

SAN MARCOS ACADEMY



2023-2024 LOWER SCHOOL STUDENT HANDBOOK

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USEFUL TELEPHONE NUMBERS

Information/Main Number	512.353.2400

President	512.753.8005
Senior Vice President and Chief Academic Officer	512.753.8000

Admissions Office	512.753.8000 or 1.800.428.5120
Athletic Office	512.753.8064
Bear Network (MS and US)	512.753.8017
Bear Outfitters	512.753.8090
Business Office	512.753.8014
Campus Ministers	512.753.8040
Corps of Cadets	512.753.8071
Cub Network (LS)	512.753.8017
Director of Residence Life	512.753.8327
Director of Student Life	512.753.8024
Director of Admissions	512.753.8004
Director of Institutional Advancement	512.753.8001
Director of Alumni Relations	512.753.8017
Director of Campus Support Services	512.753.8080
Guidance Counselor/College Room	512.753.8016
Human Resources	512-753.8018
Health Services	512.753.8030
Library/Learning Resource Center	512.753.8050
Lower School Office	512.753.8069
Lower School Principal	512.753.8140
Mental Health Counselor	512.753.8045
Middle/Upper School Office	512.753.8040
Rec Room	512.753.8025
Residence Hall	512.753.8099
Sabre Bookstore	512.753.8026
Middle/Upper School Principal	512.753.8041
 <u>Facsimile Telephone Numbers:</u>	
Administrative Offices	512.753.8031
Health Services	512.753.8033
School Office	512.753.8047

PRESIDENTS

J. M. Carroll	1907 – 1911
Thomas G. Harris	1911 – 1916
J. V. Brown	1916 – 1927
J. E. Franklin	1927 – 1931
Raymond Cavness	1931 – 1943
Roy R. Kay	1943 – 1946
R. Wilbur Herring	1946 – 1947
Robert B. Reed	1947 – 1960
William H. Crook	1960 – 1965
Jack E. Byrom	1965 – 1996
Paul W. Armes	1996 – 2001
Victor H. Schmidt	2001 – 2008
John H. Garrison	2008 – 2015
Jimmie W. Scott	2015 – 2018
Brian N. Guenther	2018 –

BOARD OF TRUSTEES

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Dr. Ruth Welborn– Chairman
Mr. Billy Belcher – Vice Chairman
Mrs. Carol Garrison – Secretary

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Mr. Danny Dawdy
Mr. Patrick Flowers
Rev. Steven Gaither
Mr. John Harrell
Dr. Alan Lee
Mrs. Melanie McCarthy
Mr. David McCall
Rev. Dr. Darrell Tomasek
Mr. David Vanderhider

ADMINISTRATIVE OFFICERS

Dr. Brian Guenther
Mr. Bob Wiegand

President and CEO
Senior Vice President and Chief Academic Officer (CAO)

SAN MARCOS ACADEMY HONOR CODE

I am a San Marcos Academy student.

I will not lie, cheat, or steal, and will hold myself and others to Christian principles.

I will defend the truth and be accountable for my actions.

I will respect all members of the SMA community and their property.

I will represent SMA with pride, dignity, and character.

ALMA MATER

Green and Purple of the Laurel, bind us though we part.
Keep the spirit ever with you, deep within your heart.
Men and women of tomorrow, we'll be proud of you.
The lives you now are building will be strong and true.
There'll be echoes in your memory of cadets out on parade.
And of students in the chapel with their heads bowed as they prayed.
Fellowship is given those who come from far and near.
To these hallow'd halls of learning which we hold so dear.
Blessed are the lessons learned, and through the years may we
Be ever true to you, San Marcos Academy.

SCHOOL MASCOT

The official mascot of SMA is the Bear. The boys' sports teams are referred to as "Bears" and the girls' sports teams as "Lady Bears."

SCHOOL COLORS

The school colors are Green and Purple, derived from the Texas Mountain Laurel tree.

GENERAL

100 MISSION

The mission of San Marcos Academy is to educate young men and women within a nurturing community based upon Christian values.

101 CORE VALUES

Belief in Jesus Christ, the Son of God and the Savior of all mankind;
Enrichment of lives built on honesty, integrity, character, and compassion
Accountability for honorable conduct in actions and relationships;
Rigorous pursuit of spiritual, academic, and physical excellence, and
Successful preparation of servant leaders.

102 PHILOSOPHY

- .01 Affiliated with the Baptist General Convention of Texas, San Marcos Academy is founded upon faith in God as revealed in the person and work of Jesus Christ and upon the Bible as the written record of God's revelation and is dedicated to the achievement of God's purpose for mankind.
- .02 In providing the opportunity for education and growth, we believe that we should seek to nurture faith in God through Christ and that our collective lives and presence should provide the requisite Christian atmosphere. We also believe that the student and parent should express concern and demonstrate a capacity for spiritual, mental, emotional, physical, and social maturity.
- .03 We believe the instruction and personal development programs should be designed for the aptitudes, abilities, and aspirations of Academy students. Therefore, we believe our commitment should be to examine carefully and continuously our programs and ourselves so that changes can be made by which our students can better confront the demands of a free society within the world community.
- .04 San Marcos Baptist Academy is consistently faithful to the Christian principles upon which the school was founded in 1907. These principles are based on the Academy's interpretation of what Scripture declares to be true and right. We believe the Bible sets forth a clear understanding of marriage and of sexuality and that we are called to refrain from immoral activities and behavior. As such, any student who engages in sexual immorality, including any student who professes to be, or is, a practicing homosexual, bisexual, or transgender male or female, or who condones, supports, or otherwise promotes such practices, would be out of compliance with the policies and mission of the Academy, and would not be eligible for enrollment or would be subject to expulsion.

103 GENERAL INFORMATION

- .01 San Marcos Baptist Academy, hereafter referred to as SMBA, San Marcos Academy, SMA, or the Academy, was chartered in 1907 under the laws of the State of Texas. It is affiliated with the

Baptist General Convention of Texas and operates under the guidance of a Board of Trustees jointly selected and approved by the Baptist General Convention of Texas and San Marcos Academy. The Academy is a Christian coeducational, boarding school for grades 6-12 and day school for grades Pre-K–12.

- .02 The Academy is accredited by the Southern Association of Colleges and Schools/Cognia and the Accreditation Commission of the Texas Association of Baptist Schools. This accreditation is recognized by the Texas Education Agency. The Academy holds memberships in the Texas Association of Baptist Schools, the Texas Association of Private Schools, The National Honor Society, and the Texas Association of Private and Parochial Schools.

