

San Marcos Baptist Academy



Residential Life Student Handbook 2022-2023

Revision Policy: San Marcos Academy reserves the right to amend any policy or procedure in the Residential Life Student Handbook at any time at the Administration's sole discretion.

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Parents should consult the Student Handbook for all questions related to academics.

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Welcome

As the Residential Life staff, we will strive to help each boarding student grow into a successful young man or woman. Whether students are anxious about starting the year, filling out college applications, or anything else, we will be sure to help them thrive in every area. We will be there to motivate them, give them advice, and cheer them on through all their accomplishments.

Our goal is to provide a safe and nurturing residential community for all boarding students. Our unique environment provides opportunities for students from all over the world to interact and form lasting friendships.

In such a community, residents need to abide by appropriate guidelines. Students are expected to practice the following:

1. Respect: Students are expected to demonstrate respect to all SMA staff as well as to other students.
2. Responsibility: Students are expected to take responsibility for their own actions, including their emotions, behavior, dormitory room, and grades.
3. Integrity: Students are expected to show integrity in all situations including character, action, words, social media, and relationships.

Residential Life Staff Directory

Dean of Residential Life:

Mrs. Christy Guenther

Boarding Director:

Mrs. Stephanie Ramirez

Assistant Directors:

Nate Rocha

Daniel Stiff

Weekend Directors:

Jose & Laura Espinoza

Phone Numbers

Dorm Lobby Phone: 512-753-8099

Director Phone: 512-753-8094

Weekend Director: 512-753-8098

Boarding Student Mailing Address

San Marcos Academy

% Residence Hall

Student Name

2801 Ranch Road 12

San Marcos, TX 78666

100 COMMON RULES FOR RESIDENCE HALLS

- .01 Residence halls are “Off Limits” during school hours. Students needing to enter a residence hall or room during these hours must (1) be cleared by the School Office, (2) coordinate with available boarding staff, and (3) be supervised at the residence hall.
- .02 Dorm rooms for Upper School students are off-limits to Middle School students, and the Middle School rooms are off-limits to Upper School students except by specific permission of the Boarding Director. Other hall access restrictions may be announced as necessary by dorm personnel.
- .03 Scuffling or inappropriate play is not permitted at any place or at any time on the Academy campus or Academy trips, functions, etc. Rocks, pebbles, dirt clods, or other objects may not be thrown on campus.
- .04 Throwing of articles from the windows or doors is not permitted. All curtains must be closed at night. Windows may not be open unless given permission.
- .05 A student may not enter another student’s room unless one of the occupants of that room is present. Permission must be granted by the occupant(s).
- .06 Students may not enter the hallways of a residence hall unless appropriately dressed. Undergarments or towels only are not appropriate dress.
- .07 Students may not for any reason exchange furniture between rooms or move furniture into or out of their rooms, including hall furniture.
- .08 Furniture in rooms is to be arranged as it was at the beginning of the school year. The Boarding Director must approve all changes to the arrangement of room furniture. Regardless of the arrangement of furniture, a clear view of the entire room from the entrance is required.
- .09 To prevent damages, athletic equipment, such as weights, will not be used or stored in residence hall rooms.
- .10 Occupants of a room are responsible for any damages to doors, windows, screens, furniture, alarm systems, fixtures, ceiling tiles, etc., and may be charged accordingly.
- .11 A fine and disciplinary action will be imposed for tampering with the intercom speakers, speaker covers, fire alarms, window or door alarms, door locks, switchplates, or extinguishers in any of the residence halls. If any of these items fail to function correctly, a report should be made to residence hall staff immediately.
- .12 Students are responsible for the cleanliness and upkeep of the room. Students (and/or parents, guardians) are prohibited from hiring individuals to provide cleaning services in

the residence hall.

- .13 Students are not allowed to sleep in other students' rooms without prior permission from the Director on duty.
- .14 No animals in the Residence Hall.

