

SAN MARCOS ACADEMY



2023-2024 MIDDLE AND UPPER SCHOOL STUDENT HANDBOOK

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Parents of students grades K-5 should consult the Lower School Student-Parent 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

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.

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

Officers

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

Members

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)

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 require a student to take, at the parent(s)' expense, specific tests for the detection of illegal substance use, including alcohol. Failure on the part of the student to submit to the tests may be grounds for dismissal.
- .10 The Academy reserves the right to report certain offenses of a student to the authorities as required by law.
- .11 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.
- .12 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.
- .13 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 ADMISSIONS

- .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 personal interview may be conducted virtually when the applicant is an international student, lives in another state, or when some special circumstance exists.
- .06 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. These forms, including the physical examination, should be completed during the current year's summer and be on file with the School Office and Student Health Center.
- .07 Some students may be admitted on academic condition if their previous academic work warrants.
- .08 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.
- .09 Students who are married or who have been married are not eligible for admission and will not be accepted. Students who marry while enrolled at the Academy will be required to withdraw immediately. Students who are or become pregnant will also be required to withdraw.
- .10 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 DAY STUDENTS

- .01 Day students are enrolled at San Marcos Academy as non-boarding students in the San Marcos region and surrounding areas. The following prerequisites must be met to be enrolled under "day student" status:
 - a. The student must live with his/her parent(s) or court-appointed legal guardian in the San Marcos area. The parent's or court-appointed legal guardian's primary place of residence must be within the San Marcos area. The San Marcos area is defined as that region within a commutable distance of the main campus. The administration reserves the right to decide what is a commutable distance.
 - b. Reclassification from boarding student to day student status will not be permitted during the academic school year.

- .02 Any attempt to circumvent or compromise this residence requirement will be viewed as a breach of the contract which exists between the parent/guardian of the student involved and San Marcos Academy.
- .03 Day students are enrolled with the expectation that they will participate in the Academy program. Mandatory activities during non-school hours or satisfactory completion of any disciplinary assignments are required for day students.

107 BOARDING ENROLLMENT OPTIONS

- .01 Boarding students are enrolled at San Marcos Academy as either 7-day OR 5-day boarding students.
- .02 Students in the 5-day program will live in the Residence Hall from Sunday evening at 6 p.m. until Friday at 5 p.m. and are expected to go to their homes for the weekend after their classes or activities are finished on Friday afternoon. An option to remain on campus during any weekend when necessary is offered for an extra fee. The current fee schedule is available through the Business Office.
- .03 The following prerequisites must be met to be enrolled under “5-day boarding” status:
 - a. The student must live with his/her parent(s) or legal guardian within an approved radius of the SMA campus.
 - b. Reclassification from a 7-day boarding student to a 5-day student status will not be permitted during the academic school year.
- .04 Any attempt to circumvent or compromise this residence requirement will be viewed as a breach of the contract which exists between the parent/court-appointed legal guardian of the student involved and San Marcos Academy.
- .05 Students enrolled as 5-day boarders are expected to participate in the Academy program. Requirements and regulations for 5-day boarding students will be the same as those for 7-day boarding students. Mandatory activities during non-school hours or satisfactory completion of any disciplinary assignments are required for 5-day boarding students.

108 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 having been paid 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 Seniors are required to have all account balances paid in full by April 30th to participate in

graduation ceremonies.

- .07 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.

109 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.

110 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/Guardian 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.)

111 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 a 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 & Regulations)

200 ABSENCES/ATTENDANCE/TRAVEL AND HOLIDAY LEAVE POLICY

- .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 and Advisory are also considered part of the academic day when held. Unexcused absences from any class, or any other required SMA event, may result in consequences assigned by SMA administration in order for the student to regain credit withheld because of excessive absences.
- .02 Per state law, students must attend 90% of instructional hours in a course to earn credit. All absences, whether excused or unexcused, are counted toward total absences. The school administration will examine those who have exceeded the lawful number of absences to determine whether the student will be allowed to recover those credits through additional makeup hours.
- .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 the student's 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 Upper and Middle School students arriving late or checking out during the school day should sign in/out at the school office. If a parent is not present to sign the student out, verbal and/or written communication should be made with the school office at (512) 753-8040. Written communication presented by a student will be verified with the parent/guardian before the student can leave.
- .05 Juniors may take four (4) college days per year. Seniors may take two (2) college days per year. Requests by more than one student to take a college day to the same city on the same day(s) require supervision by Academy personnel unless authorized by the principal. Permission requires satisfactory academic and behavioral records and must not conflict with other SMA responsibilities. Upon return, an official letter from the college/university visited must be presented to the school office to obtain excused status.
- .06 School administration will determine whether an absence is excusable or that a specific college day is allowable.
- .07 Travel and Holiday Leave Policy:
The dates for major school holidays (Thanksgiving, Christmas/New Year, and Spring Break) are indicated on the San Marcos Academy Year-at-a-Glance calendar. Final exam dates are also indicated on this calendar, and the specific exam periods and dates will be released as soon as possible during each semester. No early exams will be granted; thus, parents and students must plan departures and returns around the calendar.

Flight plans that would cause an absence from school must be approved by the administration **prior** to booking flights.

Flight plans for boarding students should be submitted to the Director of Residence Life at least 14 days prior to departure. In the event of flight cancellations or emergencies, parents/students must provide appropriate documentation in order for any excused absences to be granted.

- .08 For all students who incur two successive days of an 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 (2) class periods after their return. Make-up work must be done at the discretion of the teacher.

- .09 Unless adjusted by teacher discretion, make-up work for excused absences will be due according to the following table:

Work Assigned	# of Days Missed	Assignment Due
Prior to Absence	1	First day in attendance after an absence
During Absence	1	Second day in attendance after an absence
Prior to Absence	2	First day in attendance after absence *
During the Absence	2	Second day in attendance after absence *
Prior to Absence	3 or more	First day in attendance after absence *
During the Absence	3 or more	One day grace for each day absent

** For reasons other than illness. Illness receives one day of grace for each day absent.*

- .10 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.
- .11 With an unexcused absence, a grade of zero will be provided for all work for which a grade was to be given during the days absent.
- .12 Attendance in Advisory, Chapel, and Bear Time falls under the 90% rule and will also require school administration to determine any makeup hours that may be necessary.

201 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 Upper school students assigned to ALP will be scheduled into ALP Bear Time, where they have the availability of a teacher to meet their needs. The ALP teacher will be in and out of the student’s classes throughout the week, providing support and pulling out for assessment as needed.
- .03 There is an additional fee for this program.
- .04 Students who require specific accommodations must be enrolled in ALP.

202 ADVISORY

Each student will be assigned to a faculty/staff advisor who will serve as the student’s advocate, mentor, and point of contact for the parent during the school year.

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 ATHLETICS

- .01 San Marcos Academy participates in the Texas Association of Private and Parochial Schools (TAPPS) and the Christian Athletic League of San Antonio (CALSA). These associations and the Academy administration determine the eligibility requirements for athletes. Upper School students are eligible for TAPPS competition for four (4) consecutive calendar years after they first enroll in the ninth grade. Students must not have reached the age of nineteen prior to September 1 of the current year.
- .02 All upper school athletes participating in an SMA sport are required to complete the entire season satisfactorily. A student will not be allowed to discontinue participation in a varsity sport without written permission from a parent and a conference with the head coach of the athletic activity involved. A participant who quits or is dismissed from a sport may not participate in another sport until the sport he or she left has concluded or until a time designated by the athletic director. Failure to do so may result in forfeiting the letter and eligibility for athletic awards, privileges, and honors. When boarding students are involved, the athletic director or the head coach will notify the Director of Residence Life when a student is no longer participating in a sport.
- .03 Students may participate in more than one sport or activity per season as long as they remain in good academic standing. The athletic director or principal may require students to limit activities if academic achievement is not maintained.
- .04 Participation in athletic events may require students to have meals away from campus.

205 AWARDS AND HONORS

- .01 Class Rank
 - a. Class ranking will be based on GPA. The GPA is calculated on a 4.0 scale, with dual credit (college credit) and AP coursework weighted on a 5.0 scale. For class ranking purposes, the scale is one-tenth of a point per grade average (100 = 4.0-/5.0, 99 = 3.9/4.9, etc.) Honors courses will receive .5 weighting starting at a 4.5 scale (100 = 4.5, 99 = 4.4, 98 = 4.3). The rank order is from highest to lowest and will be calculated at the end of the fall and spring semesters.
 - b. The valedictorian and salutatorian shall be the highest and second-highest-ranked graduates, respectively. The valedictorian and salutatorian must have been students at SMA for all of the 11th and 12th grades.
 - c. San Marcos Academy will only report class rank for the top 10% of graduates for purposes of enrollment in a state university. Students must be enrolled in San Marcos Academy for two full semesters before appearing in class rank.
 - d. Grade Point Averages will be available on June 1, following the end of the school year for underclassmen.
- .02 Graduation
 - a. The President's Cup – This award for “outstanding overall achievement” is presented to a graduating senior at the Commencement program. It is the highest award presented to an Academy student. The recipient is selected from a list of nominees the faculty/staff provides to the President.
 - b. The McNiel Cup – This award is presented to a graduating senior at the Commencement program for outstanding performance in the following areas: (1) high scholastic attainment; (2) exceptionally strong achievement in the study of the Bible; (3) Christian living on the

- campus and in the community; and (4) outstanding recognition as a leader. The same process as the President's Cup is used to select the recipient.
- c. Valedictorian –The valedictorian will be the senior student having the highest class rank determined by the GPA. The scholastic average will be computed in the first progress report of the fourth term. The valedictorian must have been an SMA student for grades 11 and 12.
 - d. Salutatorian – The graduate with the second highest class rank, computed on the same basis as that for the valedictorian. The salutatorian must have been an SMA student for grades 11 and 12.
 - e. Magna Cum Laude – A green and white cord and certificates are presented to the graduating seniors with a 4.0 GPA or higher.
 - f. Cum Laude – A purple and white cord and certificates are presented to the other graduating seniors with a 3.7-3.99 GPA.
 - g. The J.M. Carroll Program exceeds the rigor required by the Distinguished Level of Achievement program designated by the State of Texas Department of Education.
 1. This challenging academic program prepares students to earn advanced credit and acceptance into selective universities.
 2. To graduate under the Carroll Program, students must complete 16 honors level courses, including at least 4 dual credit or advanced placement courses. To receive credit, the student must have an average of 80 or above in each dual credit or advanced placement course and meet the requirements for Distinguished Achievement.
 3. Qualifications – To qualify for the Carroll Program, students must
 - a. give evidence of sufficient honors credits to complete the program their senior year,
 - b. maintain a 3.0 overall grade point average,
 - c. have been an SMA student for 2 consecutive years.

.03 Academic

- a. Gilt Edge – Requirements for Gilt Edge include no semester grade below 90 and a semester GPA of 4.0 (all A's). An incomplete course will prohibit a student from earning Gilt Edge. Gilt Edge recipients may have no more than two minor and no moderate or major infractions in the semester.
- b. All A Honor Roll- Requirements include all grades of 90 or above for the semester. An incomplete course will prohibit a student from earning All A Honor Roll. All A Honor Roll recipients may not have any major infractions in the semester.
- c. A/B Honor Roll – Requirements for A/B Honor Roll include all grades of 80 (A/B) or above for the semester. An incomplete course will prohibit a student from earning A/B Honor Roll. A/B Honor Roll recipients may not have any major infractions in the semester.
- d. Second Mile Award – The faculty selects the Second Mile Award recipients at the end of each semester. In the opinion of at least three faculty or staff, these students have exhibited unusual effort in their schoolwork. Their hard work attests to their positive attitude toward academics and serves as an inspiration to their peers. It does not necessarily mean that they have made all A's or even all A's and B's, but simply that they have gone "The Second Mile."
- e. Texas Association of Private and Parochial Schools (TAPPS) provides awards for district and state-level academic competitions.
- f. Larry Roberts Memorial Social Studies Award – Larry Roberts taught social studies history at the Academy for 25 years. This award is presented in his memory each year to the student who demonstrates academic excellence in the field of social studies in the majority opinion of social studies teachers.