104 RIGHTS RESERVED

- .01 San Marcos Academy reserves the right to use student photographs taken by Academy personnel for publicity purposes unless specifically requested not to do so by the parent.
- .02 The Academy reserves the right to acquire, confiscate, maintain, duplicate, publish, or dispose of any image of Academy personnel or students have taken, distributed, or published through any means when the image was taken or recorded on school property during school activities, or displaying any school identifying clothing. Any unauthorized use of such images without the express written permission of Academy administration is prohibited.
- .03 The names San Marcos Academy and San Marcos Baptist Academy are copyrighted; any use of these names without the express written consent of the Academy administration is strictly prohibited.
- .04 The Academy is not responsible for the loss or damage of personal belongings.
- .05 SMA reserves the right of sole purview for the enrollment of all students. As such, the acceptance for and continued enrollment at SMA is at the sole discretion of Academy administration.
- .06 The Academy reserves the right to reject or dismiss any student who, in the judgment of the administration, exhibits conduct that is illegal, immoral, or detrimental to the learning environment of SMA.
- .07 The Academy will not be responsible for the investigation, collection, or payment of any bills incurred by an Academy student.
- .08 As part of the overall program for prevention and/or abuse, the Academy reserves the right to search persons and personal property (including, but not limited to, automobiles, residence hall rooms, electronic devices, and bags), using drug dogs or other methods of investigation/prevention.
- .09 The Academy reserves the right to report certain offenses of a student to the authorities as required by law.
- .10 The Academy reserves the right to change any SMA rules and regulations at any time, including those relating to admission, instruction, and graduation. The right is further reserved to withdraw curricula and specific courses, alter course content, change the calendar, and impose or increase fees.
- .11 The Academy reserves the right to withhold credit in academic work and/or place a hold on transcripts or diplomas until any or all outstanding academic, financial, or behavioral obligations are deemed by the Academy administration to be satisfactorily fulfilled.
- .12 Eligibility to participate in all extracurricular activities is subject to the discretion of school officials. Athletic teams and other student organizational units will be selected by try-out and/or evaluation rather than self-selected participation.

105 ADMISSION

- .01 The Academy does not discriminate based on faith, race, national, or ethnic origins.
- .02 It is the responsibility of parents/guardians and students to follow all provisions in this handbook.
- .03 A completed application to San Marcos Academy consists of the following items:
 - a. Application for admission and report of medical history, completed and signed by the custodial parent.
 - b. A \$150 non-refundable application fee.
 - c. School records as requested by the admissions office.
 - d. Two teacher evaluations from the school last attended; or other references requested by the admissions office.
 - e. A personal interview with the applicant and parent(s)/guardian(s) is required prior to final acceptance.
 - f. A copy of the student's birth certificate. International students must also submit a copy of their passport.
- .04 The admissions committee will consider the application and notify the parent(s)/guardian(s) of the decision.
- .05 The Academy requires all students, once accepted, to provide current medical information upon initial registration at school each year. New forms are required each year for ALL students.
- .06 Some students may be admitted on academic condition if their previous academic work warrants.
- .07 Students admitted on a conditional basis for behavior are subject to immediate dismissal if it becomes apparent to the administration that it is not in the student's and/or the Academy's best interest for the student to continue.
- .08 No individual will be admitted to or allowed to attend the Academy if that individual faces any pending (criminal) litigation or investigation or has been convicted of a crime.

106 FINANCIAL OBLIGATIONS

- .01 San Marcos Academy enrolls students only on the condition that they remain at the Academy until the end of the school year unless dismissed for breach of school discipline or other appropriate cause. In the case of such dismissal or voluntary withdrawal, all sums of money paid to the Academy as of the date of dismissal or withdrawal shall be retained by the Academy, and any unpaid sums of money due to the Academy will be immediately due and payable.
- .02 The Academy retains the right to withhold academic credit, place a hold on transcripts or diplomas, remove charge privileges to the student account, dismiss students, and disallow re-enrollment if any financial obligation remains unpaid.
- .03 The Academy retains the right to process any account for collection or to dismiss any student when accounts are more than 90 days past due. Checks returned for "insufficient funds" or otherwise requiring collection action will incur a charge.
- .04 The financial institutions assess the cost of wire transfers and credit card fees and will be passed on to the student account.
- .05 The minimum payment due amount is required to be paid on or before registration, or the student will not be considered enrolled for the school year.
- .06 Invoicing and payments are processed through Tuition Management, the Academy's tuition management system contractor. Parents will be responsible for confirming enrollment in the

Tuition Management system.

107 FINANCIAL ASSISTANCE

- .01 Students attending San Marcos Academy may be considered for financial assistance.
- .02 Awarding of financial assistance is based on financial need, ongoing academic performance, and good behavior. Financial need is determined by application to the Blackbaud Financial Aid Management portal.
- .03 Students receiving financial assistance are expected to complete the school year. Students who are dismissed during the first semester will lose all financial assistance. Students completing the first semester, but leaving before the end of the second semester, will forfeit one-half of the financial assistance. Midterm enrollees who do not complete the semester will lose all financial assistance.
- .04 The parent or financially responsible person will be responsible for the payment of the forfeited financial assistance.

108 PARENT/GUARDIAN EXPECTATIONS

.01 Parent/Guardian Involvement

Because our school desires to partner with the home, parents are encouraged to play an important role in the school. Parents/Guardians are encouraged to remain involved in their student's lives at San Marcos Academy (SMA) and to volunteer as available under the following provisions:

- a. In compliance with state law, any parent-volunteer functioning in an authorized role of any kind by SMA and directly interacting with an SMA student other than their own child must undergo a criminal background check before volunteering.
 - b. Any parent/guardian who observes a student who needs correction is expected to notify the nearest school staff to address the situation and refrain from correcting another parent's child directly.
 - c. For all Academy-sponsored activities, events, or functions, parents/guardians are expected to work within the guidelines of SMA administration and in cooperation with staff.
- ### **.02 Parent-Teacher Conferences**
- Parent-Teacher conferences are encouraged throughout the year as needed. Parents/guardians or teachers may request a conference at any time they deem necessary. Teachers may request the presence of a school administrator for any conference. Parents/guardians are expected to allow at least 24 hours prior notice to pre-arrange with the teacher. If the parent/guardian is having a difficult time arranging a conference with a teacher, he/she should notify the principal for assistance.
- ### **.03 Parent/Guardian Visits on Campus during School Hours**
- a. Parents/guardians are encouraged to visit the campus but must first register at the front gate and check in at the appropriate office.
 - b. For the protection of all concerned, no animals (other than service animals) may be brought onto campus.
 - c. Parents/guardians who visit their student during lunchtime must check in at the front gate and wear the visitor's sticker while on campus.
- ### **.04 Registering Parent/Guardians Complaints**
- a. Every attempt should be made to resolve the difficulty in a spirit of reconciliation, humility, and professionalism.

