
3. Refrain from the use or possession of tobacco products.
4. Refrain from the use or possession of alcoholic beverages and illegal drugs (I Cor. 6:19).
5. Exercise wise Christian judgment regarding reading matter, movies, music, and other forms of entertainment (II Cor 7:1). By this we convey an expectation that students will rule out reading matter, music, and movies that are pornographic, oriented toward the occult, or generally lacking in redeeming value. In addition, we believe (even for high school student viewing) all videos and movies need to be carefully and prayerfully evaluated by parents, being cautious not only about immorality and violence, but also about themes that confuse children by distorting the Word of God and contradicting our Christian worldview. Finally, in order to promote a positive influence in our students, we do not allow secular rock music of any form at school.
6. Abstain from immorality, conducting oneself in a godly manner regarding relationships with same or opposite sex, maintaining sexual purity. (Rom. 13:13).
7. In all ways strive to conduct his/her life in a manner that pleases the Lord (Ps. 104:33-34; Col. 1:10).

D. Admissions Procedure

Parents or guardians of the prospective or re-enrolling student should:

1. Request and review an information packet.
2. Attend a periodically scheduled informational meeting with the principal and the prospective student.
3. Complete and return the application with all appropriate fees. **Application fees are non-refundable.** To re-enroll, all tuition and fees must be current. Apply for re-enrollment prior to established deadlines to avoid a late fee and the possibility of being placed on a waiting list.
4. Parents or guardians of prospective students -- schedule and attend an interview (together with the child seeking enrollment). An admission status letter will be sent within a week of the interview.
5. Enrollment is finalized upon payment of a non-refundable tuition deposit of \$350.
6. Apply for a tuition grant, if necessary. Tuition grants are limited; therefore, it is imperative that a completed tuition grant application be submitted through FACTS prior to April 1. See ADDENDUM "Tuition Grant Policy" on page 42 for additional specific information.

IV. ATTENDANCE POLICY

Regular attendance at school is critical to the success of each student. All students are expected to attend school every scheduled day and to arrive at school and to all classes on time.

A. Fourteen-Day/Class Absence Limit

Students may not miss more than fourteen days in any one year. High school students may not miss more than fourteen class *periods* in any one year. Students enrolling at Laconia Christian Academy after the first day of school will have their attendance requirement pro-rated. Laconia Christian Academy course credit has two requirements. The student must earn a passing grade in the subject and attend a minimum of 166 classes.

When a high school student has missed class more than fourteen times in a year-long course, seven in a half-year course, and three in a quarter-year course, the student will receive no credit for the course. All class absences count toward the fourteen-class limit except doctor-verified illness, family emergencies, school-sponsored activities, and, for juniors and seniors only, three days of documented college visitations each year. Work may be made up; however, at the administration or teacher's discretion, no credit will be awarded for work due on the day of truancy or unverified absence.

1. Verified absences excluded from the 14-day limit:
 - a. Illness (with doctor's note)
 - b. Death in the immediate family
 - c. When the public school in the student's home district is closed due to inclement weather
 - d. Emergency (at administrative discretion)
 - e. Suspension
 - f. Medical and dental appointments: Whenever possible, medical and dental appointments should be scheduled after school. When this is not possible, the advance request for dismissal should include the name and telephone number of the doctor or dentist.

Medical and dental appointments must be verified on paper by the doctor or dentist's office.

2. Absences counting toward the 14-day limit:

- a. Illness unverified by a doctor's note, even with a parent's note or phone call
- b. Family vacation and special activities. Students may occasionally be excused for a family trip or special activity, not to exceed five school days in the school year. Parents are asked to adhere to the following guidelines:
 - Give teachers and the school office at least four weeks' notice.
 - Make prior arrangements to have your child complete all assignments to be missed.
 - Strongly reconsider removing your child from classroom instruction if he or she is struggling academically (generally averaging below a C grade). Additional absences may add an unnecessary burden to his/her school learning challenges.
 - Schedule all such vacations in conjunction with school vacations

3. Unexcused Absences:

All unexcused absences will result in disciplinary action. For unexcused absences or tardiness, no credit will be given for work due and not passed in on time.

B. Confirming Absences

All absences from school must be confirmed either by phone, email or a note from home. Parents or guardians of absent students must notify the school office prior to 7:30 a.m. on the morning of each absence (except on family vacation days which require prior notification).

C. Dismissal Policy

1. Dismissal notes must be dropped off to the Main Office first thing in the morning.
2. Students under the age of 18 must be signed out of school by the student's parent or person so designated by the parent. For non-parent/guardian pick-ups of elementary school students, parent/guardian signed permission is required along with a photocopy of the driver's license of the person picking-up the child.
3. After receiving permission, students over the age of 18 or those with senior privileges who leave school grounds before the end of the school day MUST sign out at the office, indicating name, destination, and time leaving. Upon returning, the student must sign in, indicating the time of return.

D. Extra-Curricular Activities

1. Students are not permitted to participate or attend any school functions that day if
 - a. they have been absent from school,
 - b. they arrive at school after 9:30 a.m., except when permitted by senior privileges,
 - c. they are dismissed and do not return to school by 1:30 for their last academic class.
2. Any student who is absent on Friday or comes in after 9:30 a.m. will not be permitted to participate or attend any weekend activities.
3. PRIOR Administrative approval must be obtained for any exceptions to this policy.

E. Truancy

Truancy is any absence from class or school without permission. A written notice will be sent to the parent in each truancy case. In all cases of truancy, a zero will be recorded for the class day, and no credit will be given for missed work, tests, and quizzes.

F. Tardy Policy

It is imperative that students arrive at school on time. All students must report to their first period class prior to the start of class. If a student is tardy to school, he/she is to report to the office for an admittance slip. A record of all tardies will be kept in the office. Teachers will not admit students to their first period class without an admittance slip.

The first five tardies per quarter are excused. Each tardy after five will result in an after-school administrative detention and will be served on the school day immediately following the tardy.

G. Recurring Medical Conditions

If a student has a recurring medical condition (for example, asthma, anemia, etc.) which could result in extended or repeated absences, a parent or guardian must notify the school office at the beginning of the school year or when the condition is diagnosed.

H. Pre-school and Kindergarten

Pre-school and Kindergarten begin at 7:45 a.m., with drop-off starting as early as 7:15 a.m. The school day ends at 2:30 p.m. Students should be picked-up no later than 2:45 p.m. unless enrolled in the Extended Day Program.

The LCA Extended Day Program is in session from 2:30 to 5:00 p.m. This program is available to LCA students in pre-school through grade 4. (See "XII. After-school and Extended Day Programs", page 27.)

Late Pick-Up Policy: Parents unable to pick-up their pre-school or kindergarten children at the designated morning or afternoon time, will be charged \$5 per 15 minutes beyond the designated pick-up time.

V. STUDENT DRESS CODE

The goal of the Academy's standardized dress code is to encourage moderation, modesty, cleanliness, masculinity and femininity, practicality, and good stewardship over personal belongings. Outward appearance should reflect respect for God, oneself, others, and authority. A standard of excellence should always be the goal (I Cor. 6:19-20). Students at LCA are expected to promote an environment that nurtures the mind of Christ. Commitment to these standards by parents, students, and teachers enhances the central purpose of LCA in assisting parents in the training of their children in the ways of our Lord Jesus Christ.

NOTE: The standards that are set forth are not necessarily intended to convey what is right or wrong in the sight of God, but instead are standards that reflect modesty and appropriateness for the community in keeping with the values and philosophy of our school (1 Cor. 6:12).

All clothing is to be modest, clean, and in good repair. As a reflection of a heart desire to honor God and the school, it is understood that all dress code guidelines apply while on campus and at all school events.

A. Pre-School

Pre-school students are expected to wear clothing that is modest and appropriate for the kind of activities in which students participate. Tights or leggings are not permitted unless worn under a skirt or dress. Although not required, items may be purchased through *Lands' End*.

B. Kindergarten through Grade 2

Students are required to wear tops purchased through *Lands' End* in accordance with established styles and colors. Students, who choose to wear shorts, must purchase them through *Lands' End*. Skirts and/or jumpers, if worn, must be worn with shorts (purchased through *Lands' End*), tights or leggings. Tights or leggings may be purchased from any retailer. Although not required, additional items may be purchased through *Lands' End*.

Students are permitted to wear jeans, pants, or skirts purchased from any retailer. Tights or leggings are not permitted unless worn under a skirt or dress.

C. Grades 3 through 12

Gentlemen:

All clothing, except socks, shoes, and belts must be purchased through *Lands' End* and in accordance with established styles and colors. Any appropriately sized clothing listed on the *LCA-Lands' End* website is acceptable and in accordance with LCA's standardized dress code.

Pants: Pants must be worn with a belt and at the natural waistline. Gentlemen may select pants in navy or khaki.

Shorts: Shorts are allowed, as seasonally appropriate. Shorts must be worn with a belt and worn at the natural waistline. Gentlemen may select shorts in navy or khaki.

Shirts: Long or short-sleeved oxford style (light blue and white) and embroidered knit polo-style shirts (light blue, navy, grey, or red with school monogram) are standard. Oxford style shirts must be worn tucked in; knit polo-style shirts may be worn untucked, if worn with an undershirt that is tucked in.

Chapel Dress: Gentlemen are to wear long pants (khaki) with a belt, oxford shirt (white), tie (plaid), school blazer (grades 7 through 12, only), and dress shoes.

Ladies:

All clothing, except socks, tights or leggings, shoes, and belts must be purchased through *Lands' End* and in accordance with established styles and colors. Any appropriately sized clothing listed on the *LCA-Lands' End* website is acceptable and in accordance with LCA's standardized dress code.

Pants: Pants must be worn with a belt and at the natural waistline. Ladies may select pants in navy or khaki.

Shorts: Shorts must be worn with a belt and worn at the natural waistline. The hems of shorts may not be rolled-up. Ladies may select shorts in navy or khaki.

Skirts/Skort: The appropriate length of a skirt/skort is no shorter than one inch above the knee and such that it remains modest when seated. Ladies may select skirts/skort in navy, khaki, or plaid. Skirts must be worn with shorts (purchased through *Lands' End*), tights or leggings (navy, white, black). Tights or leggings may be purchased from any retailer.

Tops: Long or short sleeved buttoned-down blouses (light blue and white), oxford style shirts (light blue and white), and embroidered knit polo-style shirts (light blue, navy, grey, yellow, or pink with school monogram) are standard. Oxford style shirts must be worn tucked in; blouses and knit polo-style shirts may be worn untucked, if worn with an undershirt that is tucked in.

Chapel Dress: Ladies are to wear a plaid skirt (grades 3-12) or jumper (grades 3 and 4), white blouse or oxford, school blazer (grades 7 through 12, only), navy tights, and dress shoes or dress boots.

Outerwear

Embroidered sweaters and fleeces (navy with school monogram) are permitted in classrooms. Outdoor jackets may not be worn indoors.

D. Physical Education and Athletic Teams

Physical Education (Grades 1 through 8)

A gym uniform (tee-shirt, shorts, sweatpants) purchased through *Lands' End* is required on gym days. Students are encouraged to wear their gym uniform to school on scheduled gym days.