- g. Recognition for scholarships to colleges and universities is presented during the annual awards program.
- .04 Athletic
 - a. Upper School students may letter in only authorized sports. Students who letter twice in one or more sports will be eligible to receive a letter jacket. A student may earn only one letter jacket after entering the ninth grade.
 - b. Other athletic awards will be presented during banquets and assembly programs throughout the school year.
- .05 Residence Life Awards

Residence Life awards are presented to outstanding boarding students at the annual Academy Awards. To be eligible, students must have lived in the dormitory for a minimum of one full semester. Other criteria may apply.
- .06 Fine Arts
 - a. Upon recommendation of the director of band or theater, upper school students may earn a letter jacket by meeting the criteria of the organization. Only one letter jacket for participation in any extra-curricular activity may be earned after entering the ninth grade.
 - b. Texas Association of Private and Parochial Schools (TAPPS) provides awards for district and state-level fine arts competitions.
 - c. Other fine arts awards will be presented during the annual Awards Ceremony.
- .07 Corps of Cadets

A wide variety of Corps of Cadets-related awards are normally presented throughout the academic year.
- .08 Additional Awards
 - a. Mr. and Miss SMA are selected by an administrative committee from finalists (3 girls and 3 boys) elected by the senior class. The recipients must be senior students who have remained enrolled at the Academy since the spring semester of their junior year (if not before).
 - b. Mr. and Miss Middle School are elected by the middle school students. The recipients must be eighth-grade students who have attended the Academy at least one semester in the seventh-grade year and all of the eighth-grade year.
 - c. Homecoming King and Queen are elected by the upper school student body. They are selected from among the eight (4 boys and 4 girls) seniors who are chosen by members of the senior class. The balance of Homecoming Court consists of three junior girls, two sophomore girls, and two freshman girls-elected by their respective classes.
 - d. Class Favorites are elected by grades 6–11 students from their respective classes. The 8th-grade class favorites will serve as Mister and Miss Middle School.
 - e. Senior Hall of Fame categories are set by the administration, and seniors are elected by members of the senior class.
 - f. Prom King and Queen are senior students elected by juniors and seniors.

206 BACKPACKS, SPORTS BAGS, OR BOOK BAGS IN THE SCHOOL BUILDING

- .01 All students are issued a locker in which to store items for school and personal use. Upper school students are not allowed to keep backpacks or other personal items in the school office. The only exception is athletic equipment, addressed below. Bags *may* be placed in the cubbies or on the floor downstairs at the entryway from 8:00 a.m.-8:35 a.m. and during lunch.
- .02 Any bags on the hallway floor outside the approved times will be placed in the school office. All bags left will be secured in the office at the end of the school day.
- .03 The Academy does not assume responsibility for the contents of bags that are unsecured.
- .04 All materials abandoned by Academy students will be considered the property of San Marcos

Academy.

207 CELL PHONES/DEVICES

- .01 Students may use cell phones/devices in classrooms with permission from the teacher for academic purposes. Cell phones/earbuds are not allowed to be worn, used, or visible in the hallways during school hours.
- .02 Students may only call on cell phones with the school administrator's permission in the school office or during their lunch break (not inside academic buildings).
- .03 Students using technology when and where usage is unauthorized are subject to having the device confiscated by SMA faculty or staff and given appropriate consequences by the school administration.
- .04 Social media comments, texts, and emails sent from a cell phone containing inappropriate language, bullying, harassment, or anything of a sexual nature may result in an office referral and consequences. Such comments are disruptive to the school climate, interrupt learning, and may be illegal. (Rights Reserved 104.08, San Marcos Academy administration reserves the right to search all electronic devices being used on campus.)

208 GUIDANCE COUNSELING

- .01 The Guidance Counseling Program consists of a guidance counselor who manages college issues, standardized testing, and routine student adjustment issues.
- .02 The guidance counselor works with students and parents regarding college selection and applications, essays, resumes, letters of recommendation, and standardized testing.
- .03 The guidance counselor also assists the principal with student issues involving course selection, scheduling of classes, and graduation requirements.

209 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.
- .02 Academic dishonesty occurs when a student submits someone else's work as his/her own (plagiarism) or has special information for use in an evaluation activity that is not available to other students in the same activity (see examples below).
- .03 Examples include, but may not be limited to, the following:
 - a. Cheating
 - (1) Copying from another student's examination or knowingly allowing another student to copy work.
 - (2) Possessing or using during an examination material not authorized by the person giving the exam.
 - (3) Collaborating with or seeking aid from another student during an exam without permission from the instructor.
 - (4) 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.
 - (5) Substituting for another student or permitting another student to substitute for one's self to take a test.
 - (6) Obtaining a test or information about a test that is used by any SMA class.
 - (7) Using an internet site or application to obtain answers or information needed to answer a test question without authorization from the teacher/teacher of record in an ALE

course.

- b. 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.
- c. Consequences - see Code of Conduct

210 DROPPING, AUDITING, OR CHANGING COURSES

- .01 All changes in a student's individual schedule are made only through the school office with the permission of the principal, his/her designee, or guidance counselor.
- .02 All schedule changes after registration must be approved by the teacher, parent, or legal guardian. The only exception is a schedule change made necessary for balancing classes or classroom management. If granted, the student will be expected to make up all work missed in the new course at the discretion of the principal.
- .03 Students enrolled in a college dual-enrollment course have until the drop date of the respective college to drop the course without penalty. If a dual credit course is dropped, the student will be scheduled into the upper school course, or online course equivalent to the one dropped.
- .04 Class audits will be granted by special requests and approval by the administration.

211 ENGLISH AS A SECOND LANGUAGE (ESL)

All students at SMA must acquire the credits necessary for graduation as listed by the Texas Education Agency. International students will receive English as a Second Language support through English immersion in the core classes with English Language Learner (ELL) assistance as needed on an individual basis.

212 GRADING SYSTEM

- .01 Report cards and progress reports are emailed to all parents or guardians through the student information system (Blackbaud) at approximately three-week increments. Parents requiring reports to be delivered by the postal service must notify the school office in writing. Service fees will be applied to the student's tuition account.
- .02 Other than courses taken concurrently (dual-credit courses), if a student fails the first semester of a one-credit course but passes the second semester and the average of the two-semester grades at least 70%, the student will be given the full credit. If the student passes the first semester but fails the second semester, the student earns only ½ credit and must make up the second semester.
- .03 With appropriate documentation, if students transfer from an accredited school with a numeric grade, their grades transfer and are applied to SMA GPA calculations. If they transfer from an accredited school with an alphabetic grade, SMA converts the grade to a number and then applies it to the SMA GPA calculation. This conversion would be as follows: A–95, B–85, C–77, D–73, and F–68.
- .04 Those credits from non-accredited institutions (e.g., home school, unaccredited private schools) must be accompanied by documentation validating the satisfactory completion of state-sanctioned learning objectives. Students must perform 70% or better on appropriate state end-of-course exams and/or Texas Success Initiative Assessment (TSIA 2). Upon successful completion, the students will receive credit but no grades.
- .05 Students placed on academic probation for cheating or plagiarism may be required to forfeit all academic awards and honors. They will retain their class rank for reporting purposes but may

- forfeit their exclusive rank placement to other students in good standing.
- .06 All incoming international transcripts from schools other than American schools will be determined for credit only. Articulation of international course credits will be at the sole discretion of the principal.
 - .07 The only designations transferred to the Academy on an honors scale are Honors, Pre-AP, AP, and Dual-Enrollment.
 - .08 Advanced Placement and honors courses are offered to selected students based on academic achievement. Because these course requirements are more stringent, greater weight is applied to the grading scale in averaging grades for academic honors.

213 GRADUATION, CREDITS, CLASS RANK, CONDITIONS, AND PROMOTION POLICIES

The Academy is accredited as a unit school for grades K–12. There are three basic divisions at SMA: the Lower School (Grades K-5), the Middle School (Grades 6–8), and the Upper School (Grades 9–12).

.01 Sequence of Coursework:

- **Regular College Preparatory Sequence** – *The following course of study is recommended for those students intending to attend a college or university after high school and satisfies both the Foundation and Multi-Disciplinary Endorsements:*

Grade 9	Grade 10	Grade 11	Grade 12
English I	English II	English III	English IV
Algebra 1	Geometry	Algebra 2	Pre-Calculus, Math Models
IPC	Biology	Advanced Science	Advanced science courses
W Geography	W History	U S History	U S Government & Economics
LOTE (Latin I, Sp I) ¹	LOTE (Latin II, Sp II) ¹	LOTE (Latin III, Sp III) ¹	Elective
Religion or Elective	Religion or Elective	Religion or Elective	Religion or Elective
Athletics or Fine Art or Elective ^{2,3}	Athletics or Fine Art or Elective ^{2,3}	Athletics or Fine Art or Elective ^{2,3}	Athletics or Fine Art or Elective ^{2,3}

NOTE: Elective sections should be carefully planned for those seeking endorsements to ensure the student meets the academic requirements.

¹ Upon earning the first credit, if the student is determined to be unlikely to be able to complete the second credit, he/she may substitute a different language course. Students with a diagnosed LD may substitute two credits from ELA, math, science, social studies, career and technical education, or tech applications.

² May substitute Corps of Cadets, cheerleading, athletics, or an SBOE-approved activity for PE credit. First-year male students in the upper school at SMA who are American citizens

are required to enroll in the FALL semester of Corps of Cadets.

- **Honors College Preparatory Sequence** – *The following course of study is recommended for those students intending to attend a highly competitive college or university after high school and satisfies both the Foundation and Multi-Disciplinary Endorsements.*

Grade 9	Grade 10	Grade 11	Grade 12
English I (H)	English II (H)	College English (DC)	College English (DC) or Eng IV
Geometry (H) ²	Algebra 2 (H)	Pre-Calculus (H), DC Math	AP Calculus or DC Math
IPC (H)	Biology (H)	AP Physics (Algebra-based) or Chemistry (H)	Advanced science courses
W Geography (H)	AP World History: Modern	US History (DC)	US Gov't (DC), Macro Economics (AP)
LOTE (Latin II, Sp II, ASL I) ²	LOTE (Latin III, Sp III, ASL II)	LOTE (Sp IV, Latin IV) ³	Academic Elective ⁵
Religion, Fine Art, Athletics, or Elective ⁴	Religion, Fine Art, Athletics, or Elective ⁴	Religion, Fine Art, Athletics, or Elective ⁴	Religion, Fine Art, Athletics, or Elective ⁴

NOTE: Elective sections should be carefully planned for those seeking endorsements to ensure the student meets the academic requirements.

² Algebra 1(H) and Languages Other Than English (LOTE), meaning Latin I(H) and Spanish I(H) are prerequisites for Geometry (H), Latin II(H), and Spanish II(H), respectfully, and are usually taken in the eighth grade.

³ When enough students are enrolled to warrant the class.

⁴ May substitute Corps of Cadets, cheerleading, athletics, or an SBOE-approved activity for PE credit. First-year students in the upper school at SMA who are American citizens are required to enroll in the FALL semester of Corps of Cadets.

.02 Endorsements – SMA's course offerings are adequate to provide the STEM, Arts & Humanities, Multidisciplinary, and Public Services Endorsements. Students should coordinate with the guidance counselor when choosing endorsements. Students wanting these endorsements must complete the following in their graduation plans:

- Foundation Requirements – The Foundation requirements are four credits in English to include I, II, III, and an advanced English course; three credits in math, to include Algebra I, Geometry, and an advanced math course; three credits in science, to include biology, chemistry or physics, and another advanced science course; three credits of social studies, to include U.S. History, U.S. Gov't, Economics, and World Geography or World History; one credit of physical education (or its substitutes); two credits of Languages Other Than English with both credits in the same language; one credit of fine arts; and five elective credits.