- b. To avoid unnecessary escalation of problems, parents are encouraged to first address problems with the appropriate faculty or staff member most directly involved with the situation of concern. For clarity's sake at this level, we encourage parents and staff to avoid communication through texts or emails if possible.
- c. We encourage parents to use the following line of communication: teacher or staff, supervisor on duty, supervising principal/director, then Academy administration, moving only to the next level if satisfactory progress is not being made.
- d. Although we encourage parent/guardian participation in the school, it is necessary that we maintain harmonious relationships to foster sound academic progress. In situations where parent/guardian involvement becomes disruptive, and resolution is deemed unattainable by the administration, the school reserves the right to take all appropriate measures, including, but not limited to, the dismissal of students, in order to restore and secure a harmonious academic environment. (See Matthew 18 Principle, Appendix A.)

109 PARENT ORGANIZATIONS

- .01 All San Marcos Academy (SMA) recognized parent organizations, such as Bear Network and Cub Network, serve at the behest of the Academy's administration. No parent organization serves as an auxiliary of the legal 501(c)(3) non-profit corporation entitled San Marcos Baptist Academy.
- .02 No member of any parent organization serves as an agent of SMA in any capacity. No member may set up bank accounts, acquire loans or promissory notes, purchase on credit, or conduct any financial or business transaction representing SMA or as an auxiliary. To maintain recognition by the SMA administration, the parent organization must observe the following:
 - a. Purpose of Parent Organizations:
 - (1) To assist SMA in acquiring adequate resources to advance the learning and development of students.
 - (2) To promote and communicate SMA's policies, vision, and values.
 - (3) To provide a venue for parents or guardians to contribute toward their children's education and development.
 - (4) To cultivate partnerships between the home and school.
 - b. Conditions for Recognition by SMA:
 - (1) Recognition by SMA consists of permission to use the name, images, resources, directory information, and facilities within the guidelines approved by SMA administration.
 - (2) Any parent organization that is recognized or endorsed by SMA shall abide by the rules and regulations of SMA.
 - (3) The parent organization adheres to the policies of SMA, raises and disburses funds within the guidelines of SMA administration and Fundraising Policy 3.08, has leadership and bylaws approved by SMA, and meets other criteria as may be prescribed by SMA administration.
 - (4) No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the organization as authorized by SMA administration.
 - (5) The parent organization shall keep a record of accounts as determined by

the staff liaison. Such financial records shall, at all reasonable times, be open to inspection by an authorized representative of SMA. Any parent organization failing to follow the procedures may be required to forfeit all books, records, and assets to the SMA administration.

- (6) Although parent organizations are not auxiliaries of SMA, any such recognized organization that uses its resources will function in compliance with SMA's legal standing. Notwithstanding any other provision of these articles, the recognized parent organization refrains from conducting any activities that are not permitted (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, whose contributions are deductible under Section 170 c (2) of the Internal Revenue Code.

c. Dissolution of a Parent Organization:

- (1) The recognition by SMA of the parent organization shall be subject to withdrawal, and the status as an SMA parent organization shall be subject to termination at the Academy administration's behest.
- (2) The parent organization is obligated, upon withdrawal of its recognition by SMA, to yield up and surrender all books and records, all of its assets, and all property to SMA at the direction of the Academy's administration. At such a time, it is to cease further use of any name or image that implies or connotes association with SMA and promptly conduct all proceedings necessary for dissolving the organization under the supervision and direction of the Academy administration.
- (3) If, at such time, the parent organization considers dissolving its relationship with SMA, it shall follow the procedures for dissolution as directed by SMA administration.

d. Parents are to Avoid Conflicts of Interest:

- (1) In this context, the Academy defines a conflict of interest as any activity, relationship, or conduct whereby competing interests, either potential or actual, could cause a parent to compromise the ethical standards or institutional interests of the Academy in favor of personal gain for himself/herself or his/her child(ren).
- (2) It is Academy policy that all parents avoid conflicts of interest.
- (3) In cases where a conflict of interest is unavoidable, the parent must have prior approval from the associated SMA administration.
- (4) If it is determined, at any time, that the conflict is compromising ethical standards or institutional interests of the Academy, the parent may be required to drop one of the competing interests.

ACADEMICS (General Information and Regulations)

200 ABSENCES

- .01 All active SMA students are held responsible for attending all classes for which they are assigned unless given permission by the school administration. Chapel is considered part of the academic day when held.
- .02 As per state law, students are to attend 90% of instructional hours in a class. SMA administration will examine those who have exceeded the lawful number of absences to determine whether the student will be allowed to recover the completion of the grade. A fee will be required to cover the additional supervision.
**Excessive absences will be brought to the principal's attention, and a meeting will be required.*
- .03 Absences from class caused by religious holidays, student illness, emergencies in the immediate family as determined by the principal, and medical or dental appointments are excusable absences. A note or email from the attending physician or dentist validating the absence must be presented to the school office upon return to obtain excused status for illness or doctor's appointment. All other absence requests must be received in writing and signed by the parent/guardian.
- .04 Lower School students arriving late or being picked up early must be signed in/out by a parent/guardian. Students are not allowed to sign themselves in or out.
- .05 For all students who incur up to two successive days of excused absence, all work (tests, projects, essays, quizzes, homework, class work, etc.) that is assigned before the absence is due upon their first return to class. For work assigned during their absence, students are required to turn in an assignment no later than two class periods after their return. One-day grace for each day absent.
- .06 Students will receive a grade of "I" (incomplete) at the end of a grading period if missing work has not been completed because of excused absences.
- .07 With an unexcused absence or lack of parent notification, a grade of zero may be given for all work for which a grade was to be given during the days absent.

201 ACADEMIC INTEGRITY POLICY

- .01 Students are expected to do their own academic work. Faculty and students are encouraged to take an aggressive approach to combating acts of inappropriate academic behavior. This policy applies to class assignments, homework, major tests, writing assignments, projects, etc. Academic dishonesty occurs when a student submits the work of someone else as his/her own or has special information for use in an evaluation activity that is not available to other students in the same activity. Students who observe or become aware of violations of academic integrity are urged to report these violations to the instructor in whose course the dishonest acts occur. Student reports will remain confidential. Examples include, but may not be limited to, the following:
 - .02 Cheating on an examination
 - A. Copying from another student's examination or allowing another to copy.
 - B. Possessing or using during an examination material not authorized by the person giving the exam.