101 ELECTRICAL APPLIANCES

- .01 The following is a list of approved appliances for use in the residence hall: television (may not exceed 26" screen), microwave oven (may not exceed .8 cubic feet), refrigerator (may not exceed 3.0 cubic feet), stereos (may not exceed 24"x 12" x 12"), computer, small radio, clock, hand-held hair dryers, hair curlers, curling irons, and hair straighteners. In the interest of energy conservation, all electrical appliances, including lights, are to be turned off when departing the residence hall. All other electrical appliances are prohibited unless special approval has been obtained from a Boarding Director.

102 FIRE DRILLS AND OTHER "STANDARD RESPONSE PROTOCOL" DRILLS

Regulations require that fire and other emergency preparedness drills be held periodically in academic and residence hall buildings. SMA cooperates with Hays County First Responders to implement the Standard Response Protocol. For additional information, see <http://www.hayscountysrp.com/>.

103 FOOD AND DRINKS

- .01 Food and drinks may be kept in dorm rooms if stored correctly in metal, plastic, or glass containers with appropriately fitting lids. Once canned food is opened, it must either be eaten immediately or discarded. Paper bags or boxes are unacceptable as containers. Food left out or open during the day may be discarded by residence hall personnel.
- .02 A student's Academic/Behavioral Level may determine his or her privilege to possess and/or order food or drinks from outside of campus.
- .03 Residence hall policies will determine times for eating and preparing food in the dormitory and are subject to safety and accessibility of cooking equipment.

104 INSPECTIONS OF STUDENT ROOMS

- .01 Boarding Directors will usually conduct inspections of student rooms on weekdays. Rooms are expected to be kept in a "generally neat condition." To pass the daily room inspection, the following guidelines should be observed:

- Bed made
- Trash is taken out (including bathroom trash)
- Floors cleared
- No open food containers
- All items in their place
- All lights off
- Drawers and closets closed and locked
- All appliances such as curling irons, hair straighteners, and fans are off.
- Desk clean and tidy
- Vanity and sink clean.
- Bathrooms clean.
- Refrigerators clean, no spoiled food inside.

.02 No nails, thumbtacks, screws, etc., are to be driven into any walls or doors. Decorations (posters) for the walls must be attached using only white putty or removable adhesive devices.

.03 Any poster, picture, or item advertising tobacco, alcohol, considered to be in poor taste, or with a political agenda will be confiscated by residence hall personnel without recourse for payment.

.04 Students will not be allowed to burn candles, incense, or any other substance in the residence hall. All students are expected to observe fire, safety, and energy conservation practices. Light globes must be white; black lights or strobe lights are not allowed.

.05 Furniture in the rooms is to be kept upright and used for the intended purpose only. No furniture may be arranged in such a way as to block visibility to any portion of the room or to block a path to the doorway for a quick departure.

.06 Study desks must remain clear for study.

105 KEYS

.01 Students must report lost or stolen keys to residence hall personnel as soon as possible. Residence hall staff will order replacement keys as quickly as possible. Consequences may be issued if there is a repeated offense.

.02 Consequences may be issued if students bypass or block the door locking system.

106 LATE LIGHTS

Students may have late lights in their rooms only by approval from a Boarding Director. Lights on late are defined as any time after the Boarding Director has designated as lights out (bedtime).

107 LAUNDRY

For the convenience of our boarding students, laundry facilities are provided in the residence halls at no additional charge. Students are responsible for their laundry supplies.

- .01 All articles of clothing, linens, etc., must be plainly marked, using indelible ink to include the student's first and last names.
- .02 All laundry must be completed by call to rooms.
- .03 Towels are to be washed separately from the school uniform.
- .04 Remove your clothes immediately after you are finished to allow others to use the machines. Clothes left unattended will be taken up by a residential life staff.