- b. Endorsement Requirements – Every endorsement includes the Foundation graduation requirements plus an additional credit in math, an additional credit in science, and two elective credits. An endorsement may also include additional curriculum requirements.
- c. Curriculum Requirements – A student must earn at least 26 credits to earn an endorsement.
 - (1) Multidisciplinary Endorsement – Students must complete foundation and general endorsement requirements, four credits in the four foundation subject areas to include English IV, and chemistry and/or physics, OR four credits in Advanced Placement, International Baccalaureate, or College Dual-Credit in English, math, science, social studies, economics, LOTE, or fine arts.
 - (2) Science, Technology, Engineering, and Math (STEM) Endorsement – The endorsement requires four credits in computer science OR two additional math courses for which Algebra II is a prerequisite, OR two additional science classes following biology, chemistry, and physics, OR three additional credits from no more than two other STEM disciplines.
 - (3) Arts & Humanities Endorsement – This endorsement requires five social studies credits, OR four levels of the same language other than English, or two levels of two different languages other than English, OR four credits of one or two categories of fine arts, OR four additional English credits.
 - (4) Public Service Endorsement – The endorsement requires four courses in the Corps of Cadets curriculum.
- d. In addition to an endorsement, a student may be recognized by the following:
 - (1) Distinguished Level of Achievement – In order to be eligible for top 10% automatic admission to a Texas public university, students must achieve this distinction. To be considered distinguished, the student must have a total of four credits in mathematics, including Algebra II, four credits of science, and the remaining curriculum requirements to earn at least one endorsement.
 - (2) Performance Acknowledgements – A student may receive this designation on his/her transcript for outstanding performance in one or more of the following: (a) dual credit courses, (b) bilingualism and bi-literacy, (c) AP exams, the PSAT, ACT or SAT.
- e. Curricular Requirements – Students must demonstrate sufficient skill in technology applications by passing one elective credit in computer applications. All male high school students who are American citizens MUST take .5 credits of Corps of Cadets during their first fall semester at SMA. Some other academic electives may be required under certain circumstances.
 - (1) All students enrolling will be enrolled in the Multi-Disciplinary plan unless written requests are made by the parents or guardians and are authorized by the school principal.
 - (2) Classification of Students – Students entering the Academy Upper School with fewer than six (6) academic credits are classified as freshmen. All students, whether transferring or returning, must have earned at least six (6) academic credits to be classified as a sophomore, twelve (12) to be classified as a junior, and eighteen (18) to be classified as a senior.
 - (3) Those declaring summer graduation may begin the school year as seniors with sixteen (16) earned credits. Those declaring fall graduation may not change classification at mid-semester.
 - (4) Program Planning
 - (a) When students enter upper school, they should study the requirements for graduation and plan their course selection in line with their interests and prospective college plans. Students should assume the primary responsibility for

- planning their programs by consulting the counselor or principal at least once each year or more often if plans change or difficulties arise.
- (b) Students at the Academy must take a full load of courses regardless of the number of accumulated credits unless approved by the principal.
 - (c) All former school records should be in the school office before beginning enrollment for the semester. Every effort will be made to accurately schedule students each semester in terms of progress toward graduation. Each student must examine his schedule immediately upon receipt and contact the administration or his designee if a scheduling change is required.
- (5) Promotion Policy - For a middle school student to be promoted to the next grade, he/she must pass math and English with a 70% or better and pass either history or science. In addition, the overall average of the four core subjects (including any grades below 70%) must be 70% or higher.
- (6) Transcripts
- (a) All transcript requests for current or former students must be made online via Parchment Exchange (<https://www.parchment.com/u/registration/540174/account>). An exception is when SMA receives a request directly from another educational institution.
 - (b) A student will not be allowed to receive final transcripts, obtain a diploma, or receive a final report card until all financial obligations have been paid in full, state mandatory attendance has been met, and any consequences assigned by school administration have been completed.
 - (c) For all currently enrolled students, no charge will be incurred for generating an unofficial or official transcript via Parchment Exchange. All electronically sent transcripts will be free of charge; however, an additional Parchment fee of \$2-\$4 may be applied for any transcripts that have to be mailed.
 - (d) SMA reserves the right to add a \$7 charge per transcript for current students should the amounts of requested transcripts become excessive, as determined by the school administration.
 - (e) Alumni will be charged a \$7-\$10 fee for all transcript requests. An additional Parchment fee may be applied for any transcripts that have to be placed in the mail and not sent electronically.
- (7) Awarding Credit
- (a) Students who withdraw from the Academy or are dismissed for any reason, prior to the successful completion of the entire semester, including any semester final exams, will not be awarded academic credit unless allowed by the administration to finish the courses through the SMA online program. Additional fees will apply.
 - (b) Exceptions may occur when the administration determines that the student has satisfactorily completed all institutional and legal requirements or has proven that there is no comparable course available at an appropriately accredited school in which the student is enrolled. In such cases, he/she may petition for an exemption.
- (8) Students who have not fulfilled their graduation requirements, but plan to do so in summer school or by distance learning after Commencement exercises, will have their grades averaged in with the other graduating seniors to determine class rank. However, these will be ineligible for academic honors. Diplomas will not be awarded until the senior has fulfilled all academic, financial, and behavioral requirements for graduation. Seniors who are within two credits of fulfilling graduation requirements are normally invited to participate in all Commencement activities.

- (9) Fall graduates must declare their graduation date no later than the second grade report of the fall semester. Parents or guardians must provide this request in writing to the principal.

214 ALTERNATIVE ENROLLMENT

.01 Alternative Learning Education (ALE)

- a. Boarding or day students – Students who are enrolled as full-time on-campus boarding or day students may take ALE courses through the SMA ALE program under the following conditions:
 - (1) The SMA ALE program must provide the course (unless SMA does not offer the course).
 - (2) The requested course is not offered on campus during the desired class period or conflicts with another course needed to complete the student’s graduation plan.
 - (3) The student needs the course to fulfill an Academic Recovery Plan authorized by the school principal.
 - (4) The principal has approved the course being taught through ALE and determined that it is in the student's best academic interest.
 - (5) The parent or guardian has authorized any additional fees incurred by facilitating the instruction through ALE.
 - (6) Students who declare graduation during the spring semester of their senior year must have the final grade in the school office two weeks before the end of the spring semester.
 - (7) Students must observe all of the approved policies and procedures of the online Academy to the satisfaction of the ALE director in order to be recognized as having successfully completed online courses.
 - (8) All grades may be withheld until all SMA requirements are satisfied.
- b. Summer School Students – Students who want to take summer courses may be enrolled in SMA ALE courses under the following conditions:
 - (1) The principal has approved all courses.
 - (2) The student meets and maintains the same qualifications for admission as a boarding or day student.
 - (3) Students previously enrolled as a boarding or day student must have prior approval by the principal for all courses taken away from the Academy and for high school credit.
 - (4) The parent or guardian has agreed to pay for the ALE course(s) prior to enrollment or according to a payment schedule authorized by the business office.
 - (5) The parent and student agree to possible assessment on campus or at an approved off-campus testing site to validate the student’s understanding and skill at the discretion of the principal. The parent agrees to absorb the cost of the additional service over and above the fees for the course.
 - (6) Students must observe all approved policies and procedures of the online Academy to the satisfaction of the program director to be recognized as having successfully completed online courses.
 - (7) All grades may be withheld until all SMA requirements have been satisfied.

215 HONORS AND DUAL-ENROLLMENT COURSES

- .01 Students should seek to maintain an 80% or above grade in honors or AP courses.

- .02 If dropping a student from an honors or AP course causes him or her to be withdrawn from other courses in which they meet the standard, the principal or his/her designee will determine whether to drop the student from the course.
- .03 SMA has arrangements with the University of Mary Hardin-Baylor to provide dual-enrollment courses.
- .04 Students who desire to enroll in a dual-enrollment course must meet the respective college's admission requirements and pass the Texas Success Initiative Assessment 2.
- .05 Additional fees will apply in order to enroll as a student at the respective university.
- .06 Students enrolled in a dual-enrollment class are subject to the SMA policies and procedures that apply to any other course.
- .07 Students have until the withdrawal date of the respective university to withdraw from the course without penalty.

216 CORPS OF CADETS (CoC)

- .01 CoC Class Requirements – Every first-semester high school male, who is a U.S. citizen, must take at least one fall semester of CoC Leadership Education and Training (LET) during his first fall semester in the upper school. Upper school students, especially those in leadership positions, are highly encouraged to take LET classes in both semesters and subsequent years to benefit from the full scope of the CoC program. LET classes are one-period blocks of instruction conducted five days a week. Leadership Labs, Military Ball, and the Veterans Parade are components of the Academy's CoC program and are part of the course curriculum, and participation is factored into the semester grade.
- .02 All CoC courses may be substituted for PE.
- .03 The CoC program is a cooperative effort on the part of the Army and SMA to provide secondary school students with opportunities for total development. The program's flexibility allows it to bear professional educators' scrutiny and meet the community's needs. Satisfactory completion of two to four years of the program can lead to advanced placement credit in the Senior ROTC program or advanced rank in the Armed Forces. Additionally, some colleges and universities may grant college credit upon completion of the specified requirements.

217 LIBRARY/LEARNING RESOURCE CENTER POLICIES

- .01 Students must utilize the approved procedures regarding passes to obtain services in the physical library.
- .02 Students are permitted to check out as many as five books for a two-week period. Students with overdue books are not allowed further checkout until overdue books are returned.
- .03 Library/Learning Resource Center Hours – To provide students with maximum utilization of the physical library, the library is generally available on Monday – Friday from 8:00 a.m. until 4:00 p.m. Requests for accessing the physical library outside of the designated hours must be pre-arranged with the school office at least 24 hours before the requested time.
- .04 Virtual Library - Online resources through online databases and eBooks are available 24/7. Students requesting online library services must allow one business day for a response.

218 LOCKERS

- .01 All students are assigned a locker to store books and other personal items needed during the school day (See section 205). Students may bring their own lock for the locker.
- .02 Only approved items may be placed in student lockers as the school administration determines.

.03 Lockers are subject to inspection by Academy personnel at any time.

219 MISSING HOMEWORK

When students repeatedly fail to turn in their homework, they will be considered “chronic offenders” for the purposes of missing assignments. Often, a chronic offender will be referred to the principal.

220 ORGANIZATIONS

.01 Officer Positions

Students can only serve as the president of a single organization, but they are allowed to hold other positions in additional organizations.

.02 Student Government

a. Student Council (SC)

(1) The SC is the central organization for advocating all student requests and organizing student participation in SMA activities.

(2) Membership

- a. President –The president serves the entire student body, leads all SC meetings, and ensures the student organization is running well. To qualify, he or she must be a senior in good standing who has been enrolled during both semesters of the year he/she is elected, approved by the school administration, and elected by a majority of the upper school student body. To be eligible, candidates for President of the Student Council must have served as a member of the Student Council. The president represents the Student Council during meetings called by the administration.
- b. Vice President (VP) –The Vice President substitutes for the president when unavailable and assists the president in ensuring the student organization is running well. To qualify, a candidate must be either a good-standing junior or senior who has been enrolled at the Academy for both semesters of the year, approved by the school administration, and elected by a majority of the upper school student body.
- c. Secretary – The secretary records all minutes of the meetings and reports to the council and school administration. To qualify, candidates must be upper school students in good standing, approved by the administration, and elected by popular vote of the upper school student body.
- d. Treasurer – The treasurer works with the Business Office to ensure all SC funds are accounted for and reports to the council and school administration. To qualify, candidates must be upper school students in good standing, approved by the administration, and elected by popular vote of the upper school student body.
- e. Class Presidents – Class Presidents are full voting members of the SC. To qualify, they must be a middle school or upper school student in good standing, approved by the administration, and elected by their respective class.
- f. SMA Organization Leaders - Presidents or recognized organization leaders are full-voting members of the SC. Organizations include Student Ambassadors, Student Recreation Organization (SRO), Leo Club, Dorm Council, FCA, National Honor Society, and CoC.
- h. Ad Hoc Representatives – Three (3) openings are available for appointment. They are full-voting members. Appointees must be upper school students in good

standing, appointed by the administration.