- C. Collaborating with or seeking aid from another student during an exam without permission from the instructor.
 - D. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an examination used in whole or in part by any SMA class.
 - E. Substituting for another student or permitting another student to substitute for oneself to take a test.
 - F. Obtaining a test or information about a test that is used by any SMA class.
- .03 Plagiarism is the appropriation, buying, receiving as a gift, or obtaining of another person's work by any means and the unacknowledged submission or incorporation of it as one's own work. This could include the failure to cite sources correctly.
- .04 Consequences may range from dismissal from the school to a lesser consequence. Before imposing a consequence for a violation, the instructor shall consult with the Principal. The instructor shall then make a written report outlining the incident and the recommended penalty. A copy of this report shall be given to the Principal. A summary of this report will be included in the referral entry, and a Disciplinary Review Board (DRB) will determine the outcome of the incident.

202 ACCOMMODATED LEARNING PROGRAM (ALP)

- .01 The Accommodated Learning Program serves students with documented mild to moderate learning differences and/or other diagnoses. The program provides learning accommodations, including but not limited to a quiet testing environment, extended time, oral administration, repeated instruction, and tutoring.
- .02 K-5 students enrolled in the ALP will be pulled out of class at the discretion of the ALP director.
- .03 There is an additional fee for this program.
- .04 Students who require accommodations must be enrolled in ALP.

203 ASSEMBLIES

Various types of assemblies are scheduled throughout the school year, some for the entire student body and some for designated groups or classes.

204 BACKPACKS AND BOOK BAGS

- .01 The Academy does not assume responsibility for the contents of bags that are unsecured.
- .02 All materials abandoned by Academy students will be considered the property of San Marcos Academy.
- .03 Backpacks and/or book bags need to be hung and removed from the floor of the classroom.
- .04 Backpacks, book bags, notebooks, or books with obscene, suggestive, or otherwise objectionable lettering or drawing may be confiscated, and disciplinary action may be assigned.

205 DISCIPLINARY PROCEDURES AT SCHOOL

Visits to the principal's office do not connote major discipline. The principal operates as a role model and will often visit with students in his office to encourage and/or guide students toward good choices without enacting discipline. Matters requiring administrative discipline will always result in parent contact, but moments of encouragement and/or guidance typically routine

throughout the developmental process of Lower School children will not always result in parent contact. The administration views this role in partnership with parents.

.01 Office Referrals

- A. Any faculty or staff member may enter an Official Note for misbehavior or documentation. Entries in Blackbaud designated as “Notification and Documentation Only” will not be used for consequence accrual.
- B. The administration may adjust consequences as deemed appropriate for any infraction. As office referrals accumulate, the administration will assign consequences ranging from an “on-the-spot correction” to a Disciplinary Review Board (DRB).
- C. Rule violations and misconduct result in consequences. Over time, the accumulation of office referrals will impact student privileges at school.
- D. Consequences for misbehavior will be accelerated for students who persist in chronic misbehavior. Teacher consequences may include time-out, loss of privileges (e.g., no recess or free-time), and lunch detention at the teacher’s discretion. Consequences, including parent contact, will also result in documentation and/or referral in Blackbaud.
- E. For excessive accumulation of office referrals, a Functional Behavioral Assessment (FBA), Discipline Committee Meeting (DCM), or Disciplinary Review Board (DRB) may be held. Any of these may result in a Behavioral Contract with contingencies concerning admission.
- F. On occasions, to correct behavior and/or encourage students to do their assignments, it is necessary for the school administrators, their appointee, or a teacher to assign an “on-the-spot correction,” which may include sitting out during recess or lunch detention.
- G. Below is the approved Lower School Discipline Consequences Chart. Violation accumulation is by semester for most offenses. More serious violations will accumulate for the entire year. Consequences for rule violations and misconduct build with the continuation of the negative behaviors. San Marcos Academy reserves the right to use discretion in implementation as deemed necessary and appropriate for upholding SMA expectations. This chart merely serves as a point of reference and does not limit the actions of the administration in light of varying levels of severity and creativity on the part of violators.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
Aggressive Play	Teacher Consequence and documentation in Official Note	Teacher Consequence and Parent Contact/Conference, documentation in Official Note	Teacher consequence and documentation in Official Note	Referral in Blackbaud	FBA or DCM
Bullying, Threats, Harassment, including Cyber-bullying	Parent/Teacher Conference and documentation in Official Note	DCM	DRB		
Cheating on, or purposely racing through, Daily Assignments or Homework	Teacher Consequence and documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Teacher Consequence, Parent Contact/	Referral in Blackbaud	FBA or DCM

			Conference and documentation in Official Note		
Cheating on, or purposely racing through, Tests/Major Assignments	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM	DRB
Destruction of Property (To be determined case by case. Intent will dictate consequence)	Pay for repair Consequences TBD	DRB			
Disobedient or Disrespectful to Staff or Faculty	Teacher consequence, documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Referral in Blackbaud	FBA of DCM
Disruptive Behavior	Teacher consequence, documentation in Official Note	Teacher Consequence and documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM
Dress Code-Uniform, Shoes, Hair, etc.	Teacher Note "Oops Notice" documentation in Official Note	"Oops Notice" documentation in Official Note and Parent Contact/Conference	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM
Fighting	DRB				
Food, Gum, or Drink in Class	Teacher Consequence, documentation in Official Note	Teacher Consequence, documentation in Official Note, Parent Contact/Conference	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Lunch Detention 2-3 Days	Contact Principal
Inappropriate Behavior and/or Inappropriate Language	Teacher Consequence, documentation in Official Note	Teacher Consequence, documentation in Official Note, Parent Contact/Conference	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Lunch Detention 2-3 Days	DCM
Vulgar Behavior and/or Vulgar Language (e.g., behavior or language of a sexual nature)	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM	DRB
Lying and Fraudulent Activity	Teacher Consequence, documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Teacher Consequence, Parent Contact/Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM
Missing Homework and Makeup Work	10 points off Day 1	20 points off Day 2	30 points off Day 3	Zero Day 4	Parent Contact/Conference and documentation in Official Note

Violation of the Prohibition on Personal Electronic Devices (Phone, i-Pad, Wearables, etc.) Note: Any item confiscated from a student must be turned in to the school office that day	Teacher confiscation and consequences include parent contact, documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM
Refusal of Faculty Staff (Insubordination)	Teacher Consequence, documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM
Stealing or Possession of Stolen Property	DRB				
Tardy Including Late Arrival	Teacher marks student tardy in Blackbaud	Teacher marks student tardy in Blackbaud, Parent Contact/ Conference, documentation in Official Note	Lunch Detention 1 Day	Lunch Detention 2-3 Days	FBA or DCM
Violation of Class or SMA Rules	Teacher Consequence, documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Teacher Consequence, Parent Contact/ Conference and documentation in Official Note	Referral in Blackbaud	FBA or DCM

.02 In-School Suspension (ISS)

- A. Students in ISS will spend their school day performing schoolwork in an isolated location on campus under the supervision of a faculty member. The school day for students in ISS will follow the regular school schedule. Students will be provided with a sack lunch and will not be permitted to go to the dining hall for lunch.
- B. The period of time a student spends in ISS will be determined by the principal or a DCM and will generally depend on the degree and frequency of misconduct exhibited by the student.
- C. Normally, students will not be required to spend more than five consecutive school days in ISS.
- D. When ISS is not available for various reasons, the student will be assigned Out-of-School Suspension (OSS) and a parent/guardian will be expected to pick up the student immediately.