Team Sports

Students must dress according to Chapel Dress code for all away games and stay dressed as such until changing into athletic uniforms at the host school. At the coach's request, students may travel to away games in athletic uniforms for fall or spring sports.

E. Footwear

Footwear must be worn at all times. Clogs and casual shoes are appropriate; sneakers or skate shoes must be tied and in good repair. Heels may be no more than two inches in height. Sandals must be leather and have back strap support. Flip-flops, beach shoes, strapless sandals, (e.g., Sportos, Adidas, etc.) are not permitted.

F. Other Considerations

1. The school dress code applies to all school events and activities. At special functions (e.g. awards ceremonies, concerts, and art shows) "chapel" dress code is required. At sporting events "dress down" attire is acceptable.
2. "Dress-down" days allow students to wear blue jeans (in good repair with no rips, tears or frays), LCA hoodies (pull-over or zip-up), or LCA tee-shirts. Revealing styles (short shirts, mesh shirts, low-cut tops, see-through tops or form-fitting clothing) are not permitted.

3. No occult charms or attachments, dog collar-type necklaces, sexually explicit jewelry or large link chains are to be worn at school or school events.
4. Earrings and bandanas are not to be worn by gentlemen.
5. Neither hats nor bandanas are to be worn by ladies or gentlemen at any time inside any school buildings. Appropriate hats are permissible at indoor sporting events.
6. Fads such as tattoos, body painting, excessive jewelry, and body piercing are not permitted.
7. Book-covers and backpacks should reflect the basic standards and spirit of the dress code.
8. Hair should be well kept, a natural color and, for gentlemen, cut at collar length or above.

G. Consequences for Violations

1. **First and Second Offense.** A warning will be issued to the student and a Disciplinary Referral Form will be issued to inform the parents/guardians that the student's clothing was inappropriate for school.
2. **Third and Subsequent Offenses.** The student will be required to be in Chapel Dress code for a period of one week following the third and subsequent infractions.
3. **Habitual Offenders.** Additional non-compliance will be handled through the disciplinary code and may result in suspension or expulsion.

VI. STUDENT BEHAVIOR CODE

Our behavior code seeks to allow students as much freedom as their level of maturity and demonstrated responsibility allows. The philosophy of "freedom with responsibility" means that students are to take full responsibility for their own actions.

A. Classroom Behavior Policy

Students are expected to conduct themselves in a respectful and obedient manner in the classroom. The following method(s) will be used to deal with a student not performing in a scholastically and behaviorally responsible manner:

1. Minor offenses will be handled according to the procedures set up by the individual teacher at the beginning of the year.
2. If this fails to remediate the disruptive behavior, parental contact will be made by the teacher.
3. If normal discipline procedures fail to bring about a change and the student continues to disrupt the learning environment in the classroom, or the behavior is such that the learning environment is seriously disrupted, the teacher will immediately remove the student from class and request a conference with the student's parents and the administration to discuss what further action should be taken. This could include suspension or expulsion from school for the remainder of the school year.
4. Food or drink (other than water) will not be allowed in any classroom except in an unusual or extenuating circumstance.
5. Gum chewing is not allowed on campus. A verbal warning is given for the first violation. Repeat violations may result in further corrective action.

B. Behavior at School Functions

Any student identified as engaging in behavior that is disruptive, dangerous, or detrimental to the Laconia Christian Academy community at any athletic, social, or cultural event involving representatives of the school, or on any vehicle identified as transporting LCA students, shall forfeit participation in or admittance to such events for such a length of time to be determined in conference with the principal, the student, and the parents of the offender. It shall be within the discretion of the principal to place a student on probation for the first offense.

C. Behavior After School Hours

Students are expected to behave appropriately when on school grounds after school hours. Only students who have a reason to be on campus (sports, clubs, rehearsals, classes, etc.) will be allowed on school grounds after hours. "After hours" is identified as any time after 2:45 p.m.

D. Misrepresentation

Forging, altering, or misusing a pass or note is considered a violation of school policy. Students who engage in this or any other deliberate deception or fraudulent action will be subject to detention or suspension, and the parent will be notified.

E. Plagiarism and/or Cheating

Plagiarism is the act of using another person's words or work or ideas and presenting it as one's own; and/or, the act of using another person's words or work or ideas without acknowledging the source from which they came.

An incident of cheating or plagiarism will result in a student/teacher conference. The administration will be notified of all incidents. Parents will also be notified and may be requested to attend a parent-teacher conference. No credit will be awarded for any work completed through cheating or plagiarism. Additional incidences may result in suspension or expulsion, as deemed appropriate.

F. Stealing

Stealing is a criminal act and will be dealt with severely. Any student found guilty of stealing will automatically be suspended for a period of two to five days and/or until complete restitution is made. The student may also be subject to prosecution according to state and municipal laws depending on the nature and the extent of the offense.

G. Vandalism

Any student involved in the vandalism of personal or school property may receive up to five days of out-of-school suspension and/or until full restitution is made. The student may also be subject to prosecution according to state and municipal laws, depending on the nature and the extent of the offense. Long-term suspensions or referral for expulsion will be applied in major vandalism offenses.

1. If the specific person (or persons) responsible for any act of vandalism taking place on school property is not identified, restitution may be shared equally by all members of the group(s) involved.
2. Vandalism that takes place at any event sponsored by an organization is the responsibility of the organization and will be deducted from any revenue generated by the event.

H. Fire Alarms and 911 Calls

Falsely pulling fire alarms or fraudulently calling 911 is an extremely serious and potentially life-threatening offense. Any student found responsible for pulling, or in any other way falsifying a fire alarm or 911 call, may be suspended for a period of five days, may be required to make full restitution for costs incurred by the school (up to \$300), and may be reported to the police for prosecution.

I. Belligerence to Teachers/Staff

Students are expected to accord teachers and other members of the school staff the respect that their position of authority demands. Swearing, threatening, refusing to follow a teacher directive, or belligerence directed at a teacher or any other member of the school staff is considered one of the most severe offenses against school policy.

First offense: Saturday morning detention or suspension, depending on the severity of the offence.

Second offense: One to five day suspension and conference with principal, and parents.

Third offense: One to five day suspension, conference with principal, and parents, and referral for expulsion.

J. Offensive, Vulgar or Discriminatory Language, Conversation or Behavior

Profanity and vulgarity is regarded as inappropriate behavior. Disciplinary action may range from a warning to a suspension.

K. Bicycles and Skateboards

Students are not to ride bicycles or skate boards on school grounds during school hours except for the purpose of getting to and from school. After 3:00 p.m., bicycles and skateboards may be used in the rear parking lot.

L. Tobacco, Illegal Drugs and/or Alcohol

Use of tobacco and/or illegal drugs while enrolled at LCA is prohibited. Disciplinary action may range from Saturday detention to expulsion.

Use of alcohol outside of what is allowed under parental authority and/or outside of scriptural guidelines (I Corinthians 10:31; Ephesians 5:18) while enrolled at LCA is prohibited. Disciplinary action may range from Saturday detention to expulsion.

M. Fighting and/or Bullying

Fighting and/or bullying are considered serious violations of school rules. A student involved in fighting will receive an immediate two to five day out-of-school suspension. Disciplinary action for a student involved in bullying may range from an Administrative Detention to a referral for expulsion. For additional information regarding LCA's policy on bullying see Section XVI-N "Harassment Policy" on page 36.

N. Public Display of Affection

Public displays of affection are not permitted while on campus or while at school sponsored events. Disciplinary action may range from a verbal warning to a suspension.

O. Throwing Objects

The throwing of objects (including snowballs) is prohibited. Punishment will be determined by the seriousness of the offense.

P. Unsupervised Buildings and Areas

In order to provide proper supervision and ensure the safety of all students, students are not permitted in buildings or on the playground without adult supervision.

Q. Bus and Van Behavior

All students traveling on school-related busses or vans are expected to maintain the same respectful and courteous behavior required at school. All rules of safety must be followed. Disobedience to the driver is a serious infraction and will result in loss of riding privileges. Older students are encouraged to model exemplary behavior and provide positive leadership on the bus.

The following rules are to be observed:

1. There is to be no eating or drinking on the bus/van.
2. Talking is to be kept to moderate levels.
3. Students are to be seated promptly upon entering the vehicle, fasten their seatbelts, and remain so until they reach their destination.
4. Courtesy and kindness are to be shown toward all fellow student riders (e.g. sharing seats, respecting one another's personal property, refraining from horseplay and foolishness).
5. Nothing is to be thrown in the bus/van or out of the vehicle windows.
6. Secular rock music is not allowed on school-related vehicles.
7. Coarse speech, foul language, and disruptive behavior of any kind are not permitted.
8. MP3 players are not allowed.
9. Students are totally and personally responsible for any damage to busses or vans and will lose riding privileges, at least until repairs are completely paid for.

R. Student Drivers

Driving to school is a privilege extended to seniors and juniors.

Vehicles must be registered each school year. Registration forms must be validated by a parent's signature for all students less than 18 years of age.

In order to maintain the driving privilege, students are expected to drive safely at all times (to and from school as well as on school property). Students who violate these standards will have driving privileges removed.

Upon arriving at school, students are to park in assigned areas. Junior parking is permissible in the fourth row of the paved parking lot in front of the Administration building, only. Seniors may park at the far end of the second and third rows. The rest of the second and third rows are reserved for faculty and staff. The front row (closest to the building) is reserved for guest parking. Students may not return to their vehicles during the school day without administrative approval. Students are not allowed to meet with other students in their automobiles. Students who must leave school for any purpose during school hours must obtain prior permission from the office.

Due to the number of people using our driveway and parking areas, all drivers are to follow road signs and use **extreme caution** when arriving and departing. **The speed limit on school property is 10 mph.**

Transportation of students to and from school activities is the responsibility of parents. Parents may allow their son/daughter to ride with a senior or junior to or from school. With signed permission forms, parents may allow their son or daughter to ride with a senior or junior to school events or activities. The school administration, staff, and coaches accept no responsibility for such arrangements.

In cases of hardship, parents of sophomores may petition for special driving privileges for their son or daughter from the school administration.

Under no circumstances may sophomores transport non-family members to or from school, or to any school-related activity. Any violation of this policy will result in immediate loss of driving privileges.

S. Music and Music Playback Device Policy

Secular music may not be played on campus, in school vehicles (including public school bus), or at any school-sponsored activity. Portable music devices (e.g. CD players, iPods, MP3 players) are not allowed on campus, in school vehicles (including public school bus), or at any school-sponsored activity. It is typical for this type of equipment to be held until picked up by a parent when a violation has occurred. Repeated violations will result in further corrective action.

T. Telephone/Cell Phone Policy

No student is to be in possession of a cell phone during school hours, unless granted permission by an administrator. Cell phones may be left in the student's vehicle or in the school office during school hours. Students found in violation of this policy will have their phone confiscated and secured until a parent or guardian retrieves the phone from the school office. For subsequent offences the student's phone will be secured in the school safe for one week or the student may elect to serve a Saturday morning detention.