- (3) Members of the Student Council are subject to dismissal by the administration if they do not maintain the standards of scholarship, leadership, service, character, and citizenship that were used as a basis for their qualification.
- (4) Should a Student Council officer be removed from office or resign his/her position, the administration will determine the best course of action to fill the vacated position.

.03 LEO Club

- a. Through the LEO Club Program, San Marcos Academy students develop and practice leadership, organization, and social skills through participation in LEO Club activities and service projects. Involvement in these activities often fosters a lifetime commitment to helping others while enhancing the community.
- b. Membership
 - (1) Officers – The officers consist of a President, Vice President, Secretary, and Treasurer. The officers are elected each year by the LEO Club members.
 - (2) Eligibility – To be part of the LEO Club, the students
 - (a) Must be a current 6th-12th grade student in good standing.
 - (d) Must agree to abide by the LEO Club handbook and SMA code of conduct.
 - (3) Members – All members are to be students in good standing at the Academy and must pay the annual LEO club dues. Guests may attend meetings. However, guests do not have voting privileges.

.04 National Honor Society (NHS) and National Junior Honor Society (NJHS)

- a. Local chapters of the NHS and NJHS are auxiliary organizations governed by a separate constitution and bylaws from that of the host school. Standards and procedures adopted by the SMA chapter for selection, membership functions, dismissal, and recognitions are in full compliance with the national organization.
- b. Selections Process:
 - (1) The selection process is governed by Article IX Sections 3 and 4 on page 3 of the Official NHS Constitution.
 - (2) The chapter adviser will notify all qualified students with an invitation to apply for membership. Students who apply must meet the qualifications established by the Official NHS Constitution.
 - (3) Selection of each member to the chapter shall be by a majority vote of the Faculty Council for any student that applies for membership.
 - (4) The chapter adviser shall review the Faculty Council's deliberation with the Principal prior to membership notification to all applicants.
- c. Application Process:
 - (1) Qualified students must submit a completed application for membership consideration.
 - (2) Each applicant will be informed of their membership status after Faculty Council has met.
- d. Qualifications for NHS and NJHS selection are as follows:
 - (1) Students must have a 3.4 cumulative Grade Point Average (GPA)
 - (2) Students who are classified in 10th-12th grades are eligible to become members of the NHS. Students who are classified as 7th-9th grades are eligible to become members of the NJHS.
 - (3) Students must have been enrolled at the Academy for at least one semester (no fewer than twelve weeks in cases of late enrollment) or have an authentic letter of transfer from another school's chapter.
 - (4) NHS requires twelve hours per semester of documented service hours within the

previous year other than those acquired during the summer. NJHS requires five per semester.

- (5) For one year prior to the application or for the time enrolled at SMA for those who have attended less than a year, the behavior record shows no incidences of plagiarism, cheating, disrespect, bullying, lying, or fraudulent behavior, nor accumulated office referrals totaling more than six minor infractions in a single year. Parent notification must be confirmed by the NHS/NJHS sponsor or his/her designee of any single incident of those listed that would preclude a student from being eligible.
- .05 Student Ambassador Program – This program is designed to give students the opportunity to have an active role in hospitality activities at the Academy. Student Ambassadors serve as “the face of the Academy” and are highly respected representatives of San Marcos Academy. The duties of a student ambassador are to serve by request as hosts for on-campus events or special visitors. Ambassadors will also represent the school at some specific events in the local community. Applications to become a student ambassador are available from the Director of Admissions, and membership will be by invitation only.
- .06 Student Recreation Organization (SRO or Student Rec) – This organization is intended to give Middle or Upper School students experience with event planning and facilitating activities for other students regularly. The Student Life Department sponsors this organization. There are four elected officer positions and spots for active members. Officers and members are responsible for planning and hosting activities and events. On occasion, (SRO) will join the Student Life Department staff to assist with campus events.
- .07 Dorm Council – This program is designed to give boarding students an active role in the boarding program. This group of students will help plan and implement boarding activities. One representative will serve on the Student Council. Applications to serve on the Dorm Council are available from the Director of Residence Life.
- .08 Other Clubs and Organizations
These evolve during the year as determined by student interest, staffing capabilities, and approval from the principal.

221 SCHOOL BUILDING RULES

- .01 Teachers oversee discipline in their classrooms and will also exercise disciplinary control in the hallways, school grounds, or other classrooms during the regular teacher's absence. Student teachers and substitutes will be given the same respect and courtesies as regular teachers.
- .02 Students are not allowed to take out their electronic devices/cell phones during the school day in any academic building (Upper School, Lower School, Middle School, RCC). Students may only use cell phones with the school administrator's permission in the school office or during their lunch break. Phones may not be used inside academic buildings unless used for academic purposes with teacher permission. Students using technology when and where usage is unauthorized are subject to having the devices confiscated by SMA faculty or staff and given appropriate consequences by the school administration.
- .03 Students are not permitted in the school building before the opening of school in the mornings at 7:45 a.m. or during their lunchtime without approval from school personnel. The school building closes at 4:30 p.m.
- .04 Students are not permitted to return to the residence hall during the school day except in emergencies.
- .05 A fire extinguisher or alarm may not be touched or manipulated except in case of fire.
- .06 Only food or drink that the school administration approves will be allowed in the school buildings.

- a. Teachers will determine whether a student may have food or drinks in their classrooms.
 - b. Any food or drink container may be subject to inspection by school personnel.
 - c. Food or drink deliveries from an outside restaurant are not permitted on campus.
 - d. Snacks and drinks sold during lunch or advisory at the Sabre may be allowed. Making purchases from the Sabre does not excuse a tardy if the student is late to class.
- .10 Book bags, notebooks, electronic devices, or books with obscene, suggestive, or otherwise objectionable lettering, stickers, or drawings may be confiscated, and disciplinary action may be assigned.
 - .11 Any student out of class during class time must have a pass from a school official (teacher, school office staff, etc.).

222 “STANDARD RESPONSE PROTOCOL” (SRP) DRILLS

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

223 TUTORIALS/BEAR TIME

- .01 Tutorials are conducted before, during, and/or after the regular academic day. The teacher determines Bear Time tutoring and is mandatory.
- .02 If a student is involved in any activity that excuses him/her from tutorials, the student is responsible for completing homework assignments during free time.
- .03 Violation of SMA rules during tutorials may result in the student being assigned disciplinary consequences as in every other class. *(See section 312 Disciplinary Offenses-Campus Wide)*

224 TARDIES

- .01 Arriving tardy to class is excused only when the issuing teacher or other authorized Academy personnel properly signs a pass or note of explanation.
- .02 A student’s first two tardies are recorded but have no disciplinary consequences. The third unexcused tardy will result in an official referral and consequences. Tardies accumulate by the semester. *(See section 311 Disciplinary Procedures)*

225 TECHNOLOGY AND DEVICES

- .01 Use and regulations regarding Electronic Communication Devices (ECDs) are governed by the current Acceptable Use Policy (AUP) located on the school website.
- .02 See Section 207 regarding cell phones.

226 TESTING PROGRAMS

- .01 Upper school students participate in the following standardized testing programs: PSAT, SAT, ACT, AP, and the Texas Success Initiative (TSIA2). The TSIA2 is a qualifying placement test that any student must take before he/she can officially enroll in a dual credit college course and/or AP course. First-year international students may be excused from taking the Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test (PSAT-NMSQT). Juniors and seniors may take either the ACT or the SAT in the fall or spring of each year as part of their college application process. Students who are enrolled in Advanced Placement (AP) courses are

required to take the AP Exams in May unless exempted by the principal or his/her designee. Fees for these exams are charged to the student's account.

- .02 All students entering Texas public colleges and universities, who are not exempt through ACT/SAT scores or other means, must take the TSIA2 before enrollment. Requirements may vary for different colleges and universities; therefore, seniors should check for specific information about the college or university where they plan to enroll.
- .03 The scheduling of all tests must be coordinated with the school's guidance counselor.
- .04 Transportation to off-campus tests will not be provided for any tests that are offered on the San Marcos Academy campus. For test administrations not offered at SMA (SAT/ACT only), transportation may be provided, for boarding students, locally with at least a week's notice to staff.

227 TRANSPORTATION TO SCHOOL ACTIVITIES

- .01 Students participating in school activities (athletic, band, rec trips, etc.) are required to go to and from the activity on transportation provided by the school. Students may check out with their parent/guardian after completion of the activity if approved by the coach, director, etc., and signatures are obtained. Boarding students may be picked up from the activity and/or checked out on leave to an overnight or weekend destination if proper permission has been obtained from parents/guardians and boarding directors.
- .02 Students attending school activities as spectators and traveling on school-provided transportation, whether bus or car, must sign up for the trip in advance. Any student misbehaving on school trips may be sent home or back to the Academy at the student's expense if the sponsor in charge deems this to be necessary. The student may receive disciplinary consequences and be prohibited from further participation in related activities.
- .03 On school-sponsored educational (field) trips, students are responsible for staying within the eyesight of adult supervisors unless given permission to do otherwise. Follow supervisor instructions to avoid disciplinary action and potential costs for returning to campus.

228 TUTORING

- .01 Voluntary tutorials are available before school, during advisory, and after school is dismissed (must be pre-arranged with the teacher).
- .02 Requests for tutoring services that are performed on campus from an outside source should be arranged through the guidance counselor's office or Accommodated Learning Center (for students enrolled in ALP) and the director of human resources. The outside tutor must first pass a criminal background check and training before being allowed to tutor an SMA student. Times and fees are arranged directly between the parent and the tutor.