.03 Lunch Detention

- A. Lunch detention requires the student to sit in a designated area, closely supervised by an adult. Students will be restricted in the kind and amount of food acquired and may also be required to perform community service.

.04 Functional Behavioral Assessment (FBA)

- A. The administration will address persistent behavioral issues with the parents/guardians for the purpose of establishing a behavioral contract that may include criteria for admission and/or continuing the school year.
- B. The criteria may include specific actions on the part of the parent, including the provision of specific resources (e.g., counseling), for the purpose of equipping the student for the possibility of current and future success at SMA

.05 Discipline Committee Meeting (DCM)

- A. The DCM will address any serious/persistent minor/moderate violations of the code of conduct, including a few major violations which do not go straight to DRB. The DCM can assess any of the disciplinary consequences except dismissal.

.06 Disciplinary Review Board (DRB)

- A. The DRB will consist of three members of the administration. Members may include the principals and other designated administrators. A student's parents/guardians will be contacted prior to a DRB to explain the reasons for the DRB. Following a DRB, the parent will be advised of the decision made by the DRB. The parent(s) or guardian may attend the DRB as an invited guest solely to advise their child.
- B. Except in the case of dismissal, decisions made by the DRB may only be appealed in writing by the parents/guardians of the involved student(s) to the President, whose decision will be final.

206 DISCIPLINARY ACTIONS REPORTED TO LAW ENFORCEMENT OFFICIALS

Texas state law requires the Academy to report certain criminal offenses (e.g., child abuse, possession of weapons, drugs, etc.) to law enforcement officials

207 DISCIPLINARY PROCEDURES - CAMPUS-WIDE

All students are required to comply with the rules and regulations of the Academy. When the disciplinary procedures described in the regulations section of this handbook fail to produce positive results, a student may be called before an Academy administrator to work out a plan for positive behavior. In cases where the student is still unable to comply with Academy rules and for more serious violations, a Functional Behavioral Assessment (FBA), Disciplinary Committee Meeting (DCM), or a Disciplinary Review Board (DRB) will be called. Each level of review may determine that counseling is sufficient, or it may impose a suspension, dismissal, or some other form of discipline. Information regarding penalties, including probation and dismissal, is listed under Section 205 Discipline Offenses. The President must review and approve a dismissal before it is imposed.

208 FIRE DRILLS AND OTHER "STANDARD RESPONSE PROTOCOL" (SRP) DRILLS

- .01 Regulations require that fire drills be held periodically in academic buildings. SMA cooperates with Hays County First Responders to implement the Standard Response Protocol (SRP). For additional information, see <http://www.hayscountysrp.com/>
- .02 If a parent or guardian is coming on campus during a Standard Response Protocol, they may be detained at the gate and not allowed on campus until completion of SRP.

209 GRADING SYSTEM

- .01 Report cards are emailed to all parents or guardians through the adopted internet grading system (Blackbaud).
- .02 Teachers will take a minimum of nine grades per grading period per subject.
- .03 Core classes (mathematics, English language arts and reading, science and social studies, and Bible) in grades 1-5 will make use of a numeric average when computing nine-week grades. Kindergarten and special classes (e.g. Art, Music, and Physical Education) will use an alpha average. PK will utilize progress monitoring reports.

Alpha Grades

E- Exceeds Expectations

S- Satisfactory

NI- Needs Improvement

U- Unsatisfactory

Numeric Grades

A- 90-100

B- 80-89

C- 75-79

D- 70-74

F- 69 and Below

210 SCHOOL BUILDING RULES

- .01 Teachers oversee discipline in their classrooms and will also exercise disciplinary control in the hallways, school grounds or in other classrooms during the absence of the regular teacher. Student teachers and substitutes will be given the same respect and courtesies as regular teachers.
- .02 Personal cell phones, tablets, and/or smart watches are prohibited on the lower school campus. If they are brought to campus for after-school usage, they must be turned off and turned in to the office during the school day. Students in violation of the Cell Phone Policy are subject to having the device confiscated by SMA faculty or staff. Cell phones may not be used as calculators or as a source for music.
- .03 Students are not to go into the school building without approval from school administration before 7:30 a.m.
- .04 No running, shoving, boisterous playing, or disrespectful language in the hallways or classrooms is allowed.
- .05 No public displays of affection in classrooms, hallways, or grounds.
- .06 No defacing of another student's property or of school equipment will be tolerated.
- .07 A fire extinguisher or alarm may not be touched or manipulated except in case of fire.
- .08 Only food or drink that are approved by the school administration will be allowed in the school buildings. Teachers may determine whether a student may eat in their classroom.
- .09 Only water may be used in classrooms or carried through hallways of the academic buildings.
- .10 Dress code violations will result in a note home (e.g., Oops Notice). Mildly chronic offenders will receive appropriate consequences, which may include but is not limited to, being placed on lunch detention until the violation is corrected. Excessively chronic

offenders will be assigned Out-of-School Suspension (OSS). All absences due to Dress Code violations will be “unexcused.”

211 TECHNOLOGY

- .01 Use and regulations regarding Electronic Communication Devices (ECDs) are governed by the current Acceptable Use Policy (AUP).
- .02 Personal devices (i.e., cell phones, tablets, smartwatches, etc.) are prohibited on school grounds unless authorized by the principal (e.g., directly tied to a health concern).

212 TARDY PROCEDURES

- .01 Arriving tardy to class is excused only when a pass or note of explanation is properly signed by the issuing teacher or other authorized Academy personnel. All students arriving after 8:00 a.m. are counted as tardy and must be signed in by the parent/guardian.
- .02 The third unexcused tardy will result in an official referral and corresponding consequences. Excessive lateness will be grounds for increased disciplinary action.
- .03 San Marcos Academy Lower School will begin classes at 8:00 a.m. and will dismiss at 3:30 p.m. (Monday through Thursday) and at 3:05 p.m. on Fridays.

213 TRANSPORTATION TO SCHOOL ACTIVITIES

- .01 On school-sponsored educational (field) trips, students are responsible for staying within the eyesight of adult supervisors unless given permission to do otherwise. Students who fail to comply with supervisors will receive disciplinary consequences and may be escorted back to campus at the cost of the student or parent.
- .02 In order to ride with any parent, written permission must be presented to the teacher prior to the field trip day.
- .03 From time to time, teachers reserve the right to make adjustments in transportation to and from field trips.