VII. DISCIPLINARY PROCEDURES

The purposes of the discipline policies at LCA are as follows:

1. Assist students in developing a lifestyle that is pleasing to the Lord as they strive to become more like Him.
2. Facilitate learning.
3. Apply biblical principles in handling daily problems.
4. Represent a consistent pattern of expectations to which students can respond positively.
5. Encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
6. Protect and build respect for the personal rights of fellow students and adults and for the personal property of persons and organizations.
7. Encourage students to accept responsibility for their words and their actions.
8. Establish standards that support the biblical instruction that is provided in the Christian home of which LCA is an extension.
9. Encourage complete honesty in all matters.
10. Avoid behavior which may tempt a weaker brother.
11. Protect the integrity of the individual by keeping all disciplinary actions as private as possible.

The faculty and school leaders who administer discipline will strive to approach each student in the spirit dictated by the Holy Spirit through Paul in Galatians 6:1; *"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."*

A. Disciplinary Referral Forms

All infractions, with the exception of those identified by the classroom teacher for homework, minor classroom disruption, and class tardiness, are recorded on a Disciplinary Referral Form (DRF). DRF's must be signed by the teacher/administrator referring the student for discipline, the student, and the parent/guardian responsible for the student. **Students must return the signed DRF to the office on the morning following its receipt by the student. Students may not return to classes the following day without returning a signed DRF to the office.** The information contained on DRF's is recorded in *Veracross*.

B. Teacher Detention

The vast majority of discipline falls within the jurisdiction of the classroom teacher. It is the intention of the administration to fully and completely support teachers in the management of their classrooms.

1. Detentions are served on Tuesdays and Thursdays from 2:30-3:15 p.m.
2. Students are given 24-hour notice before detentions must be served (e.g., the detention for an infraction occurring on a Tuesday would need to be served no later than Thursday afternoon).
3. Students who skip a teacher detention will be assigned an administrative detention in addition to rescheduling the teacher detention. Exceptions to this policy are rare and at the discretion of an administrator.

C. Administrative Detention

Administrative detentions may be assigned to students for various violations of school rules.

1. Administrative detentions require the same 24 hour notice as do teacher detentions.
2. Administrative detentions are served at various locations as determined by the principal from 2:30 to 3:15 after school, except on days when a faculty meeting is scheduled.
3. Only students with valid medical or documented family emergency excuses are permitted to reschedule an administrative detention. Parent contact is required prior to rescheduling the detention.
4. The consequence for arriving late, arriving without work to complete, talking or being asked to leave is a Saturday detention.

D. Saturday Detention

1. Saturday detentions are to be served on the Saturday following the infraction.
2. Saturday detentions require a \$50.00 supervision fee per student.
3. Saturday detentions meet, initially, in the school office. The detention supervisor will determine the ultimate meeting place.
4. Saturday morning detention begins promptly at 7:30 a.m. and ends at 11:30 a.m. Students must arrive by 7:30 a.m. prepared to engage in campus work.
5. Students arriving late, without the required \$50.00 supervision fee, or who fail to comply with these rules and successfully complete the Saturday morning detention requirements, will receive a three-day suspension.

E. Out-of-School Suspension

Infractions of certain rules and regulations will result in an out-of-school suspension. When a student receives an out-of-school suspension, the following guidelines will be adhered to:

1. The student will be informed of the infractions that caused the out-of school suspension.
2. The parents/guardians will be notified verbally and in writing.

3. The student will not be permitted to attend any school-sponsored activity during the suspension period.
4. If a Friday is included in the suspension period, the student will be excluded from all weekend activities.
5. A zero will be given for any tests, quizzes, or class work due on days absent due to the suspension. The suspended student is encouraged to contact the school office regarding homework assigned during the suspension as homework may be done and credit given.

F. Out-of-school suspension chain of command

- 1st O.S.S.** Student and parents will meet with the principal before returning to classes.
- 2nd O.S.S.** Student and parents will with the principal before returning to classes and the student will be placed on behavioral probation.
- 3rd O.S.S.** Student and parents will meet with the principal, and the student may be referred for expulsion.

G. Expulsion

Expulsion from school may occur at the discretion of the Laconia Christian Governing Board on the recommendation of principal. Dismissal will be the usual consequence for the following infractions:

- Abusing, supplying, selling or possessing illegal drugs or drug paraphernalia
- Repeatedly committing any infraction.
- Stealing.
- Assault or battery.
- Threatening the safety of other students.
- Possession of a weapon.
- Destruction of school or personal property.
- Serious violation of any state, federal or city ordinance.
- Fornication, homosexual immorality, or any other sexual immorality.
- Commission of any suspendable infraction while on disciplinary probation.
- Committing a second, similar suspendable offense within the same school year.
- Any other action which seriously impairs the effectiveness of LCA's academic or spiritual missions.

The student and his parents may have an opportunity to express their side of the issue to the LCA Governing Board in writing. All other privileges, including the privilege to appear before the board, to present evidence, to be represented by counsel, and to cross-examine witnesses, are all reserved to and at the discretion of the LCA Governing Board.

Dismissal may also be the result of the failure of parents to cooperate with the school in the discipline of their children.

Laconia Christian Academy may discipline its students for suspendable or dismissible infractions regardless of whether these occur on or off school grounds and before, during, or after school hours.

XIII. ACADEMIC PROGRAM

A. Report Cards

Report Cards are posted four times each year. Real-time feedback on student academic performance is available through the *Family/Teacher Login* link at www.laconiachristian.org. An email account is required to receive a personal logon and password. Students (grades 7-12) and parents are encouraged to monitor academic standing on a regular basis. Mid-quarter progress reports and quarterly report cards are available upon request. End-of-year report cards are mailed within a week of the end of school. Student performance is reported in the following categories:

Performance Level	Numeric Average	Letter Grade
Superior	92-100	A
Above Average	83-91	B
Average	74-82	C
Below Average	65-73	D
Below Passing	Below 65	F

A grade followed by an asterisk (*) indicates that the student is enrolled in a modified program for that class. In some cases, an evaluation of pass/fail or satisfactory/unsatisfactory is utilized.

B. Honor Roll

Students are encouraged to achieve to their fullest potential. Honor students are recognized at the end of each marking term for excellence in academics and effort.

Honors:

Numeric average of 87 or above
No numeric grade below 83

Highest Honors:

Numeric average of 95 or above
No numeric grade below 92

C. Mid-Term and Final Exams (Upper School)

Exams at Laconia Christian Academy serve a number of purposes: Exams give teachers the opportunity to highlight important concepts covered during the previous semester and evaluate the level of mastery of their students; exams require students to review and recall these important concepts; and exams assist in preparing students for the college environment.

Upper school teachers are required to give a comprehensive mid-year and end-of-year exam for each course they teach.

1. Year-long Courses

Mid-term and final exams are required in all year-long courses. The combined total weight of the exams on the course grade is 20%. Mid-term exams take place at the end of the second quarter, during exam week. Half days are set aside to accommodate 90 minute exam blocks.

2. Semester Courses

Final exams are required in all semester courses. The total weight of the exam on the course grade may be no less than 10% and no more than 20%. Final exams take place at the end of the second and/or fourth quarter during exam week. Half days are set aside to accommodate 90 minute exam blocks.

3. Make-up Exams

Make-up exams are only allowed for students who have an excused absence in accordance with the LCA attendance policy (e.g., doctor verified illness, family emergency). Make-up exams may only be given on the scheduled make-up days. Students who miss an exam due to an unexcused absence will be allowed to make up the exam and will receive a zero.

D. Additional Testing

1. Required

Kindergarten Readiness Testing	August or as scheduled
Preliminary Scholastic Aptitude Test (PSAT 8 th -11 th grades)	October
DIBELS (K-4 th grades)	September, May
NWEA (1 st -12 th grades)	September, May

2. Optional

Scholastic Aptitude Tests* (SAT 11 th and 12 th grades)	Fall, Winter, Spring
Advanced Placement*	Spring
NWEA (1 st -12 th grades, by teacher request)	Winter

* Students are responsible for registration and payment of test fees.

E. Add/Drop Policy

Scheduling for the upper school takes place during the last weeks of spring and early summer. Once a student’s schedule has been created, changes will be made only for extenuating circumstances and in consultation with the parent/guardian, teachers, and administration.

All add/drop requests granted within the first two weeks of school (year-long course) or first two weeks of the semester (semester course) will result in the removal of the course from the student’s record. All add/drop requests granted after the second week but prior to the end of the fourth week of school will result in a notation of “withdrawn passing” (WP) or “withdrawn failing” (WF) on the student’s transcript.

Courses may not be added to a student’s schedule after the first two weeks of the course. Courses may not be dropped after the fourth week of the course.

F. Academic Eligibility and Restriction

In order for students to participate in sports and other extracurricular activities, academic success must be demonstrated and maintained.

1. A student is placed on academic restriction under the following circumstances:

- a. **Mandatory Restriction** is instituted when any course grade falls below a 65. Each student's status in regard to this policy is reviewed at the mid-quarter point and at the end of each quarter.
 - b. **Discretionary Restriction** may be invoked when a student is missing homework and or maintaining an average below 74 in any class. Under this provision a student *may* be placed on academic restriction by teacher recommendation *and* educational team approval. A student's educational team consists of all teachers involved in the student's education, coaches, athletic director (when applicable) and the principal.
2. A student placed on academic restriction is subject to the following restrictions:
 - a. He/she is ineligible to attend team practices, games or other extracurricular events.
 - b. He/she loses all Earned Time privileges (see Section XVII-J, "Student Privileges").
 3. A student may ask for mandatory academic restriction to be lifted at the end of the quarter for restriction imposed at the mid-quarter point, or at the mid-quarter point of the following quarter for restriction imposed at the end of the quarter. A student may ask for discretionary restriction to be lifted after a minimum of four weeks. In either case, he/she must demonstrate satisfactory performance in all classes. The student's educational team will consider the merits of the appeal and render a decision.
 4. A student on academic restriction may attend tournament games or other extracurricular events in which LCA is a participant at the discretion of the principal.
 5. Year-End Academic Probation. Any student ending the school year with one or more year-end course grades below C- is conditionally re-enrolled and must demonstrate integrity as a student, a commitment to hard work, and exemplary accountability in order to continue at LCA.

G. College Board Advanced Placement (AP) Courses

All students who enroll in AP courses are expected to pay for and participate in the national exam in May. Payment for the exam (approximately \$85-90) is payable at the beginning of the term. At the discretion of the teacher, contracts with students and parents may be issued at that time. Students earning a course grade of C+ (80%) or higher will receive a GPA "bump" of one (1) point.

H. Dual Enrollment Course

LCA offers several courses through the New Hampshire Community College System's (NHCCS) *Running Start* program. Commonly referred to as "dual credit" or "dual enrollment" courses, these courses are taught by LCA faculty under the supervision of the NHCCS instructors. Enrolled students earning a passing grade receive high school credit according to LCA criteria and college credit according to NHCCS criteria. Students are required to pay the \$100 registration fee required by Lakes Region Community College. Students earning a course grade of C+ (80%) or higher will receive a GPA "bump" of one (1) point.