CAMPUS WIDE

300 ACADEMY SERVICES

- .01 Food Service Program
 - a. SAGE Dining Services prepare all meals in the school dining hall, located in Carroll Hall.
 - b. The lunch meal is included in the tuition for day students; any other meals that a day student eats on campus must be purchased through the Sabre (bookstore).
 - d. Food, eating utensils, glasses, and beverages are not to be removed from the dining hall.
- .02 Foreign/Domestic Travel
 - a. Students traveling to foreign countries by air should have their travel plans approved by the Director of Residence Life. Reservations should be made at least thirty days prior to departure dates. To avoid additional costs, travel plans should be approved **prior** to the purchase of tickets. Students must show proof of travel plans to the Director of Residence Life **AT LEAST TWENTY (20) BUSINESS DAYS** in advance.
 - b. International parents should refer to the published school calendar to determine appropriate arrival and departure dates. Students should plan to arrive the weekend before classes begin in the fall and to leave the residence hall by 5:00 p.m. the day the residence hall closes.
 - d. Final exams will not be adjusted to accommodate international flight times. (See Section 200.07 regarding exams.)
 - e. When the campus closes for Thanksgiving and Spring Break, students must depart the campus by 5:00 p.m. During final exams, students are expected to leave campus upon completion of their last exam. 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 a day.
 - f. During the school closure breaks, meal service and other Academy amenities will not be available.
 - g. All international students must turn in their passports to the Admissions Office immediately upon arrival at SMA.
 - h. Absences due to transportation issues are not considered excused.
- .03 Health Service – The Academy provides basic health care for all boarding students and limited care for day students (*see Section 309.02 for Day Student Health Care information*). The parent or guardian is responsible for taking care of routine medical, dental, and vision appointments. Boarding students are required to provide proof of United States-based health care coverage. Urgent care, medical follow-ups, and acute illnesses will be handled through the Student Health Center (SHC). The SHC is open M-F 7:30 a.m.- 4:30 p.m.
 - a. State laws require that all immunizations must be current and copies provided to the student’s school at the time of registration.
 - b. The Academy requires all middle and upper school students to have a recent physical examination completed and turned in at registration. Students cannot participate in PE, sports, athletics, or school activities until a current physical is on file.
 - c. Admission to Health Services – Students are admitted to or discharged from Health Services only by the nurse on duty. Once admitted, students may not leave Health Services without proper release. If a student enters Health Services feeling ill, the student will be required to remain in Health Services until released by the nurse.
 - d. Appointments – All appointments for boarding students with physicians, dentists, or specialists of any kind must either be made by or confirmed by Health Services personnel to

allow time to arrange transportation. Out-of-town appointments require a 48-hour notice prior to the appointment. Should it be necessary while on home leave to remain because of illness, students must check back into school through Health Services. If a student misses school because of an illness arising while the student is at home, a letter stating so must be brought from the physician for presentation to the Health Services staff.

e. Charges – Special medical situations will require nominal additional charges such as medications, medical supplies, and medical transportation.

f. Off-Campus Medical Services

- (1) All medical services rendered off campus are on a fee basis by the medical provider. For this reason, Health Services must have a copy of the student's Authorization for Medical Treatment and health insurance card. Any student without an Authorization for Medical Treatment form may be delayed in receiving medical services if required. This form is necessary in case of a medical emergency.
- (2) Emergency medical, dental, vision, and out-of-pocket doctor visits for all boarding students will be handled by charging the student's account or through parents/guardians paying directly to the service provider. If the student carries the school-sponsored insurance, an insurance claim form will be prepared by the Academy and submitted for reimbursement to the student's account. The school insurance does not include vision or dental coverage.
- (3) Insurance provider's coverage must be verified before school begins. This is essential for medical care as well as any pharmacy needs. Provide a copy of the front and back of your insurance card. If your insurance changes during the year, please send updated copies. Anyone with an HMO or PPO should be aware of their company's policy concerning Primary Care Physicians (HMO policies may be difficult to support). The student's insurance may not pay for medical services that are not prescribed by the patient's primary care physician or provided by a network provider. The Academy cannot change the student's primary care physician or select a network provider. The insured person is responsible for selecting the medical provider under the health insurance plan in effect. The nursing staff at the Academy will assist the parent by communicating medical needs and coordinating appointments; however, they cannot intervene with the insurance company. **This does not include hospital inpatient or outpatient care, which must be paid by the parent or guardian directly to the hospital.**
- (4) In the event a student is admitted to the hospital for surgery, or an inpatient stay, the parent or guardian is required to be present throughout the duration of the stay and during any required follow-up appointments.

g. Emergencies and Urgent Care

- (1) In case of an emergency during Student Health Center hours, the nurse on duty will be called by the school or dormitory personnel. After infirmary hours, dormitory personnel will call 911 or take the student to the emergency clinic.
- (2) Academy protocols for mental health emergencies (a student who is threatening harm to self or others) may include a referral to a local hospital emergency room. A call will be made to the parent or guardian as soon as possible. When a student has threatened self-harm, the parent will be required to arrange for the student to be removed from campus within 24 hours of the event. If the parent does not arrange for the student to be removed from campus, the Academy will make arrangements at the expense of the parents. An evaluation report from a psychiatrist or psychologist must be submitted to the Academy's President for review by the Admissions Committee. The committee will determine if it is appropriate for the student to return to campus and, if deemed

appropriate, what conditions might apply.

h. Medications

- (1) The Academy is not a medical, therapeutic, or treatment facility and must rely on the cooperation of students in the use of medications. It is the parent or guardian's responsibility to ensure that adequate quantities of medication are supplied and have sufficient refills on hand. All students, whether of legal age or not, who refuse to follow doctor's orders may be sent home.
 - (a) Medications will only be dispensed to the student for whom it is prescribed.
 - (b) The medication to be administered must be in its original prescription container. A written order from the physician must accompany sample packets of prescription drugs. The prescription container cannot be past its expiration date.
 - (c) No prescription or over-the-counter drugs (including vitamins, Tylenol, etc.) are allowed in the student rooms or in their possession. All medications must be kept at the Health Center. This includes all dietary supplements, such as protein mixes. The dorm administration must approve these.
 - (d) 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.
 - (e) Foreign medications and herbal treatments do not meet FDA approval and cannot be administered.
 - (f) Inhaler/nebulizer treatments must be accompanied by a doctor's order. We require two inhalers – one for the student and one to keep in the infirmary for emergencies. Nebulizers will be kept in the Infirmary.
 - (g) Walgreen's Drug Store, located at 1700 Ranch Road 12, is the school pharmacy. Their telephone number is (512) 393-3701, and their fax number is (512) 393-3707 if a student needs to have a prescription transferred. Each parent is asked to set up an "Express Pay" account at Walgreens. An account may be established at any Walgreens location.
 - (h) Parents are responsible for informing the student health center of student allergies and supplying an EpiPen if needed. Middle and upper school students are allowed to carry an EpiPen on their person.
- (2) Upon departing campus for extended periods (weekends, holidays, etc.), students will be issued their medication(s) for the time away from campus unless notified by the parent or guardian to the contrary. On closed campus holidays, all medications may be sent home for the parents to assess inventory.
- (3) 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.
- (4) All medications should be picked up at the school year's conclusion. 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.

i. Immunizations – The Academy Health Service can arrange for administering state-required inoculations for boarding students only.

j. International Student Health Booklet – Students with International Health Booklets must submit the booklet and their passport to the Admissions Office upon arrival at school. All international students are required to have an approved U.S. health insurance policy. The Academy Business Office may arrange this insurance policy for students if no other provisions are made.

k. 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.

- l. Boarding students must provide proof of U.S. health insurance. If an international student does not provide proof of U.S. health insurance by August 31st of each year, the international student will then be enrolled in the SMA health insurance plan, and the cost of the insurance will be applied to the student's billing account. Please see the fee schedule for the cost of insurance coverage.
- .04 The Academy Store (The Sabre)
- a. Purchases at The Sabre are made on a cash, credit card, or debit card basis. Parents/guardians must fill out the Sabre Bookstore Student Account Restrictions form upon registration. This form will designate what items the student is allowed to purchase with the Smart Tuition account after registration. Charges on the student's account are then billed out monthly at the beginning of each month. Credit card purchases may also be made using Visa, MasterCard, Discover, or American Express. Parents/guardians have the option to put a credit card on file with the Business Office for the student to use in the bookstore. If a student is using a physical credit card, it must be issued in the student's name, or authorization must be obtained for each transaction for cards issued in the parent's name.
 - b. Appropriate behavior is expected while in the Sabre. Shouting, scuffling, rowdiness, profanity, shoplifting, etc., may result in behavioral consequences, plus the loss of store privileges.

301 BORROWING OR SELLING

- .01 When borrowing and lending occur, any loss shall be the responsibility of both parties unless liability can be determined.
- .02 The selling of personal property is strongly discouraged. If a transaction takes place, it must be pre-approved by the student's parent and administration. Failure to follow this procedure may result in disciplinary consequences. It is the responsibility of the seller to collect.
- .03 Students are not to sell items for profit (concessions, eBay, etc.). This privilege is reserved for student organizations and must be approved by the Office of Development.

302 COMPLAINTS / GRIEVANCES

See Appendix A: Matthew 18 Principle for Solving School Problems

See Appendix B: Complaint Forms for Levels One, Two, or Three

303 MALE STUDENT APPEARANCE AND DRESS CODE

(Lower School parents should consult the SMA Lower School Student Handbook)

This section of the Student/Parent Handbook addresses the acceptable attire for all male students when on campus or anytime that they are under Academy supervision, including athletics, 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.** All clothing must be appropriate and meet Academy standards.

.01 GENERAL

a. Hair

- (1) Hair must be one predominant color natural to the student. Any highlighting should be moderate and in color shades natural to the individual student. Hair must be neat, clean, well-groomed, and managed at all times. Only conservative hairstyles are permitted. Hair may not extend past the eyebrow, below the aperture of the ear, and must stay off the collar. Designs, lines, etc., shaved into the hair are not allowed. The SMA administration has final discretion on hair length, style, and shape.
- (2) Students may not cut or color their hair or another student's hair while under Academy supervision without specific approval from their Director of Residence Life or a member of the administration.

b. Face

- (1) Boys are to be cleanly shaven at all times. No facial hair is permitted. Shaving material will be available in the office.
- (2) Sideburns will not extend below the aperture of the ear.
- (3) Male students may not wear makeup at any time.

c. Body

- (1) Piercing or adornment of body parts is prohibited, including spacers.
- (2) Tattoos, including those that are temporary, are not condoned. All previously existing tattoos must be appropriately covered when the student is on campus in public view or in attendance at Academy events.
- (3) No fingernail polish allowed on nails.

.02 SCHOOL DRESS – Specified items must be purchased through SMA to be considered “Academy Approved.”

a. General – 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 Flynn O’Hara Company and/or the Academy Bookstore or Uniform Store (The Sabre/Bear Outfitters).

b. Pants and Shorts

- (1) Khaki pants (flat front or pleated-available through Flynn O’Hara or the Sabre) or appropriately sized shorts, fitting at the waist and in the crotch, are to be worn as part of the uniform. Pants may not be snug or form-fitting. The length of shorts must be between mid-thigh and top of the knee. Pants and shorts must be secured around the waist, not worn low on the hips. Shorts must not be rolled, cuffed, or hemmed.
- (2) Uniform pants and shorts must be properly hemmed with no holes, rips, or frays. Pant legs may not be slit.

c. Shirts

- (1) Polo shirts must always be appropriately sized and tucked into the pants/shorts. Belts must be visible all the way around the waist.
- (2) Shirts must always be buttoned up to the second (from the top/collar) button.

d. Headgear – No caps, hats, hoods, or other headgear (including combs/picks) may be worn (except for Corps of Cadets) in the buildings. Excluding the Rec Center, winter headgear may not be worn inside the buildings.

e. Belts – Belts must be a solid brown or black and must be no more than 1 ½” inch width. Belts will be worn with all pants and shorts. They must be appropriately sized and tucked into belt loops.

f. Acceptable Shoes and socks

- (1) For daily school wear, predominantly gray, white, brown, or black shoes may be worn. Western boots or high-top athletic shoes may only be worn with pants. Footwear must be of leather and/or solid materials and cover the heel and toe of the foot. In any instance, members of the administration may use their discretion to determine whether a shoe is appropriate. Combat boots are not allowed except as part of the Corp of Cadets uniform.
- (2) Socks must be worn, visible, and can be a solid/pattern color of navy, brown, tan, black, gray, or white.

g. Coats/Outerwear

- (1) These items must be worn with an approved shirt and must be appropriately sized in the shoulders, sleeves, and length. Only the approved SMA turtleneck may be used for layering with the uniform polo.
- (2) Approved options for outerwear are the following:
 - Navy Blue sweater (Flynn O'Hara Company)
 - Academy letter jacket
 - Any other outwear option sold at the Sabre Bookstore or Bear Outfitters
- (3) Scarves are allowed only if they coordinate with the school uniform and are no more than six (6) feet long.
- (4) Outerwear not listed above may be worn outside of the buildings in cold weather.

h. Jewelry

- (1) Earrings, spacers, and other jewelry may not be worn in the ears or other parts of the face at any time when on campus or at any Academy event.
- (2) A thin necklace, watch, and a conservative bracelet may be worn with the school uniform.

i. **SMA Casuals** consist of standard pants that are a solid color and appropriately sized, fitting at the waist and crotch (athletic wear and cargo pants are not permitted). All clothing must be properly hemmed or cuffed, with no holes, rips, slits, cuts, or frays. The shirt must be an SMA shirt sold from the Sabre. As an alternative, the uniform pants or uniform shorts may be worn. An SMA sweatshirt, SMA hoodie, or uniform sweater may be worn over the t-shirt. Other outerwear worn with SMA Casuals must be in compliance with those listed in section 303.02.g above. Footwear must be closed-toed and cover the heel (no combat boots). SMA Casuals attire worn without authorization may result in loss of privilege and other consequences. Seniors with Senior Lunch Privileges may wear SMA Casuals on Senior Lunch Days. The entire SMA student body may wear SMA Casuals on designated Fridays.

j. **Dress Uniform** attire for boys is a white oxford shirt (available in the Sabre and Flynn O'Hara with the navy uniform sweater (available at Flynn O'Hara and The Sabre/Bear Outfitters) and the SMA tie, worn with khakis and brown or black leather shoes, or western style boots, belt, and socks. No athletic-type footwear or hoodies are permitted with the dress uniform. Dress uniforms or appropriate Corps of Cadets uniforms will be worn on Wednesday chapel days and on special assembly scheduled days.

k. **PE/Athletic** dress for boys in athletics/strength and conditioning is purple recreation shorts and a green shirt. These items are to be purchased in the Sabre.

l. **Athletic event** attire-SMA Casuals or appropriate casual attire.