214 YEARBOOKS

- .01 Lower School families will be given the opportunity to order a San Marcos Academy Lower School Yearbook for the school year.

CAMPUS WIDE

300 ACADEMY SERVICES

- .01 Business Office - The Business Office is in Carroll Hall. All checks made payable to the student may be cashed at the Business Office. A charge of \$30.00 is assessed for all returned checks.
- .02 Food Service Program
 - A. All meals are prepared by SAGE Dining Services in the school dining hall, located in Carroll Hall.
 - B. The noon meal is included in the tuition for day students; any other meals that a day student eats on campus are charged to the student's account.
 - C. Food, eating utensils, glasses, and beverages are not to be removed from the dining hall.
- .03 Health Service - The Academy provides limited basic health care for Lower School students.

301 AFTER SCHOOL PROGRAM (ASP)

- .01 The After School Program is available for students in the Lower School grades. To make arrangements for students to attend ASP, contact the Director of Student Life at (512)753-8024. Students who have signed into the program will only be released to the parent/guardian when they are signed out (unless other arrangements have been made by parents).
- .02 ASP will last from 3:45 p.m. - 6:00 p.m. (Monday-Thursday) and 3:15-5:30 (Fridays). Any student left after 6:00 p.m. (Monday-Thursday) and 5:30 p.m. (Fridays) will be charged an additional fee.
- .03 PreK ASP will last from 3:00 p.m. - 5:30 p.m. (Monday-Friday). Any student left after 5:30 p.m. will be charged an additional fee.

302 CARE OF PHYSICAL FACILITIES

- .01 Each student is held responsible for any damage to any Academy property.
- .02 Personal pets are not permitted on SMA property at any time. This includes all extracurricular SMA events (i.e., athletic/academic events) per TAPPS rules.

303 CHRISTIAN MINISTRIES PROGRAM

- .01 As an institution that is consciously Christian in its total effort, the Academy seeks to provide a Christian environment that nurtures faith in God through Christ by encouraging. God's will is the basis for their decision making and God's ideals as the standard for their lifestyle. Consequently, under the Campus Ministers, the following opportunities form a program of Christian ministries:
 - .02 Chapel - Chapel services for the Lower School are held each Friday morning.

304 COMPLAINTS/GRIEVANCES

We encourage students and parents/guardians to use the following line of communication: teacher/staff and then administration. If satisfactory progress is not being made, appeals may be made to the vice president. (see Appendix A and B)

305 LOWER SCHOOL STUDENTS ON CAMPUS AFTER SCHOOL

- .01 Lower School students remaining after school will be required to attend the After School Program (ASP) and must be picked up by 6:00 p.m. M-TH or by 5:30 p.m. on Fridays. Additional charges apply to use the ASP.
- .02 Supervision and accountability of all students on the SMA campus is mandatory.
- .03 Lower School students are not allowed to remain on campus after 6:00 p.m. (or 5:30 p.m. on Fridays) unless accompanied by a parent/guardian.

306 DRUG ABUSE POLICY AND CONSEQUENCES

- .01 Use, possession, or distribution on-campus of controlled substances or drugs deemed illegal by the state of Texas may result in dismissal.
- .02 If there is evidence that a student has paraphernalia, mind-altering substances, or has distributed such substances, including alcohol, the student will be subject to a DRB hearing and potential consequences. The Academy reserves the option of referring the student to law enforcement.
- .03 It is against SMA policy for a student to consume or possess a mind-altering substance.

307 BLACKBAUD

- .01 The communication portal that San Marcos Academy uses is Blackbaud. Through the Blackbaud system, parents will be able to communicate with San Marcos Lower School staff about their child's academic progress, conduct, and relevant school messages.
- .02 Parents should contact the Registrar, at (512)753-8040 for Blackbaud account assistance.

308 MEDICAL (MEDICATIONS, ILLNESS, IMMUNIZATIONS, MEDICAL LEAVE)

- .01 The Academy is not a medical, therapeutic, or treatment facility and must rely on the cooperation of students in dispensing medications. The parent or guardian's responsible for ensuring adequate quantities of medication are supplied. All students who refuse to follow doctor's orders may be sent home.
- .02 Medications will only be dispensed to the student for whom it is prescribed.
- .03 The medication to be administered must be in its original prescription container.
- .04 Sample packets of prescription drugs must be accompanied by a written order from the physician. The prescription container cannot be past its expiration date.
- .05 Medication will need to be dropped off at the Student Health Center.
- .06 Prescription medications will be stored and dispensed from the school Student Health Center.
- .07 No prescription or over-the-counter drugs (e.g.-vitamins, Tylenol, etc.) are allowed to be carried by the student unless specified by the prescribing doctor (e.g., asthma action plans).

- .08 A doctor's order must accompany prescription drugs or any changes to existing orders. Completion by the physician of the "Authorization to Dispense Medications and Monitor Medical Diagnoses" form is required at registration.
- .09 Inhaler/nebulizer and EpiPen treatments must be accompanied by a doctor's order. We require two inhalers for the student and one to keep in the health center for emergencies. Nebulizers will be kept in the health center.
- .10 The Academy does not rescind or compromise a physician's orders for treatment for a student and is not responsible if a student refuses prescribed medication or treatment. All medications should be picked up at the conclusion of the school year. All remaining medications will be destroyed after the last day of classes. If the parent or guardian wishes to make other arrangements, he or she should contact Health Services in advance.
- .11 Students who are running a fever (100.4 degrees Fahrenheit) and/or vomiting must stay home. Students should be fever free without medication for 24 hours before returning to school.
 - A. A child should be able to keep food down and maintain normal restroom habits without medication for 24 hours before returning to school.
 - B. Other Childhood Diseases or Conditions (Head Lice, Pink Eye, Hand Foot Mouth, Flu, etc.): Students must be symptom-free without medication for at least 24 hours before returning to school.
- .12 Immunizations - The Academy Health Service does not administer state-required inoculations to day students. State law requires that all immunizations be current and copies provided to the student's school at registration. The Academy requires all students to have a recent physical examination completed and turned in at registration. A physical examination is considered recent if completed within three (3) months prior to registration.
- .13 Medical Leave - If a student is removed from campus due to a medical condition, physical or emotional, a medical release to return to school must be issued from the attending physician/mental health professional. This documentation must be presented to the Academy to determine if a student will be allowed to return to campus.

309 SKATES AND SKATEBOARDS

The use of skateboards, scooters, roller blades, shoes with wheels, segways, or other motorized scooters/boards is not permitted on campus.