I. College Guidance and Preparation

1. Four-Year Plans

Four-year plans are developed by the administration in cooperation with high school students and parents. Updated four-year plans for LCA high school students are maintained to ensure that graduation requirements and post-secondary goals are met.

2. PSAT Testing

All students in grades 8-11 are required to take the PSAT/National Merit Scholarship Qualifying Test in October. This testing helps prepare students other College Board tests, including the SAT. The test is cosponsored by the College Board and National Merit Scholarship Corporation. More information is available at www.collegeboard.com.

3. SAT Testing

Juniors and seniors are encouraged to take SATs several times prior to applying to college. Those planning to take the SAT, are advised to enroll in an SAT prep course. Registration for and other information about SAT test dates, test centers and SAT Reasoning and Subject tests is available at www.collegeboard.com.

4. College Visitation and Representation

High School juniors and seniors are allowed three college visitation days as excused absences (including attendance at college fairs) during the school year. Periodically throughout the year, especially in the fall, representatives from colleges are on campus to meet with juniors and seniors. Whenever possible, college representative visits are announced in the weekly parent email.

5. New Hampshire Higher Education Foundation (NHHEAF)

LCA works with NHHEAF in preparing students for the college admissions and financial aid process. NHHEAF is a non-profit organization that assists students in selecting and applying to college (including the writing their college essay). Financial aid counselors are also available to help parents and students in completing the FAFSA. Information about additional services provided by NHHEAF is available at www.nhheaf.org.

6. College Financial Aid

- a. FAFSA: Information about Federal Student Aid for college tuition is available at www.fafsa.ed.gov.
- b. New Hampshire and federal loan and scholarship information is available at www.nhheaf.org.
- c. Local and other college scholarship information is also available in the office.

7. College Recommendations

The faculty and staff of LCA are pleased to write college recommendations for students. Students applying to colleges should arrange to meet with the faculty members from whom they are requesting recommendations well in advance of any deadlines.

J. Independent Study

All high school students taking an independent study class for academic credit must co-sign a contract with the supervising teacher. Students wishing to take an independent study course are responsible to write a proposal that delineates the scope of the study, dates for progress markers, examinations and projects, credit to be awarded upon successful completion, and the criteria for awarding a course grade. The expectation is that upon completion and submission of this proposal, the student, supervising teacher and principal will finalize an agreement.

K. Homework Policy

We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school. Homework

should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. The assignment of homework should be regular and reasonable and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. It is our desire to exercise care in assigning homework in order to support family life by avoiding irrelevant or excessive homework assignments.

1. Definition

Homework is defined as out-of-class preparation or practice in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

- Practice: This is the most common type of homework; it is given to help students master specific skills; it is limited to material presented in class.
- Preparation: Assignments given to prepare students to gain maximum benefit from subsequent lessons.
- Extension: Assignments given to determine if students can transfer a skill or concept to another situation.
- Creative: Assignments requiring a student to integrate skills and concepts in the process of producing a response or product.

2. Teacher's Responsibilities

Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment. The timely and complete response to the student's homework assignment by the teacher is essential. Homework should be reviewed, recorded, and included as part of the student's progress evaluation.

3. Student's Responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning extends beyond the classroom. Students in grades 7–12 who have their own email addresses on file with the school office, can have daily online access to their academic progress through the LCA website.

4. Parent/Home Responsibilities

- Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Graded assignments are posted daily by teachers on our online program and are available to parents or guardians with email addresses on file with the school office. We encourage parents to access this portal on a regular basis.
- Parents should provide a suitable place and environment in the home for the completion of homework assignments. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment.

Parents should feel free to consult with the teacher about any question relating to the homework assignment.

5. Assignment Books

- Maintenance of assignment books greatly assists teachers and parents in school-to-home and home-to-school communication. Students are required to maintain a daily assignment book in grades 1-6. Assignment books are recommended, but not required in the upper school.
- Students are responsible for correctly recording all short and long-term assignments into their assignment book.
- In grades 1-4, students are responsible for obtaining a parent signature each evening and a teacher signature each morning. Parent signature indicates that the parent has reviewed and verified the completion of each assignment. Parent and teacher signatures are not required in grades 5 and 6, unless student performance requires this additional support.

6. Length of Assignment Guidelines:

Kindergarten: No more than 30 minutes of practice should be assigned per night.

Homework assigned is designed to practice letter sounds, reading and Bible verse memorization.

Grades 1-4: No more than 45 minutes of homework should be assigned per night. No homework should be assigned on the weekend.

Grades 5-6: No more than 75 minutes of homework should be assigned per night. No homework should be assigned on the weekend.

Grades 7-8: No more than 2 hours of homework should be assigned per night.

Grades 9-12: The homework assigned on a secondary level (9-12) should be within reasonable limits and with an understanding that the student may be assigned homework from as many as five or six other teachers. Total secondary home assignments normally should require no more than 3 hours, with weekends counting as one night. Special circumstances may dictate that more or less homework be assigned. Honors level, dual credit, or AP courses generally require homework above this limit for most students.

Teachers are encouraged to minimize homework on special weekends, holidays and vacations. Family times should be encouraged during these special times.

7. Credit Guidelines:

All students are expected to have their assignments completed and handed in by the date due. Late assignments may be seriously penalized or rejected according to classroom teacher policy.

8. Make-up Work for Excused Absences

In order to maintain pace with classroom instruction, it is important for students to complete any missed homework as soon as possible. Students and/or parents are encouraged to call teachers to request a list of missed assignments during a prolonged student absence. Students are afforded the number of days equal to their excused absence to complete missed homework and class work. Assignments missed during unexcused absences may receive no credit.

IX. GRADUATION REQUIREMENTS

High school credits are earned for every course completed at a passing grade level. Year-long courses typically result in one (1) credit; semester courses receive one-half (1/2) credit.

All freshmen, sophomores, and juniors are required to carry a 6 credit academic course load per semester. Seniors must schedule a minimum of 5 academic credits per semester.

All fees and tuition must be paid in full before a diploma is issued.

Subject Area and credit requirements are as follows:

<u>Subject Area</u>	<u>Credits</u>
Humanities ¹	8
Grammar & Composition ¹	2
Biblical Studies/Theology ¹	2
Social Studies ^{1,2}	1.5
Science ³	3
Math	3
Physical Education ⁴	1
Fine Arts ⁵	2
Various Electives, Totaling ⁶	<u>24</u>

Notes:

- ¹ The LCA Humanities program integrates the study of theology, philosophy and history with and through the study of literature. Credit for philosophy, history, the literature portion of the traditional English course, and the worldview portion of the traditional Bible/theology course is met through the Humanities program. Each year, in conjunction with this intensive 2 credit course, students are required to complete a year-long ½ credit course in grammar, composition, and research (grades 9 and 10) or rhetoric (grades 11 and 12), and a year-long ½ credit course in biblical studies.
- ² Social Studies: In addition to the American history covered in Humanities III (9th) and VI (12th), 1 credit in American history is met through the 9th grade American History course or the senior dual enrollment course; ½ credit in Economics; ½ credit in American government is met through the junior/senior dual enrollment American Government course.
- ³ Science: 3 credits in a lab science (Biology, Anatomy & Physiology, Chemistry, Physics).
- ⁴ Physical Education credit is earned through participation in inter-scholastic sports (¼ credit per sport).
- ⁵ Fine Arts: Requirements may be met through studio art, chorus, drama, or journalism classes (½ to 1 credit, depending on the nature and length of the course). Other avenues for meeting the fine art requirement are at the discretion of the administration.
- ⁶ Transfer students are required to carry a course load prorated to the number of credits required for graduation. In addition to the credit requirements set forth above, the awarding of an LCA diploma is contingent upon satisfactory completion of the junior and senior years at LCA.

X. STUDENT ACTIVITIES

A. Student Missions and Service Outreach

Laconia Christian Academy regularly sends out student missions teams. Students meet with the adult team leaders throughout the school year to prepare for these service opportunities. In addition, they raise the necessary financial support to make the trips possible. These are great opportunities and times of growth for LCA students.

B. Honor Society

LCA has been granted an official charter in the National Honor Society. As staffing allows, LCA participates in the National Honor Society. Because of this membership, the school is able to honor outstanding upperclassmen in the student body. Those who are selected to membership benefit from being affiliated with a national honorary organization.

C. Band/Instrumental Instruction

Parents are encouraged to enroll their children in private instrumental lessons. These lessons are accepted for credit at the high school level at a rate of ¼ credit per school year.

D. Yearbook

A school yearbook is published in late May. The student portion of the cost of publication ranges between \$30.00 and \$35.00. Although students received a discount for pre-ordering their yearbooks, advance ordering is not required. Payment is required at the time the order is placed or the book is purchased, whichever is earlier. Participation in the development of the school's yearbook is open to any students in grades 7-12 through the journalism elective in the Fine Arts department.

XI. SPORTS PROGRAM

The LCA sports program includes a variety of intramural and inter-scholastic sports. The formal program of competitive team play begins in the middle school grades. The offering of a particular sport is contingent upon an adequate level of interest expressed by the student body and the availability of coaching staff.

Depending on enrollment, high school students may choose to participate following sports:

Girls Volleyball (fall)

Girls Basketball* (winter)

Boys Soccer* (fall)

Boys Basketball* (winter)

*All student athletes participating in HS level soccer and basketball are **required** to wear colored mouth guards for **all practices and games**.

A. Team Commitment

One purpose of the LCA athletic program is to teach discipline, commitment and responsibility through competitive sports. All athletes are expected to make a season-long commitment to their teams. A firm decision to participate must be made and communicated to the coach by the fifth day of team practice. Any student breaking a commitment to a team will not be allowed to participate in any other school team sport for the next sports seasons. (For example, failure to keep a commitment to winter basketball would make a student ineligible for volleyball in the upcoming fall.)

B. Practice Commitment

Athletes are allowed only three unexcused practice absences (excluding medical emergencies) during any given season. This policy includes pre-season practices for all sports. Coaches may bench or remove from the team a student in violation of this policy.

C. Team Lettering

High school student athletes earn school letters based on a two-year commitment. Any student-athlete displaying good sportsmanship and attending all practices and games in accordance with Sections A and B above automatically qualifies at the end of his/her second year, regardless of actual playing time or skill level.

At the discretion of the Athletic Director, 9th grade students who have played at least two years of upper school level sports preceding their 9th grade year, may be awarded a school letter.

At the recommendation of the coach, athletic director, and principal, any athlete making such a commitment to a team for the first time in his/her senior year or because of other unusual circumstances may qualify as well.

D. Staying After School for Games

If a student's practice or game is scheduled to begin after 3:00, he/she must leave school at dismissal and return at the appropriate time or make alternative arrangements acceptable to both the athletic director and principal. Students/parents are expected to arrange for necessary transportation. Arrangements for rides to and from practices with other students may be made at the discretion of the parents and must be in accordance with the Student Driver Policy (see page 15).

XII. AFTER-SCHOOL AND EXTENDED-DAY PROGRAMS

A. Extended Day Program

An Extended Day Program is available for LCA students in pre-school through grade 4, beginning at 2:30 p.m. and extending to 5:00 p.m. Parents may enroll children in this program as early as the spring of the previous school year or at the beginning of the current school year by filing an Extended Day Program Enrollment Form. Payments of non-refundable Extended Day Program fees are due on Monday of each week. The cost for the Extended Day Program is

established for each family based on the number of children enrolled and the number of days attended each week. Parents are expected to provide a snack and beverage for their child(ren).