.03 SPECIAL EVENT CLOTHING – Boys wear the dress uniform for most special events. For some events, such as dances or graduation ceremonies, boys will wear their military dress uniform, a suit and tie, or a tuxedo. Some events allow students to wear business attire in lieu of the dress uniform. When the option is available, students will be informed.

- a. Event Attire consists of an outfit chosen by the student but approved by the principal.
 - b. Formal Attire – Attire will be specified several months before the event.
 - c. Graduation Attire for seniors – Military dress uniform or tuxedo- arranged by the principal and paid for by the parents/guardians.
- .04 AFTER SCHOOL/WEEKEND DRESS on campus - applies to special weekend activities (recreation trips and community service activities).
- a. Casual wear is acceptable after school and on weekends. Casual wear consists of a sleeved shirt that covers the torso and is not excessively big or revealing and pants, which may include neat jeans, sweats, or shorts; shorts must be no shorter than the fingertip of the middle finger when arms are extended downward, and shoulders are relaxed.
 - b. Undergarments will not show.
 - c. Shirts must be worn at all times, except in the swimming pool.
 - d. Shorts may be worn for recreation as long as they are no shorter than the fingertip of the middle finger when arms are extended downward and shoulders are relaxed. Boxer shorts are not proper outerwear.
 - e. For sanitary purposes, footwear must be worn anytime a student is outside his residence hall room.
 - f. the sponsoring group will announce the appropriate dress during special weekend activities.
 - g. Caps/hats may not be worn at any time in Carroll Hall, RCC, or the academic buildings.

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

304 FEMALE STUDENT APPEARANCE AND DRESS CODE

(Lower School parents should consult the SMA Lower School Student Handbook)

This section of the Student/Parent Handbook addresses the acceptable attire for all female students when on campus or any time that they are under Academy supervision, including athletics, 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.** All clothing must be appropriate and meet Academy standards.

.01 GENERAL

- a. Hair – Hair must be one predominant color natural to the student. Any highlighting should be moderate and in color shades natural to the individual student. In any instance, members of the administration may use their discretion to determine whether the hair color is appropriate. Hair must be neat, clean, well-groomed, and managed at all times. Only conservative hairstyles are accepted. No shaved hairstyles are allowed. No hair alterations or coloring/cutting may be done while under Academy supervision without prior approval from the Director of Residence Life.
- b. Face – Natural makeup may be worn in moderation and with good taste. This includes eyeliner.
- c. Body
 - (1) Piercing or adornment of body parts (other than earrings) is prohibited.
 - (2) Tattoos, including those that are temporary, are not condoned. All previously existing tattoos must be appropriately covered when the student is on campus in public view or in attendance at Academy events.

.02 SCHOOL DRESS

Specified items must be purchased through SMA to be considered “Academy Approved.”

- a. General – 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 Flynn O’Hara Company and/or the Academy Bookstore or Uniform Store (The Sabre/Bear Outfitters). Items detailed in Section .04 may also be purchased at local clothing stores.
- b. Skirts
 - (1) Girls must wear the designated uniform skirts (pleated or kilt).
 - (2) Minimum skirt length is 3” above the top of the kneecap while standing up straight. Rolling the waistband at the waistline is not allowed and is a violation of the dress code.
 - (3) Skirts must be properly hemmed (no staples).
 - (4) Shorts must be worn under the skirts and girls must sit properly while wearing a skirt.
- b. Pants
 - (1) Girls may wear the designated uniform pants in place of the skirt.
 - (2) Pants must be appropriately sized, fitting at the waist and in the crotch. Pants may not be snug or form-fitting.
 - (2) Pants must be properly hemmed or cuffed, with no holes, rips, slits, or frays. Pant legs may not be slit.
- c. Shorts
 - (1) Girls may wear the designated uniform shorts in place of the skirt or pants.
 - (2) The length of uniform shorts must be below the middle of the thigh.
- d. Shirts
 - (1) Polo shirts must be appropriately sized. Shirts must always be buttoned up to the second (from the top/collar) button.
- e. Undergarments – Appropriate undergarments must be worn. Undergarments may not be exposed. This includes camisoles or undershirts. They must be a color that will not show under the polo shirt or blouse.
- f. Headgear – No caps, hats, hoods, or other headgear (including combs/picks) may be worn to school (except for the Corps of Cadets) unless a school administrator gives permission. Headbands must match the colors used in the uniform and must be solid in color. Excluding the Rec Center, winter headgear may not be worn inside the buildings.
- g. Shoes and Socks
 - (1) For daily school wear, predominantly gray, white, brown, or black shoes may be worn. Western boots or high-top athletic shoes may only be worn with pants. Footwear must be of leather and/or solid materials and cover the heel and toe of the foot. In any instance, members of the administration may use their discretion to determine whether a shoe is appropriate. Combat boots are not allowed except as part of the Corps of Cadets uniform.
 - (2) Socks must be worn, visible, and can be a solid/pattern color of gray, navy, black, green, red, or white.
 - (3) Solid navy blue, red, green, white, or black leggings/tights that extend to the ankle or longer may be worn with the uniform skirt.
- h. Outerwear
 - (1) These items must be worn with an approved shirt and must be appropriately sized in the shoulders, sleeves, and length. Only the approved SMA turtleneck may be used for layering with the uniform polo.

- (2) Approved options for outerwear are the following:
 - Navy blue or red sweater (Flynn O’Hara Company)
 - Academy letter jacket
 - Any other outerwear option sold at the Sabre Bookstore or Bear Outfitters
- (3) Scarves are allowed only if they coordinate with the school uniform and are no more than six (6) feet long.
- (4) Outerwear not listed above may be worn outside of the buildings in cold weather.
- i. Jewelry
 - (1) Other than earrings, spacers, and other jewelry may not be worn on other parts of the face at any time when on campus or at any Academy event.
 - (2) A thin necklace, watch, and a conservative bracelet may be worn with the school uniform.
- j. **SMA Casuals** consist of standard pants that are a solid color and appropriately sized, fitting at the waist and crotch (athletic wear and cargo pants are not permitted). All clothing must be properly hemmed or cuffed, with no holes, rips, slits, cuts, or frays. The shirt must be an SMA shirt sold from the Sabre. As an alternative, the uniform pants or uniform shorts may be worn. An SMA sweatshirt, SMA hoodie, or uniform sweater may be worn over the t-shirt. Other outerwear worn with SMA Casuals must be in compliance with those listed in section 303.029.g above. Footwear must be closed-toed and cover the heel (no combat boots). SMA Casuals attire worn without authorization may result in loss of privilege and other consequences. Seniors with Senior Lunch Privileges may wear SMA Casuals on Senior Lunch Days. The entire SMA student body may wear SMA Casuals on designated Fridays.
- k. **Dress Attire** – The dress uniform consists of the plaid uniform skirt, the white no-tuck oxford, the plaid tie from Flynn O’Hara Company, and white knee socks. The uniform sweater (red, green, or navy) may be worn with the dress uniform. Shoes must be black or brown closed-toed/heeled, and coordinate with the uniform. No athletic-type footwear or hoodies are permitted with the dress uniform. Dress uniforms or appropriate Corps of Cadets uniforms will be worn on Wednesday chapel days and on special assembly scheduled days.
- l. **PE/Athletic** dress for girls in athletics/strength and conditioning is black athletic-style shorts with a 4” inseam and a purple Lady Bears athletic shirt. These items are to be purchased in the Sabre.
- m. **Athletic event** attire – SMA Casuals or appropriate casual attire.

.03 SPECIAL EVENT CLOTHING

For most special events, girls will wear the dress uniform. Descriptions of the various types of attire are shown below. Students will be informed when the option is available. For Event Attire, Formal Attire, and Graduation Attire, dresses/suits must be pre-approved by the dress committee, in person, before the event.

- a. Performance Attire consists of black dress slacks, the no-tuck oxford blouse, and black dress shoes with no more than 3” heels. The uniform sweater (red, green, or navy) may be worn at the discretion of the event director or supervisor.
- b. Event Attire consists of a dress chosen by the student. The dress may not be strapless, may not be a two-piece dress, may not be more than three inches above the knee, and must be appropriate to the student’s body style. Shoes for the dress may not have more than 3” heels. If the dress does not meet the requirements, the student will be asked to leave the event.
- c. Formal Attire – Attire will be specified several months before the event. Dresses must be

- approved, in person, by the dress committee.
- d. Graduation Attire consists of a short white dress chosen by the student but approved by the dress committee for the Baccalaureate, Rose & Sabre Ceremony, the Ascension Ceremony/Academy Awards Program, and a long white dress chosen by the student but approved by the dress committee (for Commencement). Short white gloves are worn for Rose and Sabre, and long white gloves are worn for graduation.
- .04 AFTER SCHOOL/WEEKEND DRESS on campus - applies to special weekend activities (recreation trips and community service activities).
- a. Casual wear is acceptable after school and on weekends. Casual wear consists of a sleeved shirt that covers the torso and is not excessively big or revealing and pants, which may include neat jeans, sweats, or shorts; shorts must be no shorter than the fingertip of the middle finger when arms are extended downward, and shoulders are relaxed. Pants shall be straight or narrow-legged, appropriately sized, and free of excessive holes.
 - b. Tight-fitting or stretch-type (knit or spandex) pants are allowed if worn with a long-tailed shirt/blouse that covers the hips.
 - c. Undergarments should not show.
 - d. Shorts may be worn for recreation as long as they are no shorter than the fingertip of the middle finger when arms are extended downward and shoulders are relaxed. Boxer shorts are not proper outerwear.
 - e. Sports bras, as outer clothing, are not acceptable at any time on campus.
 - f. One-piece swimsuits, or two-pieces with a colored shirt, are acceptable in the pool area.
 - g. For sanitary purposes, footwear must be worn anytime a student is outside her residence hall room.
 - h. The sponsoring group will announce the appropriate dress during special weekend activities.
 - i. Caps/hats may not be worn at any time in Carroll Hall, RCC, or the academic buildings.

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

305 CARE OF PHYSICAL FACILITIES AND EQUIPMENT

- .01 Each student is held responsible for any damage to any Academy property. Parents, or financially responsible persons, will be billed for any damages.
- .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.

306 CHRISTIAN MINISTRIES PROGRAM

As a Christian institution, the Academy seeks to provide a Christian environment that encourages and nurtures faith in God through Christ. Our philosophy clearly states that human beings, created in “the image of God,” are not only physical, mental, emotional, and social but also spiritual in nature.