310 TEXTBOOK AND SCHOOL SUPPLIES

- .01 Supplies or textbooks issued to students must be returned in the same condition, or charges will be applied to the student's account in order to repair or replace damaged materials.
- .02 Books may be checked out from the library but must be returned in the same condition and in a timely manner. Parents are responsible for paying for damaged or lost books. Charges may be applied to their account to replace or repair materials.

311 VISITORS

- .01 SMA is a closed campus. Access to the campus is limited to Academy students, parents of Academy students, Academy employees, and visitors with a pass. Visitors to campus will be required to register at the entry gate prior to admittance.
- .02 During school hours, visitors may check in at the front access gate. The guest will provide their driver's license to be recorded and will be issued a visitor pass. All visitors are required to sign in immediately upon their arrival on campus.
- .03 Alumni in good standing are welcome but are considered visitors and should comply with visitor rules/regulations.
- .04 Parent/Guardian visits to the Lower School campus during school hours are welcome but are considered visitors and must comply with visitor rules/regulations, which include the following:
 - A. The parent must first register at the school or administration office's front desk.
 - B. For the protection of all concerned, no animals (except for service animals) should be brought onto school grounds.
 - C. Parents who wish/desire to provide gifts or arrange a birthday party for their child must pre-arrange it with the child's teacher and restrict food items to the packages purchased through SAGE to honor the academic time and protect all students with food allergies.

DRESS CODE

Specified items must be purchased through SMA to be considered "Academy Approved." Complete uniforms must be worn to school on weekdays and occasionally on weekends when there is a special event. All uniform items must be "official" pieces approved by San Marcos Academy. Designated items must be purchased from the FlynnO'Hara Company and/or the Academy Bookstore or Uniform Store (The Sabre/Bear Outfitters).

*****FINAL DETERMINATION OF ACCEPTABLE DRESS AND GROOMING FOR STUDENTS RESTS WITH THE ACADEMY ADMINISTRATION*****

400 FEMALE STUDENT APPEARANCE AND DRESS CODE

- .01 This dress code applies to all female students when on campus and any time that they are under Academy supervision, including student activities or special evening events. If the policy is silent on a particular option of dress or accessories, that option is unacceptable. Members of the administration may use their individual discretion to determine what is appropriate.
- .02 Hair
 - A. Hair must be neat, clean, and well-groomed at all times. Only conservative hairstyles are accepted.
 - No lines/designs will be cut into the hair on the head or the eyebrows.
 - Any altered color must be a "natural" color for the individual student.
 - No shaved hairstyles.

- Sports bands are acceptable after school.
- Bows, scrunchies, and headbands must match SMA colors.

.03 Face/Body

- A. Piercing or adornment of body parts is prohibited.
- B. The only jewelry items that girls may wear with their SMA uniform are earrings, a thin necklace (no shells, hemp, or bulky necklaces), one ring on each hand, one watch, and/or one conservative bracelet.

.04 Headgear

- A. No caps, hats, or other headgear may be worn or carried to school unless by permission of the school administration. Hoodies purchased in the Sabre may be worn, but hoods may not be worn in any SMA building.
- B. Scarves must be solid in color to coordinate with school colors.

.05 Outerwear

- A. SMA-approved jackets, sweaters, sweatshirts, and hoodies are permitted to be worn with the uniform.
- B. Colors other than those listed are not approved as a part of the uniform. The layering of outerwear is not acceptable.
- C. During inclement weather, personal jackets may be worn outdoors. Once in the building, only SMA-approved jackets are permitted.

.06 Shoes and Socks

- A. Lower School girls will need a pair of predominantly white or black athletic (running) shoes free of obvious exterior markings or colors. These shoes will be worn throughout the day, including for PE. Mid & high top shoes (i.e., boots, Converse shoes, etc.) are prohibited.
- B. Lower School girls will need white cable knee-high, crew, or ankle-style socks.
- C. Lower School girls may wear white, navy or black tights under their uniform as desired.
- D. In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.

.07 SMA Casuals

- A. For girls, this consists ONLY of blue or black denim jeans that are appropriately sized, fitting at the waist and in the crotch, and free of any holes or frays. Athletic wear (i.e., sweatpants, leggings, etc.) in place of jeans is prohibited during the school day.
- B. Pants, shorts, or jeans with designs are not acceptable.
- C. As an alternative to blue or black jeans, uniform pants, shorts or skorts may be worn.
- D. The shirt must be an SMA t-shirt sold by the Sabre.
- E. An SMA sweatshirt, hoodie, or uniform sweater may be worn over the t-shirt.
- F. Athletic (running) shoes must be worn with SMA casuals.

.08 Theme days may be designated by the school administration. During designated theme days, students are permitted to wear their SMA Casuals with a theme t-shirt.

- .09 Dress uniform for girls is the plaid jumper with the white Peter Pan blouse and navy sweater (all available in the Sabre and from Flynn O'Hara) and white socks or tights with their previously approved school shoes.
- .10 PreK and kindergarten students may need to provide emergency clothing to their homeroom teacher (e.g., underwear and/or change of clothes).

401 MALE STUDENT APPEARANCE AND DRESS CODE

.01 This dress code applies to all male students on campus and anytime they are under Academy supervision, including student activities or special evening events open to the public. If the policy is silent on a particular option of dress or accessories, that option is unacceptable. Members of the administration may use their individual discretion to determine what is appropriate.

.02 Hair

- A. Must be neat, clean, and well-groomed at all times. Only conservative hairstyles may not touch the aperture of the ear, the top of the eyes, or the top of the collar.
- B. No lines/designs will be cut into the hair on the head or the eyebrows.
- C. Any altered color must be a "natural" color for the individual student

.03 Face/Body

- A. Piercing or adornment of body parts is prohibited.
- B. The only jewelry items that boys may wear with their SMA uniform are a thin necklace (no shells, hemp, or bulky necklaces), one ring on each hand, one watch, and/or one conservative bracelet.
- C. Boys are not allowed to wear make-up at any time.

.04 Headgear

- A. No caps, hats, or other headgear may be worn or carried to school, unless by permission of school administration. Hoodies purchased in the Sabre may be worn, but hoods may not be worn in any SMA building.

.05 Shirts

- A. Shirts (for PreK - 2nd grade) must be appropriately sized.
- B. Shirts (for 3rd - 5th grade) must be appropriately sized and should be tucked into the pants/shorts at all times with a visible belt.
- C. Shirts must always be buttoned up to the second from the top/collar button.

.06 Outerwear

- A. SMA-approved jackets, sweaters, sweatshirts, and hoodies are permitted with the uniform.
- B. Colors other than those listed are not approved as a part of the uniform. The layering of outerwear is not acceptable.
- C. During inclement weather, personal jackets can be worn outdoors. Once in the building, only SMA-approved jackets are permitted.