108 LEAVE REGULATIONS FOR BOARDING STUDENTS

.01 Overnight/Weekend/Daytime Leaves

- a. Definition (Overnight/Weekend Leaves) – The student checks out of the residence hall to go to either his or her home of record or to another destination for one or more nights. The student must be checked out by his/her parent, the parent of another SMA student, or by a responsible adult (age 23 years old or older) designated by the parent/guardian. Once signed out of the hall, accountability and supervision of the student become the responsibility of the parent/guardian who signed out the student. The same individual who checks the student out of the dorm is responsible for checking the student back into the dorm unless the Dean has approved other arrangements before leaving. The Dean must approve last-minute changes. See Rider/Driver check out conditions for further details.
- b. Definition (Daytime Leaves) – The student checks out of the residence hall for the day but returns to campus before curfew. The student must be checked out by his/her parent, the parent of another SMA student, or by a responsible adult (age 23 years old or older) designated by the parent/guardian. Once signed out of the hall, accountability and supervision of the student become the responsibility of the adult who checked the student out. The same individual who checks the student out of the dorm is responsible for checking the student back into the dorm unless the Dean has approved other arrangements before leaving. The Dean must approve last-minute changes. See Rider/Driver check out conditions for further details.
- c. Leave Requests must be filled out in Orah and turned in 48-hours in advance. To stay in the dormitory on weekend nights, 5-day boarding students must fill out a Student Stay Request and turn it in by Wednesday night to the Boarding Director. Written permission from a parent/ guardian is required for each instance.
- d. The student must be present at the residence hall to be checked out.
- e. The Academy reserves the right to determine when an adult is considered “responsible” and may deny requests for leave if deemed inappropriate.
- f. While in the San Marcos city limits and its ETJ, students are still obliged to observe all Academy rules.

- g. All students checked out for Weekend Leaves must return to the residence hall by 6:00 p.m. on Sunday or 6:00 p.m. on Monday following a holiday. If the student cannot return by the 6:00 p.m. curfew, parents are requested to notify the available dorm staff of the late arrival. Students are expected to arrive by 6:00 pm to prepare for the week.
- h. All students who are checked out for overnight or daytime leaves must return by the predetermined time set by the Boarding Director and parent.
- i. Additional approval from the Dean of Residential Life may be required under certain circumstances.

.02 Daytime Passes (Town Passes)

- a. Definition – The student checks out of the residence hall to the environs of San Marcos (maximum of a 15-mile radius of campus) for three hours or less. Eligibility for Daytime Passes (Town Passes) is based on the student’s academic and behavioral level and/or permission from the Boarding Director and parent.
- b. A Town Pass Request form must be completed in Orah and approved by the Boarding Director.
- c. When on a Daytime Pass (Town Pass), the student must abide by the rules and regulations of the Academy but is not directly supervised by Academy personnel. Failure to do so may result in consequences.
- d. If a student has earned the privilege based on his or her level, he/she may be authorized to visit the town in his/her own car or the car of another authorized Academy student (with permission from the Boarding Director and Parents).
- e. An *Application for Automobile Driving/Riding Privileges* is required for any student who brings a car on campus or any student riding in the vehicle of another student. Forms must be submitted to the Dean of Residential Life for approval before riding in or driving a vehicle.

.03 Off-limits areas

- a. Prohibited areas for students include the following: the Texas State University campus; San Marcos River and its shores; bars, pool halls, pawnshops; tobacco, vape, and or smoke shops; package stores; other businesses which have as their primary purpose the sale of alcoholic beverages; tattoo or body art parlors; head shops, hemp stores, adult novelty stores; humidors or other similar businesses; and others as announced.
- b. All off-campus residential areas, including the homes of day students, are off-limits unless approved by a Boarding Director.
- c. School-sponsored movies will only be films rated G, PG, and PG-13.
- d. The Dean of Residential Life may announce other off-limit areas.

- .04 “Limited Leave” applies to weekends when a mandatory activity is scheduled for students. Students are authorized to depart the San Marcos area to visit home, relatives, or friends according to their levels after the mandatory event. In some instances,

including Homecoming weekend, finals week, graduation, etc., students may only be checked out by a parent/guardian. The first three weeks of school are considered limited leave so the students can acclimate to the dorm.

.05 “Early Leave”

- a. Students needing to leave school early or return late from the regularly designated dates and times must seek approval from the school office and the Dean of Residential Life. Flight information should be turned in to the Boarding Director 72-hours before departure. Dean must approve last-minute changes.
- b. The school office reserves the right to consider each application, on an individual basis, regarding the necessity of the leave and the impact the leave may have on the student’s grades. Students leaving school without prior approval will be assigned unexcused absences and will receive consequences accordingly.

.06 General

- a. Parents or immediate family members designated by parents may check out their children from the residence halls. Parents may also give written permission for other Academy parents to check out their student; however, no one with a felony conviction, including but not limited to a felony DWI/DUI conviction or a felony conviction for any sexual offense, may check a non-family member student out of the residence halls for any reason.
- b. All leaves may be affected by the student’s behavior level and at the discretion of the Dean of Residential Life.
- c. When the campus closes for the major holiday breaks (Thanksgiving, Christmas, and Spring Break), students must depart the campus. Students are expected to leave campus by 5:00 p.m. of the last class day. When a student is traveling internationally, it is understood that he or she may need to stay overnight one night to catch an early morning flight. Should this additional night be necessary, transportation to the airport will depart the following day at 6:00 a.m. Since the Academy is officially closed during these holiday breaks, any exceptions to the above will necessitate the possibility of a homestay at the rate of \$100 per day. The dining service will not provide meals.
- d. Public transportation must be preapproved by the Boarding Director during the Leave Request process. Parents/guardians or students cannot hail a taxi or make ride-sharing reservations unless the Dean has made special arrangements.
- e. When a student departs by private transportation, the person transporting the student must appear at the residence hall with the student at the time of sign out. Except in situations where the Dean has made prior arrangements, the individual who signed the student out of the hall must sign the student back into the hall.
- f. Sign out and sign in must be witnessed by residence hall staff.
- g. Students may not check out with any person less than 23 years of age.
- h. Leave Request forms must be completed accurately, and the student is expected to be at the place/time and with the persons indicated thereon. Any deviation constitutes a

- falsification of an official statement and is subject to disciplinary action.
- i. Academy policy does not permit a student to sign out for a pass or leave to a motel or hotel locally or outside the San Marcos area unless accompanied by his or her parent or guardian or unless the Dean of Residential Life has granted special permission.
 - j. Unless the student is being picked up by the parent or guardian, proper parental permission and approval by a Boarding Director are required.
 - k. Only with the Dean of Residential Life's permission may females check out overnight with a male's family, or males check out with a female's family.
 - l. Except for urgent emergency reasons, students are not permitted to miss academic classes or scheduled leadership development training. Dental or medical appointments are not considered emergencies and should be taken care of during holiday periods.
 - m. If, for any reason, students find that they cannot return to the Academy by the time indicated on their leave request, they are responsible for notifying the Boarding Director of the reason and a new expected time of arrival. The reason stated will be verified with the student and his or her family. A failure to return from a pass or leave by the specified time, except for emergencies, constitutes an unauthorized absence and may include disciplinary actions.
 - n. Any student who fails to check out properly will be subject to consequences upon return to the campus.
 - o. Students are checked out overnight and for weekends with the understanding that they will be visiting with adult supervision in a "family" setting. When students return to the local area, they must sign in to the residence hall immediately.
 - p. On extended holiday breaks, students will not be allowed to return before the dorm re-opens at 12:00 p.m. on the day before classes resume. The first SMA airport transportation will arrive at the Austin airport at 1:00 p.m. on that day.

.08 Special Leave Regulations for Homecoming, Prom, and Special Events Weekends

- a. Students may check out overnight only with their parents, guardians, or relatives 23 years of age or older.
- b. Students may check out locally with the parents of other Academy students until curfew with parental permission and approval of the Dean.

109 LOST AND FOUND

- .01 Any lost or found articles should be reported to an Academy official as soon as possible.
- .02 Students are urged not to keep large sums of money or valuable jewelry in their rooms, even in locked closets. These items should be given to residence hall personnel for temporary safekeeping until they can be either used for their intended purpose or taken home.