- .01 Chapel – Chapel services are required for all students
- .02 Special Activities – Throughout each semester, students may voluntarily choose to participate in a variety of Christian activities promoted by the Campus Ministers.
- .03 Spiritual Counseling – Besides regular faculty and staff, the Campus Ministers welcome students who want to talk about their joys and sorrows, problems or achievements.
- .04 Approval – Any on-campus activity of a religious nature involving Academy students requires prior approval from the Campus Ministers.

307 GENERAL CONDUCT

- .01 The following rules and regulations are general guidelines for students. Most questions are addressed. However, in areas where we have not dealt with specifics, we expect common sense to dictate. The Vice President/CAO has the sole interpretive discretion in these matters.
- .02 Students are to display proper courtesy and good manners at all times and in every area of school life. Academy students are expected to conduct themselves as young men and women, remembering that their conduct reflects on the entire student body. It is traditional at the Academy to address adults with either “sir” or “ma’am.” Requests are always accompanied by a “please,” and gratitude is expressed with a “thank you.” Excessive noise in the Residence Hall should be avoided. Dropping trash on floors or out on campus is unacceptable conduct.

308 DANCES

The administration must approve dance activities.

- .01 Rules - Upper school students must arrive within 30 minutes of the event start time, or admittance will be denied unless communicated to the event sponsor before the event. Once a student leaves the facility/grounds, the student cannot return to the event. If a student needs to return to his/her vehicle, he/she must be accompanied by an SMA employee.
- .02 All dates must be of the opposite sex. Middle school students cannot attend upper school dances, and upper school students cannot attend middle school dances.
- .03 Non-SMA dates must be approved in advance by filling out the appropriate paperwork in the school office.
- .04 Specific to the prom, attendance is Juniors-Seniors, and SMA sophomores by invitation only. Non-SMA dates must be an enrolled high school sophomore, junior, or senior.
- .05 The Dress Approval Committee must approve all dresses. The email address for **non-SMA students** is dressapproval@smabears.org. Students arriving in attire not approved by the committee will be required to leave.

309 DAY STUDENTS

- .01 Rules – The rules and regulations of the Academy apply equally for day and boarding students, except for the rules and regulations which apply specifically to the Residence Hall. The following information is presented to help clarify certain rules and regulations and is not to be considered all-inclusive. If further clarification is needed, Academy officials should be consulted.
- .02 Health Services – Day students are entitled to limited health service benefits under the following conditions:
 - a. STATE LAW REQUIRES that all immunizations must be current and copies provided to the student's school at the time of registration.
 - b. The Academy requires all students to have a recent physical examination completed and turned in at registration. A physical is considered recent if completed within the 3 months prior to school starting. If the physical expires during the school year, the parent or guardian is responsible for having a new physical sent to Health Services by the expiration date. The Student will not be allowed to participate in any activities until a current physical is on file.
 - c. All non-prescription medications (such as Tylenol, etc.) requested and authorized by the parent or legal guardian to be administered to their child as needed while at school must be provided to the school in their original, properly labeled container. The child's medication

- will be kept in the Student Health Center and will only be administered by authorized San Marcos Academy personnel. A Student Medication Authorization Form listing these medications must be completed at registration. If the student's condition warrants bed rest for a brief period, he/she will be allowed to stay in the SHC. However, if the situation does not improve, the parent will be notified and asked to pick the student up. The Academy nurses will provide emergency care for minor accidents and will keep the student until the parent or guardian can be notified and come for the student. EMS will be notified if medically necessary in case of a more serious accident.
- d. If a day student has been prescribed prescription medication and needs a dose at school, the parent is to bring the medication (in the original container) to the school nurse, who will administer the medication as indicated. Students may not carry medication with them on campus. All prescription medications will require a separate authorization form with physician directions.
 - e. Medical Emergencies can happen at any time; for this reason, Health Services must have a current signed copy of the student's Authorization for Medical Treatment form and health insurance card.
- .04 Meals –The cost of the lunch meal is included in the tuition and fees. Day students may purchase additional meals in the Sabre, which will be charged to their student account.
 - .05 Residences – Day students must live with a parent or legal guardian whose primary residence is within a commutable distance of the Academy campus. Legal guardians must be responsible for the student’s financial support. The Academy reserves the right to be the final authority for approval of day student status.
 - .06 Textbooks and School Supplies – Day students may purchase school supplies at the school store (The Sabre).
 - .07 Uniforms – Most school uniform items must be purchased from two authorized sources: Flynn O’Hara Company and San Marcos Academy (The Sabre Bookstore). Some items may be purchased at retail outlets (*see information in section(s) 303 & 304*). The Military Property Custodian provides the Corps of Cadets uniform for day students.
 - .08 Day Students on campus after school – Supervision and accountability of all students on the SMA campus is a priority. Day students are required to leave campus after school, Monday-Friday, if not involved in any extracurricular activities or attending SMA events. Students not engaged in extracurricular activities must stay at the Recreation Center or at the Residence Hall with permission from the Director of Residence Life.
 - a. All students must comply with any directive received by SMA personnel. A student who behaves inappropriately may be required to leave campus immediately after school.
 - b. Visits by day students to boarding students in the dormitories are at the discretion of the Director of Residence Life.
 - c. Day students who stay overnight in the Residence Hall may do so only with PRIOR approval from the Director of Residence Life and are subject to an overnight fee.
 - d. Parents of day students MUST pick up their student by noon on the following day.
 - e. The Recreation Center and Residence Hall may be closed to the day students on specified days or weekends, e.g., Homecoming, Parent’s Day, and Graduation.

310 DINING HALL PROCEDURES

While eating meals provided by the dining hall is not mandatory, students are strongly encouraged to do so. A single line will be formed, and no saving places or cutting in line will be tolerated. The dress code will be enforced in the dining hall at all times. Information about daily menus and special events can be found at <https://www.sagedining.com/sites/sanmarcosacademy>.

311 DISCIPLINE – (See Appendix B for Code of Conduct)

Violations of rules or policies result in consequences. Any faculty or staff member may enter an office referral for misconduct in Blackbaud. Entries designated as “Notification and Documentation Only” may be used for consequence accrual. (Notifications should be utilized as documentation for first-time warnings.) Over time, the accumulation of office referrals will impact student privileges both in school and in the dorms. Violations and misconduct accumulate by the semester for all offenses designated as minor or moderate. Violations or misconduct designated as major accumulates for the year. Consequences for repeated rule violations and misconduct graduate incrementally. Although not exhaustive, the following chart lists behavior violations that may result in an office referral. In addition, the chart includes a guide for assigning consequences to violations as they are documented for Middle and Upper School students.

See Appendix B for the Code of Conduct Chart

San Marcos Academy reserves the right to use discretion in the implementation of discipline consequences as deemed necessary and appropriate. Explanations of the consequences are listed below.

.01 Minor/Moderate Infractions

- a. Teacher correction
- b. Conference with administration
- c. Lunch detention - Lunch detention is served in supervised isolation. A sack lunch is provided.
- d. After School Work Detail (ASWD) - ASWD is served in 30-minute sessions. The number of sessions assigned will be determined by the administration.
- e. In-School Suspension (ISS) - ISS is served in supervised isolation. The number of days is determined by the administration. A sack lunch is provided. Class assignments are done in ISS.
- f. Off-Campus Suspension (OSS) - The principal’s office or a Disciplinary Review Board may assign off-campus suspension for violations of the student handbook. In such cases, the parent(s) are required to take the student home for the period assigned by the administration, a maximum of three days.

.02 Repeated or Major Infractions

- a. Work Detail (WD) consists of an assigned number of hours and may involve physical labor. Work Detail hours may be assigned by an administrative staff member for a variety of offenses. Excessive work detail hours could be served during Weekend Work Detail. It is extremely important to have parental support in the serving of work detail-hours. Students who have work detail hours must remain at school for this period. Absences other than those deemed necessary or an emergency by the administration may cause the assigned hours to be doubled.
- b. Weekend Work Detail (WWD) is an assigned number of physical labor hours to be served on a weekend day(s). WWD may be assigned for a variety of offenses or when a student reaches an excessive number of consequences. Weekend Work Detail results in a \$250.00 charge to the parent for a full weekend of WWD.
- c. Camp Motivation - Camp Motivation is a three-day on-campus suspension type of behavior modification program for students who have committed serious disciplinary offenses. In Camp Motivation, boarding students are removed from their

normal rooms and routines. Day students will be required to move on campus for the duration of Camp Motivation. The program requires the student to serve work details and physical training and to develop a plan for personal behavior management while abiding by strict camp rules. Camp Motivation results in a \$500.00 program charge to the parent. Any student choosing not to comply with all camp regulations is subject to dismissal from the Academy. Students may also be assigned ISS in conjunction with the Camp Motivation consequence.

- d. Disciplinary Probation (DP) - A student may be placed on Disciplinary Probation (DP) for committing a major infraction of regulations or for serious and persistent misconduct. A student on DP is subject to dismissal (suspended dismissal) in the event of continued infractions of regulations. Students on DP shall be ineligible to hold cadet rank or office during probation. In addition, honors status may be forfeited. The Disciplinary Review Board will determine the length of time a student is on DP. The Disciplinary Review Board will determine eligibility for extra-curricular participation in conjunction with each assignment of DP.

.03 Discipline Meetings

- a. The Discipline Committee Meeting (DCM)
The DCM will address any serious/persistent minor/moderate violations or major violations of the code of conduct. The DCM can assess any of the disciplinary consequences up to but excluding Camp Mo or dismissal. The latter two must be referred to a Disciplinary Review Board.
- b. The Disciplinary Review Board (DRB) consists of three members of the administration. The DRB will include the principal (hearing officer) and other administrators. A student's parents will be contacted prior to a DRB to explain the reasons for the DRB. The parent(s) or guardian may attend the DRB as an invited guest solely to advise their child. If a student needs an individual to serve as an advocate, the student may select a faculty or staff member to attend the board with them. Following a DRB, the parent will be advised of the decision made. Except in the case of a dismissal, decisions made by the DRB may only be appealed, in writing, by the parents/guardians of the involved student to the Vice President. His/her decision will be final. In the case of a dismissal from the Academy, may only be appealed, in writing, by the parents/guardians of the involved student to the President.
- c. Dismissal – Dismissal results in the immediate cancellation of enrollment of a student and removal from campus. Any student who is dismissed will normally not be permitted to re-enroll during the school year and will not be permitted on the campus without special permission from the Academy administration. Those students dismissed, or withdrawn in lieu of dismissal, are required to be removed from campus within 24 hours. Should the parent be unable to provide transportation and arrangements for this removal, the Academy will facilitate the removal at the parent's expense.

312 DISCIPLINE – OFF CAMPUS BEHAVIOR

Students enrolled at San Marcos Academy are representatives of the school at all times. Because some activities tarnish the reputation of the school, some guidelines go beyond the school setting. Serious breaches of discipline are subject to a Disciplinary Review Board.

313 DISCIPLINARY ACTIONS REPORTED TO LAW ENFORCEMENT OFFICIALS

Texas state law requires the Academy to report certain criminal offenses (child abuse, possession of weapons, etc.) to law enforcement officials. The legal conservators of all students directly involved will be informed in the event a report is made to law enforcement officials.

314 DRUG ABUSE POLICY AND CONSEQUENCES

- .01 Use, possession, or distribution on the campus of controlled substances or drugs deemed illegal by the State of Texas or any non-prescribed medication may result in dismissal.
- .02 It is against SMA policy for a person to consume or possess a mind-altering substance (including, but not limited to, prescription drugs, aerosols, salvia, cough syrup, sleep aids, stimulants, etc.)
- .03 Prescription or over-the-counter (OTC) medication, supplements, vitamins, etc. must be approved and stored at the Student Health Center.

315 DRUG SCREENS

- .01 Throughout the year, school officials may search school classrooms/lockers, residence hall rooms, vehicles, and other areas of campus. Searches may include the use of dogs trained in drug detection. Any student on whose property a drug dog alert may be required to submit to a drug screen. When the alert is in a common area, and the cause of the alert is unclear, any student connected with the said area may be tested.
- .02 Should any student come under the suspicion of Academy authorities for using a controlled or illegal substance, that student may be required to submit to an appropriate medical test (urine analysis, alcohol detection, or blood test) to confirm or dismiss the suspicion. Testing will be accomplished via contracted laboratories or the local hospital.
- .03 Refusal by a student to submit a urine/blood sample is grounds for DRB. Any drug screen that reflects the presence of illegal drugs in the urine/blood could result in the dismissal of the student.
- .04 Parents/legal guardians will be charged for the costs of all tests, regardless of the results.
- .05 The Health Service has been instructed to report any student who attempts to fake taking his or her medications.

316 PUBLIC DISPLAY OF AFFECTION

Displays must fall within appropriate and healthy boundaries. In ANY instance, if a staff or faculty member believes the exhibited behavior is inappropriate and requests that it stop, failure to do so may result in disciplinary action.

- .01 Couples are not allowed to lie on chairs, benches, or couches. The feet must remain on the floor, and students must sit in an upright position.
- .02 At no time can a student lay his or her head in someone's lap, sit in between someone's legs, or give back/shoulder massages.
- .03 An acceptable display of affection for middle school is a brief shoulder-to-shoulder hug. Hugs should not be given from behind. During a shoulder-to-shoulder embrace, male hands may not fall below the collarbone of a female. Female hands may not fall below the waist of a male student. Handshakes and high 5's are acceptable.

- .04 Acceptable displays of affection for upper school students include holding hands, and brief frontal or shoulder-to-shoulder hugs. Hugs should not be given from behind. During a “shoulder” embrace, a male’s hands may not fall below the collarbone of a female. A female’s hands may not fall below the waist of a male student.
- .05 No kissing allowed during school hours. During non-school hours only an appropriate, respectful, and brief closed mouth kiss is allowed.
- .06 Middle school students may mingle with upper school students in a large group, but they are not allowed to date. Any form of kissing is unacceptable for middle school students.

317 VEHICLES-NON-MOTORIZED

- .01 The use of skateboards, scooters, roller blades, shoes with wheels, Segways, or other motorized scooters/boards are not permitted on campus.
- .02 Bicycles
 - a. Students may bring bicycles to the campus. The Academy will not be responsible for the loss of or damage to any bicycle. The Academy will not assume responsibility for accidents or injuries to a student while riding a bicycle. Bicycles will not be stored inside buildings
 - b. Students can only ride in authorized areas as determined by administration.
 - c. Students may not ride bicycles after dark.
 - d. Riders must always wear safety helmets.

318 VEHICLES ON CAMPUS

- .01 Motorized Vehicles
 - a. Any person wishing to operate a motorized vehicle on campus must be a licensed and properly insured driver. The vehicle must have a current registration/inspection sticker to operate on campus.
 - b. Day and boarding students must acquire an official Academy campus access permit annually. Additionally, boarding students must submit an SMA Application for Automobile Riding/Driving Privileges annually.
 - c. Parents of Academy students may obtain a campus access permit for each vehicle used to transport students to and from campus annually.
 - d. The campus access permit must be permanently affixed to the upper left section of the vehicle’s front window, just under any tint that would obstruct it from view.
 - e. Any vehicle not displaying an official SMA campus access permit could be stopped by the gate attendant and asked to provide identification and reason for being on campus.
 - f. Students may be assigned specific parking areas. After arriving in the morning, a student may not move or enter his or her vehicle without permission until leaving in the afternoon (except for seniors on senior lunch days). Students (drivers and riders) needing to leave campus before the end of the school day must check out through the school office. This procedure must also be used during final exam week. Day students may not park at the Robinson Christian Center (RCC) or in front of Kokernot Gym during the school day.
 - g. Drivers must obey all traffic laws. Students are expected to stay on the paved/named roads.
 - h. Students are not allowed to ride in another student's vehicle unless they have appropriate approval.
 - i. “Cruising” or driving around campus without purpose is not allowed.
 - j. The speed limits for interior campus roads are set at 15 MPH, unless otherwise posted.
 - k. Speed bumps are placed in certain locations on campus for safety purposes. Avoiding or going around them is prohibited and could result in loss of on-campus driving privileges.

- l. Any vehicle on campus may be subject to a search.
- j. Any infraction of the above rules or other automobile regulations established by the Academy may result in the temporary or permanent forfeiture of driving privileges and could result in disciplinary action.
- .02 When operating a motorcycle, a driver may carry no additional passengers. A helmet must be worn by the driver.
- .03 Boarding students riding with another student (boarding or day) must be picked up and returned to the Residence Hall. The driver must sign out the student passenger and have a Boarding Director's permission.
 - a. Boarding students who are cited for off-campus driving violations should inform their Boarding Director to assure that the student fulfills any and all obligations relative to the citation.

319 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.
- .02 During school hours, visitors must 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. After hours, visitors are required to sign in at the appropriate residence hall. Visitors attending sporting events, school concerts, plays, etc. are not required to sign in if they go directly to the event and exit campus promptly after the event is over.
- .03 Students inviting guests to visit campus must receive prior approval from the administration.
- .04 Students who have been dismissed from the Academy for disciplinary reasons or withdrawn at the request of the Academy will not be allowed on campus without prior permission from administration.
- .05 Alumni in good standing are welcome, but are considered visitors and should comply with visitor rules/regulations and are required to check in.
- .06 Visitation in residence hall rooms requires permission from the Director of Residence Life.

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 a 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 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. 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/Director 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 that parents talk to teachers about student problems before they talk 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 that is done in the context of the school must be done in Christ’s way. The world’s methods of solving school problems is inappropriate. The idea of suing the school or persons in the school is a secular idea that 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 not possible if all of us follow the Matthew 18 principle of solving school problems.

Author: **Dr. Paul A. Kienel**, former president, Association of Christian Schools International
*Modified by SMA Administration

**San Marcos Academy
Level 1 Student and/or Parent Complaint**

Name: _____

Date: _____

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:

**San Marcos Academy
Personnel Complaint Level One**

Name of Personnel: _____

Date: _____

Email: _____

Student's Name and Grade: _____

Personnel the appointment is regarding: _____

Issue: _____

_____ *School policy that you feel

has been violated:

Policy Number: _____

Handbook Page Number: _____

Name of Policy: _____

How do you see the policy being violated?

_____ ***ATHLETIC ISSUES *No appointments will be made for athletics issues regarding team assignments, coaching methodology, and playing time.***

Before requesting this appointment with an Executive Council member, I have walked through Matthew 18 in good faith as per school policy.

Step 1 - I have met with those directly involved.

Name of staff, teacher, and/or coach and dates.

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

Name(s) and dates:

San Marcos Academy
Level 2/ Level 3 Administration Appeal Form

The completion of the following form to initiate an appeal of a level 1 decision at San Marcos Academy is mandatory. Please read the following form and policy.

Date: _____

Name: _____

Position: _____

Direct Supervisor (if employee related): _____

Is the appeal within 30 days of the event: _____

What decision is being appealed:

Policy number that has been violated (if applicable): _____

Recommended solution or steps for resolution:

Suggestion measures to prevent further occurrences

San Marcos Academy
Investigation for Harassment Complaint Form

Today's Date: _____
Name of the Complainant: _____
Employee or Student: _____ Phone
Number: _____ Name of
Email: _____ the Accused: _____
Department: _____

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.):

Phone Number: _____

E-mail: _____

Date of incident: _____

(If more than one event, please report each event on a separate form.)

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)

Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.

What would be your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence San Marcos Academy deems relevant.

Signature: _____ Date: _____

APPROVED UPPER & MIDDLE SCHOOL DISCIPLINE CONSEQUENCE CHART

Minor and moderate violations accumulation is by semester (see first column-Minor=M, Moderate=MD, Major=MJ)

If minor or moderate violations become serious and persistent a DRB can be convened

Major violations will accumulate for the entire year.

**San Marcos Academy Administration reserves the right to use discretion in implementation of consequences.*

	VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
M	Dress Code Includes SMA Casual Violations	Fix the Problem	Fix the Problem Lunch Detention 1 day	Fix the Problem Lunch Detention 3 days	ASWD	DCM
M	Inappropriate Behavior (includes chapel conduct, horseplay, backtalk, sass, etc.)	Teacher issues consequences	Lunch Detention 1 day	Lunch Detention 3 days	ASWD	DCM
M	Public Display of Affection	Teacher issues consequences	Lunch Detention 1 day	Lunch Detention 3 days	ASWD	DCM
M	Tardy *All tardies cumulative	3rd & 4th tardy of semester Lunch Detention 1 day	5th tardy of the semester Lunch Detention 3 days	6+ tardies for the semester ASWD	DCM	

M	Violation of Class and SMA Rules	Teacher issues consequences	Lunch Detention 1 day	Lunch Detention 3 days	ASWD	DMC
MD	Physical Altercation	ISS/OSS	WWD	DCM/DRB		
MD	Cheating/Plagiarism on Daily Assignment or HW	Teacher discretion on grade (no higher than a 50) Lunch Detention	Teacher discretion on grade (no higher than a 50) ISS	Teacher discretion on grade (no higher than a 50) DCM	DRB	
MD	Destruction of Property /Illegal Entry (to be determined case by case). Intent will dictate consequences	Pay for repair + consequences TBD	Pay for repair + consequences TBD	DRB		
MD	Disobedient or Disrespectful to Staff/Faculty	Lunch Detention 1 day	Lunch Detention 3 days	ISS	ASWD	DRB
MD	Disruptive Behavior	Lunch Detention 1 day	Lunch Detention 3 days	ISS	ASWD	DRB
MD	Lying/Fraudulent Activity/Forgery	Lunch Detention 1 Day	Lunch Detention 3 days	ISS	ASWD	DRB
MD	Misuse of Electronic Devices (Laptop, phone, I-Pad, wearables, etc)	Collect device, turn in to office (held until dismissal), Lunch Detention 1 day	Collect device, turn in to office (held until dismissal), Lunch Detention 3 days	Collect device, turn in to office (held until dismissal) ISS	Student must surrender device at 8 am each morning for 2 weeks. ASWD	Student must surrender device at 8 am each morning for remainder of semester. DCM/DRB

MD	Obscene/Profane Language	Lunch Detention 1 day	Lunch Detention 3 days	ISS	ASWD	DRB
MD	Inappropriate Body Piercings/Tattoos/ Unnatural Hair Color (See Dress Code)	Rectify Situation + ISS	Rectify Situation + ASWD	OSS until situation is permanently rectified	DRB	
MD	Skipping Class / Chapel / Advisory	ISS	ASWD	DRB		
MD	Insubordination (Refusal of staff directive)	ISS	ASWD	DRB		
MJ	Cheating/Plagiarism on Test/Major Assignment	Teacher discretion on grade (no higher than a 50) ISS + Academic Probation & loss of leadership position for the year	Teacher discretion on grade (no higher than a 50) ISS + loss of graduation honors	"0" on Work DRB		
MJ	Assaultive behavior physical or sexual	DRB				
MJ	Possession, use or distribution of unauthorized substances/ paraphernalia	DRB				
MJ	Terroristic threats or harassment including but not limited to cyber, racial or sexual	DRB				

MJ	Theft/possession of stolen property	DRB				
MJ	Possession of firearms, explosives, weapons	DRB				
MJ	Sexual impropriety, activity, etc.	DRB				

***ASWD will be served in 30 minute sessions.**