B. Homework Club

Homework Club is designed to assist students who are either struggling academically, failing to satisfactorily complete homework, or seeking a quiet structured environment in which to study. Parents may choose to voluntarily place their children in Homework Club. Teachers may recommend Homework Club to parents of students who would benefit from the assistance provided.

The days of the week on which Homework Club meets is established during the first week of October as student demand requires and staffing allows. Homework Club meets from 2:45 to 4:15. Students placed on academic restriction *may* be allowed to participate in athletics as long as they enroll in Homework Club and follow through with any requirements developed by the student's academic team.

C. After School Policy

Parents of students children not enrolled in the Extended Day Program are expected to pick-up their children by 2:45 p.m. Parents unable to do so will be charged \$5 per 15 minutes beyond 2:45 p.m. Students will be supervised in the office during this time.

Upper School: Upper school students are also expected to leave campus by 2:45 p.m. unless they are staying for a practice, game or activity within the hour after the close of school.

XIII. TEXTBOOKS

A. Lower School

Most textbooks are provided to the students in the elementary school. There may be times when paperback books or workbooks need to be purchased by the student for particular classes. Every attempt is made to keep these costs to a minimum.

All LCA supplied books **must be covered** to protect them from damage. A verbal warning is given for the first violation. Subsequent violations will be dealt with as deemed appropriate by the classroom teacher and/or administration. Replacement fees for damaged books are due before a replacement book is provided.

B. Upper School

Upper school students are required to purchase books. The total cost of books ranges from \$350 to \$500 per student per year. The upper school booklist are published each July. Except where noted, students are expected to arrive on the first day of school with the exact ISBN referenced. No sharing of books and no digital books are permitted. Those books that must be purchased through the LCA bookstore are noted on the booklist.

Students and parents are provided the opportunity to sell books back to LCA during the last two weeks of June and may purchase used books, as available, from the bookstore throughout the summer.

If a student drops a course within the first two weeks of school and the book is returned in the same condition in which it was purchased, a full refund will be given. No refunds will be issued for books after two weeks.

Students are solely responsible for their books. Students who lose or misplace a book are responsible to replace it. No replacement books will be provided without payment. In some cases, particularly with new books, books will be in very short supply after all students have received a copy.

XIV. FINANCES

A. Tuition and Fees

In order for LCA to operate successfully, families, school staff, and the church body must be willing to share in the burden of providing a Christian education.

Parents pay tuition. Faculty and staff contribute by working for salaries significantly below that of public school teachers. Laconia Christian Fellowship subsidizes all students by providing significant support in the form of building costs, insurance premiums, and other regular contributions. Both school staff and parents share by contributing gifts of time and money in support of the total school program.

Tuition levels are set each year by the Governing Board. Laconia Christian Fellowship and other area churches provide tuition assistance to families in need of assistance who are members of their churches. If assistance is needed, parents are strongly encouraged to first ask their family church for assistance.

See ADDENDUM "Tuition, Fees, and Payment Information" (page 44).

B. Tuition Policy

See ADDENDUM page 45.

C. Tuition Grants

See ADDENDUM page 42.

D. Transcript and Records Release Policy

1. By policy, any student, parent, or third party desiring student transcripts must have the parent's or the student's (if he/she is of legal age) signed, written consent, except as allowed by (3) below.

2. The Laconia Christian Academy office will release transcripts only after contacting the Business Office to assure that the account is current. If the account is not current, no transcripts will be forwarded, except as required by (3) below. Laconia Christian Academy will send a letter to the party desiring the transcripts explaining only that there is an open account and transcripts cannot be released.
3. NH State law requires that student records be forwarded to any public or private primary or secondary school requesting such. No parent/guardian signature is required.

XV. TRANSPORTATION

A. Drop-off and Pick-Up

Drop-off and pick-up takes place at the end of the walkway in front of the Administration building. Supervision begins at 7:15 a.m., at which time parents may begin to drop students at school.

Pick-up begins at 2:30 p.m. Students may be picked up between 2:30 and 2:45 in the front of the Middle School building. All students who are not enrolled in Homework Club must be picked-up by 2:45 p.m.

Unless prior arrangements have been made, only a parent or legal guardian may pick-up a child from school. During school hours, students must be signed-out in the school office. After school, parents of students through grade 4 must sign-out their child with the staff member on duty at the walkway in front of the Administration building.

Inclement Weather Procedures. On days when it is raining or snowing or the outside temperature is below 15 degrees, lower school students should be dropped-off in the gym. Students will be available for pick-up at the entrance to the Elementary school building. To ensure the safety of our students, at no other time should vehicles access the back parking lot.

B. School Bus

Transportation to and from school is provided by the City of Laconia to those students who reside within city limits only. A pre-determined set of conveniently located bus stops has been established to provide for the efficient operation of this program. The school bus makes one run in the morning and one run in the afternoon.

XVI. MISCELLANEOUS

A. Parent Involvement

As a private school, our financial success depends on the donation of monetary gifts, time, and expertise from our parents, grandparents, and friends. As a Christian school, we need the active involvement of families to fulfill our biblical mandate. Families are encouraged to donate service hours to LCA.

Among other things, volunteers are needed to:

- Assist in school-wide fundraising activities (Holiday Gala and Spring Shoot-Out)
- Staff the Friday Café
- Drive to and from sporting events and field trips
- Serve on the Parent Advisory Committee (See ADDENDUM “Parent Advisory Committee” page 46)
- Serve as “room” parents
- Provide arts and crafts in the lower school
- Assist with drama productions

Volunteers are encouraged to call the office regarding any expertise they might have and be willing to offer.

B. School Communication

A Weekly Email Blast is sent to parents each Thursday afternoon. The email contains important information for parents in addition to notice about upcoming activities.

The Messenger, a monthly newsletter for LCA families, is published on the last Friday of each month. The online version is sent home as an email attachment to parents with email addresses on file with the school office (the attachment is in PDF format, requiring Adobe Reader – available on most PCs or as a free download at Adobe.com). The online version can also be viewed at www.laoniachristian.org. Upon request, a printed version can be sent home with students on the last Thursday of each month.

Monthly calendars with school activities and athletic events are available on *RenWeb* or via subscription to the school’s Google Calendar. The year-at-a-glance calendar is mailed home in June and is also available on the school website.

RenWeb, LCA’s Student Information System (SIS), can be accessed via a parent/student link at www.laoniachristian.org. RenWeb affords parents and students in grades 4-12 access to real-time feedback on student academic performance. Parent of students in all grades have access to a family and teacher directory, and another variation of the school calendar (from which directions to athletic events are available). An email account is required to receive a personal logon and password. Students and parents are encouraged to monitor academic standing on a regular basis.

A school yearbook is published in late May. The cost of the yearbook ranges between \$30.00 and \$35.00. Payment is required at the time the order is placed, for advanced orders, or at the time of purchase.

Voice Mail. All LCA faculty and staff members have voice mailboxes where messages can be left. The receptionist will put the caller through to voice mail.

C. School Insurance

School insurance from an outside vendor is available to families at a minimal cost. A number of coverage options are available. Information packets are distributed the first week of school. Parents have a two-week period at the start of school in which to enroll.

D. Medical and Health Requirements

LCA is required to report student information to the State of New Hampshire Departments of Education and Health and Human Services. Immunization data on enrolled or admitted students is required by RSA 141-C. Each student must have an up-to-date immunization record on file in the school office.

In addition, each student is required to submit a completed Health Information Form to the school office. This form is used by school staff to administer various over-the-counter medications to students for comfort and to aid faculty on field trips with emergency information.

Students who require daily prescription medications during school hours must complete and submit a Medication Sheet that has been reviewed and signed by the treating physician. All prescription medications must be delivered to the office in the original prescription bottle, which clearly states the name, dose, and date of the medication.

Any student requesting over-the-counter medications for comfort reasons (i.e., Tylenol for headaches, Tums for stomach upset, etc.) will be sent to the office. The Health Information Form allows office personnel to treat the student according to parental pre-authorization and send him/her back to class. Parents will be notified of any medication administered or other medical action taken via email. Students with a fever or more serious complaint(s) will be sent home upon parent/guardian or emergency contact.

Generally, if a child is unable to participate in all activities of the school day or running a fever, he/she should remain at home. If a student is recuperating from serious illness, an exception may be made for a brief period of time.

E. Field Trips

A number of class trips and other activities are scheduled as a part of the regular school year. Notification is sent home prior to each event. Transportation is arranged by the individual teachers. All students are expected to attend class trips planned during a school day. Failure to participate will result in an unexcused absence.

F. School Cancellation and Early Dismissal

LCA generally follows the decision of the Laconia School District for weather related cancellations or early dismissals. Announcements for weather or other required cancellations are recorded on the school answering machine, posted on the school website (www.laconiachristian.org) and Facebook page.

Parents may also watch for an announcement on **WMUR, TV Channel 9**, or check their website at www.wmur.com.

Any parent suspecting an early school dismissal due to weather should check the school website or call the school office after 10:30 a.m. to inquire about dismissal status. During poor driving conditions we urge drivers to pick up students as early as possible so that faculty and staff may also leave. It is the responsibility of parents to remain apprised of the school's early dismissal status. **The school will not notify each individual family.**

G. Lost and Found

Personal articles, including school material loaned to students, must be kept in assigned lockers or desks when not in use. Unattended articles are turned in to the office. Items not recovered within a week of the end of a semester will be donated to charity.

H. Senior Budget

The following *estimates* represent typical costs encountered by high school seniors and are intended to help students and parents in their budgeting:

1. Senior Portraits	\$150 - \$300
2. College Applications	\$50-100 (each)
3. Class Gift	\$35
4. Cap/Gown/Folder	\$50
5. Invitations	\$25
6. Missions Trip	\$1000 - \$1500
7. SAT Testing	\$54.50 (<u>per administration</u> , 2015)

I. Junior/Senior Missions Trip

Laconia Christian Academy supports and encourages seniors' participation in numerous end-of-year activities—a highlight of which is the junior/senior missions trip. The following guidelines are designed to assist juniors and seniors in planning their trip.

1. The junior/senior class trip is kept as affordable as possible. To off-set the cost, numerous fundraising events and activities are organized by students and parents. Fundraising events must be cleared through the administration and be designed so that they do not detract from funds raised in support of the over-all school program. Students are encouraged to begin planning and saving early in the school year.
2. As a general rule, chaperone coverage must include one adult chaperone (staff member) for every five students. When the trip involves an overnight, coverage must be arranged such that there is at least one chaperone of the appropriate gender for each room.

J. Student Privileges

1. Earned Time

The purpose of the earned time privilege is to recognize the achievement and academic performance of LCA sophomores, juniors and seniors and to provide continued motivation toward academic excellence and personal responsibility. All sophomores, juniors and seniors

may earn "earned time" privileges. Earned Time privileges apply during scheduled study halls and include the privilege to enjoy the outdoor common area between the high school and elementary school buildings, use of the outdoor basketball court (when not in use by lower school students), use of the senior lounge area and use of the computer lab (providing staff supervision is present or arranged).

- a. Earned time is computed each quarter based on the average of quarter grades according to the following criteria:

All students must

- behave in a manner consistent with the standards and spirit of the LCA code of behavior
- be in compliance with the attendance and tardy policies

Sophomores must

- be enrolled in at least six credits.
- maintain an average of 95 with no course grade below a 92 for the preceding quarter.

Juniors must

- be enrolled in at least six credits.
- maintain an average of 91 with no course grade below an 83 for the preceding quarter.

Seniors must

- be enrolled in at least five credits.
- maintain an average mark of an 87 with no course grade below a 74 for the preceding

- b. Students eligible for Earned Time must pass in a signed parental consent form during the first week of qualifying for earned time. Once a student has passed in this form, it will be considered valid for the remainder of the school year unless withdrawn by the parents.
- c. Earned Time does not start until Monday of the second week of school.
- d. The determination of eligibility for the first quarter Earned Time is based upon the fourth quarter grades from the previous school year.
- e. Students earning an incomplete grade may not qualify for Earned Time until receiving a course grade (within 2 weeks after issuance of report cards).
- f. Students withdrawing from a class with a failing grade, will automatically lose Earned Time and will not be eligible for Earned Time the following quarter.
- g. A teacher has the right to petition for the removal of any student from Earned Time. Such petition will be granted at the discretion of the principal.
- h. If a student receives a Saturday Morning detention, OSS, or Administrative Detention for excessive tardies to school, his or her Earned Time privileges will be revoked for a period of time to be determined by the principal.

- i. Students on Earned Time are to remain on the school grounds, cannot go to the parking lot without permission, and should avoid hallways while classes are in session. Violation of these constraints may result in the removal of Earned Time.
2. Senior Privileges
In addition to the privileges awarded to under-classmen who have Earned Time, seniors *may earn* senior privileges.

To maintain senior privileges, students are expected to be punctual and to participate in and commit fully to their elected classes and all other school responsibilities. Providing students do not have a scheduled class and have obtained parental consent, students may elect to arrive up to 10 minutes before their first scheduled class and/or leave after their last scheduled class, providing crew obligations have been met. Students may not leave campus once they have arrived, until leaving for the day. Students choosing early dismissal may not return to campus before 2:30. Students must sign-in before preceding to their first scheduled class and sign-out before leaving campus for the day. Sign-in and sign-out take place in the school office. The awarding of this privilege is contingent upon the student meeting the following conditions:

The continuation of senior privileges will be reviewed at each mid-quarter and end-of-quarter. Should senior privileges be removed due to poor academic performance, the student may request reinstatement. The appeal process requires that the student provide evidence supporting his/her request in the form of a written recommendation from a parent and one from the teacher(s) of the class(es) where the poor performance occurred.

K. Fundraising

The philosophy of development that guides our efforts in raising support and appropriating gifts and donations is as follows:

- Maintaining affordable tuition
- Development of a tuition assistance endowment
- Providing equitable salaries and benefits to our staff
- Improving the facilities
- Maintaining a balanced budget

Periodic fundraising activities are sponsored by the school or individual classes or groups. All such activities must be approved by and coordinated through the administration.

L. Weapons Policy

Any student bringing an unauthorized firearm onto school grounds is placed on indefinite suspension pending an immediate investigation. Within seven (7) calendar days, a decision is made to expel or reinstate the student, through emergency action of the school leadership.

Knives of any kind (including jack knives) may not be in the possession of a student on school grounds. Cutting devices necessary for arts, crafts, science, or other curricular related activities are supplied by the school.

Additionally, students may not be in possession of matches and lighters on school property.

Any student violating the knife or match/lighter policy could receive an immediate three-day or longer suspension from school.

When deemed necessary, the records of new transfer students are examined for evidence of previous expulsion or discipline due to any weapon-related incident.

M. Student Searches

All school-owned equipment—such as lockers, desks and computers—are subject to random and individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet or bookbag for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate adult and the student's parent. Parents refusing to consent to this search will be asked to withdraw the student from Laconia Christian Academy or the student will be expelled for suspicion of wrongdoing.

N. Harassment Policy

The policy of Laconia Christian Academy is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

1. Definitions and Prohibited Acts

- i. **Sexual harassment.** "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

- ii. **Unwelcome and Offensive.** The fact that a student may not openly object to others' actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
- iii. **Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

- iv. **Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.
- v. **Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.
- vi. **Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

- vii. **Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
- viii. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

- ix. **Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.
- x. **Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

Unwanted sexual advances or propositions.

Offering academic benefits in exchange for sexual favors.

Making or threatening reprisals after a negative response to sexual advances.

Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.

Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.

Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.

Physical conduct such as touching, assaulting, impeding, or blocking movements. Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

2. Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

3. Prohibited Actions

- i. **Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
- ii. **Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

4. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

5. Where to Report Harassment, Bullying, or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Rick Duba, Head of School; 603-524-3250; rick.duba@laconiachristian.org

Glenda Bucken; Lower School Principal; 603-524-3250, glenda.bucken@laconiachristian.org

6. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

7. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

8. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

O. LCA Computer, Internet Access, and Acceptable Use Policies

- 1. Information Network Access and Ethics Statement** (See ADDENDUM page 49)
- 2. Acceptable Use Policy** (See ADDENDUM page 53)
- 3. 1:1 Chromebook Policy** (See ADDENDUM page 54)

P. International Student Admission Policy

The following guidelines will be adhered to with respect to admitting exchange or international students to Laconia Christian Academy:

1. **Host Family.** The student must reside with a host family that has a child(ren) of the same gender. Final arrangements with host family must be in place before the student's application is submitted to LCA. A meeting with the host family and LCA principal is required before student is admitted.
2. **International Application.** Enrollment must be completed by April 1st, of as near to that date as possible, for admission into the upcoming school year. The student's application and other written information about the student must be received at Laconia Christian Academy a minimum of two weeks before acceptance can be considered. Any student desiring admission to LCA should demonstrate the following characteristics:
 - Clear, evident, and expressed respect for his /her parents and other authorities in his/her life.
 - Wholesome prior attitude and behavior in and out of school.
 - Proficiency in English.
 - An obvious measure of academic success in prior schooling, reflecting ability and motivation to learn.
 - A sincere desire to attend and participate in the academic, social, extra-curricular, and Spirit-life programs at Laconia Christian Academy.
3. **Grade Placement.** Except in extenuating circumstances, we will not accept students at 12th grade level. As a matter of course, most international students expressing a desire to attend university in the United States are enrolled in the 10th grade, unless English is one of the official languages of the country from which they come.
4. **Language Diversity.** We will carefully monitor the admission of multiple students speaking the same foreign language.
5. **Finances.** In addition to tuition and room and board, students are financially responsible for the purchase of books and school uniforms. These items are included in the cost of attending LCA. In addition, students should be prepared to purchase incidental school supplies, personal care items, and to pay for various activity expenses.
6. **Insurance.** Students are required to provide proof of health insurance, prior to enrollment. LCA recommends the use of ISM's International Student's Accident and Sickness Insurance. Application can be made online at: <http://isminc.com/insurance/international-student-accident>.

TUITION GRANT POLICY

NON-DISCRIMINATION POLICY: LCA does not discriminate on the basis of gender, race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school-administered programs.

TUITION GRANT: Awards are based on an objective assessment of family need. Families feeling they may need or qualify for a tuition grant are encouraged to apply. A *FACTS Grant and Aid Assessment* application requesting pertinent data on family income, assets, liabilities and expenses is required. Applications are available in the school office or may be completed on-line. In order for LCA to provide grants to as many qualifying families as possible, tuition grants will not generally exceed 55% of total tuition.

TAX DEDUCTIBILITY: Tuition grants or tuition payments given to the school, designated for a specific family or recipient, are not considered tax-deductible by the IRS.

APPLICATION DEADLINES: Re-enrolling families will receive priority consideration through the deadline date, after which all tuition grant applications shall be processed on a first-come, first-served basis. **Application deadline for all families is April 1st.**

PARENT OR LEGAL GUARDIAN'S RESPONSIBILITY: It is the parent or legal guardian's responsibility to:

1. Complete all application materials accurately. Inaccuracies or errors can result in delays in consideration for tuition grants and may result in your inability to receive a grant due to lack of funds. Intentional miss-reporting of information on applications will require that funds be paid back to the school.
2. Complete all application materials on time and forward them to the appropriate agency.
3. Understand the conditions under which your tuition grant package is offered and comply with the criteria for continued qualification of your tuition grant award.
4. Pay, in a timely manner, any portions of your tuition bill not covered by the tuition grant.
5. Notify the school office of any changes in your financial or marital status.

TUITION GRANT APPLICATION PROCESS:

Step 1: Fill out an application. Since all grants require an evaluation of your family's need, a Tuition Grant Application must be completed online (\$30 fee). Type <https://online.factsmgmt.com/signin/3HZLS> in the address bar of your browser. For new users, under the "New Account" section, click "Create a Username & Password." Follow the instructions on the screen. BE SURE TO KEEP A RECORD OF YOUR USER NAME AND PASSWORD. Click the "Create Account" button. At this point, the school's zip code, 03246, will be requested. Follow the on-line instructions to complete the application. For current users, simply sign-in with your current username and password. If you have misplaced your password, follow the "Forgot Username..." prompts.

In addition to this, we require that you provide FACTS with:

1. A copy of last year's IRS form 1040, accompanying schedules and W2's.
2. A letter explaining any unusual or extenuating circumstances that you would like the Tuition Grant Committee to consider.

Step 2: Review by the Tuition Grant Committee. The Tuition Grant Committee will review your processed application in light of both the amount of assistance for which you qualify and the amount available for distribution. The personal information that you provide in applying for a tuition grant is kept confidential within this committee.

Step 3: Decision. The school’s principal will inform families of the committee’s decision (amount of grant awarded or rejection) and discuss arrangements for payment of the remainder of the tuition bill. Families requesting a tuition grant cannot be accepted for enrollment until written notification of the decision has been forwarded to the family.

Note: In general, families cannot be enrolled without a signed agreement regarding payment of tuition, regardless of whether or not they are requesting a grant.

STUDENT ELIGIBILITY: In order to receive a tuition grant, a student must be enrolling in Pre-School (age 4) through grade 12. Tuition grants are not available for students enrolling in Pre-school (age 3).

REVIEW AND CANCELLATION OF AWARDS: The school reserves the right to review and cancel the tuition grant award at any time because of changes in financial resources, residency, marital status, because of failure to pay any outstanding tuition amounts in a timely fashion, or because of the student’s failure to remain in good academic or disciplinary standing at the school.

Timely payment of tuition accounts: It is expected that the portion of the family’s tuition bill that is not covered by the tuition grant will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their grant package may jeopardize their tuition grant award. This is subject to review at the end of each semester. Parents may be asked to withdraw students from school if tuition commitments fall 30 days behind. Tuition payments must be current before application for re-enrollment or application for tuition grants can be accepted.

Acceptable academic progress: A student is expected to maintain a cumulative “C” average to continue to qualify for tuition grants. At the end of each semester the student’s academic progress will be reviewed. Students not maintaining satisfactory academic standing may become ineligible for continued grants.

Acceptable behavior: A student is expected to follow the behavior code as delineated in the Parent-Student Handbook to continue to qualify for tuition grants. If a student is suspended for more than one day during a semester he/she may become ineligible for continuation of the tuition grant at the end of that semester.

STUDENT WITHDRAWAL: Generally, tuition grants are awarded on an annual basis with 50% available for each semester. If a student withdraws during a semester, the tuition grant will be applied according to the following scale:

<u>Number of Days Enrolled</u>	<u>Percent of Grant Applied</u>
1 to 30	18%
31 to 60	35%
61 to end of semester	50%

Note: This scale is for tuition grants only and differs substantially from the scale indicating tuition owed to the school upon withdrawal. If application of the scale above results in an overall tuition obligation exceeding the original tuition agreement with the family, the family will be obligated only for the total amount reflected in the original tuition agreement.

**TUITION, FEES, AND PAYMENT INFORMATION
2015-2016**

TUITION:

- **Pre-School – Age 4**
 - M, W, F Half-day (7:45 – 11:30) \$3,895
 - M, W, F School-day (7:45 – 2:30) \$5,095
 - M, W, F Extended-day (7:45 – 5:00) \$5,995
- **Kindergarten – Age 5**
 - M – F School-day (7:45 – 2:30) \$7,445
 - M – F Extended-day (7:45 – 5:00) \$8,895
- **Lower School (Grades 1 – 6)** \$9,095
- **Upper School (Grades 7 – 12)** \$9,595

- **NILD Discovery Program**
 - LCA Students \$3,995
 - Non-LCA/Homeschool Students \$5,125

BOOKS AND FEES:

- Lower School book fees are reflected in tuition.
- Upper School students purchase books through LCA bookstore. (Estimated cost: \$400 - \$500)
- NILD Discovery Testing Fees are assessed as needed on a student by student basis.

APPLICATION FEE AND TUITION DEPOSIT:

- A non-refundable application fee of \$150 is due with application.
- A non-refundable tuition deposit of \$350 is due at time of acceptance.

PAYMENT OPTIONS AND TUITION POLICY:

- See Tuition Policy and Payment Plan (Form T).

TUITION GRANT POLICY

- LCA endeavors to remain accessible to Lakes Region Families. In an effort to meet this goal, LCA has created a fund to provide tuition grants to qualifying families. For more information, please refer to the LCA Tuition Grant Policy.

TUITION POLICY AND PAYMENT PLAN (FORM T)

TUITION POLICY: All families are required to sign a tuition payment agreement. A student who voluntarily withdraws from school or who is dismissed from school will be entitled to a refund of tuition (less deposit) according to the following schedule:

<u>Withdrawal Date</u>	<u>Tuition Refund</u>
Prior to the first day of school	75%
Prior to September 30	50%
Prior to October 31	25%
After October 31 – NO REFUND	0%

TUITION PAYMENT PLAN: I (we) select the following tuition payment plan:

- IN FULL**

Payment is due at the time of acceptance or by July 1.

- MONTHLY AUTOMATIC PAYMENT PLAN**

This plan requires enrollment in the FACTS Tuition Management Program (refer to the FACTS brochure included in your enrollment packet). The first automatic payment is due either June 20th or July 5th, depending on which of the two monthly dates you select for automatic payment. Payment plans will not extend beyond May 20. A completed FACTS application is required in order to finalize enrollment. Applications are available upon request.

School Year: _____

Name of student(s) and grade applying for: _____

Print parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

PARENT ADVISORY COMMITTEE BY-LAWS**Article 1 – Name**

The name of this organization shall be the Laconia Christian Academy Parent Advisory Committee (PAC).

Article 2 – Purpose

The purpose of this organization shall be:

- In the broadest sense, the purpose of the PAC is to support the ministry and work of the administration, faculty, students, and families of LCA. As such, more specifically, the purpose of the PAC shall be:
 - To advise Laconia Christian Academy Head of School, parents and the community-at-large about educational issues affecting students;
 - To formally organize parents and professionals who are committed to obtaining the best possible services for students;
 - To emphasize improving cooperation and communication between parents and professionals for the benefit of children in Laconia Christian Academy;
 - To support Laconia Christian Academy school staff in their efforts to improve educational services;
 - To promote awareness of parents and school staff of the uniqueness of a distinctly Christian school;
 - To organize activities and raise monies for activities to be determined by the vote of the membership of the PAC and approved by the Head of School. Said activities may include, but are not limited to:
 - August All Family BBQ in conjunction with the LCA school board
 - Buddy system for new families and students
 - Teacher support through “room” parent assignments and Teacher Appreciation days
 - Organizing/overseeing the school Café
 - Upper and Lower School Fall Harvest parties
 - Annual Holiday Gala
 - Missions scholarships for juniors and seniors
 - Special assignments related to school improvement

Article 3 – Membership

General membership of the PAC shall be open to Laconia Christian Academy parent(s) and/or guardian(s) and interested alumni and/or parents of alumni.

Article 4 – Officers

The officers of this organization shall be a President, Vice President and Recording Secretary.

Any person interested in becoming an officer of the PAC must agree with the purpose of this organization, be willing to uphold its basic policies, and subscribe to its by-laws and the school's Statement of Faith.

Officers shall be appointed by the PAC President and Head of School annually in the month of September, shall assume their official duties at the first meeting in September, and shall serve a term of one year.

Article 5 – Duties of Officers**President**

The President shall preside at all meetings of the PAC and shall assume other duties as may be prescribed in these by-laws or assigned to him/her by the organization. The President may follow this simple order of business for all regular meetings: call to order, reading and approval of minutes of previous meetings, reading of communications, reading of reports, discussion of business carried over from previous meetings, consideration of new business, announcements, program (if any), adjournment. The President votes when the vote is by ballot or when there is a tie.

The President may create committees to oversee different projects by vote of the membership of the PAC.

Vice President

The Vice President shall complete the following tasks if they have not been delegated to another person: take care of the correspondence of the organization, prepare an agenda for the President when requested, maintain a file of all records, and a current membership list.

The Vice President shall assist the President in his/her duties and preside over meetings in his/her absence.

Recording Secretary

The Recording Secretary shall maintain and publish the minutes of PAC meetings.

Article 6 – Meetings

Regular meetings of this organization shall be held monthly from September through May according to the following schedule:

- 7:00PM on the second Wednesday of September, November, January, March, and May
- 12:00PM on the second Wednesday of October, December, February, and April

Cancellations will be announced through the school communication system and/or posted notice.

The annual meeting shall be in June.

Majority of members present shall constitute a quorum for the transaction of business in any meeting of this organization.

Article 7 – Amendments

Amendments to these by-laws may be proposed any time by a motion by an officer, a petition signed by the majority in attendance, or the Head of School.

Proposed amendments to the by-laws shall be approved by a two-thirds vote of the membership at a regular meeting and submitted to the Head of School for final adoption.

INFORMATION NETWORK ACCESS AND ETHICS STATEMENT

I. Five Tips to Parents for Creating a Cybersafe Home™

This generation of parents is the first to face the challenge of helping our children make the most of their virtual space while keeping them safe in it. If you're still getting your footing in virtual parenting, don't worry. InternetSafety.com has the following tips to help ensure that your child's online experience remains positive.

1. Become a net-savvy parent

The best safeguard against online dangers is being informed. Jump in and learn the basics of the Internet—read articles, take a class, and talk to other parents. A good place to start with some basics is www.LearnTheNet.com. A good place to stay current with the latest in online technology is www.mashable.com. You don't have to be an expert to have a handle on your child's online world.

2. "Chat" with your kids

Develop an open dialogue so that you can talk with your kids about the benefits and dangers of the Internet. Cultivate an interest in their online activities—their favorite Web sites, online games, and interests. And don't be afraid to ask your children who they are talking to online and what they are talking about.

3. Agree on a game plan

Use the InternetSafety.com *Gameplan*™ (attached) to formally agree on your family's guidelines for using the Internet. Post them near the family computer as a reminder. Ensure that your kids know to never share personal information on the Internet and that they should tell you about any online activity or contact that makes them uncomfortable.

4. Protect your computer

Take advantage of the software that exists to help parents manage their children's computer experience. In only a few minutes, parental control software like SafeEyes® (www.internetsafety.com) can block inappropriate websites, restrict the amount of time that your kids use the Internet and monitor their Instant Messenger chats to protect against predators. Other products, like OpenDNS (<http://www.opendns.com>), are capable of protecting entire networks and all of the computers accessing the internet through that network. Parents are strongly encouraged to explore options available to secure the internet at home.

5. Explore the Internet as a family

With a game plan and a protected computer, you can now encourage your family to take advantage of all that the Internet has to offer. Take a genuine interest in what your kids are doing and stay engaged with them online.

Note: The preceding was adapted from [InternetSafety.com](http://www.InternetSafety.com). Although InternetSafety.com's SafeEyes® software is highly respected in the industry, InternetSafety.com does not produce a product capable of protecting Google's Chromebook. Tip number (4) was edited to reflect this reality.

II. Introduction for Students

The information network of Laconia Christian Academy is a powerful educational resource which allows you to find information anywhere in the world. You can connect to businesses, major universities, national libraries, other schools and other students around the world.

LCS has rules for acceptable behavior. Likewise, there are correct procedures and rules that govern the use of the information networks. If you do not follow these guidelines, you may lose your privileges to access the information highway. You and your parents will be asked to sign a statement acknowledging that you are aware of the proper procedures for using the network. This signed statement becomes your permission slip to use the LCS Information Network.

III. First Steps

It is important to your teachers, your parents and your school administrators that you understand the many consequences of the computer connections you wish to make using the information networks. Your use of this powerful educational tool is a privilege. If you use it properly, it can provide you with countless hours of exploration. You can lose this privilege, however, if you break any of the network access rules.

Some parts of the Internet may contain material that is not suited for students. The intent of Laconia Christian Academy is to use connections on the Internet only for purposes consistent with our approved curriculum. Anyone who uses the network illegally or improperly will lose his/her privileges. The information networks cannot be used for commercial or for profit services. The rules defined in this document describe the proper way to use this research tool.

IV. Who is on the Internet?

The information networks are “public places.” You must always remember that you are sharing this space with many other users. Millions of individuals may be interacting across the network at the same time. Your actions can be “seen” by others on the network. If you use a particular service on the network, it is possible that someone knows the connections that you are making, knows about the computer shareware that you are using and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of the curriculum, Laconia Christian Academy has the right to monitor what you do on the network to make sure that the network continues to function properly for all of its users.

V. Your Behavior

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and other types of learning activities. We want you to explore this new “space,” and discover what is available there. We want you to learn new things and share your newfound knowledge with your friends, your parents and your teachers.

When you are using the computer network and communicating with others, keep the following in mind:

- You can not see the people with whom you are communicating;
- You can not tell how old they are or even what gender they are;
- They can tell you anything, and you can not always be sure what they are telling you is true;
- Absolute privacy can not be guaranteed in a network environment.

Therefore, you need to think carefully about what you say and how you say it.

For your own safety and the safety of others, remember to exercise caution when you are communicating with people over the internet. Do not give out your home phone number, address, credit card number, or pin number to anyone. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or the school’s tech services coordinator immediately.

You may not harass other users or talk about others on the net. If a user on the network asks that you no longer send them mail or in any other way contact them, you must stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

Because Laconia Christian Academy's information network is used as part of a school activity, the school's code of conduct applies to network activities as well. Therefore, the Acceptable Use Policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking and any tampering with hardware or software.

These rules also apply to harassing others and using abusive or obscene language on the information networks. You may not use the network to annoy, harass, or otherwise offend others. The rules also apply to other types of damage or information loss on the networks that might be caused by destructive devices such as computer viruses. If you are responsible for a computer becoming infected with viruses, worms, or any other type of destructive device, you will be held liable.

VI. Moral and Ethical Issues

Laconia Christian Academy wants to provide you with a stimulating educational environment. At the same time, we want to protect you from information that is not appropriate for you.

While Laconia Christian Academy wants you to use this valuable educational tool, we do not condone the use of inappropriate information on the Internet. We acknowledge that some materials

exist that are inappropriate to the instructional setting and we will do everything we reasonably can to prevent them from being accessed. You must clearly understand that access to such material in any form is strictly forbidden.

The network is designed to achieve and support instructional goals. You may not use the information network in ways that do not support classroom learning.

Although the actual percentage of unacceptable materials is small, it can cause concern for students and parents if a student accesses those materials while doing legitimate research. If you have a question or concern regarding any materials you find, contact your teacher or computer lab monitor.

VII. Use of Resources and Specific Limitations

- Do not tie up the network with non-school related activities.
- Do not play computer or online games with others on the network or on the Internet.
- Do not use e-mail for non-school related purposes.
- Do not use Instant Messenger (IM), Facebook Messaging or similar services.
- Do not enter chat rooms.
- Do not download huge files unless directed to do so by your teacher.
- Do not download any software (screen savers, Flash files, Shockwave files, .wav files, Real Audio and Real Audio media, or anything else not included in the installation on the workstation)
- Download only the information you need.
- Use your access time efficiently. Remember, there are many students who need to use the network.

VIII. Virtual Field Trips

The information networks offer many opportunities for “virtual field trips.” Laconia Christian Academy considers all connections to remote locations as field trips. The rules that apply to student conduct on field trips apply to these virtual electronic field trips as well. It is important that you realize you represent your school when you use the information networks and be on your best behavior.

IX. Plagiarism

Plagiarism is “taking ideas or writings from another person and offering them as your own.” Credit should always be given to the person who created the article or the idea. A student, who leads readers to believe that what they are reading is the student’s original work, when it is not, is guilty of plagiarism. Be careful when you are using the information networks. Cutting and pasting ideas into your own document is very easy to do. When using someone else’s work, be sure that you give credit to the author. When you do this, your teacher will know which ideas are yours, and you won’t be guilty of plagiarism.

X. Copyright

According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on information networks as long as you do so for scholarly purposes, only. You may not plagiarize or sell what you find. For example, if you find a copy of Microsoft Works or any other commercial copyrighted or licensed software on the Internet, you cannot legally copy it. These software packages must be purchased or licensed before you can legally use them. If, however, you find an article about the use of Microsoft Works on the Internet, you can legally copy it as long as you give credit to the author and do not sell the article for profit.

XI. Personal Laptops, tablets, and iPads

Personal laptops, tablets, and iPads may not be used at LCA, with express permission from the Head of School.

ACCEPTABLE USE POLICY

The Laconia Christian Academy recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

The Laconia Christian Academy declares unethical and unacceptable behavior as just cause for taking disciplinary action, including revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

- I. Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. *Illegal activities* shall be defined as those which violate local, state, and/or federal laws. *Inappropriate use* shall be defined as a violation of the intended use or purpose of the network. *Obscene activities* shall be defined as a violation of generally accepted school standards.
- II. Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
- III. Intentionally disrupts information network traffic or crashes the network and connected systems;
- IV. Uses Laconia Christian Academy computing resources for commercial or financial gain or fraud;
- V. Steals or damages data, equipment, or intellectual property;
- VI. Gains unauthorized access to the files of others, or vandalizes the data or files of another user;
- VII. Gains or seeks to gain unauthorized access to resources of entities or any sites containing objectionable materials as determined by the administration. Any questions should be directed to the staff member on duty.
- VIII. Forges electronic mail messages, or uses an account owned by another user;
- IX. Invades the privacy of individuals, or posts anonymous messages; and/or,
- X. Possesses any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Consequences of violations include but are not limited to:

Reimbursement for damages;
 Suspension of information network access;
 Revocation of information network access;
 Suspension of network privileges;
 Revocation of network privileges;
 Suspension of computer access;
 Revocation of computer access;
 School suspension;
 School expulsion; and
 Legal action and prosecution by the authorities.

1:1 CHROMEBOOK POLICY**1. Receiving Your Chromebook**

- a. Parent/Guardian Orientation. All parents/guardians are required to attend an orientation and sign the LCA Chromebook Agreement before a Chromebook can be issued to their student. Orientations will be held multiple times during the implementation year (2013-2014) and multiple times during subsequent summers.
- b. Upper School Distribution. Following the implementation year, students will receive their Chromebooks during the first week of school. Students must sign the LCA Chromebook Agreement at the time they receive their Chromebooks.

2. Returning Your Chromebook

- a. End of Year. At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full \$299.00 replacement cost. The Academy may also file a report of stolen property with the local law enforcement agency.
- b. Transferring/Withdrawing Students. Students that transfer out of or withdraw from LCA must turn in their Chromebooks and cases to the main Office on or before the last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$299.00 replacement cost. Unpaid fines and fees of students leaving LCA may be turned over to a collection agency. The Academy may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Main Office as soon as possible so that they can be taken care of properly. Academy-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

- a. General Precautions
 - No food or drink should be next to Chromebooks.
 - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
 - Chromebooks should not be used or stored near pets.
 - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - Heavy objects should never be placed on top of Chromebooks.
- b. Cases
 - Each student must purchase a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
 - Although most cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- c. Carrying Chromebooks
 - Always transport Chromebooks with care and in protective cases. Failure to do so may result in disciplinary action.
 - Never lift Chromebooks by the screen.
 - Never carry Chromebooks with the screen open.

- d. Screen Care. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - Do not put pressure on the top of a Chromebook when it is closed.
 - Do not store a Chromebook with the screen open.
 - Do not place anything in the protective case that will press against the cover.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- e. Asset Tags
 - All Chromebooks will be labeled with an Academy asset tag.
 - Asset tags may not be modified or tampered with in any way.
 - Students may be charged up to the full replacement cost of a Chromebook for tampering with an Academy asset tag or turning in a Chromebook without an Academy asset tag.

4. **Using Your Chromebook At School.** Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
 - a. If a student does not bring his/her Chromebook to school
 - A student may stop in the main Office and rent a loaner for the day, if available, at a rate of \$10.00 per day.
 - A student renting a Chromebook must sign a rental agreement and will be responsible for any damage to or loss of the issued device.
 - The Main Office will document the number of times a rental device is issued to each student for not having his/her own Chromebook at school and will send reports to the Tech Service Coordinator's office for those students that have more than one occurrence during an academic quarter.
 - The Tech Services Coordinator will treat such occurrences as an infraction of school rules, which may result in disciplinary action.
 - A student that obtains a rental device will be responsible for returning it to the Main Office before 2:30 p.m.
 - If a rental device is not turned in by 2:30 p.m., the Tech Services Coordinator will call the student's parent/guardian and work to immediately retrieve to it.
 - b. Chromebooks being repaired
 - Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair with the Tech Services Coordinator.
 - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
 - Chromebooks on loan to students having their devices repaired may be taken home.
 - The Tech Services Coordinator will contact students when their devices are repaired and available to be picked up.
 - c. Charging Chromebooks
 - Chromebooks must be brought to school each day with a full charge.
 - Students should charge their Chromebooks at home every evening.
 - There will be a limited number of unsupervised charging stations in the Art Room and various Upper School classrooms available to students on a first-come, first-served basis.

- d. Backgrounds and Themes
 - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
 - e. Sound
 - Sound must be muted at all times unless permission is obtained from a teacher.
 - Headphones may be used at the discretion of the teachers.
 - Students should have their own personal set of headphones for sanitary reasons.
 - f. Printing
 - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - Printing will be available in the Main Office, providing students have money in their school copy machine account. Because all student work should be stored in an Internet/Cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a laptop computer and networked printer. Students may log into a print station to print their work. The per page printing rate on the school copy machine is \$0.05. Deposits to student printing accounts should be made in the Main Office.
 - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
 - g. Logging into a Chromebook
 - Students will log into their Chromebooks using their school issued Google Apps for Education account.
 - Students should never share their account passwords with others, unless requested by an administrator.
 - h. Managing and Saving Your Digital Work With a Chromebook
 - The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 - Some files may be stored on the Chromebook's hard drive.
 - Students should always remember to save frequently when working on digital media.
 - The Academy will not be responsible for the loss of any student work.
 - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
5. **Using Your Chromebook Outside of School.** Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the LCA Information Network Access and Ethics Policy, Acceptable Use Policy, and all other guidelines in this document wherever they use their Chromebooks.
6. **Operating System and Security.** Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the Academy.
- a. Updates
 - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
 - b. Virus Protection
 - Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - There is no need for additional virus protection.

7. **Content Filter.** The Academy utilizes an Internet content filter that is in compliance 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 Academy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.
8. **Software**
- a. Google Apps for Education
 - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
 - All work is stored in the cloud.
 - b. Chrome Web Apps and Extensions
 - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
 - Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
 - Some web apps will be available to use when the Chromebook is not connected to the Internet.
9. **Chromebook Identification**
- a. Records
 - The Academy will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name of the student assigned to the device.
 - b. Users
 - Each student will be assigned the same Chromebook for the duration of his/her time at LCA. Take good care of it!
10. **Warranty and Optional Insurance for your Chromebook**
- a. Vendor Warranty
 - Chromebooks include a one year hardware warranty from the vendor.
 - The vendor warrants the Chromebook from defects in materials and workmanship.
 - The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
 - The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
 - All repair work must be reported to the Tech Services Coordinator.
 - b. Optional Insurance (subject to change)
 - Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
 - The Academy has contracted with GoCare Warranty Group, Inc. to provide optional extended warranty and accidental damage coverage. Parents may elect this additional protection within the enrollment window established by GoCare. Although parents are the purchasing agents, all claims are processed by LCA. Enrollment and additional information are available at <http://www.gocare.com/laconia>.

- 11. No Expectation of Privacy.** Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for Academy-related or personal purposes, other than as specifically provided by law. The Academy may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the Academy. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- 12. Appropriate Uses and Digital Citizenship.** School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
- a. *Respect Yourself.* I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 - b. *Protect Yourself.* I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 - c. *Respect Others.* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
 - d. *Protect Others.* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 - e. *Respect Intellectual Property.* I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 - f. *Protect Intellectual Property.* I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.