110 MAIL

- .01 Mail is distributed by residence hall personnel immediately after school. Mail can be distributed more efficiently if addressed to the student in care of the Residence Hall.
- .02 As part of the overall program to prevent substance abuse, the Academy reserves the right to search persons and personal property. Therefore, a school administrator has the authority to require a student to open an envelope or package in front of them.
- .03 The Business Office will assist in mailing small packages. Large packages may need to be sent through a commercial packing service. The packing and shipping of large packages are the student's responsibility and may require special preparation on the student's part. Students should check with the Business office for proper procedures and time frames. All shipping costs will be at the student's expense.

111 ON-CAMPUS STORAGE

Because of limited storage space, on-campus storage is only provided over the summer for international students who will return to the Academy in the fall. Storage will be limited to two 30-gallon plastic containers. Except with the specific approval of the Dean of Residential Life, state-side students need to take all belongings home. Domestic students may be allowed up to 30 days from the day of departure to remove their belongings in emergencies. Belongings may be shipped or sent to a specified location by the staff of the Academy at the parent's expense. If arrangements are not made within 30 days, belongings will be donated to charity. Belongings cannot be stored for departing seniors. The Academy is not responsible for items that are lost, stolen, or damaged.

112 ON-CAMPUS OFF-LIMIT AREAS

- .01 Students are not permitted in RA's or Proctor's rooms, staff housing, maintenance facilities, and wooded areas without Dean's approval.
- .02 Athletic, livestock, or ropes course areas are only available during a scheduled function or supervised.

113 PASSPORT INFORMATION

- .01 Upon arrival at school, international students must submit their passports, Form I-20, and visa documents to the Admissions Office. The passport will be checked and stored

for safekeeping. Students who need their documents for travel or other purposes during the year must check them out through the Admissions Office during regular business hours.

114 RESIDENTIAL ASSISTANTS AND RECREATION ASSISTANTS

- .01 These staff members are carefully selected for academic achievement, experience, strength of character, and positive Christian moral compass.
- .02 Residential and Recreational Assistants are to be afforded respect equal to any other adult staff member. They are employed to aid in supervision and guidance, and students are expected to follow all instructions and directions with courtesy and good grace.

115 SECURITY PROVISIONS

- .01 To provide the best security for personal belongings of Academy students, students are advised not to bring valuables to campus. Rooms should be locked at all times when the student is not in the room. Cash exceeding \$100.00 may be secured in the residence hall safe.
- .02 All items valued over \$100 must be inventoried and labeled appropriately. The Boarding Director provides forms at the time of move-in.
- .03 To ensure the safety of the students, Directors may need to conduct searches including rooms, bags, clothing, and vehicles.

116 LEVELS SYSTEM (ACADEMIC)

- .01 The Academy's "Levels System" is a tiered program that establishes privileges based on each student's academic and behavioral performances. The academic level is determined by the student's academic achievements, which are reviewed every week in conjunction with the publication of the Academic Report Cards. Although behavioral levels are predominantly used in the Residential Life Program, office referrals also assist in determining student privileges during the school day.
- .02 The levels system is designed to establish a direct correlation between privileges and responsibilities. As students accomplish academic goals and accept behavioral responsibilities, their privileges may be increased accordingly.
 - Level A – All Grades 90 or above with comparable behavior.
 - Level B – All Grades 80 or above with comparable behavior.
 - Level C – All Grades 75 or above with comparable behavior.
 - Level D – One or More Grades 70 – 74 with comparable behavior.
 - Level E – One Grade 69 or below with comparable behavior.
 - Level I – Two or more grades 69 or below with comparable behavior (ineligible for TAPPS Competition).

117 LEVELS SYSTEM (BEHAVIORAL)

- .01 The behavior level of each boarding student is determined by a student's conduct in all the Academy's programs and is updated weekly by the Boarding Director. (See Chart)

118 STUDY HALL IN RESIDENCE HALLS

- .01 Residence hall personnel conduct a study hall on school nights (Sunday through Thursday). These study halls are mandatory for all students not engaged in a school-sponsored activity.
- .02 Location and duration of study hall may depend on the student's academic and behavior level.

119 TELEPHONES AND OTHER COMMUNICATION DEVICES

- .01 A limited number of telephones are available in residence hall locations for students who do not subscribe to a personal cell phone.
- .02 Certain restrictions are necessary for the use of telephones or computers by students. The Academy reserves the right to restrict the use of a phone or computer for disciplinary or other reasons.
- .03 Cellular phones must be registered with residence hall staff and used in accordance with Academy policy regardless of grade level or privilege level. Students are required to give the Boarding Director their cell phone number in case of an emergency.
- .04 Residence hall students may keep their phones during the school day; however, school policies apply.
- .05 Rules regarding cell phone usage are based upon grade level and academic and behavioral levels. Violations or misuse could result in confiscating a cell phone for a period of time, up to and including the entire academic year, if violations are repeated.

120 TRANSPORTATION

- .01 Students who plan to travel by air to points within the U.S. are advised to make their reservations 30 days in advance for major holidays or weekends when air travel may be heavy.
- .02 Requests for transportation must be made by students according to procedures set by residence hall personnel. Approved methods of transportation are Austin Bergstrom International Airport, San Marcos Greyhound, Vonlane in Austin and Red Coach in Austin. . The fee for this transportation will be charged to the student's account. Bus departure from the Academy to the approved methods of transportation will be

determined by the time classes are dismissed. Transportation charges are included in the registration information.

- .03 Classes are generally dismissed at 11:15 a.m. before most major holidays. Students must not establish their flight departure time from airports before 2:00 p.m.
- .04 Academy transportation to and from the Austin airport will be provided at approximately 12:00 p.m., 3:00 p.m., and 6:00 p.m. Reservations must be established on the return flights so students can meet this bus schedule. The Academy is not responsible for the supervision of students arriving outside this normal “travel window.” Students may be required to wait until additional transportation arrives. Students arriving or leaving outside of the times mentioned above or typically scheduled leaves are considered “Out of Window” and are subject to additional fees.
- .05 The Academy will provide transportation to the Austin airport, San Marcos Greyhound, or Vonlane on holidays and long weekends for a nominal fee. Exceptions will be made for students flying to Mexico to the San Antonio airport. Designated times and specific days have been established for “in window” transportation. Academy transportation provided outside of the “in window” time will include an additional fee. Fees will be charged to the student’s account.
- .06 Parents are requested not to make reservations that require transportation arrangements separate from those provided by the school.
- .07 If a scheduled arrival is changed, it is the responsibility of the student or parent to notify the residence hall staff of that change well in advance of arrival. Every attempt will be made to pick up students using scheduled transportation as quickly as possible at area airports. However, due to the limited availability of vehicles and drivers, students may have to wait and are expected to conduct themselves appropriately.
- .08 Although transportation is scheduled in such a way as to get students to the respective airports in plenty of time to make their flights, unforeseeable hindrances sometimes occur. The Academy is not responsible for students missing flights due to hindrances such as traffic accidents, weather, vehicle malfunctions, etc.

121 VISITORS

In no instance will adults (including parents) be allowed as overnight guests in the residence halls. Parents who are visiting from out of town are asked to arrange to stay in commercial accommodation locally.

122 CALL TO ROOMS

- Sunday 7:00 pm
- Monday - Thursday 9:00 pm
- Friday/ Saturday/Non-school nights 12:00am

Boarding Level Chart

Levels -->	Laurel Student	Level 1	Level 2	Level 3	Level 4	Level 5	Academic
Lights Out	Extended Lights Out	11:00pm Lights Out	11:00pm Lights Out	11:00pm Lights Out	11:00pm Lights Out	10:00pm Lights Out	10:00pm Lights Out
Cell Phone Privileges	Keep Phone	Keep Phone	Keep Phone	Keep Phone till 10:00pm (Seniors exempt)	No Cell Phone	No Cell Phone	No Cell Phone
Auto Privileges (Personal Vehicle)	11th & 12th Grade only	11th & 12th Grade only	11th & 12th Grade only	No Auto Privileges (except home/practice)	No Auto Privileges (except to/from home W/ Dean Approval)	No Auto Privileges	No Auto Privileges
Town Passes	7 Town Leaves Mon-Thu (2hrs. Max) back by 7:30 pm Fri-Sun (4hrs)	2 Weekday Town Leaves 24-hr notice Mon-Thu (2hrs. Max) back by 7:30 p.m. 3 Weekend Leaves Fri-Sun (3hrs)	1 Weekday Town Leave 24hr Notice (2hrs. Max, back by 7:30pm) 2 Weekend Leaves Fri-Sun (3 hrs)	No Town Passes	No Town Passes	No Town Passes	No Town Passes
Off Campus Curfew	F, Sat curfew 11:30pm Sun 6:00 pm	F, Sat curfew 10:30pm Sun 6:00 pm	F, Sat curfew 10:00pm Sun 6:00 pm	Sun 6:00 pm	No leaving	No leaving	No leaving
Entertainment Privileges					Entertainment Privileges Taken Up	Entertainment Privileges Taken Up	Entertainment Privileges May Be Taken Up
Food Ordering Privileges (Non-School Days)	Until 9:00pm W/ Permission	M-TH per grades. F-Sat till 9:00pm & Sunday till 7 with Permission	M-TH per grades. F-Sat till 9:00pm & Sunday till 7 with Permission	Until 9:00pm Fri-Sat Only with permission	None	None	None
Boarding Hall Restrictions					Return to dorm by 4. Restricted to Hall.	Return to dorm by 4. Restricted to	Restricted to Hall

					No visiting other student rooms	Room.Alone at meals Escorted by Staff.	
Uniform Restrictions					Must wear SMA Casuals at all times	Must wear Uniform at all times	
Leave Restrictions					Check out by parent/ guardian only	No Leave	

Revised 7/2022

Grade Level Chart Based on Lowest Grade

Levels -->	A	B	C	D	F	Level 5	Academic Level 6
Study Hall	9:00-10:00 pm	9:00 -10:00 pm	9:00 - 10:00 pm	9:00 -10:00 pm	9:00 -10:00 pm	9:00 pm Lights Out	10:00 pm Lights Out
Location	Quiet Hour in room	Study Hall in Own Room	9:00 pm-9:45 pm in Lobby 9:45- 10 pm in Room	9:00 pm-10:00 pm in Lobby	9:00 pm-10:00 pm in Lobby	Level 5 Room or Lobby (Determined by staff)	Lobby
Cell Phone Privileges	Keep Phone during study hall	Keep Phone during study hall	Keep Phone during study hall	Keep Phone during study hall	Turn in Phone at Study Hall Time, All Students, including Seniors	No Cell Phone	No Cell Phone
Food Ordering Privileges (During the week)	Until 8:00pm All Week W/ Permission	Until 7:30pm All Week W/ Permission	Until 7:00pm All Week W/ Permission	None	None	None	None
Boarding Hall Restrictions						Retrun to Dorm by 4.Restrictd to Room.	Restricted to Hall

San Marcos Academy Airport Transportation Procedure

Austin-Bergstrom International Airport



Student Pick-Up

Once you have landed at the airport and have exited the plane, immediately call the dormitory and inform them that you have arrived. They will then notify you of your driver's name, the type of vehicle they will be operating, and approximately what time they will arrive.

You will then proceed to baggage claim and collect your belongings. At least 15 minutes before your scheduled pick-up time, exit the airport terminal through the nearest exit onto the front sidewalk. Once outside, make your way to a concrete pillar marked with the letter "J." (See Map Above)

Wait at this location until the driver arrives to pick you up.

Residence Hall Phone #: 512-753-8099