.07 Pants and Shorts

- A. Length of shorts must be between mid-thigh and top of the knee.

- B. Pants and shorts must be secured around the waist, not worn low on the hips.
- C. Pants and shorts must be properly hemmed or cuffed with no holes, rips, or fray. Pant legs may not be slit.
- D. Pants and shorts must be purchased from Flynn O'Hara.

.08 Belts (required for all)

- A. Lower School boys will need a black leather belt with a plain buckle. This can be purchased at SMA, from Flynn O'Hara, or from your retail choice.
- B. Belts (for 3rd - 5th grades) must be visible all the way around the waist.
- C. Belts must be solid black and must be no more than 1.5" inch width.
- D. Belts will be worn with all pants and shorts. They must be appropriately sized and tucked into belt loops.

.09 Shoes and Socks

- A. Lower School boys will need a pair of predominantly white or black athletic (running) shoes free of obvious exterior markings or colors. These shoes will be worn throughout the day, including for PE. Mid/High top shoes (i.e., boots, Converse shoes, etc.) are prohibited.
- B. Lower School boys will need black or white crew or ankle-style socks.
- C. In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.

.10 SMA Casuals

- A. For boys, this consists ONLY of blue or black denim jeans that are appropriately sized, fitting at the waist and in the crotch, and free of any holes or frays. Athletic wear (e.g., sweatpants) in place of jeans is prohibited during the school day.
- B. Pants, shorts, or jeans with designs are not acceptable.
- C. As an alternative to blue or black jeans, uniform pants or shorts may be worn.
- D. The shirt must be an SMA t-shirt sold by the Sabre.
- E. An SMA sweatshirt or a uniform sweater may be worn over the t-shirt.
- F. Athletic shoes must be worn with SMA casuals.

.11 Theme days may be designated by the school administration. During designated theme days, students are permitted to wear their SMA Casuals with a holiday theme t-shirt.

.12 Dress uniform for boys is a white oxford shirt with the navy v-neck sweater vest and bowtie (available in the Sabre and from Flynn O'Hara), worn with khaki pants, black leather belt, and white socks with their previously approved school shoes.

.13 PreK and kindergarten students may need to provide emergency clothing to their homeroom teacher (e.g., underwear and/or a change of clothes).

402 PRE-KINDERGARTEN STUDENT APPEARANCE AND DRESS CODE

.01 This dress code applies to all PreK students on campus and anytime they are under Academy supervision, including student activities or special evening events open to the public. If the policy is silent on a particular option of dress or accessories, that option is

unacceptable. Members of the administration may use their individual discretion to determine what is appropriate.

.02 PK students are not restricted to the SMA uniform code. They are required to dress in a manner that is appropriate and models modesty. PK “formal” wear for events is simply the SMA PreK t-shirt sold in the Sabre. Students may wear formal (Sunday best) for official school pictures (e.g., dresses for girls and dress shirts for boys).

Purchasing Charts

Girls	SMA	Flynn O’Hara	Retail
Plaid drop-waist jumper, khaki pants, shorts, or skort (must have at least one jumper for dress uniform)	X	X	
White Peter Pan blouse	X	X	
Navy cardigan sweater	X	X	
Polo shirts with SMA logo (color choices available in the Sabre)	X		
White cable knee-high, crew, ankle style socks, or white or navy tights*	X	X	X
Predominantly white or black, low-top athletic (running) shoes		X	X
Outerwear pieces are available for purchase at the Sabre Bookstore	X	X	
*Dress uniform for girls is the plaid jumper with the white Peter Pan blouse and navy sweater (all available in the Sabre and from FlynnO’Hara)and white socks or tights with their previously approved school shoes.			
Specified items must be purchased through SMA to be considered “Academy Approved.”			

Boys	SMA	Flynn O’Hara	Retail
Khaki pants (flat-front or pleated) or shorts (must include at least one pair of pants for dress uniform)	X	X	
Black leather belt with plain buckle	X	X	X
Navy v-neck sweater vest and bowtie	X	X	
Polo Shirts with SMA logo (color choices available in the Sabre)	X		
Crew or ankle style socks in solid color black or white*	X	X	X
Predominantly white or black, low-top athletic (running) shoes		X	X

Long-sleeved white oxford shirt	X	X	
Outerwear pieces available for purchase at the Sabre Bookstore	X	X	
*Dress uniform for boys is a white oxford shirt with the SMA bowtie and the navy v-neck sweater vest (available in the Sabre and from Flynn O’Hara), worn with khaki pants, black leather belt and white socks with their previously approved school shoes.			
Specified items must be purchased through SMA to be considered “Academy Approved.”			

Appendix A:

The Matthew 18 Principle For Solving School Problems

When differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems. As a Christian school, SMA is made up of people--parents, administrators, teachers, and students. Like any other entity, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples if ye have love one to another.” (John 13:34-35).

Due to our human nature, we may, at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. It is called “the Matthew 18 Principle” for solving school problems. The following are the words of Jesus:

“Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a tax collector.” (Matthew 18:15-17)

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9).

Two: Keep the circle small. Communicate directly with the teacher, parent, or student. “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone....” (Matthew 18:15) The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.

Three: Be straightforward. “Tell him his fault.” (Matthew 18:15) Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, “Faithful are the wounds of a friend....” (Proverbs 27:6)

Four: Listen. Allow the party to respond. You may receive an apology or sound reason for what occurred. “So then, my beloved brethren, let every man be swift to hear, slow to speak, slow to anger;” (James 1:19)

Five: Be forgiving. “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If a man be overtaken in a fault, ye who are spiritual restore such as one in the spirit of meekness, considering thyself, lest thou also be tempted.”

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 Principle if the individual will not “hear” you or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 Principle?

Six: The parent, student, and/or teacher should agree to share the matter with the Principal/Administrator. At this stage the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

Seven: The Principal should explain the problem to the Vice President or President. Depending on the complexity of the problem, it may be appropriate for the Vice President or

President to request that all persons involved be present at a meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires parents to talk to teachers about student problems before talking to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving person-to-person problems.

A Christian school is a ministry in Christ's name. Everything done in the school's context must be done in Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is secular and has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is impossible if we all follow the Matthew 18 principle of solving school problems.

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*Modified by SMA Administration

Appendix B:

San Marcos Academy
Level 1 Student and/or Parent Complaint

Date: _____

Name:

Student's Name and Grade:

Issue:

School policy that you feel has been violated (please note the policy name and policy number):

Before requesting an appointment with the Principal, I have walked through Matthew 18 in good faith as per school policy as outlined below:

Step 1 - I have met with those directly involved.

Name of other students and/or families.

Name of teacher(s) and/or coach and includes the dates. _____

Step 2 - I have met with the appropriate Principal and/or Athletic Director.

Name(s) and dates:
